



# 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

---

**Wednesday, May 2, 2018      7:00 PM      RM 110 | Council Chamber**

---

### 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.

[\[18-0379\]](#)

By adopting the resolution, the Council, 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 FY 2017-18 Fund

[\[18-0380\]](#)

## Budgets.

By enacting the ordinances, the Council adjusts the General Fund, Capital Projects (CIP) Fund, Parking Fund, Transit Fund, Transit Capital Reserve Fund, Transit Capital Grants Fund, and 2010 Public Buildings Bond Fund; by adopting the resolutions, the Council amends the fee schedule for FY 2017-18, accepts the GO Triangle Bus Grant, and accepts the FY 2018 NCDOT Section 5339 State Match Grant to account for changes that occur that require the Town to amend its original annual budget.

3. Approve Budget Ordinance Amendments to Recognize Capital Financing Proceeds for FY 2017-18. [\[18-0381\]](#)

By enacting the ordinances, the Council adjusts the Stormwater Management Fund, the 2015 Parks and Recreation Improvements Bond Fund and the 2015 Streets and Sidewalks Bond Fund in order for recently issued General Obligation referendum bonds to be available to spend on the identified capital projects.

4. Approve CASA Funding Request for Merritt Mill East Affordable Housing Project. [\[18-0382\]](#)

By adopting the resolution, the Council approves the funding for CASA's request of \$221,000 from the Affordable Housing Fund Opportunity Fund.

5. Approve a Reimbursement Resolution and Project Ordinance Amendment to Adjust the Municipal Services Center Project Budget. [\[18-0383\]](#)

By adopting the reimbursement resolution and enacting the project ordinance amendment, the Council adjusts the Municipal Services Complex Project budget for reimbursement of continued remediation of the current police station property.

6. Adopt Revised Percent for Art Program Procedures. [\[18-0384\]](#)

By adopting the resolution, the Council revises the procedures for the Town's Percent for Art program.

## INFORMATION

7. Receive Upcoming Public Hearing Items and Petition Status List. [\[18-0385\]](#)

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

8. Orange County Partnership to End Homelessness Update. [\[18-0386\]](#)

The Town Manager recommends that the Council receive this report

as an information item.

## DISCUSSION

- 9.** Presentation: Recommended Budget for FY 2018-19. [\[18-0387\]](#)  
(no attachment)

PRESENTER: Roger L. Stancil, Town Manager

- 10.** Public Housing Master Plan Overview. [\[18-0388\]](#)

PRESENTER: Faith M. Thompson, Public Housing Director  
Nora Lake-Brown, Principal Consultant with DRA

RECOMMENDATION: That the Council receive the preliminary recommendations regarding a Public Housing Master Plan and provide feedback.

- 11.** Receive the FY18 Third Quarter Affordable Housing Quarterly Report. [\[18-0389\]](#)

PRESENTER: Sarah Osmer Viñas, Assistant Director of Office for Housing and Community  
Nate Broman-Fulks, Affordable Housing Manager

RECOMMENDATION: That the Council receive the report.

## APPOINTMENTS

- 12.** Approve the Council Committee's Recommendation for Selection of Community Members to Participate in the Town Manager Assessment Center. [\[18-0390\]](#)

- 13.** Appointments to the Community Design Commission. [\[18-0391\]](#)

- 14.** Appointments to the Environmental Stewardship Advisory Board. [\[18-0392\]](#)

- 15.** Appointments to the Housing Advisory Board. [\[18-0393\]](#)

- 16.** Appointments to the Planning Commission. [\[18-0394\]](#)

- 17.** Appointments to the Transportation and Connectivity Advisory Board. [\[18-0395\]](#)

## 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

**Item #:** 1., **File #:** [18-0379], **Version:** 1

**Meeting Date:** 5/2/2018

### 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:

- Resolutions



**A RESOLUTION ADOPTING VARIOUS RESOLUTIONS AND ENACTING VARIOUS ORDINANCES  
(2018-05-02/R-1)**

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

2. Approve Miscellaneous Budget Ordinance Amendments to Adjust Various FY 2017-18 Fund Budgets. (O-1)(O-2)(O-3)(R-2)(R-3)(R-4)
3. Approve Budget Ordinance Amendments to Recognize Capital Financing Proceeds for FY 2017-18. (O-4)(O-5)(O-6)
4. Approve CASA Funding Request for Merritt Mill East Affordable Housing Project. (R-5)
5. Approve a Project Ordinance Amendment to Adjust the Municipal Services Center Project Budget. (O-7)(R-6)
6. Adopt Revised Percent for Art Program Procedures. (R-7)

This the 2<sup>nd</sup> day of May, 2018.

---

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

By adopting the resolution, the Council, 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 #:** [18-0380], **Version:** 1

**Meeting Date:** 5/2/2018

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

**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, Capital Projects (CIP) Fund, Parking Fund, Transit Fund, and Transit Capital Reserve Fund; and
- Enact the attached project ordinance amendment to adjust the Transit Capital Grants Fund and 2010 Public Buildings Bond Fund;
- Adopt the attached resolution to amend the fee schedule for FY 2017-18; and
- Adopt the attached resolutions to accept the GO Triangle Bus Grant and the FY 2018 NCDOT Section 5339 State Match Grant.

**Key Issues:**

- **General Fund**

The Town has received the following payments in lieu of traffic signals and traffic studies between 2012 and 2017.

Payment		Amount	Revenue in lieu of:
Date	Payor		
03/09/12	Chapel Hill Carrboro School System	\$ 2,000	traffic signals
03/22/12	Chapel Hill Carrboro School System	9,000	traffic signals
07/05/13	Trinitas Development	2,000	traffic studies
02/11/14	Vizor, LLC	50,000	traffic studies
03/24/14	SV Hotel, LLC	3,000	traffic signals
06/24/15	Carolina Square	5,000	traffic studies
07/15/15	111 Old University Drive Associates	2,000	traffic signals
08/13/15	Weaver Crossing II, LLC	5,000	traffic signals
04/12/17	Children's Campus of Chapel Hill	1,000	traffic signals
04/12/17	NR Edge	<u>4,000</u>	traffic signals
		\$83,000	

During negotiations in the development review process, agreements are made between the developers and the Town regarding what payments in lieu are required for the project to be approved. In order to recognize the revenue received by the developer and appropriate the expenditure, a budget amendment must be brought back to Council. The Town also budgets funds annually in the General Fund for traffic signal and traffic study projects to address town-wide traffic flow needs. For each of the projects above, the Town completed the traffic signal or traffic study using available operating funds rather than coming back to Council each time we collected a payment. The purpose of this item is to recognize this revenue to be used for planned signal timings, construction of speed tables and crosswalks, and street light installation throughout various areas in the Town to replenish the operating budget. Enactment of the attached budget ordinance amendment would recognize and appropriate the \$83,000 from the General Fund fund balance for this purpose.

- **Capital Projects (CIP) Fund**

The Town received \$345 from the Sancar Turkish Culture Center as a payment in lieu of recreation and open space. These funds will be combined with existing funding for the replacement of the Community Center Playground safety fall surface. Enactment of the attached budget ordinance amendment would recognize and appropriate the payment in lieu of \$345 in the Capital Projects Fund.

- **Parking Fund**

The Town of Chapel Hill entered into a contract with 137 E. Franklin, LP for a sixty- month period beginning May 1, 2018 and ending May 1, 2023. The Chapel Hill Police Department will manage the 285-space parking deck located at 125 E. Rosemary Street and shall lease spaces for monthly and hourly rental terms. In order to begin charging for use of this lot, Council must adopt the attached resolution to amend the existing Police-Parking fee schedule. The proposed fee schedule amendment establishes the 125 E. Rosemary Street Deck rates to be consistent with other downtown parking facilities owned or leased by the Town as indicated on the fee schedule to include any discounts, free parking periods or special events.

Enactment of the attached budget ordinance amendment would recognize \$8,625 in revenue for monthly leased parking and \$24,999 in revenue for hourly leased parking and would appropriate \$17,840 to reimburse the Town for the cost of the 4 Parkeon pay stations and cameras purchased for the deck and \$5,284 to be paid back to the lessor for their share of the revenue collected.

- **Transit Fund**

FY 2015 FTA Section 5307 Grant - The Federal Transit Administration awarded the Town \$18,133 in federal fiscal year 2015 Section 5307 grant funds for the purpose of continuing Chapel Hill Transit's review of existing bus stops for compliance with the Americans with Disabilities Act. The funds require a local match of \$4,534, which will come from existing funding in the Transit Fund. Enactment of the attached budget ordinance amendment would recognize and appropriate the grant budget of \$22,667 in the Transit Fund.

- **Transit Capital Grants Fund**

GO Triangle Bus Grant - In April 2017, The Research Triangle Regional Public Transportation Authority Board of Trustees approved the use of \$2,290,000 from the Orange County Share of Triangle Transit Tax District revenues for the purpose of reimbursing the Town for the purchase of five buses. The cost for each bus is \$459,491 for a total of \$2,297,455. The difference between the total cost of the five buses and the grant award of \$7,455 will come from the Transit Capital Reserve Fund.

The Chapel Hill Transit Partners Committee also recommended using an additional \$459,491 from the Transit Capital Reserve Fund for the purchase of one additional bus. Adoption of the attached resolution and enactment of the attached project ordinance amendment would create the grant budget of \$2,290,000, and would transfer \$466,946 from the Transit Capital Reserve Fund for the purchase of an additional bus and to cover the bus purchase costs over the grant award

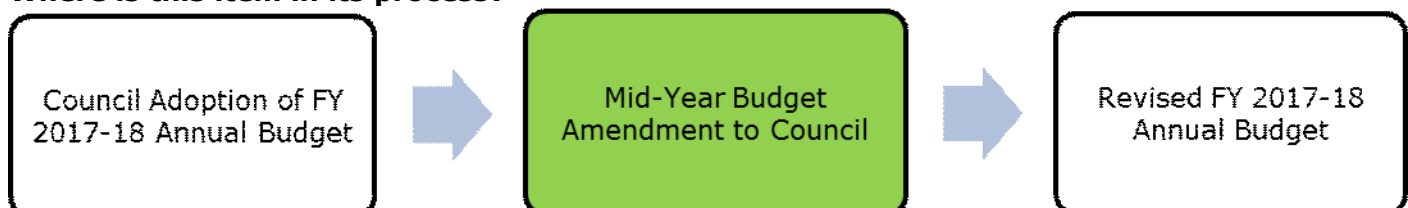
FY 2018 NCDOT Section 5339 State Match Grant - In March 2017, the North Carolina Department of Transportation awarded the Town \$40,531 in matching funds to supplant the state grant that was awarded in FY 2017 but expired due to the project timeline (state grants only last for a one-year period). This grant represents an increase of funds to offset a portion of the Town's local match for its recent purchase of seven light transit vehicles (LTV), which were purchased using federal Section 5339 grant funds that were awarded in February 2015.

The project is now complete and is ready to be drawn-down and closed out. Adoption of the attached resolution would approve acceptance of the state grant. Enactment of the attached project ordinance amendment would increase the grant budget by \$400 for the purchase of the LTV vehicles with adjustments to the federal share of \$319, state share of \$21,121 and local share of (\$21,040).







- **2010 Public Buildings Bond Fund**

The 2010 Public Buildings Bonds are completed and a budget amendment is needed in order to close out the capital project. The attached project ordinance amendment would recognize \$43 in interest income to cover the costs of the completed 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 checked="" type="checkbox"/>		Grow Town and Gown Collaboration

**Attachments:**

- Budget Ordinance
- Project Ordinance - Transit Capital Grants Fund
- Project Ordinance - 2010 Public Buildings Bond Fund
- Resolution to Amend the Fee Schedule for FY 2017-18
- Resolution for GO Triangle Bus Grant
- Resolution for FY 2018 NCDOT Section 5339 State Match Grant

**AN ORDINANCE TO AMEND "THE ORDINANCE CONCERNING APPROPRIATIONS AND THE RAISING OF REVENUE FOR THE FISCAL YEAR BEGINNING JULY 1, 2017" (2018-05-02/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 Budget</b>	<b>Increase</b>	<b>Decrease</b>	<b>Revised Budget</b>
<b>GENERAL FUND</b>				
Mayor/Council	\$ 489,019	\$ -	\$ -	\$ 489,019
Town Manager/CaPA	2,648,885	-	-	2,648,885
Human Resource Dev't	2,001,169	-	-	2,001,169
Business Management	2,218,404	-	-	2,218,404
Technology Solutions	2,011,286	-	-	2,011,286
Attorney	348,947	-	-	348,947
Planning & Sustainability	2,936,919	-	-	2,936,919
Inspections	1,573,548	-	-	1,573,548
Housing and Community	784,487	-	-	784,487
Public Works	12,314,294	83,000	-	12,397,294
Police	13,658,600	-	-	13,658,600
Fire	9,291,441	-	-	9,291,441
Parks and Recreation	7,274,904	-	-	7,274,904
Library	3,465,726	-	-	3,465,726
Non-Departmental	4,461,142	-	-	4,461,142
	<u>\$ 65,478,771</u>	<u>\$ 83,000</u>	<u>\$ -</u>	<u>\$ 65,561,771</u>
<b>CIP FUND</b>				
Other Projects	\$ 3,250,566	\$ -	\$ -	\$ 3,250,566
Community Center Playground	100,100	345	-	100,445
	<u>\$ 3,350,666</u>	<u>\$ 345</u>	<u>\$ -</u>	<u>\$ 3,351,011</u>
<b>OFF-STREET PARKING FUND</b>				
Other Expenses	\$ 2,147,586	\$ -	\$ -	\$ 2,147,586
125 E Rosemary Deck Expenses	-	33,624	-	33,624
	<u>\$ 2,147,586</u>	<u>\$ 33,624</u>	<u>\$ -</u>	<u>\$ 2,181,210</u>
<b>TRANSIT FUND</b>				
Other Expenses	\$ 25,702,290	\$ -	\$ 4,534	\$ 25,697,756
Transit Enhancements	-	22,667	-	22,667
	<u>\$ 25,702,290</u>	<u>\$ 22,667</u>	<u>\$ 4,534</u>	<u>\$ 25,720,423</u>
<b>TRANSIT CAPITAL RESERVE FUND</b>				
Other Expenses	\$ 250,690	\$ -	\$ -	\$ 250,690
Transfer to Capital Grants	100,000	466,946	-	566,946
	<u>\$ 350,690</u>	<u>\$ 466,946</u>	<u>\$ -</u>	<u>\$ 817,636</u>

**ARTICLE II**

<b>REVENUES</b>	<b>Current Budget</b>	<b>Increase</b>	<b>Decrease</b>	<b>Revised Budget</b>
<b>GENERAL FUND</b>				
Other Revenues	\$ 60,882,282	\$ -	\$ -	\$ 60,882,282
Appropriated Fund Balance	4,596,489	83,000	-	4,679,489
	<u>\$ 65,478,771</u>	<u>\$ 83,000</u>	<u>\$ -</u>	<u>\$ 65,561,771</u>
<b>CIP FUND</b>				
Other Revenues	\$ 3,297,935	\$ -	\$ -	\$ 3,297,935
Payment in Lieu-Recreation&Open Space	52,731	345	-	53,076
	<u>\$ 3,350,666</u>	<u>\$ 345</u>	<u>\$ -</u>	<u>\$ 3,351,011</u>
<b>OFF-STREET PARKING FUND</b>				
Other Revenues	\$ 2,147,586	\$ -	\$ -	\$ 2,147,586
Monthly Leased Parking-125 E Rosemary	-	8,625	-	8,625
Hourly Leased Parking-125 E Rosemary	-	24,999	-	24,999
	<u>\$ 2,147,586</u>	<u>\$ 33,624</u>	<u>\$ -</u>	<u>\$ 2,181,210</u>
<b>TRANSIT FUND</b>				
Other Revenues	\$ 25,702,290	\$ -	\$ -	\$ 25,702,290
FY15 Section 5307 Grant	-	18,133	-	18,133
	<u>\$ 25,702,290</u>	<u>\$ 18,133</u>	<u>\$ -</u>	<u>\$ 25,720,423</u>
<b>TRANSIT CAPITAL RESERVE FUND</b>				
Other Revenues	\$ 251,690	\$ -	\$ -	\$ 251,690
Appropriated Fund Balance	99,000	466,946	-	565,946
	<u>\$ 350,690</u>	<u>\$ 466,946</u>	<u>\$ -</u>	<u>\$ 817,636</u>

This the 2<sup>nd</sup> day of May, 2018.

**AN ORDINANCE TO AMEND A TRANSIT CAPITAL PROJECT ORDINANCE (2018-05-02/O-2)**

BE IT ORDAINED by the Council of the Town of Chapel Hill that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, that the 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	\$ 3,760,768	\$ 3,761,087
North Carolina Department of Transportation	118,792	139,913
Active Living By Design Grant	260,000	260,000
GO Triangle	-	2,290,000
UNC Contributions	4,535	4,535
Program Income	606	606
Transfer from Transit Fund	680,255	680,255
Transfer from Capital Reserve	298,067	743,973
	<hr/>	<hr/>
Total Revenues	\$ 5,123,023	\$ 7,880,369

**SECTION IV**

Amounts appropriated for capital projects are as follows:



Item #: 2., File #: [18-0380], Version: 1

Meeting Date: 5/2/2018

	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	579,696
FY17 STP-DA Flex Fund Grant	1,373,586	1,373,586
FY17 CMAQ Bus Grant	1,400,000	1,400,000
FY18 GO Triangle Grant	-	2,756,946
Total Expenditures	\$ 5,123,023	\$ 7,880,369

### 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 2<sup>nd</sup> day of May, 2018.

**AN ORDINANCE TO AMEND THE CAPITAL PROJECTS ORDINANCE FOR PUBLIC BUILDINGS  
(2018-05-02/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 capital projects ordinance for public buildings is hereby amended as follows:

**"SECTION I**

The capital projects as authorized by the Town Council include building improvements funded from bonds for energy efficiency building improvements.

**SECTION II**

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

**SECTION III**

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

	Current Budget	Revised Budget
Proceeds from Bond Sale	\$ 500,000	\$ 500,000
Interest Earnings	107,995	108,038
Sustainable Communities Grant	58,420	58,420
Transfer from General Fund	<u>5,400</u>	<u>5,400</u>
Total Revenues	\$ 671,815	\$ 671,858

**SECTION IV**

Amounts appropriated for capital projects are as follows:

---

**Item #: 2., File #: [18-0380], Version: 1**
**Meeting Date: 5/2/2018**


---

	Current Budget	Revised Budget
Town Hall Improvements	\$ 95,000	\$ 95,000
Sustainable Communities Grant	77,183	77,183
Energy Bank Projects	498,973	499,016
Bond Sale Expenses	<u>659</u>	<u>659</u>
Total Expenditures	\$ 671,815	\$ 671,858

### **SECTION V**

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

### **SECTION VI**

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

This the 2<sup>nd</sup> day of May, 2018.

**A RESOLUTION TO AMEND THE FEE SCHEDULE ADOPTED FOR FY 2017-18 (2018-05-02/R-2)**

BE IT RESOLVED by the Council of the Town of Chapel Hill that the Council hereby adopts the following additions as amendment to the user fee policies and schedules as adopted on June 12, 2017, as follows:

## Monthly Rental Rates:

Parking Lot	Location	Monthly Rate
125 E. Rosemary Street Deck	125 East Rosemary Street	\$115

## 125 E. Rosemary Street Deck Parking Rates\*

Hours	Full Fare Rate
0.0 - 1.0	\$1.00
1.0 - 2.0	\$2.00
2.0 - 3.0	\$3.00
3.0 - 4.0	\$4.00
4.0 - 5.0	\$5.00
5.0 - 6.0	\$6.00
6.0 - 7.0	\$7.00
7.0 - 8.0	\$8.00

8.0 - 9.0	\$9.00
9.0 - 10.0	\$10.00
10.0 - 11.0	\$11.00
11.0 - 12.0	\$12.00
12.0 - 13.0	\$13.00
13.0 - 14.0	\$14.00
14.0 - 15.0	\$15.00
15.0 - 16.0	\$16.00
16.0 - 17.0	\$17.00

17.0 - 18.0	\$18.00
18.0 - 19.0	\$19.00
19.0 - 20.0	\$20.00
20.0 - 21.0	\$21.00
21.0 - 22.0	\$22.00
22.0 - 23.0	\$23.00
23.0 - 24.0	\$24.00

---

**Item #: 2., File #: [18-0380], Version: 1****Meeting Date: 5/2/2018**

---

\*For Special Events, deposits or a flat rate charge may be collected as the patron enters the parking lot, amount not to exceed \$20.00.

\*Hours of Operation - 24 Hours, Monday through Saturday.

This the 2<sup>nd</sup> day of May, 2018.

**A RESOLUTION AUTHORIZING THE ACCEPTANCE OF ORANGE COUNTY TRIANGLE TRANSIT TAX DISTRICT FUNDS FROM THE RESEARCH TRIANGLE REGIONAL TRANSPORTATION AUTHORITY (2018-05-02/R-3)**

WHEREAS, the Research Triangle Regional Transportation Authority has made funds available for the Chapel Hill Transit Department; and

WHEREAS, the Research Triangle Regional Transportation Authority has awarded funds in the total amount of \$2,290,000; and

WHEREAS, the funds would be used for the purchase of five 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 Research Triangle Regional Transportation Authority Funds and to make all necessary assurances.

This the 2<sup>nd</sup> day of May, 2018.

**A RESOLUTION AUTHORIZING THE ACCEPTANCE OF GRANT FUNDS FROM THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION (2018-05-02/R-4)**

WHEREAS, the North Carolina Department of Transportation has made funds available for the Chapel Hill Transit Department; and

WHEREAS, the North Carolina Department of Transportation has awarded funds in the total amount of \$40,531; and

WHEREAS, the funds would be used for the purchase of seven light transit vehicles.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Chapel Hill that the Council authorizes the Town Manager to accept the North Carolina Department of Transportation Funds and to make all necessary assurances.

This the 2<sup>nd</sup> day of May, 2018.

---

**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, Capital Projects (CIP) Fund, Parking Fund, Transit Fund, Transit Capital Reserve Fund, Transit Capital Grants Fund, and 2010 Public Buildings Bond Fund; by adopting the resolutions, the Council amends the fee schedule for FY 2017-18, accepts the GO Triangle Bus Grant, and accepts the FY 2018 NCDOT Section 5339 State Match Grant to account for changes that occur that require the Town to amend its original annual budget.



# TOWN OF CHAPEL HILL

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

## Item Overview

Item #: 3., File #: [18-0381], Version: 1

Meeting Date: 5/2/2018

### Approve Budget Ordinance Amendments to Recognize Capital Financing Proceeds for FY 2017-18.

#### Staff:

Kenneth C. Pennoyer, Director  
Amy Oland, Assistant Director

#### Department:

Business Management

**Overview:** The Town recently completed the issuance of \$12.5 million of General Obligation referendum bonds. In order for these funds to be available to spend on the identified capital projects, Council must enact budget ordinance and project ordinance amendments recognizing the receipt of these funds.



#### Recommendations:

That the Council enact the attached budget ordinance amendment to adjust the Stormwater Management Fund; and

That the Council enact the attached project ordinance amendments to adjust the 2015 Parks and Recreation Improvements Bond Fund and the 2015 Streets and Sidewalks Bond Fund.

#### Key Issues:

- **Referendum Bonds (see affected funds below):** On April 19, 2018, the Town closed on \$12,500,000 of G.O. referendum bonds. The total amount of the proceeds, including a bid premium (amount received over the value of the bond as a result of a higher yield than the current interest rate), is \$13,099,788, of which \$12,933,538 is for capital projects and \$166,250 is to pay costs associated with the financing. The proceeds will be split among three bond orders as follows:
 

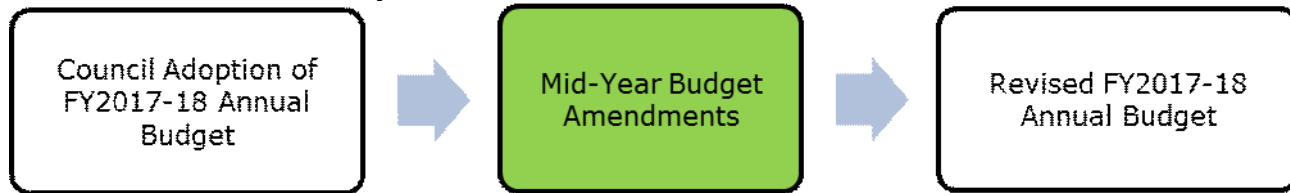
○ 2015 Stormwater Bond Fund	\$2,829,554
○ 2015 Parks & Recreation Improvements Bond Fund	4,506,327
○ 2015 Streets & Sidewalks Bond Fund	5,763,907







Enactment of the attached Budget Ordinance Amendment for the 2015 Stormwater Management Fund will appropriate \$2,700,000 in bond proceeds and the additional \$129,554 of proceeds from the bid premium for the Elliott Road Storage project. In addition, this budget ordinance amendment will reimburse the temporary appropriation of \$205,000 of Stormwater Management Fund fund balance that was appropriated earlier this year for preliminary design expenditures.

Enactment of the attached Project Ordinance Amendment for the 2015 Parks and Recreation Improvements Bond Fund will appropriate \$4,300,000 in bond proceeds to pay the outstanding debt on the American Legion property and the additional \$206,327 of proceeds from the bid premium will be allocated for costs related to the development of the property.

Enactment of the attached Project Ordinance Amendment for the 2015 Streets and Sidewalks Bond Fund will appropriate \$5,500,000 in bond proceeds for various projects, with the additional \$263,907 of proceeds from the bid premium also allocated to street and sidewalk projects. In addition, this amendment recognizes and appropriates \$508,000 in federal Congestion Mitigation & Air Quality grant funds for the Estes Road Bike/Ped from MLK to Caswell for the Right of Way portion of the 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 Amendment - 2015 Stormwater Management Bonds
- Project Ordinance Amendment - 2015 Parks and Recreation Improvement Bonds
- Project Ordinance Amendment - 2015 Streets and Sidewalks Bonds

**AN ORDINANCE TO AMEND "THE ORDINANCE CONCERNING APPROPRIATIONS AND THE RAISING OF REVENUE FOR THE FISCAL YEAR BEGINNING JULY 1, 2017" (2018-05-02/O-4)**

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**

	Current Budget	Increase	Decrease	Revised Budget
<b>STORMWATER MANAGEMENT FUND</b>				
Other Expenses	\$ 3,841,616	\$ -	\$ -	\$ 3,841,616
Elliott Road Storage Project	205,000	2,793,644	205,000	2,793,644
Bond Issuance Costs	-	35,910	-	35,910
	<u>\$ 4,046,616</u>	<u>\$ 2,829,554</u>	<u>\$ 205,000</u>	<u>\$ 6,671,170</u>

**ARTICLE II**

	Current Budget	Increase	Decrease	Revised Budget
<b>STORMWATER MANAGEMENT FUND</b>				
Other Revenues	\$ 3,841,616	\$ -	\$ -	\$ 3,841,616
Bond Proceeds - SW bonds	-	2,700,000	-	2,700,000
Bond Premium - SW bonds	-	129,554	-	129,554
Appropriated Fund Balance - SW bonds	205,000	-	205,000	-
	<u>\$ 4,046,616</u>	<u>\$ 2,829,554</u>	<u>\$ 205,000</u>	<u>\$ 6,671,170</u>

This the 2<sup>nd</sup> day of May, 2018.

**AN ORDINANCE TO AMEND THE 2015 PARKS AND RECREATION IMPROVEMENTS BOND FUND FOR CAPITAL IMPROVEMENT PROJECTS (2018-05-02/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 following capital project is hereby amended for Parks and Recreation Improvements funded from 2015 General Obligation Bonds approved by the voters in November 2015.

**"SECTION I**

The capital projects as authorized by bond referenda approved in November 2015, and as determined by the Town Council, includes park and recreation facility 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	\$ 1,000,000	\$ 5,300,000
Bond Premium	-	206,327
Total Revenues	\$ 1,000,000	\$ 5,506,327

**SECTION IV**

Amounts appropriated for capital projects are as follows:

	Current Budget	Revised Budget
Homestead Soccer Fields	\$ 215,000	\$ 215,000
Southern Community Park	72,000	72,000
Cedar Falls Park Tennis Courts	528,000	528,000
Cedar Falls Park Inclusive Playground	135,000	135,000
Cochrane Property Match	50,000	50,000
American Legion Property	-	4,449,137
Bond Issuance Costs	-	57,190
	\$ 1,000,000	\$ 5,506,327

**SECTION V**

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

**SECTION VI**

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

This the 2<sup>nd</sup> day of May, 2018.

**AN ORDINANCE TO AMEND THE 2015 STREETS AND SIDEWALKS BOND FUND FOR CAPITAL IMPROVEMENT PROJECTS (2018-05-02/O-6)**

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 2015 General Obligation bonds approved by voters in November 2015:

**"SECTION I**

The capital projects as authorized by bond referenda approved 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	\$ 8,500,000
Premium on Bonds	615,091	878,998
NCDOT Grant - Sidepath Along Fordham	446,400	446,400
Community Waste Recycling Grant	14,768	14,768
Congestion Mitigation & Air Quality Grant	-	508,000
Transfer from General Fund	1,025	1,025
Payment in Lieu	107,237	107,237
Total Revenues	\$ 4,184,521	\$ 10,456,428

**SECTION IV**

Amounts appropriated for capital projects are as follows:

Item #: 3., File #: [18-0381], Version: 1

Meeting Date: 5/2/2018

	Current Budget	Revised Budget
Bond Issuance Costs	\$ 163,996	\$ 237,146
Capital Project Management & Faciliation	261,095	451,852
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 - 2017	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 - 2017	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
1% for Art - 2017	30,000	30,000
Estes Drive Bike/Ped MLK to Caswell	107,237	1,188,237
Seawell School Road Sidewalk	-	286,300
Ephesus Church Road Sidewalk	-	440,300
Homestead Road Sidewalk	-	1,000,400
Street Resurfacing - 2018	-	775,000
Varsity&Post Office Alley Improvements	-	300,000
Downtown Streetscape - 2018	-	500,000
Estes Drive Bike/Ped MLK to Carrboro	-	70,000
Old Durham Chapel Hill Road Bike/Ped	-	1,500,000
1% for Art - 2018	-	55,000
Total Expenditures	\$ 4,184,521	\$ 10,456,428

## SECTION V

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

## SECTION VI

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

This the 2<sup>nd</sup> day of May, 2018.

---

**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 Stormwater Management Fund, the 2015 Parks and Recreation Improvements Bond Fund and the 2015 Streets and Sidewalks Bond Fund in order for recently issued General Obligation referendum bonds to be available to spend on the identified capital projects.



# TOWN OF CHAPEL HILL

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

## Item Overview

Item #: 4., File #: [18-0382], Version: 1

Meeting Date: 5/2/2018

### Approve CASA Funding Request for Merritt Mill East Affordable Housing Project.

#### Staff:

Loryn Clark, Executive Director  
Sarah Osmer Viñas, Assistant Director  
Nate Broman-Fulks, Affordable Housing Manager

#### Department:

Housing and Community

**Overview:** CASA, an established Triangle area nonprofit affordable housing developer, has acreage under contract on S. Merritt Mill Road and intends to develop 24 apartments to provide rental housing to households under 60% of AMI with a priority for households who are homeless and/or who have disabilities. The Town approved \$330,810 in funding from the Affordable Housing Development Reserve (AHDR) in 2017 for land acquisition and site improvements of this property. CASA is requesting an additional \$221,000 to support this project, as the project scope has doubled from 12 to 24 permanently affordable units and project cost estimates have increased.



#### Recommendation(s):

- That the Council authorize funding CASA's request of \$221,000 from the Affordable Housing Fund Opportunity Fund.

#### Key Issues:

- In the FY18 budget, the Town Council established a \$600,000 Opportunity Fund within the Affordable Housing Fund to support large-scale affordable housing opportunities. The Opportunity Fund would be established as the Town received payments in-lieu of affordable housing from the Courtyards at Homestead development. The current balance of the Opportunity Fund is \$562,000. Staff anticipate that the Town will receive additional payment in lieu contributions that will bring the balance of the Opportunity Fund to \$600,000 by the end of this fiscal year.
- In 2017, the Council approved a \$330,810 allocation from the AHDR to CASA for the Merritt Mill East project. Since that time, CASA revised the project scope to double the number of affordable units from 12 to 24 on the Chapel Hill side of the development and decided to pursue Low Income Housing Tax Credit financing (LIHTC) for the development.
- The expanded scope of the Merritt Mill East project, along with increased construction cost estimates, have led CASA to need additional funding to move forward with their LIHTC submission in May 2018.
- Without the Town's funding commitment, CASA may not be able to pursue a LIHTC application for the May 2018 application cycle or move forward with the project.
- Approval of this request and completion of this project would help the Town reach its affordable housing development targets, and make progress towards the Council's goal of developing new affordable rental housing opportunities.

**Fiscal Impact/Resources:** If approved, the fiscal impact of this funding request would be \$221,000 from the Opportunity Fund of the Affordable Housing Fund. If this funding request is approved, the balance of the Opportunity Fund will be \$341,000. An additional \$38,000 payment in lieu is anticipated to be added to the Opportunity Fund by the end of the fiscal year, which would make the year-end balance of









Item #: 4., File #: [18-0382], Version: 1

Meeting Date: 5/2/2018

the Opportunity Fund \$379,000 if the CASA request is approved.

**Council Goals:**

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



**Attachments:**

- Resolution
- CASA Funding Application

**A RESOLUTION APPROVING CASA'S FUNDING REQUEST OF \$221,000 FOR THE MERRITT MILL EAST PROJECT (2018-05-02/R-5)**

WHEREAS, the Town Council established \$600,000 in an Opportunity Fund within the Affordable Housing Fund to support large-scale affordable housing projects; and

WHEREAS, the Town has a long-standing commitment to affordable housing development and preservation as articulated in the Affordable Housing Strategy, Affordable Rental Housing Strategy, and Council Goals; and

WHEREAS, the Town has previously committed support in the amount of \$330,810 to CASA's Merritt Mill East affordable housing project.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Chapel Hill that the Council approves the provision of funding from the Town's Affordable Housing Fund for CASA's request of \$221,000 for the Merritt Mill East Affordable Housing Project and authorizes the Manager to execute a Performance Agreement with CASA consistent with Council's action.

This the 2<sup>nd</sup> day of May, 2018.

---

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

By adopting the resolution, the Council approves the funding for CASA's request of \$221,000 from the Affordable Housing Fund Opportunity Fund.



Affordable Housing Development Reserve  
&  
Affordable Housing Fund

# Funding Application

Revised 12/2015

## GENERAL INFORMATION & APPLICATION INSTRUCTIONS

### OVERVIEW

#### Affordable Housing Fund (AHF):

In 2002, the Town Council established an Affordable Housing Fund (AHF) to preserve owner-occupied housing in Chapel Hill for affordable housing purposes. Since then, the eligible uses of the Affordable Housing Fund have expanded and include a variety of uses, such as land acquisition, renovation, homeownership assistance, new construction of affordable housing, and rental and utility assistance.

Funds are available through the AHF on a rolling basis, with applications being accepted at any time. Applicants are evaluated by the Town Manager, with Council approval required for requests for housing renovation or homeownership assistance in excess of \$40,000.

#### Affordable Housing Development Reserve (AHDR):

In fiscal year 14-15, the Town Council allocated over \$688,000 for affordable housing and approved an allocation strategy for this funding, establishing an Affordable Housing Development Reserve (AHDR).

The AHDR is dedicated exclusively to the development and preservation of affordable housing. Priority project areas are: 1) land bank and land acquisition, 2) rental subsidy and development, 3) homeownership development and assistance, and 4) future development planning. Priority is given to rental projects that serve households with incomes 60% and below the Area Median Income (AMI) and homeownership projects that serve households with incomes 80% and below the AMI.

AHDR applications are accepted three times per year (~ every 4 months). Applications are reviewed by the Housing Advisory Board and evaluated using a scoring rubric, which is available on the Town website. The Housing Advisory Board's recommendations for funding are then forwarded to the Town Council for final approval.

Please see Attachment 1 for additional details about the AHF and AHDR.

### INCOME ELIGIBILITY

In general, all projects for both the AHF and AHDR must benefit persons with a household income below 80% of the area median income adjusted for family size, though projects may be approved that serve households of higher incomes. Please see Attachment 2 for current income limits.

### PROJECT REPORTING AND MONITORING

Recipients of AHF and AHDR funds are required to submit written progress reports to the Town twice a year to monitor progress and performance, financial and administrative management, and compliance with the terms of the performance agreements. Reporting information may include: progress toward achieving performance goals, description of activities/challenges, and revisions of proposed project

timelines/budgets. Please submit bi-annual reports electronically to:  
[housingandcommunity@townofchapelhill.org](mailto:housingandcommunity@townofchapelhill.org).

#### ORIENTATION MEETING

Applicants are invited to attend an optional orientation session prior to applying for funding, which will be held periodically throughout the year in coordination with the application deadlines.

Applicants are also invited to participate in a pre-application meeting, which is a one-hour one-on-one session during which applicants can discuss their funding proposal with Town staff. To schedule a pre-application meeting, applicants should contact Sarah Vinas at 919-969-5079 or [svinas@townofchapelhill.org](mailto:svinas@townofchapelhill.org).

#### SUBMISSION INSTRUCTIONS

Submit applications electronically in PDF form to: [housingandcommunity@townofchapelhill.org](mailto:housingandcommunity@townofchapelhill.org).

If you have questions, please contact: Sarah Vinas at 919-969-5079 or [svinas@townofchapelhill.org](mailto:svinas@townofchapelhill.org)

Applications may not be considered for the following reasons:

1. Project that do not align with the eligibility criteria for these funding sources
2. Applicant has demonstrated poor past performance in carrying out projects or complying with funding guidelines
3. Applicant fails to provide required information
4. Incomplete or late applications

#### CHECKLIST OF REQUIRED DOCUMENTATION

Application:

- |   |            |                                               |
|---|------------|-----------------------------------------------|
| X | Section 1: | Applicant and Project Overview                |
| X | Section 2: | Project Description                           |
| X | Section 3: | Performance Measurements                      |
| X | Section 4: | Project Budget and Pro-forma                  |
| X | Section 5: | Agency Description                            |
| X | Section 6: | Disclosure of Potential Conflicts of Interest |

Other Required Attachments:

Please provide one copy of each of the following documents:

- |   |                                                                                                          |
|---|----------------------------------------------------------------------------------------------------------|
| X | Current list of Board of Directors, including addresses, phone numbers, terms, and relevant affiliations |
| X | Current Bylaws and Articles of Incorporation                                                             |
| X | IRS tax determination letter [501(c)(3)] (if applicable)                                                 |
| X | Most recent independent audit (if applicable)                                                            |

## FUNDING APPLICATION

### Section 1: APPLICANT AND PROJECT OVERVIEW

#### A. Applicant Information

Applicant Organization's Legal Name: CASA

Primary Contact Person and Title: Jess Brandes, Housing Developer

Applicant Organization's Physical Address: 624 W Jones Street, Raleigh, NC 27603

Applicant Organization's Mailing Address: PO Box 12545, Raleigh, NC 27605

Telephone Number: 919-307-3429

Fax Number: 919-754-9968

Email Address: jbrandes@casanc.org

#### B. Project Information

Project Name: Merritt Mill East

Total Project Cost: \$3,981,660 (this is 50% of total project.)

Total Amount of Funds Requested: \$552,799

Please specify the type and amount of funding requested:

X Affordable Housing Fund: \$221,989

X Affordable Housing Development Reserve: \$330,810

Proposed Use of Funds Requested (provide a concise description of proposed project):

CASA has acreage under contract on S Merritt Mill Road and intends to develop 24 apartments to provide rental housing to households under 60% of AMI with a priority for households who are homeless and/or who have disabilities. The funding requested here includes the land cost and partial costs of on and off-site improvements.

To the best of my knowledge and belief all information and data in this application are true and current. The document has been duly authorized by the governing board of the applicant.

Signature: \_\_\_\_\_

Board Chairperson/Department Head

Date

## Section 2: PROJECT DESCRIPTION

Please provide a thorough description of the project (by answering the “who,” “what,” “when,” and “where” questions about your project). Do not assume the reader knows anything about the project.

### A. Project Name

1. Project Name. Merritt Mill East. This represents the Chapel Hill side of this development which also includes 24 units in Carrboro (Merritt Mill West).

### B. “Who”

1. Who is the target population to be served and how will their needs be addressed through this project?

CASA seeks to increase the amount of units available and affordable to those households in our community with the fewest resources: households under 60% of AMI with a priority for those who have disabilities and/or who are homeless. Their needs will be met through high-quality, permanent housing at a rent affordable to them.

2. Please indicate the income of the beneficiaries (households) to be served through the proposed project. Please see Attachment 2 for the current income limits for the Durham-Chapel Hill MSA.

Income Group (Area Median Income)	Number of Beneficiaries	% of Total Beneficiaries
<30% of the AMI	8 in Chapel Hill (12 total)	25% total
31%-50% of AMI	4 in Chapel Hill (8 total)	16.7% total
51%-60% of AMI	12 in Chapel Hill (28 total)	58.3% total
>80% of AMI		
TOTAL		

3. Project Staff. Please provide names of staff, contractors, and/or volunteers that will be involved with the project. Describe their responsibilities with the project and track record in successful completion of similar projects in the past.

3 key staff will be involved in this project.

Jess Brandes, Housing Developer – Jess has a background in nonprofit financial development and a Masters in City and Regional Planning. She serves as CASA’s project manager, overseeing and coordinating development activity from project conception and funding through the completion of construction. She has worked at CASA since 2008. Specific to this project, Jess is responsible for: applying for and obtaining all funding, timely execution of and adherence to all funding agreements and loan documents, and overseeing all real estate development and construction activity in order to ensure

completion of the project which includes SUP approval, closing on the land, site plan approval, construction and project completion.

Arnetta Adams-Brown, Housing Director – Arnetta has been with CASA since 2005 and came to us from the market-rate property management field. She oversees 5 leasing staff who meet weekly to work on resolving tenant issues and ensuring funding and program compliance for CASA's 400+ apartments scattered throughout the Triangle with the goal that every tenant remain successfully housed. Specific to this project, Arnetta will make sure that units are leased by eligible tenants through: creating a clear Tenant Selection Plan for these units, overseeing the referral process and the submission of CASA Supportive Housing applications from potential tenants and/or their service providers, communicating early and often with our network of referring partners if we have a vacancy, monitoring our applicant pool, and overseeing the lease-up process to ensure tenants are charged the correct rent and do not have any barriers to remaining in housing.

Finally Debbie White, CASA's CFO, has overseen all accounting and financial activity of our agency since 2005. Specific to this project, Debbie works with Housing Developer Jess on obtaining the financing for this project, closing on all loans associated with this project, and requisitioning funds as we draw them down for new construction costs. Debbie oversees 2 accounting staff and coordinates our annual financial audit. We use Quickbooks accounting software and follow all standard accounting best practices regarding financial controls and fraud prevention.

C. "What"

1. Type of Activity. Please check the category under which your project falls.

- |                                                                      |                                                                       |
|----------------------------------------------------------------------|-----------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Acquisition (of land)            | <input type="checkbox"/> Emergency shelter                            |
| <input type="checkbox"/> Predevelopment costs                        | <input type="checkbox"/> Transitional housing                         |
| <input checked="" type="checkbox"/> Infrastructure/site improvements | <input checked="" type="checkbox"/> Supportive housing                |
| <input type="checkbox"/> Rental subsidy                              | <input type="checkbox"/> Rental/utility connection assistance         |
| <input type="checkbox"/> New construction for homeownership          | <input checked="" type="checkbox"/> New or redeveloped rental housing |
| <input type="checkbox"/> New construction for rental                 | <input type="checkbox"/> Second Mortgage Assistance                   |
| <input type="checkbox"/> Commercial property                         | <input type="checkbox"/> Community engagement to support future       |
| construction/rehabilitation                                          | development planning                                                  |
| <input type="checkbox"/> Owner-occupied rehabilitation               | <input type="checkbox"/> Other (specify): _____                       |
| <input type="checkbox"/> Rental rehabilitation                       |                                                                       |

2. Project Description. Please provide a general overview of your project, including what you are planning to produce and how you are planning to carrying out the project.

CASA has acreage under contract on S Merritt Mill Road and intends to develop 24 apartments to provide rental housing to households under 60% of AMI with a priority for households who are homeless and/or who have disabilities. CASA intends to begin the SUP process in early 2017, with the hope of beginning construction in 2018 and project completion in 2019.

Additionally, CASA has acreage under contract on the adjacent Carrboro side of this parcel. There CASA intends to develop 24 two-bedroom apartments serving a similar population.

D. "Where"



1. Project Location. Please be as specific as possible. 2 unaddressed lots to the east of 802 and 806 S Merritt Mill Road.

2. Project Size (if applicable). Please provide the size of development site: 1.205 acres

Please attach the following:

- X Site map showing lot boundaries, locations of structure(s), and other site features
- X General location map (at least ½ mile radius)

E. "When"

X Attach a detailed timetable showing when each work task will be completed (e.g., planning; obtaining financial commitments; design; environmental review; bidding; loan closing; key milestones in construction; marketing; final inspection; occupancy; etc.)

F. Project Details

If the questions below are not applicable or the requested information is not currently available, please insert N/A.

1. Property Acquisition.

- a. Has your agency acquired real property in order to carry out the project, or is property acquisition planned? Yes, we plan to acquire land. It is currently under contract and our closing date is the later of May 18, 2019 or when we get an Authority to Use Grant Funds from NCHFA.
- b. Is the property currently occupied? If so, attach a description of your plan to relocate. No, it is vacant land.

2. Construction Detail.

- a. How many units will be newly constructed? 24
- b. How many units will be rehabilitated? 0
- c. What is the square footage of each unit? Appx. 700
- d. What is the number of bedrooms in each unit? 1
- e. What is the number of bathrooms in each unit? 1
- f. How many units will have full ADA accessibility? 2

- g. Is the proposed project located in a Neighborhood Conservation District? (Neighborhood Conservation Districts apply only to projects located in Chapel Hill.) Yes
- h. Please attach the following:
- X Floor plan(s)
  - X Elevation(s)
  - X List of Energy Efficiency measures included in the project (if applicable)
  - X List of Universal Design principles included in the project (if applicable)

### 3. Affordability, Marketing, and Supportive Services.

- a. Describe any methods to ensure long-term affordability of housing units, including subsidy recapture, equity sharing, deed restrictions, etc.: CASA will record deed restrictions on this property ensuring that the property will house persons under 60% of AMI. These restrictions will "run with the land" meaning subsequent owners, if applicable, will be legally bound to them.

- b. What are the proposed rents (including utility costs) or sales prices for completed units?

AMI	Income Range	Estimated Rent 1BR	Estimated Rent 2BR	Estimated Number of Units
30%	< \$15,400 (1 person) < \$22,000 (4 persons)	\$286	\$354	12
50%	< \$25,700 (1 person) < \$36,650 (4 persons)	\$562	\$684	8
60%	< \$30,840 (1 person) < \$43,980 (4 persons)	\$699	\$849	28

This table represents all 48 units. Income levels will be scattered throughout one and two-bedroom units based on the needs of the applicants. CASA will accept all types of rental subsidies. Utilities (electric and water) are estimated at an additional \$116 monthly cost for a 1-bedroom apartment and \$131 for a 2-bedroom.

- c. Explain your agency's process for marketing to ensure an adequate pool of income-eligible renters to buyers: CASA's Orange County applicant pool currently contains over 300 eligible applicants for our supportive housing. Potential tenants find CASA's rental housing application on our website. We typically have our supportive housing developments pre-leased months ahead of opening.

What supportive services, if any, will be provided through this project?

Many applicants in CASA's applicant pool are already connected to services through a government or nonprofit agency. For tenants with disabilities who are not, support services will be offered through Cardinal Innovation's network of approved behavioral health agencies. These agencies refer clients to CASA for housing by completing a rental application and providing the needed support services. CASA requests a signed Supportive Housing Referral Agreement with each application. The role of the

Agreement is to ensure the applicant/tenant has access to community resources and has the support to live successfully in their permanent housing and avoid a return to homelessness. The Agreement details the expectations CASA has for what support the referring agency should provide for the tenant prior to move in, and what ongoing support should be provided during the tenant's residency in a CASA apartment.

### Section 3: PERFORMANCE MEASUREMENTS

#### A. Goals and Objectives

Please complete the following chart with information about the project's goals and objectives.

Goal/Objective	Measurement
Ex: Provide housing for low- to moderate-income households.	Ex: By 2016, build ten units that are affordable to low- to moderate-income households.
Build 24 new apartments for low-income households	By 2019, complete 24 apartments. Measurement will be 24 signed leases.
_____	_____
_____	_____
_____	_____
_____	_____

#### B. Alignment with Town Council Goals and adopted affordable housing strategies.

Please explain how the proposed project aligns with the Town Council Goals and adopted affordable housing strategies.

This development supports the Council's goal to "Adopt and support affordable housing programs, projects and policies that increase our diversity in income, race, age and lifestyle." This project also supports the affordable housing strategy goal 1: "Support solutions and programs that offer affordable housing options along the entire continuum of housing need," and specifically 1c: "Focus on the development of affordable rental housing for a variety of lifestyles..."

### Section 4: PROJECT BUDGET AND PRO-FORMA

#### A. Project Budget

X Attach a detailed project budget showing all sources and uses of funds. Attach funding commitment letters where available or copies of funding applications previously submitted.

#### B. Terms of Project Funding

Please specify the type of funding request for which you are applying:

AHF: ☐ Grant ☐ Loan

AHDR: X Grant ☐ Loan

C. Pro-forma (for rental property only)

X If you are developing a property for rent, please attach a 20-year pro-forma showing estimated income, expenses, net operating income, debt service, and cash flow.

## Section 5: AGENCY DESCRIPTION

A. Organization

What is your organization's . . .

1. Mission statement? To develop and manage affordable housing, providing opportunities for successful living
2. Incorporation date (Month and Year)? March 1992
3. Estimated Total Agency Budget for this fiscal year? \$ 4 million
4. Total number of agency staff (full time equivalents): 22

B. Agency Track Record and Community Support

Please describe your agency's experience and ability to carry out the proposed project, including:

1. Evidence of coordination of this application with other organizations to complement and/or support the proposed project
2. Involvement of intended beneficiaries of the project in the planning process
3. Past achievements in carrying out similar projects and evidence of successful record of meeting proposed budgets and timetables
4. Collaborative relationships with other agencies,
5. Plans to develop linkages with other programs and projects to coordinate activities so solutions are holistic and comprehensive
6. Any other features relating to organization capacity that you consider relevant, (i.e. property management experience, including accepting Section 8 Vouchers, etc.).

When CASA was created nearly 25 years ago, our express direction was to develop, own and manage rental property specifically financed for and programmatically designed to serve persons with disabilities. These persons with disabilities were disproportionally represented within the homeless community and were, and unfortunately still are, among the poorest of our neighbors. CASA's mission has grown over

the years to include other households in need of high-quality, affordable rental housing including veterans and working families.

CASA's approach has always been a Housing First model – we see day in and day out the power of a permanent home to provide stability, dignity, and safety to individuals and families with complex challenges. Getting a job, accessing health care, keeping in contact with a service provider, maintaining family stability – all of these things can be next to impossible when one is homeless or at imminent risk. All are made much more achievable when one has a door to lock, a bed to sleep in, and a home address.

I want to highlight some of CASA's particularly relevant experiences and qualifications to undertake this new construction project in Chapel Hill:

#### Mission and Focus

- CASA has developed, owns and manages over 400 apartments throughout the Triangle, of which 318 are permanent supportive housing. Even as we grow and develop larger communities incorporating workforce housing, our goal continues to be to leverage those higher rents to support the inclusion of permanent supportive housing units.
- In 2016, CASA celebrated the grand opening of 12 newly constructed apartments in Durham, all permanent supportive housing. This project was the second phase of an apartment community specifically for veterans with disabilities. It was completed under budget and was fully pre-leased over a month ahead of opening.

#### Real Estate Development Experience

- CASA is a Community Housing Development Organization (CHDO) and we have a full-time Housing Developer on staff. We are experienced in real estate development processes and activities in a variety of municipalities. Our Housing Developer, CFO and CEO have many years of experience successfully developing rental housing, including all the activities involved with that including but not limited to: buying and selling property, rezoning, site plan approval, board of adjustment approval, new construction, substantial rehabilitation, hiring and overseeing architects, civil engineers, general contractors, coordinating environmental reviews, and obtaining a wide variety of construction and permanent financing.

#### Financial Stability

- In the past 10 years alone, CASA has developed 299 units of housing utilizing a spectrum of funding sources exceeding \$24 million. These include the development of 10 units of PSH in Chapel Hill at Pritchard Avenue Apartments, 5 blighted and abandoned duplexes that we redeveloped into permanent homes for persons with disabilities. In addition, we've partnered with a for-profit LIHTC developer on 124 tax credit units in 2 projects. As a small and nimble private non-profit, we can put in place creative financing and utilize any number of funding sources to achieve our development goals, including private philanthropy.
- CASA is a responsible steward of the funds we receive and the properties we own. Over the last 20 years we have preserved 76 apartments in Chapel Hill, Carrboro, Durham and Garner that

were developed by other non-profits and were at risk of being lost to those communities. CASA understands what is necessary for a property to be well maintained and to be able to meet its operating expenses. We budget for and fund annually necessary replacement reserves for every property, and we maintain \$450,000 of operating reserves, designated by our Board, to cover staff, overhead and operations in the event of a significant set-back. Because of our proven track record and financial stability, we are able to attract federal, state and private funding for our projects.

### Our Supportive Housing Model

- CASA provides comprehensive and compassionate property management. Our Leasing Team consists of our Housing Director, Arnetta Adams-Brown, 5 Leasing Specialists and a Leasing Administrator. They accomplish all components of leasing our units, and do so with a specialized knowledge of tenants' rights, fair housing laws, and the special needs of people with disabilities.
- CASA provides 24-hour on-call maintenance performed by our Maintenance Team, which currently consists of our Facilities Director, Neil Ritter, 5 full-time and 1 part-time Maintenance Technicians, and 1 full-time Landscape Manager. Along with comprehensive maintenance services including building renovations, routine work-order repairs and preventive maintenance, staff conduct monthly indoor safety inspections of all units.
- Unique to CASA's approach is that our goal for every tenant is that they never become homeless again. We put this goal into action through proactive and compassionate property management in partnership with each tenant's Service Provider. We request that every tenant identify a Service Provider when they submit their application for PSH. The vast majority do. The Service Provider equips CASA with an additional intervention opportunity when a tenant may be experiencing a financial or behavioral health issue that is jeopardizing their housing. CASA meets routinely with tenants and their Service Providers when problems arise to coach and support tenants to make better choices in their housing and be better neighbors. The goal is to have sufficient communication and intervention early on when an issue arises, before it becomes a crisis.
- We have an Orange County applicant pool of over 300 households who have met the initial eligibility threshold for CASA's permanent supportive housing. When a CASA apartment becomes available, the full applicant pool is searched for matching applicants who are invited to complete Part II of the application process. Using this streamlined process to identify eligible tenants, we are able to maintain a 2% or lower vacancy rate.
- CASA involves the persons we serve in project planning by conducting an annual tenant survey. Additionally we typically have a member on our Board of Directors who has experienced homelessness; we are currently working to fill a vacancy in that role.

### Housing Subsidies

We accept a variety of housing subsidies and effectively coordinate with multiple organizations in order to provide affordable housing for our tenants.

- Section 8 vouchers from Orange, Durham, Raleigh and Wake Housing Authorities
- Shelter Plus Care subsidies from Wake County and Cardinal Behavioral Health
- VASH vouchers in partnership with Durham VAMC and Durham and Wake Housing Authorities
- Key Subsidies through the NCHFA
- HUD-811 Housing Assistance Payments (HAP)
- Various short term assistance payments from the faith community, Alliance BHC, and service providers

### Coordination and Collaboration

- CASA has been an active member of the Orange County Partnership to End Homelessness, with our COO Mary Jean Seyda serving as a past Chair, as well as an active member of the OC Affordable Housing Coalition. Additionally, CASA has been involved in the creation of the Chapel Hill Housing Strategy and the Rental Housing Strategy, and Mary Jean currently serves on the Affordable Housing Advisory Board.
- CASA's units in Chapel Hill house persons receiving services and assistance through a variety of community partners including Cardinal Innovations, the UNC Center for Excellence in Mental Health, Community Empowerment Fund, Housing for New Hope, and the IFC.
- For this project, CASA will be counting on these partners to refer potential tenants to our applicant pool, and to provide supports for tenants living in the development.

## Section 6: DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

Are any of the Board Members or employees of the agency which will be carrying out this project, or members of their immediate families, or their business associates:

- a) Employees of or closely related to employees of the Town of Chapel Hill?  
YES ☐ NO X
- b) Members of or closely related to members of the governing bodies of Chapel Hill?  
YES ☐ NO X
- c) Current beneficiaries of the project/program for which funds are requested?  
YES ☐ NO X
- d) Paid providers of goods or services to the program or having other financial interest in the program?  
YES ☐ NO X

If you have answered YES to any question, please explain below. The existence of a potential conflict of interest does not necessarily make the project ineligible for funding, but the existence of an undisclosed conflict may result in the termination of any grant awarded. \_\_\_\_\_

## Section 7: ATTACHMENTS

### Attachment 1

#### The Affordable Housing Fund

In 2002, the Town Council established an Affordable Housing Fund (AHF) to preserve owner-occupied housing in Chapel Hill for affordable housing purposes. Since then, the eligible uses of the Affordable Housing Fund have expanded and include:

1. Provide loans to non-profit organizations to purchase existing properties. Funds may be used in the following manner:
  - a. To exercise the Town's right of first refusal on existing properties;
  - b. To provide funds to non-profit organizations to purchase properties within the Chapel Hill city limits, especially in the Northside and Pine Knolls neighborhoods and in situations where the Town has a right of first refusal. Funds may be used for acquisition costs, first options, or earnest money. Funds used for first options shall be structured as a loan to the non-profit agency and must be repaid to the Town upon sale of the property to a qualified buyer. If the non-profit agency does not purchase the property, the funds must be repaid to the Town by the non-profit agency.
2. To provide funds to non-profit organizations to be used to renovate properties and prepare them for sale or rent to qualified households earning less than 80 percent of the area median income.
3. For homeownership assistance to reduce the sales price of new and existing homes so that they will become more permanently affordable.
4. To pay the Town's local match contribution for federal affordable housing grants.
5. For the construction of new affordable housing for sale or rent.
6. For rental and utility assistance, including security deposits for housing and utility services, for eligible households within Chapel Hill city limits.

#### The Affordable Housing Development Reserve

The Affordable Housing Development Reserve (AHDR) is dedicated exclusively to the development and preservation of affordable housing. Priority is given to rental projects that serve households with incomes 60% and below the Area Median Income (AMI) and homeownership projects that serve households with incomes 80% and below the AMI.

#### Priority Project Areas

##### 1. Land Bank & Land Acquisition

Description: A land bank is a mechanism by which property can be strategically acquired, assembled, and redeployed to serve a community purpose, with a goal of creating inclusive, mixed income neighborhoods.



Related Strategies and Goals:

- a. Fund land bank to acquire land for future affordable housing (rental and ownership) development. (AFFORDABLE RENTAL HOUSING STRATEGY)
- b. Acquire and preserve vacant land along transit corridors for future affordable development (AFFORDABLE RENTAL HOUSING STRATEGY).
- c. Address the development pressures of the Pine Knolls and Northside neighborhoods by supporting a housing and cultural preservation program in the neighborhoods (AFFORDABLE RENTAL HOUSING STRATEGY).

Eligible Activities: Property and land acquisition and associated program expenses with emphasis in Northside and Pine Knolls neighborhoods and along transit corridors.

2. Rental Subsidy and Development Program

Description: Eligible projects support the development of rental housing opportunities for households earning less than 80% of the AMI or providing subsidies to reduce the monthly housing expenses for households earning less than 80% of the AMI. The 80% AMI threshold reflects the Town's priority to support housing for people at a range of income levels, but priority will be given to those with incomes below 60% AMI.

Related Strategies and Goals:

- a. Establish useful incentives to encourage development of affordable rental in all target income ranges. (AFFORDABLE RENTAL HOUSING STRATEGY)
- b. Identify other properties that may be appropriate for redevelopment and encourage the production of affordable rental units through the use of incentives. (AFFORDABLE RENTAL HOUSING STRATEGY)

Eligible Activities: Security and utility connection fee assistance program, rental subsidy program, gap subsidies to developers to provide affordable units, new or redeveloped rental housing construction.

3. Home Ownership Development and Assistance Program

Description: The Town's Affordable Housing Strategy states a goal of increasing the availability and access to housing for households and individuals with a range of income, from those who are homeless to middle-income. Eligible projects support the development of owner occupied housing opportunities to create and preserve affordable housing opportunities for households earning up to 120% of the AMI. Priority will be given to those with incomes below 80% AMI.

Related Strategies and Goals:

- a. Address the development pressures of the Pine Knolls and Northside neighborhoods by supporting a housing preservation program in the neighborhoods. (AHS)
- b. Middle Income/Workforce Housing Second Mortgage Assistance Program. (CP)

- c. Major and minor rehabilitation of existing housing. (CP)

Eligible Uses: Programs involving new construction, renovation, and redevelopment of existing units and second mortgage assistance programs.

#### 4. Future Development Planning

Description: Eligible projects include strategic and master planning activities for specific areas to serve a community purpose, with a goal of creating inclusive, mixed income neighborhoods.

Related Strategies and Goals:

- a. Partner for ambitious development that includes affordable rental on Greene Tract.  
(AFFORDABLE RENTAL HOUSING STRATEGY)
- b. Initiate future development planning for the Greene Tract with ownership partners. (Council Goal 2016)

Eligible Activities: Pre-development costs, community engagement programs, professional services for strategic and master planning.

Attachment 2**FY 2015 Income Limits**

US Department of Housing and Urban Development (HUD)

Durham-Chapel Hill Metropolitan Statistical Area  
(Durham, Orange, and Chatham Counties)

Income Level	1 person	2 people	3 people	4 people	5 people	6 people	7 people	8 people
30% area median income	\$14,150	\$16,200	\$20,090	\$24,250	\$28,410	\$32,570	\$36,730	\$40,890
50% area median income	\$23,600	\$27,000	\$30,350	\$33,700	\$36,400	\$39,100	\$41,800	\$44,500
80% area median income	\$37,750	\$43,150	\$48,550	\$53,900	\$58,250	\$62,550	\$66,850	\$71,150

Source: U.S. Department of Housing and Urban Development (HUD) 3/2015



# TOWN OF CHAPEL HILL

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

## Item Overview

Item #: 5., File #: [18-0383], Version: 1

Meeting Date: 5/2/2018

### Approve a Reimbursement Resolution and Project Ordinance Amendment to Adjust the Municipal Services Center Project Budget.

#### Staff:

Dwight Bassett, Economic Development Officer

Amy Oland, Assistant Director of Business Management

#### Department:

Economic Development

Business Management

**Overview:** The Town identified the coal ash contamination of the current police department property in 2013. Since this discovery, the Town has engaged with environmental counsel to conduct site testing. In 2017, the Town received communication from NC DEQ that it was time to proceed with a remediation plan for the property. Since that initial communication, the Town has considered various options to future uses including private development and Town ownership. In preparation for determining whether the Town remediates the property under an Administrative Agreement or partners with a private developer to use the Brownfield designation, there are additional steps that need to be determined in order to proceed. Funding is required to complete the 1) concept planning, 2) remediation plan and 3) Brownfield application. These steps are required by NC DEQ to avoid interim remediation actions at the Town's expense.



#### Recommendation(s):

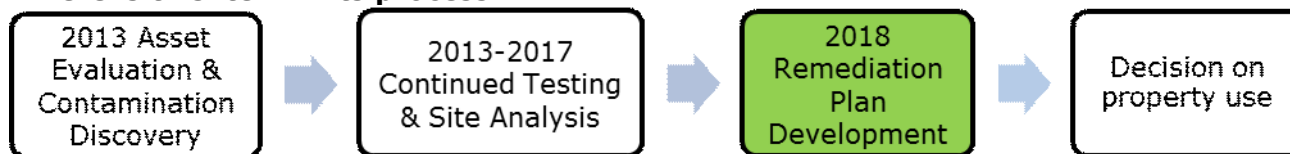
- That the Council adopt the attached reimbursement resolution for the Municipal Services Center Project; and
- That the Council enact the attached project ordinance amendment to adjust the Municipal Services Center Project budget for reimbursement of continued remediation of the current police station property.

#### Key Issues:







- Time sensitive work to satisfy NC DEQ requirements for remediation plan.
- Numerous questions to define future steps to satisfy remediation.

**Fiscal Impact/Resources:** Funds from the Municipal Services Center Project would be reallocated for remediation related expenses at the current police station property in the amount of \$425,000 and would later be reimbursed when the Town issues the installment financing for the project.

#### 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 checked="" 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:**

- Project Ordinance Amendment - Capital Projects Ordinance Fund
- Reimbursement Resolution for Municipal Services Center Project

## **AN ORDINANCE TO AMEND THE CAPITAL PROJECTS ORDINANCE FOR VARIOUS CAPITAL PROJECTS (2018-05-02/O-7)**

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 project ordinance for various capital projects funded from a variety of sources is hereby amended 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 miscellaneous 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 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
Total Revenues	\$ 38,633,195	\$ 38,633,195

### **SECTION IV**

Amounts appropriated for capital projects are hereby amended as follows:

	Current Budget	Revised Budget
Other Projects	\$ 36,940,721	\$ 36,940,721
Municipal Services Center	1,692,474	1,267,474
Police Station	<u>-</u>	<u>425,000</u>
Total Expenditures	\$ 38,633,195	\$ 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**

---

**Item #: 5., File #: [18-0383], Version: 1****Meeting Date: 5/2/2018**

---

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 2nd day of May, 2018.

**A RESOLUTION REIMBURSING THE TOWN FOR ACTIVITIES ASSOCIATED WITH SITE REMEDIATION AT THE POLICE STATION PROPERTY (2018-05-02/R-6)**

WHEREAS, the Town of Chapel Hill intends to undertake planning activities to support the site remediation at the police station property, use its own funds to pay initial Project costs, and then reimburse itself from financing proceeds for these early expenditures;

WHEREAS, the Business Management Director has advised Council that it should adopt this resolution to document the Town's plans for reimbursement, in order to comply with certain federal tax rules relating to reimbursement from financing proceeds.

WHEREAS, Town Council desires to support environmental stewardship; and

WHEREAS, the Town has identified contaminants on a piece of property acquired in 1981 and must meet State standards as regulated by NC DEQ to create a safe and satisfactory environment for future use; and

WHEREAS, a defined remediation plan is informed by potential land use and can further inform a State Brownfield application.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Chapel Hill, North Carolina, as follows:

1. The Project is the planning activities associated to support the site remediation at the police station property.
2. The Town intends to advance funds for initial Project costs and then reimburse itself from financing proceeds. The financing will take the form of installment financing.
3. The Town currently expects to borrow up to \$31.4 million. The amount that is actually borrowed is subject to further Council approval.
4. Funds for the early Project expenditures may come from the Town's General Fund, Capital Projects Funds, or any Town enterprise fund.
5. The Town intends for the adoption of this resolution to be a declaration of its official intent to reimburse itself from installment financing proceeds for Project cost expenditures.

This the 2<sup>nd</sup> day of May, 2018.

---

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

By adopting the reimbursement resolution and enacting the project ordinance amendment, the Council adjusts the Municipal Services Complex Project budget for reimbursement of continued remediation of the current police station property.





# TOWN OF CHAPEL HILL

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

## Item Overview

Item #: 6., File #: [18-0384], Version: 1

Meeting Date: 5/2/2018

### Adopt Revised Percent for Art Program Procedures.

#### Staff:

Susan Brown, Executive Director for Community Arts & Culture

#### Department:

Community Arts & Culture

**Overview:** A set of updated and revised procedures to accompany the Town's Percent for Art Ordinance, created in 2002. These revised procedures will allow for a more flexible, nimble approach to Percent for Art funding and projects, as well as establishes communication and accountability measures with an annual Percent for Art Plan presented to Council. The Cultural Arts Commission has reviewed these revised procedures and concurs with the changes.



#### Recommendation(s):

That Council adopt a resolution to revise the procedures for the Town's Percent for Art program.

#### 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 type="checkbox"/>		Support Community Prosperity	<input type="checkbox"/>		Nurture Our Community
<input type="checkbox"/>		Facilitate Getting Around	<input type="checkbox"/>		Grow Town and Gown Collaboration



#### Attachments:

- Resolution
- 2002 PFA ORDINANCE
- 2002 PFA RESOLUTION

## **A RESOLUTION ADOPTING REVISED POLICIES AND PROCEDURES TO GUIDE IMPLEMENTATION OF THE PERCENT FOR ART PROGRAM (2018-05-02/R-7)**

WHEREAS, Chapel Hill recognizes community arts and culture as important factors in developing Chapel Hill as "A Place for Everyone" and creating "Good Places and New Spaces," and;

WHEREAS, the Town Council reaffirms the purpose of the Percent for Art Program is to:

- Help define the community's identity and sense of place,
- Promote social interaction and discourse,
- Bring arts into everyday life, and
- Memorialize the past while expressing shared values for the future; and

WHEREAS, the current general policies of the Percent for Art program no longer reflect organizational structures and processes, and the Town wishes to clarify and update the guidelines for the Percent for Art program;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Chapel Hill that the Council shall adopt the following policies and procedures to accompany the Percent for Art Ordinance and guide the implementation of the Percent for Art program;

### **1. PROGRAM FUNDING**

One percent of all appropriations for Capital Improvement Projects shall be directed to the Town's Percent for Art Program, except cost of land acquisition, grant funds for which the Town provides a local match, bond funds which do not allow such a use, and any other funds whose source prevents their use for public art.

Town staff will review all capital projects during the annual budget development process and designate projects as eligible or ineligible for the Percent for Art program. Projects may be designated as ineligible due to the funding source, the nature of the project, or other reasons. Eligible projects will be further reviewed and designated as either suitable for concurrent, on-site public art or not suitable for concurrent, on-site public art.

Those projects that are designated as eligible but not suitable for concurrent, on-site art will have the associated one percent combined in a Percent for Art funding pool that may be used for the following purposes:

- To provide supplemental funds to enhance a concurrent, on-site public art project in development.
- To fund new public art projects on existing Town-owned property, not associated with Capital Improvement Projects.
- To pay for the maintenance, conservation, repair or other ancillary costs associated with an existing Percent for Art project.

### **2. ANNUAL PLAN**

Staff will prepare an annual Percent for Art Plan which will include:

- Forthcoming Capital Improvement Projects and their designations of eligibility
- Recommended designations of eligible funds as suitable for either on-site installations or Percent for Art pool
- Recommendations for projects to be funded by the Percent for Art pool
- Summary of the previous year's Percent for Art appropriations and expenditures
- Update on any projects in progress at the time the plan is presented.

In conjunction with the Town's annual budget process, the annual Percent for Art Plan shall be presented

to the Chapel Hill Cultural Arts Commission for review and then to Council for approval.

After the annual plan is approved, art projects may arise outside of the budget cycle that may be eligible for Percent for Art pool funding. If the project has an estimated budget of less than \$10,000, it may be funded via the Percent for Art Pool with a review of the Arts Commission and approval of the Town Manager. If the project has an estimated budget of more than \$10,000, it will need Council approval for funding from the Percent for Art Pool.

### 3. FUND APPROPRIATION

Once the annual plan is approved, Council shall appropriate Percent for Art funds concurrently with Capital Improvement Project appropriations:

- For on-site projects, funds will be appropriated in the capital project budget. Upon completion of the capital project, the unexpended percent for art funds shall revert to the Percent for Art pool
- For pool-eligible projects, one-percent or other amount approved by Council will be appropriated to the Percent for Art pool.

Projects that are approved for funding from the Percent for Art pool shall be appropriated annually, as part of the Percent for Art Plan:

- If used to enhance an existing, concurrent project, pool funds will be appropriated into that capital project budget.
- If used for new public art projects on existing Town-owned properties, pool funds will be appropriated to the Community Arts & Culture budget.
- If used for maintenance, repair, or other ancillary costs for an existing Percent for Art project, pool funds will be appropriated to the Community Arts & Culture budget.

### 4. SELECTION OF ART AND ARTISTS

Percent for Art projects will vary, depending on location, funding amount, the nature of the capital project, and other factors. Community Arts & Culture staff will design a selection process that is appropriate for each project, in consultation with appropriate Town departments, capital project staff, and boards and commissions. Every Percent for Art selection process shall include opportunities for public comment and participation.

BE IT FURTHER RESOLVED that this Resolution replaces in its entirety the previous Resolution (2002-03-04/R-8)

This the 2<sup>nd</sup> day of May, 2018.

---

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

By adopting the resolution, the Council revises the procedures for the Town's Percent for Art program.

**AN ORDINANCE ESTABLISHING A PERCENT FOR PUBLIC ART PROGRAM FOR TOWN FUNDED CAPITAL IMPROVEMENT PROJECTS (2002-03-04/O-1)**

BE IT ORDAINED by the Town Council of the Town Of Chapel Hill that the Council does hereby establish a program for supporting art in public places as follows:

Section 1. Findings and purposes.

The Town Council does hereby find that:

- (a) Expanding the opportunity for the citizens to experience public art will promote the general welfare of the community; and,
- (b) Providing for art in public places will enhance the aesthetic quality of public buildings and spaces; and,
- (c) Supporting public art will further the objectives of the Town established in the Town's Comprehensive Plan.
- (d) Enhancing the appearance of buildings and spaces provides benefits to the community by expanding the historical, cultural and creative knowledge of citizens.
- (e) Providing art accessible to the public and to the users of Town buildings and parks will improve of the quality of life in Chapel Hill, and more specifically will
  - help define the community's identity and sense of place,
  - promote social interaction and discourse,
  - bring the arts into everyday life and
  - memorialize the past while expressing shared values for the future.

Section 2. Percent for Public Art Program Established.

A Percent for Public Art Program is hereby established to help define the community's identity and sense of place, promote social interaction and discourse, bring the arts into everyday life and memorialize the past while expressing shared values for the future.

Section 3. Selection of Sites for Public Art Annually.

The Council shall decide annually which capital budgets shall include 1% or another amount for public art, and on which sites the artwork should be located.

Section 4. Authorization to Commission, Acquire, Maintain and Conserve Art

The Town Council's authorization to commission, acquire, maintain and conserve art shall be consistent with Council adopted policy and shall include input from the public as well as from the Chapel Hill Public Art Commission.

Section 5. Policies for Implementation of Percent for Public Art Program by Council.

The Council's Policies for implementation of the Percent for Public Art Program shall be established by the Council in writing and shall be available upon request.

This the 4<sup>th</sup> day of March, 2002.

**A RESOLUTION DEFINING A PERCENT FOR PUBLIC ART PROGRAM AND THE GENERAL POLICIES OF THE PROGRAM (2002-03-04/R-8)**

WHEREAS, the Comprehensive Plan of the Town of Chapel Hill includes public art as part of the section on Community Character; and

WHEREAS, the Town Council has included a Percent for Public Art Program in the short-term implementation measures adopted on July 5, 2000; and

WHEREAS, the Public Arts Commission and its subgroups have been working with the Town staff to develop policies and procedures for a Percent for Public Art Program;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Chapel Hill that the Council hereby establishes a Percent for Public Art Program:

to help define the community's identity and sense of place,  
to promote social interaction and discourse,  
to bring the arts into everyday life and  
to memorialize the past while expressing shared values for the future.

BE IT FURTHER RESOLVED that the program shall be guided by the following policies:

1. Program Objective: To provide art accessible to the public and to the users of Town buildings and parks, for the improvement of the quality of life in Chapel Hill, and more specifically to:
  - help define the community's identity and sense of place,
  - promote social interaction and discourse,
  - bring the arts into everyday life and
  - memorialize the past while expressing shared values for the future.
2. Annual Public Art Plan: The Town Council shall meet at least annually to consider a Public Art Plan recommended by the Public Arts Commission. The recommended Public Art Plan shall include:
  - a. Those capital projects which should include 1% of their project budgets for public art
  - b. The distinction between those capital projects which should include public art on-site and which should contribute 1% of their budget to a pool of funds reserved for public art commission, acquisition, maintenance and conservation
  - c. General location(s) for the art not recommended for the site of a capital project.
  - d. The Town Council shall decide on which capital budgets shall include 1% for art and the general site(s) of the art, and shall appropriate funds. This set of decisions shall be known as the Public Art Plan for the given year.

3. Budget: 1% of the annual Capital Improvements Program shall be considered by the Council for reservation for public art. However, the base from which the 1% is calculated shall exclude grant funds for which the Town provides a local match, bond funds which do not allow such a use, and any other funds whose source would prevent their use for public art.

- a. The project budget shall include all costs *funded by the Town* for designing, building and equipping the facility, including site work but excluding the acquisition of land.
- b. The public art budget shall include all costs of artist selection; artist fee; fabrication; installation, including special plumbing, wiring or lighting; publicity; celebration; and any other cost related to the public art project.

4. Location:

- a. Location of artwork shall generally be on the site of the capital project unless specified otherwise in the adopted Public Art Plan. Specific location within the specified site shall be considered by the Public Arts Commission as part of the selection of the artwork and review of its design development .
- b. Consideration shall be given to the unique site, surrounding uses and development, function of the facility, users of the facility, style of the facility, visibility to the public, maintenance and security issues. Artwork should be selected and placed to enhance the project as a whole.

5. Selection of Artists and Art:

- a. The Public Arts Commission shall establish a process with written guidelines, available to the public, for the selection of artists and the review of the art proposed for acquisition. The process shall be open to the public and shall encourage participation by as wide a variety of citizens as possible.
- b. The Public Arts Commission shall appoint a committee to be chaired by a Commission member and to include at least one representative each of the Public Art Commission, Town Council, the designer of the capital project (if relevant), the host department, the public at large; and two art professionals.
- c. The committee shall make its recommendation to the full Public Arts Commission.
- d. The Public Arts Commission shall present to the Town Council the artist and his/her style, the type of artwork which would be expected to result from a commission; or the specific artwork it recommends be acquired; or the artwork which it recommends be maintained or conserved. The Town Council shall authorize a contract as recommended, with or without its own conditions, or shall request another recommendation from the Public Art Commission.

6. Execution of Artist's Commission:

- a. The artist's contract shall define a process for his/her design development.
- b. The artist's contract shall define the review points during the design development
- c. The artist shall be involved with the design development of the capital project if relevant and if the artist is chosen in time.
- d. The process shall include a means of involving the public, including a public forum to consider the design concept.
- e. It is possible that, after the Public Art Commission or its committee, Town staff and the public review the artist's design concept, the artist will be asked to modify the design concept before being authorized to begin fabrication.

7. Acceptance of Art: The Town Manager shall accept the artwork before the final payment is made to the artist.

8. Accounting: Funds appropriated for public art shall be placed in a project budget or multi-year account(s) specified for this purpose. Grants, gifts and other revenue the Town may receive for the selection, establishment, maintenance and deaccessioning of public art shall also be placed in this multi-year fund.

**This the 4<sup>th</sup> day of March, 2002.**



# TOWN OF CHAPEL HILL

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

## Item Overview

**Item #: 7., File #: [18-0385], Version: 1**

**Meeting Date: 5/2/2018**

### 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>>

---

**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
05-09-2018	Open the Public Hearing for a Land Use Management Ordinance Text Amendment Regarding Modifications to Historic District Commission-Related Sections 3.6.2 and 8.4.
05-09-2018	Open the Public Hearing on the Recommended Budget for FY2018-19.
05-23-2018	Consider an Application for Special Use Permit Modification - Chapel Hill High School, 1709 High School Road.
05-23-2018	Consider a Wireless Telecommunications Master Plan and Land Use Management Ordinance Text Amendment.
05-23-2018	Open the Public Hearing for Land Use Management Ordinance Text Amendments Regarding Modifications to Form District Regulations in Section 3.11.
05-23-2018	Consider Adopting the Blue Hill Design Guidelines and Associated Amendment to Form District Regulations.
06-13-2018	Consider an Application for Zoning Atlas Amendment, 11 Sixty 5 Weaver Dairy Road, 1165 Weaver Dairy Road. (Project #17-112)
06-13-2018	Consider an Application for Special Use Permit, 11 Sixty 5 Weaver Dairy Road, 1165 Weaver Dairy Road. (Project #17-112)

*Last updated on 04/27/2018 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
<input data-bbox="99 489 261 541" type="text" value="Filter..."/>	<input data-bbox="277 489 483 541" type="text" value="Filter..."/>	<input data-bbox="500 489 727 541" type="text" value="Filter..."/>	<input data-bbox="743 489 950 541" type="text" value="Filter..."/>	<input data-bbox="966 489 1221 541" type="text" value="Filter..."/>
04/11/2018	Mayor Hemminger	<a href="#">Request to Consider Adopting a Resolution Regarding Off-Shore Drilling.</a>	Mayor	
04/11/2018	Renuka Soll	<a href="#">Request for Chapel Hill and Carrboro to Implement a Gun Buyback Program.</a>	Town Attorney	
04/11/2018	Transportation and Connectivity Board and Planning Commission	<a href="#">Request the Town Adopt a Vision Zero Policy.</a>	Planning & Sustainability	
04/11/2018	Elise Fradin	<a href="#">Request Regarding Chapel Hill Retirement Residence.</a>	Planning & Sustainability	Staff shared responses to the initial questions posed in the petition. Staff is now preparing information to repond to the petitioners' follow-up questions.

Meeting Date	Petitioner	Petition Request	Departments Responsible	Petition Status
Filter...	Filter...	Filter...	Filter...	Filter...
03/14/2018	Council Members Anderson, Gu, and Schaevitz	<a href="#">Request Regarding Addressing Blue Hill District Community Interests.</a>	Planning & Sustainability	Staff proposed a schedule to bring forward a text amendment in late May, with an opportunity for Council to vote by the end of June. Staff will continue to provide information to Council in a rolling format.
03/07/2018	Kidzu Children's Museum	<a href="#">Request for Town Assistance to Explore the Southern Village Site for New Museum.</a>	Town Manager	Staff is preparing information to respond to this request.
03/07/2018	Residents of East 54	<a href="#">Regarding Noise Ordinance.</a>	Police	The property owner hired a sound engineer to evaluate potential remedies to address the residents' noise concerns. The HOA and the property owner received the engineer's report and are discussing how to implement the recommended steps.
02/21/2018	Kimberly Brewer	<a href="#">Request to Make Tiny Homes a Legal and Affordable Housing Option.</a>	Housing & Community Planning & Sustainability	Staff is preparing information to respond to this request.

Meeting Date	Petitioner	Petition Request	Departments Responsible	Petition Status
Filter...	Filter...	Filter...	Filter...	Filter...
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 Public Works	Staff is preparing information to respond to this request.
11/29/2017	Council Members Anderson and Parker	<a href="#">Regarding East Rosemary Street Design Guidelines.</a>	Planning & Sustainability 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.
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.
06/26/2017	Council Members Parker and Greene	<a href="#">Request Regarding Payments in Lieu for Rental Housing Projects</a>	Housing & Community	At the 02/07/18 Council work session, staff reviewed options considered by the Housing Advisory Board and shared recommendations for the Council's feedback.

Meeting Date	Petitioner	Petition Request	Departments Responsible	Petition Status
Filter...	Filter...	Filter...	Filter...	Filter...
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 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 Planning & Sustainability	Request incorporated into process to update Public Works Engineering Design Manual.
11/07/2016	Heather Payne	<a href="#">Regarding Development Proposed at 111 Purefoy Road.</a>	Planning & Sustainability Town Attorney	A revised application was submitted to the Town on 05/26/2017. Public information meetings were held 06/29/2017 and 07/13/2017.
11/07/2016	Mayor Hemminger	<a href="#">Regarding Parking and Transit Needs in Downtown Area.</a>	Planning & Sustainability Police Public Works	Staff shared information about different strategies and best practices and will return with recommendations in Spring 2018.

Meeting Date	Petitioner	Petition Request	Departments Responsible	Petition Status
Filter...	Filter...	Filter...	Filter...	Filter...
06/27/2016	Alan Rimer	<a href="#">Regarding Town Action Center</a>	Technology Solutions	As of April 2018, the "Chapel Hill Connect" branded app is available for free in both the Apple and Android app stores. A marketing campaign will be rolled out to the public later in the year.
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	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	Request incorporated into process to update Public Works Engineering Design Manual.

Meeting Date	Petitioner	Petition Request	Departments Responsible	Petition Status
Filter...	Filter...	Filter...	Filter...	Filter...
04/11/2016	Transportation and Connectivity Advisory Board	<a href="#">Request for Senior Citizen Pedestrian Mobility and Complete Street Implementation</a>	Public Works	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 began in Fall 2017.

Last modified on 4/27/2018 3:15:05 AM



# TOWN OF CHAPEL HILL

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

## Item Overview

Item #: 8., File #: [18-0386], Version: 1

Meeting Date: 5/2/2018

### Orange County Partnership to End Homelessness Update.

#### Staff:

Loryn Clark, Executive Director  
Sarah Vinas, Assistant Director  
Nate Browman-Fulks, Affordable Housing Manager

#### Department:

Housing and Community

**Overview:** The Orange County Partnership to End Homelessness will provide an update on their 2017 activities and key accomplishments.



#### Recommendation(s):

That the Council receive this report.

#### Council Goals:

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



#### Attachments:

- 2017 Report
- Homeless System Gaps Analysis

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

The Town Manager recommends that the Council receive this report as an information item.



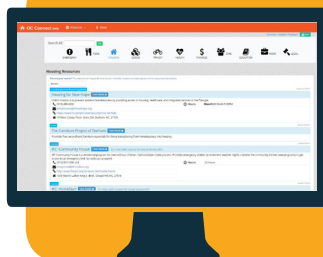
# 2017 REPORT

Everyone deserves a safe, stable place to call home.



## GOALS

- Prevent and end homelessness among **Veterans**
- Finish the job of ending **chronic homelessness**
- Prevent and end homelessness for **families, youth and children**
- Set a path to ending **all types** of homelessness



**OC CONNECT**  
RESOURCE DATABASE

SEARCH FOR HELP ONLINE:  
**OCCONNECT.INFO**



## Homeless Service System Gaps Analysis

Last update:  
April 5, 2018

Priority	Program	Program description	One time costs	Ongoing annual costs	Total Cost 1 year	Total Cost 5 years	Update & Funding as of April 2018	Funding Strategy
1	<b>Best-practice, fully-funded Rapid Re-housing</b>	Short-term (3-5 months average, up to 18 months) rental assistance and case management for households with a mid-range of service needs using a progressive engagement model and trauma-informed practices	<b>\$6000</b> Equipment, computer	<b>\$572,000</b> \$100,000 salary + benefits of 2 FTE case managers \$472,000 rental assistance to serve 60 households/year (30 low, 20 medium and 10 high acuity)	\$ 578,000	\$ 2,866,000	PARTIAL: \$62,796 in ESG funding awarded and \$25,000 HOME funds previewed for rental assistance to start July 2018; Program added case manager in Aug. 2017, subcontracted to IFC in Jan. 2018	Expansion of funding sources
2	<b>Income-based rental housing</b>	Rental units that use household income to determine amount of rent paid by clients	<b>\$100,000 to \$2.5 million</b> for affordable housing development project subsidy	<b>Master Leasing</b> <b>\$455,370</b> for rental subsidies and case management for 50 units	highly variable	Master Leasing: \$2,276,850	PARTIAL: Some units available in the community from Town/County subsidies, HUD subsidies, but referrals not coordinated or prioritized + community need far outstrips number of available units	Participate in collaboration coordinated by OCAHC; Master Leasing proposal
3	<b>Landlord Partnership Initiative - Housing Locator</b>	Program to <u>recruit and maintain landlords</u> who will make units available for people transitioning from homelessness to permanent housing. This includes people exiting shelter and transitional housing, in Rapid Re-Housing (RRH), Permanent Supportive Housing (PSH), Supportive Services for Veterans and their Families (SSVF,) HUD-VASH programs	<b>\$3000</b> Equipment, computer	<b>\$50,000</b> \$40,000 salary + benefits of Housing Locator \$10,000 general supplies	\$ 53,000	\$ 253,000	PREVIEWED: Pilot program previewed to start July 2018 at CEF; longterm funding source needed	Longterm funding sources: HUD Public Housing administrative reserve? Outside Agency funding?
3	<b>Landlord Partnership Initiative - Risk Mitigation Fund</b>		<b>\$50,000</b>	<b>\$5,000</b> Annual replacement funds	\$ 55,000	\$ 75,000	PREVIEWED: Program announcement forthcoming from Orange County Housing & Community Development Department in April 2018	N/A



## Homeless Service System Gaps Analysis

Last update:  
April 5, 2018

Priority	Program	Program description	One time costs	Ongoing annual costs	Total Cost 1 year	Total Cost 5 years	Update & Funding as of April 2018	Funding Strategy
4	<b>Drop-In Day Center with Integrated Services</b>	Coordinated entry portal for people seeking services + a communal workspace for agencies working on housing and homelessness. One-stop access for services including integrated case management and housing coordination.	<b>\$2000</b> Remodeling cost for existing CEF OC HUB  <b>\$50,000 - \$2-3 million</b> New location, upfit & construction costs	<b>\$75,000</b> Additional staff for CEF OC HUB + contracts for outside services (i.e. laundry)  <b>\$150,000</b> New location Adding three FTEs	\$77,000 - \$3.15 million	\$385,000 - \$3.75 million	PARTIAL: OC Hub active with community partner agencies at CEF, seeking longterm funding; Criminal Justice Re-Entry Council previewed to start May 2018 to connect people exiting correctional facilities with services, housing, employment, etc.	Qualifies under any Cardinal service definitions? Foundations?
5	<b>Street outreach program</b>	Connecting people living unsheltered with services and housing using relationship and trauma-informed practices	<b>\$3000</b> Equipment, computer	<b>\$77,154</b> Salary for entry level master's clinician also able to do comprehensive clinical assessments as part of their outreach + indirect costs + travel	\$ 80,154	\$ 388,770	UNFUNDED: Community partners have met and identified need, program budget, and agency to host potential program, the Center for Excellence in Community Mental Health	Not included in FY18-19 OCPEH budget; Eligible ESG program; Foundations?
6	<b>24 hour bathroom facilities in downtown Chapel Hill/Carrboro</b>	Free public restrooms in close proximity to Franklin Street open 24 hours	<b>\$200,000</b> Construction costs assuming donated land	<b>\$5000</b> Cleaning, maintenance, supplies annually	\$ 205,000	\$ 225,000	PARTIAL: Carrboro Town Commons & Chapel Hill Wallace Deck bathrooms open daylight hours	Integrate with drop-in day center? Partner with Franklin Street churches? Integrate in Chapel Hill downtown plans going forward? Have available in Carrboro library opening 2020?
7	<b>Accessible &amp; housing- focused shelter</b>	Welcoming, appealing, and accessible shelter available for all people experiencing homelessness. Program would limit barriers to entry (for example income, sobriety), and intentionally link people to housing	<b>\$10,000</b> Training and staff development for existin IFC shelter  <b>\$2-3 million</b> new construction	<b>\$184,700</b> Retooling existing IFC shelters Adding 155 staff hours/week at shelters  <b>\$650,000</b> Building new shelter Staff salary + benefits	\$194,700 - \$3.7 million	\$933,500 - \$6.25 million	PARTIAL: IFC working with Town of Chapel Hill to examine potential changes to Good Neighbor Plan to reduce barriers to shelter entry and transform to housing-focused shelter	Foundations? Local governments?
8	<b>Diversion funding</b>	Financial assistance and trained staff provided to divert people from entering the homeless service system	<b>\$3500</b> Staff training, equipment	<b>\$16,250</b> \$10,000 for 10 hours a week staff \$6,250 for 25 households diverted, \$250/household	\$ 19,750	\$ 84,750	PARTIAL: Many faith-based and other groups provide this funding in the community, but it is not coordinated or targeted using best practices	Recruit faith-based groups doing this work to partner with OCPEH Coordinated Entry



# TOWN OF CHAPEL HILL

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

## Item Overview

Item #: 10., File #: [18-0388], Version: 1

Meeting Date: 5/2/2018

### Public Housing Master Plan Overview.

#### Staff:

Loryn Clark, Executive Director  
Faith M. Thompson, Public Housing Director

#### Department:

Housing and Community

**Overview:** The purpose of this report is to provide the Council with an overview of the process underway to develop a Public Housing Master Plan. The process includes a multi-phased approach to assess the current conditions of our housing portfolio. We also received feedback from our residents about their satisfaction and wish list items for improving their communities. These components will inform decisions regarding renovation, rehabilitation or potential redevelopment of our properties. Tonight, we ask the Council for feedback on preliminary recommendations for our Public Housing Master Plan. We will return in the fall for the Council's review of a final Plan.



#### Recommendation(s):

That the Council receive the preliminary recommendations regarding a Public Housing Master Plan and provide feedback.

**Fiscal Impact/Resources:** There is no fiscal impact associated with tonight's discussion. If the Council chooses to adopt a Master Plan, there would be multiple decisions related to funding the development and redevelopment of our sites.

#### 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 type="checkbox"/>		Nurture Our Community
<input type="checkbox"/>		Facilitate Getting Around	<input type="checkbox"/>		Grow Town and Gown Collaboration



#### Attachments:

- Staff Presentation

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

PRESENTER: Faith M. Thompson, Public Housing Director  
Nora Lake-Brown, Principal Consultant with DRA

RECOMMENDATION: That the Council receive the preliminary recommendations regarding a Public Housing Master Plan and provide feedback.

# PRELIMINARY PUBLIC HOUSING MASTER PLAN 2018-19



DRAFT

Faith M. Thompson, Public Housing Director

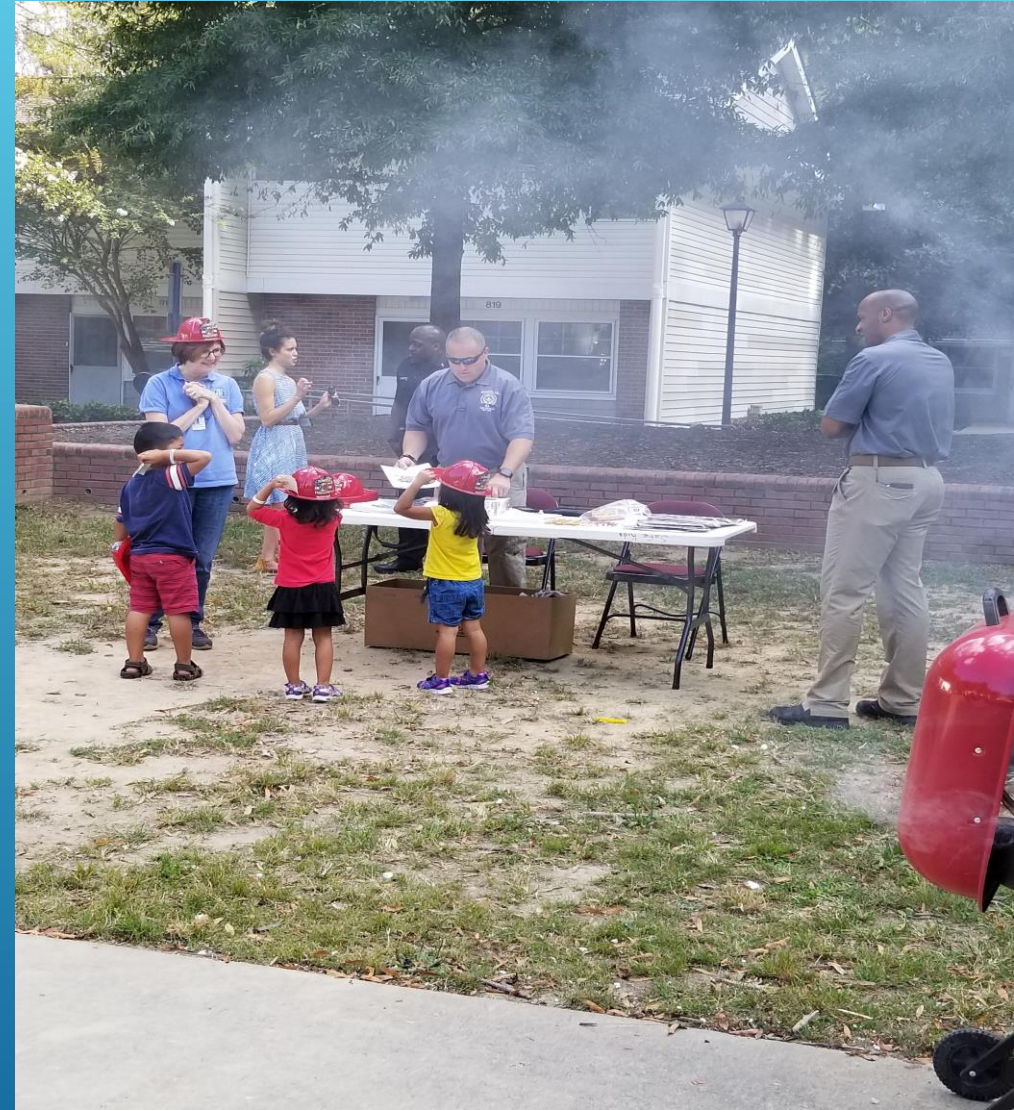
May 2, 2018



# AGENDA

- ▶ Our Communities
- ▶ Purpose of a Public Housing Master Plan
- ▶ Evaluation Process
- ▶ Community engagement & outreach
- ▶ Next steps

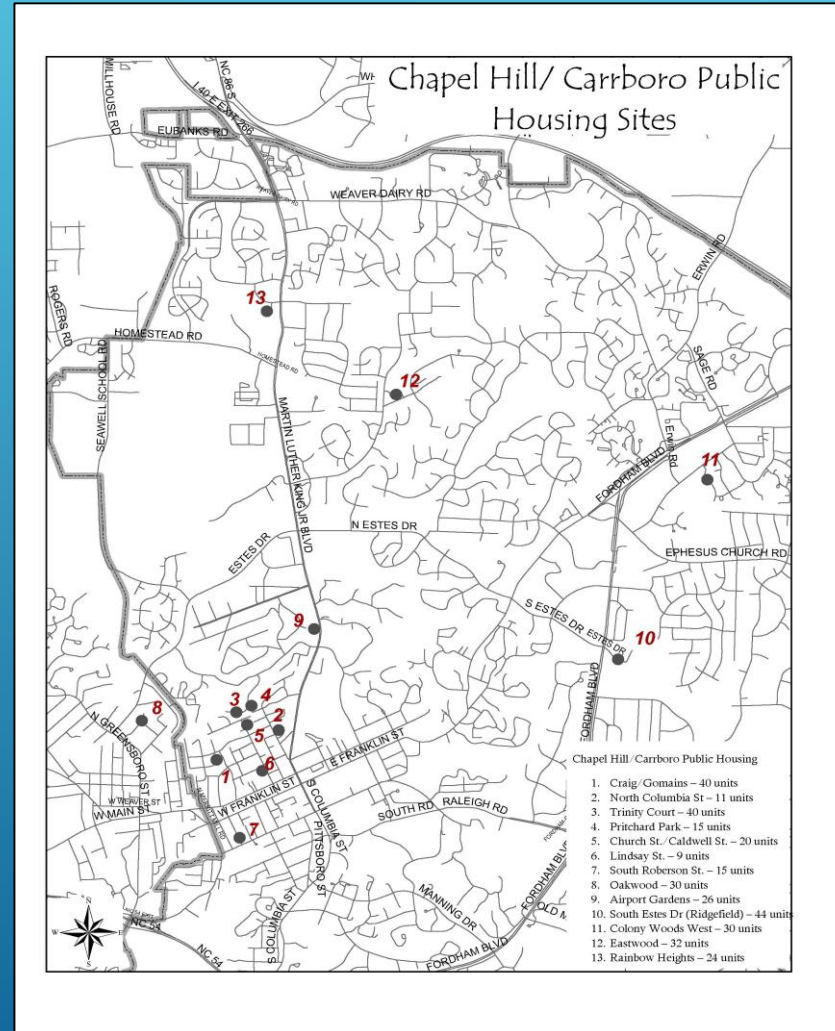
**No Council action is required**



DRAFT

# OUR COMMUNITIES

- ▶ 336 homes in 12 communities throughout the Town and one in Carrboro
- ▶ One bedroom to five bedroom units



DRAFT



# PURPOSE OF A PUBLIC HOUSING MASTER PLAN

**GOAL:** To create a sustainable strategy relative to the maintenance, development, and redevelopment potential of our public housing communities.





# PURPOSE OF A PUBLIC HOUSING MASTER PLAN

- ▶ Oldest units built in 1967
- ▶ Newest Units built in 1994
- ▶ Last renovations occurred in 2014
- ▶ Increasing need for affordable housing
- ▶ Plan needed to help guide us in making decisions related to the rehabilitation, renovation, and/or replacement options available



Refurbish  
Technology input  
Public options  
Renovations Age  
Systemic Painting  
Replacement Site Process  
Increase units Repairs  
Upgrades Housing  
Community

# EVALUATION PROCESS

- ▶ HUD REAC
- ▶ Inspections
- ▶ Property Appraisal
- ▶ Physical Needs Assessment
- ▶ DRA Analysis & Recommendations

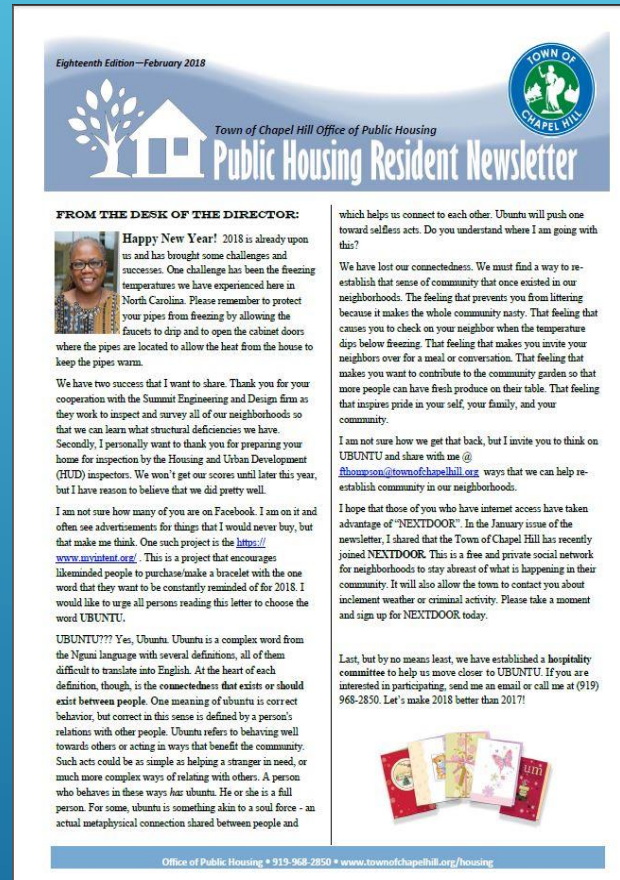


DRAFT



# COMMUNITY ENGAGEMENT & OUTREACH

- ▶ 4 Public meetings
- ▶ 4 Community meetings
- ▶ Monthly updates in the Public Housing Resident Newsletter



DRAFT

# NEXT STEPS

- ▶ Receive feedback from the Council and community
- ▶ Refine our financial analysis
- ▶ Return in the fall with a final Master Plan for Council review



DRAFT

# FINANCIAL ANALYSIS AND PRELIMINARY RECOMMENDATIONS

Nora Lake-Brown, David Paul Rosen and Associates

THE  
AREA  
DRAFT



# TOWN OF CHAPEL HILL

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

## Item Overview

Item #: 11., File #: [18-0389], Version: 1

Meeting Date: 5/2/2018

### Receive the FY18 Third Quarter Affordable Housing Quarterly Report.

#### Staff:

Loryn Clark, Executive Director  
Sarah Osmer Viñas, Assistant Director  
Nate Broman-Fulks, Affordable Housing Manager

#### Department:

Housing and Community

**Overview:** Tonight, we present the third quarterly report on affordable housing activities for Fiscal Year 2018. This report is designed to track and share:

- Our progress toward affordable housing targets,
- The status of projects funded with Town resources, and
- General housing conditions in the County.



#### Recommendation(s):

That the Council receive the report.

#### Council Goals:

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



#### Attachments:

- Draft Staff Presentation
- Affordable Housing Quarterly Report - Q3 FY18

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

PRESENTER: Sarah Osmer Viñas, Assistant Director of Office for Housing and Community  
Nate Broman-Fulks, Affordable Housing Manager

RECOMMENDATION: That the Council receive the report.

# AFFORDABLE HOUSING QUARTERLY REPORT (AHQR)

## FY 18 QUARTER 3

DRAFT



Council Business Meeting Presentation  
May 2, 2018

## Agenda

1. Goals of Quarterly Report

2. Sharing FY18 Q3 Results

3. Next Steps



# Purpose of Affordable Housing Quarterly Report



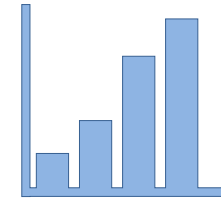
## READABLE

Provide a user-friendly report that is clear, visual, and understandable



## COMMUNITY INDICATORS

Provide contextual metrics that capture the state of affordable housing in Chapel Hill



AHQR

## TRACKING PROGRESS

Provide performance measures that hold the Town accountable and track progress towards our goals

DRAFT

# FY18 Third Quarter Update



- Exceeded development targets for FY18 with 96 units developed, 3 additional units completed this quarter
- 87% of available funding for projects allocated
- 1 preservation project completed this quarter
- Launched dynamic dashboard tool with quarterly data



# FY 18 Annual Affordable Housing Targets

80

Development



55

Preservation



DRAFT

# FY 18 Q3 Units Developed and Preserved

3

Development



1

Preservation



DRAFT

## FY 18 Total Units Developed and Preserved

96

Development



9

Preservation



DRAFT

## Habitat for Humanity Single-Family Homes

- Serve Households Below 60% AMI
- Single-family homes
- Northside Neighborhood
- \$70,000 in Town investment





## EmPOWERment Rental Single-Family Home

- Serve Households Below 60% AMI
- Single-family home
- Northside Neighborhood
- \$54,128 in Town investment



# Community Empowerment Fund

## Rental and Utility Deposit Assistance

- Serve Households with vouchers
- \$950 in Town investment
- Assistance provided for rental housing security deposit

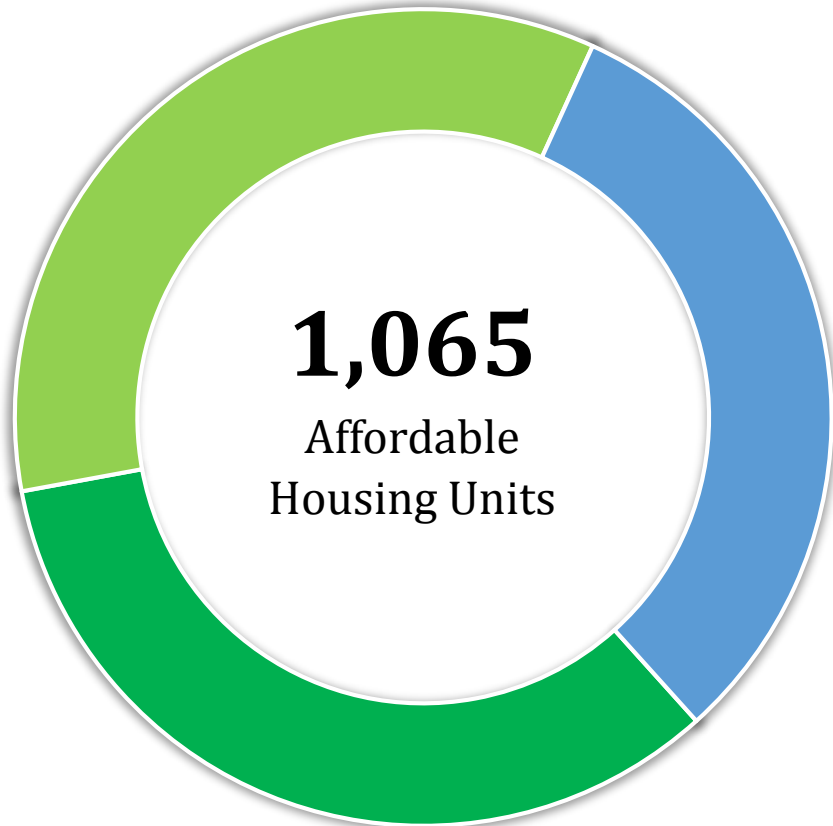


DRAFT

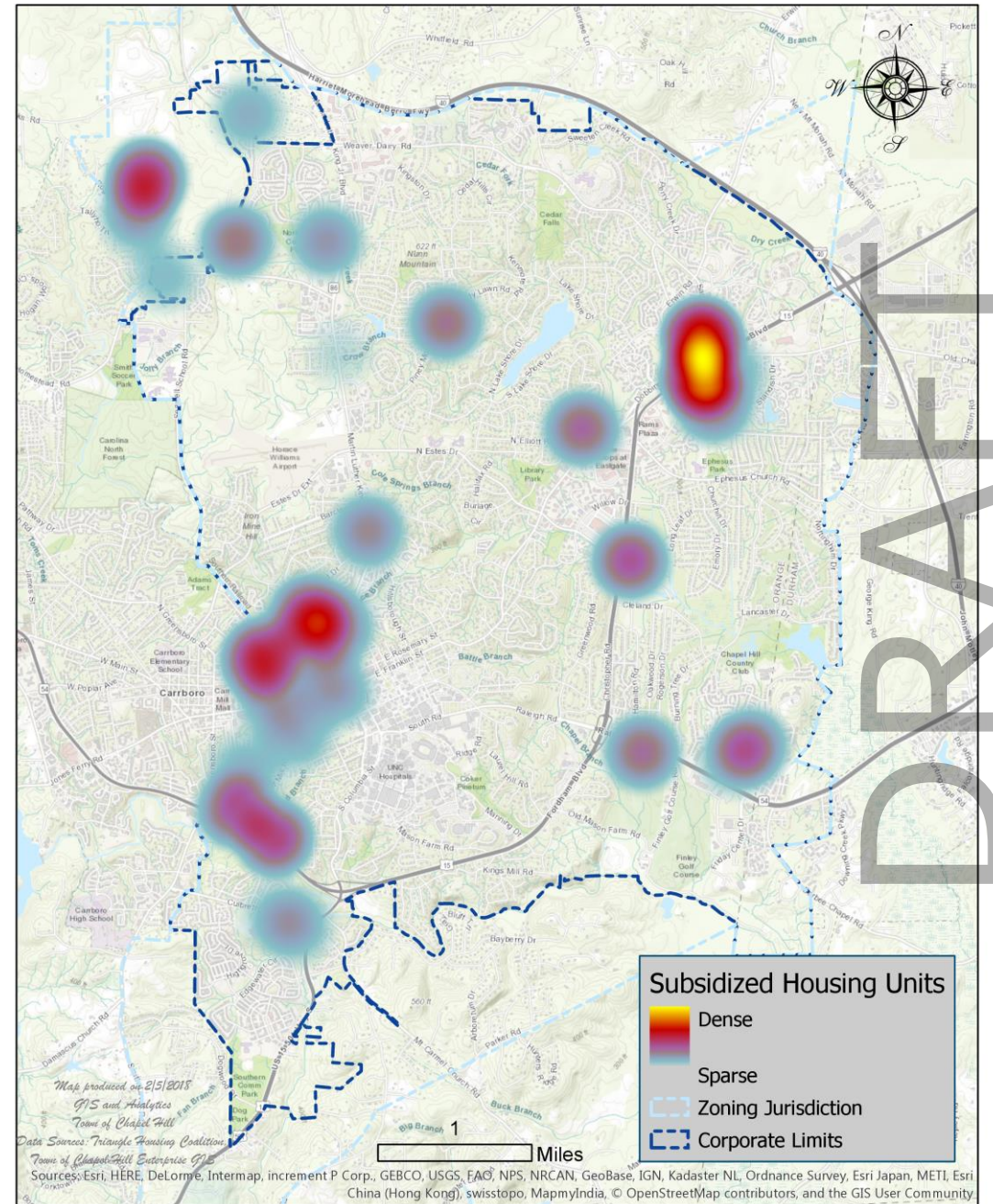


# Results-to-Date

## Number of Subsidized Units in Town

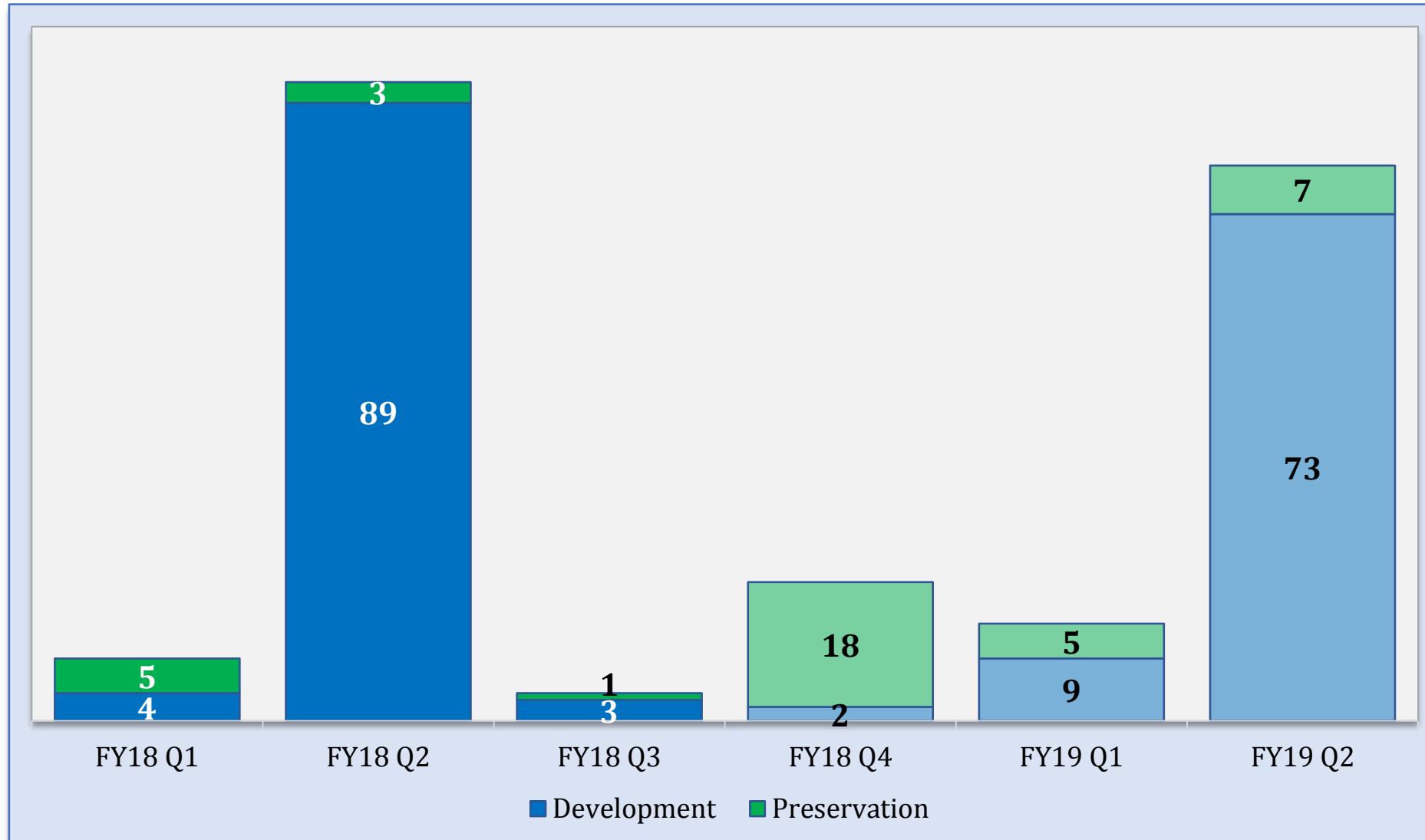


● Home Ownership:	362
● Public Housing:	336
● Rental:	367



# Development and Preservation Projects in the Pipeline

Actual and Projections By Quarter– Number of Units



DRAFT




































# Affordable Housing Projects in Progress








Development



Preservation

Project Type	Provider	Project or Development Name	Number of Units	Projected Completion	Status
95					
	EmPOWERment, Inc.	McMasters Street Acquisition	1	FY18 Q3	✓
	Community Home Trust	Brooks Street Acquisition	1	FY18 Q4	
	Rebuilding Together	Homeowner Rehabilitation	7	FY18 Q4	
	Habitat for Humanity	Homeowner Rehabilitation	10	FY18 Q4	
	Self-Help	Homeowner Rehabilitation	1	FY18 Q4	
	Town of Chapel Hill	Transitional Housing Conversion from Police Substation	1	FY18 Q4	
	Town of Chapel Hill	Sykes Street Transitional Housing Acquisition	4	FY19 Q1	
	Community Home Trust	Courtyards Acquisition	2	FY19 Q1	
	Church of the Advocate	Pee Wee Homes Tiny Homes	3	FY19 Q1	
	Community Home Trust	Homebuyer Subsidy	2	FY19 Q1	
	Town of Chapel Hill	Transitional Housing Acquisition from CASA	4	FY19 Q2	
	Habitat for Humanity	Northside Land Acquisition and Second Mortgage Assistance Project	7	FY19 Q2	
	Community Home Trust	Graham Street Acquisition	1	FY19 Q2	
	DHIC	Greenfield Commons	69	FY19 Q2	
	Habitat for Humanity	Northside Land Acquisition and Second Mortgage Assistance Project	7	FY19 Q2	
	Habitat for Humanity	Lindsay St & McMasters St Homes	2	FY19 Q2	
	Community Empowerment Fund	Rental and Utility Assistance Program	10	FY19 Q2	
	CASA	Merritt Mill Road Multi-Family Development	24	FY20 Q4	

## Projects Projected for Completion in Q4

Project Type	Provider	Project or Development Name	Number of Units
	Community Home Trust	Brooks Street Acquisition	1
	Rebuilding Together	Homeowner Rehabilitation	7
	Habitat for Humanity	Homeowner Rehabilitation	10
	Self-Help	Homeowner Rehabilitation	1
	Town of Chapel Hill	Transitional Housing Conversion of Police Sub-Station	1

# Affordable Housing Work Plan

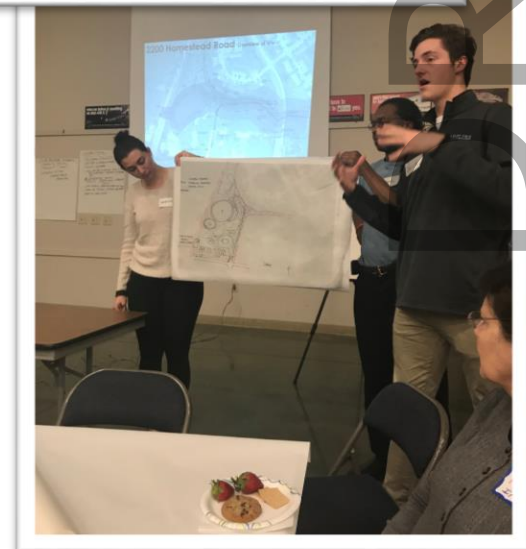
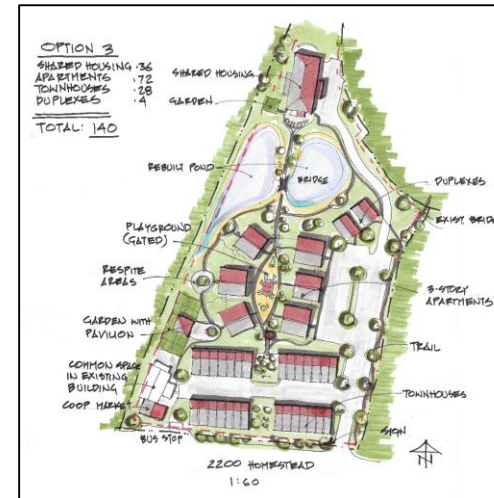
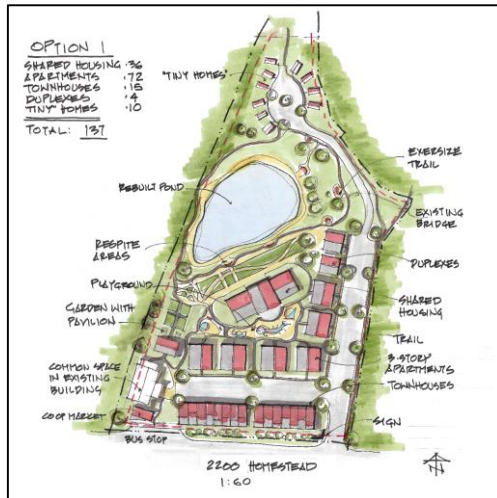
Major Project Name	Status
Affordable Housing Quarterly Report	●
Annual Housing & Community Report	●
Expand Collaboration	●
2200 Homestead Road Development Project	●
Public Housing Master Plan	●
Acquire Properties for Affordable Housing Development and Preservation	●
Create Investment Plan for Affordable Housing	●
Develop Strategies to address Mobile Home Park Redevelopment Threat	●
Explore creation of Employee Housing Incentives	●
Manage Affordable Housing Funding Programs	●
Develop Communications and Marketing Strategy	●

DRAFT



# Affordable Housing Work Plan – 2200 Homestead Road

- Community meetings held in February and March
- Concept Plan submitted in March
- Review by HAB and CDC in April
- Town Council Concept Plan review in June



# Affordable Housing Work Plan – Acquire Properties

## Expanding our Transitional Housing Inventory

- Quadraplex in Northside
- 4 Condo Units from CASA
- Single Family Home in Northside



- ✓ Quadruple Transitional Housing Inventory
- ✓ Create new housing opportunities for public housing residents
- ✓ Create vacancies in public housing for new residents

## Next Steps

1. Return to provide Q4 Report in fall 2018
2. Prepare FY18 Affordable Housing Summary Report
3. Launch new affordable housing website

DRAFT



# AFFORDABLE HOUSING QUARTERLY REPORT (AHQR)

## FY 18 QUARTER 3

DRAFT



Council Business Meeting Presentation  
May 2, 2018

# AFFORDABLE HOUSING QUARTERLY REPORT

## FY18 Q3 PROGRESS REPORT

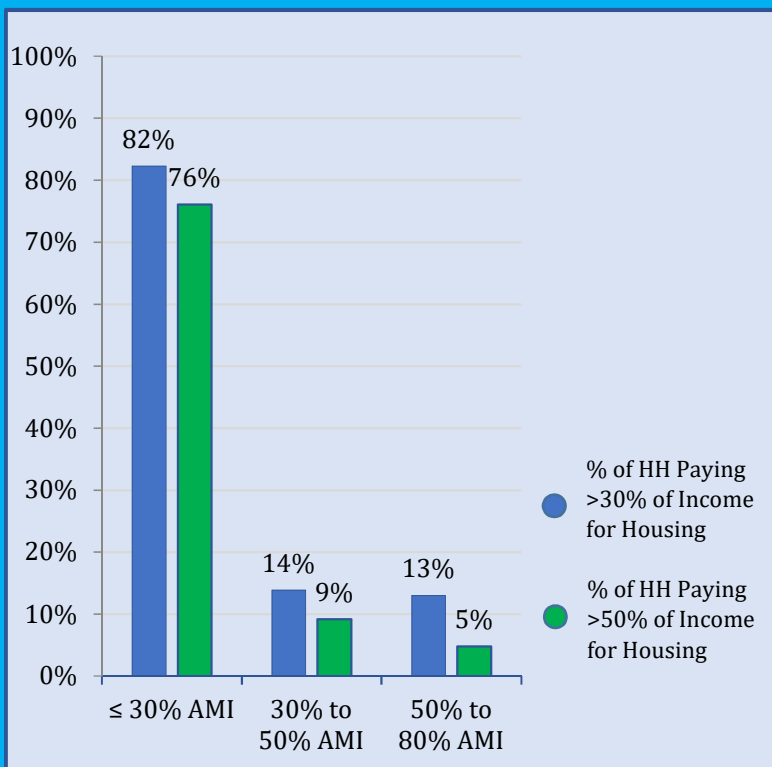
### OUR GOAL

To increase access to housing for individuals across a range of incomes, and to constantly strive for more equitable outcomes and opportunities for historically underserved populations.

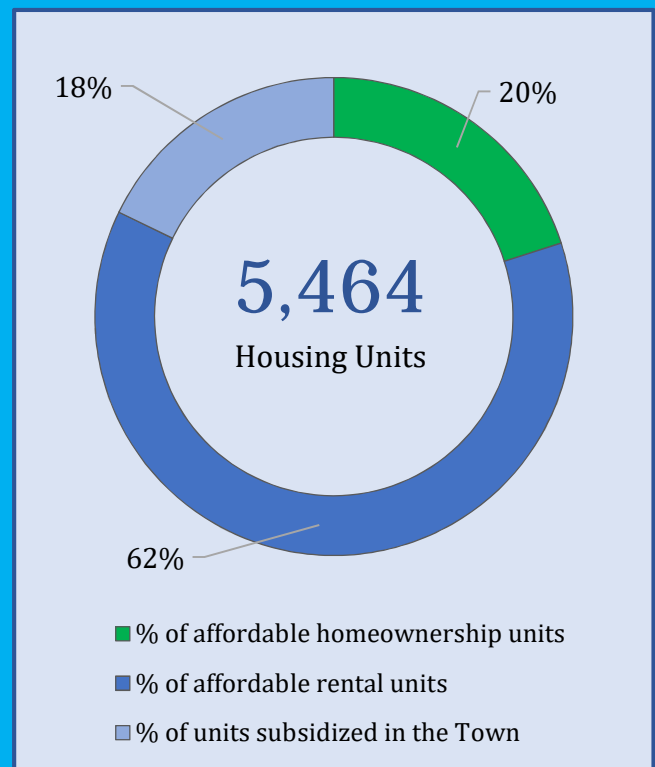
### COMMUNITY INDICATORS

<b>\$362,700</b> Median Home Value	<b>\$73,300</b> Area Median Income (AMI)	<b>52%</b> of Renters spend more than 30% of income on Housing	<b>25%</b> of Housing Units are affordable to households with income under 80% AMI
	<b>\$6,235,681</b> Town Budget for Affordable Housing Strategies	<b>22%</b> of Homeowners spend more than 30% of income on Housing	<b>84%</b> of Subsidized Housing Units within ¼ mile of a bus stop

Percent of Households that are Cost-burdened by Income Level



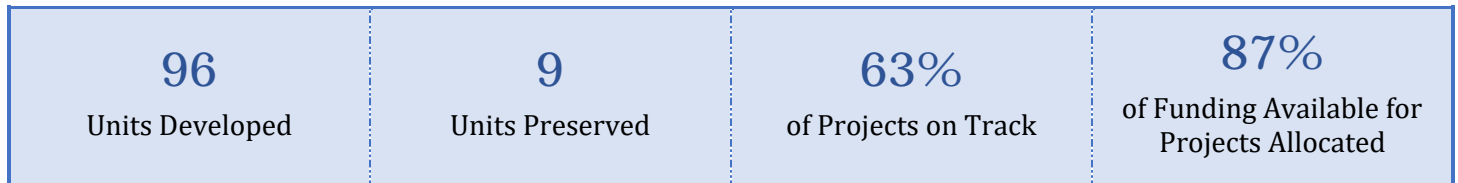
Number of Housing Units that are Affordable to Households with Income Under 80% AMI



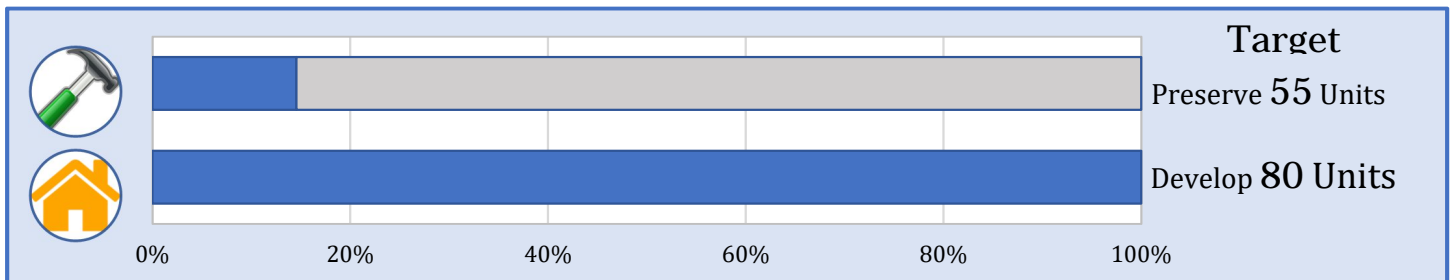
## Key Takeaways

- The Town has exceeded our development targets for this fiscal year, with three units developed this quarter and 96 total so far this fiscal year
- At the end of Q3, 87% of funding available for affordable housing projects had been allocated
- One preservation project was completed this quarter
- Launched dynamic dashboard tool with quarterly data

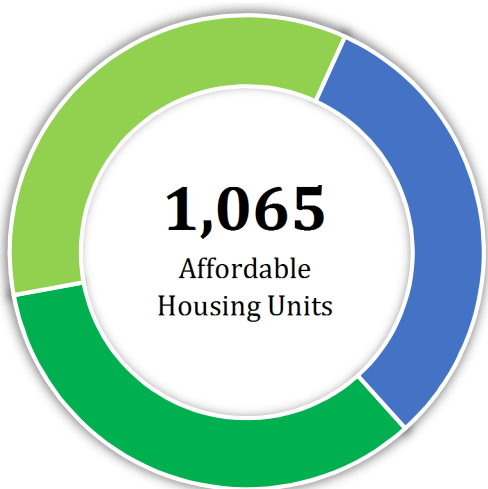
## FY18 Town Performance-to-Date



## Year-to-Date Progress Towards FY18 Targets

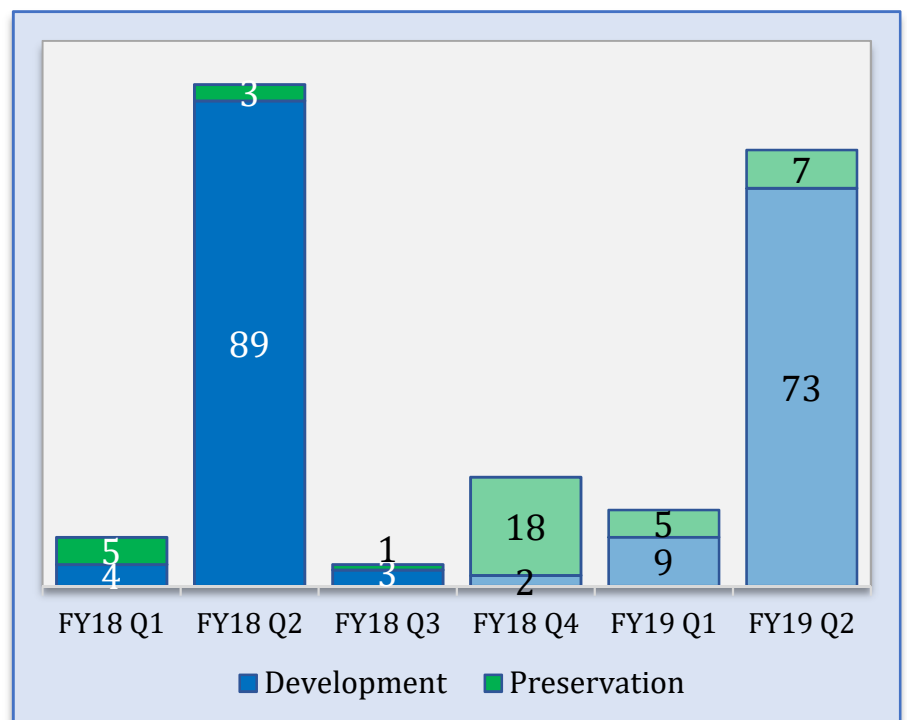


## Number of Subsidized Units in Town




































Home Ownership:	362
Public Housing:	336
Rental:	367






## Actual and Projections by Quarter – Number of Units



## FY18 Q3 Update | Affordable Housing Projects Underway Supported by Town Funds

Project Type	Provider	Project or Development Name	Number of Units	Projected Completion	Status
	EmPOWERment, Inc.	McMasters Street Acquisition	1	FY18 Q3	✓
	Community Home Trust	Brooks Street Acquisition	1	FY18 Q4	
	Rebuilding Together	Homeowner Rehabilitation	7	FY18 Q4	
	Habitat for Humanity	Homeowner Rehabilitation	10	FY18 Q4	
	Self-Help	Homeowner Rehabilitation	1	FY18 Q4	
	Town of Chapel Hill	Transitional Housing Conversion from Police Substation	1	FY18 Q4	
	Town of Chapel Hill	Sykes Street Transitional Housing Acquisition	4	FY19 Q1	
	Community Home Trust	Courtyards Acquisition	2	FY19 Q1	
	Church of the Advocate	Pee Wee Homes Tiny Homes	3	FY19 Q1	
	Community Home Trust	Homebuyer Subsidy	2	FY19 Q1	
	Town of Chapel Hill	Transitional Housing Acquisition from CASA	4	FY19 Q2	
	Community Home Trust	Graham Street Acquisition	1	FY19 Q2	
	DHIC	Greenfield Commons	69	FY19 Q2	
	Habitat for Humanity	Northside Land Acquisition and Second Mortgage Assistance Project	7	FY19 Q2	
	Habitat for Humanity	Lindsay St & McMasters St Homes	2	FY19 Q2	
	Community Empowerment Fund	Rental and Utility Assistance Program	10	FY19 Q2	
	CASA	Merritt Mill Road Multi-Family Development	24	FY20 Q4	

## FY18 Q3 Update | Housing &amp; Community Work Plan Highlights

Major Projects in Affordable Housing	Notes	Status
Affordable Housing Quarterly Report	<ul style="list-style-type: none"> <li>Quarterly reports have been shared with Council throughout the year</li> </ul>	
Annual Housing & Community Report	<ul style="list-style-type: none"> <li>Report completed and shared with Council in work plan update at 9/6/17 Business Meeting</li> </ul>	
Expand Collaboration	<ul style="list-style-type: none"> <li>Meetings with the school system are being conducted to explore partnership opportunities</li> <li>Managers discussions ongoing</li> <li>Northside Neighborhood Initiative recommendations went to Council at the 2/7/18 Work Session</li> </ul>	
2200 Homestead Road Development Project	<ul style="list-style-type: none"> <li>Concept plan submitted on 3/27/18 and scheduled to go to Council for review in June as well as the HAB and CDC in April</li> <li>Public input sessions held on 2/15/18 and 3/1/18</li> <li>Continuing to explore partnership opportunities</li> <li>Architectural firm for initial design selected and is conducting work</li> <li>Council designated site for mixed income affordable housing development at 9/6/17 Business Meeting</li> </ul>	
Public Housing Master Plan	<ul style="list-style-type: none"> <li>Update to Council scheduled for 5/2/18</li> <li>Structural assessment of units has been completed</li> </ul>	

	<ul style="list-style-type: none"> <li>• Outreach and communication plan developed; multiple community meetings held with residents</li> <li>• David Paul Rosen &amp; Associates consultants made presentation to Council at 11/1/17 Business Meeting</li> </ul>	
Acquire Properties for Affordable Housing Development and Preservation	<ul style="list-style-type: none"> <li>• Sykes street quadruplex acquired on 4/13/18 to be brought into transitional housing inventory</li> <li>• Former police substation in Northside renovated and brought into transitional housing inventory on 4/9/18</li> <li>• Four CASA units scheduled to be acquired in Q4</li> </ul>	●
Create Investment Plan for Affordable Housing	<ul style="list-style-type: none"> <li>• Council approves resolution stating intent to proceed with \$10 million affordable housing bond on 3/21/18</li> <li>• Council preliminary discussion of affordable housing bond priorities took place at 2/7/18 Work Session</li> <li>• Framework for Investment Plan shared with Council at 10/4 Work Session</li> </ul>	●
Develop Strategies to address Mobile Home Park Redevelopment Threat	<ul style="list-style-type: none"> <li>• Staff collaborating with Orange County and neighboring jurisdictions to develop coordinated strategy.</li> <li>• Staff provided an update to Council on March 22, 2018</li> <li>• Identification of potential sites for relocation is underway</li> <li>• Lakeview community meetings were held and surveys and focus groups completed in February 2018</li> </ul>	●
Explore creation of Employee Housing Incentives	<ul style="list-style-type: none"> <li>• Staff to return to Council with proposed pilot program in September 2018</li> <li>• Presentation on staff's exploration was presented to Council on 2/21/18</li> </ul>	●
Manage Affordable Housing Funding Programs - CDBG, HOME, AHDR, AHF	<ul style="list-style-type: none"> <li>• Grant reporting and tracking tool has been developed to assist staff in better tracking outcomes and performance of agencies the Town funds</li> <li>• Consideration of CDBG and HOME funding recommendations scheduled to go before Council for approval at the 5/2/18 meeting</li> <li>• Consideration of CASA funding application scheduled to go to Council at the 5/2/18 meeting</li> <li>• Council approved the Housing Advisory Board's recommendation for the second funding cycle of the Affordable Housing Development Reserve for FY18 at the 1/31/18 Business Meeting</li> <li>• Submitted Annual Action Plan for CDBG for FY17-18 and Consolidated Annual Performance and Evaluation Report</li> </ul>	●
Develop Communications and Marketing Strategy	<ul style="list-style-type: none"> <li>• Creation of the new affordable housing website will be presented to Council at 5/2/18 meeting</li> <li>• Engaged Liaison firm to assist with communications and marketing strategy implementation</li> </ul>	●

## Notes & Citations

---

- The Median Home Value data source is Zillow.com.
- The Area Median Income data source is the 2015 American Community Survey and is representative of a family of four.
- The total budget for affordable housing strategies captures all Town expenditures for affordable housing. This includes the Affordable Housing Fund, CDBG Funds, and operating funds, among others.
- The metrics displaying percentage of Renters and Homeowners that pay more than 30% of their income on Housing was provided by the 2017 David Rosen & Associates Comprehensive Affordable Housing Analysis. The data source is HUD Comprehensive Housing Affordability Strategy (CHAS) data for 2008-2012; DRA. (p. 17, Table 5)
- The percentage of housing units that are affordable to households with income under 80% AMI includes market-created affordable units and units subsidized by the Town. The data source for this metric and corresponding chart is the County-wide data inventory created through the Orange County Affordable Housing Coalition.
- The data source for the percentage of subsidized housing units within ¼ mile of a bus stop is the Town of Chapel Hill GIS & Analytics Division. This metric measures the walkable distance between an affordable housing unit and a public bus stop.

- The graph displaying data on 'Percent of Households that are Cost-burdened by Income Level' was provided by the 2017 David Rosen & Associates Comprehensive Affordable Housing Analysis. The data source is the HUD Comprehensive Housing Affordability Strategy (CHAS) data for 2008-2012; DRA. (p. 16, Chart 3)
- The percent of budget allocated metric displays the percentage of the Town budget for affordable housing projects allocated as of the date of the quarterly report.
- The data source for the number of units subsidized by the Town is the County-wide data inventory created through the Orange County Affordable Housing Coalition.
- The data source for subsidized housing unit development projections is the County-wide data inventory created through the Orange County Affordable Housing Coalition.
- The legend for the green/yellow/red light project tracker is the following:
  - ✓: The project has been completed
  - Green: The project is on track to meet its original project scope and schedule
  - Yellow: The project has been delayed in meeting its original project scope and schedule
  - Red: The project has stalled and will not meet its original project scope and schedule



# TOWN OF CHAPEL HILL

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

## Item Overview

Item #: 12., File #: [18-0390], Version: 1

Meeting Date: 5/2/2018

### Approve the Council Committee's Recommendation for Selection of Community Members to Participate in the Town Manager Assessment Center.

#### Staff:

Pam Hemminger, Mayor

#### Department:

Town Council

**Overview:** On January 24, 2018, the Council authorized the Mayor to execute a contract with Developmental Associates to search for a Town Manager. At its February 14, 2018 business meeting, Council offered input as part of Developmental Associates' job and organizational analysis and reviewed steps in the recruitment, selection, and screening process. One of those steps is to recruit four to six community members to participate in an assessment center scheduled for May 31 and June 1, 2018. At its March 21, 2018 business meeting, the Council approved a process for recruiting and selecting community members to participate in the assessment center, including that a Council Committee would meet to review applications and make a recommendation for appointment of four to six community members.



#### Recommendation(s):

That the Council receive the applications from community members interested in participating in the assessment center and adopt the Council Committee's recommendation.

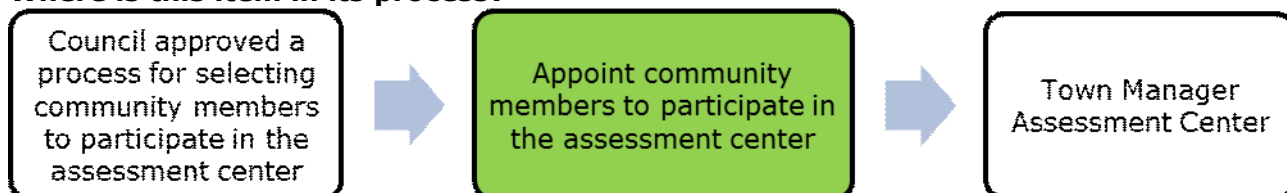
#### Decision Points:

- Adopt the Council Committee's recommendation







#### Key Issues:

- The Council wishes to appoint between four and six community members with a spectrum of viewpoints representing the diversity of the community.
- All applicants have indicated their commitment to attending both days of the assessment center and agreed to keep candidate information confidential.

#### 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 checked="" type="checkbox"/>		Grow Town and Gown Collaboration

**Attachments:**

- Resolution
- Applications



**A RESOLUTION TO APPOINT COMMUNITY MEMBERS TO PARTICIPATE IN THE TOWN MANAGER ASSESSMENT CENTER (2018-05-02/R-8)**

WHEREAS, on January 24, 2018, the Council authorized the Mayor to execute a contract with Developmental Associates to search for a Town Manager; and

WHEREAS, as part of the Town Manager recruitment and selection process, the Council wishes to recruit between four and six community members to participate in the Town Manager assessment center; and

WHEREAS, on March 21, 2018, the Council approved a process for recruiting and selecting community members to participate in the assessment center, including that a Council Committee would meet to review applications and make a recommendation for appointment of four to six community members; and

WHEREAS, a Council Committee comprised of Mayor Pam Hemminger, Mayor Pro Tempore Jess Anderson, and Council Member Allen Buansi met on April 27, 2018 and, after reviewing the applications submitted, recommends the appointment of \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ to participate in the assessment center on May 31 and June 1, 2018; and

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

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Chapel Hill that the Council appoints \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ to participate in the assessment center on May 31 and June 1, 2018.

BE IT FURTHER RESOLVED that these appointed community members shall have met their charge after participating in the assessment center on May 31 and June 1, 2018, unless the Council determines otherwise.

This the 2<sup>nd</sup> day of May, 2018.

# Application for Participation in the Town Manager Assessment Center

The Town of Chapel Hill is hiring a new Town Manager. In an effort to get the best information about candidates, the Town will be using an assessment center process on May 31 and June 1, 2018. An assessment center provides the opportunity for a team of assessors to view the candidates in simulated scenarios a town manager will face. In addition, there is typically a writing exercise and interview. Assessors from each scenario report back to a review committee where the information is analyzed and a recommendation made about the candidates moving to the next step in the hiring process.

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

Are you available between 8:30 a.m. and 5:00 p.m. on both May 31 and June 1, 2018? \*

☒ Yes

☐ No

## 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

## Confidentiality Statement

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

☒ I agree

## Personal Information

First and Last Name \*

Jackie Jenks

Street Address \*

101 Chesapeake Way

City/State/Zip \*

Chapel Hill, NC 27516

Phone Number \*

919-929-6830 x14

Email Address \*

jjenks@ifcmailbox.org

Do you reside within the municipal limits of the Town of Chapel Hill? \*

☒ Yes

☐ No

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

I am a community-minded resident living in a North Chapel Hill neighborhood. Our family of five includes three small children, one of whom is in the public school system and two of whom are active in YMCA sports and other activities here in the Town. I am the Executive Director of the Inter-Faith Council for Social Service, a non-profit which confronts the causes and responds to the effects of poverty in our community through shelter, food security programs, permanent supportive housing, and advocacy. Through my work, I have access to diverse perspectives and an understanding of the multi-faceted needs of this Town.

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

I have been a non-profit executive for the past 17 years and was a program director for 5 years prior. During my career, I have hired and/or promoted more than 100 employees, and I have led and participated in hundreds of interview panels. I also served on the executive committee of a non-profit housing development corporation, which was responsible for hiring and evaluating the executive director.

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

I value fairness and collaboration in group process. I have co-chaired several coalitions and work groups, and I encourage members to express diverse perspectives.

Will you need child care on one or both days of the assessment center?

☐ Yes

☒ No

If yes, what is the age of your child / ages of your children?

---

Will you need transportation assistance to get to and from the assessment center?

☐ Yes

☒ No

## Other Demographic Information

In order to provide balance and representation, we ask that you please provide the following information.

Are you a Town of Chapel Hill employee? \*

☐ Yes

☒ No

**Gender \***

- ☐ Male
- ☒ Female
- ☐ Transgender
- ☐ Nonbinary
- ☐ Other
- ☐ Prefer not to answer

**Ethnicity \***

- ☐ African American
- ☐ American Indian or Alaskan Native
- ☐ Asian or Pacific Islander
- ☐ Hispanic
- ☒ Caucasian (Non-Hispanic)
- ☐ Other
- ☐ Unknown
- ☐ Prefer not to answer

**Age \***

- ☐ 18 - 24
- ☐ 25 - 34
- ☒ 35 - 54
- ☐ Over 55
- ☐ Prefer not to answer

This content is neither created nor endorsed by Google.

Google Forms

# Application for Participation in the Town Manager Assessment Center

The Town of Chapel Hill is hiring a new Town Manager. In an effort to get the best information about candidates, the Town will be using an assessment center process on May 31 and June 1, 2018. An assessment center provides the opportunity for a team of assessors to view the candidates in simulated scenarios a town manager will face. In addition, there is typically a writing exercise and interview. Assessors from each scenario report back to a review committee where the information is analyzed and a recommendation made about the candidates moving to the next step in the hiring process.

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

Are you available between 8:30 a.m. and 5:00 p.m. on both May 31 and June 1, 2018? \*

☒ Yes

☐ No

## 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

## Confidentiality Statement



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

☒ I agree

## Personal Information

First and Last Name \*

Jill Blackburn

Street Address \*

405 Lyons Road

City/State/Zip \*

Chapel Hill NC 27514

Phone Number \*

9194176125

Email Address \*

JRidkyB@gmail.com

Do you reside within the municipal limits of the Town of Chapel Hill? \*

☒ Yes

☐ No

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

Have lived in CH since 1979 and have served in the community and currently on our neighborhood board. Additionally with a doctorate degree in management I believe I bring some depth to the assessment process.

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

Under Mayor Foy was a member of the budget review team, consult on financial and management issues. Have also recruited for other organizations management positions.

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

Will you need child care on one or both days of the assessment center?

☐ Yes

☒ No

If yes, what is the age of your child / ages of your children?

Will you need transportation assistance to get to and from the assessment center?

☐ Yes

☒ No

## Other Demographic Information

In order to provide balance and representation, we ask that you please provide the following information.

Are you a Town of Chapel Hill employee? \*

☐ Yes

☒ No

Gender \*

☐ Male

☒ Female

☐ Transgender

☐ Nonbinary

☐ Other

☐ Prefer not to answer

## Ethnicity \*

- ☐ African American
- ☐ American Indian or Alaskan Native
- ☐ Asian or Pacific Islander
- ☐ Hispanic
- ☒ Caucasian (Non-Hispanic)
- ☐ Other
- ☐ Unknown
- ☐ Prefer not to answer

## Age \*

- ☐ 18 - 24
- ☐ 25 - 34
- ☐ 35 - 54
- ☒ Over 55
- ☐ Prefer not to answer

This content is neither created nor endorsed by Google.

Google Forms

# Application for Participation in the Town Manager Assessment Center

The Town of Chapel Hill is hiring a new Town Manager. In an effort to get the best information about candidates, the Town will be using an assessment center process on May 31 and June 1, 2018. An assessment center provides the opportunity for a team of assessors to view the candidates in simulated scenarios a town manager will face. In addition, there is typically a writing exercise and interview. Assessors from each scenario report back to a review committee where the information is analyzed and a recommendation made about the candidates moving to the next step in the hiring process.

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

Are you available between 8:30 a.m. and 5:00 p.m. on both May 31 and June 1, 2018? \*

☒ Yes

☐ No

## 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

## Confidentiality Statement

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

☒ I agree

## Personal Information

First and Last Name \*

Sue Harvin

Street Address \*

2438 Kornegay Pl.

City/State/Zip \*

Chapel Hill, NC 27514

Phone Number \*

919-932-9640

Email Address \*

Harvinsue@gmail.com

Do you reside within the municipal limits of the Town of Chapel Hill? \*

☒ Yes

☐ No

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

Background in Human Resources, Management of large contracts, long term resident of Chapel Hill, active on local non-profits.,

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

Interests include Conflict Management and facilitation, affordable housing, and natural preservation.

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

I have a strong belief in local government's ability to act for the common good when well managed, visionary and responsible to the electorate.

Will you need child care on one or both days of the assessment center?

☐ Yes

☒ No

If yes, what is the age of your child / ages of your children?

Will you need transportation assistance to get to and from the assessment center?

☐ Yes

☒ No

## Other Demographic Information

In order to provide balance and representation, we ask that you please provide the following information.

Are you a Town of Chapel Hill employee? \*

☐ Yes

☒ No

Gender \*

☐ Male

☒ Female

☐ Transgender

☐ Nonbinary

☐ Other

☐ Prefer not to answer



## Ethnicity \*

- ☐ African American
- ☐ American Indian or Alaskan Native
- ☐ Asian or Pacific Islander
- ☐ Hispanic
- ☒ Caucasian (Non-Hispanic)
- ☐ Other
- ☐ Unknown
- ☐ Prefer not to answer

## Age \*

- ☐ 18 - 24
- ☐ 25 - 34
- ☐ 35 - 54
- ☒ Over 55
- ☐ Prefer not to answer

This content is neither created nor endorsed by Google.

Google Forms

# Application for Participation in the Town Manager Assessment Center

The Town of Chapel Hill is hiring a new Town Manager. In an effort to get the best information about candidates, the Town will be using an assessment center process on May 31 and June 1, 2018. An assessment center provides the opportunity for a team of assessors to view the candidates in simulated scenarios a town manager will face. In addition, there is typically a writing exercise and interview. Assessors from each scenario report back to a review committee where the information is analyzed and a recommendation made about the candidates moving to the next step in the hiring process.

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

Are you available between 8:30 a.m. and 5:00 p.m. on both May 31 and June 1, 2018? \*

☒ Yes

☐ No

## 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

## Confidentiality Statement

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

☒ I agree

## Personal Information

First and Last Name \*

Will Raymond

Street Address \*

209 Mount Bolus Rd

City/State/Zip \*

Chapel Hill

Phone Number \*

9199321035

Email Address \*

campaign@willraymond.org

Do you reside within the municipal limits of the Town of Chapel Hill? \*

☒ Yes

☐ No

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

Long time local activist. Served on dozen+ advisory/community boards. Former Chair of OWASA HR committee that revamped executive and staff evaluations. Benchmarked OWASA Executive Director against current Town Manager and other regional leaders. Was involved and well recall issues with previous Town Manager search. Will work to find candidates that will understand and honor our unique community's values, history.

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

Former executive staff/CIO/CTO of multiple startups. Have interviewed and hired hundreds of employees at all levels over the last 3+ decades. Revamped and codified Executive Director evaluation process (first time in 15 years) for OWASA. Have deep roots in our community and have worked with a wide variety of local groups especially those not normally represented at Town Hall. Can help bring balance to the evaluation of candidate's business background as entrepreneur and business person with a viewpoint not shared by the Chamber of Commerce's current executive.

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

This process needs to be balanced, transparent and outside the influence of "heavy hitters" unlike the previous Town Manager search and hiring process.

Will you need child care on one or both days of the assessment center?

☐ Yes

☒ No

If yes, what is the age of your child / ages of your children?

---

Will you need transportation assistance to get to and from the assessment center?

☐ Yes

☒ No

## Other Demographic Information

In order to provide balance and representation, we ask that you please provide the following information.

Are you a Town of Chapel Hill employee? \*

☐ Yes

☒ No

**Gender \***

- ☒ Male
- ☐ Female
- ☐ Transgender
- ☐ Nonbinary
- ☐ Other
- ☐ Prefer not to answer

**Ethnicity \***

- ☐ African American
- ☐ American Indian or Alaskan Native
- ☐ Asian or Pacific Islander
- ☐ Hispanic
- ☐ Caucasian (Non-Hispanic)
- ☐ Other
- ☐ Unknown
- ☒ Prefer not to answer

Age \*

- ☐ 18 - 24
- ☐ 25 - 34
- ☐ 35 - 54
- ☐ Over 55
- ☒ Prefer not to answer

This content is neither created nor endorsed by Google.

Google Forms

# Application for Participation in the Town Manager Assessment Center

The Town of Chapel Hill is hiring a new Town Manager. In an effort to get the best information about candidates, the Town will be using an assessment center process on May 31 and June 1, 2018. An assessment center provides the opportunity for a team of assessors to view the candidates in simulated scenarios a town manager will face. In addition, there is typically a writing exercise and interview. Assessors from each scenario report back to a review committee where the information is analyzed and a recommendation made about the candidates moving to the next step in the hiring process.

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

Are you available between 8:30 a.m. and 5:00 p.m. on both May 31 and June 1, 2018? \*

☒ Yes

☐ No

## 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

## Confidentiality Statement



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

☒ I agree

## Personal Information

First and Last Name \*

Delores Bailey

Street Address \*

203 N graham Street

City/State/Zip \*

Chapel Hill, NC 27516

Phone Number \*

984-528-6780

Email Address \*

delores.bailey@gmail.com

Do you reside within the municipal limits of the Town of Chapel Hill? \*

☒ Yes

☐ No

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

I have been a long time resident of Chapel Hill and advocate for communities.

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

As the executive director of a non-profit that works constantly to empower the citizens of Chapel Hill, I feel my experience as a community organizer for 12 years relates directly.

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

I have served on several boards since living in Chapel Hill and I believe my experiences will be relevant in this search.

Will you need child care on one or both days of the assessment center?

☐ Yes

☒ No

If yes, what is the age of your child / ages of your children?

Will you need transportation assistance to get to and from the assessment center?

☐ Yes

☒ No

## Other Demographic Information

In order to provide balance and representation, we ask that you please provide the following information.

Are you a Town of Chapel Hill employee? \*

☐ Yes

☒ No

Gender \*

☐ Male

☒ Female

☐ Transgender

☐ Nonbinary

☐ Other

☐ Prefer not to answer

## Ethnicity \*

- ☒ African American
- ☐ American Indian or Alaskan Native
- ☐ Asian or Pacific Islander
- ☐ Hispanic
- ☐ Caucasian (Non-Hispanic)
- ☐ Other
- ☐ Unknown
- ☐ Prefer not to answer

## Age \*

- ☐ 18 - 24
- ☐ 25 - 34
- ☐ 35 - 54
- ☒ Over 55
- ☐ Prefer not to answer

This content is neither created nor endorsed by Google.

Google Forms

# Application for Participation in the Town Manager Assessment Center

The Town of Chapel Hill is hiring a new Town Manager. In an effort to get the best information about candidates, the Town will be using an assessment center process on May 31 and June 1, 2018. An assessment center provides the opportunity for a team of assessors to view the candidates in simulated scenarios a town manager will face. In addition, there is typically a writing exercise and interview. Assessors from each scenario report back to a review committee where the information is analyzed and a recommendation made about the candidates moving to the next step in the hiring process.

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

Are you available between 8:30 a.m. and 5:00 p.m. on both May 31 and June 1, 2018? \*

☒ Yes

☐ No

## 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

## Confidentiality Statement

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

☒ I agree

## Personal Information

First and Last Name \*

John Quintero

Street Address \*

108 Weatherstone Drive, Unit D

City/State/Zip \*

Chapel Hill, NC 27514

Phone Number \*

919-622-2392

Email Address \*

john.quintero@gmail.com

Do you reside within the municipal limits of the Town of Chapel Hill? \*

☒ Yes

☐ No

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

I would contribute a number of perspectives to the selection process. First, I hold a master's of public administration degree and have an understanding of many of the day-to-day issues encountered by public sector leaders and best practices for dealing with them. Second, I have run a small public policy consulting firm for almost 10 years, which has given me a familiarity with both many of the policy issues facing communities across North Carolina and the challenges associated with running a small business based in Chapel Hill. Third, I am the chair of my neighborhood's condominium association--an association based in a rapidly growing northern part of the town that is dealing with many challenges related to the affordability of housing, the adequacy of public transit, and increasing traffic and the accompanying problems with pedestrian safety and mobility. Finally, I am a relatively younger person who has lived in Chapel Hill for some time and has become increasingly involved in civic affairs.

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

John Quintero is the founder and principal of South by North Strategies, Ltd., a research consultancy specializing in economic and social policy. He is the author of the book *Running the Numbers: A Practical Guide to Regional Economic and Social Analysis* (New York: Routledge). Quintero also is a visiting lecturer at the Sanford School of Public Policy at Duke University, where he teaches courses in regional analysis and data communication. A graduate of the University of Notre Dame (BA) and the University of North Carolina at Chapel Hill (MPA), Quintero has lived in Chapel Hill since 2000.

Quintero's current community service activities include membership on the academic advisory board of the NC Growth program at the Kenan Institute of Private Enterprise and participation in the Public Policy Mentoring Program at Duke University. He also is the chair (2017-18) of the Weatherstone Unit Ownership Association, Inc., a 52-unit condominium association.

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

---

Will you need child care on one or both days of the assessment center?

☐ Yes

☒ No

If yes, what is the age of your child / ages of your children?

---

Will you need transportation assistance to get to and from the assessment center?

☐ Yes

☒ No

## Other Demographic Information

In order to provide balance and representation, we ask that you please provide the following information.

Are you a Town of Chapel Hill employee? \*

☐ Yes

☒ No



**Gender \***

- ☒ Male
- ☐ Female
- ☐ Transgender
- ☐ Nonbinary
- ☐ Other
- ☐ Prefer not to answer

**Ethnicity \***

- ☐ African American
- ☐ American Indian or Alaskan Native
- ☐ Asian or Pacific Islander
- ☐ Hispanic
- ☒ Caucasian (Non-Hispanic)
- ☐ Other
- ☐ Unknown
- ☐ Prefer not to answer

**Age \***

- ☐ 18 - 24
- ☐ 25 - 34
- ☒ 35 - 54
- ☐ Over 55
- ☐ Prefer not to answer

This content is neither created nor endorsed by Google.

Google Forms

# Application for Participation in the Town Manager Assessment Center

The Town of Chapel Hill is hiring a new Town Manager. In an effort to get the best information about candidates, the Town will be using an assessment center process on May 31 and June 1, 2018. An assessment center provides the opportunity for a team of assessors to view the candidates in simulated scenarios a town manager will face. In addition, there is typically a writing exercise and interview. Assessors from each scenario report back to a review committee where the information is analyzed and a recommendation made about the candidates moving to the next step in the hiring process.

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

Are you available between 8:30 a.m. and 5:00 p.m. on both May 31 and June 1, 2018? \*

☒ Yes

☐ No

## 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

## Confidentiality Statement

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

☒ I agree

## Personal Information

First and Last Name \*

Miriam Thompson

Street Address \*

500 Umstead Drive, #D203

City/State/Zip \*

Chapel Hill NC 27516

Phone Number \*

(917) 825-0884

Email Address \*

thompiriam@gmail.com

Do you reside within the municipal limits of the Town of Chapel Hill? \*

☒ Yes

☐ No

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

Since I arrive in Chapel Hill 10 years ago, I continue my social justice organizational work including: public education and student and family advocacy; living wage and farm labor organizing campaigns ; health care; housing affordability; building relationships with Town's public service workers and bringing workers' voices to help change and strengthen the Town's Personnel procedures; helping build and support improved police/community partnerships; participation in the local Branch NAACP's Education and Labor Committees and civil rights initiatives to advance the well being of every resident of the CH community.

---

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

Media, legislative advocacy, networking and community organizing skills - having founded and directed Advocates for Children of NY, UAW Local 259's newspaper editor and community liaison, Administrator of a union sponsored degree program for its members returning to obtain their college degree.

---

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

I have a strong foothold in the community with a wide and deep network of partnerships I have developed whose voices I can bring to the selection process, especially those voices from low wealth, immigrant, people of color and other marginalized communities with whom I am honored to work. My extensive work with our Town Manager and staff - particularly its Human Resource and Police Departments, informs and deepens my understanding of the profound role and leadership of the Town Manager both in relation to his staff, the Town work force, and the Mayor and Town Council.

---

Will you need child care on one or both days of the assessment center?

☐ Yes

☒ No

If yes, what is the age of your child / ages of your children?

---

Will you need transportation assistance to get to and from the assessment center?

☐ Yes

☒ No

## Other Demographic Information

In order to provide balance and representation, we ask that you please provide the following information.

Are you a Town of Chapel Hill employee? \*

☐ Yes

☒ No

**Gender \***

- ☐ Male
- ☒ Female
- ☐ Transgender
- ☐ Nonbinary
- ☐ Other
- ☐ Prefer not to answer

**Ethnicity \***

- ☐ African American
- ☐ American Indian or Alaskan Native
- ☐ Asian or Pacific Islander
- ☐ Hispanic
- ☒ Caucasian (Non-Hispanic)
- ☐ Other
- ☐ Unknown
- ☐ Prefer not to answer

Age \*

- ☐ 18 - 24
- ☐ 25 - 34
- ☐ 35 - 54
- ☒ Over 55
- ☐ Prefer not to answer

This content is neither created nor endorsed by Google.

Google Forms



# Application for Participation in the Town Manager Assessment Center

The Town of Chapel Hill is hiring a new Town Manager. In an effort to get the best information about candidates, the Town will be using an assessment center process on May 31 and June 1, 2018. An assessment center provides the opportunity for a team of assessors to view the candidates in simulated scenarios a town manager will face. In addition, there is typically a writing exercise and interview. Assessors from each scenario report back to a review committee where the information is analyzed and a recommendation made about the candidates moving to the next step in the hiring process.

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

Are you available between 8:30 a.m. and 5:00 p.m. on both May 31 and June 1, 2018? \*

☒ Yes

☐ No

## 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

## Confidentiality Statement

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

☒ I agree

## Personal Information

First and Last Name \*

Polly van de Velde

Street Address \*

832 Pinehurst Dr

City/State/Zip \*

Chapel Hill NC 27517

Phone Number \*

919 619 2171

Email Address \*

polly.vandavelde@gmail.com

Do you reside within the municipal limits of the Town of Chapel Hill? \*

☒ Yes

☐ No

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

As a current member of the Community Design Commission I bring knowledge of the current development climate with a background knowledge of competing interests within and outside the town.

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

As a mental health professional I have well honed interviewing and listening skills.

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

I would like to know from any applicant how they see the value of town boards and commissions in shaping and meeting the strategic goals of the town mission. I would also like to know how the applicant would support the role of the boards and commissions.

Will you need child care on one or both days of the assessment center?

☐ Yes

☒ No

If yes, what is the age of your child / ages of your children?

---

Will you need transportation assistance to get to and from the assessment center?

☐ Yes

☒ No

### Other Demographic Information

In order to provide balance and representation, we ask that you please provide the following information.

Are you a Town of Chapel Hill employee? \*

☐ Yes

☒ No

Gender \*

☐ Male

☒ Female

☐ Transgender

☐ Nonbinary

☐ Other

☐ Prefer not to answer

## Ethnicity \*

- ☐ African American
- ☐ American Indian or Alaskan Native
- ☐ Asian or Pacific Islander
- ☐ Hispanic
- ☒ Caucasian (Non-Hispanic)
- ☐ Other
- ☐ Unknown
- ☐ Prefer not to answer

## Age \*

- ☐ 18 - 24
- ☐ 25 - 34
- ☐ 35 - 54
- ☒ Over 55
- ☐ Prefer not to answer

This content is neither created nor endorsed by Google.

Google Forms

# Application for Participation in the Town Manager Assessment Center

The Town of Chapel Hill is hiring a new Town Manager. In an effort to get the best information about candidates, the Town will be using an assessment center process on May 31 and June 1, 2018. An assessment center provides the opportunity for a team of assessors to view the candidates in simulated scenarios a town manager will face. In addition, there is typically a writing exercise and interview. Assessors from each scenario report back to a review committee where the information is analyzed and a recommendation made about the candidates moving to the next step in the hiring process.

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

Are you available between 8:30 a.m. and 5:00 p.m. on both May 31 and June 1, 2018? \*

☒ Yes

☐ No

## 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

## Confidentiality Statement

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

☒ I agree

## Personal Information

First and Last Name \*

Alan Rimer

Street Address \*

200 Overlake Drive

City/State/Zip \*

Chapel Hill 27516

Phone Number \*

919-270-8835

Email Address \*

alanrimer@outlook.com

Do you reside within the municipal limits of the Town of Chapel Hill? \*

☒ Yes

☐ No

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

As a former Town Council member and participant in the selection of Cal Horton and our former Fire Chief Jones, through my service to the town on various town Boards, many of which I chaired as well as my service on the OWASA Board and the selection of Ed Kerwin as Executive Director and the selection of a Health Director in Orange County I believe that I have the appropriate public service qualifications to participate in the identification of a new Town manager.

---

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

As one of several VPs of a twelve thousand person engineering firm, it was my responsibility to hire numerous managers, including two who established entirely new departments. The training I received from HR about how to go about conducting interviews and assessing individuals' capabilities was invaluable to me and would serve well in this endeavor. I could go on, but I think the Mayor and several Council members can attest to the appropriateness of my experience.

---

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

I am passionate about Chapel Hill, as demonstrated by my continuing service to the Town in many capacities over almost 40 years. I think the selection of the next Town manger will be a seminal event in the growth of the Town and I believe I can bring a respectful perspective to the effort. I would really like to serve with the other group of selected persons.

---



Will you need child care on one or both days of the assessment center?

☐ Yes

☒ No

If yes, what is the age of your child / ages of your children?

---

Will you need transportation assistance to get to and from the assessment center?

☐ Yes

☒ No

### Other Demographic Information

In order to provide balance and representation, we ask that you please provide the following information.

Are you a Town of Chapel Hill employee? \*

☐ Yes

☒ No

**Gender \***

- ☒ Male
- ☐ Female
- ☐ Transgender
- ☐ Nonbinary
- ☐ Other
- ☐ Prefer not to answer

**Ethnicity \***

- ☐ African American
- ☐ American Indian or Alaskan Native
- ☐ Asian or Pacific Islander
- ☐ Hispanic
- ☒ Caucasian (Non-Hispanic)
- ☐ Other
- ☐ Unknown
- ☐ Prefer not to answer

**Age \***

- ☐ 18 - 24
- ☐ 25 - 34
- ☐ 35 - 54
- ☒ Over 55
- ☐ Prefer not to answer

This content is neither created nor endorsed by Google.

Google Forms

# Application for Participation in the Town Manager Assessment Center

The Town of Chapel Hill is hiring a new Town Manager. In an effort to get the best information about candidates, the Town will be using an assessment center process on May 31 and June 1, 2018. An assessment center provides the opportunity for a team of assessors to view the candidates in simulated scenarios a town manager will face. In addition, there is typically a writing exercise and interview. Assessors from each scenario report back to a review committee where the information is analyzed and a recommendation made about the candidates moving to the next step in the hiring process.

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

Are you available between 8:30 a.m. and 5:00 p.m. on both May 31 and June 1, 2018? \*

☒ Yes

☐ No

## 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

## Confidentiality Statement

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

☒ I agree

## Personal Information

First and Last Name \*

James L. Ward

Street Address \*

112 Bolton Place

City/State/Zip \*

Chapel Hill, NC 27516

Phone Number \*

919.740.0921

Email Address \*

wardjl@email.unc.edu

Do you reside within the municipal limits of the Town of Chapel Hill? \*

☒ Yes

☐ No

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

I am a 40+ year resident of Chapel Hill, now retired from a 40+ year career (Director of Horticulture) at the North Carolina Botanical Garden (UNC). In addition to serving on the the Chapel Hill Town Council for 16 years, I have served on numerous Town Advisory Committees, prior to my Town Council service as well as an Advisory Board, Council liaison. As a result of the above experiences, I feel I know the greater-Town and University communities very well. Additionally, I have had many opportunities to see first-hand what effective leadership looks like in a broad range of situations and capacities.

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

I have 16 years of experience serving on the Chapel Hill Town Council (1999-2015). During that time I was on the Town Council that developed and evaluated applications and final applicants, which resulted in the hiring of current CH Town Manager, Roger Stancil. Additionally, I participated and/or directed the hiring for several positions during my 40+ years working at the North Carolina Botanical Garden (UNC).

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

I'm an experienced, fair-minded, critical and independent evaluator of Town leadership.

Will you need child care on one or both days of the assessment center?

☐ Yes

☒ No

If yes, what is the age of your child / ages of your children?

---

Will you need transportation assistance to get to and from the assessment center?

☐ Yes

☒ No

## Other Demographic Information

In order to provide balance and representation, we ask that you please provide the following information.

Are you a Town of Chapel Hill employee? \*

☐ Yes

☒ No

**Gender \***

- ☒ Male
- ☐ Female
- ☐ Transgender
- ☐ Nonbinary
- ☐ Other
- ☐ Prefer not to answer

**Ethnicity \***

- ☐ African American
- ☐ American Indian or Alaskan Native
- ☐ Asian or Pacific Islander
- ☐ Hispanic
- ☒ Caucasian (Non-Hispanic)
- ☐ Other
- ☐ Unknown
- ☐ Prefer not to answer



**Age \***

- ☐ 18 - 24
- ☐ 25 - 34
- ☐ 35 - 54
- ☐ Over 55
- ☒ Prefer not to answer

This content is neither created nor endorsed by Google.

Google Forms

# Application for Participation in the Town Manager Assessment Center

The Town of Chapel Hill is hiring a new Town Manager. In an effort to get the best information about candidates, the Town will be using an assessment center process on May 31 and June 1, 2018. An assessment center provides the opportunity for a team of assessors to view the candidates in simulated scenarios a town manager will face. In addition, there is typically a writing exercise and interview. Assessors from each scenario report back to a review committee where the information is analyzed and a recommendation made about the candidates moving to the next step in the hiring process.

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

Are you available between 8:30 a.m. and 5:00 p.m. on both May 31 and June 1, 2018? \*

☒ Yes

☐ No

## 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

## Confidentiality Statement

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

☒ I agree

## Personal Information

First and Last Name \*

Anjanet Thomas

Street Address \*

106 N. Elliott Road Apt A4

City/State/Zip \*

Chapel Hill NC 27514

Phone Number \*

9193951487

Email Address \*

anjanetkamara@yahoo.com

Do you reside within the municipal limits of the Town of Chapel Hill? \*

☒ Yes

☐ No

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

I would represent the views of people living in low income housing, people who use the public transportation regularly for daily living; and have school aged as well as young children in chapel hill.

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

I am very good at writing, reading, and communicating effectively. I will be thorough in recording information if chosen and objectively consider the strengths and weaknesses of each candidate.

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

I would love to be a part of something as important as helping to choose a town manager and would be honored to be chosen. Thanks for considering my application.

Will you need child care on one or both days of the assessment center?

☒ Yes

☐ No

If yes, what is the age of your child / ages of your children?

1 and 8 years of age.

Will you need transportation assistance to get to and from the assessment center?

☒ Yes

☐ No

### Other Demographic Information

In order to provide balance and representation, we ask that you please provide the following information.

Are you a Town of Chapel Hill employee? \*

☐ Yes

☒ No

Gender \*

☐ Male

☒ Female

☐ Transgender

☐ Nonbinary

☐ Other

☐ Prefer not to answer

## Ethnicity \*

- ☒ African American
- ☐ American Indian or Alaskan Native
- ☐ Asian or Pacific Islander
- ☐ Hispanic
- ☐ Caucasian (Non-Hispanic)
- ☐ Other
- ☐ Unknown
- ☐ Prefer not to answer

## Age \*

- ☐ 18 - 24
- ☒ 25 - 34
- ☐ 35 - 54
- ☐ Over 55
- ☐ Prefer not to answer

This content is neither created nor endorsed by Google.

Google Forms

# Application for Participation in the Town Manager Assessment Center

The Town of Chapel Hill is hiring a new Town Manager. In an effort to get the best information about candidates, the Town will be using an assessment center process on May 31 and June 1, 2018. An assessment center provides the opportunity for a team of assessors to view the candidates in simulated scenarios a town manager will face. In addition, there is typically a writing exercise and interview. Assessors from each scenario report back to a review committee where the information is analyzed and a recommendation made about the candidates moving to the next step in the hiring process.

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

Are you available between 8:30 a.m. and 5:00 p.m. on both May 31 and June 1, 2018? \*

☒ Yes

☐ No

## 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

## Confidentiality Statement

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

☒ I agree

## Personal Information

First and Last Name \*

Joan Guilkey

Street Address \*

246 Glandon Dr.

City/State/Zip \*

Chapel Hill, NC 27514

Phone Number \*

919-967-6703

Email Address \*

jguilkey@nc.rr.com



Do you reside within the municipal limits of the Town of Chapel Hill? \*

☒ Yes

☐ No

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

Interested long-time resident, years of employment as a trainer and Organization Development professional for large company in RTP, former member of 3 Town Advisory Boards, volunteer for variety of non-profits, participant in Chapel Hill Alliance for a Livable Town

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

Proficient in teaching and using interviewing and other hiring skills; familiar with Chapel Hill and surrounding area culture(s); assist executives and managers in implementing change, including resolving conflict; guide the formation and growth of both business and volunteer teams.

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

Friends and associates regard me as honest, trustworthy, fair, dependable, and adaptable. They say I have high standards and am a good listener.

Will you need child care on one or both days of the assessment center?

☐ Yes

☒ No

If yes, what is the age of your child / ages of your children?

---

Will you need transportation assistance to get to and from the assessment center?

☐ Yes

☒ No

### Other Demographic Information

In order to provide balance and representation, we ask that you please provide the following information.

Are you a Town of Chapel Hill employee? \*

☐ Yes

☒ No

Gender \*

☐ Male

☒ Female

☐ Transgender

☐ Nonbinary

☐ Other

☐ Prefer not to answer

## Ethnicity \*

- ☐ African American
- ☐ American Indian or Alaskan Native
- ☐ Asian or Pacific Islander
- ☐ Hispanic
- ☒ Caucasian (Non-Hispanic)
- ☐ Other
- ☐ Unknown
- ☐ Prefer not to answer

## Age \*

- ☐ 18 - 24
- ☐ 25 - 34
- ☐ 35 - 54
- ☒ Over 55
- ☐ Prefer not to answer

This content is neither created nor endorsed by Google.

Google Forms

# Application for Participation in the Town Manager Assessment Center

The Town of Chapel Hill is hiring a new Town Manager. In an effort to get the best information about candidates, the Town will be using an assessment center process on May 31 and June 1, 2018. An assessment center provides the opportunity for a team of assessors to view the candidates in simulated scenarios a town manager will face. In addition, there is typically a writing exercise and interview. Assessors from each scenario report back to a review committee where the information is analyzed and a recommendation made about the candidates moving to the next step in the hiring process.

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

Are you available between 8:30 a.m. and 5:00 p.m. on both May 31 and June 1, 2018? \*

☒ Yes

☐ No

## 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

## Confidentiality Statement

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

☒ I agree

## Personal Information

First and Last Name \*

James Bartow Jr.

Street Address \*

1002 Willow Dr. Apt 40

City/State/Zip \*

Chapel Hill

Phone Number \*

9193601374

Email Address \*

jmsbartow@gmail.com

Do you reside within the municipal limits of the Town of Chapel Hill? \*

☒ Yes

☐ No

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

Quasi Judicial Advisory Board Chair (Board of Adjustment), Condo dweller, under 35, Attorney, town resident 15+ years.

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

I have served on the board of adjustment almost 3 years including 6 months as chair. I that time I have worked closely with the LUMO and town staff. I am also an attorney with a background in state and local government. I have been interest in town policy for a number of years and prior to serving on board I attended many of meetings of the Central West Steering Committee.

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

During my time in Chapel Hill I have resided in different neighborhoods and thus have personal knowledge and experience in terms the geographic diversity of of the town.

Will you need child care on one or both days of the assessment center?

☐ Yes

☒ No

If yes, what is the age of your child / ages of your children?

---

Will you need transportation assistance to get to and from the assessment center?

☐ Yes

☒ No

### Other Demographic Information

In order to provide balance and representation, we ask that you please provide the following information.

Are you a Town of Chapel Hill employee? \*

☐ Yes

☒ No

Gender \*

☒ Male

☐ Female

☐ Transgender

☐ Nonbinary

☐ Other

☐ Prefer not to answer

## Ethnicity \*

- ☐ African American
- ☐ American Indian or Alaskan Native
- ☐ Asian or Pacific Islander
- ☐ Hispanic
- ☒ Caucasian (Non-Hispanic)
- ☐ Other
- ☐ Unknown
- ☐ Prefer not to answer

## Age \*

- ☐ 18 - 24
- ☒ 25 - 34
- ☐ 35 - 54
- ☐ Over 55
- ☐ Prefer not to answer

This content is neither created nor endorsed by Google.

Google Forms



# Application for Participation in the Town Manager Assessment Center

The Town of Chapel Hill is hiring a new Town Manager. In an effort to get the best information about candidates, the Town will be using an assessment center process on May 31 and June 1, 2018. An assessment center provides the opportunity for a team of assessors to view the candidates in simulated scenarios a town manager will face. In addition, there is typically a writing exercise and interview. Assessors from each scenario report back to a review committee where the information is analyzed and a recommendation made about the candidates moving to the next step in the hiring process.

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

Are you available between 8:30 a.m. and 5:00 p.m. on both May 31 and June 1, 2018? \*

☒ Yes

☐ No

## 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

## Confidentiality Statement

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

☒ I agree

## Personal Information

First and Last Name \*

Chinita Howard

Street Address \*

603 Martin Luther King Jr. Blvd.

City/State/Zip \*

Chapel Hill

Phone Number \*

3369655792

Email Address \*

chmotivated@gmail.com

Do you reside within the municipal limits of the Town of Chapel Hill? \*

☒ Yes

☐ No

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

My perspective would come from the citizens of 50 plus age group, disability female, subbing in our local schools. A previous homeless citizen of three months in the woods of Chapel HILL, cirac Hurricane Matthew catergy 5 storm.

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

I hold a bachelor degree in public relations and mass communications.  
Decades of social media EXPERIENCE in sales

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

The love of Grassroots participation in the process of choosing the next trail Blazers in The Town of Chapel the affects on the Town and the Citizens.

Will you need child care on one or both days of the assessment center?

☐ Yes

☒ No

If yes, what is the age of your child / ages of your children?

---

Will you need transportation assistance to get to and from the assessment center?

☐ Yes

☒ No

### Other Demographic Information

In order to provide balance and representation, we ask that you please provide the following information.

Are you a Town of Chapel Hill employee? \*

☐ Yes

☒ No

Gender \*

☐ Male

☒ Female

☐ Transgender

☐ Nonbinary

☐ Other

☐ Prefer not to answer

## Ethnicity \*

- ☒ African American
- ☐ American Indian or Alaskan Native
- ☐ Asian or Pacific Islander
- ☐ Hispanic
- ☐ Caucasian (Non-Hispanic)
- ☐ Other
- ☐ Unknown
- ☐ Prefer not to answer

## Age \*

- ☐ 18 - 24
- ☐ 25 - 34
- ☒ 35 - 54
- ☐ Over 55
- ☐ Prefer not to answer

This content is neither created nor endorsed by Google.

Google Forms

## Application for Participation in the Town Manager Assessment Center

The Town of Chapel Hill is hiring a new Town Manager. In an effort to get the best information about candidates, the Town will be using an assessment center process on May 31 and June 1, 2018. An assessment center provides the opportunity for a team of assessors to view the candidates in simulated scenarios a town manager will face. In addition, there is typically a writing exercise and interview. Assessors from each scenario report back to a review committee where the information is analyzed and a recommendation made about the candidates moving to the next step in the hiring process.

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

Are you available between 8:30 a.m. and 5:00 p.m. on both May 31 and June 1, 2018? \*

☒ Yes

☐ No

### 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

### Confidentiality Statement

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

☒ I agree

## Personal Information

First and Last Name \*

Joshua Rosenstein

Street Address \*

529 Hillsborough St

City/State/Zip \*

CHAPEL HILL

Phone Number \*

404-556-5160

Email Address \*

josh.rosenstein@gmail.com

Do you reside within the municipal limits of the Town of Chapel Hill? \*

☒ Yes

☐ No

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

As a community member, I would bring the perspective of someone who volunteers with town government and who cares deeply that an experienced skilled, professional manager comes in to lead our town's day-to-day operations with care. I serve on the Cultural Arts Commission and would certainly bring the perspective of an appointed advisory board member.

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

I am an MPA student at UNC's School of Government where I focus on local government and non-profits. I am learning a lot of about the role of the City/Town Manager in local government and got to chance to meet and talk with many at the North Carolina City/County Management Association meeting this past winter. This summer I will be working a local government internship (not with the Town of Chapel Hill). I have an interest in community engagement, public art, budgeting and management, and the Town of Chapel Hill's programming and spaces for teens (especially where that intersects with arts goals).

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

I love this town. I moved here a few years before I started grad school and part of the reason I am pursuing an MPA is to be a better public servant in my role on the Arts Commission. I care very deeply about the town selecting a good manager to guide our staff in achieving council and community goals, especially in terms of fostering responsible development.



Will you need child care on one or both days of the assessment center?

☐ Yes

☒ No

If yes, what is the age of your child / ages of your children?

---

Will you need transportation assistance to get to and from the assessment center?

☐ Yes

☒ No

## Other Demographic Information

In order to provide balance and representation, we ask that you please provide the following information.

Are you a Town of Chapel Hill employee? \*

☐ Yes

☒ No

**Gender \***

- ☒ Male
- ☐ Female
- ☐ Transgender
- ☐ Nonbinary
- ☐ Other
- ☐ Prefer not to answer

**Ethnicity \***

- ☐ African American
- ☐ American Indian or Alaskan Native
- ☐ Asian or Pacific Islander
- ☐ Hispanic
- ☐ Caucasian (Non-Hispanic)
- ☒ Other
- ☐ Unknown
- ☐ Prefer not to answer

**Age \***

- ☐ 18 - 24
- ☒ 25 - 34
- ☐ 35 - 54
- ☐ Over 55
- ☐ Prefer not to answer

This content is neither created nor endorsed by Google.

Google Forms

# Application for Participation in the Town Manager Assessment Center

The Town of Chapel Hill is hiring a new Town Manager. In an effort to get the best information about candidates, the Town will be using an assessment center process on May 31 and June 1, 2018. An assessment center provides the opportunity for a team of assessors to view the candidates in simulated scenarios a town manager will face. In addition, there is typically a writing exercise and interview. Assessors from each scenario report back to a review committee where the information is analyzed and a recommendation made about the candidates moving to the next step in the hiring process.

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

Are you available between 8:30 a.m. and 5:00 p.m. on both May 31 and June 1, 2018? \*

☒ Yes

☐ No

## 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

## Confidentiality Statement

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

☒ I agree

## Personal Information

First and Last Name \*

Camille Berry

Street Address \*

101 Erwin Road

City/State/Zip \*

Chapel Hill, NC 27514

Phone Number \*

919-932-0882

Email Address \*

camille.2berry@gmail.com

Do you reside within the municipal limits of the Town of Chapel Hill? \*

☒ Yes

☐ No

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

I both live and work in Chapel Hill. I make use of the town's resources, including green spaces, the public library, and public transportation. I mentor a young girl, whose family lives in public housing. I also am a woman of color and mother to two daughters and a son. I would bring all of these perspectives with me if I were chosen to participate in the assessment center process.

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

My employer is Community Home Trust, and I am an advocate of inclusionary/affordable housing. I serve on the board of directors for Piedmont Health Services and am concerned about the health of our community. I also am an advocate for our small, local businesses. Additionally, I serve as the president of my local alumnae association promoting not only my alma mater (Wellesley College), but the local community as well.

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

Being in community with others is what I most value about living and working in Chapel Hill. I would welcome the opportunity to participate in the assessment center that will be charged with helping to identify a "thoughtful, equity and social justice-oriented leader", who will "work effectively within the Council-Manager form of government, leading talented staff, managing the challenges of growth effectively and consistent with town values, working with a diverse, participatory community, regional partners, the University System, and the Council to carry out the strategic priorities of the community".

Will you need child care on one or both days of the assessment center?

☐ Yes

☒ No

If yes, what is the age of your child / ages of your children?

---

Will you need transportation assistance to get to and from the assessment center?

☐ Yes

☒ No

### Other Demographic Information

In order to provide balance and representation, we ask that you please provide the following information.

Are you a Town of Chapel Hill employee? \*

☐ Yes

☒ No

**Gender \***

- ☐ Male
- ☒ Female
- ☐ Transgender
- ☐ Nonbinary
- ☐ Other
- ☐ Prefer not to answer

**Ethnicity \***

- ☒ African American
- ☒ American Indian or Alaskan Native
- ☒ Asian or Pacific Islander
- ☐ Hispanic
- ☒ Caucasian (Non-Hispanic)
- ☐ Other
- ☐ Unknown
- ☐ Prefer not to answer



**Age \***

- ☐ 18 - 24
- ☐ 25 - 34
- ☒ 35 - 54
- ☐ Over 55
- ☐ Prefer not to answer

This content is neither created nor endorsed by Google.

Google Forms

# Application for Participation in the Town Manager Assessment Center

The Town of Chapel Hill is hiring a new Town Manager. In an effort to get the best information about candidates, the Town will be using an assessment center process on May 31 and June 1, 2018. An assessment center provides the opportunity for a team of assessors to view the candidates in simulated scenarios a town manager will face. In addition, there is typically a writing exercise and interview. Assessors from each scenario report back to a review committee where the information is analyzed and a recommendation made about the candidates moving to the next step in the hiring process.

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

Are you available between 8:30 a.m. and 5:00 p.m. on both May 31 and June 1, 2018? \*

☒ Yes

☐ No

## 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

## Confidentiality Statement

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

☒ I agree

## Personal Information

First and Last Name \*

Neal Bench

Street Address \*

397 Lakeshore Lane

City/State/Zip \*

Chapel Hill

Phone Number \*

9192609058

Email Address \*

nj397bench@gmail.com

Do you reside within the municipal limits of the Town of Chapel Hill? \*

☒ Yes

☐ No

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

Financial background (CPA, MBA), Corporate management experience, Chapel Hill and County advisory board experience, an interested and involved Chapel Hill resident.

---

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

Chair and member of Chapel Hill P&R Commission (6yrs), chair Friends of Chapel Hill Parks & Rec., Chair and member of Orange County P&R Commission (6yrs.), Chair and member of Chapel Hill Planning Commission (5yrs) , frequent attendee to the Friends of Downtown Chapel Hill meetings. Hold leadership positions in other Boards and Organizations.

---

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

---

Will you need child care on one or both days of the assessment center?

☐ Yes

☒ No

If yes, what is the age of your child / ages of your children?

---

Will you need transportation assistance to get to and from the assessment center?

☐ Yes

☒ No

### Other Demographic Information

In order to provide balance and representation, we ask that you please provide the following information.

Are you a Town of Chapel Hill employee? \*

☒ Yes

☐ No

Gender \*

☒ Male

☐ Female

☐ Transgender

☐ Nonbinary

☐ Other

☐ Prefer not to answer

## Ethnicity \*

- ☐ African American
- ☐ American Indian or Alaskan Native
- ☐ Asian or Pacific Islander
- ☐ Hispanic
- ☒ Caucasian (Non-Hispanic)
- ☐ Other
- ☐ Unknown
- ☐ Prefer not to answer

## Age \*

- ☐ 18 - 24
- ☐ 25 - 34
- ☐ 35 - 54
- ☒ Over 55
- ☐ Prefer not to answer

This content is neither created nor endorsed by Google.

Google Forms

# Application for Participation in the Town Manager Assessment Center

The Town of Chapel Hill is hiring a new Town Manager. In an effort to get the best information about candidates, the Town will be using an assessment center process on May 31 and June 1, 2018. An assessment center provides the opportunity for a team of assessors to view the candidates in simulated scenarios a town manager will face. In addition, there is typically a writing exercise and interview. Assessors from each scenario report back to a review committee where the information is analyzed and a recommendation made about the candidates moving to the next step in the hiring process.

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

Are you available between 8:30 a.m. and 5:00 p.m. on both May 31 and June 1, 2018? \*

☒ Yes

☐ No

## 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

## Confidentiality Statement

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

☒ I agree

## Personal Information

First and Last Name \*

Josephine Tetteh

Street Address \*

131 Schultz St.

City/State/Zip \*

Chapel Hill/NC/27514

Phone Number \*

9199232311

Email Address \*

Josephine\_tetteh@yahoo.com



Do you reside within the municipal limits of the Town of Chapel Hill? \*

☒ Yes

☐ No

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

I am a minority, young professional, alum of UNC Chapel Hill and a renter

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

Leader, experience working with individuals who have different backgrounds, consensus builder

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

The town manager will have an important impact on the community and I want to make sure that my unique voice is part of the process

Will you need child care on one or both days of the assessment center?

☐ Yes

☒ No

If yes, what is the age of your child / ages of your children?

Will you need transportation assistance to get to and from the assessment center?

☐ Yes

☒ No

## Other Demographic Information

In order to provide balance and representation, we ask that you please provide the following information.

Are you a Town of Chapel Hill employee? \*

☐ Yes

☒ No

Gender \*

☐ Male

☒ Female

☐ Transgender

☐ Nonbinary

☐ Other

☐ Prefer not to answer

## Ethnicity \*

- ☒ African American
- ☐ American Indian or Alaskan Native
- ☐ Asian or Pacific Islander
- ☐ Hispanic
- ☐ Caucasian (Non-Hispanic)
- ☐ Other
- ☐ Unknown
- ☐ Prefer not to answer

## Age \*

- ☐ 18 - 24
- ☐ 25 - 34
- ☒ 35 - 54
- ☐ Over 55
- ☐ Prefer not to answer

This content is neither created nor endorsed by Google.

Google Forms

# Application for Participation in the Town Manager Assessment Center

The Town of Chapel Hill is hiring a new Town Manager. In an effort to get the best information about candidates, the Town will be using an assessment center process on May 31 and June 1, 2018. An assessment center provides the opportunity for a team of assessors to view the candidates in simulated scenarios a town manager will face. In addition, there is typically a writing exercise and interview. Assessors from each scenario report back to a review committee where the information is analyzed and a recommendation made about the candidates moving to the next step in the hiring process.

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

Are you available between 8:30 a.m. and 5:00 p.m. on both May 31 and June 1, 2018? \*

☒ Yes

☐ No

## 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

## Confidentiality Statement

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

☒ I agree

## Personal Information

First and Last Name \*

Rudy Juliano

Street Address \*

408 Lyons Road

City/State/Zip \*

Chapel Hill NC 27514

Phone Number \*

919 619 2001

Email Address \*

rudyjuliano@hotmail.com

Do you reside within the municipal limits of the Town of Chapel Hill? \*

☒ Yes

☐ No

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

civic minded resident

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

Mem,ber & Chair Chapel Hill T-Board in 2000s, active in Coker Hills neighborhood Assoc for many years

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

Will you need child care on one or both days of the assessment center?

☐ Yes

☒ No

If yes, what is the age of your child / ages of your children?

Will you need transportation assistance to get to and from the assessment center?

☐ Yes

☒ No

## Other Demographic Information

In order to provide balance and representation, we ask that you please provide the following information.

Are you a Town of Chapel Hill employee? \*

☐ Yes

☒ No

Gender \*

☒ Male

☐ Female

☐ Transgender

☐ Nonbinary

☐ Other

☐ Prefer not to answer

## Ethnicity \*

- ☐ African American
- ☐ American Indian or Alaskan Native
- ☐ Asian or Pacific Islander
- ☐ Hispanic
- ☐ Caucasian (Non-Hispanic)
- ☐ Other
- ☐ Unknown
- ☒ Prefer not to answer

## Age \*

- ☐ 18 - 24
- ☐ 25 - 34
- ☐ 35 - 54
- ☐ Over 55
- ☒ Prefer not to answer

This content is neither created nor endorsed by Google.

Google Forms



## Application for Participation in the Town Manager Assessment Center

The Town of Chapel Hill is hiring a new Town Manager. In an effort to get the best information about candidates, the Town will be using an assessment center process on May 31 and June 1, 2018. An assessment center provides the opportunity for a team of assessors to view the candidates in simulated scenarios a town manager will face. In addition, there is typically a writing exercise and interview. Assessors from each scenario report back to a review committee where the information is analyzed and a recommendation made about the candidates moving to the next step in the hiring process.

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

Are you available between 8:30 a.m. and 5:00 p.m. on both May 31 and June 1, 2018? \*

☒ Yes

☐ No

### 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

### Confidentiality Statement

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

☒ I agree

## Personal Information

First and Last Name \*

Katie Loovis

Street Address \*

204 Lake Court

City/State/Zip \*

Chapel Hill, NC 27516

Phone Number \*

919-696-0781

Email Address \*

KLoovis@CarolinaChamber.org

Do you reside within the municipal limits of the Town of Chapel Hill? \*

☐ Yes

☒ No

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

As a graduate of UNC-Chapel Hill with a BA (1999) and MPA (2002), as a current senior-level employee with the Chapel Hill-Carrboro Chamber of Commerce, and as an active community volunteer, I bring a perspective that values all sectors including business, public-private partnerships, sustainability, and equity.

---

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

\*Value the field of public administration (graduate of UNC's School of Government with an MPA, 2002), was selected among peers to serve on the selection committee for the incoming MPA class (2001-2002), and currently service on the board of directors for UNC MPA Alumni Association.

\*Passionate about public service as demonstrated throughout my career with roles that fostered public-private partnerships in government (White House), business (GSK), nonprofit sector (Achieving the Dream), and with the national and local Chamber of Commerce.

\*Committed to volunteering as exemplified through my service on the board of directors for 9/11 Day of Service and Remembrance (Secretary) and Durham Tech Community College Foundation; the advisory board for Corporate Citizenship at the US Chamber of Commerce Foundation; and volunteer with the Orange County Parks and Recreation Council, the Junior League of Durham and Orange Counties, and a Master Gardener (former).

\*Interested in helping the Town of Chapel Hill recruit and secure an impressive and accomplished individual who demonstrates the values the town has identified and will help lead our community in the years to come.

---

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

The Chamber strongly encourages the Town Council to consider a representative from the business community to serve in the assessment center, whether it is me or one of our members. We have shared the application with our membership and hope you find a strong pool of business applicants to consider. I would be delighted to serve.

---

Will you need child care on one or both days of the assessment center?

☐ Yes

☒ No

If yes, what is the age of your child / ages of your children?

---

Will you need transportation assistance to get to and from the assessment center?

☐ Yes

☒ No

### Other Demographic Information

In order to provide balance and representation, we ask that you please provide the following information.

Are you a Town of Chapel Hill employee? \*

☐ Yes

☒ No

**Gender \***

- ☐ Male
- ☒ Female
- ☐ Transgender
- ☐ Nonbinary
- ☐ Other
- ☐ Prefer not to answer

**Ethnicity \***

- ☐ African American
- ☐ American Indian or Alaskan Native
- ☐ Asian or Pacific Islander
- ☐ Hispanic
- ☒ Caucasian (Non-Hispanic)
- ☐ Other
- ☐ Unknown
- ☐ Prefer not to answer

**Age \***

- ☐ 18 - 24
- ☐ 25 - 34
- ☒ 35 - 54
- ☐ Over 55
- ☐ Prefer not to answer

This content is neither created nor endorsed by Google.

Google Forms

# Application for Participation in the Town Manager Assessment Center

The Town of Chapel Hill is hiring a new Town Manager. In an effort to get the best information about candidates, the Town will be using an assessment center process on May 31 and June 1, 2018. An assessment center provides the opportunity for a team of assessors to view the candidates in simulated scenarios a town manager will face. In addition, there is typically a writing exercise and interview. Assessors from each scenario report back to a review committee where the information is analyzed and a recommendation made about the candidates moving to the next step in the hiring process.

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

Are you available between 8:30 a.m. and 5:00 p.m. on both May 31 and June 1, 2018? \*

☒ Yes

☐ No

## 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

## Confidentiality Statement

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

☒ I agree

## Personal Information

First and Last Name \*

Brian Wittmayer

Street Address \*

413 Morgan Creek Road

City/State/Zip \*

Chapel Hill, NC 27517

Phone Number \*

919.537.9295

Email Address \*

bw@bwitt.com



Do you reside within the municipal limits of the Town of Chapel Hill? \*

☒ Yes

☐ No

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

I have lived in Chapel Hill for seven and a half years with my family. We moved here to raise our son who is currently in elementary school. We own a home in Chapel Hill and are interested in the long-term livability of the Town. As the Triangle region grows the Town is experiencing many challenges, however our community is blessed with many advantages. A successful Town Manager will be able to utilize these advantages to meet our challenges and keep the Town a wonderful place to live, work, play, and learn.

---

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

I earned an Master's degree in Business Administration (MBA) from The University of Texas at Austin. I am a business owner in the design and construction industry. I have served on the Town of Chapel Hill Sustainability Committee (as a member & as Committee Chair) and on the Planning Commission (as the Environmental Stewardship Champion).

---

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

---

Will you need child care on one or both days of the assessment center?

☐ Yes

☒ No

If yes, what is the age of your child / ages of your children?

---

Will you need transportation assistance to get to and from the assessment center?

☐ Yes

☒ No

### Other Demographic Information

In order to provide balance and representation, we ask that you please provide the following information.

Are you a Town of Chapel Hill employee? \*

☐ Yes

☒ No

Gender \*

☒ Male

☐ Female

☐ Transgender

☐ Nonbinary

☐ Other

☐ Prefer not to answer

## Ethnicity \*

- ☐ African American
- ☐ American Indian or Alaskan Native
- ☐ Asian or Pacific Islander
- ☐ Hispanic
- ☒ Caucasian (Non-Hispanic)
- ☐ Other
- ☐ Unknown
- ☐ Prefer not to answer

## Age \*

- ☐ 18 - 24
- ☐ 25 - 34
- ☒ 35 - 54
- ☐ Over 55
- ☐ Prefer not to answer

This content is neither created nor endorsed by Google.

Google Forms

# Application for Participation in the Town Manager Assessment Center

The Town of Chapel Hill is hiring a new Town Manager. In an effort to get the best information about candidates, the Town will be using an assessment center process on May 31 and June 1, 2018. An assessment center provides the opportunity for a team of assessors to view the candidates in simulated scenarios a town manager will face. In addition, there is typically a writing exercise and interview. Assessors from each scenario report back to a review committee where the information is analyzed and a recommendation made about the candidates moving to the next step in the hiring process.

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

Are you available between 8:30 a.m. and 5:00 p.m. on both May 31 and June 1, 2018? \*

☒ Yes

☐ No

## 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

## Confidentiality Statement

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

☒ I agree

## Personal Information

First and Last Name \*

John Leland

Street Address \*

303 E Franklin St

City/State/Zip \*

Chapel Hill/NC/27886

Phone Number \*

(252) 955-4611

Email Address \*

jleland@live.unc.edu

Do you reside within the municipal limits of the Town of Chapel Hill? \*

☒ Yes

☐ No

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

The University of North Carolina is undeniably a central component of the Town of Chapel Hill. With every move the town makes, the well-being and impact for university students must be considered. Thus, I feel it is necessary that the next town manager recognizes and takes into account the students on campus, as they are crucial elements of the fabric of this city. As a student at UNC, I am representative of the population that, according to the town's 2010 census report, makes up 23% of the community. With half of UNC students living off campus, there are even more young people than accounted for in the census who are interacting with the local governance every day. If chosen to be an assessor, I will ensure that the next town manager is protecting the rights and interests of UNC students.

---

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

As a journalism student at UNC, I have a passion and talent for communication. Specifically, I realize the need for every voice to be heard and seek to provide a stage and a microphone for those who would not otherwise have it. In taking communication courses at UNC and by writing for a number of websites and newspapers during my time in Chapel Hill, I have garnered the necessary skills to communicate ideas and thoughts for myself and others. In one of those classes this semester, public affairs reporting, I have covered the Chapel Hill police over the past five months. By writing a comprehensive report each week since January and by making connections to town officials, staff and community members, I have gained a fundamental knowledge of the town and its workings that is sufficient to truly pursue and understand its interests. Thus, I feel I possess all the necessary components to be an asset in selecting Chapel Hill's next town manager: a passion for this community and a knowledge of its inter-workings, a unique perspective as a member of the student body, an ability to communicate with a wide, diverse audience and experience interacting with local officials.

---

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

By living in Chapel Hill the past two years and having the opportunity to truly become an informed and active citizen, I have grown to love and appreciate the incredible community that I live in. Chapel Hill has so many qualities - diversity, accountability and beauty, among others - that make it a wonderful place to live and study. Thus, Chapel Hill truly deserves a town manager who continues its wonderful legend and history. I want to be a part of the team that finds that person, because I know I have as much to contribute to the town as it can provide me. The assessment center is a monumental step in hiring the next town manager, and I want to be a part of it. I hope I am given the opportunity.

---

Will you need child care on one or both days of the assessment center?

☐ Yes

☒ No

If yes, what is the age of your child / ages of your children?

---

Will you need transportation assistance to get to and from the assessment center?

☐ Yes

☒ No

## Other Demographic Information

In order to provide balance and representation, we ask that you please provide the following information.

Are you a Town of Chapel Hill employee? \*

☐ Yes

☒ No

Gender \*

☒ Male

☐ Female

☐ Transgender

☐ Nonbinary

☐ Other

☐ Prefer not to answer

Ethnicity \*

☐ African American

☐ American Indian or Alaskan Native

☐ Asian or Pacific Islander

☐ Hispanic

☒ Caucasian (Non-Hispanic)

☐ Other

☐ Unknown

☐ Prefer not to answer



Age \*

- ☒ 18 - 24
- ☐ 25 - 34
- ☐ 35 - 54
- ☐ Over 55
- ☐ Prefer not to answer

This content is neither created nor endorsed by Google.

Google Forms

# Application for Participation in the Town Manager Assessment Center

The Town of Chapel Hill is hiring a new Town Manager. In an effort to get the best information about candidates, the Town will be using an assessment center process on May 31 and June 1, 2018. An assessment center provides the opportunity for a team of assessors to view the candidates in simulated scenarios a town manager will face. In addition, there is typically a writing exercise and interview. Assessors from each scenario report back to a review committee where the information is analyzed and a recommendation made about the candidates moving to the next step in the hiring process.

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

Are you available between 8:30 a.m. and 5:00 p.m. on both May 31 and June 1, 2018? \*

☒ Yes

☐ No

## 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

## Confidentiality Statement

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

☒ I agree

## Personal Information

First and Last Name \*

Ed Harrison

Street Address \*

58 Newton Drive

City/State/Zip \*

Durham, NC 27707-9744

Phone Number \*

919-490-1566

Email Address \*

edcharrison@gmail.com

Do you reside within the municipal limits of the Town of Chapel Hill? \*

☒ Yes

☐ No

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

(1) The perspective of one of the handful of residents who has ever participated directly in the hiring of a CH Town Manager, not just as a voting Council Member but as a member of the sub-committee delegated to carry out the evaluation process until the semi-finalists were brought to Council (including one-on-one phone interview with a finalist); I have substantial experience with the confidentiality needs in such a process.

(2) The perspective of one who has been involved with trying to affect policies in council-manager (and board-manager) governments continuously for 35 years, especially on cutting-edge environmental and transportation issues; thanks to elected officials who worked well with managers, these issues have become mainstream in our communities.

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

(1) I have been a student of local government operation for over three decades, including one decade (1980s) when I worked for environmental foundations writing guidebooks for local government officials; to do so, I had to do my best to understand how managers conveyed information to their policymakers.

(2) I worked for 16 years as a councilmember with the current and former Town Manager; I am familiar with concerns that members of the public and of the Council had with both of them.

(3) In 11 years in my previous elected office (6 as chair), member of the Durham (County) Board of Soil and Water Conservation Supervisors, I had to work with sometimes hostile county managers and attorneys, and my success was acknowledged by county commissioners.

(4) Like very few officeholders, I have been a local government employee working for a department head, who worked for a city manager. I came to understand how poor leadership (and unethical behavior) in both positions made for poor morale among employees.

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

I hope to continue to serve our community in specific cases where my experience and knowledge could be helpful to furthering our town's goals. I believe this is one of those cases.

Will you need child care on one or both days of the assessment center?

☐ Yes

☒ No

If yes, what is the age of your child / ages of your children?

Will you need transportation assistance to get to and from the assessment center?

☐ Yes

☒ No

### Other Demographic Information

In order to provide balance and representation, we ask that you please provide the following information.

Are you a Town of Chapel Hill employee? \*

☐ Yes

☒ No

**Gender \***

- ☒ Male
- ☐ Female
- ☐ Transgender
- ☐ Nonbinary
- ☐ Other
- ☐ Prefer not to answer

**Ethnicity \***

- ☐ African American
- ☐ American Indian or Alaskan Native
- ☐ Asian or Pacific Islander
- ☐ Hispanic
- ☒ Caucasian (Non-Hispanic)
- ☐ Other
- ☐ Unknown
- ☐ Prefer not to answer

**Age \***

- ☐ 18 - 24
- ☐ 25 - 34
- ☐ 35 - 54
- ☒ Over 55
- ☐ Prefer not to answer

This content is neither created nor endorsed by Google.

Google Forms



# TOWN OF CHAPEL HILL

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

## Item Overview

Item #: 13., File #: [18-0391], Version: 1

Meeting Date: 5/2/2018

### Appointments to the Community Design Commission.

#### Staff:

Sabrina Oliver, Director/Town Clerk  
Beth Vazquez, Ombuds

#### Department:







Communications and Public Affairs  
Ombuds Office



#### Recommendation(s):

That the Council make appointments to the Community Design Commission for four (4) Chapel Hill Residents and one (1) Historic District Resident.

#### 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:

- Advisory Board Recommendations
- Ballot
- Applications

Note: Applications submitted prior to February 20, 2018 were completed before changes were made to the application and may appear incomplete.



**MEMORANDUM**

TO: Mayor and Town Council

FROM: Volker Mueller, Acting Chair

SUBJECT: Recommendation for the Community Design Commission vacancy(s)

DATE: April 24, 2018

**RECOMMENDATION:** The Community Design Commission met on Tuesday, April 24, 2018 and by a unanimous vote have made the following two recommendations to the Town Council for consideration:

- Volker Mueller, Reappointment, Chapel Hill Resident
- Chris Berndt, Reappointment, Chapel Hill Resident

And by a 3-person vote made the following two recommendations to the Town Council for consideration:

- Thomas Henkel, Appointment, Chapel Hill Resident
- Forrest Heath, III, Appointment, Chapel Hill Resident

**SPECIAL REQUEST(S):** The Commission is seeking a person with landscape design background to help with reviews of Alternative Buffers and Special Use Permits with requests for modifications to buffers and/or tree canopy.

The seat for a resident of a historic district is open. Previously, the seat was vacant for almost two years before being filled. Staff recommends that the seat be filled in the fall in the case that there are applicants to the Historic District Commission that did not get appointed to that board and may want to consider appointment to the CDC.

**BACKGROUND:** We have only had one person serve on the Commission that was from a historic district. The general opinion of the Commissioners is that this seat designation does not have any special relevance beyond that of a general Chapel Hill Resident seat.

*Note:* Communications and Public Affairs notes that the Community Design Commission reviewed the following applications: Christine Berndt, Bennett Taylor Dansby, Forrest Heath III, Thomas Henkel, and Volker Mueller.

## BALLOT

## COMMUNITY DESIGN COMMISSION

MAY 2, 2018

Total Membership: 9 (8 Chapel Hill Residents; 1 Chapel Hill Historic District Resident)

Current Membership: 8 (4 Female, 4 Male; 8 Caucasian; (2) 35-54, (4) over 55, (2) undisclosed age)

Number of Vacancies: 5 (4 Chapel Hill Residents, 1 Chapel Hill Historic District Resident)

Number of Applicants: 5

## APPLICANTS

## Chapel Hill Resident

You may vote for up to four (4) applicants

\_\_\_\_\_ Christine Berndt (incumbent)

\_\_\_\_\_ Thomas Henkel\*

\_\_\_\_\_ Bennett Taylor Dansby\*

\_\_\_\_\_ Volker Mueller (incumbent)

\_\_\_\_\_ Forrest Heath, III

\_\_\_\_\_ Other; Please list \_\_\_\_\_

## Chapel Hill Historic District Resident

You may vote for up to one (1) applicant

\_\_\_\_\_ Other; Please list \_\_\_\_\_

---

 Council Member Signature

\*Applicants noted above are also being considered for another standing board this evening. According to the Council Procedures Manual an individual may serve on only one standing board or commission.

APPLICATION FOR MEMBERSHIP ON ADVISORY BOARD, COMMISSION, Submit Date: Mar 22, 2018  
COMMITTEE OR TASK FORCE

---

## 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

Christine

First Name

S

Middle Initial

Berndt

Last Name

bberndt500@aol.com

Email Address

621 Rock Creek Road

Street Address

Suite or Apt

Chapel Hill

City

NC

State

27514

Postal Code

Home: (919) 942-4560

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? \*

---

☒ Community Design Commission

## Which Boards would you like to apply for?

---

Community Design Commission: Eligible

Question applies to Community Design Commission

## Select a Seat Category for the Community Design Commission \*

---

☒ Chapel Hill Resident

---

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

---

☒ Other (provide additional information below)

Design Commission, and am  
applying for an additional term

---

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

---

## Interests & Experiences

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

I completed a one-year term on the Community Design Commission in 2014-15, and I am finishing a three-year term ending 6/30/18. I have served as Vice-Chair for the past two years. I hope to put my four years experience on the Commission to work to further improve the effectiveness of the Commission and its communication with other Boards and the Council. I am committed to achieving excellence in design in Chapel Hill. I am particularly interested in applying the proposed urban design guidelines in the Blue Hill District, and possibly developing similar guidelines for downtown. I would continue to advocate for building design which uses the best of modern design principles and incorporates sustainable development/green building practices, while also respecting the context of Chapel Hill's environment and history. I am an advocate of environmentally-based planning which balances appropriate site design with ecological principles.

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

I have a Master of Regional Planning from the University of North Carolina at Chapel Hill, with concentrations in urban design and housing. I am a retired city planner with 28 years experience in local planning issues. I previously served for seven years on the former Greenways Commission, including five years as Chair. I have a good working knowledge of Town processes and ordinances. I work hard to review the materials and prepare for meetings. I hope to build upon what I have learned in my advisory board experiences and to continue to serve the community.

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

## Demographics

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

### Ethnicity

☒ Caucasian/Non-Hispanic

### Gender

☒ Female

If other, please describe:

Please select your age from the following list. \*

---

☒ over 55

retired planner

Occupation

Are you a Town of Chapel Hill employee?

---

☐ Yes ☒ No

---

**Ethics Statement**

## ETHICS GUIDELINES FOR TOWN ADVISORY BOARDS AND COMMISSIONS

---

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.*

APPLICATION FOR MEMBERSHIP ON ADVISORY BOARD, COMMISSION, Submit Date: Jan 15, 2018  
COMMITTEE OR TASK FORCE

---

## 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

Bennett

First Name

T

Middle Initial

Dansby

Last Name

tbcdansby@gmail.com

Email Address

906 Roosevelt Dr.

Street Address

Suite or Apt

Chapel Hill

City

NC

State

27514

Postal Code

Mobile: (510) 435-1551

Primary Phone

Mobile: (510) 435-3645

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?

---

☒ 4-9 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? \*

---

☒ Planning Commission

## Which Boards would you like to apply for?

---

Community Design Commission: Eligible

Planning Commission: Eligible

Question applies to Community Design Commission

## Select a Seat Category for the Community Design Commission \*

---

☒ Chapel Hill Resident

Question applies to Planning Commission

## Select a Seat Category for the Planning Commission \*

---

☒ Chapel Hill Resident

---

## 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:

## Interests & Experiences

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

My desire to serve on the Planning Commission comes from the observation that the developers that come before the town tend to have an advantage in presenting their building priorities. Growing up in Chapel Hill as the son of an Architect who focused on restoration I was exposed to many of the parameters that once guided the panning of our town. I have spent thirty years of my life understanding material, labor, and costs associated with the built environment. Locally I have worked with builders such as Cam Ward, craftsmen like Scott Bertram, and property owners such as CHCPS. Nationally I spent three years in California restoring, remodeling, and retrofitting historic homes in Berkeley and another five years at Yale serving on the faculty of the Architecture School. I am certainly capable of deciphering the priorities of developers in relation to those of our town and communicating them in a way that is logical and fair. I am also capable of understanding and communicating what expectations are feasible, reasonable and achievable for a developer in our community.

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

[bTd Resume 1 .pdf](#)

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

## Demographics

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

### Ethnicity

☒ Caucasian/Non-Hispanic

### Gender

☒ Male

If other, please describe:

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

☒ 35-54

General Manager of a Retail Store

Occupation

Are you a Town of Chapel Hill employee?

☐ Yes ☒ No

---

## Ethics Statement

### ETHICS GUIDELINES FOR TOWN ADVISORY BOARDS AND COMMISSIONS

---

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.*

## Professional Profile

I am an effective collaborator who excels at delivering high-pressure, time-sensitive projects. Every task is approached with care, value and competence. My career includes a faculty position at Yale, consultancies with a diverse network of clientele, and being the recipient of prestigious commissions, grants and awards.

## Experience

General Manager 2016-Present      **Townsend Bertram & Company** Carrboro, NC

- Management of personnel, buying, marketing, budgets, accounting, and strategy

Consultant      1998-Present      Chapel Hill, NC

- Chapel Hill Cooperative Preschool as the buyer's agent and developer of design and site plan approval
- Event technology solutions for Janssen, Emergent, and the American Astronomical Society
- Program and facilities design for Yale, UNC and NCSU
- CMS development and training for Yale Schools of Forestry, Nursing, and Architecture
- CRM software training for 3M, Sepracor, Endo, Innovex, King, and Novo Nordisk

Lecturer      2008-2013      **Yale School of Architecture** New Haven, CT

- Co-author of University-wide safety protocols
- Co-author of SPE Foundation Grant
- Designer of website and marketing materials
- Responsible for teaching students how to design, render, model and construct their work
- Co-developer of databases built for material sales, scheduling, and equipment management
- Advisor to successful student entry for the International Contemporary Furniture Fair
- Advisor to student-designed pavilions for the New Haven Arts and Ideas Festival
- Developer of 3d models and re-creations for University carvings, castings, and sculptures
- Co-designer of modifications to existing machines for improved efficiency and safety

Web Designer      2007-2008      **Yale School of Nursing** New Haven, CT

- Developer of new technology resources for faculty, students, and staff

Photographer      2005-2006      **Patrick McMullan Co** New York, NY

- Event photographer and production assistant for website and publications

Production Manager      2006-2007      **Accolade Furniture** Wallingford, CT

- Developer of production models leading to better efficiency and sustainability
- Manager of several large-scale mill projects, budgets, and sales
- Designer of website, marketing materials, furniture and custom projects

Instructor      2004-2006      **University of California ASUC Art Studio** Berkeley, CA

- Developer of classes in photography, printing, and digital technology

Logistics Manager      2003-2005      **Terry Contractors Inc** Berkeley, CA

- Manage ordering, purchasing and delivery of building materials and hardware to job sites
- Carpentry, demolition, permitting, and estimates

## Education

BFA Studio Art      2002      **University of North Carolina** Chapel Hill

- *John Hope Franklin Award*, Duke Center for Documentary Studies
- *Alexander Julian Prize*, UNC Chancellor's Award
- *St. Andrews Society Award*, UNC Distinguished Scholarship

APPLICATION FOR MEMBERSHIP ON ADVISORY BOARD, COMMISSION, Submit Date: Jan 21, 2018  
COMMITTEE OR TASK FORCE

---

## 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

Forrest

First Name

T.

Middle Initial

Heath Iii

Last Name

forrest@pareto-design.com

Email Address

4514 Environ Way

Street Address

Suite or Apt

Chapel Hill

City

NC

State

27517

Postal Code

Mobile: (202) 352-2475

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? \*

---

☒ Community Design Commission

## Which Boards would you like to apply for?

---

Community Design Commission: Eligible

Question applies to Community Design Commission

## Select a Seat Category for the Community Design Commission \*

---

☒ Chapel Hill Resident

---

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

---

- ☒ Advisory Board or Council member  
☒ Other (provide additional information below)

---

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

---

## Interests & Experiences

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

I've lived in and around Chapel Hill for the greater part of my life. I am exceedingly grateful to have had many an opportunity to travel thanks to my work. In the last few years I've spent extensive time in South America, Eastern and Western Europe and all up and down the US East coast. No matter how far I go, I found myself missing Chapel Hill, the beautifully unique place we are lucky enough to call home. I've worked on a diverse range of projects but have slowly become more and more enamored with the development, evolution, and stewardship of our urban spaces. I want to apply this passion to the place I call home and do so in a meaningful way. Over the last few years, I have developed into a successful young business owner and serial entrepreneur with a background in design and community building. These experiences compounded with my age, confer a unique perspective and voice that I believe would add value to the CDC. Further, I think that the cohort that ultimately bears the long term outcomes of design decisions made by the CDC should have a hand in their creation. I would be honored to serve the Town of Chapel Hill and use my unique perspective to help it navigate the increasingly complex world of today while working to create a city that my generation, and many after, may prosper in tomorrow. Attached you will find an overview of my experience:

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

[Forrest T. Heath III Experience.compressed.pdf](#)

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

## Demographics

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

### Ethnicity

☒ Caucasian/Non-Hispanic

### Gender

☒ Male

If other, please describe:

Please select your age from the following list. \*

---

☒ 18-24

Partner Pareto Design

Occupation

Are you a Town of Chapel Hill employee?

---

☐ Yes ☒ No

---

**Ethics Statement**



## ETHICS GUIDELINES FOR TOWN ADVISORY BOARDS AND COMMISSIONS

---

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.*



# A Brief Overview of My Experience & Cool stuff I've Worked On

Submitted By:

Forrest T. Heath III

# Forrest T. Heath III

## Table of Contents

### 1 Pareto Design

a. Overview

### 2 Chronological Experience

- a. Bowtie Company
- b. Policy Pear
- c. Electric Vehicle TED Talk
- d. Art Project with the Under Secretary of State
- e. Vema Couture
- f. Building Leading Blog on Squarespace hacks
- g. Pareto Retail Labs
- h. AOG/NDIA
- i. Duke Central Campus RFQ
- j. Southrail
- k. Joining the EU Press Pool

## Contact Information

**Forrest T. Heath III**, Pareto  
4514 Environ Way  
Chapel Hill, NC 27517  
202-352-2475 | [forrest@pareto-design.com](mailto:forrest@pareto-design.com)



# Design Operations for Placemakers

[SEE OUR WORK](#)

Pareto works in industries that are building the future and redefining the urban landscape. Real Estate Development. Infrastructure. Transportation. We are driven by bold endeavors, thrive in complex environments, and operate at the intersection of design and technology.

We are a multi disciplinary design consultancy working across print, digital, and experiential mediums. We work globally with particular focus in Chapel Hill, Washington DC, Shenzhen, Medellin, and Tallinn





# Bowtie Company

In my first real foray into business, I created a cotton bowtie company targeting college student by employing crazy, over-the-top Americana branding like the shorts brand Chubbies. This was even emblemized in the name, Trickle Down Apparel. The best part was my production staff: a group of local grandmas who loved to sew and were eager to earn a little money on the side.





Stand with the Displaced: Victims of the Boko Haram Insurgency in north-eastern Nigeria



Filipino President Fuels Vigilante Violence over War on Drugs



Political Power Play in India, 2004-2014.

# Policy Pear

Policy pear was a project I worked on with some college friends that strove to make foreign policy news digestible. We broke articles down into three sections: The Players, The Background, and The Story so that a reader, even with nascent knowledge of the particular region, could get the necessary perspective. I created the structure and designed the branding and interface.

<https://polycypear.com>



# Electric Vehicle TED Talk

I had always been fascinated by Tesla and the mystique of electric vehicles. At the time, I was taking a public speaking class taught by an accomplished public speaking coach. I made him a bet that if I could convince someone to let me give a TED Talk, he would coach me pro bono. After a significant amount of cold calls and unanswered dm's on twitter, I finagled my way into TEDxAsheville. I road into the talk on a Power Wheels car from my childhood and highlighted to necessity of marketing EVs as sexy to young people.

<https://www.youtube.com/watch?v=IMgvMEtWloo>





# Art Project with a Diplomat

After moving to DC, I often found myself at random government and think tank events. At a USIP event on scaling peacetechnology, I met my adoptive grandpa and mentor, Rick Barton. In the cloak room, I accidentally grabbed his scarf instead of my own, this incited a conversation. We ended up headed to the same metro, talking the entire way. Interestingly, his mom had been a world-renowned tapestry artist and he was in the process of setting up a memorial retrospective to honour her life. Approaching our stop, I offered to take point of the project and design everything. He was excited about the idea and we set up a time to meet again. It was only later that I found out that Rick was a former Under Secretary of State amongst other things. Since, I've become closer friends with him and his family. Through him, I have been exposed to a wonderfully diverse assortment of people (and I still haven't let him pay me!).

<http://www.nancyhemewaybarton.com>





# Vema Couture

Help create, run, and market a social enterprise weave and wig company based in Washington DC with my friend and celebrity hairdresser, Vernon Martin. We worked to create a model where a portion of proceed went to organizations supporting minority women entrepreneurs. Through the project, I've had the pleasure of working with everyone from Erica Campbell to Kerry Washington to the Williams Sisters. On top of the fulfilling work, I now know way more about indian remy hair than I ever thought I would.

<https://www.vemacouturehair.com>



## Squarespace -Hacks-

# Built Leading Squarespace Blog

Discovered various novel things on the website platform Squarespace and, on a whim, created a few blog post with walkthroughs and tutorials. Much to my surprise, they took on a life of their own and now I have a devoted following of Squarespace hackers and the blog generates over 10,000 readers a month

<https://www.pareto-design.com/squarespace-hacks>



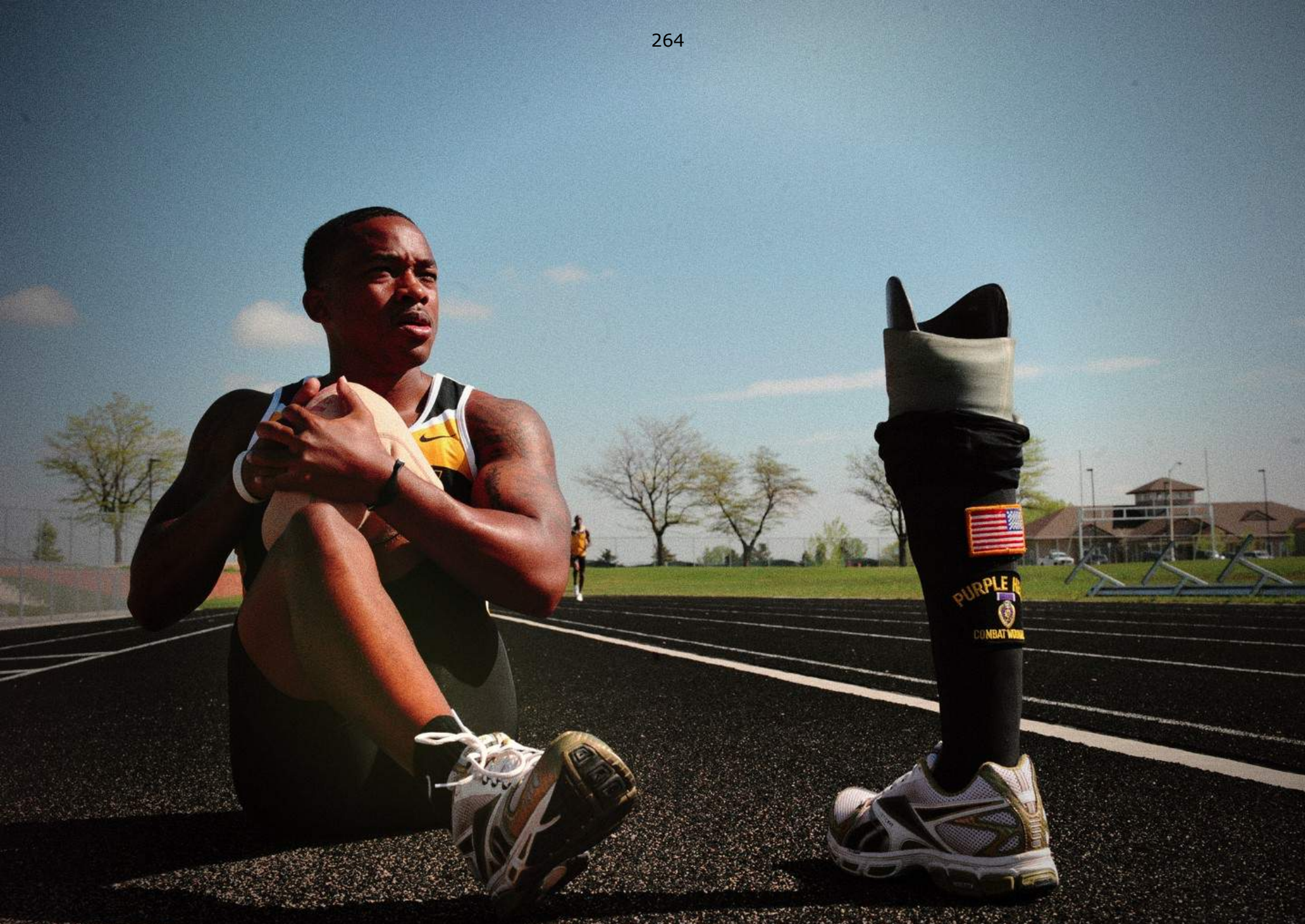


# Pareto Retail Labs

Created a series of pop-up events here in Chapel Hill in under-utilised commercial space. After convincing a couple large property owners to let us use their un-leased space, we created innovative retail experiences. Our team has worked on events including an underground art gallery and installation exhibit, a fashion show, and a Tequila bar in the back of a semi truck.

<https://www.pareto-design.com/pareto-retail-labs>





# AOG & NDIA

Helped establish the Asymmetric Operations Group(AOG): a project providing support & purpose for Special Operations and Special Law Enforcement Veterans to tackle the most pressing global asymmetric challenges. We rehabilitate retired operators and field them in the global fight against human trafficking, poaching and illegal trafficking of wildlife, and other counter-network operations

My role at AOG led to a seat on the National Defence Industries Association's Special Operations and Low Intensity Conflict board. Additionally I was invited to the U.S. Army John F. Kennedy Special Warfare Center and School to present a seminar on Hybrid Value Chains and social enterprise with my friend and former A Team Delta, Jared Ross.

<https://www.asymmetricoperations.org/>





# Duke Central Campus RFQ

Duke University issued an Request for Qualifications on a 57-acre parcel in downtown Durham, NC. Duke wants to develop the site into a dense, mixed-use community. Three firms came together, forming a development group that would pursue this opportunity. The owner of the local firm, East West Partners, brought my team in to help craft their response. We researched, wrote, and designed a 50 page document that showed why the development team was uniquely qualified to pursue the project. This is to be multi-billion dollar project.

<https://www.pareto-design.com/s/Duke-Central-Campus-RFQ-Response-Redactedcompressed.pdf>





# Southrail

Southrail is a public private partnership to create a 125 mph higher-speed rail service between Charlotte and Raleigh, NC. Inspired by the privately funded Brightline, a project in Florida that will begin passenger service Q1 2018, we are creating a combined entity that be comprised of a rail operator and a master development group.

We have two of the fastest growing metro areas in the county and no good options to travel between them. Driving is close to 4 hours, when you add in security ect...flying is close to the same and current trains are slow and infrequent. We will fill that demand by selling not just two hour trips, but two hours of productivity unmatched productivity.

<https://www.pareto-design.com/southrail>





# Joining the EU Press Pool

I spent about a month in Estonia this past fall. As a networking mechanism, we went to any event we could find on Facebook and Eventbrite. One day, on a bus back to Tallinn after a spending a few days in Lithuania, I stumbled across the Tallinn Digital Summit on Facebook. For the life of me I couldn't find where you were to sign-up. Finally, I found a spot to apply for a press pass and on a whim, entered my design firms info.

Turns out, this wasn't just a random event but an official EU summit with 27 out of the 28 EU heads of state in attendance. We showed up only to find out we were now officially accredited EU journalists and that there would be a full agenda of events as Estonia held the EU presidency for the remainder of the year. Over the course of the next week: we befriended journalists from NY Times, France 24, and Xinhua (Chinese State Media); met Emmanuel Macron and a core cadre of EU people; attended a few state dinners; and got super tight with the diplomatic community there in Tallinn. Today, we're still technically a part of the EU press pool.

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

---

## 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

E. Thomas

First Name

Henkel

Last Name

Middle Initial

thenkel1@nc.rr.com

Email Address

3 Mt. Bolus Road

Street Address

Suite or Apt

Chapel Hill

City

NC

State

27514

Postal Code

Business: (919) 960-2589

Primary Phone

Mobile: (919) 593-5510

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? \*

---

☒ Community Design Commission

## Which Boards would you like to apply for?

---

Environmental Stewardship Advisory Board: Eligible

Community Design Commission: Eligible

Question applies to Community Design Commission

## Select a Seat Category for the Community Design Commission \*

---

☒ Chapel Hill Resident

Question applies to Environmental Stewardship Advisory Board

## Select a Seat Category for the Environmental Stewardship Advisory Board \*

---

☒ Chapel Hill Resident

---

## 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:

---

## Interests & Experiences

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

I am a sustainable energy professional with over 40-years experience in solar energy and in energy efficient buildings. My experience includes performing energy audits for the New York State Energy Office from 1988 to 1994, managing an energy audit program for Consolidated Edison of NY from 1996 to 1998, and performing energy audits and other building energy projects from Lockheed Martin Energy Services from 2008 to 2016. I have performed and reported on approximately 650 energy audits of commercial, industrial, and institutional buildings. My solar energy experience includes managing or consulting to ten solar/gas absorption chiller HVAC projects, solar hot water projects including the UNC Morrison Dorm project, and I am currently under contract to the Veterans Administration to perform third-party commissioning of solar PV electric plants being installed at VA Medical Centers nation-wide. Among other responsibilities, the CDC is charged with reviewing building envelopes for new construction projects brought to the Town for review and approval. With climate change probably the most important issue facing the world today, it is important that the Town of Chapel Hill do all that it can to reduce the carbon footprints of all buildings within its borders over which it has any regulatory authority. Almost half of all energy use in the US today is for the heating and cooling of buildings and for the production of hot water. A properly-designed building envelope using state-of-the-art techniques is the first place to start to insure that this building will be energy efficient in order to reduce its carbon footprint. I am very familiar with most of these sustainable energy building design techniques through my energy audit and building-integrated solar energy work, and through working with one of the leading sustainable building architects in the US to design low carbon-footprint buildings. Therefore, I will add this unique sustainable energy experience to the CDC to enable it to better carry out its responsibilities. I was a charter member of the Million Solar Roofs Committee and the Sustainability Committee, and I currently serving on the Environmental Stewardship Advisory Board.

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

My leadership skills have enabled me to lead a successful effort to form a nonprofit corporation (Chelsea Art Theater, Inc.) as its President, to pull together a team of professionals, and to raise sufficient funds to purchase the Chelsea Theater from the owners Bruce and Mary Jo Stone. We will begin our ownership and management of the Theater on March 30, 2018.

[HenkelResume112513.pdf](#)

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

## Demographics

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

## Ethnicity

---

☒ Caucasian/Non-Hispanic

## Gender

---

☒ Male

---

If other, please describe:

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

---

☒ over 55

President, Henkel Solar inc.

Occupation

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

---

☐ Yes ☒ No

---

## Ethics Statement

## ETHICS GUIDELINES FOR TOWN ADVISORY BOARDS AND COMMISSIONS

---

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.*

**E. Thomas Henkel, Ph.D**  
**Henkel Solar Incorporated**  
**3 Mount Bolus Rd., Chapel Hill, NC 27514**  
**Telephone/Fax: 919-960-2589**  
**E-Mail: [thenkel1@nc.rr.com](mailto:thenkel1@nc.rr.com)**

---

### **General Background and Skills Highlights**

Over 40 years of experience with scientific education, energy conservation, renewable energy systems, and personnel management. Previous experience includes the design, development and management of commercial solar energy heating and cooling installations and management of energy audit programs.

### **Relevant Experience**

- ◆ Managed the Consolidated Edison Company Energy Audit Program for Lockheed Martin Energy Services. This project involved comprehensive energy audits with full building simulations and analysis.
- ◆ Concept design and energy performance studies of solar electric, solar thermal CHP, and solar thermal systems.
- ◆ Energy Advisor for the New York State Energy Advisory Service to Industry. Performed and wrote reports on 320 energy audits of commercial and industrial buildings.
- ◆ Designed, developed and implemented four commercial solar energy heating and cooling installations.
- ◆ Consultant for Solar Enterprises International and Solargenix Energy in the design and marketing of solar energy systems including solar thermal electric, solar thermal CHP, and solar absorption HVAC.
- ◆ Collaborated with Dr. Richard Christensen of the Ohio State University in the design, fabrication, and testing of a dual fuel/hot fluid heat exchanger for absorption cycle heat pumps, chillers, heat engines, and refrigeration equipment. Patent issued in June, 2006.
- ◆ Independent commissioning of solar PV systems for the Veterans Administration.

### **Education**

Ph.D, Physics Education, The University of Toledo, Toledo, Ohio, 1965  
 M.S., Physics, The University of Toledo, Toledo, Ohio, 1965.  
 M.Ed, Science Education, The University of Toledo, Toledo, Ohio, 1963  
 A.B., Pre-Engineering, Columbia College, New York, New York, June, 1958

### **Solar Projects Managed or Consultancy**

1978: Manager, Wagner College solar-driven 320-ton 1E absorption chiller HVAC. \$1,100,000.  
 1997: Co-manager, Sacramento CA solar-driven 20-ton 2E absorption chiller HVAC. \$650,000.  
 2002: Consulted to Austin TX solar-driven 30-ton 1E absorption chiller HVAC. \$350,000.  
 2003: Consulted to Raleigh NC solar-driven 50-ton 2E absorption chiller HVAC. \$900,000.  
 2006: Consulted to Carnegie Mellon University solar-driven 4.6-ton 2E absorption chiller HVAC. \$85,000.  
 2008: Consulted to Steinway & Sons, New York, NY solar/gas-driven 83/99-ton 2E absorption

- space cooling and LP steam system. \$900,000.
- 2010: Consulted to SunQuest Energy, Orlando FL, solar-driven 40-ton 1E absorption chiller HVAC. \$880,000
- 2011: Consulted to Synergy California, 75-ton solar-driven 75-ton 1E absorption chiller HVAC in Hermosillo Mexico.

### ***Selected Job History***

**Lockheed Martin Energy Services**  
**Rockville, Maryland**

**1996 to present**

**Project Manager. 1996 to 1998** — Managed the Lockheed Martin New York City office. Principle activities included administering the Consolidated Edison Company Energy Audit Program which involved personally performing 130 comprehensive energy audits with full building simulations and analysis. This project included the management of field engineers along with supervision of preparation, printing, and mailing of reports to Consolidated Edison. Additional work involves projects for the New York Energy Research & Development Authority FexTech Program and Energy audits for New York commercial, industrial, and institutional customers. Management responsibilities included payroll, budget administration, revenue/costs forecasting, personnel evaluation, and project reporting.

**Project Engineer. 1998 to Present** — Works on a variety of projects involving building energy systems analysis and technical application studies for manufacturers, utilities, and others including solar electric and solar thermal applications.

**Solar Enterprise International, LLC**  
**Chicago, Illinois**  
**Solargenix Energy, LLC**  
**Sanford, NC**

**1994 to 2010**

**Consultant.** He designed and co-managed a project in Sacramento, CA to demonstrate new higher temperature solar energy technology for commercial HVAC systems. This \$600,000 project, finished in 1997 and funded primarily by the California Energy Commission, installed a 1200 sq.ft. array of Integrated Compound Parabolic Concentrator evacuated tube collectors which powers a 20-ton double-effect absorption water chiller as part of a complete HVAC system for an 8,000 sq.ft. commercial building. This is the first time that a non-tracking solar thermal collector array is successfully powering a double-effect absorption water chiller to meet the air conditioning needs of a building. He collaborated with the Mechanical Engineering Department of The Ohio State University in the design, fabrication and testing of an integrated solar and natural gas fired 2E absorption chiller. A patent on this technology was issued in June, 2006. He now assists Solargenix in designing and marketing solar hot water and solar absorption and other HVAC systems. These include a 50-ton 2E absorption chiller in Raleigh, NC, a 30-ton 1E absorption chiller in Austin, TX, and a 172 collector solar hot water system for UNC Chapel Hill. A 1000 collector solar hot water plant is under design for a NC industrial plant. He consulted to Carnegie Mellon University for the installation and commissioning of a solar-driven Broad 4.6-ton dual-fired 2E absorption chiller. He prepared concept plans for Duke Energy Carolinas for a metered solar hot water program. Dr. Henkel is presently consulting to ERS, Inc. for the design, installation and commissioning of a solar-driven 99-ton 2E absorption chiller project in New York City partially funded by NYSERDA, to SunQuest Energy of

Orlando FL for a 40-ton solar 1E absorption chiller system at Fort Bliss, El Paso TX, and to Synergy California for a solar-driven 75-ton 1E absorption chiller system in Hermosillo Mexico.

**Facility Strategies Group, LLC**  
**Fort Mill, SC**

**2008 – 2011**

Performed energy audits of 20 government buildings in Montgomery County, Maryland.  
 Prepared solar feasibility studies.

**Wagner College**  
**Staten Island, New York**

**1967-1996**

**Professor of Physics and Chairman of the Physical Sciences Department, 1967 to 1996—**

Taught courses in Physics, other Physical Sciences, Mathematics, and the History of Science. Responsibilities included the management of the department budget, supervision of faculty, and maintenance of chemistry and physics laboratories, equipment, and chemical stockrooms, curriculum development, and coordination of grant proposals.

**Solar Energy Demonstration Project Director, 1977 to 1986 —** Developed the project concept, raised \$1.1 million in funding, organized and administered the Project Management Team consisting of representatives from the Brooklyn Union Gas Co., Consolidated Edison of New York, Owens-Illinois Inc., Carrier Corporation, New York State Energy Research and Development Authority and a large New York City architectural firm. Responsibilities included the development of financial plans, the project accounting system, negotiating and administering construction contracts, supervision of the construction of the solar energy system, direction and monitoring of the operation of the system which heated and cooled two campus buildings.

**BEEAH Architects, Planners, & Engineers**  
**Riyadh, Saudi Arabia**

**1994 to 1996**

**Consultant, 1994 to 1996—** Designed a 1600-ton solar energy absorption cooling project.

**Parsons-Brinckerhoff, Inc**  
**New York, New York**

**1992 to 1993**

**Consultant. 1992 to 1993—** Prepared technical assistance studies for the New York State Institutional Conservation program

**VTEC Laboratories, Inc**  
**Bronx, New York**

**1988 to 1992**

**Energy Advisor for New York State Energy Advisory Service to Industry, 1988 to 1992—**  
 Performed and wrote reports for 320 energy audits of commercial and industrial buildings.

**Electrides Corporation**  
**Staten Island, New York**

**1975 to 1978**

**Consultant. 1975 to 1978—** Researched and developed an electronic fluorescent lamp ballast.

**U.S. Naval Reserve****1958 to 1996**

**Engineering Officer 1958 to 1996**— Experience includes naval steam systems, engineering casualty control, damage control, fire fighting, and nuclear biological-chemical warfare defense. Includes active duty from 1958 to 1960 and retirement after 20 years of satisfactory service with the rank of Commander.

***Selected Studies***

- ◆ “Residential Solar CHPC System: Technical and Market Analyses”. New York State Energy Research and Development Authority. February, 2004
- ◆ “Solar Cooling for a District Chiller Plant”. Jacksonville Electric Authority. November, 2004. Comparison of a solar PV-driven VP chiller and solar thermally-driven 1E and 2E absorption chillers.
- ◆ “Design and Performance of a Building-Integrated Solar Thermal Combined Heat, Power, and Cooling Plant”. Solargenix Energy, June, 2005
- ◆ “Feasibility Study with Pricing for a Solar-Driven 200-ton 2E Absorption Chiller HVAC System for Honolulu, HI”, ARUP consulting engineers, San Francisco, 2007.
- ◆ “Feasibility Study with Pricing for a Solar-Driven 600-ton 2E Absorption Chiller HVAC System for Florence, SC”, Roche Carolina Inc., 2007.
- ◆ “Feasibility Study and Design with Pricing for a Solar-Driven 200-ton 1E Absorption Chiller HVAC System for Wilmington, NC”, UNC Wilmington.
- ◆ “Feasibility Study for Using Tracking Trough Collectors in New York City for Solar Water Heating”, New York State Energy Research & Development Authority. 2008.
- ◆ “Short Feasibility Study for Exelon Peach Bottom Nuclear Plant for Installation of a Solar PV Generating System and a Solar Hot Water System”, Lockheed Martin, October, 2008.
- ◆ “Solar Electric Power for Base Camp Djibouti Al Noor Bridge”, Lockheed Martin, October, 2008. Feasibility study for solar PV and solar thermal electric systems including costs and performance.
- ◆ “Feasibility Study for Solar Heating System at Lockheed Martin Sunnyvale Plant”, including costs and performance. Lockheed Martin, June, 2010.
- ◆ “Feasibility Study for Solar 2E Absorption Chiller Plant at Lockheed Martin Palmdale Plant, including costs and performance. Lockheed Martin, July, 2010.

***Specialized Training/Certifications***

- ◆ Certification as Energy Auditor by New York State Energy Department, 1982.
- ◆ Certification as Boiler Efficiency Auditor by Boiler Efficiency Institute, 1990.
- ◆ Energy systems performance modeling.

***Professional Affiliations***

- ◆ American Solar Energy Society, 1978 to present
- ◆ International Solar Energy Society, 1978 to present
- ◆ North Carolina Sustainable Energy Association, 1998 to present. Past member, Board of Directors



### ***Selected Presentations***

- ◆ “The Principles of Solar Energy-Driven Absorption Water Chillers”. Department of Physics Graduate Seminar, University of Chicago, February 1999.
- ◆ “Advances in Renewable Energy Technologies”. Net Impact 2001 Conference, University of North Carolina at Chapel Hill Keenan-Flagner School of Business, November 2001.
- ◆ “Solar HVAC Using ICPC Solar Energy Collectors”. Building as Power Plant Ascending Strategies Workshop, Carnegie-Mellon University, December 2001.
- ◆ “Today’s Solar Thermal Technologies”. Air Conditioning Contractors of America 2002 Conference, February, 2002.
- ◆ “New Solar Thermal Energy Applications for Commercial, Industrial, and Government Facilities” World Energy Engineering Congress. November, 2003.
- ◆ “Solar Energy Applications for Non-Imaging Optics”. Enrico Fermi Institute Symposium, University of Chicago. May, 2003.
- ◆ “Design, Installation and Early Operation of a Roof-Integrated Solar Cooling and Heating System”. American Solar Energy Society conference. July, 2003.
- ◆ “Recent Advances in Solar Thermal Electric Power”. North Carolina Energy Conference. March, 2004.
- ◆ “New Developments in Building-Integrated Solar Thermal HVAC and CHP Systems”. Electric Power 2004. March, 2004.
- ◆ “Solar Energy Applications for the Southeast United States”. Southeast Student Renewable Energy Conference, University of North Carolina – Chapel Hill. April, 2004
- ◆ “New Possibilities for Solar Thermal HVAC: Solar Absorption Cooling”. American Solar Energy Society conference. July, 2006.
- ◆ “Appropriate Solar Technologies for Afghanistan”. Meeting of the Afghan-American Chamber of Commerce; Washington, DC. October, 2006.
- ◆ “New Jobs and New Opportunities in Solar Thermal Applications”. 2007 North Carolina Sustainable Energy Conference; North Carolina State University, Raleigh, NC, March, 2007.
- ◆ “A Solar-Driven 2E Absorption Chiller Cooling and Low Pressure Steam Project in New York City”. American Solar Energy Society conference. May, 2009.
- ◆ “The Steinway & Sons Solar 2E Absorption Cooling and Low Pressure Steam System”. IEA Solar Cooling Workshop, Las Vegas, NV. February, 2011.
- ◆ Presentations about the Steinway & Sons Solar 2E Absorption Cooling and Low Pressure Steam System to the American Solar Energy Society Solar 2011, Raleigh NC, May 2011 and Solar 2012, Denver CO, May 2012.

### ***Awards and Prizes***

October, 2009: North Carolina Sustainable Energy Association 2009 Hall of Fame award

APPLICATION FOR MEMBERSHIP ON ADVISORY BOARD, COMMISSION, Submit Date: Mar 17, 2018  
COMMITTEE OR TASK FORCE

---

## 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

Volker

First Name

Mueller

Last Name

Middle Initial

volker.mueller@sbcglobal.net

Email Address

724 Tinkerbell Rd.

Street Address

Suite or Apt

Chapel Hill

City

NC

State

27517

Postal Code

Home: (919) 942-1337

Primary Phone

Mobile: (919) 360-0915

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?

---

☒ 4-9 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? \*

---

☒ Community Design Commission

## Which Boards would you like to apply for?

---

Community Design Commission: Eligible

Question applies to Community Design Commission

## Select a Seat Category for the Community Design Commission \*

---

☒ Chapel Hill Resident

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

---

- ☒ Advisory Board or Council member
- ☒ Email
- ☒ Other (provide additional information below)

Application for continuing  
membership after partial term

---

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

---

## Interests & Experiences

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

---

Herewith, I, Volker Mueller, Chapel Hill town resident since August 2010 at 724 Tinkerbell Rd., after completion of a partial term on the Community Design Commission (CDC), apply for my first full term on this commission. As a Chapel Hill resident, I have seen our town develop rapidly over the past seven and a half years. The past one and a half years I have been a member of the Community Design Commission and believe to have contributed to improving the quality of this community by encouraging applicants to improve their applications presented to the CDC through my own feedback to applicants and by supporting feedback provided by fellow commissioners. This is an important contribution because the CDC is concerned with the effects of town development on town residents along several dimensions, not least aesthetics, but also general quality of life, walkability, impact on traffic, storm water, the environment in general, immediate neighbors, and the larger context. Having undergone extensive training as an architect earning professional degrees in architecture in Germany and the United States, and considerable exposure to architectural practice during my professional career (see attached CV), I am deeply interested in how the built environment affects people and what remains of the natural environment. This interest spans the entire spectrum of aesthetic, socio-cultural, economic, and environmental aspects. My interest in the effects of urban and building development on our environment led me to obtaining accreditation as a LEED professional and later updating my accreditation to LEED AP BD+C (Building Design and Construction), which I actively maintain. While I have spent most parts of my professional career in non-traditional architectural roles like my current role guiding the development of architectural design software while also conducting research in computational design, I have always maintained active observation of the effects that urban design including traffic planning and architectural design exert on me as a human whose activities are accommodated, supported, or inhibited in varying degrees. This includes experiences as inhabitant or visitor, as pedestrian, bicyclist, user of public transport, or as motorist in many locations across Europe and the United States, and a few locations in Asia and Latin America. In applying for an additional term as a Chapel Hill Resident member of the Community Design Commission, I believe that I can continue to contribute to the future of Chapel Hill by advising Town Council with the Community Design Commission's charge as basis. Development has numerous intended and unintended effects beyond the commonly considered health/safety/welfare and environmental impacts. Therefore, maintaining and evolving a strong vision for the future of Chapel Hill at large and specific development areas is required to provide necessary guidance with the overall benefit of our community in mind. My desire is to reduce negative impacts of development on our community and to seek maximization of positive effects wherever reasonably possible. I am looking forward to continuing with my contributions to the Town of Chapel Hill's future development for the benefit of our community.

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

---

For several years I have attended the Urban Design Conference organized by NC State Design, often with contributions by UNC's Department of City and Regional Planning, which provides up-to-date perspectives on urban planning issues with a special focus on the Triangle's specific challenges and opportunities. Recently, I have started chairing the Design Award sub-committee of the CDC.

[CV\\_2018.03.pdf](#)

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

---

## Demographics

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

### Ethnicity

---

☒ Caucasian/Non-Hispanic

### Gender

---

☒ Male

---

If other, please describe:

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

---

☒ over 55

Senior Product Manager

Occupation

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

---

☐ Yes ☒ No

---

## Ethics Statement

## ETHICS GUIDELINES FOR TOWN ADVISORY BOARDS AND COMMISSIONS

---

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.*

Dipl.-Ing. Volker Mueller, M.Arch., LEED AP BD+C, Assoc. AIA, CDT  
 724 Tinkerbelle Rd.  
 Chapel Hill, NC 27517  
 USA

p: +1-919-537-9717  
 m: +1-919-360-0915  
 volker.mueller@sbcglobal.net  
 mueller.8@osu.edu

## Curriculum Vitae

Volker Mueller joined Bentley Systems as Research Director for Computational Design in January 2008, oversaw the prototype development and an early access program combining GenerativeComponents with Multi-Disciplinary Optimization from 2011 to 2014, integrating computational design with structural design and analysis and with energy analysis. He took over GenerativeComponents' product management in November 2012. Since September 2016 he is Senior Product Manager in charge of GenerativeComponents. While furthering GenerativeComponents as an advanced computational design tool, part of his role remains identification and pursuit of opportunities for long-range innovation through collaboration with researchers and innovators in academia and practice. His mission is to find solutions for the emerging challenges of forward-looking, ever-evolving design practices.

Volker has explored parametric design through project related investigations like rationalization of design surfaces into constructible systems. Since 2004 he has been a tutor and senior tutor at innumerable parametric design workshops as well as SmartGeometry events, including workshops at MIT, Columbia University, University of Pennsylvania, Georgia Institute of Technology, Ball State University, Clemson University, Ohio State University, University of Michigan, University of Arkansas, National University of Singapore, University of Montreal, Istanbul Bilgi University, CEPT University in Ahmedabad, Royal Danish Academy of Fine Arts in Copenhagen, TU Delft, and TU Graz. He has presented papers, talks, and lectures at various institutions, events, and conferences. He has contributed book chapters about use of technology in architectural practice and has been published in conference proceedings. He is continuing to advise and support practitioners solve their design challenges using computational design.

Prior to joining Bentley Systems, Volker was for about ten years NBBJ's Design Technology Manager developing and implementing NBBJ's design technology strategy, based on BIM technology, with concurrent, collaborative design and Integrated Project Delivery of sustainable projects as guiding principles. Before working for NBBJ, Volker contributed for five years as software developer to a 3D modeling package and transitioned for two years design professionals from manual to digital practice. He earned a Dipl.-Ing. der Architektur from Technische Universität Berlin in 1988, and as a Fulbright Grantee a Master of Architecture degree from the Ohio State University in 1991.

### EXPERIENCE

since 09-2016	Senior Product Manager at Bentley Systems, Incorporated
since 11-2012	Product Manager for GenerativeComponents at Bentley Systems, Incorporated
10-2011 to 04-2014	Project Manager for GenerativeComponents with Multi-Disciplinary Optimization project
08-2010 to 08-2016	Research Director for Computational Design at Bentley Systems, Incorporated
08-2009 to 08-2010	Research Director for Computational Design at Bentley Systems Germany GmbH
01-2008 to 08-2009	Research Director for Computational Design at Bentley Systems, Incorporated
10-1998 to 01-2008	Design Technology Manager at NBBJ, Inc. in Columbus, Ohio. Main responsibility was the firm wide management of the Design Technology Group supporting the effective use of software and hardware in all work flows from schematic design to construction administration. Primary goal was the transition from a split between design modeling and two-dimensional digital drafting to an integrated three-dimensional, model-centric, and object oriented design process, and further into BIM-based integrated project delivery.
03-2003	Promotion to Senior Associate
03-2000	Promotion to Associate
08-1993 to 09-1998	Software Developer at auto•des•sys, Inc. in Columbus, Ohio. Responsibilities included full vertical development from specifications to coding, documentation, and user support of features and tools like dimensioning, WYSIWYG high-fidelity line styles, tangent snapping to up to three points, lines, or circles, as well as substantive rework of the sun position calculator.
04-1991 to 06-1993	Postgraduate Associate at the Computer Graphics Research Center in Darmstadt, Germany.
09-1989 to 12-1990	Graduate Associate at the Ohio State University Department of Architecture in Columbus, Ohio.

### ACCREDITATIONS/CERTIFICATIONS

10-27-2013	LEED AP BD+C accreditation by GBCI
06-27-2009	LEED AP accreditation by GBCI for LEED-NC
2002	Construction Document Technologist (CDT) certification

### EDUCATION

03-1991	Master of Architecture with CAAD Certificate, The Ohio State University, Columbus, OH
08-1988	Diplom-Ingenieur der Architektur, Technical University Berlin, Germany.

**PUBLICATIONS**

- 2017 "Interactive Design Galleries: A general approach to interacting with design alternatives", main authors Robert Woodbury, Arefin Mohiuddin, Mark Cichy, in Design Studies, In Press, Corrected Proof at <https://doi.org/10.1016/j.destud.2017.05.001>; Elsevier, August 2017
- 2015 "Learning about Parametric Model Behavior through Multi-Objective Optimization", in Project Information for Interaction, SIGraDi 2015 Proceedings, November 23-27, 2015, Florianópolis, Santa Catarina, Brazil, pp. 405-413
- 2014 "Second Generation Prototype of a Design Performance Optimization Framework", in Digital Crafting – Virtualizing architecture and delivering real built environment, Proceedings of the 7th ASCAAD Conference; Sidawi, Bhazad and Mallasi, Zaki, eds.; March 31-April 3, The Arab Society for Computer Aided Architectural Design, Jeddah, Kingdom of Saudi Arabia, 2014, pp. 199-209
- 2013 "Cloud-Based Design Analysis and Optimization Framework" with Tiemen Strobbe, in Computation and Performance, 31st eCAADe Conference Proceedings; Stouffs, Rudi and Sariyildiz, Sevil, eds.; September 18-20, 2013, Delft, The Netherlands, pp. 185-194
- 2013 "Inductive Aerodynamics", main author Samuel Wilkinson, in Computation and Performance, 31st eCAADe Conference Proceedings; Stouffs, Rudi and Sariyildiz, Sevil, eds.; September 18-20, 2013, Delft, The Netherlands, pp. 39-48
- 2013 "Second Iteration of Cloud-Based Analysis and Optimization Framework", with Dru Crawley and Pratik Deb, Building Simulation 2013 Conference Proceedings (electronic, ISBN 978-2-7466-6294-0), IBPSA 2013
- 2013 "Prototype Implementation of a Loosely Coupled Design PerformanceOptimisation Framework" with Dru Crawley and Xun Zhou, in Open Systems, 18th CAADRIA Conference Proceedings; R. Stouffs, P. Janssen, S. Roudavski, B. Tunçer, eds.; Singapore, May 15-18, 2013, pp. 675-684
- 2013 "GenerativeComponents and Smartgeometry: Situated Software Development" with Makai Smith, in Inside Smartgeometry: Expanding the Architectural Possibilities of Computational Design; Brady Peters and Terry Peters, eds.; Wiley, Chichester, Sussex, UK, 2013, pp. 142-153
- 2012 "Visual Narratives of Parametric Design History", main authors Halil I. Erhan, Rodolfo Sanchez, Robert F. Woodbury, in Digital Physicality, 30th eCAADe Conference Proceedings; H. Achten, J. Pavliček, J. Hulín, D. Matějovská, eds.; Prague, Czech Republic, Sept. 12-14, 2012, pp. 259-268
- 2012 "Multi-Disciplinary Design Refinement" poster at Advances in Architectural Geometry 2012 conference, Paris, France
- 2011 "Rethinking Concept Design Tools: High-level requirements for concept design tools" with Ivanka Iordanova in Circuit Bending, Breaking and Mending, 16th CAADRIA Conference Proceedings; C. M. Herr, N. Gu, S. Roudavski, M. A. Schnabel, eds.; Newcastle, New South Wales, Australia, April 27-29, 2011, pp. 409-418
- 2011 "Distributed Perspectives for Intelligent Conceptual Design" in Distributed Intelligence in Design, Tuba Kocaturk, Benachir Medjdoub, eds.; John Wiley & Sons Ltd. London, 2011, pp. 16-26
- 2010 "Collaboration in Parametric Design: Analyzing User Interaction During Information sharing", main author Vinu Subashini Rajus, in ACADIA 10: LIFE in:formation, On Responsive Information and Variations in Architecture, pp. 320-326
- 2010 Foreword for "Elements of Parametric Design" by Prof. Dr. Robert Woodbury, Routledge, Abingdon, UK and New York, NY
- 2009 "Ontology for Computational Design: Computational methods versus cultural processes, in Computation: The new realm of architectural design, 27th eCAADe Conference Proceedings; Gülen Çağdaş and Birgül Çolakoğlu, eds. Istanbul, Turkey, September 16-19, 2009, pp. 441-448
- 2009 "Conceptual Design Tools: Establishing a framework for specification of concept design tools", in Digitizing Architecture: Formalization and Content, 4th International Conference Proceedings of the Arab Society for Computer Aided Architectural Design, Manama, Kingdom of Bahrain, 11-12 May 2009, pp. 103-120
- 2006 "i21: Virtual Reality based design processes as catalysts for innovation", in Design Computing and Cognition '06 - Poster Abstracts; Key Center of Design Computing and Cognition, University of Sydney, Australia, 2006
- 2006 "Designing Architecture Using a CAD System", in Blurring the Lines: Computer-Aided Design and Manufacturing in Contemporary Architecture; André Chaszar, ed. John Wiley & Sons Ltd. London, UK 2006
- 2004 "Learning to Acquire Knowledge and to Apply Knowledge Collaboratively", in Fabrication: Education Summit White Papers for the 2004 AIA/ACADIA Conference; Aron Temkin, ed. University of Waterloo School of Architecture Press; Waterloo, Canada 2004
- 2003 "Architectural Design Methods with Commercial Computer Aided Design Systems", in Digital Design [21st eCAADe Conference Proceedings] with Kyle Talbott; Graz, Austria 2003
- 2000 "Binary Oppositions: Are Computers Yet Aids For Design", in ACADIA Quarterly, 2000 Vol 19 No 3; Wassim Jabi and Shailesh Jain, eds. ACADIA 2000
- 1993 "Introducing CAD to a Big Corporation", in CAAD Futures '93: Proceedings of the Fifth International Conference on Computer-Aided Architectural Design Futures, 1993; Ulrich Flemming and Skip Van Wyk, eds. Elsevier Science Publishers B.V., Amsterdam 1993
- 1992 "Reint-Ops: A Tool Supporting Conceptual Design", in Computer supported design in architecture: mission, method, madness; Karen M. Kensek and Douglas Noble, eds. ACADIA 1992

**PROJECT PARTICIPATION****Research Collaboration Projects**

- since 2008 Bentley - Simon Fraser University Parametric Design Research Collaboration (Prof. Dr. Robert Woodbury)
- 2012 - 2014 RegBIM project with BRE Wales, BRE UK, Cardiff University et al.
- 2011 - 2015 Bentley - University College London EngD student sponsorship (Samuel Wilkinson; supervisor: Prof. Sean Hanna)
- 2010 - 2011 CloudBIM project with Cardiff University
- 2009 - 2012 SCriPt project with Cardiff University

**Architectural Projects**

- 2007 Al Farabi, Almaty, Kazakhstan
- 2007 Dostyk, Almaty, Kazakhstan
- 2006 - 2008 Massachusetts General Hospital, Boston, MA
- 2006 Constellation XXL, Los Angeles, CA
- 2005 - 2008 Palo Alto Medical Facility, Palo Alto, CA
- 2005 - 2006 i21 - Intervention Suite for the 21st Century
- 2005 - 2008 Cleveland Clinic Foundation Glickman Tower, Cleveland, OH
- 2005 Abu Dhabi Mixed Use Development
- 2005 Al Babbain, Kuwait
- 2004 - 2008 Providence Park Hospital, Novi, MI
- 2003 - 2004 Moscow Medical Center, Moscow, Russia
- 2003 Hamad Medical Center and Pan Asian Olympic Village, Qatar
- 2001 - 2008 Cleveland Clinic Foundation Heart Center, Cleveland, OH
- 2001 - 2003 Medical University of South Carolina Hospital, Charleston, SC
- 1999 - 2001 Public Employees Retirement System, Columbus, OH
- 1985 - 1987 Dietrich-Bonhoeffer-Haus, Berlin, Germany
- 1984 Residential Refurbishment, Berlin, Germany



**PRESENTATIONS AND LECTURES**

- 2017 "What is Computational Design?" at the Association for Computing Machinery local meet-up, Raleigh, NC
- 2015 "Visual Programming with GenerativeComponents" presentation at University of Southern California BIM Symposium, Los Angeles, CA
- 2015 "Parametric Design Workshop Results" presentation at CAAD Futures 2015 Conference, MASP, Sao Paulo, Brazil
- 2015 German-language technical keynote co-presenter at Bentley CONNECTION Event, Wiesbaden, Germany
- 2015 "Implementation of Technologies for Optimization" presentation at TU Berlin Alumni Workshop 2015, Boston, MA
- 2015 "Shapes of Logic and Computational Design" Keynote presentation at Shapes of Logic Conference 2015, Wroclaw, Poland
- 2014 "Second Generation Prototype of a Design Performance Optimization Framework", ASCAAD 2014 Conference peer-reviewed paper, Jeddah, Saudi Arabia
- 2013 "Computational Design", lecture at Pontificia Universidad Catolica de Chile, Santiago, Chile
- 2013 "Design Analysis and Optimization", workshop presentation at SIGraDi 2013 Conference, Valparaíso, Chile
- 2013 "Design Analysis and Optimization: Analytical Cloud Services for Design Optimization", presentation at Swedish Bentley User Group meeting, Stockholm, Sweden
- 2013 "Cloud-Based Design Analysis and Optimization Framework", peer-reviewed paper presentation at eCAADe 2013 Conference, Delft, The Netherlands
- 2013 "Second Iteration of Cloud-Based Analysis and Optimization Framework", poster presentation at Building Simulation Conference, Chambéry, France
- 2013 "Cloud Solution for the Analysis and Design of Offshore Wind Turbine Platforms" at EWRI CloudWEES Conference, Cincinnati, Ohio
- 2013 "BD3LCS - Analytical Cloud Services for Design", presentation at Bentley LEARNING Conference, Philadelphia, PA
- 2013 "GenerativeComponents", presentation at Bentley UKI, London, UK; repeated at Foster + Partners and Rogers Stirk Harbour + Partners
- 2012 "GC + R&D in 15 minutes or so - stop me if you can :-)", presentation at Belgian Bentley User Group meeting, Brussels, Belgium
- 2012 "Parametrischer Entwurf und Multidisziplinäres Optimieren unter Nutzung von Cloud Services", at Bentley Kundentage, Wiesloch, Germany
- 2012 "Visual Narratives of Parametric Design History", peer-reviewed paper presentation at eCAADe 2012, Prague, Czech Republic
- 2012 "New Possibilities Through Generative Design: Sustainable Parametric Design", presentation at Bentley LEARNING Conference, Philadelphia, PA
- 2012 "Challenges and Expectations in Applied Research", presentation at KAUST GMSV summit, Jeddah, Saudi Arabia
- 2012 "Parametric Design", lecture at North Carolina State University, Raleigh, NC.
- 2011 "Sustainable Parametric Design", seminar presentation at Eocbuild America 2011 in Washington, D.C.
- 2011 "Developing Open Systems and Methods for Collaborative Modeling", presentation at AIA-TAP/Build Boston in Boston, MA.
- 2011 "Integrative Parametrics" panelist at ACADIA 2011, Banff, AB, Canada
- 2011 "Design Thinking" panelist at Design Thinking unConference 2011, Vancouver, BC, Canada
- 2011 "Digital Tools for Conceptual Design", presentation at Computing for Spatial Design, Architecture, and Construction Informatics, Schloss Etelsen, Germany
- 2011 "Rethinking Concept Design Tools", peer-reviewed paper presentation at CAADRIA 2011 in Newcastle, NSW, Australia
- 2010 "Smarter Cities", presentation at Smarter Cities workshop, eCAADe 2010, ETH Zurich, Switzerland
- 2010 "Parametric Design in Research and Practice", lecture at CEPT, Ahmedabad, India
- 2010 "Parametric Design", presentation at Zaha Hadid Architects, London, UK
- 2010 "Applied Research Group & GenerativeComponents", remote lecture for Pune workshop, India
- 2010 "Parametric Design Knowledge", KA Connect 2010 Conference, Chicago, IL
- 2010 "Research and Visions Update", SmartGeometry 2010 event, IAAC/Petit Palau, Barcelona, Spain
- 2009 "Smarter Geometry", Open Platform SmartGeometry event, TU Delft, The Netherlands
- 2009 "Applied Research for Sustainable Design", Airport Roundtable, Bremen, Germany
- 2009 "Layers of Intelligence in Design: a Cross-Section", recorded lecture for virtual BE Connected Conference
- 2009 "Change Design with Parametric Models", AIA Changing Times | Time for Change Conference, Chicago, IL
- 2009 "Ontology for Computational Design", eCAADe 2009 Conference peer-reviewed paper presentation, Istanbul, Turkey
- 2009 "GenerativeComponents", remote lecture, Anahuac University, Huixquilucan, Mexico
- 2009 "Rethinking Concept Design Tools" poster at CAAD Futures 2009 Conference, Université de Montréal, Montreal, Canada
- 2009 "Computation in Architectural Practice", Form Follows Technology symposium, RWTH Aachen, Germany
- 2009 "Conceptual Design Tools", ASCAAD 2009 Conference peer-reviewed paper presentation, University of Bahrain, Bahrain
- 2009 "Distributed Perspectives for Intelligent Conceptual Design", invited paper, Distributed Intelligence in Design symposium, University of Salford, Manchester, UK
- 2009 "Intelligent Parametric Design", remote lecture, Virginia Polytechnic Institute and State University (Virginia Tech)
- 2008 "Using IT to 'What If' Your Designs", AEC-ST Ecobuild 2008, Washington, DC
- 2008 Presentation and panelist at "Practice report: digital design strategies and the sustainable agenda", CITA, Copenhagen, Denmark
- 2008 "Future of Software" panelist at ACADIA 2008 Conference, Minneapolis, MN
- 2008 "Generative Design", Hamburg Academic Day at Bothe Richter Teherani, Hamburg, Germany
- 2008 "GenerativeComponents", BE Conference, Baltimore, MD
- 2008 "Early Design Feedback", Applied Research Seminar, BE Conference, Baltimore, MD
- 2008 "Computational Design", Applied Research Seminar, BE Conference, Baltimore, MD
- 2008 "GenerativeComponents", University of Kentucky, Lexington, KY
- 2007 "GenerativeComponents", Bentley BIM Summit, Tokyo, Japan
- 2007 "Building Information Modeling and Integrated Project Delivery", Bentley BIM Summit, Tokyo, Japan
- 2007 "BIM: Bridging the Gap between Airport Planning and Design", Airport Seminar, BE London, UK
- 2007 "Design Realisation (a search in progress)" Research Seminar, BE Conference London, UK
- 2007 "BIM Based Integrated Practice" BE Conference Los Angeles, CA
- 2007 "BIM & Sustainability in NBBJ's Practice" presentation at the BIM Executive Forum, New York, NY
- 2006 "BIM Project Delivery: Beyond the Surface" co-presenter, at the joint AIA Kentucky and AIA Indiana regional conference, Covington, KY
- 2006 "BIM Update" continuing education presentation to AIA Columbus Chapter meeting, Columbus, OH
- 2006 "i21: Virtual Reality based design processes as catalysts for innovation" DCC '06 Conference, Eindhoven, The Netherlands
- 2006 "Structural Engineering Best Practices" co-presentation with Korda/Nemeth at the Bentley International User Conference (BE 2006)
- 2005 "BIM Practice Report" continuing education presentation to AIA Columbus Chapter meeting, Columbus, OH
- 2005 "NBBJ's use of BIM" presentation to BIM Committee of the AIA CIO LFRT, Dallas, TX (with Carl Tully)
- 2005 "NBBJ's use of BIM in Architectural Practice" presentation at the German Automobile Makers Roundtable, Sindelfingen, Germany
- 2005 "Build As One At NBBJ - Practicing BIM" presentations in Minneapolis, MN, Columbus, OH, and New York, NY
- 2004 "Practicing BIM" presentation at the Bentley International User Conference (BE 2004)
- 2003 "Commercial CAD System As Design Tool", eCAADe 2003 Conference paper presentation, Technical University Graz, Austria
- 2003 "MicroStation TriForma with Bentley Architecture As Design Tool", Bentley International User Conference (BIUC 2003)
- 2002 "Concurrent Collaborative Design for Greater Productivity and Competitiveness", Bentley International User Conference
- 2002 "Objekt-orientiertes CAD-Entwerfen im Architekturbüro NBBJ", Fachhochschule Bochum, Germany
- 1993 "Introducing CAD to a Big Corporation", CAAD Futures '93 Conference peer-reviewed paper presentation, Carnegie Mellon University, Pittsburgh, PA
- 1992 "Reint-Ops: A Tool Supporting Conceptual Design", ACADIA '92 Conference peer-reviewed paper presentation, Clemson University, Charleston, SC
- 1992 "CAD and Visualization", CAMP-Conference, Leipzig, Germany
- 1992 "CAAD in early design stages", CAD & Graphics in Architecture and Construction workshop, Darmstadt, Germany

**TEACHING EXPERIENCE, WORKSHOPS, SEMINARS**

2017	Parametric Rail and Tunneling workshop at Bentley Systems China, Beijing
2016	SmartGeometry workshop cluster "Parallel Parametrics" with Robert Woodbury et al., Chalmers University, Gothenburg, Sweden
2015	Scripting for Parametric Design Workshop at University College London, London, UK
2015	Parametric Design Workshop at Clemson University, Clemson, NC
2015	Parametric Design Workshop at University of Southern California BIM Symposium, Los Angeles, CA
2015	Parametric Design Workshop at CAAD Futures 2015 Conference, Sao Paulo, Brazil
2015	Parametric Design Workshop at Shapes of Logic Conference, Wroclaw, Poland
2014	Computational Design Workshop with GenerativeComponents, at Georgia Institute of Technology, Atlanta, GA
2014	Parametric Design, Analysis, and Multi-Objective Optimization – FUSION workshop with GC at eCAADe 2014 at Northumbria University, Newcastle, UK
2014	Parametric Design Workshop with GenerativeComponents, at Technical University Graz, Graz, Austria
2014	GenerativeComponents Design Analysis and Optimization Workshop in London, UK
2013	Design Analysis and Multi-Disciplinary Optimization Workshop at SIGraDi 2013 Conference, Valparaíso, Chile
2013	Design Analysis and Multi-Disciplinary Optimization Workshop at ACADIA 2013 Conference, Waterloo, Ontario, Canada
2013	GenerativeComponents workshop (3 days) for faculty, students, and practitioners at CITA, Copenhagen, Denmark
2013	Hands-on GenerativeComponents quick workshop (1.5 hours) with Mary Chip, Bentley LEARNING Conference, Philadelphia, PA
2013	GenerativeComponents Usability Lab at Bentley LEARNING Conference, Philadelphia, PA
2013	SmartGeometry workshop cluster "Transformational Strategies" with Benamy Turkienicz et al., University College London, London, UK
2013	GenerativeComponents workshops (2 times 2 days, basic, advanced) as preparation for sg2013 participants, University College London, London, UK
2013	Parametric Design workshop (4 days) with GenerativeComponents at University of Cincinnati, Cincinnati, OH
2012	GenerativeComponents workshop (3 days) at John Portman Architects with other practitioners and Georgia Tech participants, Atlanta, GA
2012	Parametric Design workshop (5 days) with GenerativeComponents at Universidade do Rio Grande do Sul, Porto Alegre, Brazil
2012	Parametric Design workshop (5 days) with GenerativeComponents at SIGraDi 2012 Conference, Fortaleza, Brazil
2012	Design Refinement with Conflicting Objectives workshop (1/2 day) at eCAADe 2012, Prague, Czech Republic
2012	Open Systems and Methods for Built Environment Modeling workshop (1/2 day) co-organizer at eCAADe 2012, Prague, Czech Republic
2012	SmartGeometry workshop cluster "Material Conflicts" cluster champion, Rensselaer Polytechnic Institute (RPI), Troy, NY
2012	GenerativeComponents workshop in Atlanta, GA
2011	Final Project Review Critic at Pratt Institute, Brooklyn, NY.
2011	SmartGeometry workshop cluster "Use the Force" co-champion, CITA, Copenhagen, Denmark
2010	GenerativeComponents workshop at CEPT, Ahmedabad, India
2010	"Conceptual Computational Design Tools: bridging the gap between abstract requirements and concrete implementation strategies", DCC 2010 Conference workshop, Universität Stuttgart, Stuttgart, Germany
2010	GenerativeComponents workshop at Bilgi University, Istanbul, Turkey
2009	Parametric Design with GenerativeComponents workshop at Open Platform SmartGeometry event, TU Delft, The Netherlands
2009	GenerativeComponents workshop at ACADIA 2009 Conference, School of the Art Institute of Chicago (SAIC), Chicago, IL
2009	GenerativeComponents workshops in Mumbai, India
2009	"Parametric modeling for exploration of design options and adaptability to change", CAAD Futures 2009 Conference workshop, Université de Montréal, Montreal, Canada
2009	Parametric Design Exploration workshop at University of Salford, Manchester, UK
2009	SmartGeometry workshop senior tutor in San Francisco, CA
2009	Parametric Design with GenerativeComponents workshop at National University of Singapore, Singapore
2009	Parametric Design with GenerativeComponents workshop at Georgia Institute of Technology (Georgia Tech), Atlanta, GA
2008	Workshop "Exploring Design Options with Generative Components" at Ecobuild 2008, Washington, DC
2008	Parametric Design workshop (6 days) at CITA, Royal Academy of Fine Arts, Copenhagen, Denmark
2008	GenerativeComponents workshop at the University of Michigan, Ann Arbor, MI
2008	GenerativeComponents workshop at the Ohio State University, Columbus, OH
2008	GenerativeComponents workshop at the University of Arkansas, Fayetteville, AR
2008	SmartGeometry workshop senior tutor in Munich, Germany
2008	GenerativeComponents workshop at the University of Pennsylvania, Philadelphia, PA
2007	GenerativeComponents tutor at the BE Conference in London, UK
2007	SmartGeometry workshop senior tutor at the BE Conference in Los Angeles, CA
2007	GenerativeComponents tutor at Ball State University Indianapolis, Indianapolis, IN
2006	GenerativeComponents workshop senior tutor in Charlotte, NC
2006	SmartGeometry workshop senior tutor in Cambridge, UK
2005	SmartGeometry workshop tutor at Columbia University, New York NY
2005	SmartGeometry workshop tutor at MIT, Cambridge, MA
2004	SmartGeometry workshop tutor at University of Waterloo / University of Toronto, Canada
1998 to 2008	Professional level training of design technology tools to staff members at architecture firm NBBJ
1991 to 1993	Post-graduate researcher at the CGRG, Darmstadt, Germany; professional level training CAD and 3D Modeling tools
1989 to 1991	Graduate Associate at the Ohio State University Department of Architecture

**CIVIC AND PROFESSIONAL ACTIVITIES**

2018	CDC Design Awards sub-committee chair
since 2017	USA Archery Level 2 Instructor
since 2016	Town of Chapel Hill, NC, Community Design Commission (CDC) member
since 2016	Local ACM co-organizer
since 2009	Fulbright Academy of Science and Technology lifetime member
since 2008	Association for Computing Machinery (ACM)
since 2000	American Fulbright Alumni Association lifetime member
since 1999	Associate member of the American Institute of Architects
since 1997	Knowlton School of Architecture Alumni Society lifetime member
since 1993	Ohio State University Alumni Association lifetime member
since 1991	German Fulbright Alumni Association
since 1990	Association for Computer Aided Design in Architecture (ACADIA)
since 1982	Akademischer Verein Huetten e. V., editors of technical and scientific literature since 1846
2010 to 2017	National Institute of Building Sciences National BIM Standard Project Committee member
2007, 2008	National Institute of Building Sciences National CAD Standard Steering Committee
2006 to 2008	National Institute of Building Sciences National CAD Standard Project Committee
2004 to 2008	Treasurer, Association for Computer Aided Design in Architecture
2001 to 2003	Board of Directors, Knowlton School of Architecture Alumni Society, The Ohio State University
2000 to 2008	Steering Committee, Association for Computer Aided Design in Architecture
2000 to 2008	AEC/IS Roundtable

**REVIEWS** (year is the conference or final competition year):

American Institute of Architects Conference on Architecture proposal reviews:

2018

International Journal of Architectural Construction (IJAC) paper reviews:

2017, 2014 (for 2015 CAADRIA issue), 2012, 2007, 2004.

Artificial Intelligence for Engineering Design, Analysis and Manufacturing (AIEDAM) journal article reviews:

2014, 2012.

Automation in Construction journal article review:

2011.

CAAD Futures Conference abstract reviews:

2017.

CAAD Futures Conference full paper reviews:

2017, 2015, 2013, 2007.

Association for Computer Aided Design in Architecture (ACADIA) full paper reviews:

2017, 2016, 2014, 2013, 2012, 2009, 2008, 2007, 2006, 2005, 2004, 2003, 2002.

Association for Computer-Aided Architectural Design Research in Asia (CAADRIA) full paper reviews:

2018, 2017, 2016, 2015, 2014, 2013, 2012, 2011.

CAADRIA 2011 best presentation jury member

education and research for Computer Aided Architectural Design in europe (eCAADe) extended abstract reviews:

2017, 2016, 2015, 2014, 2013, 2012, 2011, 2010, 2009, 2008, 2007, 2006, 2005, 2004.

education and research for Computer Aided Architectural Design in europe (eCAADe) Regional Conference full paper review:

2013.

Sociedad Iberoamericana de Gráfica Digital (SIGraDi) extended abstract reviews:

2016, 2015, 2014, 2013, 2005.

CAADence in Architecture paper reviews:

2016.

National Center for Women & Information Technology (NCWIT) Collegiate Award reviews:

2018, 2017, 2016.

National Center for Women & Information Technology (NCWIT) Aspirations in Computing Award reviews:

2017, 2016, 2015, 2014, 2013, 2012, 2010.

Future City North Carolina competition preliminary round presentation and model judge:

2018, 2016, 2015, 2014.

Future City North Carolina city description and virtual city judge:

2018, 2017, 2016.

Future City North Carolina essay and abstract judge:

2015, 2014, 2013, 2012.

Future City Competition Ohio preliminary round presentation judge:

2008.

Future City Competition Ohio essay and abstract judge:

2009, 2008, 2007, 2006, 2005, 2004.

Future City Competition Ohio Region special awards jury:

2004.

SmartGeometry applicants reviews:

2013, 2012, 2011.

Katholieke Universiteit Leuven research proposal review:

2010.

Cornell University generative design seminar midterm critic:

2008.

Biennale Miami + Beach design competition semi-finalist jury:

2003.

**HONORS**

2007	NBBJ Partners' Award as member of the Sustainability Champions group
2006	Bentley Systems BE Award for BIM in Architecture (Providence Park Hospital)
2006	Bentley Systems BE Award for BIM for Visualization and Simulation (i21)
2004	Bentley Systems BE Award for BIM in Architecture (Moscow Medical Center)
2003	NBBJ Partners' Award as member of the Cleveland Clinic Foundation Heart Center project team
2002	NBBJ Design Award as member of the Cleveland Clinic Foundation Heart Center project team
2002	NBBJ Partners' Award as member of the One Firm Alignment team
2002	NBBJ Individual Achievement Award
2000	NBBJ Effort Award as member of the IS department
1999	NBBJ Technical Award as member of the IS department
1990	Mary-Ann-Trapp Scholarship.
1990	Construction Specification Institute Scholarship.
1989/90	Fulbright Sponsorship, German Fulbright-Commission.
1988/89	Fulbright Stipend, German Fulbright-Commission.
1987	Arnold-Knoblach-Stipend.

**COMPETITIONS**

1993	2nd round: Buchenwald Concentration Camp Memorial Competition.
1990	one of two 2nd places: Specifications Writing Competition, Construction Standardization Institute, Ohio Chapter, 1990.



# TOWN OF CHAPEL HILL

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

## Item Overview

Item #: 14., File #: [18-0392], Version: 1

Meeting Date: 5/2/2018

### Appointments to the Environmental Stewardship Advisory Board.

#### Staff:

Sabrina Oliver, Director/Town Clerk  
Beth Vazquez, Ombuds

#### Department:

Communications and Public Affairs  
Ombuds Office



#### Recommendation(s):

That the Council make appointments to the Environmental Stewardship Advisory Board for one (1) Greenways Advocate, one (1) Chapel Hill Business Owner/Manager, and one (1) Chapel Hill Resident.

#### 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 checked="" type="checkbox"/>		Facilitate Getting Around	<input type="checkbox"/>		Grow Town and Gown Collaboration



#### Attachments:

- Advisory Board Recommendations
- Ballot
- Applications

Note: Applications submitted prior to February 20, 2018 were completed before changes were made to the application and may appear incomplete.

**MEMORANDUM**

TO: Mayor and Town Council

FROM: John Richardson, Community Resilience Officer

SUBJECT: Recommendation for the Environmental Stewardship Advisory Board vacancy(s)

DATE: April 10, 2018

**RECOMMENDATION:** The Environmental Stewardship Advisory Board met on Tuesday, April 10, 2018 and by a unanimous vote have made the following recommendations to the Town Council for consideration:

**Greenways Advocate Seat**

- First choice: Dr. Hui Ding, Appointment
- Second choice: Michael Vollbracht, Appointment

**Business Owner/Manager Seat**

- Mary Metcalf, Reappointment

**Chapel Hill Resident Seat**

- First choice: Tom Henkel, Reappointment
- Second choice: Shugong Wang, Appointment

**SPECIAL REQUEST(S):** For applicants applying for multiple boards (Ding, Henkel), a second recommendation is provided.

**BACKGROUND:** The Board noted that each of the recommended applicants demonstrated an interest in environmental stewardship and attended Board meetings. Individually, they pointed to Dr. Ding's regular attendance and expressed interest in greenways and environmental issues; Mr. Vollbracht's enthusiasm and passion for the environment; Ms. Metcalf's and Mr. Henkel's institutional knowledge and Board continuity; and Dr. Wang's professional experience in hydrology and geology. Each of the recommended candidates contribute specific interest and technical knowledge to supplement the current expertise on the Board.

*Note:* Communications and Public Affairs notes that Environmental Stewardship Advisory Board reviewed the following applications: Tracy Cherpeski, Jericho Cook, Hui Ding, Taylor Gosk, Thomas Henkel, Mary Metcalf, Hristo Shimerov, Gabrielle Tiffin, Michael Vollbracht, Shugong Wang, and Stacey Wooden. One application from Julie McClintock was received after the Board made its recommendation on April 10, 2018. A recommendation for the UNC Student Seat was forwarded to the Office of the UNC Student Body President.

## BALLOT

## ENVIRONMENTAL STEWARDSHIP ADVISORY BOARD

MAY 2, 2018

Total Membership: 9 (4 Chapel Hill Residents; 2 Regional Collaboration; 1 Greenways Advocate; 1 Chapel Hill Business Owner/Manager; 1 UNC-Chapel Hill Student)

Current Membership: 8 (3 Female, 5 Male; 7 Caucasian, 1 Asian or Pacific Islander; (1) 18-24, (1) 25-34, (4) 35-54, (2) over 55)

Current Vacancies: 1 (1 Greenways Advocate)

Vacancies occurring July 1: 3 (1 Chapel Hill Business Owner/Manager; 1 Chapel Hill Resident) (1 UNC-Chapel Hill Student appointed by the Student Body President)

Number of Applicants: 12  
Greenways Advocate  
Please vote for up to one (1) applicant

\_\_\_\_\_ \*Hui Ding  
\_\_\_\_\_ Michael Vollbracht  
\_\_\_\_\_ Other; please list \_\_\_\_\_

Chapel Hill Business Owner/Manager  
Please vote for up to one (1) applicant

\_\_\_\_\_ Mary Metcalf (incumbent) \_\_\_\_\_ Other; please list \_\_\_\_\_

Chapel Hill Resident  
Please vote for up to one (1) applicant

\_\_\_\_\_ Tracy Cherpeski  
\_\_\_\_\_ Jericho Cook\*\*  
\_\_\_\_\_ Taylor Gosk\*\*  
\_\_\_\_\_ Thomas Henkel\* (incumbent)  
\_\_\_\_\_ Julie McClintock  
\_\_\_\_\_ Hristo Shimerov\*/\*\*  
\_\_\_\_\_ Gabrielle Tiffin\*\*  
\_\_\_\_\_ Shugong Wang  
\_\_\_\_\_ Stacey Wooden\*  
\_\_\_\_\_ Other; please list \_\_\_\_\_

\_\_\_\_\_  
Council Member Signature

\*Applicants noted above are also being considered for another standing board this evening. According to the Council Procedures Manual an individual may serve on only one standing board or commission.

\*\*Applicants have applied for the UNC-Chapel Hill Student Seat, but could also be considered for the Chapel Hill Resident Seat. The Office of the UNC Student Body President is slated to make an appointment to the UNC-Chapel Hill Student Seat later this spring.

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

---

## 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

Tracy

First Name

L

Middle Initial

Cherpeski

Last Name

tracycherpeski@gmail.com

Email Address

106 Melrose Place, Apt B

Street Address

Suite or Apt

Chapel Hill

City

NC

State

27516

Postal Code

Mobile: (571) 315-0723

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?

---

☒ 0-12 months

---

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? \*

---

☒ Justice in Action Committee

## Which Boards would you like to apply for?

---

Justice in Action Committee: Eligible

Environmental Stewardship Advisory Board: Eligible

Question applies to Environmental Stewardship Advisory Board

## Select a Seat Category for the Environmental Stewardship Advisory Board \*

---

☒ Chapel Hill Resident

Question applies to Justice in Action Committee

## Select a Seat Category for the Justice in Action Committee \*

---

☒ Chapel Hill or Carrboro planning jurisdiction

---

## 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:

---

## Interests & Experiences



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

I am particularly interested in social, racial and economic justice. I've come to the realization that while I vote consistently, I can do more and have a skill set that can serve my community. We have just moved to Chapel Hill, and I believe that change always happens locally, and I want to be of service to actively serve our new community.

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

[Tracy\\_L\\_Cherpeski\\_Resume\\_2017\\_PDF.pdf](#)

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

---

## Demographics

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

### Ethnicity

☒ Caucasian/Non-Hispanic

### Gender

☒ Female

If other, please describe:

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

☒ 35-54

Executive Coach, Leadership  
Development

Occupation

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

☐ Yes ☒ No

## Ethics Statement

### ETHICS GUIDELINES FOR TOWN ADVISORY BOARDS AND COMMISSIONS

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.*

## Tracy L. Cherpeski, MBA, MA, CPSC

Chapel Hill, NC    571-315-0723    [tracy@tracycherpeski.com](mailto:tracy@tracycherpeski.com)

---

### Professional Profile

Tracy Cherpeski is a solution and results-oriented executive coach with business development and operations management experience, who is adept at aligning with and helping drive the mission, values and bottom line of her clients and their organizations. Ms. Cherpeski is an excellent business partner and strategic advisor and coach to senior leadership.

Her corporate and consulting experience spans over 15 years, the bulk of which has been focused on developing individuals and groups. She is a proven leader and engaging, agile presenter in many areas of interest, including workplace balance, wellness and lifestyle management, communication and leadership development. Tracy is a subject matter expert, conference panelist and keynote speaker.

Business proficiency in Spanish, conversational proficiency in French.

### Experience

#### **PRESIDENT, CEO, TRACY CHERPESKI, CHAPEL HILL, NC — 2010 - PRESENT**

Own and operate coaching and consulting company serving entrepreneurs, small businesses, corporate, government and non-profit clients. Executive coaching, leadership training and educational workshops.

- Help clients refine vision and mission to gain control of their time, energy and success
- Create inspired action plans with a holistic approach to wellbeing in life and business
- Guide clients through hiring and firing process
- Coach clients in effectively training support team members
- Consult on bottom-line improvements both in reduction of expenditures and increased revenues and profitability
- Assist clients in creative professions in reframing the importance of focus on sales, revenues, and business and operations systems
- Simple, logical approach to delegation of important tasks to reduce decision making time and improve overall efficiency
- Mindset coaching to assist in overcoming perceived and real obstacles with confidence and clarity of purpose
- Time Management: coach clients to save time and energy, reduce stress and increase revenues with less effort, working “on” rather than “in” their businesses

Individual clients are entrepreneurs and small business owners and their teams.

Corporate and organizational coaching, training and workshop clients include: Wolf Trap Opera Company, Merritt Academy, Loudoun County Public Schools, Loudoun County Government, Montgomery County Public Schools, City of Frederick, National Association of Community Health Centers, Shulman Rogers, K12, Virginia Network and Cigna.

#### **PROGRAM MANAGER, EQUINOX FITNESS CO.; VIENNA, VA — 2009 - 2010**

Developed client programs and staff training to build strong relationships between clients, staff and management team.

## Tracy L. Cherpeski, MBA, MA, CPSC (Continued)

Greater Washington, D.C. Area    571-315-0723    [tracy@tracycherpeski.com](mailto:tracy@tracycherpeski.com)

---

### **PROGRAM MANAGER, EQUINOX FITNESS CO.; VIENNA, VA — 2009 - 2010 (CONTINUED)**

- Trained and developed staff of over 100 to provide excellent customer experience and quality programs
- Revitalized floundering program by infusing fresh ideas and new client outreach programs
- Eliminated excess spending, brought payroll and program spending under budget

### **CONSULTANT, AUSTIN-BARNES; ALEXANDRIA, VA — 2002 - 2003**

Integral partner on consulting team.

- Served as liaison to government officials and with US Department of Housing and Urban Development
- Developed affordable housing market and mortgage financing model in Nigeria
- Model subsequently implemented in other African nations

### **OPERATIONS MANAGER, ASSISTANT MANAGER; SPORT & HEALTH, MC LEAN, VA — 2000 - 2003**

Over the course of three years, worked in multiple locations in operations and assistant management positions. Operations training and coaching, and department management.

- Managed and trained multi-level staff of over 200 employees with five department managers
- Created and implemented staff training programs to streamline processes and reduce absenteeism, turnover and overall expenditures
- Supported sales and marketing team to increase revenues and improve community awareness and outreach

### **DIRECTOR OF RESEARCH AND DEVELOPMENT; INTERNATIONAL WIRELESS TELECOMS ASSOCIATION, WASHINGTON, D.C. — 1999 - 2000**

Managed research team and developed member publications. Reported to President.

- Created online member publication for timely updates on industry changes and government regulations

## Education

**MBA**, International Management — University of New Mexico, Albuquerque, NM, 1999  
(President, International Business Student Association)

**MA**, Latin American Studies/Economic Development — University of New Mexico, Albuquerque, NM, 1999

**BA**, French, Minor in Spanish/Latin American Studies — Seattle University, Seattle, WA, 1995  
(Dean's List)

## Professional Certification

Certified Professional Success Coach (CPSC) — Success Coach Institute, 2011

APPLICATION FOR MEMBERSHIP ON ADVISORY BOARD, COMMISSION, Submit Date: Apr 02, 2018  
COMMITTEE OR TASK FORCE

---

## 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

Jericho

First Name

B

Middle Initial

Cook

Last Name

jbcook94@live.unc.edu

Email Address

1751 Martin Luther King Jr. Blvd

Street Address

Apt. 304

Suite or Apt

Chapel Hill

City

NC

State

27514

Postal Code

Mobile: (828) 448-9754

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? \*

---

☒ Environmental Stewardship Advisory Board

## Which Boards would you like to apply for?

---

Environmental Stewardship Advisory Board: Eligible

Question applies to Environmental Stewardship Advisory Board

## Select a Seat Category for the Environmental Stewardship Advisory Board \*

---

☒ UNC Chapel Hill Student

---

## 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

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

---

I am a junior B.S. Biology and B.A. Political Science double major at UNC Chapel Hill. I am concentrating my biology degree in ecology, work in an ecology lab, will be conducting original undergraduate research in ecology during the upcoming Fall and Spring semesters and will be applying to graduate school to pursue a PhD in Ecology, as well as law school to pursue a degree in Environmental Law. I am extremely passionate about protecting natural resources, local fish and wildlife, outdoor recreation and ensuring we live in and leave behind us a homeostatic ecosystem. I believe that my personal interests and pursuits would allow me to bring a unique perspective to this advisory board, especially from the perspective of a student in the Southern Part of Heaven.

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

---

In addition to having an affinity for the issues that this advisory board seeks to solve, I have an extensive background in leadership positions that I believe has equipped me with various tools and skills, especially when working within a team setting. I am the proud alumnus of a North Carolina Community College, where I served as President of the Natural Science Club, Vice President of the school's chapter of the Phi Theta Kappa Honor Society and served my fellow students as a Peer Tutor. I was also fortunate enough to receive the awards of Outstanding Student in the Associate of Science degree program and Outstanding Peer Tutor, as well as the R.T. Breeden Academic Merit Scholarship. I have been able to plug myself into leadership within the Carolina community by serving as the Executive Assistant of Super Cooper's College Buddies, a subsidiary of the Chapel Hill based Super Cooper's Little Red Wagon Foundation, and will be serving as the club's Executive Director for my upcoming senior year.

[jerichocookresume.pdf](#)

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

---

## Demographics

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

### Ethnicity

---

☒ Caucasian/Non-Hispanic

### Gender

---

☒ Male

---

If other, please describe:

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

---

☒ 18-24

Student

Occupation

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

---

☐ Yes ☒ No

---

**Ethics Statement**



## ETHICS GUIDELINES FOR TOWN ADVISORY BOARDS AND COMMISSIONS

---

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.*

# Jericho Benjamin Cook

1751 Martin Luther King Jr. Blvd, Apt. 304 | Chapel Hill, North Carolina 27514 | [jbcCook94@live.unc.edu](mailto:jbcCook94@live.unc.edu) | 828-448-9754

## OBJECTIVE

Research Assistant with six months of experience working in the Hurlbert Lab within the UNC Biology Department and one-and-a-half years of experience working with the UNC Institute for Trauma Recovery within the UNC School of Medicine. Laboratory Assistant with one year of experience working in the Biology and Chemistry departments at Western Piedmont Community College. Holds an Associate in Science degree from Western Piedmont Community College. Has over 150 hours shadowing the Radiation Oncologist at Carolinas HealthCare System: Blue Ridge, Valdese.

## EXPERIENCE

**UNC Biology Department** Chapel Hill, North Carolina October 2017 – Present

*Research Assistant*

- Assist in the building of the Hurlbert Lab's Avian Diet Database by performing data entry, management, and mining. The goal of this database is to organize all available information (from published studies, gray literature, etc.) on the diets of North American birds in its rawest form possible with the idea that this may be a resource for a broad range of ecological questions.

**Morehead Planetarium & Science Center** Chapel Hill, North Carolina June 2017 – August 2017

*Summer Camp Counselor*

- Lead various half-day, week-long, science-based camps on the Morehead Planetarium & Science Center campus at the University of North Carolina at Chapel Hill for grades K-5
- Assisted with SciVentures: Field Station; an all day, week-long, science-based camp at the Carolina Center for Educational Excellence for grades 6-8.

**UNC School of Medicine** Chapel Hill, North Carolina September 2016 – December 2017

*Research Assistant*

- Assist with research studies being conducted by the UNC Institute for Trauma Recovery.
- Perform data entry, data management, and data mining.
- Work with proficiency in Microsoft Office.

**Western Piedmont Community College** Morganton, North Carolina August 2015 – May 2016

*Biology & Chemistry Laboratory Assistant*

- Set up labs for the Biology and Chemistry classes.
- Prepare solutions, dilute acids, perform lab maintenance, take inventory.
- Clean glassware and utensils.

**Western Piedmont Community College** Morganton, North Carolina August 2015 – May 2016

*Peer Tutor*

- Assist students by tutoring, answering questions, and reviewing class material.
- Tutored various levels of Biology, Chemistry, and Math.
- Required to have received an A in each particular class to be able to tutor.

**PetSmart** Morganton, North Carolina March 2014 – July 2016

*Pet Trainer*

- Conduct Pet Training classes of various levels between Puppy, Beginner, Intermediate and Advanced.
- Assist in other store duties such as cashiering, stocking, inventory, cleaning, bagging fish, bagging crickets, etc.
- Required to pass a certification exam and hold the title of Certified Dog Trainer to be able to train for PetSmart.

**Grace Ridge Retirement Community** Morganton, North Carolina February 2011 – May 2014

*Server*

- Wait tables in the main dining room, as well as participate in monthly fine dining, seasonal, and special events.
- Alternate responsibility of upkeep of the salad bar, wait station, desserts & ice cream cooler, etc. between servers each shift.
- Assist residents of Grace Ridge with any questions, concerns, physical limitations, or dietary/allergy restrictions they may need taken care of each meal.

EDUCATION

**Robert L. Patton High School** Morganton, North Carolina June 2013  
*High School Diploma*

**Western Piedmont Community College** Morganton, North Carolina May 2016  
*Associate in Science*

Honors:

- Received the R.T. Breeden Merit Scholarship from Western Piedmont Community College.
- Received the Outstanding Peer Tutor award for the 2015–2016 school year.
- Received the Outstanding Student in Associate in Science Degree award for the 2015–2016 school year.

**The University of North Carolina at Chapel Hill** Chapel Hill, North Carolina May 2019  
*B.S. Biology, B.A. Political Science*

ADDITIONAL SKILLS

- Shadowed for over 150 hours with a Radiation Oncologist through consultations, treatment planning and administration, progress notes, and follow-ups.
- Received the Employee of the Month award twice at PetSmart.
- Native English speaker and proficient in Spanish.

*References are available upon request.*

APPLICATION FOR MEMBERSHIP ON ADVISORY BOARD, COMMISSION, Submit Date: Dec 02, 2017  
COMMITTEE OR TASK FORCE

---

## 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

Hui

First Name

Ding

Last Name

Middle Initial

christina\_ding@yahoo.com

Email Address

927 Saluda Ct

Street Address

Suite or Apt

Chapel Hill

City

NC

State

27514

Postal Code

Mobile: (719) 217-6864

Primary Phone

Home: (919) 695-2351

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? \*

---

☒ Environmental Stewardship Advisory Board

## Which Boards would you like to apply for?

---

Planning Commission: Eligible

Environmental Stewardship Advisory Board: Eligible

Question applies to Environmental Stewardship Advisory Board

## Select a Seat Category for the Environmental Stewardship Advisory Board \*

---

☒ Greenways Advocate and Chapel Hill Resident

Question applies to Planning Commission

## Select a Seat Category for the Planning Commission \*

---

☒ Chapel Hill Resident

---

## 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

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

---

I have passion to serve community. Besides my current job of part-time professor, I am serving at different non-profit organizations, such as a vice president of PTA at an elementary school, a group leader of international connect at church, etc. My educational background, work experience, leadership, communication and organization skills are a good fit for this position. I have a doctoral degree of business management, a master degree of science in management, a MBA, and a bachelor degree of economics. Besides these, I have received a postdoc certificate of management in leadership. I completed two graduate level of accounting courses at Harvard University Extension School. Currently I am a part-time professor. I have taught very broad business, accounting and finance courses. I published a few academic articles in peer-reviewed journals in finance field and five books. I have strong leadership and communication skills. For example, I have planned several events including Chinese New Year celebration with college students and I also led an English study group for international students and scholars. It was very successful. The event went well under my leadership and organization. In addition, I am good at computer. I am very interested in this position. I have a heart to serve in community. I hope I can contribute to this community by using my talents and skills. I am looking forward to hearing from you. Thank you, Hui Ding, PhD (719)217-6864 Additional information provided 12/15/2017: Dear Environmental Stewardship Advisory Board, I applied to serve on the board online and would like to provide additional information to address my interest in joining the Environmental Stewardship Advisory Board. My specific interest is in Greenways Advocate Dais Seat: 6. I applied for this position due to the belief that greenways are very important to quality of life. There are several advantages of greenways and trails. First of all, greenways can benefit the environment with cleaner air and reducing pollution. Secondly, greenways can provide healthy recreation opportunities including walking, hiking and bicycling. Thirdly, greenways can provide a good environment for people's health. Finally, having greenways and trails can preserve the natural environment. Therefore, as an advocate for greenways I would like to make contributions. Greenways and trails are a significant unique character of North Carolina. It is a way to promote tourism in Chapel Hill to let the tourists feel relaxed and happy when they walk and hike the trails. What I can do includes helping with marketing of greenways and trails to tourists and fundraising from local businesses. I suggest having some events for educating about the importance of greenways. I would like to take suggestions to attract companies to support the improvement of greenways and trails and getting some funding for supporting greenways and creating trails. Sharing more thoughts about greenways and environmental sustainability will result if given a chance to join the board. Besides advocating greenways, I am also very interested in promoting energy efficiency and renewable energies. Currently, I am a part-time professor. I have taught business and management courses online. In 2011, I led a group project about using renewable energy to encourage Job Creation in Colorado that provided the experience to become a valuable contributor to the board. Becoming part of the Environmental Stewardship Advisory Board to contribute to making Chapel Hill become a more beautiful town and a healthier environment, is a welcomed opportunity. Thank you so much. I look forward to hearing from you. Hui Ding, PhD (719)217-6864 (cell) hding@ctuonline.edu christina\_ding@yahoo.com

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

---

[Resume-Christina-Ding.doc](#)

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

---

## Demographics

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

### Ethnicity

---

☒ Asian or Pacific Islander

### Gender

---

☒ Female

---

If other, please describe:

Please select your age from the following list. \*

---

☒ 35-54

Part-time professor

Occupation

Are you a Town of Chapel Hill employee?

---

☐ Yes ☒ No

---

## Ethics Statement

## ETHICS GUIDELINES FOR TOWN ADVISORY BOARDS AND COMMISSIONS

---

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.*



**Hui “Christina” Ding, PhD.**  
[hding@ctuonline.edu](mailto:hding@ctuonline.edu)  
 719-217-6864  
 927 Saluda CT, Chapel Hill NC 27514

### **Summary**

Strong educational background in business and finance including doctoral degree of Management major in Corporate Finance, MBA, and bachelor degree of Economics major in Finance. 10+ years professional experience in finance and accounting field including 5+ years financial analysis experience in large company. 5 years in retail industry. 6 + years university teaching experience. PC skills in MS Excel, PowerPoint and Access.

### **Core Competencies**

- Analytical Skills
- Reporting
- PC Skills: MS Excel, PowerPoint, Word and Access
- Multi-task Skills
- Problem Solving Skills
- Financial Statements Analysis
- Organizational and Project Management Skills
- Fast-paced working skills
- Teaching skills
- Financial Planning
- Communication Skills
- Cooperation Skills
- Leadership skills

### **Education**

#### **HARVARD UNIVERSITY, Extension School**

Accounting Certificate

December, 2017 (Expected)

#### **COLORADO TECHNICAL UNIVERSITY**

Post-Doctoral Certificate in Management

September, 2013

#### **NANKAI UNIVERSITY**

Doctoral Degree in Business Management, major in Corporate Finance

December, 2006

#### **COLORADO TECHNICAL UNIVERSITY**

Master of Science in Management, focus on Information Technology

June, 2002

#### **NANKAI UNIVERSITY**

MBA

January, 1999

#### **TIANJIN UNIVERSITY OF FINANCE AND ECONOMICS**

Bachelor of Economics, major in Finance

July, 1991

### **Professional Experience**

#### **COLORADO TECHNICAL UNIVERSITY**

Professor of Business and Finance

Online

October 2010 - Present

- Taught finance, business and accounting courses of undergraduate and graduate level online and on-campus including following courses:
  - Financial Statement
  - Financial Statement Analysis
  - Managerial Finance
  - Financial Management
  - International Financial Management
  - Foundation of Statistics
  - Managing Information Technology, etc.
- Led research group projects

**UNITED STATES AIR FORCE ACADEMY  
INSTRUCTOR**

July 2010 - May 2011  
June 2001 – March 2002

- Taught 100 cadets Chinese language and cultures
- Conducted research on educational methodology and the applications of technology to language learning
- 

**GREAT MOUNTAIN IMPORTS  
CEO**

March 2003-May 2009

- Entrepreneur experience in retail and wholesale industry
- Oversight company's operations and financial management
- Composed and analyzed financial statement of corporate and multiple stores, etc.

**UNITED STATES AIR FORCE ACADEMY  
Software developer**

June 2001 – March 2002

- Designed and developed Online Chinese Learning Software
- Improved cadets' scores by using this software

**CHINA CONSTRUCTION BANK  
Business Loan Processing Manager**

July 1991 – May 2000

- Supervised and conducted loan processing, includes following:
  - Analyzed financial statements of different organizations
  - Made decisions to approve or deny business loan applications based on analyzing those businesses' financial statements and credits.

### **Certifications**

- Certificate of Online Teaching, Colorado Technical University June, 2013
- Certificate of Completing the Training of Course Director, United State Air Force Academy July, 2010
- Database Administration Certificate, Colorado Technical University June, 2002

### **Awards**

- Employee of the Month Colorado Technical University 2012

- Cash award for Outstanding Performance, United State Air Force Academy 2011
- Award for attending National Academic research project: Study on Operation and Management of Investment and Financing of China's Enterprises. National Natural Science Foundation of China (NSFC), US\$130K funding 2006

APPLICATION FOR MEMBERSHIP ON ADVISORY BOARD, COMMISSION, Submit Date: Mar 03, 2018  
COMMITTEE OR TASK FORCE

---

## 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

Taylor

First Name

C

Middle Initial

Gosk

Last Name

taylor.gosk@gmail.com

Email Address

105 Arlen Park Dr.

Street Address

Suite or Apt

Chapel Hill

City

NC

State

27516

Postal Code

Home: (919) 360-2687

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? \*

---

☒ Environmental Stewardship Advisory Board

## Which Boards would you like to apply for?

---

Environmental Stewardship Advisory Board: Eligible  
Parks, Greenways and Recreation Commission: Eligible

Question applies to Environmental Stewardship Advisory Board

## Select a Seat Category for the Environmental Stewardship Advisory Board \*

---

☒ UNC Chapel Hill Student

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

---

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

---

## Interests & Experiences

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

As a lifelong resident of Chapel Hill, this town has raised me. Recently, I had the opportunity to learn more about the role local government and have come to realize the impact that the Town of Chapel Hill local government has played in my life. Now as a student at UNC Chapel Hill, I would love to help the town that has given me so much. I am passionate about the environment and have planned on having a career in environmental policy since the 9th grade. At UNC I have been able to expand on that interest by double majoring in Environmental Studies and Public Policy and joining impactful social groups on campus such as the Renewable Energy Special Projects Committee. I have gained unique insight into the town through both growing up in it and in attending the University which is at its heart. As apart of the Environmental Stewardship Advisory Board, I plan to bring with me the up-to-date knowledge of environmental issues I am currently studying at UNC, as well as the perspective of a lifelong resident of this town. It would be an honor to serve the town of Chapel Hill.

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

The young perspective I would bring to this board is matched my thorough understanding of local environmental issues. As an environmental studies major I plan to bring relevant problem solving to environmental issues that Chapel Hill faces. In addition, my classes on public policy have provided me with a strong understanding of local government necessary for this advisory board. What I may lack in experience, I bring in a deep passion for environmental problem solving and up to date information as a student at UNC.

### [Taylor Gosk First Year Resume .pdf](#)

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

## Demographics

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

### Ethnicity

☒ Caucasian/Non-Hispanic

### Gender

☒ Female

If other, please describe:

Please select your age from the following list. \*

---

☒ 18-24

Student at the University of  
North Carolina Chapel Hill

Occupation

Are you a Town of Chapel Hill employee?

---

☐ Yes ☒ No

---

## Ethics Statement

## ETHICS GUIDELINES FOR TOWN ADVISORY BOARDS AND COMMISSIONS

---

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.*



# Taylor Caroline Gosk

(919) 360-2687 • [taylor99@live.unc.edu](mailto:taylor99@live.unc.edu)  
 105 Arlen Park Drive • Chapel Hill • NC • 27516  
<https://www.linkedin.com/in/taylor-gosk-29028698/>

## Education

---

### **The University of North Carolina at Chapel Hill**, Class of 2021

- Bachelor of Arts in Public Policy and a second Major in Environmental Studies

### **Carrboro High School**, Carrboro, NC, 2013-2017

- GPA: 4.5, National Honors Society Member

## Work Experience

---

### **Duke University Nicholas Institute for Environmental Policy**, *Paid Intern* Summer 2015

- Provided policy research support to the Directors of the Institute and the staff of Climate and Energy program. Researched stories for *The Climate Post*, and drafted a guide to climate policy efforts targeted to high school students.

### **UNC Kenan-Flagler Business School**, *Paid Intern*

Summers 2013- 2017

- Worked alongside MBA Program staff to execute a weeklong Orientation for approximately 300 incoming MBA students. Created and distributed informational materials, provided catering support, and served as a guide for students and speakers.

## Environmental Leadership

---

### **Renewable Energy Special Projects Committee (RESPEC)**, *Green Roof Project Leader*

- Manages \$116,000 budget allocated for Student-led renewable energy projects on UNC's Campus. Lead Green Roof Special Project, working to implement more sustainable green spaces on top of applicable buildings.

### **Co-Sustainability Officer of Hinton James Dormitory**

- Selected to work with the Hinton James Community Government to ensure that all events are sustainable. Host monthly environmentally-focused events on UNC's Campus.

### **UNC Climate Leadership Energy Awareness Program**, *Peer Mentor*

- Led 25 high school students from the Triangle in a year-long Energy Program. Facilitated lessons regarding the future transition to clean energy and gained hands-on experience touring coal fired power plants.

## Activities

---

### **University of North Carolina**

- Campus Y Outreach Committee Member
- Residence Hall Association Member

### **Carrboro High School**

- Environmental Science Club, *Founder and Co-President*
- Model UN, President, *Best Delegate at UNC Chapel Hill Model UN Conference, 2015-2017*
- DECA, Vice President of Leadership, *Human Resources, Finalist, 2016*
- Alliance for Climate Education (ACE), *Fellow*
- Envirothon, *2nd place in Regional Competition, 2015-2017*

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

---

## 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

E. Thomas

First Name

Henkel

Last Name

thenkel1@nc.rr.com

Email Address

3 Mt. Bolus Road

Street Address

Suite or Apt

Chapel Hill

City

NC

State

27514

Postal Code

Business: (919) 960-2589

Primary Phone

Mobile: (919) 593-5510

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? \***

---

☒ Community Design Commission

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

---

Environmental Stewardship Advisory Board: Eligible

Community Design Commission: Eligible

Question applies to Community Design Commission

**Select a Seat Category for the Community Design Commission \***

---

☒ Chapel Hill Resident

Question applies to Environmental Stewardship Advisory Board

**Select a Seat Category for the Environmental Stewardship Advisory Board \***

---

☒ Chapel Hill Resident

---

**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:

---

**Interests & Experiences**

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

---

I am a sustainable energy professional with over 40-years experience in solar energy and in energy efficient buildings. My experience includes performing energy audits for the New York State Energy Office from 1988 to 1994, managing an energy audit program for Consolidated Edison of NY from 1996 to 1998, and performing energy audits and other building energy projects from Lockheed Martin Energy Services from 2008 to 2016. I have performed and reported on approximately 650 energy audits of commercial, industrial, and institutional buildings. My solar energy experience includes managing or consulting to ten solar/gas absorption chiller HVAC projects, solar hot water projects including the UNC Morrison Dorm project, and I am currently under contract to the Veterans Administration to perform third-party commissioning of solar PV electric plants being installed at VA Medical Centers nation-wide. Among other responsibilities, the CDC is charged with reviewing building envelopes for new construction projects brought to the Town for review and approval. With climate change probably the most important issue facing the world today, it is important that the Town of Chapel Hill do all that it can to reduce the carbon footprints of all buildings within its borders over which it has any regulatory authority. Almost half of all energy use in the US today is for the heating and cooling of buildings and for the production of hot water. A properly-designed building envelope using state-of-the-art techniques is the first place to start to insure that this building will be energy efficient in order to reduce its carbon footprint. I am very familiar with most of these sustainable energy building design techniques through my energy audit and building-integrated solar energy work, and through working with one of the leading sustainable building architects in the US to design low carbon-footprint buildings. Therefore, I will add this unique sustainable energy experience to the CDC to enable it to better carry out its responsibilities. I was a charter member of the Million Solar Roofs Committee and the Sustainability Committee, and I currently serving on the Environmental Stewardship Advisory Board.

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

---

My leadership skills have enabled me to lead a successful effort to form a nonprofit corporation (Chelsea Art Theater, Inc.) as its President, to pull together a team of professionals, and to raise sufficient funds to purchase the Chelsea Theater from the owners Bruce and Mary Jo Stone. We will begin our ownership and management of the Theater on March 30, 2018.

[HenkelResume112513.pdf](#)

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

---

## Demographics

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

## Ethnicity

---

☒ Caucasian/Non-Hispanic

## Gender

---

☒ Male

---

If other, please describe:

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

---

☒ over 55

President, Henkel Solar inc.

Occupation

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

---

☐ Yes ☒ No

---

## Ethics Statement

## ETHICS GUIDELINES FOR TOWN ADVISORY BOARDS AND COMMISSIONS

---

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.*

**E. Thomas Henkel, Ph.D**  
**Henkel Solar Incorporated**  
**3 Mount Bolus Rd., Chapel Hill, NC 27514**  
**Telephone/Fax: 919-960-2589**  
**E-Mail: [thenkel1@nc.rr.com](mailto:thenkel1@nc.rr.com)**

---

### **General Background and Skills Highlights**

Over 40 years of experience with scientific education, energy conservation, renewable energy systems, and personnel management. Previous experience includes the design, development and management of commercial solar energy heating and cooling installations and management of energy audit programs.

### **Relevant Experience**

- ◆ Managed the Consolidated Edison Company Energy Audit Program for Lockheed Martin Energy Services. This project involved comprehensive energy audits with full building simulations and analysis.
- ◆ Concept design and energy performance studies of solar electric, solar thermal CHP, and solar thermal systems.
- ◆ Energy Advisor for the New York State Energy Advisory Service to Industry. Performed and wrote reports on 320 energy audits of commercial and industrial buildings.
- ◆ Designed, developed and implemented four commercial solar energy heating and cooling installations.
- ◆ Consultant for Solar Enterprises International and Solargenix Energy in the design and marketing of solar energy systems including solar thermal electric, solar thermal CHP, and solar absorption HVAC.
- ◆ Collaborated with Dr. Richard Christensen of the Ohio State University in the design, fabrication, and testing of a dual fuel/hot fluid heat exchanger for absorption cycle heat pumps, chillers, heat engines, and refrigeration equipment. Patent issued in June, 2006.
- ◆ Independent commissioning of solar PV systems for the Veterans Administration.

### **Education**

Ph.D, Physics Education, The University of Toledo, Toledo, Ohio, 1965  
 M.S., Physics, The University of Toledo, Toledo, Ohio, 1965.  
 M.Ed, Science Education, The University of Toledo, Toledo, Ohio, 1963  
 A.B., Pre-Engineering, Columbia College, New York, New York, June, 1958

### **Solar Projects Managed or Consultancy**

1978: Manager, Wagner College solar-driven 320-ton 1E absorption chiller HVAC. \$1,100,000.  
 1997: Co-manager, Sacramento CA solar-driven 20-ton 2E absorption chiller HVAC. \$650,000.  
 2002: Consulted to Austin TX solar-driven 30-ton 1E absorption chiller HVAC. \$350,000.  
 2003: Consulted to Raleigh NC solar-driven 50-ton 2E absorption chiller HVAC. \$900,000.  
 2006: Consulted to Carnegie Mellon University solar-driven 4.6-ton 2E absorption chiller HVAC. \$85,000.  
 2008: Consulted to Steinway & Sons, New York, NY solar/gas-driven 83/99-ton 2E absorption

- space cooling and LP steam system. \$900,000.
- 2010: Consulted to SunQuest Energy, Orlando FL, solar-driven 40-ton 1E absorption chiller HVAC. \$880,000
- 2011: Consulted to Synergy California, 75-ton solar-driven 75-ton 1E absorption chiller HVAC in Hermosillo Mexico.

### ***Selected Job History***

**Lockheed Martin Energy Services**  
**Rockville, Maryland**

**1996 to present**

**Project Manager. 1996 to 1998** — Managed the Lockheed Martin New York City office. Principle activities included administering the Consolidated Edison Company Energy Audit Program which involved personally performing 130 comprehensive energy audits with full building simulations and analysis. This project included the management of field engineers along with supervision of preparation, printing, and mailing of reports to Consolidated Edison. Additional work involves projects for the New York Energy Research & Development Authority FexTech Program and Energy audits for New York commercial, industrial, and institutional customers. Management responsibilities included payroll, budget administration, revenue/costs forecasting, personnel evaluation, and project reporting.

**Project Engineer. 1998 to Present** — Works on a variety of projects involving building energy systems analysis and technical application studies for manufacturers, utilities, and others including solar electric and solar thermal applications.

**Solar Enterprise International, LLC**  
**Chicago, Illinois**  
**Solargenix Energy, LLC**  
**Sanford, NC**

**1994 to 2010**

**Consultant.** He designed and co-managed a project in Sacramento, CA to demonstrate new higher temperature solar energy technology for commercial HVAC systems. This \$600,000 project, finished in 1997 and funded primarily by the California Energy Commission, installed a 1200 sq.ft. array of Integrated Compound Parabolic Concentrator evacuated tube collectors which powers a 20-ton double-effect absorption water chiller as part of a complete HVAC system for an 8,000 sq.ft. commercial building. This is the first time that a non-tracking solar thermal collector array is successfully powering a double-effect absorption water chiller to meet the air conditioning needs of a building. He collaborated with the Mechanical Engineering Department of The Ohio State University in the design, fabrication and testing of an integrated solar and natural gas fired 2E absorption chiller. A patent on this technology was issued in June, 2006. He now assists Solargenix in designing and marketing solar hot water and solar absorption and other HVAC systems. These include a 50-ton 2E absorption chiller in Raleigh, NC, a 30-ton 1E absorption chiller in Austin, TX, and a 172 collector solar hot water system for UNC Chapel Hill. A 1000 collector solar hot water plant is under design for a NC industrial plant. He consulted to Carnegie Mellon University for the installation and commissioning of a solar-driven Broad 4.6-ton dual-fired 2E absorption chiller. He prepared concept plans for Duke Energy Carolinas for a metered solar hot water program. Dr. Henkel is presently consulting to ERS, Inc. for the design, installation and commissioning of a solar-driven 99-ton 2E absorption chiller project in New York City partially funded by NYSERDA, to SunQuest Energy of



Orlando FL for a 40-ton solar 1E absorption chiller system at Fort Bliss, El Paso TX, and to Synergy California for a solar-driven 75-ton 1E absorption chiller system in Hermosillo Mexico.

**Facility Strategies Group, LLC**  
**Fort Mill, SC**

**2008 – 2011**

Performed energy audits of 20 government buildings in Montgomery County, Maryland.  
 Prepared solar feasibility studies.

**Wagner College**  
**Staten Island, New York**

**1967-1996**

**Professor of Physics and Chairman of the Physical Sciences Department, 1967 to 1996—**

Taught courses in Physics, other Physical Sciences, Mathematics, and the History of Science. Responsibilities included the management of the department budget, supervision of faculty, and maintenance of chemistry and physics laboratories, equipment, and chemical stockrooms, curriculum development, and coordination of grant proposals.

**Solar Energy Demonstration Project Director, 1977 to 1986 —** Developed the project concept, raised \$1.1 million in funding, organized and administered the Project Management Team consisting of representatives from the Brooklyn Union Gas Co., Consolidated Edison of New York, Owens-Illinois Inc., Carrier Corporation, New York State Energy Research and Development Authority and a large New York City architectural firm. Responsibilities included the development of financial plans, the project accounting system, negotiating and administering construction contracts, supervision of the construction of the solar energy system, direction and monitoring of the operation of the system which heated and cooled two campus buildings.

**BEEAH Architects, Planners, & Engineers**  
**Riyadh, Saudi Arabia**

**1994 to 1996**

**Consultant, 1994 to 1996—** Designed a 1600-ton solar energy absorption cooling project.

**Parsons-Brinckerhoff, Inc**  
**New York, New York**

**1992 to 1993**

**Consultant. 1992 to 1993—** Prepared technical assistance studies for the New York State Institutional Conservation program

**VTEC Laboratories, Inc**  
**Bronx, New York**

**1988 to 1992**

**Energy Advisor for New York State Energy Advisory Service to Industry, 1988 to 1992—**  
 Performed and wrote reports for 320 energy audits of commercial and industrial buildings.

**Electrides Corporation**  
**Staten Island, New York**

**1975 to 1978**

**Consultant. 1975 to 1978—** Researched and developed an electronic fluorescent lamp ballast.

**U.S. Naval Reserve****1958 to 1996**

**Engineering Officer 1958 to 1996**— Experience includes naval steam systems, engineering casualty control, damage control, fire fighting, and nuclear biological-chemical warfare defense. Includes active duty from 1958 to 1960 and retirement after 20 years of satisfactory service with the rank of Commander.

***Selected Studies***

- ◆ “Residential Solar CHPC System: Technical and Market Analyses”. New York State Energy Research and Development Authority. February, 2004
- ◆ “Solar Cooling for a District Chiller Plant”. Jacksonville Electric Authority. November, 2004. Comparison of a solar PV-driven VP chiller and solar thermally-driven 1E and 2E absorption chillers.
- ◆ “Design and Performance of a Building-Integrated Solar Thermal Combined Heat, Power, and Cooling Plant”. Solargenix Energy, June, 2005
- ◆ “Feasibility Study with Pricing for a Solar-Driven 200-ton 2E Absorption Chiller HVAC System for Honolulu, HI”, ARUP consulting engineers, San Francisco, 2007.
- ◆ “Feasibility Study with Pricing for a Solar-Driven 600-ton 2E Absorption Chiller HVAC System for Florence, SC”, Roche Carolina Inc., 2007.
- ◆ “Feasibility Study and Design with Pricing for a Solar-Driven 200-ton 1E Absorption Chiller HVAC System for Wilmington, NC”, UNC Wilmington.
- ◆ “Feasibility Study for Using Tracking Trough Collectors in New York City for Solar Water Heating”, New York State Energy Research & Development Authority. 2008.
- ◆ “Short Feasibility Study for Exelon Peach Bottom Nuclear Plant for Installation of a Solar PV Generating System and a Solar Hot Water System”, Lockheed Martin, October, 2008.
- ◆ “Solar Electric Power for Base Camp Djibouti Al Noor Bridge”, Lockheed Martin, October, 2008. Feasibility study for solar PV and solar thermal electric systems including costs and performance.
- ◆ “Feasibility Study for Solar Heating System at Lockheed Martin Sunnyvale Plant”, including costs and performance. Lockheed Martin, June, 2010.
- ◆ “Feasibility Study for Solar 2E Absorption Chiller Plant at Lockheed Martin Palmdale Plant, including costs and performance. Lockheed Martin, July, 2010.

***Specialized Training/Certifications***

- ◆ Certification as Energy Auditor by New York State Energy Department, 1982.
- ◆ Certification as Boiler Efficiency Auditor by Boiler Efficiency Institute, 1990.
- ◆ Energy systems performance modeling.

***Professional Affiliations***

- ◆ American Solar Energy Society, 1978 to present
- ◆ International Solar Energy Society, 1978 to present
- ◆ North Carolina Sustainable Energy Association, 1998 to present. Past member, Board of Directors

### ***Selected Presentations***

- ◆ “The Principles of Solar Energy-Driven Absorption Water Chillers”. Department of Physics Graduate Seminar, University of Chicago, February 1999.
- ◆ “Advances in Renewable Energy Technologies”. Net Impact 2001 Conference, University of North Carolina at Chapel Hill Keenan-Flagner School of Business, November 2001.
- ◆ “Solar HVAC Using ICPC Solar Energy Collectors”. Building as Power Plant Ascending Strategies Workshop, Carnegie-Mellon University, December 2001.
- ◆ “Today’s Solar Thermal Technologies”. Air Conditioning Contractors of America 2002 Conference, February, 2002.
- ◆ “New Solar Thermal Energy Applications for Commercial, Industrial, and Government Facilities” World Energy Engineering Congress. November, 2003.
- ◆ “Solar Energy Applications for Non-Imaging Optics”. Enrico Fermi Institute Symposium, University of Chicago. May, 2003.
- ◆ “Design, Installation and Early Operation of a Roof-Integrated Solar Cooling and Heating System”. American Solar Energy Society conference. July, 2003.
- ◆ “Recent Advances in Solar Thermal Electric Power”. North Carolina Energy Conference. March, 2004.
- ◆ “New Developments in Building-Integrated Solar Thermal HVAC and CHP Systems”. Electric Power 2004. March, 2004.
- ◆ “Solar Energy Applications for the Southeast United States”. Southeast Student Renewable Energy Conference, University of North Carolina – Chapel Hill. April, 2004
- ◆ “New Possibilities for Solar Thermal HVAC: Solar Absorption Cooling”. American Solar Energy Society conference. July, 2006.
- ◆ “Appropriate Solar Technologies for Afghanistan”. Meeting of the Afghan-American Chamber of Commerce; Washington, DC. October, 2006.
- ◆ “New Jobs and New Opportunities in Solar Thermal Applications”. 2007 North Carolina Sustainable Energy Conference; North Carolina State University, Raleigh, NC, March, 2007.
- ◆ “A Solar-Driven 2E Absorption Chiller Cooling and Low Pressure Steam Project in New York City”. American Solar Energy Society conference. May, 2009.
- ◆ “The Steinway & Sons Solar 2E Absorption Cooling and Low Pressure Steam System”. IEA Solar Cooling Workshop, Las Vegas, NV. February, 2011.
- ◆ Presentations about the Steinway & Sons Solar 2E Absorption Cooling and Low Pressure Steam System to the American Solar Energy Society Solar 2011, Raleigh NC, May 2011 and Solar 2012, Denver CO, May 2012.

### ***Awards and Prizes***

October, 2009: North Carolina Sustainable Energy Association 2009 Hall of Fame award

APPLICATION FOR MEMBERSHIP ON ADVISORY BOARD, COMMISSION, Submit Date: Apr 11, 2018  
COMMITTEE OR TASK FORCE

---

## 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

Julie

First Name

Mcclintock

Last Name

Middle Initial

mcclintock.julie@gmail.com

Email Address

614 Beech Tree Court

Street Address

Suite or Apt

Chapel Hill

City

NC

State

27514

Postal Code

Home: (919) 967-3661

Primary Phone

Home: (919) 541-5339

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?

---

None Selected

---

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? \*

---

☒ Environmental Stewardship Advisory Board

## Which Boards would you like to apply for?

---

Environmental Stewardship Advisory Board: Eligible

Question applies to Environmental Stewardship Advisory Board

## Select a Seat Category for the Environmental Stewardship Advisory Board \*

---

☒ Chapel Hill Resident

---

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

---

☒ Advisory Board or Council member

## Environmental Stewardship

---

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

---

## Interests & Experiences

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

I would bring my experience as clean water advocate with Friends of Bolin Creek and expertise gained in stormwater management from two terms as chair and member of the Stormwater Advisory Board. I would like to bring this knowledge to bear on the project review functions of the Environmental Stewardship Board. Additionally, I want to encourage town boards to work together on cross cutting issues such as stormwater management and have the skills to carry that out. I've served two terms on the Stormwater Advisory Board so I am not able to reapply.

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

17 years as Air Quality Specialist, US EPA 12 Years Town Council member, Town of Chapel Hill 2 years, Chair OWASA 10 years, Friends of Bolin Creek President and member

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

## Demographics

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

### Ethnicity

☒ Caucasian/Non-Hispanic

### Gender

☒ Female

If other, please describe:

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

☒ over 55

### Retired

Occupation

Are you a Town of Chapel Hill employee?

☐ Yes ☒ No

---

## Ethics Statement

### ETHICS GUIDELINES FOR TOWN ADVISORY BOARDS AND COMMISSIONS

---

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.*

APPLICATION FOR MEMBERSHIP ON ADVISORY BOARD, COMMISSION, Submit Date: Mar 16, 2018  
COMMITTEE OR TASK FORCE

---

## 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

Mary

First Name

Metcalf

Last Name

Middle Initial

metcalf@clinicaltools.com

Email Address

109 Meeting St

Street Address

Suite or Apt

Chapel Hill

City

NC

State

27516

Postal Code

Home: (919) 442-8109

Primary Phone

Mobile: (919) 923-2023

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? \*

---

☒ Environmental Stewardship Advisory Board

## Which Boards would you like to apply for?

---

Environmental Stewardship Advisory Board: Eligible

Question applies to Environmental Stewardship Advisory Board

## Select a Seat Category for the Environmental Stewardship Advisory Board \*

---

☒ Chapel Hill Business Owner/Manager

---

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

---

☒ Advisory Board or Council member

☒ Internet

---

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

---

## Interests & Experiences

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

---

I am applying for a full term of 3 years beginning in spring/summer 2018. I have been a resident of Chapel Hill for 19 years and enjoyed the benefits of living in such a thoughtfully planned town and community. I am able to devote time to contributing back to the community now that my children are older. I have been a Chapel Hill business owner since 2000 and feel strongly that small business can contribute meaningfully to both Chapel Hill and NC. I have a strong commitment to the environment both personally and from a business perspective. My company led the way in sustainability by going carbon neutral in 2004. Currently, we are working on certification as Green Plus business and "B Corp" status. I also am a committed environmentalist from my early 20s. Small business can make small changes without comprising the bottom line unduly, and multiplied across many businesses, a great impact can occur. I would also be willing to serve as the CH resident member if there is another candidate for the "business owner" role. I appreciate the opportunity to be considered to serve on an advisory board for CH for a longer period.

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

---

I have filled the "Business Seat" for the Environmental Stewardship Board, for the past two years (completing a partial term). This involved attending ESAB meetings, reviewing materials prior to the meetings, occasional supplemental meetings organized by TOCH related to ESAB service, and volunteering at the two outreach events that fell during my tenure on the board. Personal: I have a Ph.D. in Archaeology from the University of Virginia, an MPH from UNC-CH. I have 3 children - 1 still in CHCCS schools, one at UNC-CH. My volunteer work has included 2 preschool boards, SV HOA committees (playground/green space), classroom and other activities in the school system, the CHCCS Wellness committee for Carrboro High School, and recently serving as immediate past president of the CH Summer Swim League (6 years total). My business (co-owned with my husband) employees 14 staff and is an office based online education firm. We are located at 101 Market Street, Chapel Hill, NC. We've also had locations at 431 W Franklin St and 1506 E Franklin St in the past 10 years.

---

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

---

## **Demographics**

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

## Ethnicity

---

☒ Caucasian/Non-Hispanic

## Gender

---

☒ Female

---

If other, please describe:

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

---

☒ 35-54

business executive/parent

Occupation

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

---

☐ Yes ☒ No

---

## Ethics Statement

## ETHICS GUIDELINES FOR TOWN ADVISORY BOARDS AND COMMISSIONS

---

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.*

APPLICATION FOR MEMBERSHIP ON ADVISORY BOARD, COMMISSION, Submit Date: Feb 06, 2018  
COMMITTEE OR TASK FORCE

---

## 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

Hristo

First Name

K

Middle Initial

Shimerov

Last Name

hristo@live.unc.edu

Email Address

101 Raleigh Street room 104

Street Address

Suite or Apt

Chapel Hill

City

NC

State

27599

Postal Code

Home: (407) 722-9148

Primary Phone

Home: (407) 722-9148

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?

---

None Selected

---

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? \*

---

☒ Environmental Stewardship Advisory Board

## Which Boards would you like to apply for?

---

Environmental Stewardship Advisory Board: Eligible

Housing Advisory Board: Eligible

Question applies to Environmental Stewardship Advisory Board

## Select a Seat Category for the Environmental Stewardship Advisory Board \*

---

☒ UNC Chapel Hill Student

Question applies to Housing Advisory Board

## Select a Seat Category for the Housing Advisory Board \*

---

☒ Homeowner or Tenant

---

## 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

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

---

I'm passionate about helping the community and working with others to improve our city.

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

---

[Resume.docx](#)

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

---

## Demographics

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

### Ethnicity

---

☒ Caucasian/Non-Hispanic

### Gender

---

☒ Male

---

If other, please describe:

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

---

☒ 18-24

Researcher

Occupation

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

---

☐ Yes ☒ No

---

## Ethics Statement

## ETHICS GUIDELINES FOR TOWN ADVISORY BOARDS AND COMMISSIONS

---

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.*



# Hristo Shimerov

**101 Raleigh Street  
Room Number 114  
Chapel Hill, NC 27514**

**(407) 722-9148**

**hristo@live.unc.edu**

**Objective:** To obtain a position in the research field and expand on my knowledge while contributing to the work being done.

**Summary:** Highly motivated and hard working  
Strong background in psychology research and STEM fields  
Experienced in working with bacterial culture  
Skilled at learning new concepts quickly, working well under pressure, and communicating ideas clearly and effectively  
Extensive computer training  
Enthusiastic and sociable

## **Education:**

---

University of North Carolina at Chapel Hill  
*Present*  
GPA: 3.6  
Major: Biology and Psychology

*2015/2016* University of Central Florida  
GPA: 4.0  
Major: Biology  
Associates Degree Acquired

Seminole Community College  
*2014*  
GPA: 4.0  
Major: Undeclared

Oviedo High School

*Graduated: 2016*

Weighted GPA: 4.38  
 Unweighted GPA: 3.88  
 Top 10 in class

## **Volunteer Work**

### **Psychology Research Assistant**

*2016-Present*

In the acknowledgments section of a published paper  
 Experience with Mechanical Turks and IRBs  
 Extensive knowledge of statistical analysis  
 Have held out field studies, made debriefing forms,  
 debriefed patients, made consent forms, and reviewed  
 work before publication.  
 Knowledge of process from idea to publication

### **Event Coordinator for Residents Housing Association**

*2016-2017*

Kept meetings on track and organized  
 Helped to manage a budget of over \$2,000

### **Beta Club President**

*2015-2016*

Community Service based organization  
  
 Over 200 members  
 Planned volunteer events, organized fund raisers, led by  
 example

### **Treasurer of Mu Alpha Theta:**

*2014-2015*

Managed a fixed budget  
 Tutored students in math  
 Held SAT/ACT presentations

### **Altamonte Hospital Supply Restocking**

Communicated with professionals in a high pressure  
 setting *2013-2014*

---

## Awards and Achievements

<i>2016</i>	Second Place in Florida, Beta Club Science Division II	
<i>2015</i>	Third Place in Florida, Beta Club Creative Writing	
	Water polo MVP	<i>2013-</i>
	<i>2015</i>	
	Water polo team captain	<i>2015</i>
	Water polo All American Award	<i>2015</i>
<i>2015</i>	Part of the Olympic Development Program	
<i>2014</i>	Qualified for Regionals 100 Butterfly	
<i>2012</i>	Spring Triathlon, Second Place in Age Group	

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

---

## 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

Gabrielle

First Name

Tiffin

Last Name

Middle Initial

tiffin.gabrielle@gmail.com

Email Address

125 W Franklin St

Street Address

Suite or Apt

Chapel Hill

City

NC

State

27514

Postal Code

Home:

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?

---

None Selected

---

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? \*

---

☒ Community Policing Advisory Committee

## Which Boards would you like to apply for?

---

Environmental Stewardship Advisory Board: Eligible

Community Policing Advisory Committee: Eligible

Question applies to Environmental Stewardship Advisory Board

## Select a Seat Category for the Environmental Stewardship Advisory Board \*

---

☒ UNC Chapel Hill Student

## 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

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

Interested in getting more involved in local policymaking. Poli Sci major at UNCCH, interested in social justice and racial justice issues.

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

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

## Demographics

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

### Ethnicity

☒ Other

### Gender

☒ Female

If other, please describe:

**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

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.*

APPLICATION FOR MEMBERSHIP ON ADVISORY BOARD, COMMISSION, Submit Date: Nov 12, 2017  
COMMITTEE OR TASK FORCE

---

## 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

Michael

First Name

P

Middle Initial

Vollbracht

Last Name

mpv@live.unc.edu

Email Address

555 paul hardin drive

Street Address

Suite or Apt

Chapel Hill

City

NC

State

27514

Postal Code

Home: (678) 882-8674

Primary Phone

Home: (678) 354-9266

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

---

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? \***

---

☒ Environmental Stewardship Advisory Board

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

---

Environmental Stewardship Advisory Board: Eligible

Question applies to Environmental Stewardship Advisory Board

**Select a Seat Category for the Environmental Stewardship Advisory Board \***

---

☒ Greenways Advocate and Chapel Hill Resident

---

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

---

☒ Advisory Board or Council member

☒ Speaker at an event

---

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

---

**Interests & Experiences**

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

Last week I asked Hongbin Gu to speak at my University of North Carolina at Chapel Hill residence hall. I am the elected sustainability officer for my residence hall, and the theme for the month of November was the Environment and Politics. so I thought bringing a future Town Council member would be a great way to represent this theme. She informed me that there are some committee seats open for students at UNC Chapel Hill. I thought it would be a great way to get involved in the town of Chapel Hill by representing the college student population with an environmentally caring attitude. I have a strong understanding of how important Greenways are to Chapel Hill, as they contribute to a large amount of recreational activities for the residents.

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

[Michael\\_Vollbracht\\_resume1.doc](#)

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

## Demographics

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

### Ethnicity

☒ Caucasian/Non-Hispanic

### Gender

☒ Male

If other, please describe:

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

☒ 18-24

Student of Chapel Hill

Occupation

Are you a Town of Chapel Hill employee?

☐ Yes ☒ No

---

## Ethics Statement

### ETHICS GUIDELINES FOR TOWN ADVISORY BOARDS AND COMMISSIONS

---

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.*

### Education & Career Objective

Pursue Health Policy and Management major at University of North Carolina at Chapel Hill. Prepare for graduate school, and ultimately open a practice designed to support disabled individuals.

### Academic Profile

#### •College

- Currently enrolled as a freshman at University of North Carolina at Chapel Hill

#### •High School

- North Cobb School for International Studies, Kennesaw, GA
- GPA: 4.38 (weighted, 4.0 scale)                      ACT Superscore: 31                      Class Rank: 23/613

### Research Experience

Advanced Scientific Research: *The Correlation between Environmental Science Background and Adolescent Environmental Opinions*

- Developed research, created comprehensive survey, analyzed results, and presented findings
- Chosen as one of two juniors to continue research for Senior Advanced Scientific Internship

### Academic Honors and Awards

- National Honor Society, Grades 11, 12
- AP Scholar with Distinction Award, Grade 11
- Scholar-Athlete Award, Grades 10, 11

### Community Service

- Student Worship Leader, NorthStar Church, age 14 to present
- Worship Leader, Cedarcrest Church, age 17 to present
- Worship Leader, Chapel Hill Bible Church, age 18 to present
- Camp Counselor, Muscular Dystrophy Association, age 17 to present
- Volunteered and fund-raised for Relay for Life, March of Dimes, Special Needs Baseball, River Clean-Up, Shop With a Warrior, Grades 9, 10, 11, 12
- Worship Band Member, Fields of Faith; performed for 800 people at student-led event, Grade 11
- Educational and service trip to Belize, Grade 9

### Athletic Achievement

- North Cobb High School Varsity Soccer, Starting Defender, Grades 10, 11, 12
  - Captain and Student-Athlete Advisory Council representative, Grade 12
  - Awards: *Unsung Hero*, Grade 11; *Defensive Player of the Year*, Grade 10
- SSA Club Soccer Elite Team, Starting Defender, Grades 9, 10, 11, 12
  - Captain, Grade 12; Georgia State Cup, 2<sup>nd</sup> place in division, Grade 10
- North Cobb High School JV Soccer, Starting Defender, Grade 9
- Indoor Soccer League, Grades 9, 10, 11, 12
- Summer Swim Team, Grades 9, 10, 11, 12

### Extracurricular Activities

- North Cobb Quidditch Club, Co-Founder, Grades 10, 11
- North Cobb Film Club, Co-President, Grade 10, 11, 12
- North Cobb Link Crew, Freshman Leader, Grades 10, 11
- University of North Carolina at Chapel Hill Sustainability Officer for Community Government at Craige Residence Hall
- University of North Carolina at Chapel Hill member of Special Olympics

**Work Experience**

Busboy at *Henry's Louisiana Grill*, Acworth, GA, Grade 12 (summer)

Assistant at Integrated Sales Solution, LLC

**International Background**

- Dual nationality with the United States and Belgium
- Applied to and attended Cobb County's International Studies High School Magnet Program
- Travel experiences to Belgium, Belize, Costa Rica, England, France, Italy, and Jamaica

APPLICATION FOR MEMBERSHIP ON ADVISORY BOARD, COMMISSION, Submit Date: Apr 04, 2018  
COMMITTEE OR TASK FORCE

---

## 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

Shugong

First Name

Wang

Last Name

Middle Initial

shugong.wang@icloud.com

Email Address

163 Kingston Dr

Street Address

Suite or Apt

Chapel Hill

City

NC

State

27514

Postal Code

Mobile: (412) 805-2189

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?

---

☒ 4-9 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? \*

---

☒ Environmental Stewardship Advisory Board

## Which Boards would you like to apply for?

---

Stormwater Management Utility Advisory Board: Eligible

Environmental Stewardship Advisory Board: Eligible

Question applies to Environmental Stewardship Advisory Board

## Select a Seat Category for the Environmental Stewardship Advisory Board \*

---

☒ Chapel Hill Resident

Question applies to Stormwater Management Utility Advisory Board

## Select a Seat Category for the Stormwater Management Utility Advisory Board \*

---

☒ Owners of Single-Family Residential Property within Chapel Hill

---

## 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:

---

## Interests & Experiences

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

As a scientist with academic trainings in civil and environmental engineering, information sciences and earth sciences, I will bring scientific knowledge and engineering technologies for environment protection and planning in Chapel Hill. With many years work experiences in the Hydrological Sciences Laboratory at NASA Goddard Space Flight Center, I will bring expertise in water resource engineering, flood control, geographic information system (GIS) and remote sensing techniques for supporting decision making. All in all, as a resident, I would like to contribute my part to the development of Chapel Hill.

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

(1) environment planning based Geographic Information System (GIS) and satellite images (2) environment visualization using images, videos (e.g. YouTube), and 3D modeling (e.g. Google Earth) (3) flood mitigation and flood control (4) data analysis and result presentation (5) Gardening

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

## Demographics

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

### Ethnicity

☒ Asian or Pacific Islander

### Gender

☒ Male

If other, please describe:

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

☒ 35-54

Scientist

Occupation



Are you a Town of Chapel Hill employee?

☐ Yes ☒ No

---

## Ethics Statement

### ETHICS GUIDELINES FOR TOWN ADVISORY BOARDS AND COMMISSIONS

---

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.*

APPLICATION FOR MEMBERSHIP ON ADVISORY BOARD, COMMISSION, Submit Date: Mar 31, 2018  
COMMITTEE OR TASK FORCE

---

## 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

Stacey

First Name

L

Middle Initial

Wooden

Last Name

staceylwooden@yahoo.com

Email Address

107 Cottonwood Ct

Street Address

Suite or Apt

Chapel Hill

City

NC

State

27514

Postal Code

Mobile: (410) 905-3732

Primary Phone

Home: (919) 869-7488

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?

---

☒ 4-9 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? \*

---

☒ Environmental Stewardship Advisory Board

## Which Boards would you like to apply for?

---

Environmental Stewardship Advisory Board: Eligible

Planning Commission: Eligible

Question applies to Environmental Stewardship Advisory Board

## Select a Seat Category for the Environmental Stewardship Advisory Board \*

---

☒ Chapel Hill Resident

Question applies to Planning Commission

## Select a Seat Category for the Planning Commission \*

---

☒ Chapel Hill Resident

---

## 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

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

I am a global public health researcher who has lived and worked in many US cities and countries around the world. I would bring a broad background of experience and perspective with regard to the overall public health needs of our city, with an emphasis on environmental sustainability, education, social justice, and cross-cultural sensitivity to meet the current and future needs of our citizens.

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

I have a lifelong commitment to public service, as a Peace Corps volunteer, Fulbright Scholar, Unicef consultant, and have been a Orange Literacy volunteer at the women's shelter (Project Homestart) and as a literacy tutor. Now that my 2 sons are off to college, I have the time and interest in becoming more involved with the Chapel Hill community at the municipal level. Also, I am flexible with regard to board service, and I am very willing serve on any board or committee where my expertise and viewpoints would be most useful or needed.

[SWooden.CV18.4.pdf](#)

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

## Demographics

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

### Ethnicity

☒ Caucasian/Non-Hispanic

### Gender

☒ Female

If other, please describe:

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

☒ over 55

Vaccine scientist

Occupation

Are you a Town of Chapel Hill employee?

☐ Yes ☒ No

---

## Ethics Statement

### ETHICS GUIDELINES FOR TOWN ADVISORY BOARDS AND COMMISSIONS

---

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.*

This page intentionally left blank

**Stacey L. Wooden, Ph.D., MPH**  
Chapel Hill, NC  
**staceylwooden@yahoo.com**

## **Work Experience**

**Principal Scientist** - The Human Vaccines Project, Inc., NY, NY April 2017 - present (remote w/travel) <http://www.humanvaccinesproject.org/>

- Develops and implements the sponsored research funding opportunities, interacts with HVP scientists and HVP leadership in the development of funding proposals and oversees proposal development, drafting and submission.
- Serves as Scientific Review Coordinator for the Michelson Prizes, responsible for all aspects of the Michelson Prizes for Human Immunology and Vaccine Research award program.
- Serves as Project's Principal Scientist on the clinical research teams associated with the Human Immunome and Rules of Immunity programs, including the Universal Influenza Vaccine Initiative.
- Works closely with HVP leadership on strategic planning and initiation of projects/programs to achieve overall organizational goals and objectives.
- Represents HVP and its programs at various scientific meetings, forums, and internal meetings throughout the year.

**Scientific Review Officer (SRO)** – CSRA, Inc., Chantilly, VA Mar 2010 – present (part-time, remote w/travel)

- Senior scientific review officer responsible for all aspects of peer review of large award biomedical research applications submitted to Congressionally Directed Medical Research Program (CDMRP), U.S. Department of Defense, and the Military Infectious Diseases Research Program (MIDRP). Major focus on emerging infections, vaccine development for malaria, dengue, Zika, HIV, TB, enteric diarrheal pathogens, and global multi-center infectious disease clinical trials.
- Responsible for identifying, recruiting and collaborating with scientists, clinicians, biostatisticians, technology transfer specialists, bioethicists and community members. Assign grant applications to panel members, monitor critiques, lead panel meetings, steer application discussions and final scoring.
- Compose summary statements for programmatic-level funding decisions; Develop policies in conjunction with CSRA and CDMRP leadership for process improvement; Responsible for training new scientific review officers and program managers.

**Chief Scientific Officer/Project Manager** – UNC School of Medicine, Translational and Clinical Sciences Institute (NC TraCS) Collaboratory of AIDS Researchers for Eradication (CARE).

[www.delaneycare.org](http://www.delaneycare.org) Dec. 2011 – July 2013

- Project manager and scientific advisor for a large NIAID/DAIDS-funded HIV cure collaboratory, working in conjunction with industry partner Merck.
- Responsible for providing strategic direction and scientific support to 18 individual projects/cores and maintaining frequent and productive communications to facilitate research progress across 9 different U.S. research centers.
- Responsible for administrative core budget, annual progress reports, supplement grants, consortium agreements and reports to NIH and scientific advisory panel.
- Designed and maintained website, organized annual fundraising dinner in conjunction with UNC development staff, organized annual meeting, national collaboratory meetings, and hired/supervised UNC-based collaboratory staff.

**Lecturer** – School of Pharmacy, Notre Dame of Maryland University, Baltimore, MD. 2010 – 2014

- Course taught: PHRD309 - Immunology – Vaccines and Vaccine Development and the Global Health Impact of the HIV/AIDS Pandemic.

**Adjunct Professor** – Department of Biology, Stevenson University, MD. 2009 – 2011

- Course taught: BIO203 – Microbiology. Public health emphasis of microbiology for undergraduate pre-medical and nursing students. Major emphasis on global infectious disease: HIV, TB, and malaria.

**Postdoctoral Fellow** - Center for Vaccine Development, Univ. of Maryland School of Medicine, Department of Pediatrics, Division of Tropical Infectious Disease. 2003 – 2007

- Research Focus: Evaluation of human immune responses to live oral *Shigella flexneri* vaccines for use in pediatric populations in developing countries (Phase I trial in Chile).

**Doctoral Research** – The Johns Hopkins University School of Medicine, Division of Experimental Rheumatology, The Johns Hopkins Bloomberg School of Public Health, Dept. of Molecular Microbiology and Immunology. 1995 – 2003

**UNICEF Consultant** - Southern Africa Initiative for HIV/AIDS Prevention, Mbabane, Swaziland. Michel Sidibe and Peggy Bide, Supervisors. 1994

- Developed culturally appropriate HIV prevention communication materials for primary schools, rural clinics and antenatal health centers in collaboration with the Ministry of Health, United Nations Development Programme (UNDP), and Family Life Association of Swaziland.
- Prepared recommendations for substantial modifications to national HIV prevention program by integrating key socio-cultural issues into the plan, with a specific focus on women's health and the need for gender equalization.

**Fulbright Scholar** - Swaziland, Africa. 1993 – 1994

- Conducted countrywide clinic-based ethnographic research of socio-cultural factors influencing the spread of HIV in Swazi women and urban adolescent males.
- Trained and supervised a team of host country research assistants in data collection, data analysis and qualitative research methodology.

**Clinical Research Associate** - Univ. of Utah School of Medicine, Dept. of Pediatrics, Division of Infectious Disease, Andrew T. Pavia, M.D., MPH Preceptor. 1992 – 1993

- Principal Investigator of qualitative research study designed to assess culturally appropriate communication strategies to prevent pregnancy and HIV transmission in teen mothers in Northern Utah (pilot project for Swaziland research).

**Peace Corps Volunteer** - Swaziland, Africa. 1988 – 1990

- Secondary School Health Science Teacher - Human and Social Biology (Forms 1-4)– Cambridge O-level syllabus. Obtained USAID grant funding for improved sanitation facilities at the local school and surrounding community.

**Research Laboratory Technician** – Univ. of Utah - School of Medicine & Dept. of Biology. 1983-1991

### **Consultant and Other Activities**

**Educate Girls Globally, Fremont, CA - Health Program Consultant - 2016**

- Created 2-yr pilot School-Based Health Education Program (SHEP) for 50 secondary schools in Uttarakhand, India, focused on WASH, menstrual hygiene management (MHM) and nutrition.
- Responsible for overall project design, program development, creation of monitoring and evaluation plan, survey tools, implementation plan and compliance with international IRB regulations.
- Supervised in-country Program Officer, Area Coordinators and School Coordinators. Developed reporting methods for monthly monitoring, data collection tools, conducted data analysis of baseline and endline program assessments, and budget analysis.
- Established partnerships with Himalayan Institute Hospital Trust (HIHT) Rural Development Institute (RDI), WaterAid, India, and London School of Hygiene and Tropical Medicine.
- Drafted concept papers and preliminary grant proposals



**Vaccine Ambassadors** [www.vaccineambassadors.org](http://www.vaccineambassadors.org)

- Board of Directors – Founding Chair 2014-2015. Provided overall strategic direction, partnership and business development, drafting of business plan, creation of fundraising plan, and preparation of grant applications and submissions to potential corporate and foundation sponsors.

**Gillings School of Global Public Health, UNC Chapel Hill, Gillings Global Gateway**

- **Partnership Consultant** - 2013 Drafted strategic partnerships whitepaper for UNC Gillings Global Gateway, identifying key academic global partners for UNC-Gillings School of Public Health and defining the institutional processes for UNC-SPH to establish and maintain international partnerships.

**Education**

**Ph.D. – Human Immunology** - The Johns Hopkins University School of Medicine, Dept. of Medicine, Division of Experimental Rheumatology, The Johns Hopkins Bloomberg School of Public Health, Dept. of Molecular Microbiology & Immunology, Baltimore, MD

**MPH – International Health** - Univ. of Utah, School of Medicine, Dept. of Family & Preventive Medicine, Salt Lake City, UT

**BS – Biology** – Univ. of Utah, College of Science, Dept. of Biology, Salt Lake City, UT

**Publications**

Spina CA, Anderson J, Archin NM, Bosque A, Chan J, Famiglietti M, Greene WC, Kashuba A, Lewin SR, Margolis DM, Mau M, Ruelas D, Saleh S, Shirakawa K, Siliciano RF, Singhanian A, Soto PC, Terry VH, Verdin E, Woelk C, Wooden S, Xing S, Planelles V. An in-depth comparison of latent HIV-1 reactivation in multiple cell model systems and resting CD4+ T cells from aviremic patients. *PLoS Pathog.* 2013 Dec;9(12):e1003834.

Kotloff, K., J. K. Simon, M. Pasetti, M.B. Sztein, S.L. Wooden, J.P. Nataro, E.M. Barry, W.C. Blackwelder and M.M. Levine. Phase 1 study to assess CVD 1208S, a live, oral delta *guaBA*, *sen*, and *set* *Shigella flexneri* 2a vaccine grown on animal-free media. *Human Vaccines*, 2007 Jul 15;3(6).

Wooden, S.L., S.R. Kalb, R.J. Cotter and M.J. Soloski. 2005. HLA-E binds a peptide derived from the ATP-binding cassette transporter multidrug resistance-associated protein 7 and inhibits NK cell-mediated lysis. *Cutting Edge: J Immunol.* 2005 Aug 1;175(3):1383-7

“Pride, Pleasure and Polygamy – Understanding the HIV epidemic in Southern Africa. Reflections on ethnographic field research in Swaziland from 1993-1994.” Proceedings of the Institute for International Education, Washington. DC, v2003.

Soloski, M.J., M.E. Szperka, A.H. Davies and S.L. Wooden. 2000. Host Immune Response to Intracellular Bacteria; A Role for MHC-linked Class Ib Antigen Presenting Molecules. *Proc Soc Exp Biol Med.* Sept; 224(4) 231-239

Goldenberg, D.P., Berger, J.M., Laheru, D.A., Wooden, S., Zhang, J.X., Genetic Dissection of a Pancreatic Trypsin Inhibitor, *Proc Natl Acad Sci USA* 1992 Jun 1; 89(11):5083-5087

Kuby, S.A., Fleming, G., Wooden, S. ATP-Creatine Transphosphorylase (Creatine Kinase) From Rabbit Muscle: A Peptide Fragment with Nucleotide Binding Properties, *FASEB, Vol 2, Number 5, A996;4066* 1988

**Major Invited Speeches**

**Sustainable Business and Social Impact Conference (SBSI) – Duke University Fuqua School of Business**  
Invited Panel Member: “Global Health: How to Reach the Bottom of the Pyramid.”

**Frontiers in Vaccinology, Baltimore, MD** Center for Vaccine Development Symposium

“Gamma delta T cells as a measure of enteric vaccine immunogenicity.”

**American Association of Immunologists, Denver, CO**

Block symposium speaker, “HLA-E binds a peptide derived from the ABC transporter MRP7 and inhibits NK cell-mediated lysis.”

**U.S. Information Agency Cultural Center, Mbabane, Swaziland** “Why HIV, why women, and why a vaccine will never be enough - Understanding how Swazi culture and the lack of gender equity influences the spread of HIV.”

**USAID - HIV/AIDS Strategic Planning Initiative, Maputo, Mozambique** “The Need for Culturally Appropriate HIV Prevention Strategies in Southern Africa – A Report from the Front Lines.”



# TOWN OF CHAPEL HILL

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

## Item Overview

Item #: 15., File #: [18-0393], Version: 1

Meeting Date: 5/2/2018

### Appointments to the Housing Advisory Board.

#### Staff:

Sabrina Oliver, Director/Town Clerk  
Beth Vazquez, Ombuds

#### Department:

Communications and Public Affairs  
Omubds Office



#### Recommendation(s):

That the Council make appointments to the Housing Advisory Board for one (1) Homeowner or Tenant, one (1) Affordable Housing Advocate, and one (1) Non-Market Rate Housing Resident.

#### 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 type="checkbox"/>		Facilitate Getting Around	<input type="checkbox"/>		Grow Town and Gown Collaboration



#### Attachments:

- Advisory Board Recommendations
- Ballot
- Applications

Note: Applications submitted prior to February 20, 2018 were completed before changes were made to the application and may appear incomplete.

**MEMORANDUM**

TO: Mayor and Town Council

FROM: Mary Jean Seyda, Chair

SUBJECT: Recommendation for the Housing Advisory Board vacancy(s)

DATE: April 10, 2018

**RECOMMENDATION:** The Housing Advisory Board met on Tuesday, April 10, 2018 and by a unanimous vote have made the following recommendation(s) to the Town Council for consideration:

- Letitia Davison, Reappointment, Homeowner or Tenant seat
- Stephen Whitlow, Reappointment, Affordable Housing Advocate
- Laura Cowan, Reappointment, Non-Market Rate Housing Resident

**SPECIAL REQUEST(S):** None

**BACKGROUND:** All three members that are recommended for appointment are existing members of the Housing Advisory Board. An interest was expressed in these members continuing their service on the Board.

*Note:* Communications and Public Affairs notes that the Housing Advisory Board reviewed the following applications: Laura Cowan, Letitia Davison, Susan Humbert, Dawna Jones, Natalie Lakas, Hristo Shimerov, and Stephen Whitlow. No additional applications have been received between April 10, 2018 and April 23, 2018 for the Housing Advisory Board.

## BALLOT

## HOUSING ADVISORY BOARD

MAY 2, 2018

Total Membership: 9 (3 Homeowner/Tenants; 1 Non-Profit Housing Professional; 1 Affordable Housing Advocate; 1 Housing, Planning or Public Policy Expert; 1 Real Estate Broker; 1 Non-Market Rate Housing Resident; 1 For-Profit Developer)

Current Membership: 9 (5 Female, 4 Male; 7 Caucasian, 1 African American, 1 Asian or Pacific Islander; (1) 18-25, (1) 25-34, (5) 35-54, (2) over 55)

Vacancies occurring July 1: 3 (1 Homeowner or Tenant; 1 Affordable Housing Advocate, 1 Non-Market Rate Housing Resident)

Number of Applicants: 7

Homeowner or Tenant  
Please vote for up to one (1) applicant

\_\_\_\_\_ Letitia Davison (incumbent)

\_\_\_\_\_ Hristo Shimerov\*

\_\_\_\_\_ Dawna Jones\*

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

\_\_\_\_\_ Natalie Lakas

Affordable Housing Advocate  
Please vote for up to one (1) applicant

\_\_\_\_\_ Susan Humbert

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

\_\_\_\_\_ Stephen Whitlow\* (incumbent)

Non-Market Rate Housing Resident  
Please vote for up to one (1) applicant

\_\_\_\_\_ Laura Cowan (incumbent)

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

---

 Council Member Signature

\*Applicants noted above are also being considered for another standing board this evening. According to the Council Procedures Manual an individual may serve on only one standing board or commission.

APPLICATION FOR MEMBERSHIP ON ADVISORY BOARD, COMMISSION, Submit Date: Apr 02, 2018  
COMMITTEE OR TASK FORCE

---

## 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

Laura

First Name

B

Middle Initial

Cowan

Last Name

lbcowan@gmail.com

Email Address

4513 Environ Way

Street Address

Suite or Apt

Chapel Hill

City

NC

State

27517

Postal Code

Home:

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?

---

☒ 4-9 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? \*

---

☒ Housing Advisory Board

## Which Boards would you like to apply for?

---

Housing Advisory Board: Eligible

Question applies to Housing Advisory Board

## Select a Seat Category for the Housing Advisory Board \*

---

☒ Non-Market Rate Housing Resident

---

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

---

☒ Advisory Board or Council member

☒ Email

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

---

## Interests & Experiences

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

I've learned a great deal serving on the Housing Advisory Board for the past four years. I feel that I have been a valuable participant and have contributed to the discussions and votes that have taken place in a meaningful way. I would be proud to continue to serve the community in this capacity.

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

Data Analysis, Affordable Housing personal connection and insight

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

## Demographics

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

### Ethnicity

☒ Caucasian/Non-Hispanic

### Gender

☒ Female

If other, please describe:

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

☒ 35-54

Business Systems Analyst

Occupation

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

☐ Yes ☒ No



## Ethics Statement

### ETHICS GUIDELINES FOR TOWN ADVISORY BOARDS AND COMMISSIONS

---

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.*

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

---

## 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

Letitia

First Name

J

Middle Initial

Davison

Last Name

titiaheel1@gmail.com

Email Address

220 Elizabeth #D7

Street Address

Suite or Apt

Chapel Hill

City

NC

State

27514

Postal Code

Home: (919) 869-7138

Primary Phone

Mobile: (919) 316-9886

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? \*

---

☒ Housing Advisory Board

## Which Boards would you like to apply for?

---

Housing Advisory Board: Eligible

Question applies to Housing Advisory Board

## Select a Seat Category for the Housing Advisory Board \*

---

☒ Homeowner or Tenant

---

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

---

☒ Other (provide additional information below)

town website

---

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

---

## Interests & Experiences

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

As a native Chapel Hillian I would like to see much more affordable housing options for low income, single working people and young families.

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

Very familiar with this community and would like to advocate for those who have no voice. Currently serving on this board Feb thru June 2018 and would like to extend my service for another term.

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

## Demographics

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

### Ethnicity

☒ African American

### Gender

☒ Female

If other, please describe:

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

☒ 35-54

Receptionist

Occupation

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

☐ Yes ☒ No

## Ethics Statement

### ETHICS GUIDELINES FOR TOWN ADVISORY BOARDS AND COMMISSIONS

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.*

APPLICATION FOR MEMBERSHIP ON ADVISORY BOARD, COMMISSION, Submit Date: Nov 29, 2017  
COMMITTEE OR TASK FORCE

---

## 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

Susan

First Name

B

Middle Initial

Humbert

Last Name

susanbhumbert@yahoo.com

Email Address

2407 briar chapel parkway

Street Address

Suite or Apt

chapel hill

City

NC

State

27516

Postal Code

Mobile: (704) 930-9318

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? \***

---

☒ Chatham

[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? \*

---

☒ Housing Advisory Board

## Which Boards would you like to apply for?

---

Housing Advisory Board: Eligible

Question applies to Housing Advisory Board

## Select a Seat Category for the Housing Advisory Board \*

---

☒ Affordable Housing Advocate

---

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

---

☒ Speaker at an event

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

---

## Interests & Experiences

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

I writing to express my interest in becoming a member of the advisory board. I have been serving on the Exceptional Children's Advisory Council for NC for 8 years as a parent of a child with disabilities and as the charter school representative. Sadly my time on the board expired on June 30, 2017. I have been an advocate of people with disabilities and their struggles for 24 years. I am attaching my resume for you to review. I feel I would be able to provide valuable input to the advisory board as a parent of an adult with disabilities, as a advocate for people with Autism and also from my expertise from serving on the ECAC of NC. Affordable housing, is not only a concern of the very poor. One need not be poor at all to realize that housing costs are high, or that the housing choices open to people with low to moderate incomes are often limited at best. The need for affordable housing is a significant concern at several different economic levels. When we invest in affordable homes, we invest in people, our communities. Thank you for your time. I look forward to hearing from you. Susan Humbert

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

[resume\\_2017.docx](#)

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

## Demographics

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

### Ethnicity

☒ Caucasian/Non-Hispanic

### Gender

☒ Female

If other, please describe:

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

☒ over 55



Exceptional Children's Director

Occupation

Are you a Town of Chapel Hill employee?

---

☐ Yes ☒ No

---

## Ethics Statement

### ETHICS GUIDELINES FOR TOWN ADVISORY BOARDS AND COMMISSIONS

---

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.*

2407 Briar Chapel Parkway, Chapel Hill, NC  
susanbhumbert@yahoo.com

## Professional Profile

- Founding member of charter in Eastern NC; wrote/developed EC Program
- Masters (M.SPED) in Special Education –Learning Disabilities/Assistive Technology/Autism/ Behavior Specialist
- Provided leadership for and directed Special Education services for all students and staff.
- Directed and monitored the Individual Education Plan (IEP) and 504 processes
- Directed the implementation of State and Federal legislation related to Special Education
- Exceptional Children's State Advisory Council-Chair Policy and Procedures

## Work History

- **2014-present The Expedition School Hillsborough, NC.**

**EC Director K-8** Opened new year round charter August 2014. Responsible for insuring all state and federal guidelines. Wrote grants to increase budgetary needs. Insured all students entering The Expedition school with IEP's and 504's were accounted for and current. Advised staff on NC Guidelines and the philosophy of Inclusion. Provided supervision to staff and administrators on EC policy. Advised Head of School on hiring and state and federal guidelines. Planned parent meetings and provided educational program on Inclusion. Developed Autism Problem solving Team. Co-taught in K-6 classrooms.

- **2011-2014 North East Carolina Prep Charter School Tarboro, NC**

**EC Director K-8** Insured that the district special education system functioned within the guidelines of State and Federal Laws and the policies set forth by the North Carolina School Board. Insured that all students with disabilities within NECP were receiving appropriate educational services in the least restrictive educational environments. Provided supervision and support to special education teachers and staff in order that they effectively plan for and carry out their Individual Educational Programs. Advised the Executive Director on the department's budgetary needs, hiring of staff, and met all guidelines set forth by the state and federal government.

- **2008-2011 Pine Lake Prep Charter Mooresville, NC.**

**Upper School Exceptional Children-LEP Coordinator- SSD Coordinator** Interpreted and applied rules and regulations relating to the instruction and curriculum of Special Education students under the State Education Law. Prepared and presented comprehensive, effective oral and written reports. Met schedules and time lines. Established and maintained effective working relationships with a wide variety of groups and individuals. Knowledge of federal, state and local laws and regulations relevant to the task areas described above. Advised on Special Education instructional strategies and school curriculum.

- **2003-2008 Lake Norman Charter School Huntersville NC**

**Exceptional Children's Teacher** Worked with core subject teachers to design curriculum, while maintaining the integrity of lessons through inclusion. Maintained a positive learning environment focused on middle school students' social-emotional needs. Participated in parent conferences, and multidisciplinary meetings. Wrote IEPs and conducted IEP meetings. Conducted assessments and designed interventions based on these.

**Education-Masters of Special Education East Carolina University -Bachelor of Arts SPED UNC-Charlotte- Bachelor of Fine Arts UNC Chapel Hill.**

APPLICATION FOR MEMBERSHIP ON ADVISORY BOARD, COMMISSION, Submit Date: Mar 10, 2018  
COMMITTEE OR TASK FORCE

---

## 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

Dawna

First Name

M

Middle Initial

Jones

Last Name

msdawnaj@hotmail.com

Email Address

114 Finley Forest Drive

Street Address

Suite or Apt

Chapel Hill

City

NC

State

27517

Postal Code

Home: (919) 914-6508

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? \***

---

☒ Housing Advisory Board

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

---

Housing Advisory Board: Eligible

Transportation and Connectivity Advisory Board: Eligible

Question applies to Housing Advisory Board

**Select a Seat Category for the Housing Advisory Board \***

---

☒ Homeowner or Tenant

Question applies to Transportation and Connectivity Advisory Board

**Select a Seat Category for the Transportation and Connectivity Advisory Board \***

---

☒ Greenways Advocate and Chapel Hill Resident

---

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

---

☒ Advisory Board or Council member

☒ Social Media

---

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

---

## Interests & Experiences

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

---

I bring the perspectives of a current Chapel Hill resident/homeowner (previous Carrboro resident), UNC employee, social worker, and patron of Chapel Hill Transit.

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

---

As a homeowner and patron of CHTransit I bring the perspective and experience of an engaged resident of the town. As a social worker and higher education professional I bring my education and awareness of systemic challenges that impact marginalized groups. I have experience working with low-income and shared housing organizations as well as homeless university students and critical incident response teams. My interests include affordable housing, accessible transit, and young adult political engagement. My educational background includes degrees in sociology, education, and social work.

[dawnajones-resume2018.pdf](#)

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

---

## Demographics

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

### Ethnicity

---

☒ African American

### Gender

---

☒ Female

---

If other, please describe:

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

---

☒ 25-34

Social Worker

Occupation

Are you a Town of Chapel Hill employee?

☐ Yes ☒ No

---

## Ethics Statement

### ETHICS GUIDELINES FOR TOWN ADVISORY BOARDS AND COMMISSIONS

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.*

# Dawna M. Jones

(201) 726-6916 • dawnaj@email.unc.edu

## EDUCATION

### WEST CHESTER UNIVERSITY OF PENNSYLVANIA

West Chester, PA

#### Master of Social Work

Outstanding MSW Student Award

Thesis: Exploring the Needs of LGBT Students of Color

### UNIVERSITY OF PITTSBURGH

Pittsburgh, PA

**Master of Education**, Higher Education Management-Student Affairs

Pi Lambda Theta, International Education Honor's Society

Thesis: Retaining African American Males at a Predominantly White Institution

### PENNSYLVANIA STATE UNIVERSITY

University Park, PA

**Bachelor of Arts**, Sociology

Alpha Kappa Delta, National Sociology Honor's Society

## HIGHER EDUCATION EXPERIENCE

2017-present

### UNIVERSITY OF NORTH CAROLINA at CHAPEL HILL-Office of the Dean of Students

#### *Assistant Dean of Students*

- Serve as a member of the Critical Incident Response Team (CIRT) on-call crisis response team.
- Provide consultations to parents, family members, faculty, and staff to support students in crisis.
- Develop strategic plan for implementation of financial literacy curriculum.
- Build and sustain professional and collaborative relationships with internal and external partners.
- Prepare annual data reports for ODOS, using data as a catalyst for recommendations toward continuous improvement of student support services and programs.
- Develop and implement long and short-term response plans for undergraduate, graduate, and professional students experiencing mental, physical, or emotional crises.

2013-2017

### UNIVERSITY OF NORTH CAROLINA at CHAPEL HILL-Office of the Dean of Students

#### *Student Assistance Coordinator/Case Manager*

- Coordinate and conduct on-going case management for the Office of the Dean of Students (ODOS), Department of Residential Education (DHRE), UNC Care Team, and the Emergency Evaluation and Action Committee (EEAC).
- Co-chair UNC Care Team.
- Develop and implement long and short-term response plans for undergraduate, graduate, and professional students experiencing mental, physical, or emotional crises.
- Provide consultations to parents, family members, faculty, and staff to support students in crisis.
- Manage non-clinical referrals and follow-up for undergraduate, graduate, and professional students.
- Serve as the primary contact for students seeking emergency financial assistance.
- Oversee and coordinate ODOS online record keeping and reporting through Advocate database.
- Prepare annual data reports for ODOS, using data as a catalyst for recommendations toward continuous improvement of student support services and programs.
- Manage budget of state, administrative, and donor funding.
- Develop strategic plan for implementation of financial literacy curriculum.
- Maintain and maximize fiscal resources for UNC Student Emergency Fund.
- Build and sustain professional and collaborative relationships with internal and external partners.
- Committees: First Generation College Student Committee, Racial Literacies Working Group, Food Cupboard Advisory Board, Stigma Free Carolina, Women of Worth Advisory Board, Employee Forum Book Club- **Chair**, UNC Sister Circle- **Chair**, Carolina Black Caucus- **Steering Committee**.

2009-2013

### WEST CHESTER UNIVERSITY-Office of Residence Life & Housing Services

#### *Resident Director*

- Recruited, supervised, trained, and evaluated staff of 25 paraprofessional staff members.
- Served on campus wide on-call/ crisis management rotation.
- Counseled, advised, and referred students in need of crisis support.
- Established assessment protocols for several departmental programs and initiatives.
- Adjudicated student conduct violations as a judicial hearing officer.

- Managed payroll for paraprofessional staff members.
- Managed and recorded student-housing assignments.
- Chaired department wide professional development committee.
- Maintained and updated hall website and OrgSync profile.
- Oversaw programming and vandalism budgets of state, auxiliary, and student funding.
- Advised student organizations including Residence Hall Council and WCU Sleep Out Committee.
- Developed and presented workshops on cultural awareness and sensitivity, peer mentoring, and crisis intervention.
- Committees: LGBTQA Advocacy Committee, Alcohol, Tobacco, & other Drugs Task Force, Commission on the Status of Women.

---

#### **RELEVANT EXPERIENCE AND ACCOMPLISHMENTS**

- Founder and Chair: UNC Financial Literacy Consortium, UNC Chapel Hill
- Founder: WCU Sleep Out for Hunger & Homelessness, West Chester University of Pennsylvania
- Recipient: Chester County Recognition of Service, West Chester, Pennsylvania
- Recipient: Student Affairs Award of Distinction, UNC Chapel Hill
- Led fund development efforts for Women of Worth, Black Alumni Reunion, and UNC Financial Literacy Consortium.
- Experienced community service/outreach coordinator, including Red Cross Blood Drive coordinator, American Cancer Society, and Relay for Life team leader.

---

#### **PRESENTATIONS**

- Intersecting Trump: Marginalized Populations and the New Administration (2017) Racial Literacies
- Case Management 101. (2016) HECMA Webinar
- Leadership and Fluidity. (2016) EDUC 318: Peer Leadership in the University Environment
- Financial Fitness. (2016) Carolina Career Readiness Conference
- Ballin' on a Budget. (2014-present) On-going Financial Literacy Workshop Series
- Young, Black, and Gay: Sexuality Concerns for Students of Color. (2013) Annual Sankofa Conference
- LGBTQA 101 for Health Care Professionals. (2013) Phoenixville Hospital, Social Services Division
- How to Use the N Word...NO: Balanced Leadership for Student Leaders. (2013) State Farm Student Leadership Experience

---

#### **PROFESSIONAL AFFILIATIONS**

- Higher Education Case Managers Association (HECMA)- Non-Clinical Case Manager at Large 2016-2017
- National Association for the Education of Homeless Children and Youth (NAEH CY)- Member
- NASPA- Member

---

#### **VOLUNTEER ORGANIZATIONS**

- National Association for the Advancement of Colored People (NAACP)- Executive Committee, Branch 5689- Chapel Hill, NC
- Pennsylvania State University African American Alumni Organization (AAAO)- President Emeritus, 2014 Black Alumni Reunion Co-Chair, 2012 Black Alumni Reunion Committee Member
- Pennsylvania State University- FastStart Mentor 2014-2017
- University of Pittsburgh, School of Education- Mentor 2015-2016
- Chester County Hunger and Homelessness Steering Committee- Member Emeritus



APPLICATION FOR MEMBERSHIP ON ADVISORY BOARD, COMMISSION, Submit Date: Sep 13, 2017  
COMMITTEE OR TASK FORCE

---

## 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

Natalie

First Name

M

Middle Initial

Lakas

Last Name

natalie.lakas@gmail.com

Email Address

328 Wesley Drive

Street Address

Suite or Apt

Chapel Hill

City

NC

State

27516

Postal Code

Mobile: (970) 568-6463

Primary Phone

Business: (919) 224-9845

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?

---

☒ 4-9 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? \*

---

None Selected

## Which Boards would you like to apply for?

---

Justice in Action Committee: Eligible

Housing Advisory Board: Eligible

Question applies to Housing Advisory Board

## Select a Seat Category for the Housing Advisory Board \*

---

☒ Homeowner or Tenant

Question applies to Justice in Action Committee

## Select a Seat Category for the Justice in Action Committee \*

---

☒ Chapel Hill or Carrboro planning jurisdiction

---

## 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

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

As a resident and homeowner in the Town of Chapel Hill, I would like to be an advocate for affordable, accessible housing in our great community. We have a wealth of resources and opportunities and we need to ensure that our town continues to be a home for residents at all economic levels. I want to be a part of a community that provides support to residents in need in order to preserve the unique character and promote the diversity that both challenges and creates this vibrant town.

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

[Natalie\\_Lakas\\_Volunteer\\_Resume\\_2017.pdf](#)

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

## Demographics

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

### Ethnicity

☒ Caucasian/Non-Hispanic

### Gender

☒ Female

If other, please describe:

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

☒ 35-54

Third Party Contract &  
Performance Manager

Occupation

Are you a Town of Chapel Hill employee?

☐ Yes ☒ No

---

## Ethics Statement

### ETHICS GUIDELINES FOR TOWN ADVISORY BOARDS AND COMMISSIONS

---

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.*

# NATALIE LAKAS

328 Wesley Drive, Chapel Hill, NC 27516 | 970-568-6463 | Natalie.Lakas@gmail.com

## RELATED EXPERIENCE

- North Carolina licensed foster parent 2016-Present
- Refugee resettlement volunteer with World Relief Durham since 2013
- Corporate Volunteer participant in Food Bank of Central & Eastern North Carolina Sort-A-Rama Day of Service

## PROFESSIONAL HISTORY

- |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| June 2016-Present  | <p>Third Party Contract &amp; Performance Manager, <i>BASF</i></p> <ul style="list-style-type: none"> <li>• Manage consultant contracting and implement internal performance process improvements to contracting and budgeting processes</li> <li>• Monitor and report on competitor activity to align marketing goals &amp; timelines</li> </ul>                                                                                                                                                                                |
| Feb 2013-June 2016 | <p>Service Provider &amp; Contractor Manager, <i>BASF</i></p> <ul style="list-style-type: none"> <li>• Establish guidelines and requirements on how to select and certify new suppliers and service providers</li> <li>• Verify that suppliers and service providers follow standards required for the performance of the activities by conducting certification, inspections or audits</li> <li>• Work to ensure Stewardship standards agreed upon are incorporated into the supplier and service provider contracts</li> </ul> |
| Nov 2009-Feb 2013  | <p>Research Associate, <i>Cargill, Inc</i></p> <ul style="list-style-type: none"> <li>• Held project owners accountable to deliver sample collections on-time and include proper documentation to meet deadlines and drove weekly team scheduling discussions to prevent bottlenecks in lab processes</li> <li>• Manage daily scheduling and prioritization of incoming marker screening requests to meet customer expectations</li> </ul>                                                                                       |
| Nov 2009-Feb 2013  | <p>Pharmaceutical Business Development, <i>Lancaster Laboratories</i></p> <ul style="list-style-type: none"> <li>• Increased regional sales and doubled revenue goals for the Southwest territory.</li> <li>• Initiated creation of client contracts for research and product release testing requiring management of client projects across five states involving both analytical and critical decision-making skills</li> </ul>                                                                                                |
| Nov 2009-Feb 2013  | <p>Microbiology Group Leader, <i>Lancaster Laboratories</i></p> <ul style="list-style-type: none"> <li>• Managed a team of 10 microbiologists working at two separate client locations</li> <li>• Collaborated with the client to assist in meeting client goals and timelines</li> <li>• Recruited, interviewed and trained new personnel</li> </ul>                                                                                                                                                                            |
| Nov 2009-Feb 2013  | <p>Graduate Research/Teaching Assistant, <i>Colorado State University</i></p> <ul style="list-style-type: none"> <li>• Conducted thesis research on fluctuations of myostatin in claw and thoracic muscle of Land Crabs during various stages of the molting cycle</li> </ul>                                                                                                                                                                                                                                                    |

- Taught two sections of Cell & Molecular Biology Lab to over 50 upper level undergraduate and graduate students

Nov 2009-Feb 2013 Microbiologist/Lead Particulate Scientist, *Abbott Laboratories/Hospira*

- Assisted in organizing laboratory duties for 3 particulate scientists in order to achieve established deadlines
- Investigated and reported on out-of-specification results and worked to provide solutions utilizing CAPA (Corrective Action/Preventive Action), formal deviations and Investigative Reports

## EDUCATION

---

2006 Masters Degree in Zoology/Neuroscience, *Colorado State University, Fort Collins, CO*

2001 B.S. Degree in Biology, *Wheaton College, Wheaton, IL*

## ADDITIONAL SKILLS

---

Proficient in Spanish speaking, reading & writing

High level of comfort with MS Office applications

Completed training in Crucial Conversations to assist with conflict management

Trained in Advanced Project Management, 7 Habits of Highly Effective People, Root Cause Analysis and Accelerating Growth through Innovation

APPLICATION FOR MEMBERSHIP ON ADVISORY BOARD, COMMISSION, Submit Date: Feb 06, 2018  
COMMITTEE OR TASK FORCE

---

## 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

Hristo

First Name

K

Middle Initial

Shimerov

Last Name

hristo@live.unc.edu

Email Address

101 Raleigh Street room 104

Street Address

Suite or Apt

Chapel Hill

City

NC

State

27599

Postal Code

Home: (407) 722-9148

Primary Phone

Home: (407) 722-9148

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?

None Selected

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? \*

☒ Environmental Stewardship Advisory Board

## Which Boards would you like to apply for?

Environmental Stewardship Advisory Board: Eligible

Housing Advisory Board: Eligible

Question applies to Environmental Stewardship Advisory Board

## Select a Seat Category for the Environmental Stewardship Advisory Board \*

☒ UNC Chapel Hill Student

Question applies to Housing Advisory Board

## Select a Seat Category for the Housing Advisory Board \*

☒ Homeowner or Tenant

## 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



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

---

I'm passionate about helping the community and working with others to improve our city.

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

---

[Resume.docx](#)

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

---

## Demographics

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

### Ethnicity

---

☒ Caucasian/Non-Hispanic

### Gender

---

☒ Male

---

If other, please describe:

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

---

☒ 18-24

Researcher

Occupation

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

---

☐ Yes ☒ No

---

## Ethics Statement

## ETHICS GUIDELINES FOR TOWN ADVISORY BOARDS AND COMMISSIONS

---

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.*

# Hristo Shimerov

**101 Raleigh Street  
Room Number 114  
Chapel Hill, NC 27514**

**(407) 722-9148**

**hristo@live.unc.edu**

**Objective:** To obtain a position in the research field and expand on my knowledge while contributing to the work being done.

**Summary:** Highly motivated and hard working  
Strong background in psychology research and STEM fields  
Experienced in working with bacterial culture  
Skilled at learning new concepts quickly, working well under pressure, and communicating ideas clearly and effectively  
Extensive computer training  
Enthusiastic and sociable

## **Education:**

---

University of North Carolina at Chapel Hill  
*Present*  
GPA: 3.6  
Major: Biology and Psychology

*2015/2016* University of Central Florida  
GPA: 4.0  
Major: Biology  
Associates Degree Acquired

Seminole Community College  
*2014*  
GPA: 4.0  
Major: Undeclared

Oviedo High School

*Graduated: 2016*

Weighted GPA: 4.38  
 Unweighted GPA: 3.88  
 Top 10 in class

## **Volunteer Work**

### **Psychology Research Assistant**

*2016-Present*

In the acknowledgments section of a published paper  
 Experience with Mechanical Turks and IRBs  
 Extensive knowledge of statistical analysis  
 Have held out field studies, made debriefing forms,  
 debriefed patients, made consent forms, and reviewed  
 work before publication.  
 Knowledge of process from idea to publication

### **Event Coordinator for Residents Housing Association**

*2016-2017*

Kept meetings on track and organized  
 Helped to manage a budget of over \$2,000

### **Beta Club President**

*2015-2016*

Community Service based organization  
  
 Over 200 members  
 Planned volunteer events, organized fund raisers, led by  
 example

### **Treasurer of Mu Alpha Theta:**

*2014-2015*

Managed a fixed budget  
 Tutored students in math  
 Held SAT/ACT presentations

### **Altamonte Hospital Supply Restocking**

Communicated with professionals in a high pressure  
 setting *2013-2014*

---

## Awards and Achievements

<i>2016</i>	Second Place in Florida, Beta Club Science Division II	
<i>2015</i>	Third Place in Florida, Beta Club Creative Writing	
	Water polo MVP	<i>2013-</i>
	<i>2015</i>	
	Water polo team captain	<i>2015</i>
	Water polo All American Award	<i>2015</i>
<i>2015</i>	Part of the Olympic Development Program	
<i>2014</i>	Qualified for Regionals 100 Butterfly	
<i>2012</i>	Spring Triathlon, Second Place in Age Group	

APPLICATION FOR MEMBERSHIP ON ADVISORY BOARD, COMMISSION, Submit Date: Mar 30, 2018  
COMMITTEE OR TASK FORCE

---

## 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

Stephen

First Name

Whitlow

Last Name

Middle Initial

sbwhitlow@gmail.com

Email Address

428 Whitehead Circle

Street Address

Suite or Apt

Chapel Hill

City

NC

State

27514

Postal Code

Home: (919) 260-0809

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? \*

---

☒ Housing Advisory Board

## Which Boards would you like to apply for?

---

Housing Advisory Board: Eligible

Planning Commission: Eligible

Question applies to Housing Advisory Board

## Select a Seat Category for the Housing Advisory Board \*

---

☒ Affordable Housing Advocate

Question applies to Planning Commission

## Select a Seat Category for the Planning Commission \*

---

☒ Housing Advisory Board Champion

---

## 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:

---

## Interests & Experiences

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

Having previously served on several town boards in Hillsborough, I am eager to return to public service in Chapel Hill. I am particularly interested in exploring avenues through which Chapel Hill can retain a high quality of life and ensure equity for residents in the face of development and affordability pressures. Please see my attached resume for information about my training in regional planning and work experience in fair housing and community development.

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

I have training in city and regional planning, previously served on the planning board in Hillsborough, and have a broad interest in and professional experience in neighborhood revitalization, housing, and economic and community development. I also served on a transportation committee in Hillsborough and am an avid proponent of connectivity, especially for pedestrians and cyclists.

[Stephen Whitlow 2017.docx](#)

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

## Demographics

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

### Ethnicity

☒ Caucasian/Non-Hispanic

### Gender

☒ Male

If other, please describe:

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

☒ 35-54

Researcher and technical  
assistance provider

Occupation



Are you a Town of Chapel Hill employee?

☐ Yes ☒ No

---

## Ethics Statement

### ETHICS GUIDELINES FOR TOWN ADVISORY BOARDS AND COMMISSIONS

---

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.*

# STEPHEN WHITLOW

428 Whitehead Circle Chapel Hill NC 27514  
919.260.0809

[sbwhitlow@gmail.com](mailto:sbwhitlow@gmail.com)

## *Education*

### **University of North Carolina at Chapel Hill**

Department of City and Regional Planning: Master of Regional Planning, May 2007

Department of Sociology: Master of Arts in Sociology, December 2005

### **University of North Carolina at Charlotte**

Bachelor of Arts in Sociology, Magna Cum Laude, May 2001

## *Work Experience*

### **Abt Associates (2010 - present)**

**Project Director, Evaluation of Bloomberg Philanthropies' Innovation Team Initiative (2016 - present).** Abt Associates is working with Bloomberg Philanthropies to assess the impact of their Innovation Team (i-team) initiative. The i-team initiative provides grants to U.S. and Israeli cities to hire expert, in-house consultants to help address longstanding challenges affecting local governments and community residents. The Abt team is evaluating the impact of the i-teams on how cities address complex challenges and the extent to which i-teams contribute to a culture of innovation in their host cities. Responsibilities have included overall project management, including development of the evaluation's research design, development of surveys and interview protocols, leading site visits, authoring reports, managing client relations, and overseeing project quality, budget, and schedule. (Client: Bloomberg Philanthropies)

**Technical Assistance Provider, Affirmatively Furthering Fair Housing Training and Guidance (2015 - present).** Abt Associates, in partnership with Enterprise Community Partners, is the primary provider of training and

technical assistance to recipients of federal funds that are required to submit an Assessment of Fair Housing (AFH) to HUD. The AFH is a data-driven approach to understanding and removing barriers to fair housing choice and improving access to opportunity for members of protected class groups. Responsibilities have included development of training materials to orient governments and public housing authorities to the requirements and goals of the fair housing rule released by HUD in 2015, presenting at AFH group trainings across the U.S., and leading one-on-one technical assistance engagements to aid individual communities in preparing and submitting their AFH. (Client: U.S. Department of Housing and Urban Development)

**Technical Assistance Provider, Online Resource Development for the Community Development Block Grant Program (2013 - present).** As a member of a technical assistance team with expertise in community development and housing strategies for local governments, develops digital technical assistance products and materials for HUD's OneCPD model in order to build the capacity of community development organizations that receive CPD funds. Regularly collaborates with HUD on content development and creative techniques for conveying information, and managers Abt's creative staff throughout product development. (Client: U.S. Department of Housing and Urban Development)

**Task Lead, Evaluation of the Transitional Living Program (2015-present).** Under contract with the U.S. Department of Health and Human Services, Abt Associates is evaluating the Transitional Living Program. The program provides supervised shelter and services to older homeless youth (ages 16-22). The shelter can take several forms—including group homes, host family homes, and supervised apartments—and the program provides an array of services to improve youth housing, education, employment, social, and emotional outcomes. The evaluation includes site visits to TLP programs nationwide to describe program models and a randomized control trial to measure program impacts. The impact analysis will randomly assign 1,250 youth to treatment and control groups and will focus on key youth outcomes related to youth safety, permanent connections, self-sufficiency, and well-being. Responsible for developing survey instruments and monitoring random assignment and data collection. (Client: U.S. Department of Health and Human Services)

**Task Lead, The Pre-Purchase Homeownership Counseling Demonstration and Impact Evaluation. (2013-present).** The Pre-Purchase Homeownership Counseling Demonstration and Impact Evaluation is examining the impact that different types of pre-purchase counseling have on mortgage preparedness, homeowner outcomes, and loan performance for

prospective low-to moderate income, first time FHA homebuyers. Specifically, this evaluation will determine the impact of two different pre-purchase and counseling interventions through a randomized experimental design. The study has recruited approximately 6,000 individuals in 28 jurisdictions across the country who have pre-qualified for a home loan. Responsibilities include data collection, tracking remote treatment study participants, report writing, and serving as liaison to counseling agencies participating in the study. (Client: U.S. Department of Housing and Urban Development)

**Senior Analyst, Evaluation of the Strong Cities, Strong Communities Initiative (SC2) (2012-2014).** The Strong Cities, Strong Communities Initiative (SC2) is a White House sponsored effort focused on encouraging the economic stabilization and recovery in six economically distressed cities in the U.S. Abt is evaluating a core component of the SC2, the Community Solutions Teams (CST). The CSTs are teams of agency staff from across the federal government working to improve how between federal and local government systems interact, increasing the coordination of federal resources, and assisting local leaders and institutions with economic development. Responsibilities included leading site visits, conducting cross-site analysis, and authoring the final report. (Client: U.S. Department of Health and Human Services.)

**Senior Analyst, Neighborhood Stabilization Program (NSP) Tracking Panel (2012-2014).** This study evaluates the impacts of the second round of the Neighborhood Stabilization Program (NSP2). The project involves (1) an implementation assessment of NSP2 grantees; (2) a descriptive analysis of neighborhood outcomes over time; (3) an impact analysis of the effectiveness of NSP2 activities on neighborhood stability outcomes; and (4) a cross-site analysis of the factors that moderate NSP2 effectiveness. (Client: U.S. Department of Housing and Urban Development, Office of Policy Development and Research.) Responsible for leading site visits and property-level data collection across 19 jurisdictions. (Client: U.S. Department of Housing and Urban Development)

**Senior Analyst, Cities of Service Evaluation (2012-2013).** Abt conducted a six month outcomes and process study of the Cities of Service Leadership Grants program, jointly funded by Bloomberg Philanthropies and the Rockefeller Foundation. The study documented the outcomes achieved by 20 leadership grantee cities and identified factors contributing to strong outcomes and other lessons learned. (Client: Bloomberg Philanthropies.)

**Senior Analyst, Office of University Partnerships University Program Evaluation (2010-2012).** In collaboration with Econometrica and ACKCO,

Abt Associates completed the first outcomes evaluation of the HUD's Office of University Partnerships (OUP) university programs. The evaluation assessed the projects undertaken, the outcomes of those projects on the participating universities and the populations and communities they serve, and the effects partnership structure, grant purpose and program design on outcomes. The study featured telephone interviews with a representative sample of OUP grantees, site visits to nine grantees, and analysis of OUP administrative data. (Client: U.S. Department of Housing and Urban Development).

**Senior Analyst, Evaluation of the Sustainable Employment in a Green Economy (SEGUE) Initiative (2012).** Abt Associates received a grant from the Rockefeller Foundation to conduct a six-month developmental evaluation to assess the relevance, efficiency, and effectiveness of the Foundation's SEGUE initiative. The Foundation seeks assistance in refining the definition of the original problem, developing a theory of change, testing the potential for innovative interventions, engaging a broad range of stakeholders, and shaping a longer-term strategy for the initiative, currently in the "Development" stage. Responsibilities involve developing a Theory of Change framework to document previous tacit assumptions about how change will occur, and leading a collaborative approach to articulate, document and provide feedback about the learning gained from SEGUE's development phase. This process will inform decision making about the future of the initiative, and those aspects of the initiative that are most relevant and have the most potential and viability for carrying forward or adapting into the "Execution" stage. (Client: The Rockefeller Foundation)

**Senior Analyst, Case Studies to Illustrate CNCS' Four Strategic Priorities and the Return on Investment in National Service (2010-present).** Abt is developing case studies of CNCS grantees that illustrate CNCS's four strategic priorities and six focus areas. The grantees selected for the case studies are to be representative of the CNCS's portfolio of programs (AmeriCorps, Senior Corps, Learn and Serve America). Associated tasks include the development of case studies using the Harvard Business School case study method to describe one or a combination of CNCS grantees and their processes and outcomes in relation to the CNCS's four Strategic Priorities and six Focus Areas, and the development of preliminary return-on-investment (ROI) analyses for programs based on information acquired during those case studies.

**Senior Analyst, Office of University Partnerships University Program Evaluation (2010-present).** In collaboration with Econometrica and ACKCO, Abt Associates is completing the first outcomes evaluation of the HUD's Office of University Partnerships (OUP) university programs. Using a mixed-methods approach to data collection, the evaluation will assess projects undertaken, the outcomes of those projects on the participating universities

and the populations and communities they serve, and the effects partnership structure, grant purpose and program design have on accomplished outcomes. Our research design relies heavily on telephone interviews with a representative sample of OUP grantees, and site visits to nine grantees in order to provide a deeper understanding of both the effects of OUP-funded projects on their sponsor institution and the surrounding community, and the nature of partnerships formed over the course of the project. (Client: U.S. Department of Housing and Urban Development).

**Senior Analyst, Homelessness Pulse Project (2010).** This project collects data on sheltered homeless persons on a quarterly basis from a sample of communities nationwide. The data include quarterly point-in-time counts of shelter users and counts of the newly homeless. The data are used to describe current trends in shelter use and assess the potential impacts of the economic and foreclosure crisis on homelessness. (Client: U.S. Department of Housing and Urban Development).

**Senior Analyst, Serve America Act Evaluation Plan (2010).** The Serve America Act requires a significant number of changes in programs and regulations, authorizes significant expansion of the Corporation for National and Community Service's core programs, and includes several new initiatives. This project involves assisting CNCS in developing and implementing the research and evaluation requirements of the Serve America Act, including organizing and analyzing public input on the agency's new strategic plan, gathered from a series of public dialogues and webinars. The analysis will result in production of a public report that reflects the breadth and depth of public comment across all six CNCS focus areas. Responsibilities including analytic coding of qualitative data and report writing. (Client: Corporation for National and Community Service)

## **Southern Growth Policies Board (2007-2010)**

**Senior Policy Analyst** for a regional public policy think tank charged with promoting economic growth and enhancing quality of life in thirteen southern states.

- Initiated the development of a publicly-available databank of southern economic, demographic, and social trends and statistics
- Originated a new research focus on the role geography plays in economic development problems and solutions
- Participated in the writing and editing of annual reports, policy briefs, guidebooks, and grants
- Participated in analyses of economic and community development policies and practices

- Prepared data presentations and maps for publication and online distribution
- Worked with a team to introduce new-media communication strategies to broaden the organization's reach and effectiveness

### **SJF Advisory Services (2007-2007)**

**Research assistant** for short-term assignment promoting the expansion of social entrepreneurship in Appalachia. Co-authored a summary report of findings and resource guide from a series of interviews with technical assistance providers in nine states

### **Center for Urban and Regional Studies (2005-2007)**

**Research assistant** for study examining home rehabilitation and energy usage patterns in impoverished neighborhoods. Managed the distribution and collection of survey instruments, and created and maintained a database management system for data collection.

### **North Carolina Metropolitan Coalition (2005-2005)**

**Research assistant** for academic credit in the Department of City and Regional Planning at UNC Chapel Hill. Co-authored *The State of North Carolina Urban Distressed Communities*. The report, an analysis of urban and rural poverty in North Carolina, was distributed to the North Carolina General Assembly and was instrumental in the inclusion of Urban Progress Zones in the 2006 renewal of the William S. Lee Tax Act.

### **Math/Science Equity Project (2002-2003)**

Research assistant for a study examining racial disparities in the academic trajectories of high school students in the Charlotte-Mecklenburg school system.

- Prepared an in-depth analysis comparing factors commonly seen as affecting the race gap among middle-class students, including residential segregation, student anti-achievement attitudes, teacher expectations, and school effects
- Conducted field interviews with students, parents, teachers, counselors, and school administrators
- Participated in coding and qualitative analysis of interview data

## *Selected Publications and Papers*

- 2016 *Interim Report, Bloomberg Philanthropies i-Teams Evaluation*, by Stephen Whitlow, David Robinson, Elizabeth Giardino, Porsha Cropper, Madeline Colety, and Galen Savidge.
- 2014 *Evaluation of the Strong Cities, Strong Communities Community Solutions Team Pilot Initiative*, by Stephen Whitlow, Amy Minzner, Elizabeth Giordano, Gabe Schwartz, Beth Seigel, Devon Winey, and Alyssa Rosen.
- 2014 *Neighborhood Stabilization Program Tracking Panel*, by Jonathan Spader, Alvaro Cortes, Christian Redfearn, Jenny Schuetz, Kimberly Burnett, Larry Buron, Michael DiDomenico, Anna Jefferson, Stephen Whitlow, Jennifer Lewis Buell.
- 2013 *Challenges and Opportunities in Community Development: A Framing Paper*, by Jeffrey Lubell, Stephen Whitlow, and Sophia Heller.
- 2013 *Evaluation of the Sustainable Employment in a Green US Economy (SEGUE) Initiative in Development*, by Carlos Martin, Jennifer Bagnell-Stuart, Kimberly Burnett, and Stephen Whitlow.
- 2012 *The State of the Residential Construction Industry*, by Carlos Martin and Stephen Whitlow.
- 2012 *Evaluation of Cities of Service Leadership Grants*, by Jennifer Turnham, Amy Minzner, Stephen Whitlow, and Anna Jefferson.
- 2012 *Evaluation of HUD's Office of University Partnerships' University Programs: Universities Investing in Communities*, by Amy Minzner, Jennifer Turnham, Elizabeth Copson, Stephen Whitlow, and Scott Brown.
- 2011 *Serving Communities: How Four Organizations are Using National Service to Solve Community Problems*, by JoAnn Jastrzaab, Glen Schneider, Stephen Whitlow, Michael DiDominico, Sophia Heller, and Mary Joel Holin.
- 2010 *Summary of Public Input on the CNCS Strategic Plan*, by Diana Epstein, Katie Spaenburg, and Stephen Whitlow
- 2009 *A Conversation on Southern Energy: The 2009 Report on the Future of the South*, by Scott Doron, Charity Pennock, Linda Hoke, Stephen Whitlow, and Ted Abernathy



- 2008 *Brave New South: The 2008 Report on the Future of the South*, by Linda Hoke, Jim Clinton, Stephen Whitlow, Scott Doron, Charity Pennock, and Ray Taylor
- 2008 *Building Tomorrow's Civic Actors: The Roles of Civic Education, Leadership Development, & Service-Learning Programming*, by Stephen Whitlow
- 2007 *Technical Assistance Providers for Social Enterprise in Appalachia*, by Stephen Whitlow and Tina Prevatte
- 2005 *The State of North Carolina Urban Distressed Communities*, by Stephen Whitlow and Allen Serkin

## *Honors and Awards*

**2007 Impact Award recipient** for research benefiting North Carolina citizens. Awarded for *The State of North Carolina Urban Distressed Communities*.

## *Volunteer Experience*

**Planning Board Member**, Hillsborough, NC(2008 - 2010)

**Park & Recreation Board Member**, Hillsborough, NC(2007 - 2010)

**Rail Station Task Force Member**, Hillsborough, NC (task force concerned with establishment and siting of multi-modal transit station in Hillsborough, 2008 - 2009)



# TOWN OF CHAPEL HILL

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

## Item Overview

Item #: 16., File #: [18-0394], Version: 1

Meeting Date: 5/2/2018

### Appointments to the Planning Commission.

#### Staff:

Sabrina Oliver, Director/Town Clerk  
Beth Vazquez, Ombuds

#### Department:

Communications and Public Affairs  
Ombuds Office



#### Recommendation(s):

That the Council make appointments to the Planning Commission for one (1) Environmental Stewardship Advisory Board Champion, one (1) Housing Advisory Board Champion, and two (2) Town Residents.

#### 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:

- Advisory Board Recommendations
- Ballot
- Applications

Note: Applications submitted prior to February 20, 2018 were completed before changes were made to the application and may appear incomplete.

**MEMORANDUM**

TO: Mayor and Town Council

FROM: Amy Ryan, Chair

SUBJECT: Recommendation for the Planning Commission vacancy(s)

DATE: April 17, 2018

RECOMMENDATION: The Planning Commission met on April 17, 2018, and by a unanimous vote have made the following recommendation(s) to the Town Council for consideration:

- Melissa McCullough, Reappointment, Environmental Stewardship Advisory Board Champion Seat
- Stephen Whitlow, Appointment, Housing Advisory Board Champion Seat
- Louie Rivers III, Reappointment, Town Resident Seat
- Buffie Webber, Appointment, Town Resident Seat

Special Request(s): None

Background: The Planning Commission recommends appointing Buffie Webber to the Town Resident seat in order to appoint Stephen Whitlow to the Housing Advisory Board Champion seat. The Commission feels strongly that Mr. Whitlow's experience makes him exceptionally well qualified to serve as the Housing Advisory Board Champion, and Buffie Webber volunteered to amend her application from Housing Advisory Board Champion (reappointment) to Town Resident (appointment) in order to allow Mr. Whitlow to serve as Housing Advisory Board Champion.

*Note:* Communications and Public Affairs notes that the Planning Commission reviewed the following applications: Jeffrey Charles, Bennett Dansby, Hui Ding, Kimberly Hoppin, Melissa McCullough, Hoi Ning Ngai, Louie Rivers III, David Schwartz, Renuka Soll, Buffie Webber, Stephen Whitlow, and Stacey Wooden. James Bartow and Robert Corty withdrew their applications. No additional applications have been received between April 17 and April 23, 2018 for the Planning Commission.

---

**Item #: 16., File #: [18-0394], Version: 1****Meeting Date: 5/2/2018**

---

**MEMORANDUM**

TO: Mayor and Town Council

FROM: John Richardson, Community Resilience Officer

SUBJECT: Recommendation for the Environmental Stewardship Champion Seat on the Planning Commission

DATE: April 10, 2018

**Recommendation:** The Environmental Stewardship Advisory Board met on Tuesday, April 10, 2018 and by a unanimous vote have made the following recommendation to the Town Council for consideration:

- Melissa McCullough, Reappointment, Planning Commission Champion to Environmental Stewardship Advisory Board

**Special Request(s):** None.

**Background:** Ms. McCullough has applied to serve another term as the Planning Commission Champion to the Environmental Stewardship Advisory Board. The Board supported Ms. McCullough's application, noting the value and importance of her institutional knowledge and Board continuity.

Note: The Housing Advisory Board did not make a recommendation for the Housing Advisory Board Champion seat on the Planning Commission.

## BALLOT

## PLANNING COMMISSION

MAY 2, 2018

Total Membership: 10 (8 Chapel Hill Residents; 1 ETJ Resident; 1 Town, ETJ or JPA Resident)

Current Membership: 9 (4 Female, 5 Male; 7 Caucasian, 2 undisclosed ethnicity; (1) 25-34, (1) 35-54, (5) over 55, (2) undisclosed age)

Current Vacancies: 1 (1 Town Resident)

Vacancies occurring July 1: 3 (1 Environmental Stewardship Advisory Board Champion; 1 Housing Advisory Board Champion; 1 Town Resident)

Number of Applicants: 12

## APPLICANTS

Environmental Stewardship Advisory Board Champion  
You may vote for up to one (1) applicant

\_\_\_\_\_ Melissa McCullough (incumbent) \_\_\_\_\_ Other; Please list \_\_\_\_\_

Housing Advisory Board Champion  
You may vote for up to one (1) applicant

\_\_\_\_\_ Stephen Whitlow\* \_\_\_\_\_ Other; Please list \_\_\_\_\_

Chapel Hill Resident  
You may vote for up to two (2) applicants

_____ Jeffrey Charles	_____ David Schwartz
_____ Bennett Dansby*	_____ Renuka Soll
_____ Hui Ding*	_____ Buffie Webber (incumbent)
_____ Kimberly Hoppin	_____ Stacey Wooden*
_____ Hoi Ning Ngai	_____ Other; Please list _____
_____ Louie Rivers III (incumbent)	

\_\_\_\_\_  
Council Member Signature

\*Applicants noted above are also being considered for another standing board this evening. According to the Council Procedures Manual an individual may serve on only one standing board or commission.

APPLICATION FOR MEMBERSHIP ON ADVISORY BOARD, COMMISSION, Submit Date: Jan 31, 2018  
COMMITTEE OR TASK FORCE

---

## 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

Jeffrey

First Name

M

Middle Initial

Charles

Last Name

jmc51@ix.netcom.com

Email Address

213 Greenway Landing

Street Address

Suite or Apt

Chapel Hill

City

NC

State

27516

Postal Code

Mobile: (919) 949-0713

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?

---

☒ 0-12 months

---

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? \*

---

☒ Planning Commission

## Which Boards would you like to apply for?

---

Planning Commission: Eligible

Question applies to Planning Commission

## Select a Seat Category for the Planning Commission \*

---

None Selected

---

## 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

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

QUESTION: 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. \* As an Orange County resident for over 30 years, we have been Chapel Hill centric. I was the chairman of the CH Transportation and Connectivity Board from 2014 to February 2017, when I stepped down due to illness. I am a current member of the Orange County Outboard. I would now like to resume my volunteer activities in CH. I was a citizen advisor for the CH Bicycle Plan. As Chairman of the Transportation Board I was asked by the mayor to serve on the Ephesus-Fordham planning group in 2016. As chairman I also was a representative on the Transportation, Bus System Partner Group of UNC, CH and Carrboro. I feel that my experience serves me well to be a member of the Planning Commission. In addition, as a recent stroke victim, I can provide insight into the needs of handicapped citizens.

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

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

## Demographics

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

### Ethnicity

☒ Caucasian/Non-Hispanic

### Gender

☒ Male

If other, please describe:

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

☒ over 55



Retired

Occupation

Are you a Town of Chapel Hill employee?

☐ Yes ☒ No

## Ethics Statement

### ETHICS GUIDELINES FOR TOWN ADVISORY BOARDS AND COMMISSIONS

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.*

APPLICATION FOR MEMBERSHIP ON ADVISORY BOARD, COMMISSION, Submit Date: Jan 15, 2018  
COMMITTEE OR TASK FORCE

---

## 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

Bennett

First Name

T

Middle Initial

Dansby

Last Name

tbcdansby@gmail.com

Email Address

906 Roosevelt Dr.

Street Address

Suite or Apt

Chapel Hill

City

NC

State

27514

Postal Code

Mobile: (510) 435-1551

Primary Phone

Mobile: (510) 435-3645

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?

---

☒ 4-9 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? \*

---

☒ Planning Commission

## Which Boards would you like to apply for?

---

Community Design Commission: Eligible

Planning Commission: Eligible

Question applies to Community Design Commission

## Select a Seat Category for the Community Design Commission \*

---

☒ Chapel Hill Resident

Question applies to Planning Commission

## Select a Seat Category for the Planning Commission \*

---

☒ Chapel Hill Resident

---

## 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:

## Interests & Experiences

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

My desire to serve on the Planning Commission comes from the observation that the developers that come before the town tend to have an advantage in presenting their building priorities. Growing up in Chapel Hill as the son of an Architect who focused on restoration I was exposed to many of the parameters that once guided the planning of our town. I have spent thirty years of my life understanding material, labor, and costs associated with the built environment. Locally I have worked with builders such as Cam Ward, craftsmen like Scott Bertram, and property owners such as CHCPS. Nationally I spent three years in California restoring, remodeling, and retrofitting historic homes in Berkeley and another five years at Yale serving on the faculty of the Architecture School. I am certainly capable of deciphering the priorities of developers in relation to those of our town and communicating them in a way that is logical and fair. I am also capable of understanding and communicating what expectations are feasible, reasonable and achievable for a developer in our community.

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

[bTd Resume 1 .pdf](#)

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

## Demographics

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

### Ethnicity

☒ Caucasian/Non-Hispanic

### Gender

☒ Male

If other, please describe:

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

☒ 35-54

General Manager of a Retail Store

Occupation

Are you a Town of Chapel Hill employee?

☐ Yes ☒ No

## Ethics Statement

### ETHICS GUIDELINES FOR TOWN ADVISORY BOARDS AND COMMISSIONS

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.*

## Professional Profile

I am an effective collaborator who excels at delivering high-pressure, time-sensitive projects. Every task is approached with care, value and competence. My career includes a faculty position at Yale, consultancies with a diverse network of clientele, and being the recipient of prestigious commissions, grants and awards.

## Experience

General Manager 2016-Present      **Townsend Bertram & Company** Carrboro, NC

- Management of personnel, buying, marketing, budgets, accounting, and strategy

Consultant                              1998-Present      Chapel Hill, NC

- Chapel Hill Cooperative Preschool as the buyer's agent and developer of design and site plan approval
- Event technology solutions for Janssen, Emergent, and the American Astronomical Society
- Program and facilities design for Yale, UNC and NCSU
- CMS development and training for Yale Schools of Forestry, Nursing, and Architecture
- CRM software training for 3M, Sepracor, Endo, Innovex, King, and Novo Nordisk

Lecturer                              2008-2013      **Yale School of Architecture** New Haven, CT

- Co-author of University-wide safety protocols
- Co-author of SPE Foundation Grant
- Designer of website and marketing materials
- Responsible for teaching students how to design, render, model and construct their work
- Co-developer of databases built for material sales, scheduling, and equipment management
- Advisor to successful student entry for the International Contemporary Furniture Fair
- Advisor to student-designed pavilions for the New Haven Arts and Ideas Festival
- Developer of 3d models and re-creations for University carvings, castings, and sculptures
- Co-designer of modifications to existing machines for improved efficiency and safety

Web Designer                              2007-2008      **Yale School of Nursing** New Haven, CT

- Developer of new technology resources for faculty, students, and staff

Photographer                              2005-2006      **Patrick McMullan Co** New York, NY

- Event photographer and production assistant for website and publications

Production Manager                              2006-2007      **Accolade Furniture** Wallingford, CT

- Developer of production models leading to better efficiency and sustainability
- Manager of several large-scale mill projects, budgets, and sales
- Designer of website, marketing materials, furniture and custom projects

Instructor                              2004-2006      **University of California ASUC Art Studio** Berkeley, CA

- Developer of classes in photography, printing, and digital technology

Logistics Manager                              2003-2005      **Terry Contractors Inc** Berkeley, CA

- Manage ordering, purchasing and delivery of building materials and hardware to job sites
- Carpentry, demolition, permitting, and estimates

## Education

BFA Studio Art                              2002      **University of North Carolina** Chapel Hill

- *John Hope Franklin Award*, Duke Center for Documentary Studies
- *Alexander Julian Prize*, UNC Chancellor's Award
- *St. Andrews Society Award*, UNC Distinguished Scholarship

APPLICATION FOR MEMBERSHIP ON ADVISORY BOARD, COMMISSION, Submit Date: Dec 02, 2017  
COMMITTEE OR TASK FORCE

---

## 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

Hui

First Name

Ding

Last Name

christina\_ding@yahoo.com

Email Address

927 Saluda Ct

Street Address

Suite or Apt

Chapel Hill

City

NC

State

27514

Postal Code

Mobile: (719) 217-6864

Primary Phone

Home: (919) 695-2351

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? \*

---

☒ Environmental Stewardship Advisory Board

## Which Boards would you like to apply for?

---

Planning Commission: Eligible

Environmental Stewardship Advisory Board: Eligible

Question applies to Environmental Stewardship Advisory Board

## Select a Seat Category for the Environmental Stewardship Advisory Board \*

---

☒ Greenways Advocate and Chapel Hill Resident

Question applies to Planning Commission

## Select a Seat Category for the Planning Commission \*

---

☒ Chapel Hill Resident

---

## 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



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

---

I have passion to serve community. Besides my current job of part-time professor, I am serving at different non-profit organizations, such as a vice president of PTA at an elementary school, a group leader of international connect at church, etc. My educational background, work experience, leadership, communication and organization skills are a good fit for this position. I have a doctoral degree of business management, a master degree of science in management, a MBA, and a bachelor degree of economics. Besides these, I have received a postdoc certificate of management in leadership. I completed two graduate level of accounting courses at Harvard University Extension School. Currently I am a part-time professor. I have taught very broad business, accounting and finance courses. I published a few academic articles in peer-reviewed journals in finance field and five books. I have strong leadership and communication skills. For example, I have planned several events including Chinese New Year celebration with college students and I also led an English study group for international students and scholars. It was very successful. The event went well under my leadership and organization. In addition, I am good at computer. I am very interested in this position. I have a heart to serve in community. I hope I can contribute to this community by using my talents and skills. I am looking forward to hearing from you. Thank you, Hui Ding, PhD (719)217-6864 Additional information provided 12/15/2017: Dear Environmental Stewardship Advisory Board, I applied to serve on the board online and would like to provide additional information to address my interest in joining the Environmental Stewardship Advisory Board. My specific interest is in Greenways Advocate Dais Seat: 6. I applied for this position due to the belief that greenways are very important to quality of life. There are several advantages of greenways and trails. First of all, greenways can benefit the environment with cleaner air and reducing pollution. Secondly, greenways can provide healthy recreation opportunities including walking, hiking and bicycling. Thirdly, greenways can provide a good environment for people's health. Finally, having greenways and trails can preserve the natural environment. Therefore, as an advocate for greenways I would like to make contributions. Greenways and trails are a significant unique character of North Carolina. It is a way to promote tourism in Chapel Hill to let the tourists feel relaxed and happy when they walk and hike the trails. What I can do includes helping with marketing of greenways and trails to tourists and fundraising from local businesses. I suggest having some events for educating about the importance of greenways. I would like to take suggestions to attract companies to support the improvement of greenways and trails and getting some funding for supporting greenways and creating trails. Sharing more thoughts about greenways and environmental sustainability will result if given a chance to join the board. Besides advocating greenways, I am also very interested in promoting energy efficiency and renewable energies. Currently, I am a part-time professor. I have taught business and management courses online. In 2011, I led a group project about using renewable energy to encourage Job Creation in Colorado that provided the experience to become a valuable contributor to the board. Becoming part of the Environmental Stewardship Advisory Board to contribute to making Chapel Hill become a more beautiful town and a healthier environment, is a welcomed opportunity. Thank you so much. I look forward to hearing from you. Hui Ding, PhD (719)217-6864 (cell) hding@ctuonline.edu christina\_ding@yahoo.com

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

---

[Resume-Christina-Ding.doc](#)

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

---

## Demographics

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

### Ethnicity

---

☒ Asian or Pacific Islander

### Gender

---

☒ Female

---

If other, please describe:

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

---

☒ 35-54

Part-time professor

---

Occupation

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

---

☐ Yes ☒ No

---

## Ethics Statement

## ETHICS GUIDELINES FOR TOWN ADVISORY BOARDS AND COMMISSIONS

---

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.*

**Hui “Christina” Ding, PhD.**  
[hding@ctuonline.edu](mailto:hding@ctuonline.edu)  
 719-217-6864  
 927 Saluda CT, Chapel Hill NC 27514

### **Summary**

Strong educational background in business and finance including doctoral degree of Management major in Corporate Finance, MBA, and bachelor degree of Economics major in Finance. 10+ years professional experience in finance and accounting field including 5+ years financial analysis experience in large company. 5 years in retail industry. 6 + years university teaching experience. PC skills in MS Excel, PowerPoint and Access.

### **Core Competencies**

- Analytical Skills
- Reporting
- PC Skills: MS Excel, PowerPoint, Word and Access
- Multi-task Skills
- Problem Solving Skills
- Financial Statements Analysis
- Organizational and Project Management Skills
- Fast-paced working skills
- Teaching skills
- Financial Planning
- Communication Skills
- Cooperation Skills
- Leadership skills

### **Education**

#### **HARVARD UNIVERSITY, Extension School**

Accounting Certificate

December, 2017 (Expected)

#### **COLORADO TECHNICAL UNIVERSITY**

Post-Doctoral Certificate in Management

September, 2013

#### **NANKAI UNIVERSITY**

Doctoral Degree in Business Management, major in Corporate Finance

December, 2006

#### **COLORADO TECHNICAL UNIVERSITY**

Master of Science in Management, focus on Information Technology

June, 2002

#### **NANKAI UNIVERSITY**

MBA

January, 1999

#### **TIANJIN UNIVERSITY OF FINANCE AND ECONOMICS**

Bachelor of Economics, major in Finance

July, 1991

### **Professional Experience**

#### **COLORADO TECHNICAL UNIVERSITY**

Professor of Business and Finance

Online

October 2010 - Present

- Taught finance, business and accounting courses of undergraduate and graduate level online and on-campus including following courses:
  - Financial Statement
  - Financial Statement Analysis
  - Managerial Finance
  - Financial Management
  - International Financial Management
  - Foundation of Statistics
  - Managing Information Technology, etc.
- Led research group projects

**UNITED STATES AIR FORCE ACADEMY  
INSTRUCTOR**

July 2010 - May 2011  
June 2001 – March 2002

- Taught 100 cadets Chinese language and cultures
- Conducted research on educational methodology and the applications of technology to language learning
- 

**GREAT MOUNTAIN IMPORTS  
CEO**

March 2003-May 2009

- Entrepreneur experience in retail and wholesale industry
- Oversight company's operations and financial management
- Composed and analyzed financial statement of corporate and multiple stores, etc.

**UNITED STATES AIR FORCE ACADEMY  
Software developer**

June 2001 – March 2002

- Designed and developed Online Chinese Learning Software
- Improved cadets' scores by using this software

**CHINA CONSTRUCTION BANK  
Business Loan Processing Manager**

July 1991 – May 2000

- Supervised and conducted loan processing, includes following:
  - Analyzed financial statements of different organizations
  - Made decisions to approve or deny business loan applications based on analyzing those businesses' financial statements and credits.

### **Certifications**

- Certificate of Online Teaching, Colorado Technical University June, 2013
- Certificate of Completing the Training of Course Director, United State Air Force Academy July, 2010
- Database Administration Certificate, Colorado Technical University June, 2002

### **Awards**

- Employee of the Month Colorado Technical University 2012

- Cash award for Outstanding Performance, United State Air Force Academy 2011
- Award for attending National Academic research project: Study on Operation and Management of Investment and Financing of China's Enterprises. National Natural Science Foundation of China (NSFC), US\$130K funding 2006

APPLICATION FOR MEMBERSHIP ON ADVISORY BOARD, COMMISSION, Submit Date: Jul 10, 2017  
COMMITTEE OR TASK FORCE

---

## 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

P

Middle Initial

Hoppin

Last Name

kimberlystein@yahoo.com

Email Address

207 Short Street

Street Address

Suite or Apt

Chapel Hill

City

NC

State

27516

Postal Code

Home: (919) 933-7854

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? \*

---

☒ Planning Commission

## Which Boards would you like to apply for?

---

Planning Commission: Eligible

Question applies to Planning Commission

## Select a Seat Category for the Planning Commission \*

---

☒ Chapel Hill Resident

---

## 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



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

I came to Chapel Hill as a student more than 30 years ago (for both undergraduate studies and law school) and fell in love with the town and have made it my home. I live in the Northside neighborhood, moving in as a student renter in 1992 and purchasing my home in 2000. I have participated in many of the discussions about this neighborhood over the years (becoming a conservation district, permitting the development of various projects along Rosemary Street, for example). I am a self-employed attorney working from home and have the time and flexibility to serve on this board. I have maintained a professional office in the past and I am also a single parent of a rising 6th grader in our city schools. These varied roles have allowed me the opportunity to experience our town from many perspectives and I believe that this would make me an asset on the Planning Commission.

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

[Resume-1.pdf](#)

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

## Demographics

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

### Ethnicity

☒ Caucasian/Non-Hispanic

### Gender

☒ Female

If other, please describe:

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

☒ 35-54

Attorney

Occupation

Are you a Town of Chapel Hill employee?

☐ Yes ☒ No

---

## Ethics Statement

### ETHICS GUIDELINES FOR TOWN ADVISORY BOARDS AND COMMISSIONS

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.*

**KIMBERLY PAIGE (STEIN) HOPPIN**  
**207 Short Street**  
**Chapel Hill, NC 27516**  
**(919) 933-7854**  
**kimberlystein@yahoo.com**

***ADMITTED TO THE NORTH CAROLINA BAR, AUGUST 24, 1996***

<b>CURRENT EMPLOYMENT</b>	<p><b><i>On Roster at Office of the Appellate Defender to Handle Indigent Criminal Appeals</i></b>, March 2007 – Present</p> <ul style="list-style-type: none"> <li>• Appointed to represent indigent clients in their direct appeals to the North Carolina Appellate Courts.</li> <li>• Research legal issues and draft briefs in the North Carolina Appellate Courts.</li> <li>• Argue cases orally before the North Carolina Supreme Court and the North Carolina Court of Appeals.</li> </ul>
<b>PROFESSIONAL EXPERIENCE</b>	<p><b><i>Instructor, Durham Technical Community College</i></b>, Criminal Justice Program, Spring and Fall 2007</p> <ul style="list-style-type: none"> <li>• Taught classes on Criminal Justice, Court Procedure and Evidence.</li> </ul> <p><b><i>Assistant Public Defender</i></b>, August 2000 – September 2005</p> <ul style="list-style-type: none"> <li>• Represented indigent clients in criminal matters in both District and Superior Courts.</li> <li>• Courthouse Focus Committee – Met bi-monthly to discuss issues of administration of justice.</li> <li>• Drug Treatment Court Management Team – Developed and implemented drug treatment court</li> <li>• Annual Public Defender Conference Planning Committee.</li> </ul> <p><b><i>Law Clerk, North Carolina Court of Appeals</i></b>, May – June 2000</p> <ul style="list-style-type: none"> <li>• Researched legal issues.</li> <li>• Drafted briefs.</li> </ul> <p><b><i>Solo Practitioner: Kimberly P. Stein, Attorney at Law</i></b>, August 1997 – April 2000</p> <ul style="list-style-type: none"> <li>• Operated general law practice, handling criminal and traffic matters, small business matters, property closings and uncontested divorces.</li> <li>• Served as appointed counsel in indigent criminal matters and on a direct appeal.</li> </ul> <p><b><i>Law Clerk, Massengale and Ozer, Attorneys at Law</i></b>, July 1995- March 1997</p> <ul style="list-style-type: none"> <li>• Researched issues in criminal cases.</li> <li>• Interviewed inmates on death row.</li> </ul> <p><b><i>Legal Intern, Attorney General's Office</i></b>, North Carolina Department of Justice – Citizen's Rights Division, August 1994</p> <ul style="list-style-type: none"> <li>• Participated in writing the updated <i>Guidelines for Responding to Child Sexual Assault: Recommendations for Professionals</i>.</li> <li>• Assisted in implementing Attorney General's Safe Neighborhoods Strategy.</li> <li>• Researched and responded to citizen complaints.</li> </ul> <p><b><i>Legislative Aide, North Carolina General Assembly</i></b>, February – July 1993</p> <ul style="list-style-type: none"> <li>• Assisted Representative David Diamont, Appropriations Committee Co-Chair, in preparing for House sessions and committee meetings.</li> <li>• Researched legislative issues and constituent concerns.</li> </ul> <p><b><i>Researcher, The Sinsheimer Group</i></b>, December 1991 – January 1993</p> <ul style="list-style-type: none"> <li>• Researched court and legislative documents.</li> <li>• Developed methods of survey tabulation and presentation.</li> </ul>
<b>EDUCATION</b>	<p><b>UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL</b></p> <p><b><i>School of Law</i></b>  Juris Doctor, May 1996  Activities:</p> <ul style="list-style-type: none"> <li>Judicial Sentencing Seminar (Spring 1996)</li> <li>SBA Student/Faculty Relations Committee (Chairperson, 1995-96)</li> <li>Public Interest Law Fund (Organized fund raiser)</li> </ul> <p>Semester abroad at the University of Nijmegen, The Netherlands (Spring 1995)</p> <p><b><i>College of Arts and Sciences</i></b>  Bachelor of Arts in International Studies, May 1990  Graduated with honors and distinction (Thesis: "The Danish National Health Care System and its Cross National Relevance")  Honors Program Participant  Semester abroad in Copenhagen, Denmark (Fall 1988)</p>
<b>ADDITIONAL EXPERIENCE</b>	<p><b><i>Public Housing Advisory Board</i></b>, Chapel Hill, North Carolina, June 2007 – July 2012  (Chairperson, February 2012 – July 2012)</p>

APPLICATION FOR MEMBERSHIP ON ADVISORY BOARD, COMMISSION, Submit Date: Mar 18, 2018  
COMMITTEE OR TASK FORCE

---

## 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

Melissa

First Name

McCullough

Last Name

Middle Initial

melissamccnc@gmail.com

Email Address

6 Cobb Terrace

Street Address

Suite or Apt

Chapel Hill

City

NC

State

27514

Postal Code

Mobile: 919-357-0333

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?

---

☒ 4-9 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? \*

---

☒ Planning Commission

## Which Boards would you like to apply for?

---

Planning Commission: Eligible

Question applies to Planning Commission

## Select a Seat Category for the Planning Commission \*

---

☒ Environmental Stewardship Advisory Board Champion

---

## 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:

---

## Interests & Experiences

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

I have a Community Sustainability specialty at my job in a large governmental environmental agency, the expertise of which coincides well with the priorities of the town as shown in the various plans and outreach efforts for Chapel Hill. My perspective reflects that expertise, and the knowledge that a community designed for sustainability will be cleaner, will be more financially efficient, and will foster the health, happiness and social capital of our residents.

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

In addition to community sustainability expertise, I have a number of years serving on the planning board here in CH, which I find very rewarding. I have been to many conferences, like EcoDistricts and New Partners for Smart Growth, and enjoy thinking about the success stories that I see and how they might apply here.

[Melissa McCullough planning commission.pdf](#)

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

## Demographics

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

### Ethnicity

☒ Caucasian/Non-Hispanic

### Gender

☒ Female

If other, please describe:

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

☒ over 55

Environmental Scientist

Occupation

Are you a Town of Chapel Hill employee?

☐ Yes ☒ No

---

## Ethics Statement

### ETHICS GUIDELINES FOR TOWN ADVISORY BOARDS AND COMMISSIONS

---

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.*

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

---

## 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

Hoi Ning

First Name

Ngai

Last Name

hngai@ucla.edu

Email Address

201 S ELLIOTT RD 430

Street Address

Suite or Apt

CHAPEL HILL

City

NC

State

27514

Postal Code

Home: (347) 526-5250

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?

---

☒ 0-12 months

---

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? \*

---

☒ Planning Commission

## Which Boards would you like to apply for?

---

Planning Commission: Eligible

Library Board of Trustees: Eligible

Question applies to Library Board of Trustees

## Select a Seat Category for the Library Board of Trustees \*

---

☒ Chapel Hill Resident

Question applies to Planning Commission

## Select a Seat Category for the Planning Commission \*

---

☒ Chapel Hill Resident

---

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

---

☒ Email

☒ Social Media

---

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

---

## Interests & Experiences

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

---

I recently moved to Chapel Hill from Columbus, Ohio about a month ago to start a new job as the Associate Dean of Student Affairs at The Graduate School. I've been exploring more ways to get involved in the community and I noticed your recruitment efforts on Facebook, so I thought I'd reach out and inquire about the best ways to get involved as a new transplant to the area. I'm from New York originally, so I'm a big supporter of public transportation efforts and initiatives. I'm also very much inclined towards diversity issues (as a Chinese-American, I just had a microaggression on the bus last Wednesday, which was sad but unsurprising) and education issues (with many friends in the area who are parents with young children, and with my attachments to undergraduate and graduate students at UNC) -- particularly as these issues relate to building and supporting communities. I'd love your advice on community engagement as I'm happy to serve in the ways that I can based on your needs and my availability. I'm especially interested in urban planning and community development, and public transportation and housing development, given that I grew up first-generation and low-income, but got to see so much of the city because of its commitment to bringing individuals together across all walks of life. My interest in contributing to the library similarly revolves around the value of the library as a source and place of community, allowing individuals to access a world they might not ever have considered beyond their immediate surroundings. If I can provide any additional information about my background and experiences, please let me know. I wasn't inclined to submit my resume for public consumption, but I'm happy to share it as appropriate and needed for review of my application.

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

---

---

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

---

## Demographics

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

## Ethnicity

---

☒ Asian or Pacific Islander

## Gender

---

☒ Female

---

If other, please describe:

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

---

☒ 35-54

Dean

---

Occupation

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

---

☒ Yes ☐ No

---

## Ethics Statement

## ETHICS GUIDELINES FOR TOWN ADVISORY BOARDS AND COMMISSIONS

---

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.*

APPLICATION FOR MEMBERSHIP ON ADVISORY BOARD, COMMISSION, Submit Date: Mar 20, 2018  
COMMITTEE OR TASK FORCE

---

## 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

Louie

First Name

Rivers Iii

Last Name

Middle Initial

lriversiii@gmail.com

Email Address

#200

Street Address

609 Craig St.

Suite or Apt

Chape Hill

City

NC

State

27516

Postal Code

Mobile: (571) 226-0533

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?

---

☒ 4-9 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? \*

---

☒ Planning Commission

## Which Boards would you like to apply for?

---

Planning Commission: Eligible

Question applies to Planning Commission

## Select a Seat Category for the Planning Commission \*

---

☒ Chapel Hill Resident

---

## 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:

---

## Interests & Experiences

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

I have several primary interests in serving on the planning commission. 1) I am a five year resident of Chapel Hill and my time in the town has provided my family and I with a high quality of life. I see service on the commission as a way of saying thank you to the town, which has given us so much. 2) I am interested in the status of affordable housing in Chapel Hill. This concern is directly, linked to my first point. I would like to examine the opportunities to provide a high quality of life to individuals that have traditionally been unable to find housing in Chapel Hill due to limited housing stock and a somewhat high cost of living. 3) Finally and somewhat paradoxically, I am interested in maintaining the small town aesthetic of Chapel Hill while expanding that accessibility to more people.

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

I have served on the Planning Commission in a partial term for the past year. Over this time I have learned quite a bit about the responsibilities of the commission and it's role in town governance. I would like to continue to serve to make use of this limited experience and to learn more. Additionally, I am interested in continuing my participation in the processes involved in rewriting the town's LUMO. Specifically, I am focused on the inclusion of underrepresented voices in this process. I also believe that my professional experience with examining environmental justice issues, and the inclusion of minority populations in the management of risky environmental issues provides useful insights into many of the issues that face the commission.

[Rivers.CV.2018.FEBUARY.doc](#)

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

## Demographics

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

### Ethnicity

☒ African American

### Gender

☒ Male

If other, please describe:

Please select your age from the following list. \*

---

☒ 35-54

Assistant Professor

Occupation

Are you a Town of Chapel Hill employee?

---

☐ Yes ☒ No

---

**Ethics Statement**



## ETHICS GUIDELINES FOR TOWN ADVISORY BOARDS AND COMMISSIONS

---

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.*

---

**LOUIE RIVERS III**

*<http://cnr.ncsu.edu/fer/directory/rivers.php>*

---

Rivers, L.

18-Feb-15

Department of Forestry and Environmental  
Resources  
North Carolina State University

T: 919.513.2516  
F: 919.515.6193  
E: lrivers@ncsu.edu

## **APPOINTMENTS**

2013-present **Assistant Professor.** Department of Forestry and Environmental Resources, North Carolina State University  
2008-2013 **Assistant Professor.** Environmental Science & Policy Program / Criminal Justice, Michigan State University  
2006-2008 **Science Assistant.** Economic, Decision, and Management Sciences Cluster, National Science Foundation

## **PROFESSIONAL PREPARATION**

**B.Sc.** Biology, Kentucky State University, 2001  
*Minor in Chemistry*  
**M.Sc.** Natural Resources, The Ohio State University, 2003  
*Concentration in Human Dimensions*  
**PhD** Natural Resources, The Ohio State University, 2006  
*Concentration in Risk Perception and Decision-Making*

## **AREAS OF EXPERTISE**

Risk, Judgement and Decision Process in Minority and Marginalized Communities; Environmental Justice

## **RESEARCH INTERESTS**

My research focuses on the examination of risk and judgment and decision process in minority and marginalized communities, particularly in regards to the natural environment

## **PEER REVIEWED PUBLICATIONS**

Hubbell, Bryan J., Amanda Kaufman, Louie Rivers, Kayla Schulte, Gayle Hagler, Jane Clougherty, Wayne Cascio, and Dan Costa. "Understanding social and behavioral drivers and impacts of air quality sensor use." *Science of The Total Environment* 621 (2018): 886-894.

Rivers III, Louie, Udit Sanga, Amadou Sidibe, Alexa Wood, Rajiv Paudel, Sandra T. Marquart-Pyatt, Arika Ligmann-Zielinska, Laura Schmitt Olabisi, Eric Jing Du, and Saweda Liverpool-Tasie. "Mental models of food security in rural Mali." *Environment Systems and Decisions* (2017): 1-19.

Olabisi, Laura Schmitt, Saweda Liverpool-Tasie, Louie Rivers, Arika Ligmann-Zielinska, Jing Du, Riva Denny, Sandra Marquart-Pyatt, and Amadou Sidibé. "Using participatory modeling processes to identify sources of climate risk in West Africa." *Environment Systems and Decisions* (2017): 1-10.

Denny, Riva CH, Sandra T. Marquart-Pyatt, Arika Ligmann-Zielinska, Laura Schmitt Olabisi, Louie Rivers, Jing Du, and Lenis Saweda O. Liverpool-Tasie. "Food security in Africa: a cross-scale, empirical investigation using structural equation modeling." *Environment Systems and Decisions* (2017): 1-17.

Beiglou, Pouyan Hatami Bahman, Carole Gibbs, Louie Rivers, Umesh Adhikari, and Jade Mitchell. "Applicability of Benford's Law to Compliance Assessment of Self-Reported Wastewater Treatment Plant Discharge Data." *Journal of Environmental Assessment Policy and Management* (2017): 1750017.

Whitley, Cameron Thomas, Louie Rivers III, Seven Mattes, Sandra T. Marquart-Pyatt, Arika Ligmann-Zielinska, Laura Schmitt Olabisi, and Jing Du. "Climate-induced migration: using mental models to explore aggregate and individual decision-making." *Journal of Risk Research* (2017): 1-17.

Rivers III, Louie, Carole Gibbs, and Raymond Paternoster. "Integrating criminological and decision research theory: implications for understanding and addressing crime in marginalized communities." *Deviant behavior* 38, no. 1 (2017): 74-93.

Rivers III, Louie, Carole Gibbs, and Raymond Paternoster. "Integrating criminological and decision research theory: implications for understanding and addressing crime in marginalized communities." *Deviant behavior* 38, no. 1 (2017): 74-93.

Whitley, Cameron Thomas, Louie Rivers III, Seven Mattes, Sandra T. Marquart-Pyatt, Arika Ligmann-Zielinska, Laura Schmitt Olabisi, and Jing Du. "Climate-induced migration: using mental models to explore aggregate and individual decision-making." *Journal of Risk Research* (2017): 1-17.

Rivers, Louie, Tamara Dempsey, Jade Mitchell, and Carole Gibbs. "Environmental regulation and enforcement: Structures, processes and the use of data for fraud detection." *Journal of Environmental Assessment Policy and Management* 17, no. 04 (2015): 1550033.

McHale, Melissa R., Steward TA Pickett, Olga Barbosa, David N. Bunn, Mary L. Cadenasso, Daniel L. Childers, Meredith Gartin, Louie Rivers III et al. "The new global urban realm: complex, connected, diffuse, and diverse social-ecological systems." *Sustainability* 7, no. 5 (2015): 5211-5240.

Tyler, Shakara S., Louie Rivers III, Eddie A. Moore, and Rene Rosenbaum. "Michigan Black Farm Owners' Perceptions About Farm Ownership Credit Acquisition: A Critical Race Analysis." *Race, Gender & Class* (2014): 232-251.

Gibbs, Carole, Michael B. Cassidy, and Louie Rivers. "A Routine Activities Analysis of White-Collar Crime in Carbon Markets." *Law & Policy* 35, no. 4 (2013): 341-374.

Larkins, Michelle. "Carole Gibbs and Louie Rivers III (2013). Toward advancing research on the social and environmental impacts of confined animal feeding operations." *Journal of Social Criminology* (2013): 10-63.

Rivers, Louie, Alexis Norris, and Edmund F. McGarrell. "Mental model of the drug market intervention." *Journal of drug issues* 42, no. 1 (2012): 59-81.

Jacques, Michelle Larkins, Carole Gibbs, Louie Rivers, and Tracy Dobson. "Expanding environmental justice: A case study of community risk and benefit perceptions of industrial animal farming operations." *Race, Gender & Class* (2012): 218-243.

Parker, Jason S., Robyn S. Wilson, Jeffrey T. LeJeune, Louie Rivers III, and Douglas Doohan. "An expert guide to understanding grower decisions related to fresh fruit and vegetable contamination prevention and control." *Food Control* 26, no. 1 (2012): 107-116.

Rivers III, Louie, and Carole Gibbs. "Applying a conservation-criminology framework to common-pool natural-resource issues." *International Journal of Comparative and Applied Criminal Justice* 35, no. 4 (2011): 327-346.

Gibbs, Carole, Edmund F. McGarrell, Mark Axelrod, and Louie Rivers III. "Conservation criminology and the global trade in electronic waste: Applying a multi-disciplinary research framework." *International Journal of Comparative and Applied Criminal Justice* 35, no. 4 (2011): 269-291.

Rivers, Louie, Joseph Arvai, and Paul Slovic. "Beyond a simple case of black and white: Searching for the white male effect in the African-American community." *Risk analysis* 30, no. 1 (2010): 65-77.

Gibbs, Carole, Meredith L. Gore, Edmund F. McGarrell, and Louie Rivers III. "Introducing conservation criminology: Towards interdisciplinary scholarship on environmental crimes and risks." *The British Journal of Criminology* 50, no. 1 (2009): 124-144.

Rivers III, Louie, Robyn Wilson, and Joseph L. Arvai. "More Than Just a Message: Risk Communication and the Decisionmaking Process." *Fire Social Science Research From the Pacific Southwest Research Station: Studies Supported by National Fire Plan Funds* (2008): 105.

Rivers, Louie, and Joseph Arvai. "Win some, lose some: The effect of chronic losses on decision making under risk." *Journal of Risk Research* 10, no. 8 (2007): 1085-1099.

Rivers, Louie. "A post-Katrina call to action for the risk analysis community." *Risk analysis* 26, no. 1 (2006): 1-2.

Arvai, Joseph L., Victoria EA Campbell, Anne Baird, and Louie Rivers. "Teaching students to make better decisions about the environment: Lessons from the decision sciences." *The Journal of Environmental Education* 36, no. 1 (2004): 33-44.

## **BOOKS**

Eds. Arvai, J. & Rivers, L. 2013. Effective Risk Communication. Earthscan, London.

## **PEER REVIEWED BOOK CHAPTERS**

"Conservation Criminology" Gibbbs, Zwickle, **Rivers**, Hamm and Gore. Brisman, Avi, Eamonn Carrabine, and Nigel South, eds. *The Routledge Companion to Criminological Theory and Concepts*. Routledge, 2017.

Book: Innovations in Collaborative Modeling (In press)

"Principles of Participatory Ensemble Modeling to Study Complex Socioecological Systems"

Arika Ligmann-Zielinska\*, Eric Jing Du, **Louie Rivers III**, Saweda Liverpool-Tasie, Riva C. H. Denny, Alexa L. Wood, Udita Sanga, Sandy Marquart-Pyatt, Victoria Breeze, Rajiv Paudel, and Laura Schmitt Olabisi

## **GRANTS**

\$335,000 – The Conservation Fund, "Growing Green Foundations Through Parks with Purpose: Walnut Creek Wetland Community Partners" Co-Principal Investigators: Christy Perrin, Louie Rivers 01/2018

\$10,000 - American Rivers Foundation, "Building Community Capacity around the Walnut Creek Wetlands in SE Raleigh" Co-Principal Investigators: Christy Perrin, Louie Rivers 09/2017

\$10,000 - American Rivers Foundation, "Building a Foundation for Green linfrastructure in the Community Around Walnut Creek Wetlands in Southeast Raleigh" Co-Principal Investigators: Christy Perrin, Louie Rivers 09/2016

\$291,974.00 – NSF Title: Responsible Innovation with Genetically Modified American Chestnut Trees; Award Number: 1632670; \$291,974.00; Principal Investigator: Jason Delbornne; Co-Principal Investigators: Louie Rivers, Andrew Binder; 08/15/2016

Rivers, L.

18-Feb-15

\$999,793.00 - NSF IBSS: Participatory-Ensemble Modeling to Study the Multiscale Social and Behavioral Dynamics of Food Security; Award Number:1416730; Principal Investigator:Arika Ligmann-Zielinska; Co-Principal Investigator:Laura Schmitt Olabisi, Sandra Marquart-Pyatt, Jing Du, Louie Rivers; 08/01/2014

\$3,500 - Environmental Faculty Fellow, Michigan State University (2010-2011) Rivers, L. Research Theme: Climate change and coupled human and natural systems (2010)

\$218,042 - "Lansing Neighborhood Stabilization and Youth Violence Initiative." Awarding agency: US Dept of Justice, Bureau of Justice Assistance. Edmund McGarrell (PI), Christopher Melde (co-PI), Jesenia Pizarro Terrill (co-PI) and Louie Rivers (co-PI) (2009)

\$131,166 - "Chasing Sustainable Well-Being: New Methods and Measures for Sustainability Research." SMEP, internal MSU grant, Michigan State University. Joe Arvai (PI), Louie Rivers (co-PI) and Rich Grogan (co-PI). (2009)

\$19,000 - Dissertation Enhancement Grant (SBE-0519551), National Science Foundation (NSF) (2005), Joe Arvai (PI), Louie Rivers (co-PI) and Robyn Wilson (co-PI)

\$4,000 - Dissertation Enhancement Grant, Environmental Policy Initiative (EPI), The Ohio State University (2004) Louie Rivers III (PI)

## **PROFESSIONAL SERVICE**

- Member of EPA Board of Scientific Counselors Air, Climate, and Energy Subcommittee (2017-2020)
- Member of Story Collider Board of Directors (2016-2019)
- Invited member of the Technical Advisory Committee for the Consortium for Resilient Gulf Communities, link to the consortium website: <http://www.rand.org/gulf-states/resilient-communities.html>
- Review panel member for the National Science Foundation (NSF) Science and Technology Centers (STC) Preliminary Panel (2015)
- Review panel member for the NSF 2015 Graduate Research Fellowship Program (GRFP), Economics (2014)
- Mail Reviewer. Economics Program. *National Science Foundation* (2009, 2014)
- Participant in Conservation Criminology research network at Michigan State University (2008-Present)
- Member of the Urban Sustainability research coordination network (RCN) (2013-Present)
- Member of the Walnut Creek Wetland Community Project (2013-Present)
- Invited Participant. Workshop for the 2013 National Climate Assessment Technical Input Report on Rural Communities (Charleston, SC, 2/13-14/2012)
- Reviewer for Environment, Systems and Decisions (2014)
- Reviewer for the National Research Council (NRC) workshop summary Public Engagement on Genetically Modified Organisms produced by the National Academy of Sciences (NAS) (2015)
- Reviewer for the Journal of Risk Research (2014)
- Reviewer for International Journal of Risk Assessment and Management (2014)
- Reviewer. *Climate Change Education: Goals, Audiences, and Strategies, A workshop Summary* by the National Research Council
- Mail Reviewer. Decision, Risk and Management Sciences. *National Science Foundation* (2010)
- Member. *Society for Risk Analysis*, Publications committee (2010)
- Member. *Society for Risk Analysis*, Program committee for the 2010 annual meeting (2010)
- Environmental Faculty Fellow. *Michigan State University* (2010-2011)  
Research Theme: Climate change and coupled human and natural systems

- Ad Hoc Reviewer. *International Journal of Environmental Health Research* (2010)
- Ad Hoc Reviewer. *Human Ecology Review* (2010)
- Chair. Risk Communication Specialty Group Executive Board. *Society of Risk Analysis* (2009-2010)
- Chair-Elect. Risk Communication Specialty Group Executive Board. *Society of Risk Analysis* (2008-2009)
- Ad Hoc Reviewer. *Risk Analysis* (2007, 2014, 2015)
- Member. Risk Communication Specialty Group Executive Board. *Society of Risk Analysis* (2003-2008)
- Member. Selection Committee. *Dissertation Initiative for the Advancement of Climate Change Research (DISCCRS)* (Portland, OR, November 2009) Selected recent Ph.D. graduates for symposium fostering interdisciplinary research in climate change
- Panel Member. Urban Long-Term Research Area Exploratory (ULTRA-Ex). *National Science Foundation* (Arlington, VA, July 2009)
- Selected Participant in Dissertation Initiative for the Advancement of Climate Change Research (DISCCRS) (Oahu, Hawaii, September 2007)
- Chair. Values & Risk Communication Oral Presentation Session. Annual Meeting of the *Society for Risk Analysis* (December 2007)

#### **PROFESSIONAL SOCIETY MEMBERSHIPS**

- Society for Risk Analysis
- Minorities in Agriculture, Natural Resources and Related Sciences (MANRRS)
- Alpha Kappa Mu Honor Society (AKM). Inducted 1999

APPLICATION FOR MEMBERSHIP ON ADVISORY BOARD, COMMISSION, Submit Date: Apr 11, 2018  
COMMITTEE OR TASK FORCE

---

## 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

David

First Name

Schwartz

Last Name

Middle Initial

dschwartz1965@mac.com

Email Address

415 Ridgefield Rd.

Street Address

Suite or Apt

Chapel Hill

City

NC

State

27517

Postal Code

Home: (919) 933-6809

Primary Phone

Mobile: (919) 619-7112

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? \*

---

☒ Planning Commission

## Which Boards would you like to apply for?

---

Planning Commission: Eligible

Question applies to Planning Commission

## Select a Seat Category for the Planning Commission \*

---

☒ Chapel Hill Resident

---

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

---

☒ Other (provide additional information below)

From someone who was previously  
a board member

---

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

---

## Interests & Experiences

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

I wish to serve on the Town's Planning Commission to help inform Town government decisions about Chapel Hill's future growth and development. I am a life-long Chapel Hill resident; I grew up in Chapel Hill and graduated from CHHS, attended UNC as an undergraduate, and am now raising my own family here. As a result of my experience living in Chapel Hill as a child, as a college student, and as a parent and working professional, I will be able to represent the interests and concerns of many different segments of the Town's population. Over the past ten years, I have participated in a variety of efforts to improve the quality of local land-use decision-making. For example, beginning in 2010, I led my neighborhood's years-long effort to obtain designation as a Neighborhood Conservation District in order to help preserve one of the Town's few remaining neighborhoods of modestly-priced single-family housing. More recently, I helped organize a series of public lectures to inform the community about various town planning-related issues, including improving bicycle and pedestrian facilities, sustainable building design, local economic development, urban stream restoration, streetscape design for traditional downtowns, and nurturing high-tech businesses. I continue to be interested in these as well as other land-use planning topics and would contribute my knowledge in these areas to the work of the Planning Commission. Finally, I would contribute to the Planning Commission my ability to quickly digest large amounts of complex information, to collaborate effectively with individuals from differing backgrounds who hold differing points of view, and a commitment to ensuring that all Chapel Hill stakeholders have a voice in the government decisions that will shape our collective future.

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

See above.

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

## Demographics

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

### Ethnicity

☒ Caucasian/Non-Hispanic

### Gender

☒ Male

---

If other, please describe:

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

---

☒ 35-54

**Editor**

Occupation

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

---

☐ Yes ☒ No

---

**Ethics Statement**

## ETHICS GUIDELINES FOR TOWN ADVISORY BOARDS AND COMMISSIONS

---

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.*

APPLICATION FOR MEMBERSHIP ON ADVISORY BOARD, COMMISSION, Submit Date: Mar 24, 2018  
COMMITTEE OR TASK FORCE

---

## 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

Renuka

First Name

V

Middle Initial

Soll

Last Name

renukes@gmail.com

Email Address

302 Old Larkspur Way

Street Address

Suite or Apt

Chapel Hill

City

NC

State

27516

Postal Code

Home: (919) 969-1454

Primary Phone

Home: (919) 619-6051

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? \*

---

☒ Planning Commission

## Which Boards would you like to apply for?

---

Planning Commission: Eligible

Chapel Hill Downtown Partnership: Eligible

Question applies to Chapel Hill Downtown Partnership

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

---

☒ Chapel Hill Town Resident

Question applies to Planning Commission

## Select a Seat Category for the Planning Commission \*

---

☒ Chapel Hill Resident

---

## 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

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

I have been an active member of the Chapel Hill community for close to 14 years by volunteering in the school system and community and by using the parks and greenways almost daily. I care about Chapel Hill and would like to be involved in how the town is changing.

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

I have both worked in and led committees (such as the PTSA, my neighborhood's HOA and Duke's Campus Club). I mostly shop, eat in, and use the recreational facilities in Chapel Hill. I love my community and want to see it continue to develop,

[Renuka\\_s\\_resume.v3.docx](#)

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

## Demographics

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

### Ethnicity

☒ Asian or Pacific Islander

### Gender

☒ Female

If other, please describe:

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

☒ 35-54

Homemaker/Volunteer

Occupation

Are you a Town of Chapel Hill employee?

☐ Yes ☒ No

---

## Ethics Statement

### ETHICS GUIDELINES FOR TOWN ADVISORY BOARDS AND COMMISSIONS

---

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.*



**Renuka V. Soll**  
302 Old Larkspur Way  
Chapel Hill, NC 27516

## Experience

### **Volunteer work**

August 1998-present

- Parent-Teacher-Student Association (PTSA)
  - Treasurer and Secretary of the PTSA at Seawell Elementary School
  - President and Secretary of the PTSA at Smith Middle School
  - Treasurer of the PTSA at Chapel Hill High School
  - Received \$5,000 grant from Lowe's to improve the car pick up area at Seawell Elementary
- Schools
  - Battle of the Books coach, math and reading volunteer, art helper, and chaperone at Seawell Elementary school
  - Class Mother at Seawell Elementary School, Smith Middle School, and Belmont Hills Elementary School (PA)
  - Parent Coach for Chapel Hill High School's Mountain Biking Team
- Neighborhood
  - Treasurer of the HOA Board for the Larkspur neighborhood in Chapel Hill
  - Worked on committee and presented to Town Council information on why there shouldn't be a second road entrance in the Larkspur neighborhood
  - Cookie Mom for Girl Scouts
- Community organizations
  - Leader of 2 clubs for Duke's Campus Club
  - Webmaster and Social Committee board member for Duke's Campus Club
  - Alumni admissions representative at College Fairs for Wellesley College

**Assistant Product Manager, INSEAD, Fontainebleau, France**  
1998

September 1996-August 1998

- Targeted and recruited students for Marketing and Technology Management Executive Education programs
- Created promotional brochures and mailings
- Reduced the number of targeted mailings by half, saving departmental costs

**Marketing MBA Rotational Program, G.D. Searle, Skokie, IL**

May 1994-August 1996

Three year rotational program designed to provide a broad range of knowledge and experience in pharmaceutical marketing and sales.

*Associate Product Manager, Arthritis Therapeutic Team*

March-August 1996

- Planned Arthrotec product launch
- Developed and implemented promotional programs
- Forecasted sample allocation, market shares, and sales

*Medical Sales Representative, Midwestern Geographic Customer Unit*

July 1995-March 1996

- Promoted prescription drugs to physicians and pharmacists to achieve territory budgets
- Won the CytotecTeam Product Performance award --- POA 2, 1995

*Market Research Analyst, female health care therapeutic team*

May 1994-July 1995

- Defined, planned, analyzed, implemented, and presented results of qualitative and quantitative studies
- Tracked and evaluated market conditions

**New Product Laboratory Consultant**, *University of Chicago*, Chicago, IL

October-March 1994

- Member of team that developed product life cycle strategy for Sandoz Pharmaceuticals
- Conducted qualitative and quantitative analyses to identify and characterize distinct market segments

**Marketing Internship**, *Lotus Corporation*, Cambridge, MA

Summer 1993

- Developed strategy to position Lotus Notes in vertical markets
- Constructed data set to analyze buying patterns and help formulate strategy
- Evaluated customer needs for groupware

### **Education**

**M.B.A (Marketing)**, *University of Chicago, Graduate School of Business*, Chicago, IL  
University of Chicago Fellowship, Dean's List, Marketing Group

March 1994

**M.S. (Computer Information Systems, High Distinction)**, *Bentley College*, Waltham, MA  
Beta Gamma Sigma, Honors Society in Business

June 1991

**B.A. (Chemistry)**, *Wellesley College*, Wellesley, MA

May 1989

### **Publications**

Butaney, G.T., R.V. Chand [Soll] & D.R. Chand, "Examining the Role of Innovation Attributes in Positive Opinion Leadership: An Empirical Study in the Diffusion of Upper CASE Tools," *Journal of Management Systems*, Vol. 6, No.2, 1994. pp.15-30.

Chand [Soll], R.V., D.R. Chand & G.T. Butaney, "Champions' Perceptions of Upper CASE Tools," Proceedings of Association of Management Meeting, Atlantic City, NJ, August 6-9, 1991. pp.IT 88-92.

APPLICATION FOR MEMBERSHIP ON ADVISORY BOARD, COMMISSION, Submit Date: Apr 02, 2018  
COMMITTEE OR TASK FORCE

---

## 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

Buffie

First Name

Webber

Last Name

Middle Initial

buffie.webber@gmail.com

Email Address

104 Cherokee Circle

Street Address

Suite or Apt

Chapel Hill

City

NC

State

27514

Postal Code

Home: (919) 428-3218

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? \*

---

☒ Planning Commission

## Which Boards would you like to apply for?

---

Planning Commission: Eligible

Question applies to Planning Commission

## Select a Seat Category for the Planning Commission \*

---

☒ Chapel Hill Resident

---

## 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:

---

## Interests & Experiences

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

Currently Housing Champion on Planning Commission. Currently local residential real estate agent with commercial experience. Engaged in issues related to access to housing for over 40 years.

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

Previously engaged in US Agency for International Development housing projections, urban planning and urban development. Provided financial oversight and planning of multi-million dollar commercial projects. Volunteered at Suburban Maryland Fair Housing in the late 60s and 70s, focusing on access to housing including affordable housing. Previous member of local Central West Steering Committee and Transportation Board. Member of Empowerment Board and have conferred with Town Attorney to ensure no conflict of interest.

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

## Demographics

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

### Ethnicity

☒ Caucasian/Non-Hispanic

### Gender

☒ Female

If other, please describe:

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

☒ over 55

Real Estate Broker

Occupation

Are you a Town of Chapel Hill employee?

☐ Yes ☒ No

---

## Ethics Statement

### ETHICS GUIDELINES FOR TOWN ADVISORY BOARDS AND COMMISSIONS

---

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.*

APPLICATION FOR MEMBERSHIP ON ADVISORY BOARD, COMMISSION, Submit Date: Mar 30, 2018  
COMMITTEE OR TASK FORCE

---

## 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

Stephen

First Name

Whitlow

Last Name

Middle Initial

sbwhitlow@gmail.com

Email Address

428 Whitehead Circle

Street Address

Suite or Apt

Chapel Hill

City

NC

State

27514

Postal Code

Home: (919) 260-0809

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? \*

---

☒ Planning Commission

## Which Boards would you like to apply for?

---

Housing Advisory Board: Eligible

Planning Commission: Eligible

Question applies to Housing Advisory Board

## Select a Seat Category for the Housing Advisory Board \*

---

☒ Affordable Housing Advocate

Question applies to Planning Commission

## Select a Seat Category for the Planning Commission \*

---

☒ Housing Advisory Board Champion

---

## 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:

## Interests & Experiences



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

Having previously served on several town boards in Hillsborough, I am eager to return to public service in Chapel Hill. I am particularly interested in exploring avenues through which Chapel Hill can retain a high quality of life and ensure equity for residents in the face of development and affordability pressures. Please see my attached resume for information about my training in regional planning and work experience in fair housing and community development.

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

I have training in city and regional planning, previously served on the planning board in Hillsborough, and have a broad interest in and professional experience in neighborhood revitalization, housing, and economic and community development. I also served on a transportation committee in Hillsborough and am an avid proponent of connectivity, especially for pedestrians and cyclists.

[Stephen Whitlow 2017.docx](#)

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

## Demographics

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

### Ethnicity

☒ Caucasian/Non-Hispanic

### Gender

☒ Male

If other, please describe:

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

☒ 35-54

Researcher and technical  
assistance provider

Occupation

Are you a Town of Chapel Hill employee?

☐ Yes ☒ No

---

## Ethics Statement

### ETHICS GUIDELINES FOR TOWN ADVISORY BOARDS AND COMMISSIONS

---

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.*

# STEPHEN WHITLOW

428 Whitehead Circle Chapel Hill NC 27514  
919.260.0809

[sbwhitlow@gmail.com](mailto:sbwhitlow@gmail.com)

---

## *Education*

### **University of North Carolina at Chapel Hill**

Department of City and Regional Planning: Master of Regional Planning, May 2007

Department of Sociology: Master of Arts in Sociology, December 2005

### **University of North Carolina at Charlotte**

Bachelor of Arts in Sociology, Magna Cum Laude, May 2001

---

## *Work Experience*

### **Abt Associates (2010 - present)**

**Project Director, Evaluation of Bloomberg Philanthropies' Innovation Team Initiative (2016 - present).** Abt Associates is working with Bloomberg Philanthropies to assess the impact of their Innovation Team (i-team) initiative. The i-team initiative provides grants to U.S. and Israeli cities to hire expert, in-house consultants to help address longstanding challenges affecting local governments and community residents. The Abt team is evaluating the impact of the i-teams on how cities address complex challenges and the extent to which i-teams contribute to a culture of innovation in their host cities. Responsibilities have included overall project management, including development of the evaluation's research design, development of surveys and interview protocols, leading site visits, authoring reports, managing client relations, and overseeing project quality, budget, and schedule. (Client: Bloomberg Philanthropies)

**Technical Assistance Provider, Affirmatively Furthering Fair Housing Training and Guidance (2015 - present).** Abt Associates, in partnership with Enterprise Community Partners, is the primary provider of training and

technical assistance to recipients of federal funds that are required to submit an Assessment of Fair Housing (AFH) to HUD. The AFH is a data-driven approach to understanding and removing barriers to fair housing choice and improving access to opportunity for members of protected class groups. Responsibilities have included development of training materials to orient governments and public housing authorities to the requirements and goals of the fair housing rule released by HUD in 2015, presenting at AFH group trainings across the U.S., and leading one-on-one technical assistance engagements to aid individual communities in preparing and submitting their AFH. (Client: U.S. Department of Housing and Urban Development)

**Technical Assistance Provider, Online Resource Development for the Community Development Block Grant Program (2013 - present).** As a member of a technical assistance team with expertise in community development and housing strategies for local governments, develops digital technical assistance products and materials for HUD's OneCPD model in order to build the capacity of community development organizations that receive CPD funds. Regularly collaborates with HUD on content development and creative techniques for conveying information, and managers Abt's creative staff throughout product development. (Client: U.S. Department of Housing and Urban Development)

**Task Lead, Evaluation of the Transitional Living Program (2015-present).** Under contract with the U.S. Department of Health and Human Services, Abt Associates is evaluating the Transitional Living Program. The program provides supervised shelter and services to older homeless youth (ages 16-22). The shelter can take several forms—including group homes, host family homes, and supervised apartments—and the program provides an array of services to improve youth housing, education, employment, social, and emotional outcomes. The evaluation includes site visits to TLP programs nationwide to describe program models and a randomized control trial to measure program impacts. The impact analysis will randomly assign 1,250 youth to treatment and control groups and will focus on key youth outcomes related to youth safety, permanent connections, self-sufficiency, and well-being. Responsible for developing survey instruments and monitoring random assignment and data collection. (Client: U.S. Department of Health and Human Services)

**Task Lead, The Pre-Purchase Homeownership Counseling Demonstration and Impact Evaluation. (2013-present).** The Pre-Purchase Homeownership Counseling Demonstration and Impact Evaluation is examining the impact that different types of pre-purchase counseling have on mortgage preparedness, homeowner outcomes, and loan performance for

prospective low-to moderate income, first time FHA homebuyers. Specifically, this evaluation will determine the impact of two different pre-purchase and counseling interventions through a randomized experimental design. The study has recruited approximately 6,000 individuals in 28 jurisdictions across the country who have pre-qualified for a home loan. Responsibilities include data collection, tracking remote treatment study participants, report writing, and serving as liaison to counseling agencies participating in the study. (Client: U.S. Department of Housing and Urban Development)

**Senior Analyst, Evaluation of the Strong Cities, Strong Communities Initiative (SC2) (2012-2014).** The Strong Cities, Strong Communities Initiative (SC2) is a White House sponsored effort focused on encouraging the economic stabilization and recovery in six economically distressed cities in the U.S. Abt is evaluating a core component of the SC2, the Community Solutions Teams (CST). The CSTs are teams of agency staff from across the federal government working to improve how between federal and local government systems interact, increasing the coordination of federal resources, and assisting local leaders and institutions with economic development. Responsibilities included leading site visits, conducting cross-site analysis, and authoring the final report. (Client: U.S. Department of Health and Human Services.)

**Senior Analyst, Neighborhood Stabilization Program (NSP) Tracking Panel (2012-2014).** This study evaluates the impacts of the second round of the Neighborhood Stabilization Program (NSP2). The project involves (1) an implementation assessment of NSP2 grantees; (2) a descriptive analysis of neighborhood outcomes over time; (3) an impact analysis of the effectiveness of NSP2 activities on neighborhood stability outcomes; and (4) a cross-site analysis of the factors that moderate NSP2 effectiveness. (Client: U.S. Department of Housing and Urban Development, Office of Policy Development and Research.) Responsible for leading site visits and property-level data collection across 19 jurisdictions. (Client: U.S. Department of Housing and Urban Development)

**Senior Analyst, Cities of Service Evaluation (2012-2013).** Abt conducted a six month outcomes and process study of the Cities of Service Leadership Grants program, jointly funded by Bloomberg Philanthropies and the Rockefeller Foundation. The study documented the outcomes achieved by 20 leadership grantee cities and identified factors contributing to strong outcomes and other lessons learned. (Client: Bloomberg Philanthropies.)

**Senior Analyst, Office of University Partnerships University Program Evaluation (2010-2012).** In collaboration with Econometrica and ACKCO,

Abt Associates completed the first outcomes evaluation of the HUD's Office of University Partnerships (OUP) university programs. The evaluation assessed the projects undertaken, the outcomes of those projects on the participating universities and the populations and communities they serve, and the effects partnership structure, grant purpose and program design on outcomes. The study featured telephone interviews with a representative sample of OUP grantees, site visits to nine grantees, and analysis of OUP administrative data. (Client: U.S. Department of Housing and Urban Development).

**Senior Analyst, Evaluation of the Sustainable Employment in a Green Economy (SEGUE) Initiative (2012).** Abt Associates received a grant from the Rockefeller Foundation to conduct a six-month developmental evaluation to assess the relevance, efficiency, and effectiveness of the Foundation's SEGUE initiative. The Foundation seeks assistance in refining the definition of the original problem, developing a theory of change, testing the potential for innovative interventions, engaging a broad range of stakeholders, and shaping a longer-term strategy for the initiative, currently in the "Development" stage. Responsibilities involve developing a Theory of Change framework to document previous tacit assumptions about how change will occur, and leading a collaborative approach to articulate, document and provide feedback about the learning gained from SEGUE's development phase. This process will inform decision making about the future of the initiative, and those aspects of the initiative that are most relevant and have the most potential and viability for carrying forward or adapting into the "Execution" stage. (Client: The Rockefeller Foundation)

**Senior Analyst, Case Studies to Illustrate CNCS' Four Strategic Priorities and the Return on Investment in National Service (2010-present).** Abt is developing case studies of CNCS grantees that illustrate CNCS's four strategic priorities and six focus areas. The grantees selected for the case studies are to be representative of the CNCS's portfolio of programs (AmeriCorps, Senior Corps, Learn and Serve America). Associated tasks include the development of case studies using the Harvard Business School case study method to describe one or a combination of CNCS grantees and their processes and outcomes in relation to the CNCS's four Strategic Priorities and six Focus Areas, and the development of preliminary return-on-investment (ROI) analyses for programs based on information acquired during those case studies.

**Senior Analyst, Office of University Partnerships University Program Evaluation (2010-present).** In collaboration with Econometrica and ACKCO, Abt Associates is completing the first outcomes evaluation of the HUD's Office of University Partnerships (OUP) university programs. Using a mixed-methods approach to data collection, the evaluation will assess projects undertaken, the outcomes of those projects on the participating universities

and the populations and communities they serve, and the effects partnership structure, grant purpose and program design have on accomplished outcomes. Our research design relies heavily on telephone interviews with a representative sample of OUP grantees, and site visits to nine grantees in order to provide a deeper understanding of both the effects of OUP-funded projects on their sponsor institution and the surrounding community, and the nature of partnerships formed over the course of the project. (Client: U.S. Department of Housing and Urban Development).

**Senior Analyst, Homelessness Pulse Project (2010).** This project collects data on sheltered homeless persons on a quarterly basis from a sample of communities nationwide. The data include quarterly point-in-time counts of shelter users and counts of the newly homeless. The data are used to describe current trends in shelter use and assess the potential impacts of the economic and foreclosure crisis on homelessness. (Client: U.S. Department of Housing and Urban Development).

**Senior Analyst, Serve America Act Evaluation Plan (2010).** The Serve America Act requires a significant number of changes in programs and regulations, authorizes significant expansion of the Corporation for National and Community Service's core programs, and includes several new initiatives. This project involves assisting CNCS in developing and implementing the research and evaluation requirements of the Serve America Act, including organizing and analyzing public input on the agency's new strategic plan, gathered from a series of public dialogues and webinars. The analysis will result in production of a public report that reflects the breadth and depth of public comment across all six CNCS focus areas. Responsibilities including analytic coding of qualitative data and report writing. (Client: Corporation for National and Community Service)

## **Southern Growth Policies Board (2007-2010)**

**Senior Policy Analyst** for a regional public policy think tank charged with promoting economic growth and enhancing quality of life in thirteen southern states.

- Initiated the development of a publicly-available databank of southern economic, demographic, and social trends and statistics
- Originated a new research focus on the role geography plays in economic development problems and solutions
- Participated in the writing and editing of annual reports, policy briefs, guidebooks, and grants
- Participated in analyses of economic and community development policies and practices

- Prepared data presentations and maps for publication and online distribution
- Worked with a team to introduce new-media communication strategies to broaden the organization's reach and effectiveness

### **SJF Advisory Services (2007-2007)**

**Research assistant** for short-term assignment promoting the expansion of social entrepreneurship in Appalachia. Co-authored a summary report of findings and resource guide from a series of interviews with technical assistance providers in nine states

### **Center for Urban and Regional Studies (2005-2007)**

**Research assistant** for study examining home rehabilitation and energy usage patterns in impoverished neighborhoods. Managed the distribution and collection of survey instruments, and created and maintained a database management system for data collection.

### **North Carolina Metropolitan Coalition (2005-2005)**

**Research assistant** for academic credit in the Department of City and Regional Planning at UNC Chapel Hill. Co-authored *The State of North Carolina Urban Distressed Communities*. The report, an analysis of urban and rural poverty in North Carolina, was distributed to the North Carolina General Assembly and was instrumental in the inclusion of Urban Progress Zones in the 2006 renewal of the William S. Lee Tax Act.

### **Math/Science Equity Project (2002-2003)**

Research assistant for a study examining racial disparities in the academic trajectories of high school students in the Charlotte-Mecklenburg school system.

- Prepared an in-depth analysis comparing factors commonly seen as affecting the race gap among middle-class students, including residential segregation, student anti-achievement attitudes, teacher expectations, and school effects
- Conducted field interviews with students, parents, teachers, counselors, and school administrators
- Participated in coding and qualitative analysis of interview data



## *Selected Publications and Papers*

- 2016 *Interim Report, Bloomberg Philanthropies i-Teams Evaluation*, by Stephen Whitlow, David Robinson, Elizabeth Giardino, Porsha Cropper, Madeline Colety, and Galen Savidge.
- 2014 *Evaluation of the Strong Cities, Strong Communities Community Solutions Team Pilot Initiative*, by Stephen Whitlow, Amy Minzner, Elizabeth Giordano, Gabe Schwartz, Beth Seigel, Devon Winey, and Alyssa Rosen.
- 2014 *Neighborhood Stabilization Program Tracking Panel*, by Jonathan Spader, Alvaro Cortes, Christian Redfearn, Jenny Schuetz, Kimberly Burnett, Larry Buron, Michael DiDomenico, Anna Jefferson, Stephen Whitlow, Jennifer Lewis Buell.
- 2013 *Challenges and Opportunities in Community Development: A Framing Paper*, by Jeffrey Lubell, Stephen Whitlow, and Sophia Heller.
- 2013 *Evaluation of the Sustainable Employment in a Green US Economy (SEGUE) Initiative in Development*, by Carlos Martin, Jennifer Bagnell-Stuart, Kimberly Burnett, and Stephen Whitlow.
- 2012 *The State of the Residential Construction Industry*, by Carlos Martin and Stephen Whitlow.
- 2012 *Evaluation of Cities of Service Leadership Grants*, by Jennifer Turnham, Amy Minzner, Stephen Whitlow, and Anna Jefferson.
- 2012 *Evaluation of HUD's Office of University Partnerships' University Programs: Universities Investing in Communities*, by Amy Minzner, Jennifer Turnham, Elizabeth Copson, Stephen Whitlow, and Scott Brown.
- 2011 *Serving Communities: How Four Organizations are Using National Service to Solve Community Problems*, by JoAnn Jastrzaab, Glen Schneider, Stephen Whitlow, Michael DiDominico, Sophia Heller, and Mary Joel Holin.
- 2010 *Summary of Public Input on the CNCS Strategic Plan*, by Diana Epstein, Katie Spaenburg, and Stephen Whitlow
- 2009 *A Conversation on Southern Energy: The 2009 Report on the Future of the South*, by Scott Doron, Charity Pennock, Linda Hoke, Stephen Whitlow, and Ted Abernathy

- 2008 *Brave New South: The 2008 Report on the Future of the South*, by Linda Hoke, Jim Clinton, Stephen Whitlow, Scott Doron, Charity Pennock, and Ray Taylor
- 2008 *Building Tomorrow's Civic Actors: The Roles of Civic Education, Leadership Development, & Service-Learning Programming*, by Stephen Whitlow
- 2007 *Technical Assistance Providers for Social Enterprise in Appalachia*, by Stephen Whitlow and Tina Prevatte
- 2005 *The State of North Carolina Urban Distressed Communities*, by Stephen Whitlow and Allen Serkin

## *Honors and Awards*

**2007 Impact Award recipient** for research benefiting North Carolina citizens. Awarded for *The State of North Carolina Urban Distressed Communities*.

## *Volunteer Experience*

**Planning Board Member**, Hillsborough, NC(2008 - 2010)

**Park & Recreation Board Member**, Hillsborough, NC(2007 - 2010)

**Rail Station Task Force Member**, Hillsborough, NC (task force concerned with establishment and siting of multi-modal transit station in Hillsborough, 2008 - 2009)

APPLICATION FOR MEMBERSHIP ON ADVISORY BOARD, COMMISSION, Submit Date: Mar 31, 2018  
COMMITTEE OR TASK FORCE

---

## 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

Stacey

First Name

L

Middle Initial

Wooden

Last Name

staceylwooden@yahoo.com

Email Address

107 Cottonwood Ct

Street Address

Suite or Apt

Chapel Hill

City

NC

State

27514

Postal Code

Mobile: (410) 905-3732

Primary Phone

Home: (919) 869-7488

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?**

---

☒ 4-9 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? \***

---

☒ Environmental Stewardship Advisory Board

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

---

Environmental Stewardship Advisory Board: Eligible

Planning Commission: Eligible

Question applies to Environmental Stewardship Advisory Board

**Select a Seat Category for the Environmental Stewardship Advisory Board \***

---

☒ Chapel Hill Resident

Question applies to Planning Commission

**Select a Seat Category for the Planning Commission \***

---

☒ Chapel Hill Resident

---

**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**

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

I am a global public health researcher who has lived and worked in many US cities and countries around the world. I would bring a broad background of experience and perspective with regard to the overall public health needs of our city, with an emphasis on environmental sustainability, education, social justice, and cross-cultural sensitivity to meet the current and future needs of our citizens.

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

I have a lifelong commitment to public service, as a Peace Corps volunteer, Fulbright Scholar, Unicef consultant, and have been a Orange Literacy volunteer at the women's shelter (Project Homestart) and as a literacy tutor. Now that my 2 sons are off to college, I have the time and interest in becoming more involved with the Chapel Hill community at the municipal level. Also, I am flexible with regard to board service, and I am very willing serve on any board or committee where my expertise and viewpoints would be most useful or needed.

[SWooden.CV18.4.pdf](#)

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

## Demographics

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

### Ethnicity

☒ Caucasian/Non-Hispanic

### Gender

☒ Female

If other, please describe:

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

☒ over 55

Vaccine scientist

Occupation

Are you a Town of Chapel Hill employee?

☐ Yes ☒ No

---

## Ethics Statement

### ETHICS GUIDELINES FOR TOWN ADVISORY BOARDS AND COMMISSIONS

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.*

**Stacey L. Wooden, Ph.D., MPH**  
Chapel Hill, NC  
**staceylwooden@yahoo.com**

## **Work Experience**

**Principal Scientist** - The Human Vaccines Project, Inc., NY, NY April 2017 - present (remote w/travel) <http://www.humanvaccinesproject.org/>

- Develops and implements the sponsored research funding opportunities, interacts with HVP scientists and HVP leadership in the development of funding proposals and oversees proposal development, drafting and submission.
- Serves as Scientific Review Coordinator for the Michelson Prizes, responsible for all aspects of the Michelson Prizes for Human Immunology and Vaccine Research award program.
- Serves as Project's Principal Scientist on the clinical research teams associated with the Human Immunome and Rules of Immunity programs, including the Universal Influenza Vaccine Initiative.
- Works closely with HVP leadership on strategic planning and initiation of projects/programs to achieve overall organizational goals and objectives.
- Represents HVP and its programs at various scientific meetings, forums, and internal meetings throughout the year.

**Scientific Review Officer (SRO)** – CSRA, Inc., Chantilly, VA Mar 2010 – present (part-time, remote w/travel)

- Senior scientific review officer responsible for all aspects of peer review of large award biomedical research applications submitted to Congressionally Directed Medical Research Program (CDMRP), U.S. Department of Defense, and the Military Infectious Diseases Research Program (MIDRP). Major focus on emerging infections, vaccine development for malaria, dengue, Zika, HIV, TB, enteric diarrheal pathogens, and global multi-center infectious disease clinical trials.
- Responsible for identifying, recruiting and collaborating with scientists, clinicians, biostatisticians, technology transfer specialists, bioethicists and community members. Assign grant applications to panel members, monitor critiques, lead panel meetings, steer application discussions and final scoring.
- Compose summary statements for programmatic-level funding decisions; Develop policies in conjunction with CSRA and CDMRP leadership for process improvement; Responsible for training new scientific review officers and program managers.

**Chief Scientific Officer/Project Manager** – UNC School of Medicine, Translational and Clinical Sciences Institute (NC TraCS) Collaboratory of AIDS Researchers for Eradication (CARE).

[www.delaneycare.org](http://www.delaneycare.org) Dec. 2011 – July 2013

- Project manager and scientific advisor for a large NIAID/DAIDS-funded HIV cure collaboratory, working in conjunction with industry partner Merck.
- Responsible for providing strategic direction and scientific support to 18 individual projects/cores and maintaining frequent and productive communications to facilitate research progress across 9 different U.S. research centers.
- Responsible for administrative core budget, annual progress reports, supplement grants, consortium agreements and reports to NIH and scientific advisory panel.
- Designed and maintained website, organized annual fundraising dinner in conjunction with UNC development staff, organized annual meeting, national collaboratory meetings, and hired/supervised UNC-based collaboratory staff.

**Lecturer** – School of Pharmacy, Notre Dame of Maryland University, Baltimore, MD. 2010 – 2014

- Course taught: PHRD309 - Immunology – Vaccines and Vaccine Development and the Global Health Impact of the HIV/AIDS Pandemic.

**Adjunct Professor** – Department of Biology, Stevenson University, MD. 2009 – 2011

- Course taught: BIO203 – Microbiology. Public health emphasis of microbiology for undergraduate pre-medical and nursing students. Major emphasis on global infectious disease: HIV, TB, and malaria.

**Postdoctoral Fellow** - Center for Vaccine Development, Univ. of Maryland School of Medicine, Department of Pediatrics, Division of Tropical Infectious Disease. 2003 – 2007

- Research Focus: Evaluation of human immune responses to live oral *Shigella flexneri* vaccines for use in pediatric populations in developing countries (Phase I trial in Chile).

**Doctoral Research** – The Johns Hopkins University School of Medicine, Division of Experimental Rheumatology, The Johns Hopkins Bloomberg School of Public Health, Dept. of Molecular Microbiology and Immunology. 1995 – 2003

**UNICEF Consultant** - Southern Africa Initiative for HIV/AIDS Prevention, Mbabane, Swaziland. Michel Sidibe and Peggy Bide, Supervisors. 1994

- Developed culturally appropriate HIV prevention communication materials for primary schools, rural clinics and antenatal health centers in collaboration with the Ministry of Health, United Nations Development Programme (UNDP), and Family Life Association of Swaziland.
- Prepared recommendations for substantial modifications to national HIV prevention program by integrating key socio-cultural issues into the plan, with a specific focus on women's health and the need for gender equalization.

**Fulbright Scholar** - Swaziland, Africa. 1993 – 1994

- Conducted countrywide clinic-based ethnographic research of socio-cultural factors influencing the spread of HIV in Swazi women and urban adolescent males.
- Trained and supervised a team of host country research assistants in data collection, data analysis and qualitative research methodology.

**Clinical Research Associate** - Univ. of Utah School of Medicine, Dept. of Pediatrics, Division of Infectious Disease, Andrew T. Pavia, M.D., MPH Preceptor. 1992 – 1993

- Principal Investigator of qualitative research study designed to assess culturally appropriate communication strategies to prevent pregnancy and HIV transmission in teen mothers in Northern Utah (pilot project for Swaziland research).

**Peace Corps Volunteer** - Swaziland, Africa. 1988 – 1990

- Secondary School Health Science Teacher - Human and Social Biology (Forms 1-4)– Cambridge O-level syllabus. Obtained USAID grant funding for improved sanitation facilities at the local school and surrounding community.

**Research Laboratory Technician** – Univ. of Utah - School of Medicine & Dept. of Biology. 1983-1991

### Consultant and Other Activities

**Educate Girls Globally, Fremont, CA - Health Program Consultant - 2016**

- Created 2-yr pilot School-Based Health Education Program (SHEP) for 50 secondary schools in Uttarakhand, India, focused on WASH, menstrual hygiene management (MHM) and nutrition.
- Responsible for overall project design, program development, creation of monitoring and evaluation plan, survey tools, implementation plan and compliance with international IRB regulations.
- Supervised in-country Program Officer, Area Coordinators and School Coordinators. Developed reporting methods for monthly monitoring, data collection tools, conducted data analysis of baseline and endline program assessments, and budget analysis.
- Established partnerships with Himalayan Institute Hospital Trust (HIHT) Rural Development Institute (RDI), WaterAid, India, and London School of Hygiene and Tropical Medicine.
- Drafted concept papers and preliminary grant proposals



## **Vaccine Ambassadors** [www.vaccineambassadors.org](http://www.vaccineambassadors.org)

- Board of Directors – Founding Chair 2014-2015. Provided overall strategic direction, partnership and business development, drafting of business plan, creation of fundraising plan, and preparation of grant applications and submissions to potential corporate and foundation sponsors.

## **Gillings School of Global Public Health, UNC Chapel Hill, Gillings Global Gateway**

- **Partnership Consultant** - 2013 Drafted strategic partnerships whitepaper for UNC Gillings Global Gateway, identifying key academic global partners for UNC-Gillings School of Public Health and defining the institutional processes for UNC-SPH to establish and maintain international partnerships.

## **Education**

**Ph.D. – Human Immunology** - The Johns Hopkins University School of Medicine, Dept. of Medicine, Division of Experimental Rheumatology, The Johns Hopkins Bloomberg School of Public Health, Dept. of Molecular Microbiology & Immunology, Baltimore, MD

**MPH – International Health** - Univ. of Utah, School of Medicine, Dept. of Family & Preventive Medicine, Salt Lake City, UT

**BS – Biology** – Univ. of Utah, College of Science, Dept. of Biology, Salt Lake City, UT

## **Publications**

Spina CA, Anderson J, Archin NM, Bosque A, Chan J, Famiglietti M, Greene WC, Kashuba A, Lewin SR, Margolis DM, Mau M, Ruelas D, Saleh S, Shirakawa K, Siliciano RF, Singhanian A, Soto PC, Terry VH, Verdin E, Woelk C, Wooden S, Xing S, Planelles V. An in-depth comparison of latent HIV-1 reactivation in multiple cell model systems and resting CD4+ T cells from aviremic patients. *PLoS Pathog.* 2013 Dec;9(12):e1003834.

Kotloff, K., J. K. Simon, M. Pasetti, M.B. Sztein, S.L. Wooden, J.P. Nataro, E.M. Barry, W.C. Blackwelder and M.M. Levine. Phase 1 study to assess CVD 1208S, a live, oral delta *guaBA*, *sen*, and *set* *Shigella flexneri* 2a vaccine grown on animal-free media. *Human Vaccines*, 2007 Jul 15;3(6).

Wooden, S.L., S.R. Kalb, R.J. Cotter and M.J. Soloski. 2005. HLA-E binds a peptide derived from the ATP-binding cassette transporter multidrug resistance-associated protein 7 and inhibits NK cell-mediated lysis. *Cutting Edge: J Immunol.* 2005 Aug 1;175(3):1383-7

“Pride, Pleasure and Polygamy – Understanding the HIV epidemic in Southern Africa. Reflections on ethnographic field research in Swaziland from 1993-1994.” Proceedings of the Institute for International Education, Washington. DC, v2003.

Soloski, M.J., M.E. Szperka, A.H. Davies and S.L. Wooden. 2000. Host Immune Response to Intracellular Bacteria; A Role for MHC-linked Class Ib Antigen Presenting Molecules. *Proc Soc Exp Biol Med.* Sept; 224(4) 231-239

Goldenberg, D.P., Berger, J.M., Laheru, D.A., Wooden, S., Zhang, J.X., Genetic Dissection of a Pancreatic Trypsin Inhibitor, *Proc Natl Acad Sci USA* 1992 Jun 1; 89(11):5083-5087

Kuby, S.A., Fleming, G., Wooden, S. ATP-Creatine Transphosphorylase (Creatine Kinase) From Rabbit Muscle: A Peptide Fragment with Nucleotide Binding Properties, *FASEB, Vol 2, Number 5, A996;4066* 1988

## **Major Invited Speeches**

**Sustainable Business and Social Impact Conference (SBSI) – Duke University Fuqua School of Business**  
Invited Panel Member: “Global Health: How to Reach the Bottom of the Pyramid.”

**Frontiers in Vaccinology, Baltimore, MD** Center for Vaccine Development Symposium  
“Gamma delta T cells as a measure of enteric vaccine immunogenicity.”

**American Association of Immunologists, Denver, CO**

Block symposium speaker, “HLA-E binds a peptide derived from the ABC transporter MRP7 and inhibits NK cell-mediated lysis.”

**U.S. Information Agency Cultural Center, Mbabane, Swaziland** “Why HIV, why women, and why a vaccine will never be enough - Understanding how Swazi culture and the lack of gender equity influences the spread of HIV.”

**USAID - HIV/AIDS Strategic Planning Initiative, Maputo, Mozambique** “The Need for Culturally Appropriate HIV Prevention Strategies in Southern Africa – A Report from the Front Lines.”



# TOWN OF CHAPEL HILL

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

## Item Overview

Item #: 17., File #: [18-0395], Version: 1

Meeting Date: 5/2/2018

### Appointments to the Transportation and Connectivity Advisory Board.

#### Staff:

Sabrina Oliver, Director/Town Clerk  
Beth Vazquez, Ombuds

#### Department:

Communications and Public Affairs  
Ombuds Office



#### Recommendation(s):

That the Council make appointments to the Transportation and Connectivity Advisory for one (1) Regional Collaboration seat and one (1) Greenways Advocate seat.

#### 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:

- Advisory Board Recommendations
- Ballot
- Applications

Note: Applications submitted prior to February 20, 2018 were completed before changes were made to the application and may appear incomplete.

**MEMORANDUM**

TO: Mayor and Town Council

FROM: Paul Neebe, Chair

SUBJECT: Recommendation for the Transportation and Connectivity Advisory Board vacancy(s)

DATE: April 24, 2018

**RECOMMENDATION:** The Transportation and Connectivity Board met on Tuesday, April 24, 2018, and by a unanimous vote have made the following recommendation(s) to the Town Council for consideration:

- Brian Hageman, Reappointment, Regional Collaboration
- Eric Allman, Reappointment, Greenways Advocate

**SPECIAL REQUEST(S):** None

**BACKGROUND:** Both applicants have previously served on the Board and have proved to be dedicated members to the Transportation and Connectivity Advisory Board.

*Note:* Communications and Public Affairs notes that the Transportation and Connectivity Advisory Board reviewed the following applications: Eric Allman, Stephen Faber, Brian Hageman, Dawna Jones, Vishnu Ramachandran, and David Stuckey. No additional applications have been received for the Transportation and Connectivity Advisory Board.

## BALLOT

## TRANSPORTATION AND CONNECTIVITY ADVISORY BOARD

MAY 2, 2018

Total Membership: 9 (4 Chapel Hill Residents, 2 Regional Collaboration, 1 Bicycle Advocate, 1 Greenways Advocate, 1 UNC-CH appointed Chapel Hill Student)

Current Membership: 9 (2 Female, 6 Male, 1 undisclosed gender; 7 Caucasian, 1 Hispanic, 1 undisclosed ethnicity; (1) 25-34, (7) 35-54, (1) undisclosed age)

Vacancies occurring July 1: 3 (1 Regional Collaboration; 1 Greenways Advocate) (1 UNC-Chapel Hill Student appointed by the Student Body President)

Number of Applicants: 6

Regional Collaboration  
Please vote for up to one (1) applicant

\_\_\_\_\_ Stephen Faber  
\_\_\_\_\_ Brian Hageman (incumbent)

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

Greenways Advocate  
Please vote for up to one (1) applicant

\_\_\_\_\_ Eric Allman (incumbent)  
\_\_\_\_\_ Dawna Jones\*  
\_\_\_\_\_ Vishnu Ramachandran\*\*

\_\_\_\_\_ David Stuke\*\*  
\_\_\_\_\_ Other; please list \_\_\_\_\_

\_\_\_\_\_  
Council Member Signature

\*Applicants noted above are also being considered for another standing board this evening. According to the Council Procedures Manual an individual may serve on only one standing board or commission.

\*\*Applicants have applied for the Greenways Advocate seat, but could also be considered for the UNC-Chapel Hill Student seat. The Office of the UNC Student Body President is slated to make an appointment to the UNC-Chapel Hill Student seat later this spring.

APPLICATION FOR MEMBERSHIP ON ADVISORY BOARD, COMMISSION, Submit Date: Mar 27, 2018  
COMMITTEE OR TASK FORCE

---

## 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

Eric	C	Allman
First Name	Middle Initial	Last Name

ecallman@hotmail.com

Email Address

104 Brighton Ct	
Street Address	Suite or Apt

Chapel Hill	NC	27516
City	State	Postal Code

Mobile: (919) 370-7427	Home: (
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?

---

☒ 4-9 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? \*

---

☒ Transportation and Connectivity Advisory Board

## Which Boards would you like to apply for?

---

Transportation and Connectivity Advisory Board: Eligible

Question applies to Transportation and Connectivity Advisory Board

## Select a Seat Category for the Transportation and Connectivity Advisory Board \*

---

☒ Greenways Advocate and Chapel Hill Resident

---

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

---

☒ Other (provide additional information below)

current board member

---

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

---

## Interests & Experiences

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

I have been involved in transportation issues in Carrboro and Chapel Hill for several years through my work with non profits and advocacy groups and would like to help make Chapel Hill a safer and more livable town. Volunteering for citizen advisory boards, I feel, is a wonderful way to be more involved with issues surrounding transportation and my experience and passion fits best with this topic

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

I have been on the Transportation and Connectivity Board for 1 term. I have served as chair of the Carrboro Safe Routes to School for 1 yr. I continue to help with transportation issues and encouragement of walking and biking at Carrboro Elementary School. I continue to function as a board member of the Carrboro Bicycle Coalition.

[Qualifications\\_for\\_Transportation\\_Board\\_2016.docx](#)

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

## Demographics

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

### Ethnicity

☒ Caucasian/Non-Hispanic

### Gender

☒ Male

If other, please describe:

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

☒ 35-54

### Nurse Practitioner

Occupation



Are you a Town of Chapel Hill employee?

☐ Yes ☒ No

---

## Ethics Statement

### ETHICS GUIDELINES FOR TOWN ADVISORY BOARDS AND COMMISSIONS

---

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.*

# Eric Allman



104 Brighton Ct., Chapel Hill, NC 27516 Phone: 919.370.7427 E-Mail: ecallman@hotmail.com

## Objective

Obtain a position on the Chapel Hill Transportation and Connectivity Advisory Board in an attempt to volunteer my time, resources and knowledge toward making Chapel Hill a more livable, safe town that offers a variety of transportation options in an equitable manner.

## Experience

### Carrboro Recreation and Parks Commission Board Member 06/2006-09/2014

- Board member on volunteer advisory commission and served as board chair for 3 years.
- Served as liaison to Carrboro Greenways Commission for 4 years
- Served as liaison to Carrboro Bicycle Plan Steering Committee 1 year

### Carrboro Bicycle Coalition Board Member 11/2009-present

- Founding member of local 501c3 nonprofit bicycle advocacy group and have served on board as secretary for 3 years and chair as 2 years.
- Collaborate with other nonprofits, town officials and staff of both Chapel Hill and Carrboro to advocate for cycling safety in the area.
- Collaborate with local elementary school staff and PTAs and town staff in Carrboro to help advocate for Safe Routes to School infrastructure and programming.

### Carrboro Greenways Commission Member 04/2008-12/2012

- Liaison to the Carrboro Recreation and Parks Commission. Was part of the Greenways Commission from its inception and was involved in planning processes, implementation and development of greenways in Carrboro for the Bolin Creek and Morgan Creek Branches. Worked with Chapel Hill Greenways Commission chair, Bill Webster, during this time and was updated regularly about Chapel Hill projects along with those hurdles and successes.

APPLICATION FOR MEMBERSHIP ON ADVISORY BOARD, COMMISSION, Submit Date: Oct 13, 2017  
COMMITTEE OR TASK FORCE

---

## 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

Stephen

First Name

M

Middle Initial

Faber

Last Name

smusfaber@gmail.com

Email Address

408 Ray Road

Street Address

Suite or Apt

Chapel Hill

City

NC

State

27516

Postal Code

Home:

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? \***

---

☒ Orange County (Not Chapel Hill limits)

[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? \*

---

☒ Transportation and Connectivity Advisory Board

## Which Boards would you like to apply for?

---

Transportation and Connectivity Advisory Board: Eligible  
Community Design Commission: Not Eligible

Question applies to Community Design Commission

## Select a Seat Category for the Community Design Commission \*

---

None Selected

Question applies to Transportation and Connectivity Advisory Board

## Select a Seat Category for the Transportation and Connectivity Advisory Board \*

---

☒ Non-Chapel Hill Resident from Orange, Durham, Alamance, or Chatham County

---

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

---

☒ Other (provide additional information below)

Met CH Mayor and Aide at an event

---

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

## Interests & Experiences

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

Chapel Hill has always been a place near and dear to my heart. After growing up in Chapel Hill and recently moving back after purchasing a home, I can truly say this has always been a wonderful place to be. The reason I would like to be considered for a position on either of these boards is just by the fact that I care deeply about my home and one that I have been a part of for so long. I moved away to get a bachelors and masters degrees along with some experience in areas that I feel could truly be beneficial to my home town. I chose my career work because I would like to help improve the places we live for the health of our communities. It would be an honor to serve my community and be helpful in improving the quality of life for its constituents.

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

[171012\\_CV\\_Condensed\\_Faber.pdf](#)

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

## Demographics

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

### Ethnicity

☒ Caucasian/Non-Hispanic

### Gender

☒ Male

If other, please describe:

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

☒ 35-54

Planning/Design/Development

Occupation

Are you a Town of Chapel Hill employee?

☐ Yes ☒ No

---

## Ethics Statement

### ETHICS GUIDELINES FOR TOWN ADVISORY BOARDS AND COMMISSIONS

---

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.*

## CURRICULUM VITAE

# STEPHEN M. FABER

408 Ray Road  
Chapel Hill, NC 27516  
c. 970.309.3150  
e. [smusfaber@gmail.com](mailto:smusfaber@gmail.com)

### SUMMARY

My background is multidisciplinary with experience working on projects of varying scales from small commercial and residential properties to large master-planned communities. I have a passion for design and development along with value of building consensus and teamwork focus to achieve desired outcomes that benefit all stakeholders.

### EDUCATION

MRED, Master of Real Estate Development, 5.2011  
Department of Planning & Landscape Architecture and the School of Accounting & Finance, Clemson University

BLA, Bachelor of Landscape Architecture, 5.2005  
Fay Jones School of Architecture + Design, University of Arkansas

Horticulture Minor, 5.2005  
Department of Horticulture, University of Arkansas

### WORK EXPERIENCE

Landscape Designer and Development Strategies Leader, 6.2017-Present  
Stewart, Raleigh, NC

Senior Analyst, 5.2014-7.2016  
Marcus & Millichap, Morrisville, NC

Development Analyst/Lease Manager, 11.2011-5.2014  
General Parts International, Raleigh, NC

Development Intern, 5.2010-8.2010  
The Village at Hendrix, Conway, AR

Business Manager, Project Manager, and Estimator, 3.2009-7.2009  
Action Estimating, Glenwood Springs, CO

Project Manager and Landscape Designer, 8.2005-2.2009  
Design Workshop Inc., Aspen, CO

Landscape Architecture Intern, 5.2004-8.2004  
Little Diversified Architectural Consultants, Charlotte, NC

### TEACHING

**Graduate** Teaching Assistant  
Department of Landscape Architecture, Clemson University  
LARC 8910, Advanced Interdisciplinary Design & Research, 1.2010-5.2010

**Undergraduate** Teaching Assistant  
Department of Landscape Architecture, Clemson University  
LARC 151, Basic Design I & Graphic Communication, 9.2009-12.2009

## PROFESSIONAL + ACADEMIC BOARDS & COMMITTEES

Fay Jones School of Architecture + Design, University of Arkansas  
LARC 2113, Design Communications I, 9.2003-12.2003  
LARC 2123, Design Communications II, 1.2004-5.2004  
LARC 1315, Fundamental Design Skills, 9.2004-12.2004

Department of Horticulture, University of Arkansas  
HORT 3103, Woody Landscape Plants, 9.2003-12.2003  
HORT 3103, Woody Landscape Plants, 9.2004-12.2004

Department of Horticulture, University of Arkansas  
Lab Technician, 9.2002-12.2002, 1.2005-5.2005

Leadership Triangle Alumni Board  
o Co-Chair, 8.2015-Present  
Member, 3.2015-Present

Urban Land Institute (ULI) Committee Member  
o Mentorship Program, 1.2013-12.2014  
o Triangle Regional Partnership Forum, 1.2013-12.2014  
o Roundtable, 2.2017-Present  
Member, 9.2009-Present

Advisory Board Member, 9.2008-5.2011  
Fay Jones School of Architecture + Design, University of Arkansas

Student Allocation Committee Member, 9.2004-5.2005  
JW Fulbright College of Arts & Sciences, University of Arkansas

American Society of Landscape Architects (ASLA)  
President, Student Chapter, 9.2003-5.2004  
Board Member, State Chapter, 9.2003-5.2004  
Treasurer, Student Chapter, 9.2002-5.2003

## HONORS + DISTINCTIONS

Goodmon Fellow, Leadership Triangle, 9.2014-12.2014

ASLA Honor Award, Design, State of Colorado, 2011  
Residences at the Little Nell

ASLA Honor Award, Analysis & Planning, State of Minnesota, 2009  
UMORE Park, University of Minnesota

ASLA Land Stewardship Award, State of Colorado, 2009  
UMORE Park, University of Minnesota

ASLA Merit Award, Planning, State of Colorado, 2009  
UMORE Park, University of Minnesota

Natural Talent Design Competition, 2006  
Colorado GBCI-Sustainable Settings. Third Place out of 16 Natl. Teams

ASLA Honor Award, Senior Demonstration Project, 2005  
Fay Jones School of Architecture + Design, University of Arkansas

Michael J. Buono Sustainable Architecture Medal, 2005



Fay Jones School of Architecture + Design, University of Arkansas  
 Awarded each year to a fifth-year student in the Fay Jones School of Architecture + Design who has demonstrated the greatest concern in the design studios, cognate courses, and the community for environmental, ecological, and energy conservation issues.

Alpha Rho Chi Medal, 2005

Fay Jones School of Architecture + Design, University of Arkansas  
 Student of the year in the Fay Jones School of Architecture + Design that best exemplifies leadership, service, and professional merit.

Sigma Lambda Alpha National Honor Society, 2005

Fay Jones School of Architecture + Design, University of Arkansas

National Society of Collegiate Scholars (NSCS), 2005

NSCS, Fay Jones School of Architecture + Design, University of Arkansas  
 For outstanding scholarship, leadership, and service.

ASLA Leadership Award, 2004

ASLA, Fay Jones School of Architecture + Design, University of Arkansas

Professional Advisory Board 5th Year Award, 2004

Fay Jones School of Architecture + Design, University of Arkansas

Garvan Rising Academic Achievement Award, 2003

Fay Jones School of Architecture + Design, University of Arkansas

Dean's List, 2002

Fay Jones School of Architecture + Design, University of Arkansas

## LICENSE + CERTIFICATIONS

Real Estate License, State of North Carolina, 2016  
 No. 291346

APPLICATION FOR MEMBERSHIP ON ADVISORY BOARD, COMMISSION, Submit Date: Apr 15, 2018  
COMMITTEE OR TASK FORCE

---

## 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

Brian

First Name

Hageman

Last Name

Middle Initial

brian.hageman@gmail.com

Email Address

1227 Hillsborough Rd

Street Address

Suite or Apt

CHAPEL HILL

City

NC

State

27516

Postal Code

Mobile: (415) 699-1019

Primary Phone

Home: (415) 881-7696

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? \***

---

☒ Carrboro Town limits (Light Pink)

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

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

---

None Selected

---

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? \***

---

☒ Transportation and Connectivity Advisory Board

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

---

Transportation and Connectivity Advisory Board: Eligible

Question applies to Transportation and Connectivity Advisory Board

**Select a Seat Category for the Transportation and Connectivity Advisory Board \***

---

☒ Non-Chapel Hill Resident from Orange, Durham, Alamance, or Chatham County

---

**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**

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

I believe that transit and transportation are key factors in the economic development of any municipal district and are essential for building a vibrant and diverse community. I also believe that direct community involvement is essential for building a transportation policy that reflects the goals and needs of the community.

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

I work at TransLoc which is a software company in the transit industry. I work extensively with transit agencies throughout the United States.

[BrianHageman-Resume.docx](#)

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

## Demographics

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

### Ethnicity

☒ Caucasian/Non-Hispanic

### Gender

☒ Male

If other, please describe:

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

☒ 35-54

Account Executive

Occupation

Are you a Town of Chapel Hill employee?

☐ Yes ☒ No

---

## Ethics Statement

### ETHICS GUIDELINES FOR TOWN ADVISORY BOARDS AND COMMISSIONS

---

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.*

## Brian Hageman

brian.hageman@gmail.com, 415.699.1019

### Professional Profile

Throughout my business development and sales career, I have been able to consistently identify strategic business opportunities for both start-up companies and established businesses. Utilizing my experience and technical expertise, I have been able to build lean, high-performance sales teams utilizing cutting-edge business and marketing infrastructure to build products and programs that have all exceeded customer expectations and business goals.

### Major Career Accomplishments

- Developed go to market strategy and built a sales structure that grew to \$10+ million annually in less than two years. High margins and low overhead contributed strongly to bottom line. (Avid Technology/Digidesign)
- From 2009 to 2012, grew total revenue from \$800,000 to \$3,600,000 (Snibbe Interactive)
- From 2009 to present, developed and maintain an on-going Google AdWords campaign in which the cost per conversion is \$38.90 on an average deal size of \$99,558 with a 5% close rate (Snibbe Interactive)
- Built business development program and advised in product development for an early stage start-up which resulted in first signed client, Pacific Gas & Electric for over \$1.5M in 2016 (Dispatchr)
- Developed and managed SEO and CPC programs with Google and Yahoo! including development of a proprietary keyword management system. Increased keywords under management from 500 to 5,000 in fewer than 30 days and drove a 100% increase in traffic in one quarter. (DinnerBroker)

### Professional Experience

July 2014                      **TransLoc, Inc.**, Durham, NC  
To Present                      Account Executive

- Responsible for managing a multi-state sales territory including lead generation, product demonstrations, webinars, and conference & panel presentations.

January 2014                      **Dispatchr.co**, San Francisco, CA  
To June 2016                      Director, Business Development

- All aspects of business development, sales, marketing, including extensive product development for an early-stage start-up company targeting Mobile Workforce Management for electric utilities.
- First deal signed: Pacific Gas & Electric. Expanded from initial pilot to full deployment for 2016.

October 2009                      **Snibbe Interactive, Inc.**, San Francisco, CA  
To December 2013              Vice President, Business Development

- Built and managed all aspects of sales operations for an interactive software development company with clients worldwide and annual sales of over \$3,600,000 (2012)
- Deals signed include: Walt Disney Company, Coca Cola Corporation, Dell Computer, Prudential Insurance

January 2008                      **Consultant**, San Francisco, CA  
To September 2009              *Self-employed*

- Served as a consultant to several early-stage start-up companies and sales

organizations including EatNation, DailyFog/brightMinds, Telekenex, myGengo, and Tapatap

December 2005 **Earthlink, Inc.**, San Francisco, CA  
To Nov 2007 *Account Manager*

- Responsible for the launch of channel partners including technical aspects, marketing strategy, retail installations, and fulfillment with such partners as AARP, Best Buy, Circuit City, American Airlines, Delta Airlines, Northwest Airlines, SAP, and others

July 2004 **DinnerBroker**, San Francisco, CA  
To Dec 2005 *Business Development Manager*

- Responsible for development of new strategic alliances and management of existing distribution partnerships.

Dec 2003 **DELICA rf-1**, San Francisco, CA  
To Aug 2004 *Sales Manager*

- Responsible for initial planning, implementation, and ongoing operations for all aspects of front-of-house operations including all daily store operations. Achieved annual sales volume targets in excess of \$1 million within four months of store opening.

June 2002 **1-800 Wine Shop, Inc.**, San Francisco, CA  
To Oct 2003 *Sales Training Manager, Private Tasting Events*

- Recruited, trained, and managed a network of wine sales associates responsible for wine tasting events throughout the United States including an in-depth wine knowledge and sales training program.

Oct 2000 **Kick, Inc.**, San Francisco, CA  
To Dec 2001 *Senior Director of Business Development*

- Led all aspects of business development for a cutting edge provider of personalization software for the music industry including identifying potential clients, sales presentations, negotiations, and drafting of all related contractual documents.

Nov 1999 **HarmonyCentral**, Palo Alto, CA  
To Aug 2000 *Director of Brokered Services*

- Developed the initial concept for brokering a wide variety of retail-to-consumer services online including auctions, classified ads, and price quotes for products and services for music retailers and musicians.

Oct 1993 **Digidesign, a division of Avid Technology, Inc.**, Palo Alto, CA  
To Sep 1999 *Director of Business Development and Site Operations*

- Developed a business plan for providing integrated storage and network services to ProTools users.

*Manager, Worldwide Electronic Marketing & E-Commerce*

- Managed all aspects of electronic marketing including corporate web site, selecting e-commerce vendors, e-mail campaigns, and global electronic marketing strategy.

*TeleSales Manager*

- Built and managed all of the first North American TeleSales Center, Digidesign's initial direct sales effort. After initial success in North America, expanded telesales activity to Europe with offices in London and Munich.

Jun 1990 to **Dun & Bradstreet Corporation**, San Jose, CA  
Sep 1993 *Business Analyst*

- Responsible for gathering, analyzing, interpreting, and reporting financial information on businesses including personal and telephone interviews with business principals and related finance personnel.

## **Education**

**University of Iowa,** Iowa City, IA

Bachelor of Arts awarded May 1990; Political Science

## **Other Interests**

- **2011 - 2016:** Committee Leader, Online Ticketing/Marketing: Oaktoberfest. Oaktoberfest is a one-day street festival that draws over 15,000 people to the Dimond District of Oakland and raises funds for the Dimond Improvement District. Responsible for online ticket sales and Kickstarter fund raising efforts.
- **2009 - 2016:** Volunteer: CALICO (Child Abuse Listening Interviewing and Coordination Center), Oakland, CA. CALICO serves as a multi—disciplinary hub of police officers, child welfare workers, and prosecutors that respond collaboratively to child abuse allegations.



APPLICATION FOR MEMBERSHIP ON ADVISORY BOARD, COMMISSION, Submit Date: Mar 10, 2018  
COMMITTEE OR TASK FORCE

---

## 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

Dawna

First Name

M

Middle Initial

Jones

Last Name

msdawnaj@hotmail.com

Email Address

114 Finley Forest Drive

Street Address

Suite or Apt

Chapel Hill

City

NC

State

27517

Postal Code

Home: (919) 914-6508

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? \***

---

☒ Housing Advisory Board

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

---

Housing Advisory Board: Eligible

Transportation and Connectivity Advisory Board: Eligible

Question applies to Housing Advisory Board

**Select a Seat Category for the Housing Advisory Board \***

---

☒ Homeowner or Tenant

Question applies to Transportation and Connectivity Advisory Board

**Select a Seat Category for the Transportation and Connectivity Advisory Board \***

---

☒ Greenways Advocate and Chapel Hill Resident

---

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

---

☒ Advisory Board or Council member

☒ Social Media

---

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

---

## Interests & Experiences

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

---

I bring the perspectives of a current Chapel Hill resident/homeowner (previous Carrboro resident), UNC employee, social worker, and patron of Chapel Hill Transit.

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

---

As a homeowner and patron of CHTransit I bring the perspective and experience of an engaged resident of the town. As a social worker and higher education professional I bring my education and awareness of systemic challenges that impact marginalized groups. I have experience working with low-income and shared housing organizations as well as homeless university students and critical incident response teams. My interests include affordable housing, accessible transit, and young adult political engagement. My educational background includes degrees in sociology, education, and social work.

[dawnajones-resume2018.pdf](#)

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

---

## Demographics

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

### Ethnicity

---

☒ African American

### Gender

---

☒ Female

---

If other, please describe:

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

---

☒ 25-34

Social Worker

Occupation

Are you a Town of Chapel Hill employee?

☐ Yes ☒ No

---

## Ethics Statement

### ETHICS GUIDELINES FOR TOWN ADVISORY BOARDS AND COMMISSIONS

---

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.*

# Dawna M. Jones

(201) 726-6916 • dawnaj@email.unc.edu

## EDUCATION

### WEST CHESTER UNIVERSITY OF PENNSYLVANIA

West Chester, PA

#### Master of Social Work

Outstanding MSW Student Award

Thesis: Exploring the Needs of LGBT Students of Color

### UNIVERSITY OF PITTSBURGH

Pittsburgh, PA

**Master of Education**, Higher Education Management-Student Affairs

Pi Lambda Theta, International Education Honor's Society

Thesis: Retaining African American Males at a Predominantly White Institution

### PENNSYLVANIA STATE UNIVERSITY

University Park, PA

**Bachelor of Arts**, Sociology

Alpha Kappa Delta, National Sociology Honor's Society

## HIGHER EDUCATION EXPERIENCE

2017-present

### UNIVERSITY OF NORTH CAROLINA at CHAPEL HILL-Office of the Dean of Students

#### *Assistant Dean of Students*

- Serve as a member of the Critical Incident Response Team (CIRT) on-call crisis response team.
- Provide consultations to parents, family members, faculty, and staff to support students in crisis.
- Develop strategic plan for implementation of financial literacy curriculum.
- Build and sustain professional and collaborative relationships with internal and external partners.
- Prepare annual data reports for ODOS, using data as a catalyst for recommendations toward continuous improvement of student support services and programs.
- Develop and implement long and short-term response plans for undergraduate, graduate, and professional students experiencing mental, physical, or emotional crises.

2013-2017

### UNIVERSITY OF NORTH CAROLINA at CHAPEL HILL-Office of the Dean of Students

#### *Student Assistance Coordinator/Case Manager*

- Coordinate and conduct on-going case management for the Office of the Dean of Students (ODOS), Department of Residential Education (DHRE), UNC Care Team, and the Emergency Evaluation and Action Committee (EEAC).
- Co-chair UNC Care Team.
- Develop and implement long and short-term response plans for undergraduate, graduate, and professional students experiencing mental, physical, or emotional crises.
- Provide consultations to parents, family members, faculty, and staff to support students in crisis.
- Manage non-clinical referrals and follow-up for undergraduate, graduate, and professional students.
- Serve as the primary contact for students seeking emergency financial assistance.
- Oversee and coordinate ODOS online record keeping and reporting through Advocate database.
- Prepare annual data reports for ODOS, using data as a catalyst for recommendations toward continuous improvement of student support services and programs.
- Manage budget of state, administrative, and donor funding.
- Develop strategic plan for implementation of financial literacy curriculum.
- Maintain and maximize fiscal resources for UNC Student Emergency Fund.
- Build and sustain professional and collaborative relationships with internal and external partners.
- Committees: First Generation College Student Committee, Racial Literacies Working Group, Food Cupboard Advisory Board, Stigma Free Carolina, Women of Worth Advisory Board, Employee Forum Book Club- **Chair**, UNC Sister Circle- **Chair**, Carolina Black Caucus- **Steering Committee**.

2009-2013

### WEST CHESTER UNIVERSITY-Office of Residence Life & Housing Services

#### *Resident Director*

- Recruited, supervised, trained, and evaluated staff of 25 paraprofessional staff members.
- Served on campus wide on-call/ crisis management rotation.
- Counseled, advised, and referred students in need of crisis support.
- Established assessment protocols for several departmental programs and initiatives.
- Adjudicated student conduct violations as a judicial hearing officer.

- Managed payroll for paraprofessional staff members.
- Managed and recorded student-housing assignments.
- Chaired department wide professional development committee.
- Maintained and updated hall website and OrgSync profile.
- Oversaw programming and vandalism budgets of state, auxiliary, and student funding.
- Advised student organizations including Residence Hall Council and WCU Sleep Out Committee.
- Developed and presented workshops on cultural awareness and sensitivity, peer mentoring, and crisis intervention.
- Committees: LGBTQA Advocacy Committee, Alcohol, Tobacco, & other Drugs Task Force, Commission on the Status of Women.

---

#### RELEVANT EXPERIENCE AND ACCOMPLISHMENTS

- Founder and Chair: UNC Financial Literacy Consortium, UNC Chapel Hill
- Founder: WCU Sleep Out for Hunger & Homelessness, West Chester University of Pennsylvania
- Recipient: Chester County Recognition of Service, West Chester, Pennsylvania
- Recipient: Student Affairs Award of Distinction, UNC Chapel Hill
- Led fund development efforts for Women of Worth, Black Alumni Reunion, and UNC Financial Literacy Consortium.
- Experienced community service/outreach coordinator, including Red Cross Blood Drive coordinator, American Cancer Society, and Relay for Life team leader.

---

#### PRESENTATIONS

- Intersecting Trump: Marginalized Populations and the New Administration (2017) Racial Literacies
- Case Management 101. (2016) HECMA Webinar
- Leadership and Fluidity. (2016) EDUC 318: Peer Leadership in the University Environment
- Financial Fitness. (2016) Carolina Career Readiness Conference
- Ballin' on a Budget. (2014-present) On-going Financial Literacy Workshop Series
- Young, Black, and Gay: Sexuality Concerns for Students of Color. (2013) Annual Sankofa Conference
- LGBTQA 101 for Health Care Professionals. (2013) Phoenixville Hospital, Social Services Division
- How to Use the N Word...NO: Balanced Leadership for Student Leaders. (2013) State Farm Student Leadership Experience

---

#### PROFESSIONAL AFFILIATIONS

- Higher Education Case Managers Association (HECMA)- Non-Clinical Case Manager at Large 2016-2017
- National Association for the Education of Homeless Children and Youth (NAEHCY)- Member
- NASPA- Member

---

#### VOLUNTEER ORGANIZATIONS

- National Association for the Advancement of Colored People (NAACP)- Executive Committee, Branch 5689- Chapel Hill, NC
- Pennsylvania State University African American Alumni Organization (AAAO)- President Emeritus, 2014 Black Alumni Reunion Co-Chair, 2012 Black Alumni Reunion Committee Member
- Pennsylvania State University- FastStart Mentor 2014-2017
- University of Pittsburgh, School of Education- Mentor 2015-2016
- Chester County Hunger and Homelessness Steering Committee- Member Emeritus

APPLICATION FOR MEMBERSHIP ON ADVISORY BOARD, COMMISSION, Submit Date: Sep 01, 2017  
COMMITTEE OR TASK FORCE

---

## 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

Vishnu

First Name

Ramachandran

Last Name

Middle Initial

vishram@live.unc.edu

Email Address

143 W Franklin Street

Street Address

B-540

Suite or Apt

Chapel Hill

City

NC

State

27516

Postal Code

Mobile: (404) 542-4882

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? \*

---

None Selected

## Which Boards would you like to apply for?

---

Transportation and Connectivity Advisory Board: Eligible

Question applies to Transportation and Connectivity Advisory Board

## Select a Seat Category for the Transportation and Connectivity Advisory Board \*

---

☒ Greenways Advocate and Chapel Hill Resident

---

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

---

☒ Internet

☒ Speaker at an event

---

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

---

## Interests & Experiences



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

I have worked extensively with local government, especially regarding Internet connectivity issues. I previously worked with a nonprofit, Facebook's Connectivity team, and the Whitesburg City Council to establish a wireless ISP in Southeastern Kentucky. This upcoming summer I will be working as a full stack developer for a smart transportation startup in Helsinki, Finland. I will not only be coding for the technical team, but I will also be analyzing effective transportation systems across various cities in the European Union. Most importantly, I am an avid bicyclist who constantly uses the bike-lanes around downtown Chapel Hill and a student who shuttles between UNC and Duke using GOTransit. Chapel Hill has good options for bikers and for public transportation users alike. We also have affordable broadband Internet. And, I know we can push for more, moving good to great. I hope that my eclectic experience with local government, transportation systems, and Internet connectivity will be an asset to the Board in this endeavor.

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

[Vishnu Ramachandran Resume 2-14-17.pdf](#)

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

## Demographics

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

### Ethnicity

☒ Asian or Pacific Islander

### Gender

☒ Male

If other, please describe:

**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

---

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.*

# VISHNU RAMACHANDRAN

✉ vish.ram.v.r@gmail.com ☎ (404) 542-4882 📍 4635 Westchester CT Duluth, GA 30096

---

## EDUCATION

### University of North Carolina at Chapel Hill

*B.A. Computer Science, B.A. Philosophy*

- Robertson Scholar: Full merit scholarship at UNC Chapel Hill and Duke University
- GPA: 3.93

**Chapel Hill, NC**

*August 2015 – May 2019*

---

## RELATED EXPERIENCE

### Center for Rural Strategies

*Data Visualization and Broadband Access Intern*

- Evaluated sites and strategies for Facebook's wireless broadband project in Whitesburg
- Developed a Tableau tutorial to help staff create interactive data visualizations for their news site
- Wrote articles concerning digital literacy and remittance-sending systems in rural areas

**Whitesburg, KY**

*May 2016 – August 2016*

### Roosevelt Institute

*Co-President, Membership Director*

- Organize projects with Chapel Hill Town Council for members to engage with local government
- Develop policy writing and political engagement course for UNC Public Policy
- Assist members in developing policy questions and papers for Roosevelt's *Ten Ideas* journal

**Chapel Hill, NC**

*September 2015 – Present*

### Web Ignited

*Co-Founder*

- Launching Internet activism program at Duke University for underrepresented high school students
- Create curriculum to help students responsibly use the Internet to mobilize for local issues
- Piloted workshop with students from the Raleigh-Durham area to test program model

**Durham, NC**

*December 2016 – Present*

### High School Democrats of America

*Progressive Teen Editor, Georgia State Chair*

- Ran youth blog, encouraging political discourse among high school students
- Worked on national civic engagement activities as a National Staff member
- Led the High School Democrats of Georgia chapter, doubling membership

**Washington D.C.**

*August 2014 – August 2015*

---

## RESEARCH PROJECTS

### Independent Research

- Wrote case study on policy implementation of police body cameras in Durham, NC – under review, *UNC JOURney*
- Proposed creating a Citizen Board for Surveillance Technology in Durham City Council – under review, *Ten Ideas*
- Develop project to map and interactively display Internet surveillance in the United States

### Department of Anthropology

*Undergraduate Research Assistant*

- Auto-digitize historical print maps of Burkina Faso using ArcGIS and Python image processing
- Assist in creating presentation and writing paper on results for conference

**Chapel Hill, NC**

*August 2016 – Present*

---

## COMMUNITY INVOLVEMENT

### Code for Durham

*Developer for School Navigator, displaying public school data*

**Durham, NC**

*January 2017 – Present*

### UNC Technology Without Borders

*Mentor at JobLink, increasing digital literacy*

**Chapel Hill, NC**

*August 2016 – Present*

---

## SKILLS

**Programming:** Java, Python, C, HTML, CSS, Git, LaTeX

**Software:** ArcGIS, Tableau, VoteBuilder, WordPress, Weebly, Microsoft Office Suite

APPLICATION FOR MEMBERSHIP ON ADVISORY BOARD, COMMISSION, Submit Date: Nov 07, 2017  
COMMITTEE OR TASK FORCE

---

## 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

David

First Name

B

Middle Initial

Stukey

Last Name

bstu99@icloud.com

Email Address

601 Granville Towers Lane East

Street Address

Suite or Apt

Chapel Hill

City

NC

State

27516

Postal Code

Home: (980) 395-5226

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?

---

☒ 0-12 months

---

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? \*

---

None Selected

## Which Boards would you like to apply for?

---

Transportation and Connectivity Advisory Board: Eligible

Question applies to Transportation and Connectivity Advisory Board

## Select a Seat Category for the Transportation and Connectivity Advisory Board \*

---

☒ Greenways Advocate and Chapel Hill Resident

---

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

---

☒ Other (provide additional information below)

I found it on the Internet

---

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

---

## Interests & Experiences

---

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

I wish to be more involved during my time at Chapel Hill, I believe that I can contribute to the greater good of the Chapel Hill community by being apart of the board. I'm a brother of the Phi Delta Theta chapter at UNC Chapel Hill and I'm majoring in economics.

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

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

## Demographics

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

### Ethnicity

☒ Caucasian/Non-Hispanic

### Gender

☒ Male

If other, please describe:

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

☒ 18-24

### Student

Occupation

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

☐ Yes ☒ No

## Ethics Statement

### ETHICS GUIDELINES FOR TOWN ADVISORY BOARDS AND COMMISSIONS

---

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.*