



# 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 Jessica Anderson  
Council Member Donna Bell  
Council Member Allen Buansi  
Council Member Hongbin Gu

Council Member Nancy Oates  
Council Member Michael Parker  
Council Member Rachel Schaevitz  
Council Member Karen Stegman

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**Wednesday, February 28, 2018 7:00 PM RM 110 | Council Chamber**

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### OPENING

### 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.*

### PUBLIC COMMENT - ITEMS NOT ON PRINTED AGENDA

### ANNOUNCEMENTS BY COUNCIL MEMBERS

### CONSENT

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

1. Approve all Consent Agenda Items. [\[18-0151\]](#)

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 Miscellaneous Budget Ordinance Amendments to Adjust Various Fund [\[18-0152\]](#)

## Budgets for FY 2017-18.

By enacting the ordinances, the Council adjusts the General Fund, Grants Fund, Vehicle Replacement Fund, Transit Fund, Transit Capital Reserve Fund, Affordable Housing Fund, Transit Capital Grants Fund, 2015 Streets and Sidewalks Bond Fund, and Capital Projects Ordinance Fund; by adopting the resolutions, the Council accepts the Summer Youth Employment Grant, 2017 BVP Grant, ABC Grant, and the FY 2017 CMAQ Bus Grant to account for changes to the approved annual budget.

### INFORMATION

- 3. Receive Upcoming Public Hearing Items and Petition Status List. [\[18-0153\]](#)**

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

### DISCUSSION

- 4. Initial Public Forum on the Annual Budget, Capital Program, Use of Grants and Related Items and Potential Legislative Requests. [\[18-0154\]](#)**

PRESENTER: Kenneth C. Pennoyer, Business Management Director

RECOMMENDATION: That the Council refer comments and questions to the Manager for consideration in the budget process.

- 5. Update on Proposal to Adjust Land Use Management Ordinance: Historic District Commission Procedures. [\[18-0155\]](#)**

PRESENTER: John Richardson, Community Resilience Officer

RECOMMENDATION: That the Council receive the staff's report and provide feedback and guidance regarding the decision point listed in the staff memorandum.

- 6. Open the Public Hearing and Consider a Request to Close a Public Right-of-Way for an Unmaintained Alley Near the Intersection of Pritchard Avenue and West Rosemary Street. [\[18-0156\]](#)**

PRESENTER: Chris Roberts, Manager of Engineering and Infrastructure

RECOMMENDATION: That the Council open the Public Hearing to consider closing of a public rights-of-way of an unmaintained alley located near the intersection of Pritchard Avenue and West Rosemary Street. The Council may close the Public Hearing this evening and take action on the requested closures, or refer action to a future meeting.

- 7.** Open the Public Hearing and Consider a Request to Close the Unmaintained and Unpaved Portion of the Public Right-of-Way Near Smith Avenue. [\[18-0157\]](#)

PRESENTER: Chris Roberts, Manager of Engineering and Infrastructure

RECOMMENDATION: That the Council open the Public Hearing to consider closing the unmaintained and unpaved public rights-of-way portion of Smith Avenue. The Council may close the Public Hearing this evening and take action on the requested closures, or refer action to a future meeting.

## **APPOINTMENTS**

- 8.** Appointment(s) to the Historic District Commission. [\[18-0158\]](#)

## **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 #:** [18-0151], **Version:** 1

**Meeting Date:** 2/28/2018

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

**Staff:**

Sabrina M. Oliver, Director and Town Clerk  
Amy T. Harvey, Deputy 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.

**Council Goals:** Please refer to each agenda item for specific Council Goals.



**Attachments:**

- Resolution

**A RESOLUTION ADOPTING VARIOUS RESOLUTIONS AND ENACTING VARIOUS ORDINANCES  
(2018-02-28/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 Miscellaneous Budget Ordinance Amendments to Adjust Various Fund Budgets for FY 2017-18. (O-1)(O-2)(O-3)(O-4)(O-5)(R-2)(R-3)(R-4)(R-5)

This the 28<sup>th</sup> day of February, 2018.

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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 #: [18-0152], Version: 1

Meeting Date: 2/28/2018

### Approve Miscellaneous Budget Ordinance Amendments to Adjust Various Fund Budgets for FY 2017-18.

**Staff:**

Kenneth C. Pennoyer, Director  
Amy Oland, Assistant Director

**Department:**

Business Management

**Overview:** After the Council approves the annual budget, changes occur that require the Town to amend the original budget.



**Recommendation(s):**

That the Council:

- Enact the attached budget ordinance amendment to adjust the General Fund, Grants Fund, Vehicle Replacement Fund, Transit Fund, and Transit Capital Reserve Fund; and
- Enact the attached project ordinance amendments to adjust the Affordable Housing Fund, Transit Capital Grants Fund, 2015 Streets and Sidewalks Bond Fund and Capital Projects Ordinance Fund; and
- Adopt the attached resolutions to accept the Summer Youth Employment Grant, 2017 BVP Grant, ABC Grant, and the FY 2017 CMAQ Bus Grant.

**Key Issues:**

• **General Fund**

Summer Youth Employment Grant - The Town of Carrboro has awarded the Town of Chapel Hill \$10,000 to be used for salaries to continue the Summer Youth Employment Program for low-income youth between the ages of 14 and 18 years old who meet the income requirements and live in the Chapel Hill/Carrboro area. Adoption of the attached resolution would authorize acceptance of the Summer Youth Employment Award, and enactment of the attached budget ordinance amendment would establish the grant budget of \$10,000.

Visitors Bureau - The performance agreement between the Town of Chapel Hill and the Chapel Hill/Orange County Visitors Bureau states that the Town will pay the Visitors Bureau 50% of any occupancy tax revenues received greater than \$1,000,000. In FY 2017, the Town received \$1,187,510 in occupancy tax receipts. The amount above the \$1,000,000 is \$187,510. Thus, the total additional funding due to the Visitors Bureau is \$93,755. Enactment of the attached budget ordinance amendment would reflect the additional payment of \$93,755 to be made to the Visitors Bureau from appropriated fund balance.

Electric Vehicle Charging Stations - The Town is eligible to receive up to \$10,000 from Duke Energy to install two electric vehicle-charging stations for public use. Town staff is actively exploring options for siting these stations at existing Town facilities. Installation must be completed no later than March 31, 2018 and per an agreement with Duke Energy, must be in operation for no less than three years. The installation of these stations would expand the number of public charging stations, which are currently located in the public parking level at 140 West (Town), the Orange

County Skills Center (County) and the Robert and Pearl Seymour Senior Center (County). The project supports clean transportation and helps lower community greenhouse gas emissions from automobiles. Enactment of the attached budget ordinance amendment would recognize and appropriate \$10,000 from Duke Energy to install two electric vehicle-charging stations for public use.

Bike/Pedestrian Counters - In April 2017, the Planning Department received \$15,800 from the Technology Pool to cover the equipment installation cost for three bike/pedestrian counters. This equipment allows staff to monitor changes in bicycle and pedestrian activity throughout various part of the Town. The project was delayed and the funds did not carry over into the FY 2018 budget. The attached budget ordinance amendment would appropriate the \$15,800 from the General Fund fund balance for the purchase of the bike/pedestrian counters.

- **Grants Fund**

2017 Ballistic Vest Partnership - The Police Department partners with the Bureau of Justice Assistance (BJA) through their Ballistic Vest Partnership (BVP) program to share the cost of ballistic vest purchases for sworn officers. This is a 39.3 percent matching program (reduced from 50%) where BJA will match 39.3 percent of every dollar the police department spends on an approved vest. The award must be used for National Institute of Justice (NIJ) compliant armored vests. Adoption of the attached resolution would authorize acceptance of the FY 2017 Ballistic Vest Partnership Grant, and enactment of the attached budget ordinance amendment would establish the grant budget of \$22,687.

ABC Grant - The Orange County ABC Board has awarded the Town of Chapel Hill \$29,040 to continue support for the Police Department's alcohol law enforcement efforts. These funds will be used for overtime salaries, equipment and supplies for alcohol law enforcement operations. There are no matching requirements for this grant. Adoption of the attached resolution would authorize acceptance of the ABC Grant, and enactment of the attached budget ordinance amendment would establish the grant budget of \$29,040.

- **Vehicle Replacement Fund**

The FY 2017 list of approved fleet replacement vehicles included a 2017 Crane Carrier 25 cubic yard rear loading refuse truck for the Solid Waste division of Public Works. The ordering of the vehicle occurred late in the fiscal year and the Town did not take possession of the vehicle until FY 2018. Enactment of the attached budget ordinance amendment would appropriate the \$225,000 from the Vehicle Replacement Fund fund balance for the purchase of the rear-loading refuse truck.

- **Transit Fund & Transit Capital Reserve Fund**

The FY 2018 Transit Fund budget included a \$967,000 transfer to the Transit Capital Reserve Fund for future capital purchases. The funds should have been budgeted to make the first principal and interest payments on the FY 2017 installment financing contract that closed in February 2017 for the purchase of 14 buses for \$716,310. Enactment of the attached budget ordinance amendment would reduce the transfer between the Transit Fund and the Transit Capital Reserve Fund by \$716,310 and would appropriate the debt payments in the Transit Fund.

- **Affordable Housing Fund**

The Town received \$490,000 for payments in lieu of providing affordable housing approved by the Council for three developments: The Courtyards at Homestead (\$340,000), the Chapel Hill Retirement Residence (\$100,000) and Carolina Square (formerly 123 West Franklin, \$50,000). As directed by Council and stipulated in the special use permits for these projects, funds are directed to the Town's Affordable Housing Fund. This fund was established to provide local funding support for affordable housing projects. The Council established eligible activities for the use of these

funds.

Enactment of the attached project ordinance amendment would recognize and appropriate the payments-in-lieu of \$490,000 received for the following recommended affordable housing activities:

- \$65,000 for renovation of units recently acquired from CASA and to pay off an existing mortgage (acquisition approved by the Council in November 2017)
- \$385,000 for the Opportunity Fund for projects to be determined by Council (endorsed by Council in June 2017)
- \$40,000 for a general category of grants and deferred loans to non-profit organizations for project not yet identified. This allows the Town some flexibility to respond to requests from our affordable housing partners.

- **Transit Capital Grants Fund**

FY 2017 CMAQ Bus Grant - In January 2017, the Federal Transit Administration awarded the Town \$1,120,000 as the FY 2017 CMAQ (Congestion Mitigation and Air Quality) Bus grant for the purchase of three clean diesel buses. The local match of \$280,000 will be provided by the Transit Fund's fund balance. The Town will purchase these buses using the Town's existing contract with Gillig, LLC. Adoption of the attached resolution and enactment of the attached project ordinance amendment would establish the grant budget of \$1,400,000 to purchase three clean diesel buses.

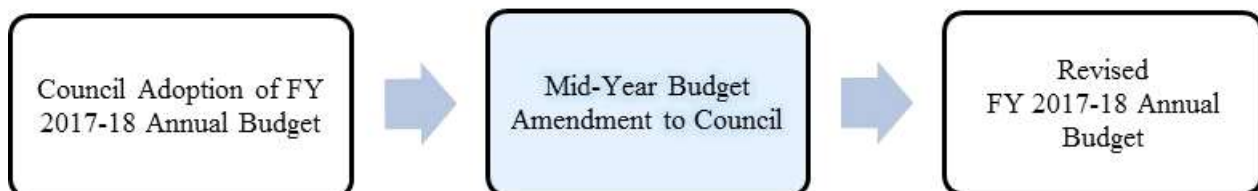
- **2015 Streets & Sidewalks Bond Fund**

In August 2017, a \$107,237 payment in lieu from the Chapel Hill Retirement Residence was received for bike and pedestrian improvements along their frontage. The payment will be used for design and right-of-way acquisition. Enactment of the attached project ordinance amendment would recognize and appropriate the \$107,237 payment in lieu.

- **Capital Projects Ordinance Fund**







In December 2017, the Town received \$1,265,261 from the North Carolina Department of Transportation (NCDOT) as the first reimbursement for work completed on Phase I of Ephesus-Fordham Road Improvement Project. These funds will be used to complete Phase I construction (\$600,000) and towards Phase II project costs (\$665,261). The Town anticipates that the majority of the additional \$600,000 required to complete Phase I will be reimbursed by the NCDOT. Once reimbursed, these funds will be available for Phase II of the project. Enactment of the attached project ordinance amendment would recognize and appropriate the \$1,265,261 for the Ephesus Fordham project.

### Where is this item in its process?





**Council Goals:**

|                                     |   |                              |                                     |   |                                  |
|-------------------------------------|---|------------------------------|-------------------------------------|---|----------------------------------|
| <input checked="" type="checkbox"/> |  | Create a Place for Everyone  | <input checked="" type="checkbox"/> |  | Develop Good Places, New Spaces  |
| <input checked="" type="checkbox"/> |  | Support Community Prosperity | <input checked="" type="checkbox"/> |  | Nurture Our Community            |
| <input checked="" type="checkbox"/> |  | Facilitate Getting Around    | <input type="checkbox"/>            |  | Grow Town and Gown Collaboration |

**Attachments:**

- Budget Ordinance
- Project Ordinance - Affordable Housing Fund
- Project Ordinance - Transit Capital Grants Fund
- Project Ordinance - 2015 Streets & Sidewalks Bond Fund
- Project Ordinance - Capital Projects Ordinance Fund
- Resolution for Summer Youth Employment Grant
- Resolution for 2017 BVP Grant
- Resolution for ABC Grant
- Resolution for FY 2017 CMAQ Bus Grant

**AN ORDINANCE TO AMEND "THE ORDINANCE CONCERNING APPROPRIATIONS AND THE RAISING OF REVENUE FOR THE FISCAL YEAR BEGINNING JULY 1, 2017" (2018-02-28/O-1)**

BE IT ORDAINED by the Council of the Town of Chapel Hill that the Budget Ordinance entitled "An Ordinance Concerning Appropriations and the Raising of Revenue for the Fiscal Year Beginning July 1, 2017" as duly adopted on June 12, 2017, be and the same is hereby amended as follows:

**ARTICLE I**

| <b>APPROPRIATIONS</b>                    | <b>Current<br/>Budget</b> | <b>Increase</b>   | <b>Decrease</b>   | <b>Revised<br/>Budget</b> |
|--|---------------------------|-------------------|-------------------|---------------------------|
| <b>GENERAL FUND</b>                      |                           |                   |                   |                           |
| Mayor/Council                            | \$ 489,019                | \$ -              | \$ -              | \$ 489,019                |
| Town Manager/CaPA                        | 2,655,085                 | -                 | -                 | 2,655,085                 |
| Human Resource Dev't                     | 1,863,096                 | -                 | -                 | 1,863,096                 |
| Business Management                      | 2,218,404                 | -                 | -                 | 2,218,404                 |
| Technology Solutions                     | 2,011,286                 | -                 | -                 | 2,011,286                 |
| Attorney                                 | 348,947                   | -                 | -                 | 348,947                   |
| Planning & Sustainability                | 2,961,119                 | 25,800            | -                 | 2,986,919                 |
| Inspections                              | 1,573,548                 | -                 | -                 | 1,573,548                 |
| Housing and Community                    | 774,487                   | 10,000            | -                 | 784,487                   |
| Public Works                             | 12,399,025                | -                 | -                 | 12,399,025                |
| Police                                   | 13,672,371                | -                 | 13,771            | 13,658,600                |
| Fire                                     | 9,291,441                 | -                 | -                 | 9,291,441                 |
| Parks and Recreation                     | 7,434,720                 | -                 | -                 | 7,434,720                 |
| Library                                  | 3,221,179                 | -                 | -                 | 3,221,179                 |
| Non-Departmental                         | 4,435,489                 | 107,526           | -                 | 4,543,015                 |
|  | <u>\$ 65,349,216</u>      | <u>\$ 143,326</u> | <u>\$ 13,771</u>  | <u>\$ 65,478,771</u>      |
| <b>GRANTS FUND</b>                       |                           |                   |                   |                           |
| 2017 BVP Grant                           | -                         | 22,687            | -                 | 22,687                    |
| ABC Grant                                | -                         | 29,400            | -                 | 29,400                    |
|  | <u>\$ -</u>               | <u>\$ 52,087</u>  | <u>\$ -</u>       | <u>\$ 52,087</u>          |
| <b>VEHICLE REPLACEMENT FUND</b>          | \$ 1,468,676              | \$ 225,000        | \$ -              | \$ 1,693,676              |
| <b>TRANSIT FUND</b>                      |                           |                   |                   |                           |
| Other Expenses                           | \$ 24,055,035             | \$ -              | \$ -              | \$ 24,055,035             |
| Lease Purchase Payments                  | -                         | 716,310           | -                 | 716,310                   |
| Transfer to Transit Capital Reserve Fund | 967,000                   | -                 | 716,310           | 250,690                   |
| Transfer to Transit Capital Grants Fund  | 400,255                   | 280,000           | -                 | 680,255                   |
|  | <u>\$ 25,422,290</u>      | <u>\$ 996,310</u> | <u>\$ 716,310</u> | <u>\$ 25,702,290</u>      |

**TRANSIT CAPITAL RESERVE FUND**

|                            |                     |             |                   |                   |
|----------------------------|---------------------|-------------|-------------------|-------------------|
| Transfer to Capital Grants | \$ 100,000          | \$ -        | \$ -              | \$ 100,000        |
| Contribution to Reserve    | 967,000             | -           | 716,310           | 250,690           |
|                            | <u>\$ 1,067,000</u> | <u>\$ -</u> | <u>\$ 716,310</u> | <u>\$ 350,690</u> |

**ARTICLE II**

| <b>REVENUES</b>                     | <b>Current<br/>Budget</b> | <b>Increase</b>   | <b>Decrease</b>   | <b>Revised<br/>Budget</b> |
|-------------------------------------|---------------------------|-------------------|-------------------|---------------------------|
| <b>GENERAL FUND</b>                 |                           |                   |                   |                           |
| Other Revenues                      | \$ 60,862,282             | \$ -              | \$ -              | \$ 60,862,282             |
| Carrboro Contribution               | -                         | 10,000            | -                 | 10,000                    |
| Miscellaneous Local Grants          | -                         | 10,000            | -                 | 10,000                    |
| Appropriated Fund Balance           | 4,486,934                 | 109,555           | -                 | 4,596,489                 |
|                                     | <u>\$ 65,349,216</u>      | <u>\$ 129,555</u> | <u>\$ -</u>       | <u>\$ 65,478,771</u>      |
| <b>GRANTS FUND</b>                  |                           |                   |                   |                           |
| 2017 BVP Grant                      | -                         | 22,687            | -                 | 22,687                    |
| ABC Grant                           | -                         | 29,400            | -                 | 29,400                    |
|                                     | <u>\$ -</u>               | <u>\$ 52,087</u>  | <u>\$ -</u>       | <u>\$ 52,087</u>          |
| <b>VEHICLE REPLACEMENT FUND</b>     |                           |                   |                   |                           |
| Other Revenues                      | \$ 887,995                | \$ -              | \$ -              | \$ 887,995                |
| Appropriated Fund Balance           | 580,681                   | 225,000           | -                 | 805,681                   |
|                                     | <u>\$ 1,468,676</u>       | <u>\$ 225,000</u> | <u>\$ -</u>       | <u>\$ 1,693,676</u>       |
| <b>TRANSIT FUND</b>                 |                           |                   |                   |                           |
| Other Revenues                      | \$ 22,306,727             | \$ -              | \$ -              | \$ 22,306,727             |
| Appropriated Fund Balance           | 3,115,563                 | 280,000           | -                 | 3,395,563                 |
|                                     | <u>\$ 25,422,290</u>      | <u>\$ 280,000</u> | <u>\$ -</u>       | <u>\$ 25,702,290</u>      |
| <b>TRANSIT CAPITAL RESERVE FUND</b> |                           |                   |                   |                           |
| Other Revenues                      | \$ 100,000                | \$ -              | \$ -              | \$ 100,000                |
| Transfer from Transit Fund          | 967,000                   | -                 | 716,310           | 250,690                   |
|                                     | <u>\$ 1,067,000</u>       | <u>\$ -</u>       | <u>\$ 716,310</u> | <u>\$ 350,690</u>         |

This the 28<sup>th</sup> day of February, 2018.

**AN ORDINANCE TO AMEND THE AFFORDABLE HOUSING FUND PROJECT ORDINANCE (2018-02-28/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 Affordable Housing Fund ordinance to provide funds to support affordable homeownership opportunities is hereby amended as follows:

**SECTION I**

The Affordable Housing Fund ordinance as authorized by the Town Council provides funds to purchase properties to create permanently affordable homeownership opportunities.

**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 are hereby amended as follows:

|                                       | Current Budget | Revised Budget |
|---------------------------------------|----------------|----------------|
| Transfer from Housing Loan Trust Fund | \$ 155,778     | \$ 155,778     |
| Loan Repayment                        | 650,799        | 650,799        |
| Payment in lieu - Affordable Housing  | 2,186,560      | 2,676,560      |
| Interest Income                       | <u>44,740</u>  | <u>44,740</u>  |
| Total Revenues                        | \$ 3,037,877   | \$ 3,527,877   |

**SECTION IV**

Amounts appropriated to create permanently affordable homeownership opportunities are hereby amended as follows:

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Meeting Date: 2/28/2018

|  | Current Budget | Revised Budget |
|--|----------------|----------------|
| Grants/Deferred Loans                        | \$ 693,568     | \$ 733,568     |
| Revolving Loan Fund                          | 650,800        | 650,800        |
| Rehabilitation & Refurbishment               | 106,511        | 106,511        |
| Contributions to HOME Program                | 306,659        | 306,659        |
| Contributions to Affordable Housing agencies | 165,000        | 165,000        |
| Contributions to Community Home Trust        | 394,242        | 394,242        |
| Contributions to Affordable Housing          | 177,100        | 562,100        |
| Homestead Road project                       | 100,000        | 100,000        |
| Professional Services                        | 50,000         | 50,000         |
| Miscellaneous Contracted Services            | 10,000         | 75,000         |
| Legal Fees                                   | 380,000        | 380,000        |
| Other Expenditures                           | 3,997          | 3,997          |
| Total Expenditures                           | \$ 3,037,877   | \$ 3,527,877   |

### 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 28<sup>th</sup> day of February, 2018.

**AN ORDINANCE TO AMEND A TRANSIT CAPITAL PROJECT ORDINANCE (2018-02-28/O-3)**

BE IT ORDAINED by the Council of the Town of Chapel Hill that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, that the transit capital projects ordinance for various capital projects funded from a variety of sources is hereby amended to read as follows:

**"SECTION I**

Transit capital projects as authorized by the Town Council are capital projects funded from Federal Transit Administration (FTA) grants and grants from the State of North Carolina.

**SECTION II**

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

**SECTION III**

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

|   | Current Budget | Revised Budget |
|---|----------------|----------------|
| Federal Transit Administration          | \$ 2,640,768   | \$ 3,760,768   |
| North Carolina Department of Transporta | 118,792        | 118,792        |
| Active Living By Design Grant           | 260,000        | 260,000        |
| UNC Contributions                       | 4,535          | 4,535          |
| Program Income                          | 606            | 606            |
| Transfer from Transit Fund              | 400,255        | 680,255        |
| Transfer from Capital Reserve           | <u>298,067</u> | <u>298,067</u> |
| Total Revenues                          | \$ 3,723,023   | \$ 5,123,023   |

**SECTION IV**

Amounts appropriated for capital projects are as follows:

|                                      | Current Budget | Revised Budget   |
|--------------------------------------|----------------|------------------|
| Active Living By Design Grant        | 265,141        | 265,141          |
| FY11 Section 5307 Radio System Grant | 1,505,000      | 1,505,000        |
| FY13 & FY14 Section 5339 Grant       | 579,296        | 579,296          |
| FY17 STP-DA Flex Fund Grant          | 1,373,586      | 1,373,586        |
| FY17 CMAQ Bus Grant                  | <u>-</u>       | <u>1,400,000</u> |
| Total Expenditures                   | \$ 3,723,023   | \$ 5,123,023     |

**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**

Funds may be advanced from General funds for the purpose of making payments as due. Reimbursement requests should be made to FTA in an orderly and timely manner.

**SECTION VII**

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

This the 28<sup>th</sup> day of February, 2018.

**AN ORDINANCE TO AMEND THE 2015 STREETS AND SIDEWALKS BOND FUND FOR CAPITAL IMPROVEMENT PROJECTS (2018-02-28/O-4)**

BE IT ORDAINED by the Council of the Town of Chapel Hill that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, that the following capital project is hereby amended for Streets and Sidewalk Improvements funded from the 2015 bonds approved by voters in November 2015:

**"SECTION I**

The capital projects as authorized by bond referenda in November 2015, and as determined by the Town Council, includes streets and sidewalks capital improvements extending beyond one year.

**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 as follows:

|                                 | Current Budget      | Revised Budget      |
|---------------------------------|---------------------|---------------------|
| Bond Proceeds                   | \$ 3,000,000        | \$ 3,000,000        |
| Premium on Bonds                | 615,091             | 615,091             |
| NCDOT Grant                     | 446,400             | 446,400             |
| Community Waste Recycling Grant | 14,768              | 14,768              |
| Transfer from General Fund      | 1,025               | 1,025               |
| Payment in Lieu                 | -                   | 107,237             |
| Total Revenues                  | <u>\$ 4,077,284</u> | <u>\$ 4,184,521</u> |

**SECTION IV**

Amounts appropriated for capital projects are as follows:



|  | Current Budget | Revised Budget |
|--|----------------|----------------|
| Bond Issuance Costs                      | \$ 163,996     | \$ 163,996     |
| Capital Project Management & Faciliation | 261,095        | 261,095        |
| Martin Luther King Jr Blvd Crosswalks    | 193,581        | 193,581        |
| S Columbia St Pavement Marking Plan      | 11,400         | 11,400         |
| Market St Crosswalks                     | 47,120         | 47,120         |
| Longview Drive Traffic Signal            | 156,933        | 156,933        |
| Street Resurfacing                       | 404,424        | 404,424        |
| Rosemary Street Lighting                 | 336,030        | 336,030        |
| Rosemary Street Resurfacing              | 395,576        | 395,576        |
| Rosemary Street Pavement Markings        | 54,100         | 54,100         |
| Amber Alley Lighting                     | 13,970         | 13,970         |
| Downtown Streetscape                     | 61,599         | 61,599         |
| Friday Center Drive Reconstruction       | 200,000        | 200,000        |
| Ephesus Fordham Traffic Impact Analysis  | 190,000        | 190,000        |
| Traffic Calming                          | 113,000        | 113,000        |
| Pavement Markings                        | 74,000         | 74,000         |
| Audible Pedestrian Signals               | 20,000         | 20,000         |
| Sidewalks                                | 774,000        | 774,000        |
| Sidepath Along Fordham                   | 558,000        | 558,000        |
| Recycling Receptacles                    | 18,460         | 18,460         |
| Estes Drive                              | -              | 107,237        |
| 1% for Art                               | 30,000         | 30,000         |
| Total Expenditures                       | \$ 4,077,284   | \$ 4,184,521   |

### 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 28<sup>th</sup> day of February, 2018.

**AN ORDINANCE TO AMEND THE CAPITAL PROJECTS ORDINANCE (2018-02-28/O-5)**

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 capital projects ordinance for various capital projects funded from a variety of sources is hereby amended to read as follows:

**"SECTION I**

The capital projects as authorized by the Town Council include various capital projects funded from grants, the Capital Improvements Program funds, and other sources of revenue for a variety of projects extending beyond one year.

**SECTION II**

The Manager of the Town of Chapel Hill is hereby directed to proceed with the 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   |
|---------------------|----------------|------------------|
| Other Revenues      | \$ 37,367,934  | \$ 37,367,934    |
| NCDOT Reimbursement | <u>-</u>       | <u>1,265,261</u> |
| Total Revenues      | \$ 37,367,934  | \$ 38,633,195    |

**SECTION IV**

Amounts appropriated for capital projects are hereby amended as follows:

|                          | Current Budget | Revised Budget   |
|--------------------------|----------------|------------------|
| Other Projects           | \$ 33,663,382  | \$ 33,663,382    |
| Ephesus Fordham Phase I  | 2,956,155      | 3,556,155        |
| Ephesus Fordham Phase II | <u>748,397</u> | <u>1,413,658</u> |
| Total Expenditures       | \$ 37,367,934  | \$ 38,633,195    |

**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 28<sup>th</sup> day of February, 2018.

**A RESOLUTION AUTHORIZING THE ACCEPTANCE OF THE OUTSIDE AGENCY FUNDING FY 2017-2018 (2018-02-28/R-2)**

WHEREAS, the Board of Aldermen of the Town of Carrboro has made funds available for the salaries to implement a Summer Youth Employment Program for low-income youth in Carrboro; and

WHEREAS, the Board of Alderman of the Town of Carrboro has granted funds in the amount of \$10,000; and

WHEREAS, the funds would be used for salaries to implement a Summer Youth Employment Program for youth between the ages of 14 and 18 years old who meet the income requirements and live in the Chapel Hill/Carrboro area.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Chapel Hill that the Council authorizes the Manager to accept the Outside Agency FY 2017-2018 funds and to make all necessary assurances.

This is the 28<sup>th</sup> day of February, 2018.

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Item #: 2., File #: [18-0152], Version: 1

Meeting Date: 2/28/2018

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**A RESOLUTION AUTHORIZING THE ACCEPTANCE OF THE 2017 BALLISTIC VEST PARTNERSHIP GRANT (2018-02-28/R-3)**

WHEREAS, the Bureau of Justice Assistance has made funds available to share in the cost of the Chapel Hill Police Department's ballistic vest purchases for sworn officers; and

WHEREAS, the Bureau of Justice Assistance has granted funds in the amount of \$8,916; and

WHEREAS, the funds would be used to supplement the Chapel Hill Police Department's budget for the purchase of Ballistic Vests.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Chapel Hill that the Council authorizes the Manager to accept the 2017 Ballistic Vest Partnership Grant funds and to make all necessary assurances.

This the 28th day of February, 2018.

**A RESOLUTION AUTHORIZING THE ACCEPTANCE OF THE ORANGE COUNTY ALCOHOLIC BEVERAGE CONTROL BOARD FUNDS (2018-02-28/R-4)**

WHEREAS, the Orange County Alcoholic Beverage Control (ABC) Board Funds through the ABC Board has made funds available for Alcohol Law Enforcement for the Town of Chapel Hill; and

WHEREAS, the ABC Board has awarded funds in the total for the amount of \$29,040; and

WHEREAS, the funds would be used for overtime salaries and special use funds for alcohol operations, equipment and supplies relating to those operations, and fuel and maintenance for the Town's designated vehicle used during those operations.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Chapel Hill that the Council authorizes the Manger to accept the ABC Board Funds and to make all necessary assurances.

This the 28th day of February, 2018.

**A RESOLUTION AUTHORIZING THE ACCEPTANCE OF GRANT FUNDS FROM THE FEDERAL TRANSIT ADMINISTRATION (2018-02-28/R-5)**

WHEREAS, the Federal Transit Administration has made funds available for the Chapel Hill Transit Department; and

WHEREAS, the Federal Transit Administration has awarded funds in the total amount of \$1,120,000; and

WHEREAS, the funds would be used for the purchase of three clean diesel buses.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Chapel Hill that the Council authorizes the Town Manager to accept the Federal Transit Administration Funds and to make all necessary assurances.

This the 28<sup>th</sup> day of February, 2018.

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

By enacting the ordinances, the Council adjusts the General Fund, Grants Fund, Vehicle Replacement Fund, Transit Fund, Transit Capital Reserve Fund, Affordable Housing Fund, Transit Capital Grants Fund, 2015 Streets and Sidewalks Bond Fund, and Capital Projects Ordinance Fund; by adopting the resolutions, the Council accepts the Summer Youth Employment Grant, 2017 BVP Grant, ABC Grant, and the FY 2017 CMAO Bus Grant to account for changes to the approved annual budget.



# TOWN OF CHAPEL HILL

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

## Item Overview

**Item #:** 3., **File #:** [18-0153], **Version:** 1

**Meeting Date:** 2/28/2018

### 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.

**Council Goals:** Foundational Program: Govern with quality and steward public assets



**Attachments:**

- Scheduled Public Hearings <<http://www.townofchapelhill.org/town-hall/mayor-and-council/council-minutes-and-videos/scheduled-agenda-items>>
- Status of Petitions to Council <<http://www.townofchapelhill.org/town-hall/mayor-and-council/council-minutes-and-videos/petition-status>>

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

By accepting the report, the Council acknowledges receipt of the 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.

| Date       | Title  |
|------------|--|
| 02-28-2018 | *Public Hearing to Consider Closing the Public Right-of-Way for the Unmaintained Alley Near the Intersection of Pritchard Avenue and West Rosemary Street. |
| 02-28-2018 | [REQUEST WITHDRAWN BY REQUESTOR] *Public Hearing to Consider Closing the Public Right-of-Way for the Unpaved and Unmaintained Portion of Ward Street.      |
| 02-28-2018 | *Public Hearing to Consider Closing Unmaintained Public Rights-Of-Way Near Smith Avenue.   |

*Last updated on 02/23/2018 03:00:03.*

# STATUS OF PETITIONS TO COUNCIL

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

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

| Meeting Date | Petitioner   | Petition Request  | Departments Responsible  | Petition Status  |
|--------------|--|---|--|--|
| 02/21/2018   | Kimberly Brewer  | <a href="#">Request to Make Tiny Homes a Legal and Affordable Housing Option.</a>   | Housing & Community<br><a href="#">Loryn Clark</a> ,<br>Executive Director<br>Phone: 919-969-5076<br>Planning & Sustainability |  |
| 01/31/2018   | Environmental Stewardship Advisory Board                     | <a href="#">Request for Council Support of a Resolution Endorsing a Federal Revenue-Neutral Carbon Free and Dividend Program.</a> | Planning & Sustainability<br>Public Works<br><a href="#">Lance Norris</a> ,<br>Public Works Director<br>Phone: 919-969-5100    |  |
| 11/29/2017   | Council Members Anderson and Parker                          | <a href="#">Regarding East Rosemary Street Design Guidelines.</a>   | Planning & Sustainability<br>Town Manager  | Staff is preparing information to respond to this request.   |
| 11/15/2017   | Whit Rummel  | <a href="#">Request to Reconsider Land Use of Certain Properties along Estes Drive.</a>   | Planning & Sustainability  | Staff is preparing information to respond to this request.   |
| 10/25/2017   | Kidzu  | <a href="#">Regarding Co-locating a Parking Deck/Children's Museum on the Pritchard Park Property.</a>                            | Town Manager   | Staff is preparing information to respond to this request.   |
| 09/06/2017   | Tom Henkel from the Environmental Stewardship Advisory Board | <a href="#">Request for Modification to the Ephesus-Fordham Form-Based Code for the Purposes of Energy Efficiency.</a>            | Planning & Sustainability  | Where feasible, modifications will be considered as part of the development process for the Blue Hill Design Guidelines. |

| <b>Meeting Date</b> | <b>Petitioner</b>                              | <b>Petition Request</b>  | <b>Departments Responsible</b>   | <b>Petition Status</b>  |
|---------------------|--|--|--|---|
| 06/26/2017          | Council Members Parker and Greene              | <a href="#">Request Regarding Payments in Lieu for Rental Housing Projects</a>   | Housing & Community<br><a href="#">Loryn Clark</a> ,<br>Executive Director<br>Phone: 919-969-5076  | Staff will provide information to Council at a work session in early 2018.  |
| 02/13/2017          | Transportation and Connectivity Advisory Board | <a href="#">Request for Increased Staff Time to the Town Staff Bicycle and Pedestrian Committee; and Request for a Process to Update and Modify Bicycle and Pedestrian Projects Reviewed by the Board.</a> | Town Manager<br>Planning & Sustainability  | Regular updates on bicycle and pedestrian projects are now being provided at board meetings. Staff will propose a way to consider future staffing resources at an upcoming board meeting. |
| 01/23/2017          | Transportation and Connectivity Advisory Board | <a href="#">Request to Support Low/No Vision Guidelines to be Included in the Town's Engineering Manual as Stated in the April 11, 2016 Petition to Council</a>  | Public Works<br><a href="#">Lance Norris</a> ,<br>Public Works Director<br>Phone: 919-969-5100<br>Planning & Sustainability  | Request incorporated into process to update Public Works Engineering Design Manual.   |
| 11/07/2016          | Mayor Hemminger                                | <a href="#">Regarding Parking and Transit Needs in Downtown Area.</a>  | Planning & Sustainability<br>Police<br><a href="#">Chris Blue</a> ,<br>Police Chief<br>Phone: 919-968-2766<br>Public Works<br><a href="#">Lance Norris</a> ,<br>Public Works Director<br>Phone: 919-969-5100 | Staff shared information about different strategies and best practices and will return with recommendations in Spring 2018.   |
| 11/07/2016          | Heather Payne                                  | <a href="#">Regarding Development Proposed at 111 Purefoy Road.</a>  | Planning & Sustainability<br>Town Attorney<br><a href="#">Ralph Karpinos</a> ,<br>Attorney<br>Phone: 919-968-2746  | A revised application was submitted to the Town on 05/26/2017. Public information meetings were held 06/29/2017 and 07/13/2017.   |

| Meeting Date | Petitioner                                     | Petition Request  | Departments Responsible  | Petition Status  |
|--------------|--|---|--|--|
| 06/27/2016   | Alan Rimer                                     | <a href="#">Regarding Town Action Center</a>  | Technology Solutions<br><a href="#">Scott Clark</a> ,<br>CIO<br>Phone: 919-968-2735            | A potential service request software solution is being piloted internally. Results of the pilot will guide future expansion to additional departments and the public. A public rollout will be announced through regular communication channels. |
| 05/09/2016   | Stormwater Management Utility Advisory Board   | <a href="#">Request for Orange County Commissioners to Increase Staffing in Soil and Erosion Control Division and Improve Efficiency of Temporary Soil Erosion and Sediment Controls During Construction.</a> | Public Works<br><a href="#">Lance Norris</a> ,<br>Public Works Director<br>Phone: 919-969-5100 | Petition forwarded to Orange County. Consider changes to soil erosion and sediment control as part of Public Works Engineering Design Manual updates.  |
| 04/11/2016   | Transportation and Connectivity Advisory Board | <a href="#">Request to Incorporate Proposed No-Vision and Low-Vision Pedestrian Facilities Guidelines into Design Manual and Development Code as Required</a>   | Public Works<br><a href="#">Lance Norris</a> ,<br>Public Works Director<br>Phone: 919-969-5100 | Request incorporated into process to update Public Works Engineering Design Manual.  |
| 04/11/2016   | Transportation and Connectivity Advisory Board | <a href="#">Request for Senior Citizen Pedestrian Mobility and Complete Street Implementation</a>   | Public Works<br><a href="#">Lance Norris</a> ,<br>Public Works Director<br>Phone: 919-969-5100 | Request incorporated into process to update Public Works Engineering Design Manual.  |
| 02/22/2016   | Ken Larsen                                     | <a href="#">Regarding Town Formulas for Development Parking Space</a>   | Planning & Sustainability  | Referred to the Future Land Use and Land Use Management Ordinance rewrite process, which will begin Fall 2017.   |



# TOWN OF CHAPEL HILL

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

## Item Overview

Item #: 4., File #: [18-0154], Version: 1

Meeting Date: 2/28/2018

### Initial Public Forum on the Annual Budget, Capital Program, Use of Grants and Related Items and Potential Legislative Requests.

#### Staff:

Kenenth C. Pennoyer, Director  
Amy Oland, Assistant Director  
Matt Brinkley, Budget Manager

#### Department:

Business Management

**Overview:** The purpose of this initial public forum is to provide opportunity for Council to receive comments from the public on a variety of topics related to the development of the FY2018-19 Town Budget.



#### Recommendation(s):

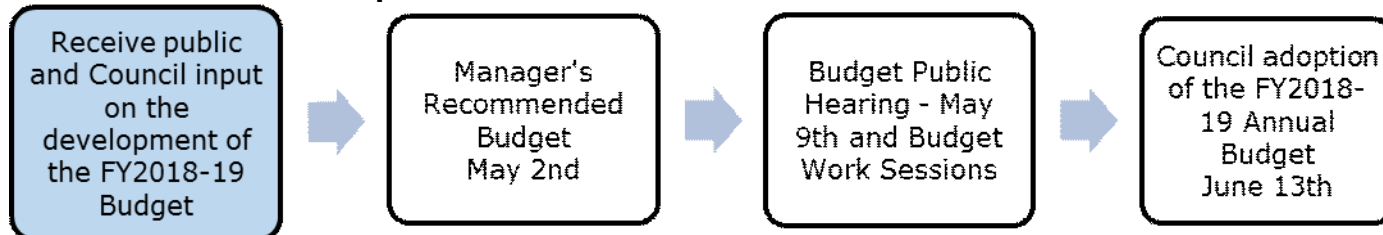
That the Council refer comments and questions to the Manager for consideration in the budget process.

#### Key Issues:

- Additional opportunities for the public to provide input on the Town's FY2018-19 Budget include a Public Forum on March 21<sup>st</sup> and a Public Hearing on the Recommended Budget on May 9<sup>th</sup>.
- The public may also make comments to the Mayor and Council by letter, fax, or e-mail at any time in the budget process. Contact information is available on the Town's Budget Development Webpage:  
<<http://www.townofchapelhill.org/town-hall/departments-services/business-management/budget/budget->

**Fiscal Impact/Resources:** Additional financial information regarding the forum topics will be provided during the development of the FY2018-19 budget.

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



#### Attachments:

- Draft Staff Presentation
- Staff Memorandum
- FY2016-18 Council Goals
- Capital Program: Summary Table 2018-2032

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

PRESENTER: Kenneth C. Pennoyer, Business Management Director

RECOMMENDATION: That the Council refer comments and questions to the Manager for consideration in the budget process.



# Budget Initial Public Forum

## FY2018-19



# Agenda



**Forum Topics**



**Budget Process**



**Budget Status**

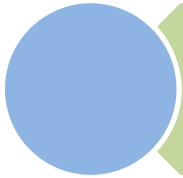
DRAFT



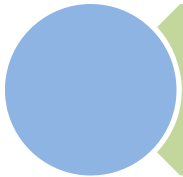
# Purpose of the Public Forum



Forum Topics



Budget Process



Budget Status

- *present background information on budget topics*
- *opportunity for Council to hear comments from the public*

DRAFT



# Topics for the Public Forum

- A. Annual Budget
- B. Capital Program
- C. Community Development Block Grant
- D. Federal Home Program Funding
- E. Housing Capital Funds Program
- F. Public Transportation Grants
- G. Downtown Service District
- H. Potential Legislative Proposals

DRAFT

# A

## Annual Operating Budget

- Police & Fire Protection
- Streets, Solid Waste, Engineering & other Public Works Functions
- Parks & Recreation and Library Services
- Planning and Building Inspections
- Legal & Administrative Services
- Pay-as-you-go Capital

DRAFT

# B

## Capital Program

**15 Year Plan for investment in capital projects including:**

*Acquiring, building, improving, and maintaining infrastructure, public facilities, land and major equipment.*

# B

## Capital Program Components

1. 15 Year Capital Program
2. Pay-go Funded (Annual Budget)
3. Debt & Grant Funded (multi-year project budgets)
4. Financing Plan
5. Debt Fund

DRAFT



## CDBG Grant

### Initial Public Forum for CDBG held November 1, 2016

- *Applications currently being reviewed by committee*
- **Next Steps:**
  - *March 21 – Second Public Forum*
  - *April 11- Recommended CDBG & Home Plans*

DRAFT

# D

## HOME Grants

### **Orange County HOME Consortium initial public hearing held December 4, 2017**

- ***Next Steps:***

- *April 2018 – HOME Program Review Committee recommendations*
- *Annual Action Plan submitted to HUD May 15, 2018*

DRAFT



## Housing Capital Funds Program

**Amount of Housing Capital Fund Grant for FY19 is unknown at this time**

- *A preliminary program based on the expected reduced funding level is presented in memo*
- *A final recommended plan will be presented in April*

DRAFT



## F

# Public Transportation Grants

- **Estimated funding levels for FY19:**
  - *Federal \$1.9 million*
  - *State \$2.5 million*
  - *In addition, other Federal planning funds are available through the MPO – amounts unknown*
- **Next Steps:**
  - *Transit Budget will be presented to the Public Transit Committee before April*
  - *Additional opportunity for comment at the March 21<sup>st</sup> public forum*

**G**

# Downtown Service District

## Downtown Service District

- *7.0 cent tax – improvements to Downtown*
- *Estimated funding for FY18 \$308,000*



# H

## Potential Legislative Proposals

- **Legislative requests for 2018 legislative session**
  - Council will meet with the Town's Legislative Delegation
  - The deadline for filing bills is May 24<sup>th</sup>
  - Proposals from citizens will be considered at an upcoming Council meeting

DRAFT

# Budget Calendar

Forum  
Topics

Budget  
Process

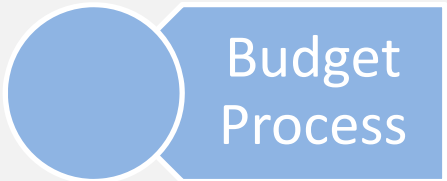
Budget  
Status

- **Feb 28** Initial Public Forum
- **March 21** Public Forum
- **May 2** Manager's Recommended Budget
- **May 9<sup>th</sup>** Public Hearing on Recommended Budget
- **May 16** Budget Worksession
- **May 30** Budget Worksession (if needed)
- **June 6** Budget Worksession (if needed)
- **June 13** Adoption of FY2016-17 Budget

# Operating Budget



Forum  
Topics



Budget  
Process



Budget  
Status

*Departmental budgets will be submitted over the next two weeks and we will begin the process of refining the budget*

DRAFT

# Public Input

*In addition to the March 21<sup>st</sup> and May 9<sup>th</sup> Public Forums, the public can also make comments to the Mayor and Council by Letter, Fax or e-mail*

**Mail:** Town Hall  
405 Martin Luther King Jr. Blvd.  
Chapel Hill, NC 27514

**Fax:** 919-969-2063

**Email:** [mayorandcouncil@townofchapelhill.org](mailto:mayorandcouncil@townofchapelhill.org)

## Next Steps

*Receive public comment and refer comments to Manager for development of Recommended Budget*



Forum Topics



Budget Process



Budget Status

# Staff Memorandum

Business Meeting – 02/28/2018

**Overview:** The purpose of this initial public forum is to provide opportunity for Council to receive comments from the public on a variety of topics related to the development of the FY2018-19 Town Budget.

**Recommendations:**

- That the Council receive comments at the February 28, 2018 Council meeting in a combined forum format in which citizens may make comments regarding any of the forum topics.
- That the Council refer comments and questions to the Manager for consideration in the budget process.

## OVERVIEW OF THE BUDGET PROCESS

Through the Town's strategic plan and annual budget process, the Town Council makes decisions on the level and types of services provided to the public with local, State and Federal funds. The budget process reflects direction from the Council, beginning with the adopted FY2016-18 Council goals (Attachment 1) and refined by the strategic planning process. Adoption of a budget determines the level of resources available for Town services over the coming budget year.

### Process for Participation by Citizens

Additional public forums and hearings on the budget and related items will be held at 7:00 p.m. on:

March 21 - Report on the status of development of the budget.

May 9 - Public Hearing on recommended budget for the service year beginning on July 1, 2018; use of public transportation grants; recommended 15-year capital program; Downtown Service District program.

The public may also make comments to the Mayor and Council by letter, fax, or e-mail at any time in the budget process.

Notice has also been provided on the Town's website.

## TOPICS FOR THE PUBLIC FORUM AND HEARING

Information on each topic for the forums tonight is provided below.

Topic

- a. Annual Budget: preparing the budget for the service year beginning on July 1, 2018.
- b. Capital Program: capital improvement needs for 2019-2033.
- c. Community Development Block Grant for 2018-19 (Initial Public Forum held November 1, 2017).



# Staff Memorandum

Business Meeting – 02/28/2018

- d. Federal HOME Program funding for 2018-19 (Initial Public Forum for the Orange County Home Consortium was held December 4, 2017).
- e. Housing Capital Funds Program: use of the 2018-2019 Federal Housing Capital Funds Grant for public housing improvements, renovations and services to public housing residents.
- f. Public Transportation Grants: use of 2018-2019 Federal and State grants for transit capital projects, operating costs and transportation planning.
- g. Downtown Service District: comments and suggestions from downtown business people, property owners and other interested residents regarding the needs of the service district.
- h. Potential Legislative Proposals: suggestions for legislation that might be sought in the 2018 session of the General Assembly.

## **A. Annual Budget for 2018-2019**

This forum provides an opportunity for citizens to comment on any aspect of the Town's budget and budget documents, including services that should be added, eliminated or changed. The Town's 2018-2019 budget and service year will begin on July 1, 2018 in accord with State law.

### **Purpose**

The annual budget includes funding for operating costs for police and fire protection, street maintenance, refuse collection, various other public works services, parks and recreation, public transit, the public library, planning, building inspection, engineering, legal and administrative services.

The annual budget includes one year's funding for cash-financed (pay-as-you-go) small capital projects such as sidewalks, greenways, street paving, as well as debt service payments on other capital projects.

In addition to setting Town service levels and property tax rates, the Council makes decisions on whether to adjust or adopt service fees for refuse collection, recreation programs, development review, inspections and other services as part of the budget.

### **Next Steps**

# Staff Memorandum

Business Meeting– 02/28/2018



On March 21, the Council will hold a public forum on preparing the 2018-2019 budget. The forum will provide an opportunity for comments and requests from the public or community groups regarding the budget status, or any aspects of the Town's budget for 2018-2019.

On May 2, the Council will receive the Manager's Recommended Budget. The Town's Budget Officer (Town Manager) is required by state statutes (159-11 and 159-13) to submit a balanced budget and budget message to Council before June 1. The Council will receive comments by the public at a public hearing scheduled for May 9. The Council's adopted budget calendar includes consideration of adopting a budget on June 13.

## **B. 2019-2033 Capital Program**

The purpose of this forum is to receive suggestions and comments regarding capital projects proposed for the next 15 years from the public.

### **2019-2033 Capital Program**

A summary of the current capital program and long-range projections as adopted by the Council for 2018-2032 is attached as background information (Attachment 2).

#### **Purpose**

A capital improvements program is a plan for major projects and purchases including:

- buying land for parks, open space or other Town services;
- sidewalks;
- streetscape;
- bikeways;
- greenways;
- park improvements;
- construction, renovation, expansion and improvement of Town buildings; and
- road, bridge and related improvements.

The Town's capital programs have typically included a list of capital projects with cost estimates, a potential schedule and priorities for 15 years, and existing or potential future funding methods for each project.

Identified funding sources may include current general revenues, money previously reserved for capital projects, grants, gifts and bond issues.

Many projects in the first year of the capital program normally are funded as part of the annual budget. Projects in the second through fifteenth years are normally not funded in the budget for the next year, although some may be financed through bond issues, installment

# Staff Memorandum

Business Meeting – 2/28/2018



purchase contracts and other sources. Funding for most projects in the second through fifteenth years will be considered in future annual processes.

## Planning Process

Each year, the Town Council, residents, boards and commissions, and staff consider the Town's capital project needs and possible funding sources for needed projects. This process results in decisions by the Town Council regarding capital improvements that the Town may undertake as funding becomes available and is appropriated.

## 2018-2019 Funding

We have not yet established estimates of the amounts that may be allocated in the upcoming proposed annual budget for capital projects. In the current 2017-2018 budget year, \$476,500 was allocated to the annual capital improvement fund.

## Next Steps

We will submit to the Council a preliminary recommendation for the capital program as a part of the budget process. A public forum to receive comments on the preliminary capital program is scheduled for March 6. The capital program will be presented as part of the Manager's Recommended Budget on May 8 and a public hearing on the recommended budget will be held on May 15.

## C. 2018-2019 Community Development Block Grant Program

The initial public forum for the Community Development Block Grant Program was held November 1, 2017.

### Next Steps

- The deadline for submitting applications was February 6, 2018.
- The CDBG Application Review Committee will review applications and draft funding recommendations in February 2018.
- On March 21, 2018, the Town Council will hold a second public forum to receive comments on the preliminary plan for uses of 2018-2019 CDBG program funds.
- On April 11, 2018, the Council will receive the recommended 2018-2019 CDBG Program Plan.
- The 2018 Annual Action Plan will be submitted to HUD on or before May 15, 2018.

## D. HOME Program

HOME Program funds are allocated to the Orange County HOME Consortium (Chapel Hill, Carrboro, Hillsborough and Orange County). The Orange County Board of Commissioners held the initial public hearing for the Orange County Home Consortium December 4, 2017.

# Staff Memorandum

Business Meeting – 2/28/2018



## Next Steps:

- HOME funding is awarded through a joint application process. The deadline for completing applications was February 6, 2018.
- The HOME Program Review Committee will review applications and make recommendations to local elected officials in April 2018.
- The 2018 Annual Action Plan will be submitted to HUD on or before May 15, 2018.

## E. 2018-2019 Housing Capital Fund Grant

The purpose of this forum is to receive public comments on the use of the 2018-2019 Housing Capital Fund grant.

**Purpose:** The Town may use the annual Housing Capital Fund grant for comprehensive renovation and improvements to public housing neighborhoods.

Federal rules give priority to work needed to meet statutory requirements such as:

- Testing for and removing or otherwise controlling lead-based paint;
- Testing for and removing or otherwise controlling asbestos; and
- Renovations to meet the needs of disabled citizens.

## Estimated Grant for 2018-2019

The 2017-2018 grant amount was \$549,598. We have not received notice of the grant amount for the 2018-2019 period, but believe it may be somewhat lower. We have developed a proposed plan based on a grant amount of \$500,000.

## PRELIMINARY 2018-2019 CAPITAL FUND PROGRAM

### Proposed Sources of Funds

|                               |                  |
|-------------------------------|------------------|
| Capital Fund Program          | \$500,000        |
| Community Development Program | 100,000          |
| <b>TOTAL FUNDS</b>            | <b>\$600,000</b> |

### Proposed Uses of Funds

|  |           |
|--|-----------|
| Repair/Replacement playground equipment  | \$100,000 |
| Development / Implementation Master Plan | 100,000   |
| Plumbing upgrades/replacement            | 84,000    |
| Hazardous surfaces                       | 95,000    |
| T1-11 Plywood Repair/Replacement         | 98,000    |
| Interior Painting                        | 78,000    |

# Staff Memorandum

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|                     |                  |
|---------------------|------------------|
| Administrative Cost | 45,000           |
| <b>TOTAL</b>        | <b>\$600,000</b> |

## 1. Repair/Replacement playground equipment (\$100,000)

- a. Several of the neighborhoods will be addressed with CDBG funding from the 2017-18 funding (\$100,000)
- b. South Estes (\$35,000)
  - Will need drainage work prior to installation of new equipment.
- c. Pritchard Park (\$30,000)
  - Continued exploration – have received some suggestions from Northside Elementary staff
- d. Lindsay (\$35,000)
  - Reviewing possibility of expansion from youth only apparatus to include more recreation friendly products for all ages.

## 2. Continued development and execution of the Public Housing Master plan: (\$100,000)

- a. Continued contractual relationship with David Paul Rosen & Associates to assist our efforts to improve, update, rehabilitate, and assess the status of our public housing portfolio.
- b. Production of an inclusive and detailed assessment of all Public Housing which will assist in the development of long-range capital projects and other future planning initiatives

## 3. Major Plumbing undertaking (\$84,000)

- a. Winter and physical needs assessment has revealed severely aged plumbing in three neighborhoods (Oakwood, S. Estes, and Church/Caldwell). We have discovered that much of the plumbing in the area has increased incidence of stoppage and has been the focus of many work orders over the past 5 years. We plan to undertake a complete overhaul of the plumbing system with minimum disruption to our tenants.

## 4. Reduction of hazardous surfaces (\$95,000)

- a. Due to inclement weather and increase usage of the area by heavier trucks, several of the surface streets and sidewalks in our Rainbow Heights, S. Roberson Street, and Oakwood neighborhoods have ruts and create a hazard to pedestrian, wheelchair, and vehicular traffic. We plan to address each area separately until we have a smooth uniform hazard-free surface area.

## 5. Ti-11 Plywood Repair (\$98,000)

# Staff Memorandum

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- a. 44 units' exterior siding repair and replacement. After the T1-11 is repaired, the contractor will re-secure the meter base combination boxes. The contractor will also install a custom made, painted aluminum cover over the meter boxes and secure the cover to the wall in a manner that will not allow water to pass between the meter boxes and the T1-11.

## **6. Interior painting (\$78,000)**

- a. Several of our units in our older neighborhoods have not had the interior painted for over two years. We plan to address the units in S. Estes, Colony Woods West, and Airport Gardens.

## **7. Administrative Costs (\$45,000)**

- a. Administrative costs are those indirect costs associated with the performance of a sponsored activity (such as a grant or a contract or other similar agreement with an external funding source). This activity includes the administrative cost for coordinating and implementing the Capital Fund activities.

### **Next Steps**

Comments received tonight will be taken into consideration in preparing a recommended plan for the 2018-2019 Capital Fund grant. We will present a recommended 2018-2019 Capital Fund Program Annual Statement for the Council's consideration on March 21, 2018.

## **F. 2018-2019 Public Transportation Grants**

The forum tonight is an opportunity for the public to comment on transit services and projects in 2018-2019 including the use of Federal and State grants for transit operations, capital projects and transportation planning.

### **Purpose**

Transportation services, projects and planning activities are intended to provide alternatives to the use of single-occupant vehicles, reduce traffic congestion, reduce air pollution and assist people with disabilities affecting their mobility.

### **Estimated Funding**

For 2018-2019, Federal funding for transit service operations is estimated to be about \$1.9 million and State funding is estimated to be about \$2.5 million. Because of the state of the economy and changes at the State and Federal levels, it is difficult to predict how much funding will be received.

### **Sharing of Local Costs**

# Staff Memorandum

Business Meeting – 2/28/2018



The University and the Towns of Carrboro and Chapel Hill have agreed to share the local cost for transit services. The cost-sharing formulas are set forth in separate contracts with the University and Carrboro.

## 2018-2019 Services

Chapel Hill Transit provides:

- Fixed route and express bus service throughout Chapel Hill, Carrboro and the University of North Carolina with additional services to Chatham County and Hillsborough;
- E-Z Rider service for citizens with mobility impairments.

## Next Steps

Staff will present the budget to the Public Transit Committee no later than April, 2018. The public will have an opportunity to comment on the transit budget and grants again at the Public Forum in the spring of 2018.

## G. Downtown Service District

The purpose of this forum is to receive comments and suggestions from downtown business people, property owners and other interested residents regarding:

- The needs of the service district;
- the use of Downtown Service District taxes in 2018-2019;
- and the scope of projects and programs in the service plan for the Downtown District.

## Purpose

In 1989, the Council established a Downtown Service District in response to requests from several downtown businesses and property owners. State law allows the Council to establish this service district and to apply a supplemental property tax to promote the economic vitality of downtown, enhance Town services in the downtown district and other related activities. Most of the property in the downtown is in the zoning districts Town Center 1, 2 or Town Center 3.

## Estimated Funding in 2018-2019

The Downtown Service District is funded by a dedicated property tax of 7.0 cents on the properties within the District. We estimate that Downtown Service District collections in 2018-2019 will be about \$308,000, an increase of \$7,000 over 2017-2018.

## Downtown District Services

Currently, downtown district funds are allocated to the Chapel Hill Downtown Partnership, a grounds maintenance employee for the downtown, maintenance costs for public areas of 140 West, and other Downtown economic development projects.

# Staff Memorandum

Business Meeting – 2/28/2018



Recently enacted legislation imposed new requirements for municipal service districts to procure contractual services. To comply with these requirements the Town held a competitive process for selection of a vendor to provide services in the Downtown. The Downtown Partnership was selected and the Town entered into a 5-year contract for the Partnership to provide services.

The Council adopts the downtown district tax rate in June with the overall budget.

## H. Potential Legislative Proposals

Tonight’s forum is also an opportunity for Town residents and Council Members to identify potential local legislative requests for the 2018 session of the North Carolina General Assembly.

The General Assembly is expected to convene May 16, 2018 for this year’s short session. In “short sessions” there is usually limited opportunity to consider potential local legislative requests. The Town Council will be meeting with the Town’s Legislative Delegation to discuss the 2018 session of the General Assembly and legislative issues of interest to the Town.

Any proposal offered by citizens this evening can be considered at an upcoming Council meeting as Council develops any formal requests for local legislation.

Information from the General Assembly indicates the following:

A local bill request must be made to Bill Drafting by 4:00 pm on Thursday, May 24. Then, it must be filed for introduction by 4:00 pm on Thursday, June 7. It also must be accompanied by a certificate signed by the bill sponsor stating that (i) no public hearing will be required or asked for by a member on the bill, (ii) the bill is noncontroversial, and (iii) the bill is approved for introduction by each member of the House of Representatives and the Senate whose district includes the area to which the bill applies.

Thus far, Town Staff has identified two issues for consideration as possible local legislation:

In light of the recent changes in the local print media market, staff in the Department of Communications and Public Affairs proposes that the Town consider requesting legislation, similar to other local legislation recently enacted, to allow the Town to forego newspaper publication of certain notices required to be published by General State Law. This proposed adjustment would not change any required mailing of notices or posting of signs. Further, the Town would continue to provide notices on the Town website, through social media, and, as applicable based on the specific issue and location, to subscribers on the Town’s email mailing lists.



# Staff Memorandum

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In order to improve the rate of return on the Town's accumulated pre-funding of other post-employment benefits (OPEB) contributions, the Business Management Department proposes that the Town consider requesting legislation to expand the investment options for these funds. The Town's OPEB pre-funding contributions are held in an irrevocable trust and can only be used to pay for the expenses related to providing benefits to retirees. The proposed legislation will allow the funds held in trust to be invested in equities as well as fixed income securities, thereby increasing the expected rate of return. This change is similar to local legislation passed for other North Carolina municipalities that have pre-funded OPEB contributions held in trust.



# Our future is a shared vision Council Goals 2016–2018



Council Goals were adopted on May 23, 2016. They are organized around the themes of Chapel Hill 2020, our Community Plan. Check our progress at [www.townofchapelhill.org/councilgoals](http://www.townofchapelhill.org/councilgoals).



*Learning, serving and working together  
to build a community where people thrive!*

Business Management • Communications and Public Affairs • Economic Development • Fire • Housing and Community • Human Resource Development  
Library • Ombuds • Parks and Recreation • Planning and Sustainability • Police • Public Works • Technology Solutions • Transit

**Protect and Provide for a Safe Community**

**Safety and governance provide our foundation.**

**Govern with Quality and Steward Public Assets**

**TABLE 2: Other Sources - Current Year Budget and Future Year Budget Requests**

| Reference # | Project  | Revised Budget<br>2016-17 | Adopted<br>2017-18 | 2018-19             |
|-------------|--|---------------------------|--------------------|---------------------|
|             | <b>Municipal Operations Facilities</b>             |                           |                    |                     |
| 36          | Comprehensive Public Housing Renovations           | \$ -                      | \$ 549,598         | \$ 549,598          |
| 37          | Comprehensive Public Housing Renovations           | 521,212                   | -                  | -                   |
| 38          | Comprehensive Public Housing Renovations           | 430,631                   | -                  | -                   |
| 39          | Comprehensive Public Housing Renovations           | 399,303                   | -                  | -                   |
| 40          | Comprehensive Public Housing Renovations           | 192,002                   | -                  | -                   |
| 41          | Fire Station 3 Replacement                         | -                         | -                  | -                   |
| 42          | Building Addition to Public Works                  | -                         | -                  | -                   |
| 43          | Library Roof Replacement                           |                           |                    |                     |
| 44          | Transit Roof Replacement                           | -                         | -                  | -                   |
| 45          | Public Works Roof Replacement                      | -                         | -                  | -                   |
| 46          | 100 West Rosemary Renovation                       | -                         | -                  | 450,000             |
| 47          | Public Safety Headquarters                         | -                         | -                  | 1,020,876           |
| 48          | Parks & Recreation Facility                        | -                         | -                  | 142,982             |
| 49          | Solid Waste Transfer Station                       | -                         | -                  | -                   |
| 50          | Wallace Parking Facility                           | 393,674                   | -                  | -                   |
| 51          | Multi-Agency Complex Project                       | 1,601,418                 | -                  | -                   |
| 52          | Town Hall Emergency Generator                      | 629,994                   | -                  | -                   |
| 53          | Town Hall HVAC Improvements                        | 51,303                    | -                  | -                   |
| 54          | Hargraves Roof Replacement                         | 290,000                   | -                  | -                   |
| 55          | Energy Efficiency Projects                         | 180,611                   | -                  | -                   |
|             | <b>Public Safety</b>                               |                           |                    |                     |
| 56          | Rescue Unit  | -                         | -                  | 1,008,000           |
| 57          | Engine 31  | -                         | -                  | -                   |
| 58          | Tower Unit 73                                      | -                         | -                  | -                   |
| 59          | Engine 35  | -                         | -                  | -                   |
| 60          | Fire Self-Contained Breathing Apparatus            | 27,510                    | -                  | -                   |
|             | <b>Infrastructure</b>                              |                           |                    |                     |
| 61          | Stormwater Projects                                | 75,000                    | 75,000             | 75,000              |
| 62          | ADA Improvements                                   | -                         | -                  | 45,000              |
| 63          | Small/Medium Drainage Maintenance and Improvements | -                         | -                  | -                   |
| 64          | Teen Center/Archives Renovation                    |                           |                    | 175,000             |
| 65          | Infrastructure Capital Improvement Program         | -                         | -                  | -                   |
| 66          | Water Quality Capital Improvement Program          | -                         | -                  | -                   |
| 67          | South Elliot Road Culvert Replacement              | 882,930                   | -                  | -                   |
| 68          | Booker Creek Road Culvert Replacement              | 300,000                   | -                  | -                   |
| 69          | Subwatershed Modeling                              | 420,681                   | 300,000            | -                   |
| 70          | 140 West Project                                   | 192,600                   | -                  | -                   |
| 71          | Downtown Parking Deck                              |                           |                    |                     |
| 72          | Downtown Parking Lot                               | -                         | -                  | 3,386,125           |
| 73          | Replace gate and ticket equipment - Wallace Deck   | 66,497                    | -                  | -                   |
| 74          | AVI Reader System - Wallace Deck                   | 35,322                    | -                  | -                   |
| 75          | Parking Lot Construction                           | 150,000                   | -                  | -                   |
| 76          | Ridge Road Reconstruction                          | 250,000                   | -                  | -                   |
| 77          | Friday Center Drive Bike & Ped Improvements*       | 665,000                   | -                  | -                   |
| 78          | Estes Drive Bike & Ped Improvements*               | 224,390                   | -                  | -                   |
| 79          | Rogers Road Design and Engineering                 | 1,058,000                 | -                  | -                   |
| 80          | Traffic Signal Improvement                         | 226,069                   | -                  | -                   |
| 81          | Ephesus Fordham Improvements                       | 4,312,390                 | -                  | -                   |
|             | <b>Parks and Other Public Use Facilities</b>       |                           |                    |                     |
| 82          | Meadowmont Bridge                                  | 126,238                   | -                  | -                   |
|             | <b>TOTAL</b>                                       | <b>\$ 13,702,775</b>      | <b>\$ 924,598</b>  | <b>\$ 6,852,581</b> |

Note: Future years after FY2017-18 are for planning purposes only.

\*In addition to the funding shown on this table, these projects are also funded by Streets & Sidewalks Bonds.

| 2019-20              | 2020-21              | 2021-22              | 2022-32              | Fund Source                     | Reference # |
|----------------------|----------------------|----------------------|----------------------|---------------------------------|-------------|
| \$ 549,598           | \$ 549,598           | \$ 549,598           | \$ 5,495,980         | HUD Grant                       | 36          |
| -                    | -                    | -                    | -                    | HUD Grant                       | 37          |
| -                    | -                    | -                    | -                    | HUD Grant                       | 38          |
| -                    | -                    | -                    | -                    | HUD Grant                       | 39          |
| -                    | -                    | -                    | -                    | HUD Grant                       | 40          |
| 150,000              | 2,400,000            | 750,000              | -                    | Future Bond Issuance            | 41          |
| -                    | -                    | -                    | 1,920,000            | Future Bond Issuance            | 42          |
| -                    | -                    | -                    | 400,000              | Future Bond Issuance            | 43          |
| -                    | -                    | -                    | 400,000              | Future Bond Issuance            | 44          |
| -                    | -                    | -                    | 575,000              | Future Bond Issuance            | 45          |
| 3,300,000            | -                    | -                    | -                    | Future Bond Issuance            | 46          |
| 1,722,377            | 21,651,971           | 191,375              | -                    | Future Bond Issuance            | 47          |
| 257,368              | 3,235,350            | 28,596               | -                    | Future Bond Issuance            | 48          |
| 75,000               | 425,000              | 4,700,000            | -                    | Future Bond Issuance            | 49          |
| -                    | -                    | -                    | -                    | Limited Obligation Bonds        | 50          |
| -                    | -                    | -                    | -                    | Multi-year Capital Project Ord. | 51          |
| -                    | -                    | -                    | -                    | 2015 Installment Financing      | 52          |
| -                    | -                    | -                    | -                    | 2015 Installment Financing      | 53          |
| -                    | -                    | -                    | -                    | 2015 Installment Financing      | 54          |
| -                    | -                    | -                    | -                    | 2015 Installment Financing      | 55          |
| -                    | -                    | -                    | -                    | Future Bond Issuance            | 56          |
| -                    | -                    | -                    | 1,373,428            | Future Bond Issuance            | 57          |
| -                    | -                    | -                    | 2,738,336            | Future Bond Issuance            | 58          |
| -                    | -                    | -                    | 1,641,278            | Future Bond Issuance            | 59          |
| -                    | -                    | -                    | -                    | 2015 Installment Financing      | 60          |
| 75,000               | 75,000               | 75,000               | 750,000              | Stormwater Management Funds     | 61          |
| 535,000              | -                    | -                    | -                    | Future Bond Issuance            | 62          |
| -                    | -                    | -                    | 1,000,000            | Stormwater Management Funds     | 63          |
| 1,850,000            | -                    | -                    | -                    | Future Bond Issuance            | 64          |
| -                    | -                    | -                    | 5,500,000            | Stormwater Management Funds     | 65          |
| -                    | -                    | -                    | 5,500,000            | Stormwater Management Funds     | 66          |
| -                    | -                    | -                    | -                    | Stormwater Management Funds     | 67          |
| -                    | -                    | -                    | -                    | Stormwater Management Funds     | 68          |
| -                    | -                    | -                    | -                    | Stormwater Management Funds     | 69          |
| -                    | -                    | -                    | -                    | Limited Obligation Bonds        | 70          |
| 2,712,827            | 2,794,212            | 28,878,039           | -                    | Future Bond Issuance            | 71          |
| 305,009              | -                    | -                    | -                    | Future Bond Issuance            | 72          |
| -                    | -                    | -                    | -                    | Parking Revenue                 | 73          |
| -                    | -                    | -                    | -                    | Parking Revenue                 | 74          |
| -                    | -                    | -                    | -                    | Parking Revenue                 | 75          |
| -                    | -                    | -                    | -                    | UNC Contribution                | 76          |
| -                    | -                    | -                    | -                    | Multi-year Capital Project Ord. | 77          |
| -                    | -                    | -                    | -                    | NCDOT Direct Allocation Grant   | 78          |
| -                    | -                    | -                    | -                    | Multi-year Capital Project Ord. | 79          |
| -                    | -                    | -                    | -                    | NCDOT Direct Allocation Grant   | 80          |
| -                    | -                    | -                    | -                    | 2016 Installment Financing      | 81          |
| -                    | -                    | -                    | -                    | Multi-year Capital Project Ord. | 82          |
| <b>\$ 11,532,179</b> | <b>\$ 31,131,131</b> | <b>\$ 35,172,608</b> | <b>\$ 27,294,022</b> |                                 |             |



# TOWN OF CHAPEL HILL

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

## Item Overview

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**Item #:** 5., **File #:** [18-0155], **Version:** 1

**Meeting Date:** 2/28/2018

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**Update on Proposal to Adjust Land Use Management Ordinance: Historic District Commission Procedures.**

See Staff Memorandum 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:** John Richardson, Community Resilience Officer

**RECOMMENDATION:** That the Council receive the staff's report and provide feedback and guidance regarding the decision point listed in the staff memorandum.



UPDATE ON PROPOSAL TO ADJUST LAND USE MANAGEMENT ORDINANCE:  
HISTORIC DISTRICT COMMISSION PROCEDURES

STAFF REPORT

TOWN OF CHAPEL HILL PLANNING AND DEVELOPMENT SERVICES  
Ben Hitchings, Director  
John Richardson, Community Resilience Officer

|  |   |
|--|---|
| <p>BUSINESS MEETING DATE<br/>February 28, 2018</p>   |   |
| <p>STAFF'S RECOMMENDATION<br/>That the Council receive the staff's report and provide feedback and guidance regarding the decision point below.</p>  |   |
| <p>UPDATES</p> <ul style="list-style-type: none"> <li>In an effort to provide greater expertise in support of the Historic District Commission's work, the Town has recently contracted with Julie Curry—a Historic Preservation Planning consultant with over 35 years of experience in historic preservation and the built environment. Ms. Curry served as the staff liaison to the Historic District Commission at its most recent meeting on February 13, 2018.</li> <li>Regarding the Commission's efforts to update the Town's Design Guidelines for Historic Districts, Deputy Vice-Chair John Sweet led a recent effort to submit a grant application to the North Carolina State Historic Preservation Office. The Town anticipates a response about funding by no later than August 2018, if not sooner.</li> </ul>   |   |
| <p>OVERVIEW</p> <p>At the <a href="#">October 18, 2017 Council Public Hearing</a><sup>1</sup>, the Council Committee on Boards and Commissions proposed a series of six adjustments to the Land Use Management Ordinance designed to improve the Historic District Commission's (HDC) procedures and provide clarity around the Commission's decisions. At the Committee's recommendation, the Council referred the item to the Historic District Commission, Board of Adjustment, Planning Commission and Town Manager as specified in the adopted <a href="#">Resolution</a><sup>2</sup>.</p> <p>Since that time, the Council Committee's proposal has been reviewed by the Historic District Commission and Board of Adjustment (see attached responses). Specifically, the Board of Adjustment (BOA) provided the attached response to item #6 (Ethics Guidelines) and also commented on item #3 (Certificate of Appropriateness Action Time Frame), noting that the proposed timing seemed suitable. The BOA had no additional comments on the other items from the Council Committee's proposal. On January 31, 2018, the Council passed a <a href="#">Resolution</a><sup>3</sup> amending the Ethics Guidelines for Town Advisory Boards and Commissions.</p> | <p>DECISION POINTS</p> <p>In the attached memorandum, the Historic District Commission proposes that the Town consider using the model ordinance recommended by the North Carolina State Historic Preservation Office. Allowing 2-3 months for transition and acclimation to her new role, staff sees an opportunity for Ms. Julie Curry to assist in the review and evaluation of Commission's proposal, possibly visiting the Planning Commission in April and returning to the Council in May for a Public Hearing on a proposed text amendment.</p> <p>Does this approach meet the Council's interests?</p> |
| <p>ATTACHMENTS</p> <ul style="list-style-type: none"> <li>Response by Board of Adjustment</li> <li>Response by Historic District Commission</li> </ul>   | <p>FISCAL IMPACT/RESOURCES</p> <p>If the grant application to update the Town's Design Guidelines for Historic Districts is successful, the Town would be required to provide matching funds of up to \$10,000. The total grant amount could be up to \$25,000.</p>   |

<sup>1</sup> [http://chapelhill.granicus.com/MetaViewer.php?view\\_id=21&clip\\_id=3313&meta\\_id=177067](http://chapelhill.granicus.com/MetaViewer.php?view_id=21&clip_id=3313&meta_id=177067)

<sup>2</sup> [http://chapelhill.granicus.com/MetaViewer.php?view\\_id=7&clip\\_id=3313&meta\\_id=179325](http://chapelhill.granicus.com/MetaViewer.php?view_id=7&clip_id=3313&meta_id=179325)

<sup>3</sup> <https://chapelhill.legistar.com/View.ashx?M=F&ID=5782154&GUID=92D80B6C-7287-432E-BE86-B5B29694B026>

**MEMORANDUM**

TO: Mayor and Town Council

FROM: Phil Mason, Staff Liaison to the Board of Adjustment

SUBJECT: Proposed Revisions to the Ethics Guidelines for Advisory Boards and Commissions

DATE: December 7, 2017

**RECOMMENDATION:** The Board of Adjustment met on Thursday, December 7, 2017, and, after brief discussion, presented no opposition to the proposed changes to the ethics guidelines.

**SPECIAL REQUEST(S):** No comment

**BACKGROUND:** No comment

January 9, 2018

## TO THE CHAPEL HILL MAYOR AND COUNCIL

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In October, 2017, the Chapel Hill Town Council forwarded to the Historic District Commission (HDC) proposed amendments to the sections of the Land Use Management Ordinance that would apply to Chapel Hill's three historic districts and the operations of the Historic District Commission. The Council requested the Commission's comments and recommendations prior to taking further action. We have reviewed those draft amendments as well as public comments and appreciate the effort to improve the management of the historic district program and to make the operations of the commission as effective, clear and fair as possible.

The HDC recently has been working with the North Carolina State Historic Preservation Office (NC SHPO) to improve information and operations and take advantage of their expertise and resources. In addition the UNC School of Government has published helpful articles and offered training on best practices relevant to historic district commissions. These comments are based on the information gained from these experts. The HDC shares the Council's goal of improving the process.

The NC SHPO has developed over several years a model ordinance for local governments to adopt for the administration of local historic districts. The Model Ordinance may be found at <http://www.hpo.ncdcr.gov/ModelPreservationCommissionOrdinance.pdf>.

The model ordinance was drafted to ensure compliance with state law and has been adapted over time to reflect both case law and needs for clarification identified by localities throughout the state. The Chapel Hill HDC looks to this model ordinance as the best source for achieving an effective local law. The HDC recommends that Council's suggestions all find resolution in the provisions of the Model Ordinance, and that we might achieve its goals by amending the LUMO according to its recommended practices.

The confusion and inconsistencies that currently exist with the historic preservation sections of the LUMO may be the result of periodic, piecemeal amendment of the LUMO without a comprehensive review designed to create greater clarity of the historic preservation requirements and program. For example, many citizens do not realize that there are 2 distinct sections of the LUMO – found in Appendix A, Sections 3 and 8 – that cover the requirements and operation of the HDC. Also, as is made clear by the advice of the experts at the UNC School of Government, the Guidelines developed by the HDC and adopted by the Council and approved by the NC SHPO, are integral and controlling to the legal application of the ordinance.



Some confusion likely has resulted recently by sections of the ordinance that cover the provisions addressed in the legally adopted Guidelines. Our concern is that if the Council's suggested amendments were to be adopted, the issues of duplication and inconsistency found scattered throughout the LUMO would be exacerbated. Since the entire LUMO is being revised and updated, this provides an opportunity to address the problems by substituting a unified section of the LUMO covering historic preservation, based on the recommended provisions that have been drafted, tested and adapted by experts, in the form of the Model Ordinance.

Chapel Hill has been designated a Certified Local Government (CLG), a provision of the national historic preservation program, administered through the National Park Service and the NC SHPO, for many years. <https://www.nps.gov/clg/> The CLG program provides substantial benefits (delegation of authority to the local level and financial assistance) and requirements (qualifying ordinance and HDC operations that Council adopts and NC SHPO approves). The recent efforts of the HDC in communicating with and asking for training from the NC SHPO is motivated by doing a better job of complying with CLG guidance and requirements and taking greater advantage of the benefits of CLG designation. We strongly urge the Council to only take action in amending the LUMO that reinforces these efforts and is consistent with guidance from NC SHPO.

The goals of the Council in the draft which the Council forwarded in November 2017 are more comprehensively addressed in the NC SHPO Model ordinance:

- 1) Requiring findings of fact in a written decision.

The NC SHPO Model Ordinance addresses this issue in Section 7.6 Applications and Required Procedures. Subsection (f) reflects that the findings of fact must be articulated and explained in the minutes of the meeting, including "indicating the extent to which the application is or is not in compliance with the review criteria." It is – in the view of the HDC – far more fair to applicants to articulate the reasons and factual findings in the meeting where the action is taken and the applicant or their representative – and other interested parties - are present and that these facts and reasoning are articulated in the official record of the meeting. The Model Ordinance also requires citation of evidence, studies and other authority upon which the HDC bases its decision. We recommend that this is better language than the November proposal.

- 2) Clarifying the congruity standard.

The issue of congruity is addressed throughout Section 7 of the Model Ordinance. As is made clear in a 2017 article published by the UNC School of Government: "To be sure, determinations about certificates of appropriateness are not simple, objective determinations—they require judgment from the decision-makers. That is why COA decisions require quasi-judicial procedures." <https://canons.sog.unc.edu/special-character-historic-district/>

The Model Ordinance comprehensively addresses this issue in a way that is consistent with state law and would achieve more clarity and consistency than the proposed language.

- 3) Reducing the amount of time for action on an application from 180 days to 120 days and clarifying the effect of an appeal on the tolling of the time period.

The Model Ordinance actually provides for an HDC to take action with 90 days rather than 120 days. (Section 7.6(g)) The language specifies that the 90 days begins to run from the submittal of a completed application. In recent years much of the delay has been due to applications being placed on the agenda and the HDC having to point out to the Applicant where it is not complete. The Model Ordinance allows for the time period to be extended by mutual agreement of the HDC and applicant. This is, in effect, what has caused rare applications to exceed 90 days for consideration. A recently improved application form and new procedure by the HDC are likely to help with this issue of time required. We recommend that the language of Section 7.6 – be revised to reflect consistency with the model ordinance provision. The Council remains free of course to modify the Model Ordinance time period to 120 days. Clarifying language regarding the effect of an applicant initiated appeal should be added elsewhere in the LUMO.

- 4) Clarify language regarding resubmittal of a new application, which must be “substantially different” from a recently denied application.

The Model Ordinance addresses the issue of a new application in Section 7.6 (i) in simple language that reflects state law. The proposed language on which the Council requested the HDC’s comments shifts the authority to determine whether the application has been substantially changed from the HDC to the Town Manager. The Council should fully consider the impact of this change in light of the special role and structure of the HDC. HDCs are unique in NC quasi-judicial bodies in that a level of expertise and experience is required. See Historic Preservation Commission Basics <https://canons.sog.unc.edu/historic-preservation-commission-basics/> and the recently published Quasi-Judicial Handbook <https://www.sog.unc.edu/publications/books/quasi-judicial-handbook-guide-boards-making-development-regulation-decisions> In our view, shifting the determination of whether a resubmittal is substantially different from the denied application from the HDC that made the original determination may raise issues under NC law governing quasi-judicial bodies and the requirements of the CLG program.

- 5) Clarify Council’s expectations of HDC and BOA members.

The HDC members have no problem with signing a document acknowledging our responsibilities. We question, however, whether this would be an appropriate amendment to the LUMO.

We feel that adoption of the Model Ordinance – as a substitute for the scattered provisions in the existing LUMO – will provide needed clarity, compliance with state law and an advantageous federal program that will benefit the community, particularly applicants, and allow the Town of Chapel Hill to better realize the many benefits of historic preservation to this community.

The HDC has scheduled a Workshop for the morning of Saturday, January 20 with staff members from NC SHPO to review the benefits and responsibilities of our participation in the CLG program. We invite Council Members, Town Managers Office and Planning Staff and their outside consultants to attend so that we have a consistent knowledge of our important historic preservation program. In addition, on January 22 there will be a Workshop for Quasi-Judicial Boards led by the UNC School of Government.

The Historic District Commission thanks you for the opportunity to review, comment on, and suggest these improvements to the Town's Ordinance provisions pertaining to our work. We hope that these recommendations, as well as the expertise provided at the upcoming workshops, will be useful to guide Council in its further deliberations, as we work together toward our common goal of improving the functions of the Commission.

Respectfully Submitted,

THE CHAPEL HILL HISTORIC DISTRICT COMMISSION

Robert Epting, Chair



# TOWN OF CHAPEL HILL

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

## Item Overview

Item #: 6., File #: [18-0156], Version: 1

Meeting Date: 2/28/2018

### Open the Public Hearing and Consider a Request to Close a Public Right-of-Way for an Unmaintained Alley Near the Intersection of Pritchard Avenue and West Rosemary Street.

#### Staff:

Lance Norris, Director  
Chris Roberts, Manager of Engineering and Infrastructure  
Chris Jensen, Senior Engineer

#### Department:

Public Works

**Overview:** The property owner of 108 West Rosemary Street and 208 Pritchard Avenue has requested closing the public right-of-way for an unpaved and unmaintained alley near the northeast corner of Pritchard Avenue and West Rosemary Street. The alley is about 10 feet wide and extends between several privately-owned properties parallel to West Rosemary Street. Closing this public right-of-way will not deny access to adjacent properties. All adjacent properties have access to other public right-of-way. The alley is not in use, and neither the Town nor OWASA have a need for the right-of-way.

North Carolina General Statute Sec. 160A-299 sets out the process for closing public right-of-way (see copy attached). The steps set out in this report and the attached resolution follow the statutory requirements.



#### Recommendation:

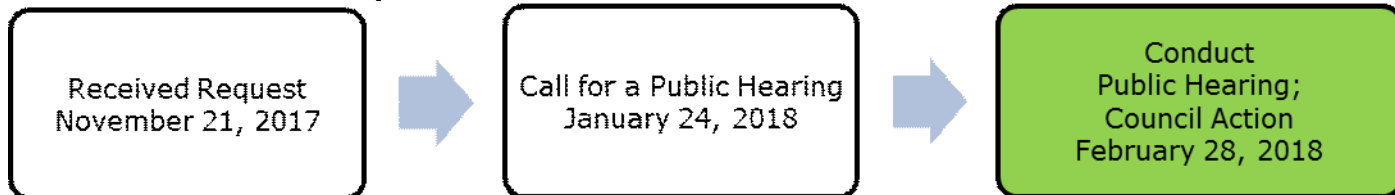
That the Council open the Public Hearing and adopt the Resolution to close public right-of-way for the unmaintained alley near the intersection of Pritchard Avenue and West Rosemary Street.

**Fiscal Impact/Resources:** Impacts to future investments are unknown.







#### Key Issues:

- Once the alley right-of-way is closed, the property will be divided equally among all adjacent property owners. Each property owner will be required to file a new plat to assume ownership. Town staff has communicated this information to each affected property owner, and all are in support of the right-of-way closure.
- All adjacent property owners have been notified through phone conversations, emails, and physical signs placed in prominent places at the edges of the requested right-of-way closure areas. The notice of the public hearing has been published in the Herald Sun for the past four consecutive weeks.
- Closing this public right-of-way will not deny access to adjacent properties. All adjacent properties have access to other public right-of-way.
- Neither the Town nor OWASA have a need for the right-of-way.

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



**Council Goals:**

|                                     |   |                              |                                     |   |                                  |
|-------------------------------------|---|------------------------------|-------------------------------------|---|----------------------------------|
| <input type="checkbox"/>            |  | Create a Place for Everyone  | <input checked="" type="checkbox"/> |  | Develop Good Places, New Spaces  |
| <input type="checkbox"/>            |  | Support Community Prosperity | <input type="checkbox"/>            |  | Nurture Our Community            |
| <input checked="" type="checkbox"/> |  | Facilitate Getting Around    | <input type="checkbox"/>            |  | Grow Town and Gown Collaboration |



**Attachments:**

- Resolution
- Draft Staff Presentation
- Map of Requested Right-of-Way Closure
- Request from Brian Ferrell, Representative of Property Owner Joseph Polcaro
- General Statute 160A-299

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**A RESOLUTION CLOSING THE PUBLIC RIGHT-OF-WAY FOR AN UNMAINTAINED ALLEY NEAR THE INTERSECTION OF PRITCHARD AVENUE AND WEST ROSEMARY STREET (2018-02-28/R-6)**

WHEREAS, the Town of Chapel Hill has received a request for closure of the public right-of-way for the unmaintained alley near the intersection of Pritchard Avenue and West Rosemary Street; and

WHEREAS, the Chapel Hill Town Council on January 24, 2018 adopted a resolution of intent to consider closing the right-of-way; and

WHEREAS, a Public Hearing regarding the proposed right-of-way closure was held on February 28, 2018; and

WHEREAS, all of the adjacent property owners have been notified and there have been no objections to this closure; and

WHEREAS, closing this section of the public right-of-way will not deny access to adjacent properties. All adjacent properties have access to other public right-of-way; and

WHEREAS, neither the Town nor OWASA have no need for this right-of-way; and

WHEREAS, the Council finds, upon review of the facts and of information received at the Public Hearing, that closing the public right-of-way for the unmaintained alley near the intersection of Pritchard Avenue and West Rosemary Street would not be contrary to the public interest and that no individual owning property in the vicinity of the proposed closures would be deprived of reasonable means of ingress and egress to his or her property by the closing of said right-of-way.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Chapel Hill that the Council hereby adopts this order pursuant to North Carolina G.S. 160A-299, permanently closing the public right-of-way for the unmaintained alley near the intersection of Pritchard Avenue and West Rosemary Street.

BE IT FURTHER RESOLVED that a plat showing the closure and a copy of this Order shall be recorded by the adjacent property owners, with the Orange County Registry, upon approval by the Town and certification by the Town Manager that the preceding conditions of approval have been met, said certification to be attached to this Resolution as an Exhibit prior to recordation.

This the 28<sup>th</sup> day of February, 2018.

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

PRESENTER: Chris Roberts, Manager of Engineering and Infrastructure

RECOMMENDATION: That the Council open the Public Hearing to consider closing of a public rights-of-way of an unmaintained alley located near the intersection of Pritchard Avenue and West Rosemary Street. The Council may close the Public Hearing this evening and take action on the requested closures, or refer action to a future meeting.

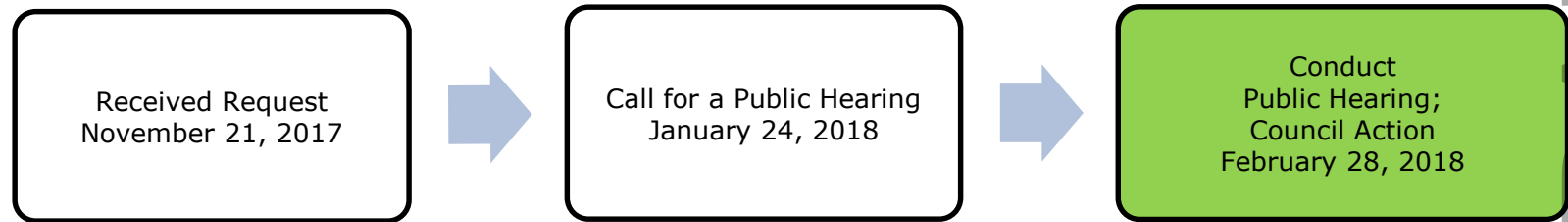


# **Public Hearing: Right-Of-Way Closure Request – Unmaintained Alley Near Pritchard Avenue and West Rosemary Street**

**Date: February 28, 2018**

DRAFT

# Where is this in the process?



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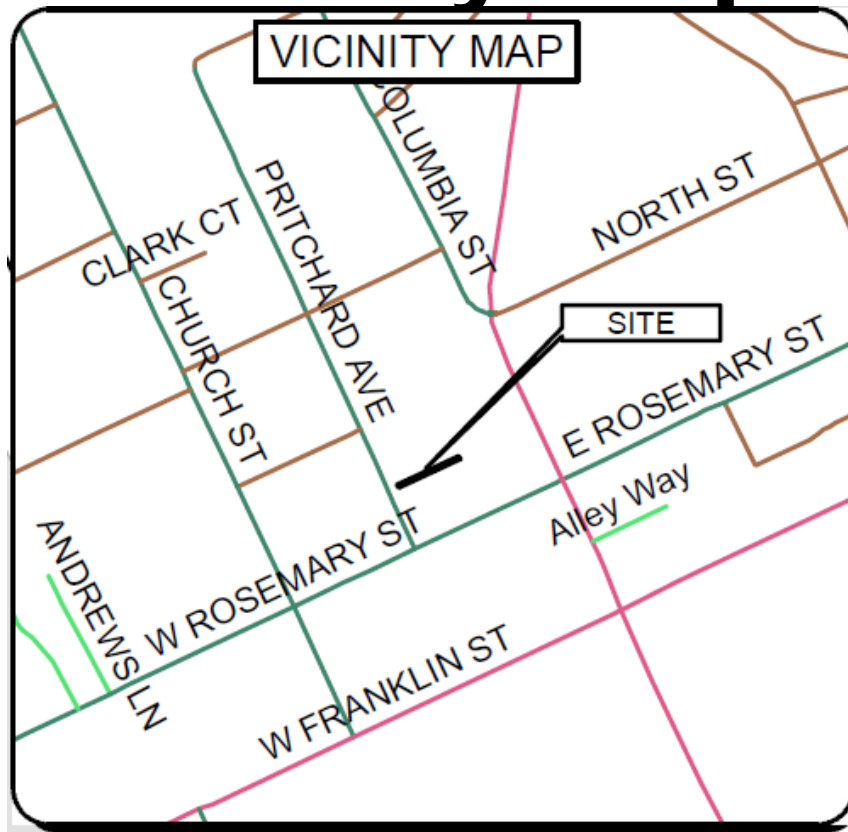


# Recommendation

- Staff recommends that the Council open the Public Hearing and adopt Resolution (R-6) to close public right-of-way for the unmaintained alley near the intersection of Pritchard Avenue and West Rosemary Street.

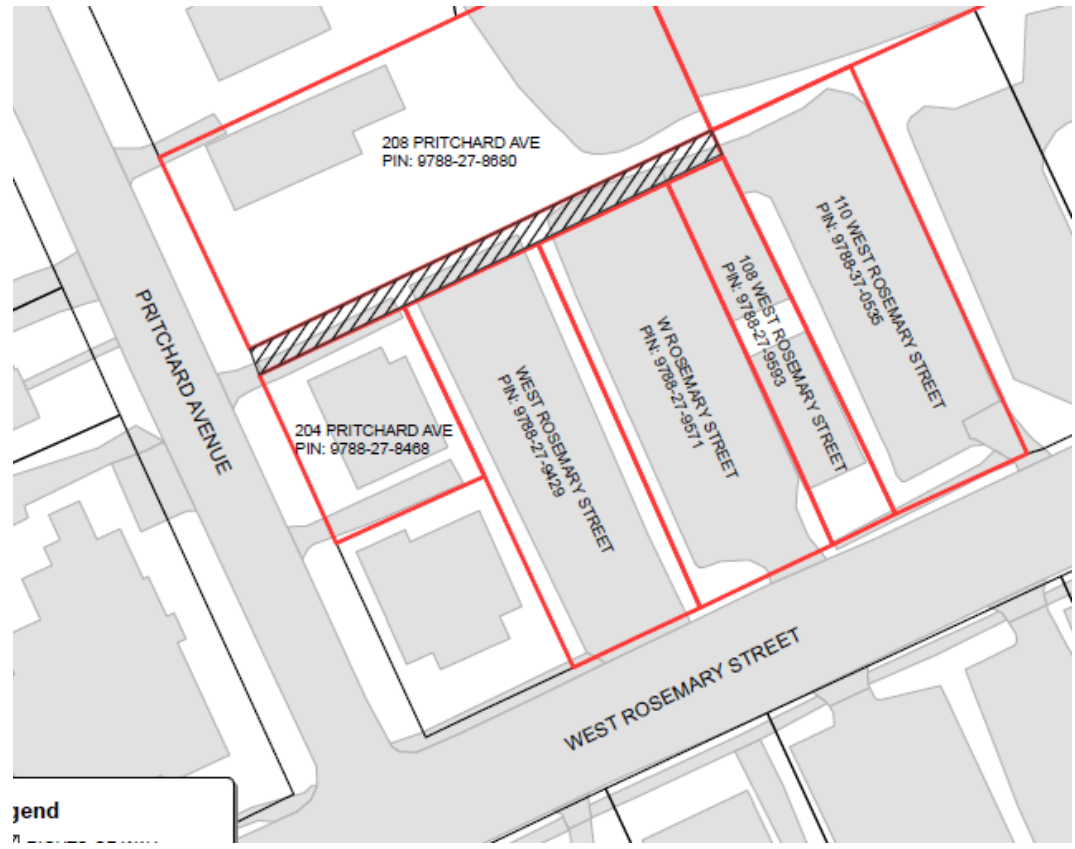
DRAFT

# Vicinity Map



DRAFT

# Overview



DRAFT

# Key Issues

- The closure of this unmaintained alley near the intersection of Pritchard Avenue and West Rosemary Street.
- Requested by property owner of 108 West Rosemary Street and 208 Prichard Avenue.
- All adjacent property owners have been notified through phone conversations, emails, physical signs placed in predominant places at the edges of the requested right-of-way closure areas, and the notice has been published in the Herald Sun for the past four consecutive weeks.

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# Key Issues

- There have been no objections received for this request.
- Closing the subject public right-of-way will not deny access to adjacent properties. All adjacent properties have access to other public right-of-way.
- Neither the Town nor OWASA have a need for this right-of-way.

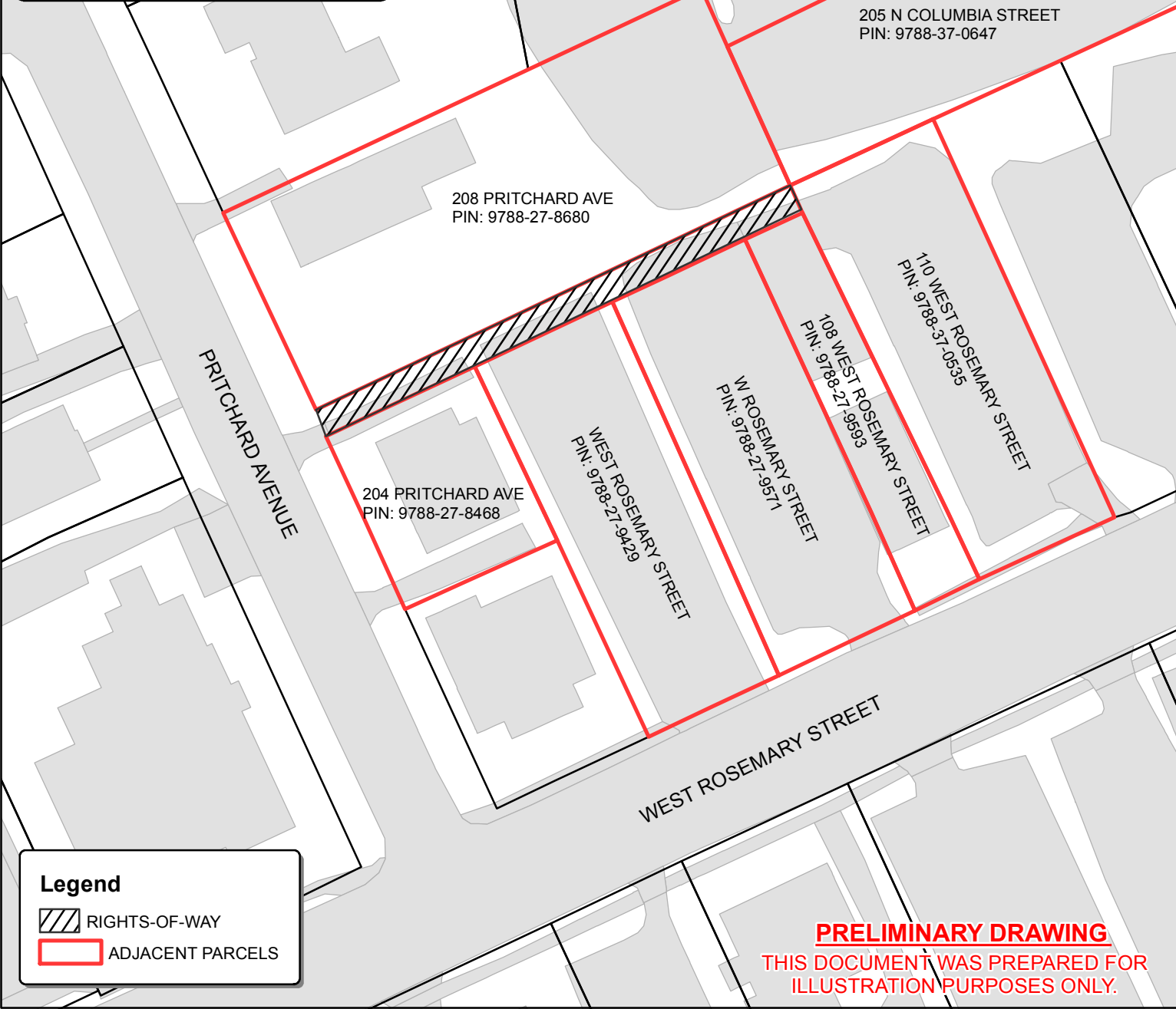
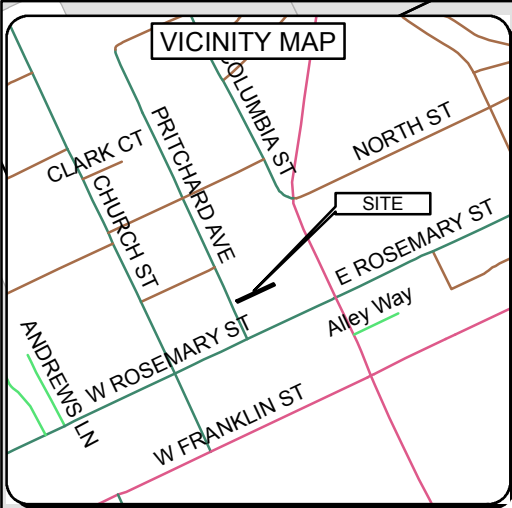
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# Recommendation



- Staff recommends that the Council open the Public Hearing and adopt Resolution (R-6) to close public right-of-way for the unmaintained alley near the intersection of Pritchard Avenue and West Rosemary Street.

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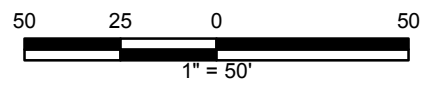
# PROPOSED RIGHTS-OF-WAY CLOSING



**Legend**

-  RIGHTS-OF-WAY
-  ADJACENT PARCELS

**PRELIMINARY DRAWING**  
 THIS DOCUMENT WAS PREPARED FOR  
 ILLUSTRATION PURPOSES ONLY.



Message submitted from the <Town of Chapel Hill, NC> website.

**Site Visitor Name:** Brian Ferrell

**Site Visitor Email:**

James,

Pursuant to my recent voicemails, I am working with a client who would like for the Town to begin the procedure to formally close an old alley. The alley in question runs behind approximately 4 lots fronting W Rosemary Street starting on the corner of Pritchard Avenue and W Rosemary and heading back toward N. Columbia Street. The alley extends from Pritchard Avenue to the Town's parking lot next to the old Men's Shelter site (PIN 9788370535). The 10 foot alley was created in the historic deeds for the relevant properties, but is no longer in use. I have talked with the Town Attorney about the closure process under G.S. 160A-299, and he referred me to you.

Please let me know the best way to initiate the statutory closure process with the Town. My client is interested in beginning the process ASAP.

Best,

Brian Ferrell  
919.490.0500



**§ 160A-299. Procedure for permanently closing streets and alleys.**

(a) When a city proposes to permanently close any street or public alley, the council shall first adopt a resolution declaring its intent to close the street or alley and calling a public hearing on the question. The resolution shall be published once a week for four successive weeks prior to the hearing, a copy thereof shall be sent by registered or certified mail to all owners of property adjoining the street or alley as shown on the county tax records, and a notice of the closing and public hearing shall be prominently posted in at least two places along the street or alley. If the street or alley is under the authority and control of the Department of Transportation, a copy of the resolution shall be mailed to the Department of Transportation. At the hearing, any person may be heard on the question of whether or not the closing would be detrimental to the public interest, or the property rights of any individual. If it appears to the satisfaction of the council after the hearing that closing the street or alley is not contrary to the public interest, and that no individual owning property in the vicinity of the street or alley or in the subdivision in which it is located would thereby be deprived of reasonable means of ingress and egress to his property, the council may adopt an order closing the street or alley. A certified copy of the order (or judgment of the court) shall be filed in the office of the register of deeds of the county in which the street, or any portion thereof, is located.

(b) Any person aggrieved by the closing of any street or alley including the Department of Transportation if the street or alley is under its authority and control, may appeal the council's order to the General Court of Justice within 30 days after its adoption. In appeals of streets closed under this section, all facts and issues shall be heard and decided by a judge sitting without a jury. In addition to determining whether procedural requirements were complied with, the court shall determine whether, on the record as presented to the city council, the council's decision to close the street was in accordance with the statutory standards of subsection (a) of this section and any other applicable requirements of local law or ordinance.

No cause of action or defense founded upon the invalidity of any proceedings taken in closing any street or alley may be asserted, nor shall the validity of the order be open to question in any court upon any ground whatever, except in an action or proceeding begun within 30 days after the order is adopted. The failure to send notice by registered or certified mail shall not invalidate any ordinance adopted prior to January 1, 1989.

(c) Upon the closing of a street or alley in accordance with this section, subject to the provisions of subsection (f) of this section, all right, title, and interest in the right-of-way shall be conclusively presumed to be vested in those persons owning lots or parcels of land adjacent to the street or alley, and the title of such adjoining landowners, for the width of the abutting land owned by them, shall extend to the centerline of the street or alley.

The provisions of this subsection regarding division of right-of-way in street or alley closings may be altered as to a particular street or alley closing by the assent of all property owners taking title to a closed street or alley by the filing of a plat which shows the street or alley closing and the portion of the closed street or alley to be taken by each such owner. The plat shall be signed by each property owner who, under this section, has an ownership right in the closed street or alley.

(d) This section shall apply to any street or public alley within a city or its extraterritorial jurisdiction that has been irrevocably dedicated to the public, without regard to whether it has actually been opened. This section also applies to unopened streets or public alleys that are shown on plats but that have not been accepted or maintained by the city, provided that this section shall not abrogate the rights of a dedicator, or those claiming under a dedicator, pursuant to G.S. 136-96.

(e) No street or alley under the control of the Department of Transportation may be closed unless the Department of Transportation consents thereto.

(f) A city may reserve a right, title, and interest in any improvements or easements within a street closed pursuant to this section. An easement under this subsection shall include utility, drainage, pedestrian, landscaping, conservation, or other easements considered by the city to be in the public interest. The reservation of an easement under this subsection shall be stated in the order of closing. The reservation also extends to utility improvements or easements owned by private utilities which at the time of the street closing have a utility agreement or franchise with the city.

(g) The city may retain utility easements, both public and private, in cases of streets withdrawn under G.S. 136-96. To retain such easements, the city council shall, after public hearing, approve a "declaration of retention of utility easements" specifically describing such easements. Notice by certified or registered mail shall be provided to the party withdrawing the street from dedication under G.S. 136-96 at least five days prior to the hearing. The declaration must be passed prior to filing of any plat or map or declaration of withdrawal with the register of deeds. Any property owner filing such plats, maps, or declarations shall include the city declaration with the declaration of withdrawal and shall show the utilities retained on any map or plat showing the withdrawal. (1971, c. 698, s. 1; 1973, c. 426, s. 47; c. 507, s. 5; 1977, c. 464, s. 34, 1981, c. 401; c. 402, ss. 1, 2; 1989, c. 254; 1993, c. 149, s. 1; 2015-103, s. 1.)



# TOWN OF CHAPEL HILL

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

## Item Overview

Item #: 7., File #: [18-0157], Version: 1

Meeting Date: 2/28/2018

### Open the Public Hearing and Consider a Request to Close the Unmaintained and Unpaved Portion of the Public Right-of-Way Near Smith Avenue.

**Staff:**

Lance Norris, Director  
Chris Roberts, Manager of Engineering and Infrastructure  
Chris Jensen, Senior Engineer

**Department:**

Public Works

**Overview:** The owner of 416 and 420 Smith Avenue has requested closing two short sections of unpaved and unmaintained public right-of-way located between 416 and 420 Smith Avenue and between 420 Smith Avenue and 550 Chase Park Road. Closing these sections of the public right-of-way will not deny access to adjacent properties. All adjacent properties have access to other public right-of-way. These portions of the public right-of-way are not in use, and neither the Town nor OWASA have a need for this right-of-way.

North Carolina General Statute Sec. 160A-299 sets out the process for closing public right-of-way (see copy attached). The steps set out in this report and the attached resolution follow the statutory requirements.



**Recommendation(s):**

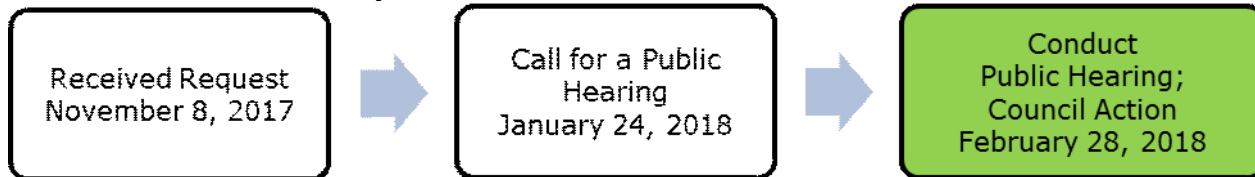
That the Council open the Public Hearing and adopt the resolution to close the unmaintained and unpaved portions of the public right-of-way located between 416 and 420 Smith Avenue and between 420 Smith Avenue and 550 Chase Park Road.

**Fiscal Impact/Resources:** Impacts to future investments are unknown.

**Key Issues:**

- Once the rights-of-way are closed, the property will be divided equally among all adjacent property owners. Each property owner will be required to file a new plat to assume ownership. Town staff has communicated this information to each affected property owner, and all are in support of the right-of-way closure.
- All adjacent property owners have been notified through phone conversations, emails, physical signs placed in prominent places at the edges of the requested right-of-way closure areas, and the notice has been published in the Herald Sun for the past four consecutive weeks.
- Closing these sections of the public right-of-way will not deny access to adjacent properties. All adjacent properties have access to other public right-of-way.
- Neither the Town nor OWASA have a need for this right-of-way.

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



**Council Goals:**

|                                     |  |                              |                                     |  |                                  |
|-------------------------------------|--|------------------------------|-------------------------------------|--|----------------------------------|
| <input type="checkbox"/>            |  | Create a Place for Everyone  | <input checked="" type="checkbox"/> |  | Develop Good Places, New Spaces  |
| <input type="checkbox"/>            |  | Support Community Prosperity | <input type="checkbox"/>            |  | Nurture Our Community            |
| <input checked="" type="checkbox"/> |  | Facilitate Getting Around    | <input type="checkbox"/>            |  | Grow Town and Gown Collaboration |



**Attachments:**

- Resolution
- Draft Staff Presentation
- Map of Requested Right-of-Way Closure
- Email Request from Property Owner, 416 Smith Avenue
- General Statute 160A-299

**A RESOLUTION CLOSING THE UNMAINTAINED AND UNPAVED PORTION OF THE PUBLIC RIGHT-OF-WAY ON SMITH AVENUE (2018-02-28/R-7)**

WHEREAS, the Town of Chapel Hill has received a request for closure of the unmaintained and unpaved portion of the public right-of-way on Smith Avenue; and

WHEREAS, the Chapel Hill Town Council on January 24, 2018 adopted a resolution of intent to consider closing the right-of-way; and

WHEREAS, a Public Hearing regarding the proposed right-of-way closure was held on February 28, 2018; and

WHEREAS, all adjacent property owners have been notified and there have been no objections to this closure; and

WHEREAS, closing the subject public right-of-way will not deny access to adjacent properties. All adjacent properties have access to other public right-of-way; and

WHEREAS, The Town nor OWASA have no need for this right-of-way; and

WHEREAS, the Council finds, upon review of the facts and of information received at the Public Hearing, that closing this section of the Smith Avenue right-of-way would not be contrary to the public interest and that no individual owning property in the vicinity of the proposed closures would be deprived of reasonable means of ingress and egress to his or her property by the closing of said right-of-way.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Chapel Hill that the Council hereby adopts this order pursuant to North Carolina G.S. 160A-299, permanently closing this unmaintained and unpaved portion of the public right-of-way on Smith Avenue.

BE IT FURTHER RESOLVED that a plat showing the closure and a copy of this Order shall be recorded by the adjacent property owners, with the Orange County Registry, upon approval by the Town and certification by the Town Manager that the preceding conditions of approval have been met, said certification to be attached to this Resolution as an Exhibit prior to recordation.

This the 28<sup>th</sup> day of February, 2018.

---

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

PRESENTER: Chris Roberts, Manager of Engineering and Infrastructure

RECOMMENDATION: That the Council open the Public Hearing to consider closing the unmaintained and unpaved public rights-of-way portion of Smith Avenue. The Council may close the Public Hearing this evening and take action on the requested closures, or refer action to a future meeting.

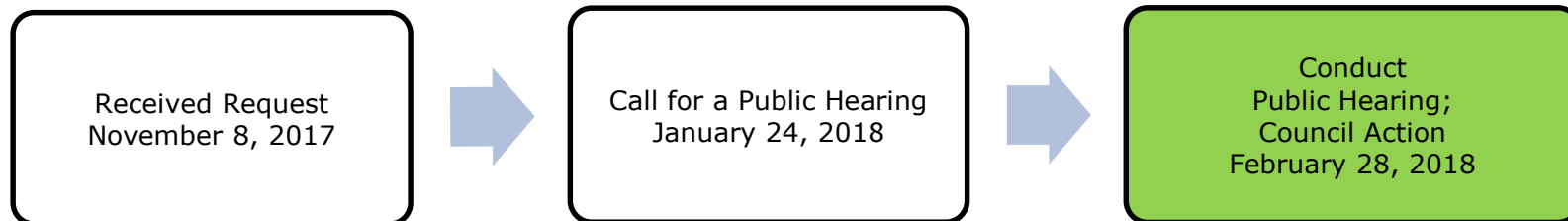


# **Public Hearing: Right-Of-Way Closure Request – Unmaintained and Unpaved Section of Smith Avenue**

**Date: February 28, 2018**

DRAFT

# Where is this in the process?



DRAFT

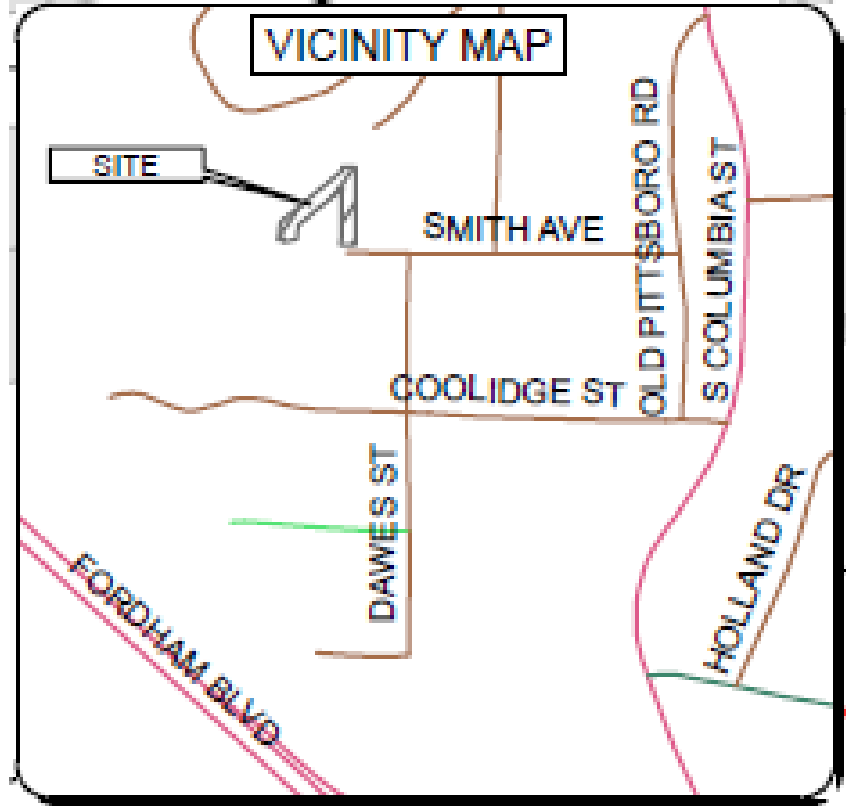
# Staff Recommendation

- Staff recommends that the Council open the Public Hearing and adopt Resolution (R-7) to close the unmaintained and unpaved portions of the public right-of-way located between 416 and 420 Smith Avenue and between 420 Smith Avenue and 550 Chase Park Road.

DRAFT



# Vicinity Map



DRAFT

# Overview



# Key Issues

- This closure request is for the unmaintained and unpaved portion of Smith Avenue per the attached map.
- Requested by property owner of 416 and 420 Smith Avenue.
- All adjacent property owners have been notified through phone conversations, emails, physical signs placed in predominant places at the edges of the requested right-of-way closure areas, and the notice has been published in the Herald Sun for the past four consecutive weeks.

DRAFT

# Key Issues

- There have been no objections received for this request.
- Closing the subject public right-of-way will not deny access to adjacent properties. All adjacent properties have access to other public right-of-way.
- Neither the Town nor OWASA have a need for this right-of-way.

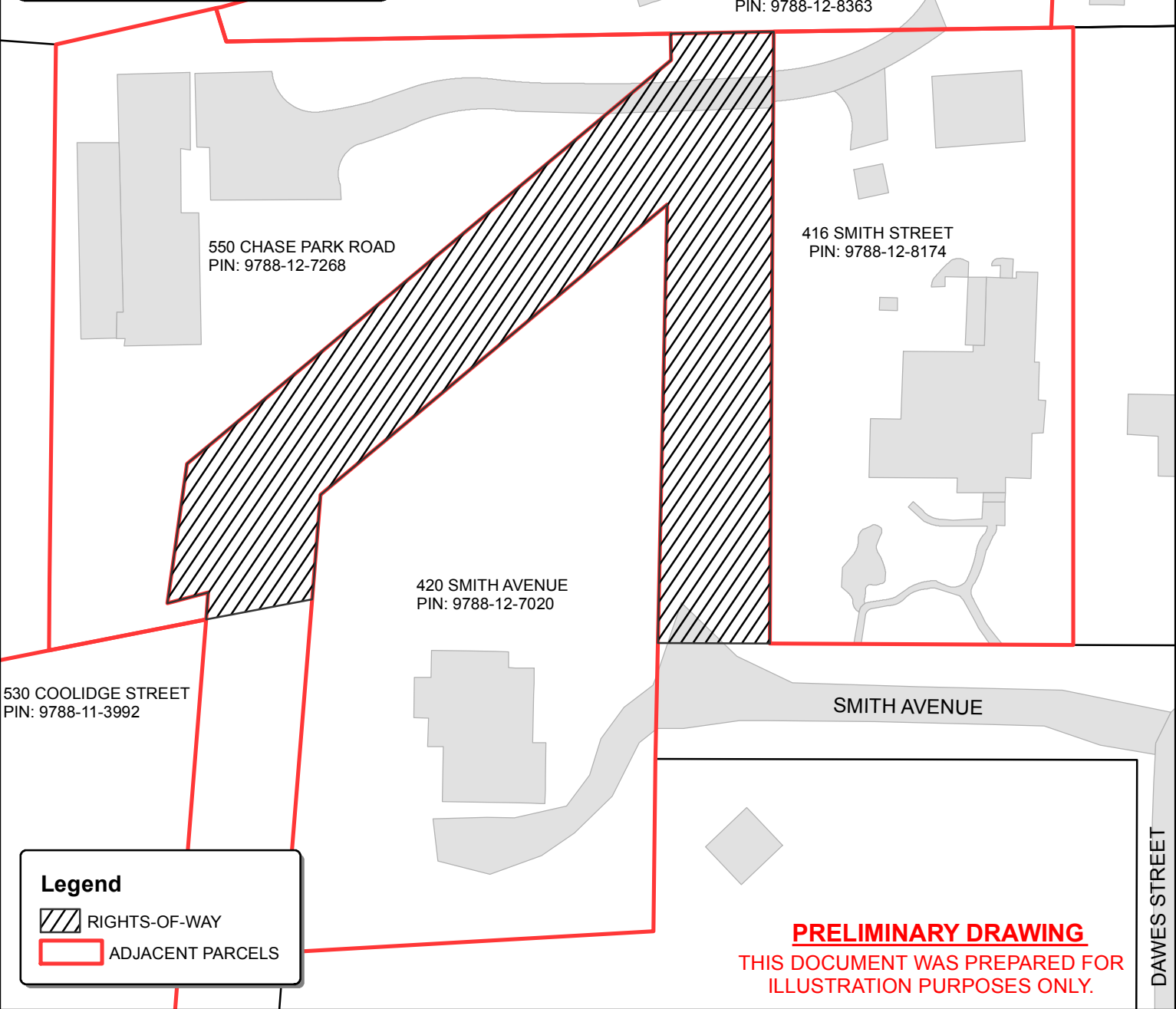
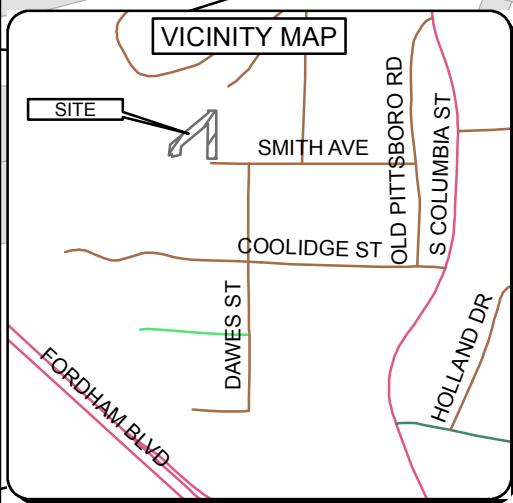
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# Staff Recommendation

- Staff recommends that the Council open the Public Hearing and adopt Resolution (R-7) to close the unmaintained and unpaved portions of the public right-of-way located between 416 and 420 Smith Avenue and between 420 Smith Avenue and 550 Chase Park Road.

DRAFT

# PROPOSED RIGHTS-OF-WAY CLOSING

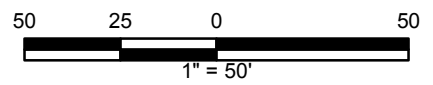


**Legend**

RIGHTS-OF-WAY

ADJACENT PARCELS

**PRELIMINARY DRAWING**  
THIS DOCUMENT WAS PREPARED FOR ILLUSTRATION PURPOSES ONLY.



From: allen baddour [<mailto:allenbaddour@gmail.com>]  
Sent: Wednesday, November 08, 2017 2:04 PM  
To: Ralph Karpinos <[rkarpinos@townofchapelhill.org](mailto:rkarpinos@townofchapelhill.org)>  
Subject: Following up on the procedure for permanently closing streets

Good afternoon Ralph,

I wanted to follow up with you after our conversation about road closures. As a quick recap, we live at 416 Smith Ave and own a rental house at 420 Smith Ave (lined in red on the map below). There is a platted, dedicated, but unbuilt/unimproved road depicted between 416 and 420, that then cuts diagonally around the north side of 420, and then shoots south behind/to the west of 420 to Coolidge.

The neighbors to our northwest, the Bhowmicks, own the property on the other side of the northern diagonal road. They, and we, wish to undertake proceedings to close, at a minimum, those two roads.

There is also interest in closing all or some of the long north-south road (also unbuilt/unimproved) that is drawn to connect to Coolidge. I note there is a "landlocked" property to the west of 420, so I acknowledge that we may need additional information on access to that lot prior to closing that street. It so happens that the properties fronting Coolidge to the west of that street are owned by the same family as the landlocked property. I understand they are exploring building on the landlocked property, and do not know yet their interest in building/improving the platted road to Town standards vs. building a driveway on an easement over their (or their family's) property.

Again, perhaps it makes sense to handle all of this together, and perhaps separating the eastern and northern roads from the western roads makes more sense.

I have reviewed NCGS 160A-299, and it appears that the Town must propose to permanently close the street by adopting a resolution, providing notice, and having a public hearing. Is there a process by which we may request the Town to institute those proceedings? (Or, is there another way you suggest we proceed?)

Thank you so much for your kind assistance. If it makes more sense for me to get in touch with someone else, please just let me know.

Take care-

Allen

**§ 160A-299. Procedure for permanently closing streets and alleys.**

(a) When a city proposes to permanently close any street or public alley, the council shall first adopt a resolution declaring its intent to close the street or alley and calling a public hearing on the question. The resolution shall be published once a week for four successive weeks prior to the hearing, a copy thereof shall be sent by registered or certified mail to all owners of property adjoining the street or alley as shown on the county tax records, and a notice of the closing and public hearing shall be prominently posted in at least two places along the street or alley. If the street or alley is under the authority and control of the Department of Transportation, a copy of the resolution shall be mailed to the Department of Transportation. At the hearing, any person may be heard on the question of whether or not the closing would be detrimental to the public interest, or the property rights of any individual. If it appears to the satisfaction of the council after the hearing that closing the street or alley is not contrary to the public interest, and that no individual owning property in the vicinity of the street or alley or in the subdivision in which it is located would thereby be deprived of reasonable means of ingress and egress to his property, the council may adopt an order closing the street or alley. A certified copy of the order (or judgment of the court) shall be filed in the office of the register of deeds of the county in which the street, or any portion thereof, is located.

(b) Any person aggrieved by the closing of any street or alley including the Department of Transportation if the street or alley is under its authority and control, may appeal the council's order to the General Court of Justice within 30 days after its adoption. In appeals of streets closed under this section, all facts and issues shall be heard and decided by a judge sitting without a jury. In addition to determining whether procedural requirements were complied with, the court shall determine whether, on the record as presented to the city council, the council's decision to close the street was in accordance with the statutory standards of subsection (a) of this section and any other applicable requirements of local law or ordinance.

No cause of action or defense founded upon the invalidity of any proceedings taken in closing any street or alley may be asserted, nor shall the validity of the order be open to question in any court upon any ground whatever, except in an action or proceeding begun within 30 days after the order is adopted. The failure to send notice by registered or certified mail shall not invalidate any ordinance adopted prior to January 1, 1989.

(c) Upon the closing of a street or alley in accordance with this section, subject to the provisions of subsection (f) of this section, all right, title, and interest in the right-of-way shall be conclusively presumed to be vested in those persons owning lots or parcels of land adjacent to the street or alley, and the title of such adjoining landowners, for the width of the abutting land owned by them, shall extend to the centerline of the street or alley.

The provisions of this subsection regarding division of right-of-way in street or alley closings may be altered as to a particular street or alley closing by the assent of all property owners taking title to a closed street or alley by the filing of a plat which shows the street or alley closing and the portion of the closed street or alley to be taken by each such owner. The plat shall be signed by each property owner who, under this section, has an ownership right in the closed street or alley.

(d) This section shall apply to any street or public alley within a city or its extraterritorial jurisdiction that has been irrevocably dedicated to the public, without regard to whether it has actually been opened. This section also applies to unopened streets or public alleys that are shown on plats but that have not been accepted or maintained by the city, provided that this section shall not abrogate the rights of a dedicator, or those claiming under a dedicator, pursuant to G.S. 136-96.

(e) No street or alley under the control of the Department of Transportation may be closed unless the Department of Transportation consents thereto.



(f) A city may reserve a right, title, and interest in any improvements or easements within a street closed pursuant to this section. An easement under this subsection shall include utility, drainage, pedestrian, landscaping, conservation, or other easements considered by the city to be in the public interest. The reservation of an easement under this subsection shall be stated in the order of closing. The reservation also extends to utility improvements or easements owned by private utilities which at the time of the street closing have a utility agreement or franchise with the city.

(g) The city may retain utility easements, both public and private, in cases of streets withdrawn under G.S. 136-96. To retain such easements, the city council shall, after public hearing, approve a "declaration of retention of utility easements" specifically describing such easements. Notice by certified or registered mail shall be provided to the party withdrawing the street from dedication under G.S. 136-96 at least five days prior to the hearing. The declaration must be passed prior to filing of any plat or map or declaration of withdrawal with the register of deeds. Any property owner filing such plats, maps, or declarations shall include the city declaration with the declaration of withdrawal and shall show the utilities retained on any map or plat showing the withdrawal. (1971, c. 698, s. 1; 1973, c. 426, s. 47; c. 507, s. 5; 1977, c. 464, s. 34, 1981, c. 401; c. 402, ss. 1, 2; 1989, c. 254; 1993, c. 149, s. 1; 2015-103, s. 1.)



# TOWN OF CHAPEL HILL

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

## Item Overview

**Item #:** 8., **File #:** [18-0158], **Version:** 1

**Meeting Date:** 2/28/2018

### Appointment(s) to the Historic District Commission.

**Staff:**

Sabrina Oliver, Director  
Beth Vazquez, Ombuds

**Department:**

Communications and Public Affairs  
Ombuds Office



**Recommendation(s):**

That the Council make appointment(s) to fill up to two (2) vacant Town Resident/ETJ member seats on the Historic District Commission.

**Key Issues:**

- The Historic District Commission has recommended applicants to fill two vacancies.
- Both seats have been open for more than 60 days; once since June 30, 2017, and the other since September 11, 2017.
- According to the Guidelines for North Carolina’s Certified Local Government Program (2003), “[t]he local appointing authority shall act within sixty (60) calendar days to fill a vacancy. The sixty-day period commences on the date of an expired term, letter of resignation, or at the time the commission chairman recognizes that there is a vacancy as defined by the commission’s rules of procedure.”

**Council Goals:**

|                                     |  |                              |                                     |  |                                  |
|-------------------------------------|--|------------------------------|-------------------------------------|--|----------------------------------|
| <input checked="" type="checkbox"/> |  | Create a Place for Everyone  | <input checked="" type="checkbox"/> |  | Develop Good Places, New Spaces  |
| <input type="checkbox"/>            |  | Support Community Prosperity | <input checked="" type="checkbox"/> |  | Nurture Our Community            |
| <input type="checkbox"/>            |  | Facilitate Getting Around    | <input type="checkbox"/>            |  | Grow Town and Gown Collaboration |



**Attachments:**

- Historic District Commission Recommendation
- Ballot
- Applications

**MEMORANDUM**

**TO:** Mayor and Town Council

**FROM:** Bob Epting, Chair of the Historic District Commission

**SUBJECT:** Recommendation for the vacancies

**DATE:** February 13, 2018

**RECOMMENDATION:** The Historic District Commission met on Tuesday, February 13, 2018 and by a unanimous vote has made the following recommendations to the Town Council for consideration:

- James Locke, Appointment, Town Resident
- Sean Murphy, Appointment, Town Resident

**SPECIAL REQUEST(S):** No comment

**BACKGROUND:** The Historic District Commission found both these candidates to be extraordinarily well qualified. The Commission also notes that it currently has two members who reside outside the Historic Districts and one member who is an architect.

*Note:* Communications and Public Affairs notes that the Historic District Commission reviewed the following applications: Lew Brown, Frances Gravely, Kimberly Levell, James Locke, Bridget Mizener, Julie Moore, Sean Murphy, Joseph Reckford and Garrett Silliman. Garrett Silliman withdrew his application on February 14, 2018. No additional applications were received between February 13, 2018 and the February 18, 2018 for the Historic District Commission.

BALLOT

HISTORIC DISTRICT COMMISSION

FEBRUARY 28, 2018

Total Membership: 10 (10 Town Resident/ETJ members)  
Current Membership: 8 (3 Female, 5 Male; 8 Caucasian; 1 Architect; 2 Members from Outside the Chapel Hill Local Ordinance Historic Districts)  
Current Vacancies: 2 (2 Town Resident/ETJ members)  
Number of Applicants: 8

Chapel Hill Resident  
Please vote for up to two (2) applicants.

|                       |                       |
|-----------------------|-----------------------|
| _____ Lew Brown       | _____ Bridget Mizener |
| _____ Frances Gravely | _____ Julie Moore     |
| _____ Kimberly Levell | _____ Sean Murphy     |
| _____ James Locke     | _____ Joseph Reckford |

\_\_\_\_\_ Other; please list \_\_\_\_\_

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Council Member Signature

APPLICATION FOR MEMBERSHIP ON ADVISORY BOARD, COMMISSION, Submit Date: Feb 01, 2018  
COMMITTEE OR TASK FORCE

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## Profile

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

## Public Records Statement

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

---

I Agree

Llewellyn (lew)

First Name

G.

Middle Initial

Brown

Last Name

lewgbrown@hotmail.com

Email Address

5 Lark Circle

Street Address

Suite or Apt

Chapel Hill

City

NC

State

27517

Postal Code

Home: (919) 302-4739

Primary Phone

Home:

Alternate Phone

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

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

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Chapel Hill Town limits (Purple)

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

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

---

 Greater than 10 years

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

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

---

 Historic District Commission**Which Boards would you like to apply for?**

---

Historic District Commission: Eligible

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**How did you find out about this opportunity? (select all that apply by holding down the shift key)**

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 Email

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

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**Interests & Experiences**

**Please provide a brief statement outlining why you wish to serve on the Advisory Board(s), Commission(s), Committee(s) or Task Force(s) to which you are applying.**

I came to Chapel Hill to attend UNC 1964-68 and continued to live here until 1972, when I moved to Durham. My first week in Chapel Hill, I ventured into The Intimate Bookshop, introduced myself to Wallace Kuralt, and asked him if he had any openings. I worked in the paperback book section for several years. I returned in 1983 when I came back to pursue my Ph.D., and have lived here since then. I have attached a brief background statement. I worked in Durham as Administrative Assistant, Budget Officer, and Assistant City manager from 1969-1973. I then served as Southern Pines' Town Manager 1974-77. I left Southern Pines to become Senior Vice President for Governmental Services for a consulting firm that worked with local governments in the Southeast. I now serve as President of The Meadows Homeowners' Association and recently served on the American Legion Task Force. I am interested in "giving back" to my community and believe I could use my experience to make a contribution on the Historic Downtown Committee.

Question applies to Historic District Commission

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

I do not have in these fields. My experience is in local government and education

[Short Bio on Lew Brown 2-18.doc](#)

You may upload a supporting document (ex. Resume).  
<strong>Please be advised that any information submitted becomes a public record and may be searchable online.</strong>

## Demographics

In order to consider this application and provide some balance to the various boards, this personal information is required:

### Ethnicity

Caucasian/Non-Hispanic

### Gender

Male

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

over 55

Retired

Occupation

Are you a Town of Chapel Hill employee?

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Yes  No

---

## Ethics Statement

### ETHICS GUIDELINES FOR TOWN ADVISORY BOARDS AND COMMISSIONS

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Members of advisory boards and commissions shall not discuss, advocate, or vote on any matter in which they have a conflict of interest or an interest which reasonably might appear to be in conflict with the concept of fairness in dealing with public business. A conflict of interest or a potential conflict occurs if a member has a separate, private, or monetary interest, either direct or indirect, in any issue or transaction under consideration. In addition, members of the Historic District Commission and Board of Adjustment, when these boards are hearing cases, serve as quasi-judicial bodies. Pursuant to State Statute 106A-388(e)(2), members of these boards “shall not participate in or vote on any quasi-judicial matter in a manner that would violate affected persons’ constitutional rights to an impartial decision maker. Impermissible violations of due process include, but are not limited to, a member having a fixed opinion prior to hearing the matter that is not susceptible to change, undisclosed ex parte communications, a close familial, business, or other associational relationship with an affected person, or a financial interest in the outcome of the matter.” Any member who violates these Ethics Guidelines may be subject to removal from the board or commission. If the advisory board or commission member believes he/she has a conflict of interest then that member should ask the advisory board or commission to be recused from voting. The advisory board or commission should then vote on the question on whether or not to excuse the member making the request. In cases where the individual member or the advisory board or commission establishes a conflict of interest, then the advisory board or commission member shall remove themselves from the voting area. Any advisory board or commission member may seek the counsel of the Town Attorney on questions regarding the interpretation of these ethics guidelines or other conflict of interest matters. The interpretation may include a recommendation on whether or not the advisory board or commission member should excuse himself/herself from voting. The advisory board or commission member may request the Town Attorney respond in writing.

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I Agree \*

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



Lew G. Brown is Associate Professor of Marketing Emeritus in the Department of Business Administration, Joseph M. Bryan School of Business and Economics, University of North Carolina at Greensboro. He holds a BA in Political Science, a Master of Public Administration, a Master of Business Administration, and a Ph.D. in Marketing, all from the University of North Carolina at Chapel Hill. Dr. Brown teaches and consults in the areas of marketing management and strategic marketing, and he conducts research about convenience as a strategic and tactical marketing variable.

Dr. Brown developed Marketing 429, Advanced Marketing Management, in fall semester 2004. This is the capstone marketing course that requires students to work in teams to develop a marketing strategy for local businesses and organizations. Since that time, his students have developed marketing strategies for 145 businesses/organizations.

Students and colleagues have recognized his outstanding teaching by twice awarding him UNCG's Alumni Teaching Excellence Award, a campus-wide teaching award. He has also received the Bryan School's Outstanding Faculty Award two times. In December 2010, Dr. Brown had the honor of delivering the Commencement Address at UNCG's graduation ceremony.

Dr. Brown has taught the marketing/marketing strategy section of the Bryan School's executive education program, The Program for Management Development, since its inception in 1988. He also served as Interim Director for Executive Education during the 2010-2011 academic year. He has also taught a marketing strategy course with Dr. Dick Levin in UNC's executive education program and the marketing portion of UNC's Carolina Business Institute.

Dr. Brown is a member of the North American Case Research Association (NACRA) and served as its president for 2001-02. He has published seven cases in the association's *Case Research Journal* and has twice won the prestigious Curtis E. Tate, Jr., Award for the Outstanding Case presented at NACRA's annual meetings. Dr. Brown served on the Editorial Review Board for the *Case Research Journal* and received the Journal's Outstanding Reviewer Award for 1999. In May 2005, the NACRA Board of Directors appointed him Editor of the *Case Research Journal* for a three-year term.

In recognition of his service to NACRA and to case writing and teaching, the organization recognized him as a NACRA Fellow in 2011.

He has also written the company cases for Philip Kotler and Gary Armstrong's *Principles of Marketing* textbooks. His cases have appeared in numerous textbooks and electronic case databases; and in January 2000, he and Dr. David Rosenthal authored *Cases in Strategic Marketing*, a textbook published by Prentice Hall. Dr. Brown has presented numerous seminars on case writing and teaching, including seminars in Canada, Mexico, and Japan.

Prior to his academic career, Dr. Brown served as budget officer and assistant city manager of Durham, NC, and as city manager of Southern Pines, NC. He also helped found and served as a senior vice president for a consulting firm that worked with local governments to improve productivity.

Upon his retirement from UNCG in 2014, Governor McCrory recognized his 45 years of service to the state by inducting him into the Order of the Long Leaf Pine.

His hobby is photography. [www.lgbrownphotography.com](http://www.lgbrownphotography.com).

APPLICATION FOR MEMBERSHIP ON ADVISORY BOARD, COMMISSION, Submit Date: Feb 13, 2018  
COMMITTEE OR TASK FORCE

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## Profile

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

## Public Records Statement

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

---

I Agree

Frances

First Name

C

Middle Initial

Gravely

Last Name

fgravely@vietri.com

Email Address

103 S. Boundary Street

Street Address

Suite or Apt

Chapel Hill

City

NC

State

27514

Postal Code

Home: (919) 452-2571

Primary Phone

Home:

Alternate Phone

---

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

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

---

Chapel Hill Town limits (Purple)

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

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

---

 Greater than 10 years

---

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

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

---

 Historic District Commission**Which Boards would you like to apply for?**

---

Historic District Commission: Eligible

---

**How did you find out about this opportunity? (select all that apply by holding down the shift key)**

---

 Advisory Board or Council member

---

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

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**Interests & Experiences**

**Please provide a brief statement outlining why you wish to serve on the Advisory Board(s), Commission(s), Committee(s) or Task Force(s) to which you are applying.**

I love architectural design and Chapel Hill and I value greatly our historic districts. I have built using architects both modern and Victorian-style houses in the Franklin Street Historic District. I have worked in product and graphic design and marketing for over 33 years. I graduated with a master's degree from UNC-CH as well as with a BA in mathematics from Sweet Briar College. I am personally very interested and partially self-educated in architectural and landscape design. I've been a member of the WC Coker Garden Club for 25+ years.

Question applies to Historic District Commission

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

See brief statement above

You may upload a supporting document (ex. Resume).  
 <strong>Please be advised that any information submitted becomes a public record and may be searchable online.</strong>

## Demographics

In order to consider this application and provide some balance to the various boards, this personal information is required:

### Ethnicity

Caucasian/Non-Hispanic

### Gender

Female

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

35-54

Retired founder and executive  
of Vietri Inc.

Occupation

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

Yes  No

## Ethics Statement

### ETHICS GUIDELINES FOR TOWN ADVISORY BOARDS AND COMMISSIONS

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I Agree \*

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APPLICATION FOR MEMBERSHIP ON ADVISORY BOARD, COMMISSION, Submit Date: Jul 26, 2017  
COMMITTEE OR TASK FORCE

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## Profile

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

## Public Records Statement

---

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

---

I Agree

Kimberly

First Name

A

Middle Initial

Levell

Last Name

levell@exteriordecorating.com

Email Address

510 Hooper Lane

Street Address

Suite or Apt

Chapel Hill

City

NC

State

27514

Postal Code

Mobile: (813) 810-5469

Primary Phone

Home: (919) 240-5176

Alternate Phone

---

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

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

---

Chapel Hill Town limits (Purple)

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

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

---

1-3 years

---

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

## Which Board is your First Choice? \*

---

Historic District Commission

## Which Boards would you like to apply for?

---

Historic District Commission: Eligible

---

## How did you find out about this opportunity? (select all that apply by holding down the shift key)

---

Other (provide additional information below)

Neighbor suggested to me  
because of my experience

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

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## Interests & Experiences

**Please provide a brief statement outlining why you wish to serve on the Advisory Board(s), Commission(s), Committee(s) or Task Force(s) to which you are applying.**

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As a Chapel Hill Historic District homeowner and accomplished professional exterior designer, having an extensive 15 year career and background with exterior architecture and design, I feel I could be an asset to this board and community, preserving and shaping the vision of Chapel Hill.

Question applies to Historic District Commission

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

I have an extensive background in architecture. I originally pursued a career in landscape architecture at Pennsylvania State University, however, because of my creative talent I decided to change my studies to marketing and business because I wanted to jump in and start a design build firm. This requires much course work in both landscape architecture and architecture. In order to gain funds for this business I worked for 8 years for the largest national home builder in the country, US Home, as a sales agent always competing in the top 20 percent. This company requires extensive knowledge in construction from the ground up and you were well aware of every phase of development as well as how to contract it. With my new found financial resources I then bought and sold residential real estate that I refurbished inside and out to demonstrate my design capabilities. It was then that I was discovered by a president from David Weekley Homes and began working as a sub-contractor selecting all of their exterior finishes, designing accents, hardscape, correcting drainage, and landscaping their spec and model homes. I then turned my sites to higher end residential homes in the upscale historic area of Hyde Park Tampa and the entire Tampa Bay area in Florida where I built a very successful number one exterior design build business as well as a national television expert that lasted over 15 years until I married and moved to Chapel Hill. During those years I learned many things about historic construction because I am a true to the integrity of architecture designer. By this I mean I honor the style of architecture complimenting it historically rather than trying to modernize with today's trends. I am passionate about preserving homes and also know how not to "dumb it down" when modern things like garages or more room is needed because I believe this detracts from appeal rather than saving it. If you are going to add on to architecture, if done at all, it should be done well. I also love to cultivate the overall feeling or appeal of the exterior environment so that it inspires and creates beauty within the community. I have acquired an extensive exterior library in southern exteriors to reference all details so that I may be accurate in my approach. This served me well as my plans have never been rejected by the City of Tampa Historic Review Board which many residents and designers found challenging to overcome. I think historic architecture has to be treated as a case by case basis and researched individually at the time of reference and this is why I have materials to help me if need be. I am also not above further research at local libraries or acquiring town reference materials to help me when learning about my design work. I also believe that not only are my accomplishments and knowledge an asset to this historic commission but I also bring a high level of professionalism having worked with very professional residents throughout the years.

[Scan\\_Doc0548.pdf](#)

You may upload a supporting document (ex. Resume).

**Please be advised that any information submitted becomes a public record and may be searchable online.**

---

## Demographics

In order to consider this application and provide some balance to the various boards, this personal information is required:



**Ethnicity**

---

 Caucasian/Non-Hispanic**Gender**

---

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

---

 35-54Exterior-Interior Designer

Occupation

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

---

 Yes  No

---

**Ethics Statement**

**ETHICS GUIDELINES FOR TOWN ADVISORY BOARDS AND COMMISSIONS**

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I Agree \*

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# Kimberly Levell

510 Hooper Lane  
Chapel Hill, North Carolina, 27514  
813-810-5469  
levell@exteriordecorating.com

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## WORK EXPERIENCE

### LEVELL DESIGN , Tampa, Florida & Chapel , NC

*President and Principal Designer, Jan 2002 – Present*

- Confer with client to determine factors affecting planning interior environments and exterior improvements, such as budget, architectural preferences, and purpose and function.
- Advise client on design factors such as space planning, layout and utilization of furnishings or equipment, and color coordination.
- Coordinate with other professionals, such as contractors, architects, engineers, and trades, to ensure job success.
- Review, create, and detail shop drawings for construction plans.
- Estimate material requirements and costs, and present design to client for approval.
- Subcontract fabrication, installation, and arrangement of pools, accessory structures, landscaping, landscape lighting, irrigation, all hardscape such as driveways, walls, fencing, facade selections, exterior furnishings, planters, etc... Interior carpeting, fixtures, accessories, draperies, paint and wall coverings, art work, furniture, and related items.
- Select or design, and purchase furnishings, art works, and accessories.
- Render design ideas in form of paste-ups or drawings.
- Work with homeowners associations, and historic district committees to ensure a complimentary end product to the community.
- Hire, manage, and train all associate employees who work for Levell Design.

## EDUCATION

### Pennsylvania State University, State College, PA

*Marketing*

- Own and operate a successful high-end residential design build firm for 15 years.
- Florida Certified Landscape Design Build Professional

## ADDITIONAL SKILLS

- Able to interpret and understand all construction plans.
- Intuitively able to interpret the clients overall desired vision.
- See [www.exteriordecorating.com](http://www.exteriordecorating.com) for portfolio, television work, and professional history.

APPLICATION FOR MEMBERSHIP ON ADVISORY BOARD, COMMISSION, Submit Date: Jan 28, 2018  
COMMITTEE OR TASK FORCE

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## Profile

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

## Public Records Statement

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

---

I Agree

James

First Name

P

Middle Initial

Locke

Last Name

jplocke88@unc.edu

Email Address

3A VALENTINE LN

Street Address

Suite or Apt

CHAPEL HILL

City

NC

State

27516

Postal Code

Home: (980) 253-2601

Primary Phone

Home: (980) 253-2601

Alternate Phone

---

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

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

---

Chapel Hill Town limits (Purple)

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

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

---

0-12 months

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

## Which Board is your First Choice? \*

---

Historic District Commission

## Which Boards would you like to apply for?

---

Historic District Commission: Eligible

---

## How did you find out about this opportunity? (select all that apply by holding down the shift key)

---

Internet

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

---

## Interests & Experiences

**Please provide a brief statement outlining why you wish to serve on the Advisory Board(s), Commission(s), Committee(s) or Task Force(s) to which you are applying.**

---

I am interested in the preservation of Chapel Hill's Historic Landmarks and Historic Districts. Chapel Hill has a rich historical heritage worth saving, and I believe as a historic preservation graduate I am qualified to give an informed opinion.

Question applies to Historic District Commission

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

I am Graduate of the Historic Preservation program at the University of Georgia, with a focus in historic textile mill villages in North Carolina. I am currently a masters student in the planning program at UNC-CH and will be living in the area for at least another 3 years.

[JamesLockeCV.docx](#)

You may upload a supporting document (ex. Resume).  
 <strong>Please be advised that any information submitted becomes a public record and may be searchable online.</strong>

---

## Demographics

In order to consider this application and provide some balance to the various boards, this personal information is required:

### Ethnicity

Caucasian/Non-Hispanic

### Gender

Male

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

25-34

### Student

Occupation

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

Yes  No

---

## Ethics Statement

**ETHICS GUIDELINES FOR TOWN ADVISORY BOARDS AND COMMISSIONS**

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Members of advisory boards and commissions shall not discuss, advocate, or vote on any matter in which they have a conflict of interest or an interest which reasonably might appear to be in conflict with the concept of fairness in dealing with public business. A conflict of interest or a potential conflict occurs if a member has a separate, private, or monetary interest, either direct or indirect, in any issue or transaction under consideration. In addition, members of the Historic District Commission and Board of Adjustment, when these boards are hearing cases, serve as quasi-judicial bodies. Pursuant to State Statute 106A-388(e)(2), members of these boards “shall not participate in or vote on any quasi-judicial matter in a manner that would violate affected persons’ constitutional rights to an impartial decision maker. Impermissible violations of due process include, but are not limited to, a member having a fixed opinion prior to hearing the matter that is not susceptible to change, undisclosed ex parte communications, a close familial, business, or other associational relationship with an affected person, or a financial interest in the outcome of the matter.” Any member who violates these Ethics Guidelines may be subject to removal from the board or commission. If the advisory board or commission member believes he/she has a conflict of interest then that member should ask the advisory board or commission to be recused from voting. The advisory board or commission should then vote on the question on whether or not to excuse the member making the request. In cases where the individual member or the advisory board or commission establishes a conflict of interest, then the advisory board or commission member shall remove themselves from the voting area. Any advisory board or commission member may seek the counsel of the Town Attorney on questions regarding the interpretation of these ethics guidelines or other conflict of interest matters. The interpretation may include a recommendation on whether or not the advisory board or commission member should excuse himself/herself from voting. The advisory board or commission member may request the Town Attorney respond in writing.

---

I Agree \*

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

**JAMES LOCKE**

3A Valentine Lane  
Chapel Hill, NC 27516

(980)253-2601  
jplocke88@unc.edu

**S U M M A R Y**

---

Graduate of The Masters of Historic Preservation program housed within the College of Environment and Design at the University of Georgia, with two years of assistantship experience at UGA's Center for Community Design and Preservation (CCDP). My undergraduate degree in Economics has driven my passion and research of the economic perspective in historic preservation while at UGA, culminating in a thesis based on leveraging the baby boomers as a method of large scale preservation of North Carolina's industrial textile landscapes. My academic focuses include, Preservation Economics, Adaptive Reuse, Historic Rehabilitation Tax Credits, and Historic Real-Estate Finance. However, through my time at UGA's CCDP, I have gained experience with community involvement-based design and historic preservation, including initial consultations, conceptualization, and final approval. Additional educational experience in identifying historic resources for community preservation, National Register of Historic Places Nominations, design guidelines, and local historic district nominations. Skilled at developing positive relationships with clients to identify their needs and vision, and creating a public involvement framework to match. Interested in continuing education via professional experience through experience in new challenges and projects, and open to working in both financial and social aspects of historic preservation.

**E D U C A T I O N**

---

|   |       |
|---|-------|
| UNIVERSITY OF GEORGIA                             | 2015- |
| <b>Masters Candidate of Historic Preservation</b> | 2017  |

|  |       |
|--|-------|
| UNIVERSITY OF NORTH CAROLINA - CHAPEL HILL | 2007- |
|  | 2012  |

**Bachelors of the Arts- Economics****(Currently Attending)**

|  |            |
|--|------------|
| UNIVERSITY OF NORTH CAROLINA - CHAPEL HILL             | 2017- 2019 |
| <b>Masters Candidate of City and Regional Planning</b> |            |

**P R O F E S S I O N A L E X P E R I E N C E**

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**TOWN OF WAKE FOREST-** Intern with Senior Planner of Historic Preservation

Summer 2017

Town of Wake Forest Planning Department, Wake Forest, North Carolina.

<https://www.wakeforestnc.gov/planning.aspx>

As an intern I assisted in historic preservation projects and the day-to-day needs of senior planner Michelle Michael in her interactions between local government and community stakeholders. Other Projects include: evaluation, survey, and potential expansion of the Local Landmarks and National Register of Historic Places districts through the inclusion of younger resources. Also, assisted in agendas for the historic preservation and design review boards.

**CENTER FOR COMMUNITY DESIGN AND PRESERVATION - Director's Assistant**

2016 - 2017 University of Georgia, College of Environment and Design, Athens, GA.

[http://www.ced.uga.edu/services\\_outreach/ccdp/](http://www.ced.uga.edu/services_outreach/ccdp/)

The Center for Community Design & Preservation (CCDP) serves as the Public Service and Outreach office for the College of Environment & Design. CCDP provide opportunities for our faculty and students to engage in real-world projects and put their academic pursuits into practice. As an assistant to the Director, I aid in day-to-day activities and projects while engaging with community members to provide tools for design and preservation.



**FINDIT!** - Field Surveyor

2015 - 2016

University of Georgia, College of Environment and Design, Athens, GA.

[http://www.ced.uga.edu/services\\_outreach/findit/](http://www.ced.uga.edu/services_outreach/findit/)

FindIt! is a state-wide cultural resource survey program sponsored by the Georgia Transmission Corporation (GTC) in partnership with the Georgia Department of Natural Resources, Historic Preservation Division (GA SHPO). FindIt! was created to help preserve and document historic resources throughout the state in order to facilitate their protection and serve as the first step in the preservation planning process. Field surveying of historic resources while checking for historic integrity, and data entry into Georgia's historic resource database.

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## TECHNICAL SKILLS

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AutoCAD

Google Sketchup

Adobe Photoshop

Historic Structure Report

Microsoft Office Suite

Adobe InDesign

National Register Nomination

Historic Resource Survey

Adobe Illustrator

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## ACADEMIC AND HIGHLIGHTED PROJECTS

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**Master's Thesis - "Textile Boom to the Baby Boom"** *Pending Review**2017 Adaptive Reuse of North Carolina Textile Mills as Aging Communities.*

University of Georgia, MHP program, Athens, Ga.

**AECOM: Hour City Design Competition-** Vine City and Historic Morris Brown College Campus- UGA Team 2017

Redevelopment and revitalization of the Vine City corridor in Atlanta, Georgia.

Url: <https://www.vanalen.org/projects/urban-sos-hour-city/>**Historic Structures Report-** Oconee County Arts Foundation Center. Watkinsville, Ga.

2017

Url: <https://tinyurl.com/OCAF-HSR>

University of Georgia, MHP program, Athens, Ga.

**National Register Nomination (Economics Section)** - Glen-Mary Plantation House. Sparta, Ga.2016 Url: <https://tinyurl.com/glenmarylocke>

University of Georgia, MHP program, Athens, Ga.

**Historic District Update Proposal-** Boulevard District. Athens, Ga.

2016 University of Georgia, MHP program, Athens, Ga.

**Alice Walker Initiative-** Project Lead. Eatonton, Ga.

2016-2017

University of Georgia, Center for Community Design and Preservation, Athens, Ga.

Project lead for a multi-disciplinary educational and community team dedicated to identify and preserve resources associated with the author Alice Walker in Putnam County, Georgia. Currently, project is in beginning phases of creating a preservation plan and an updated national register nomination.

**Community Charrettes-** Member of the backend preparation staff and also a participated on design teams. 2015-2017 University of Georgia, Center for Community Design and Preservation, Athens, Ga.

- **Camp Hooray**, Athens, Ga. Url: <https://tinyurl.com/CampHooray>  
Created a master plan with programing for a summer camp that promotes a "Top-Bunk" mentality for people with disabilities.
- **Oxford Corridor**, Oxford, Ga. *Final Draft Stage*  
Updated streetscape and preservation plan in conjunction with DOT expansion regulations, while using design to promote more interaction between communities of Emory University and the city of Oxford.
- **Harrison Park Plan**, Ellijay, Ga. *Draft Stage* Url: <https://tinyurl.com/EllijayGa>  
Produced a master plan for newly acquired park parcel. Project focused on stream ecological protection, historic preservation, and public safety design.
- **Lamar-Dodd School of the Arts Court yard @ UGA**, Athens, Ga. *Draft Stage*  
Redesigned an underutilized courtyard within the art school at UGA. Promote interdisciplinary interaction in the space by using design methods and new-use.

**Historic Resource Survey-** FindIt!, City of Oxford, Ga.  
2016

University of Georgia, Center for Community Design and Preservation, Athens, Ga.

**Historic Resource Survey-** FindIt!, Brantley, Bacon, and Peirce Counties  
2016

University of Georgia, Athens, Ga.

## MEMBERSHIPS AND CERTIFICATES

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NATIONAL TRUST FOR HISTORIC PRESERVATION  
**Leadership Forum Member**

2015 -  
Present

NATIONAL DEVELOPMENT COUNCIL  
**Certified Historic Real-Estate Finance Professional**

2015 -  
Present

DEAN'S ADVISORY COUNCIL

2015  
-2016

**Student Ambassador**

APPLICATION FOR MEMBERSHIP ON ADVISORY BOARD, COMMISSION, Submit Date: Aug 16, 2017  
COMMITTEE OR TASK FORCE

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## Profile

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## Public Records Statement

---

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---

I Agree

Bridget

First Name

Mizener

Last Name

Middle Initial

bridgetv@live.unc.edu

Email Address

404 Knolls St

Street Address

Suite or Apt

Chapel Hill

City

NC

State

27516

Postal Code

Mobile: (402) 616-2204

Primary Phone

Home:

Alternate Phone

---

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

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

---

Chapel Hill Town limits (Purple)

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

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

---

1-3 years

---

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

## Which Board is your First Choice? \*

---

Parks, Greenways & Recreation Commission

## Which Boards would you like to apply for?

---

Historic District Commission: Eligible

Parks, Greenways and Recreation Commission: Eligible

Question applies to Parks, Greenways and Recreation Commission

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

---

Chapel Hill Resident

---

## How did you find out about this opportunity? (select all that apply by holding down the shift key)

---

Internet

Social Media

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

---

## Interests & Experiences

**Please provide a brief statement outlining why you wish to serve on the Advisory Board(s), Commission(s), Committee(s) or Task Force(s) to which you are applying.**

I served on the Youth Advisory Commission to the mayor in my hometown (Omaha, NE) and found the experience rewarding and productive; now that I am a UNC-CH student, I want to be involved and give back in the same way here in Chapel Hill. To me, civic engagement is an important part of being a citizen. Getting involved in my new city is how I want to contribute. For the Parks, Greenways and Recreation Commission in particular, I am interested in land management and the creation of public spaces

Question applies to Historic District Commission

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

[ResumeMizener.pdf](#)

You may upload a supporting document (ex. Resume).  
 <strong>Please be advised that any information submitted becomes a public record and may be searchable online.</strong>

---

## Demographics

In order to consider this application and provide some balance to the various boards, this personal information is required:

### Ethnicity

Caucasian/Non-Hispanic

### Gender

Female

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

18-24

student

Occupation

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

Yes  No

## Ethics Statement

### ETHICS GUIDELINES FOR TOWN ADVISORY BOARDS AND COMMISSIONS

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---

I Agree \*

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

**Bridget Mizener** • [bridgetv@live.unc.edu](mailto:bridgetv@live.unc.edu) • (402) 616-2204

---

## EDUCATION

University of North Carolina at Chapel Hill, class of 2020

Political Science and Economics major, Computer Science minor; cumulative GPA: 3.91

Westside High School, Omaha, NE

Valedictorian out of 482, graduated May 2016; cumulative GPA: 4.00

## HONORS

Morehead-Cain Scholar

Dean's list, 2 semesters

U.S. Presidential Scholar

National Merit Finalist

Omaha World-Herald All-State Academic Team

BBB Student Service Excellence Award

Outstanding Junior Girl; Outstanding Sophomore Girl

## LEADERSHIP EXPERIENCE

*Editor*, Craze Magazine, 2015-2016

- Produced and edited content for award-winning student-run culture and arts magazine
- Collaborated with editorial staff and administrative faculty throughout the publication process

*Team captain*, Westside High School varsity basketball, 2015-2016

- Led practices and off-season workouts, organized team activities, and reviewed game film
- Captained 2016 team to a state tournament berth, earned Academic All-State honors

*Delegate*, Omaha Mayor's Youth Advisory Council, 2014-2016

- Advised Mayor Jean Stothert and staff on youth-interest and urban development issues

*Project leader*, Westside High School DECA, 2015-2016

- Designed and implemented awareness campaign and fundraiser to combat domestic violence
- Presentation won state-level awards and competed at Int'l Career Development Conference

## ACTIVITIES

Pleiades club ultimate frisbee team treasurer; 2017 Atlantic Coast Freshman of the Year

Hurricane Island Outward Bound School, summer 2016

American Legion Auxiliary Cornhusker Girls State

National Honor Society

Varsity track

## WORK EXPERIENCE

*Intern*, Maya Mountain Research Farm (environmental NGO in Toledo District, Belize) summer 2017

- Practiced and taught agricultural sustainability, agroforestry, and environmental management techniques at one of the best examples of working permaculture in the world

*Hostess*, Plank Seafood Provisions, summer 2015

- Provided friendly customer service and aided in food service and preparation

*Research assistant*, Travis B. Lewis Scholar at the University of Nebraska Medical Center's Department of Pharmacology and Experimental Neuroscience, summer 2014

- Aided in tryptic digest and other mass spectrometry protocols to prepare samples for analysis

APPLICATION FOR MEMBERSHIP ON ADVISORY BOARD, COMMISSION, Submit Date: Feb 01, 2018  
COMMITTEE OR TASK FORCE

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## Profile

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

## Public Records Statement

---

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---

I Agree

Julie \_\_\_\_\_ S. \_\_\_\_\_ Moore \_\_\_\_\_  
First Name Middle Initial Last Name

sweetwilliamdesign@me.com \_\_\_\_\_  
Email Address

404 Colony Woods Drive \_\_\_\_\_ Suite or Apt \_\_\_\_\_  
Street Address

Chapel Hill \_\_\_\_\_ NC \_\_\_\_\_ 27517 \_\_\_\_\_  
City State Postal Code

Mobile: (919) 360-7942 \_\_\_\_\_ Home: (919) 928-0153 \_\_\_\_\_  
Primary Phone Alternate Phone

---

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

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

---

Chapel Hill Town limits (Purple)

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



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

---

Greater than 10 years

---

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

## Which Board is your First Choice? \*

---

Historic District Commission

## Which Boards would you like to apply for?

---

Historic District Commission: Eligible

---

## How did you find out about this opportunity? (select all that apply by holding down the shift key)

---

Email

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

---

## Interests & Experiences

**Please provide a brief statement outlining why you wish to serve on the Advisory Board(s), Commission(s), Committee(s) or Task Force(s) to which you are applying.**

---

I have always been curious about the historic homes and other buildings in Chapel Hill and would love to be involved in the town's efforts to preserve them.

Question applies to Historic District Commission

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

---

I have a deep interest in history and am a supporter of the Colonial Williamsburg Foundation. I love old houses and am interested in their preservation.

---

You may upload a supporting document (ex. Resume).  
<strong>Please be advised that any information submitted becomes a public record and may be searchable online.</strong>

---

## Demographics

In order to consider this application and provide some balance to the various boards, this personal information is required:

### Ethnicity

---

Caucasian/Non-Hispanic

### Gender

---

Female

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

---

over 55

Graphic Designer

Occupation

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

---

Yes  No

---

## Ethics Statement

**ETHICS GUIDELINES FOR TOWN ADVISORY BOARDS AND COMMISSIONS**

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---

I Agree \*

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APPLICATION FOR MEMBERSHIP ON ADVISORY BOARD, COMMISSION, Submit Date: Jan 25, 2018  
COMMITTEE OR TASK FORCE

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## Profile

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

## Public Records Statement

---

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---

I Agree

Sean

First Name

P

Middle Initial

Murphy

Last Name

sean.murphy@perkinswill.com

Email Address

208 Glandon Drive

Street Address

Suite or Apt

Chapel Hill

City

NC

State

27514

Postal Code

Mobile: (704) 649-7625

Primary Phone

Mobile:

Alternate Phone

---

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

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

---

Chapel Hill Town limits (Purple)

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

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

---

Greater than 10 years

---

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

## Which Board is your First Choice? \*

---

Historic District Commission

## Which Boards would you like to apply for?

---

Historic District Commission: Eligible

## How did you find out about this opportunity? (select all that apply by holding down the shift key)

---

Email

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

---

## Interests & Experiences

**Please provide a brief statement outlining why you wish to serve on the Advisory Board(s), Commission(s), Committee(s) or Task Force(s) to which you are applying.**

---

I previously served on the Community Design Commission a few years ago and enjoyed my experience. I moved out of the City limits and had to resign my position on the commission. Now that I have moved back into the city limits I would again like to contribute to the preservation of Chapel Hill's historic districts.

Question applies to Historic District Commission

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

---

I am a practicing Architect living in one of Chapel Hill's historic Districts.

---

You may upload a supporting document (ex. Resume).

**Please be advised that any information submitted becomes a public record and may be searchable online.**

---

## Demographics

In order to consider this application and provide some balance to the various boards, this personal information is required:

### Ethnicity

---

Caucasian/Non-Hispanic

### Gender

---

Male

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

---

35-54

Architect

Occupation

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

---

Yes  No

---

## Ethics Statement

**ETHICS GUIDELINES FOR TOWN ADVISORY BOARDS AND COMMISSIONS**

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I Agree \*

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APPLICATION FOR MEMBERSHIP ON ADVISORY BOARD, COMMISSION, Submit Date: Aug 17, 2017  
COMMITTEE OR TASK FORCE

---

## Profile

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## Public Records Statement

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---

I Agree

Joseph

First Name

K L

Middle Initial

Reckford

Last Name

x@exelar.com

Email Address

103 Falkner Dr.

Street Address

Suite or Apt

Chapel Hill

City

NC

State

27517

Postal Code

Mobile: (919) 265-9849

Primary Phone

Home:

Alternate Phone

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

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

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Chapel Hill Town limits (Purple)

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



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

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Greater than 10 years

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

## Which Board is your First Choice? \*

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None Selected

## Which Boards would you like to apply for?

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Historic District Commission: Eligible

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## How did you find out about this opportunity? (select all that apply by holding down the shift key)

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Advisory Board or Council member

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

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## Interests & Experiences

**Please provide a brief statement outlining why you wish to serve on the Advisory Board(s), Commission(s), Committee(s) or Task Force(s) to which you are applying.**

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My experience as a member of the HDC and living in and near the historic districts give me exceptional knowledge of the HDC's work and of the houses. Lived many years at the edge of the original historic district and three years on McCauley Street. Know the history of residents and previous renovations of many of the houses. Six years member of the HDC, including two as chairman.

Question applies to Historic District Commission

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

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I majored in American Studies, with a concentration on history. My training in architectural history is entirely amateur, thirty-five years of enthusiasm for the topic.

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You may upload a supporting document (ex. Resume).

**Please be advised that any information submitted becomes a public record and may be searchable online.**

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## Demographics

In order to consider this application and provide some balance to the various boards, this personal information is required:

### Ethnicity

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Caucasian/Non-Hispanic

### Gender

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Male

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

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over 55

Consultant for international  
licensing

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Occupation

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

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Yes  No

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## Ethics Statement

**ETHICS GUIDELINES FOR TOWN ADVISORY BOARDS AND COMMISSIONS**

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**Members of advisory boards and commissions shall not discuss, advocate, or vote on any matter in which they have a conflict of interest or an interest which reasonably might appear to be in conflict with the concept of fairness in dealing with public business. A conflict of interest or a potential conflict occurs if a member has a separate, private, or monetary interest, either direct or indirect, in any issue or transaction under consideration. In addition, members of the Historic District Commission and Board of Adjustment, when these boards are hearing cases, serve as quasi-judicial bodies. Pursuant to State Statute 106A-388(e)(2), members of these boards “shall not participate in or vote on any quasi-judicial matter in a manner that would violate affected persons’ constitutional rights to an impartial decision maker. Impermissible violations of due process include, but are not limited to, a member having a fixed opinion prior to hearing the matter that is not susceptible to change, undisclosed ex parte communications, a close familial, business, or other associational relationship with an affected person, or a financial interest in the outcome of the matter.” Any member who violates these Ethics Guidelines may be subject to removal from the board or commission. If the advisory board or commission member believes he/she has a conflict of interest then that member should ask the advisory board or commission to be recused from voting. The advisory board or commission should then vote on the question on whether or not to excuse the member making the request. In cases where the individual member or the advisory board or commission establishes a conflict of interest, then the advisory board or commission member shall remove themselves from the voting area. Any advisory board or commission member may seek the counsel of the Town Attorney on questions regarding the interpretation of these ethics guidelines or other conflict of interest matters. The interpretation may include a recommendation on whether or not the advisory board or commission member should excuse himself/herself from voting. The advisory board or commission member may request the Town Attorney respond in writing.**

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I Agree \*

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