

TOWN OF CARRBORO
APPEARANCE COMMISSION AGENDA (Remote Meeting*)

March 7th, 2024

6:30 pm

- 6:30-6:35 I. Approval of Minutes from February 1st, 2024 Meeting
- 6:35-6:40 II. Approval of signage
1. **370 E. Main Street, Carrboro, NC-Bru's Public House** (Exterior sign facing towards Main Street, measuring 1'7 1/2" x 14' 9", for a total of 23.97 Sq Ft, internally illuminated, raceway mounted, replacing former Hickory Tavern sign (ADMN-000906-2024).
 2. **370 E. Main Street, Carrboro, NC-Bru's Public House** (Exterior sign at side entrance measuring 1'7 1/2" x 14' 9", for a total of 23.97 Sq Ft, internally illuminated, raceway mounted, replacing former Hickory Tavern sign (ADMN-000907-2024).
- 6:40-7:30 III. Review and discussion of Joint Review:
1. Presentation on Possible Advisory Board Alignment-Wendy Welsh, Interim Town Clerk, will present this information at the 7:30 pm Joint Review session. A zoom link for the Joint Review will be sent out separately.

ADJOURN

*Remote meeting on Zoom, to view the meeting please use the following link:

Carrboro Appearance Commission Meeting:

Join Zoom Meeting

<https://townofcarrboro.zoom.us/j/84277554395>

Meeting ID: 842 7755 4395

If you wish to make public comment, at the time of the public comment, the staff person will be able to allow speakers to remotely enter the meeting one-by-one to comment.

APPEARANCE COMMISSION MINUTES

February 1st, 2024 (REMOTE MEETING)

6:30pm

Members Present:

David Markiewicz (Chair)
James Scott
Samantha Carney

Members Absent:

Sharon Reilly (Vice Chair)
Whitney Fry
Nathan Jorgensen
Eliazar Posada (Council Member)

Staff Present: Ann Stroobant- Planner/Zoning Development Specialist

David called the meeting to order.

I. Approval of Minutes from December 7, 2023 Meeting

Motion made by James and seconded by Samantha to approve the minutes from the December 7, 2023 meeting.

AYES: 3 (David Markiewicz, James Scott, Samantha Carney)

NOES: 0

Motion approved.

II. Approval of Minutes from January 11, 2024 Meeting

Motion made by Samantha and seconded by James to approve the minutes from the January 11, 2024 meeting.

AYES: 3 (David Markiewicz, James Scott, Samantha Carney)

NOES: 0

Motion approved.

III. Approval of signage-no signage submitted for approval at this time

IV. Review and discussion of items for February 1st, 2024 Joint Review

1. Item A-1307 West Main Street, Proposed Conditional Rezoning to R-2-CZ & Associated Text Amendments (text amendment relates to maximum building height)

- Member feedback on the 1307 West Main Street proposal was as follows:
 - There was a hesitancy to change anything because Carrboro will lose its feel. Don't want to have what has happened on Franklin Street in Chapel Hill.
 - The location is a great one, given the housing needs of Carrboro.
 - The location will cause the least amount of disruption.
 - The new development could possibly help revitalize Carrboro Plaza.
 - The designers will need to work around and sensitively accommodate the steam buffer.
 - The five-story building is well designed and members generally liked **this particular project in this particular place**. However, they did not want the text amendment.

- Member feedback on the text amendment relating to the five-story maximum building height was as follows:
 - The text amendment would open up a Pandora's Box.
 - Is this text amendment creating the possibility of more five story developments in Carrboro?
 - The text amendment could help meet affordable housing and transportation needs in the future.
 - The text amendment will change the look of the town.
 - Members did not want to approve the text amendment if it opens up the possibility of more five story developments throughout town.

- Members were invited to attend the full Joint Review session at 7:30pm.

V. Other Business

1. Update on Hillsborough process for their Downtown Mural Review

David said that this item will be discussed in a future meeting as we were nearing the time for Joint Review.

Motion made by Samantha and seconded by David to adjourn the meeting.

AYES: 3 (David Markiewicz, James Scott, Samantha Carney)

NOES: 0

ADJOURN

INSTALL NOTICE

CSS is not liable for any water leaks due to penetrations that may occur during installation of signage above the roof line/parapet wall.

SIGN must have a disconnect switch installed **VISIBLY** on the driver box (which must be within 6' of sign) and on the sign itself, as applicable.

PRODUCTION NOTICE

1'-7½" x 14'-9" = **23.97 Sq Ft PROPOSED** of 24.0 Sq Ft ALLOWED

*Tenant must provide 20amp 120volt **DEDICATED** circuit within 6' of sign



5800 McHines Place, Suite 110
Raleigh, NC 27616

919.789.1452

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CLIENT:



BRU'S
Public House
RALEIGH, NC

FILENAME:

Bru's Public House
Exterior Signage

DWG #:

QT20830-1

SCALE:

As Noted

DESIGNER:

HH

SR/PM:

EL/ME

DATE:

12-11-23

REVISION 1:

01-12-24

REVISION 2:

REVISION 3:

REVISION 4:

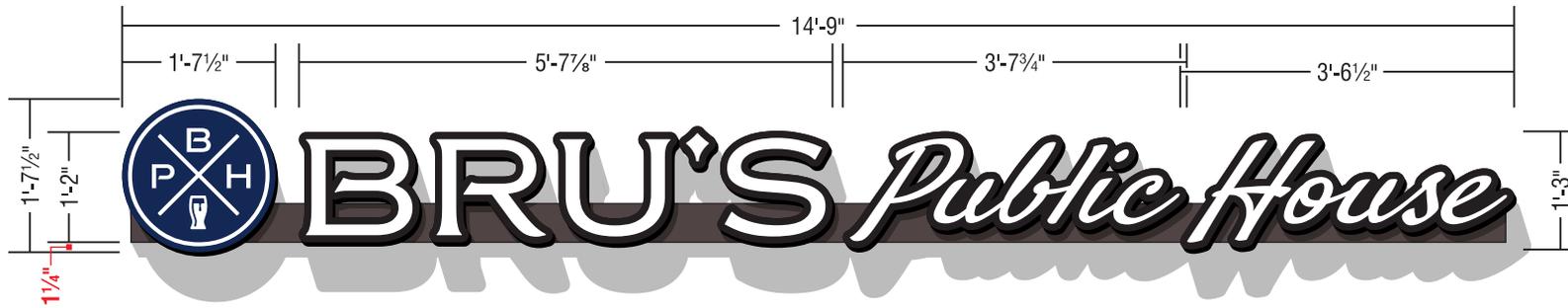
REVISION 5:

By signing below, I confirm I have reviewed this proof carefully (INCLUDING ALL NOTES), found it to be correct, and approve this project.

[Signature]
Customer Signature Date

[Signature]
Landlord Signature Date 1/22/24

*CSS will endeavor closely to match colors - including PMS - where specified. However, we cannot guarantee exact matches due to varying compatibility of ink, paint, or material used.



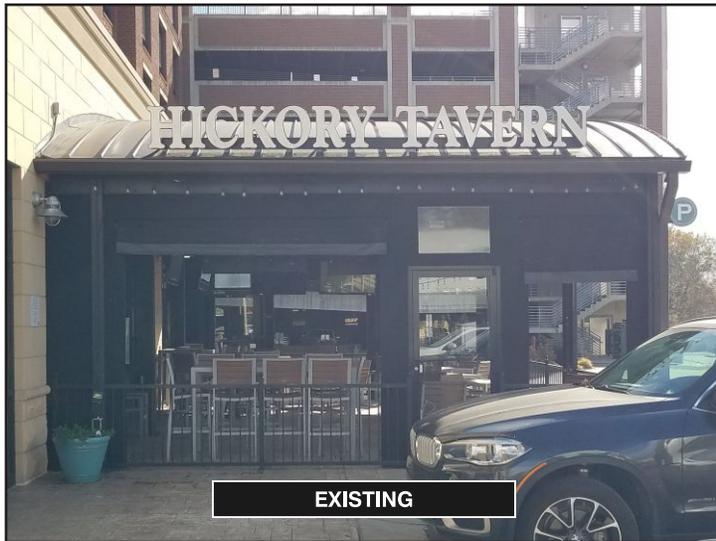
Scale: 1/2" = 1'-0"

(1) Set of Internally Illuminated Channel Logo, Letters, & Letter Clouds constructed of aluminum (5" deep). Trimcap to match returns. Letter Faces of White Acrylic with Opaque Black Vinyl. Logo Face of White Acrylic with Opaque Dark Blue Vinyl. Internal illumination via White LEDs. 120 Volts. All wiring UL approved.

Logo, Letters, & Letter Clouds mounted flush to 4½" x 4½" Aluminum Raceway. Raceway mounted to Existing Canopy using Existing Angle Brackets.

NOTE: Customer's licensed electrician to provide final electrical connection to the raceway and to provide a timer as necessary to control the sign.

- Returns: pre-finished Black
- TrimCap: 1" Black Jewelite Trim
- ▽ Letter Faces: White Acrylic w/ 3M Opaque Black Vinyl
- ▽ Logo Face: White Acrylic w/ 3M Opaque Dark Blue 397 Vinyl
- Internal Illumination: White LEDs
- Raceway: painted to match PMS 4273 C (satin finish)



EXISTING



PROPOSED

INSTALL NOTICE

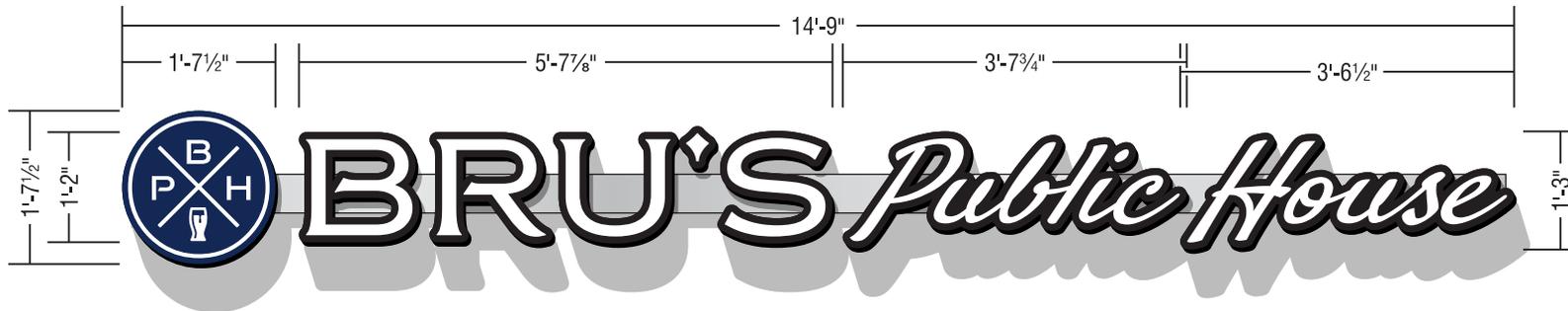
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Logo, Letters, & Letter Clouds mounted flush to 4½" x 4½" Aluminum Raceway. Raceway mounted to Face of Existing Canopy via non-corrosive fasteners.

NOTE: Customer's licensed electrician to provide final electrical connection to the raceway and to provide a timer as necessary to control the sign.

- Returns:** pre-finished Black
- TrimCap:** 1" Black Jewelite Trim
- Letter Faces:** White Acrylic w/ 3M Opaque Black Vinyl
- Logo Face:** White Acrylic w/ 3M Opaque Dark Blue 397 Vinyl
- Internal Illumination:** White LEDs
- Raceway:** painted to match Matthews Brushed Aluminum (satin finish)



EXISTING



PROPOSED

5800 McHines Place, Suite 110
Raleigh, NC 27616

919.789.1452

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CLIENT:



BRU'S
Public House
RALEIGH, NC

FILENAME:

Bru's Public House
Exterior Signage

DWG #:

QT20830-2

SCALE:

As Noted

DESIGNER:

HH

SR/PM:

EL/ME

DATE:

12-11-23

REVISION 1:

01-12-24

REVISION 2:

REVISION 3:

REVISION 4:

REVISION 5:

By signing below, I confirm I have reviewed this proof carefully (INCLUDING ALL NOTES), found it to be correct, and approve this project.

Denise O'Dwyer 1/19/24
Customer Signature Date

Patricia Bendick
1/22/24
Landlord Signature Date

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Joint Review Item for Thursday, March 7, 2024 at 7:30pm:

Presentation on Possible Advisory Board Alignment

Wendy Welsh, Interim Town Clerk, will present information regarding possible advisory board alignment.

Please find the reference materials at the link below including the video link to Wendy's presentation at the February 13, 2024 Council Work Session.

[2024 Advisory Board Consolidation](#)

2024.02.13 Council Work Session

BF-Barbara Foushee
CF-Catherine Frey
RHO-Randee Haven-O'Donnell
JM-Jason Merrill
DN-Danny Nowell
EP-Eliazar Posada
WMW-Wendy Welsh, Interim Town Clerk
MP-Marie Parker, Interim Town Manager

In attendance:

BF, JM, RHO, DN, EP, BH, WMW, MP

Remote: CF

Wendy gave a presentation on Advisory board consolidation.

RHO – Observations - CAT is one pillar- embed EAB into larger CAT---goal and budget, makes sense that broader umbrella is CAT – consistent with comp pan...EAB more focused on policy and regulation be a subset within that group

DN – amenable to that suggestion – CAT more broadly needs please update us.... Role that board to play.... Difficultywhat they can execute withing town role and citizen....like to hear obstacle for more effectively fulfilling charter....does that commission need more guidance from council

RHO – last year CAT requested expansion need more people to do the work.....people finding can't make commitment.....last 6 months.....more openings.....executing town role.....REC has same issue... not conflate those two...broader discussion to figure out...community facing roles in community that no other board has in same way.....for purposes of consolidation....makes sense comp plan, goals and way budgeting and community engagement ...green neighborhood.... Embed EAB in CAT importation to joint planning in terms of joint planning and regulation.....EAB when CAT developed most migrated to CAT

DN – if CAT as umbrella, thinking about joint review and how

WMW – staff suggested keeping under LUO not Chpt 3.

DN – maybe should keep with LUO....

RHO – **could name be amended and keep the charters?** Task same

DN – if issue of name and not charter and role, interested...that seems reasonable

BF- is that a question you want an answer to?

CF – observations as serving on advisory board.....if we can should consider updating and merging charges.....avoid subcommittees.....that might look like changing name to Climate action board but serves joint review purposes....if join CAB do both duties climate action team and joint review

RHO – I think that would be fine

CF -reason lots of people feel the have trouble meeting commitment...appt are long and some groups meet a lot and some have irregular schedule when quorum issues, hard to stay engaged.....have been hiccups with guidance on appointment with applicants with long wait times.....lots have withdrawn.....if consolidation do good.....needs to be real....not just pumping up numbers but need address issues that make it hard to participate

BF- Talking about a broader view of boards and commissions....raise good points...outside of consolidations....deeper look at boards and key point

CF_ look at charges and see if still fit for purpose.....broadened or narrowed.....are there subgroups that need to meet separately in sub segments of larger group...in longer run...should some groups be smaller? Look hard at terms.....applications and appt processes

Someone who applied - Ideally wouldn't feel like hug commitment to apply...shouldn't feel like missing out if need to resign midterm.....should be easy to take in applications and if can come and go more easily feel like a lighter lift

EP – Similar to CF – what was the thought process about subcommittees....how would that look like....there are 3 that havehow would it work?

WMW - Start with HSC wanting to keep...only meet at budget time....only decide on funding issues....not meeting throughout the year....NTAAC.....they are part of the joint agreement with us an Orange County. They only deal with items that affect that area....they have difficult time to get people to participate.....3 members are appointed by OCBOC and 2 appointed by TOC. Reason why they kept as subcommittee....STRS are a subcommittee of TABa and meet at TAB meetings only discuss items quarterly....reason keep

EP – put slide with AHAC and HSC....if merge would be one solid committee...one would do the HSC duties?

WMW- what staff liaison suggested was 5 and 5 and one AHAC would be liaison with no voting rights on HSC. But would report back to AHAC, none of HSC voting on AHAC...i

BF – and that's the same general idea with the other subcommittees?

WMW- actually no, the SRTS is part of TAB and that is actually all together.

EP – In line with consolidation, I'm sure needs to be review of charges, makes sense. Curious to see breakdown of charges....what are final charges and if changes....want to see how merge together.

DN – Most charges seem combinable.....would it be admin burden for applicants.....could incorporate subcommittee in charges.....and perhaps appoint subcommittees withing the broader board annually.....welcome to TAB if want to be work on Greenways...does that ease friction you are identifying, not address it?

CF- wonder if not even possible for board as a body to select from its members who serve on subcommittee....not clear that they have such separate charges that they couldn't pick from.....anyone who qualified to serve on AHAC meet same qual to serve on HSC...Of t he membership who want to take on extra duties around budget season.....

DN – Pretty reasonable.....points well taken - amenable.....EAB and CAT can amend charge...need members to satisfy LUO and some satisfy Public outreach can decide who does that among broader membership....seems reasonable to update the charges to include that type of information.....only other thing here....appreciate points here.....do not want lose sight of appointment and terms separate issue....while lending support to further examination of appointment and terms policies ...want to say let's do this consolidation as outlined with RHO suggestion is how I see it.....really appreciate incredible

work WMW.....reflects big step forward in our efforts to streamline for staff.....appreciate that no one losses seat, everyone participating continues to participate.....appreciate bring board to target number....appreciate staff for collaborating on this.....updating charges take some time.....think should run it by the boards, don't think there will be much resistance.....will have some concerns and considerations in charge to make sure things are represented.....great to get in front of them within next 3 months before summer...not sure what timeline if feasible...if sooner, lets' do it sooner.....we need time.....don't want to be hasty...want their feedback.....

BF – agree with everything I have heard.....pretty exciting.....go back to next steps slide....don't want to see recommendation CF made get lost.....what would it take to work on all this together? Update merge charges.....address long appt time.....applicant wait time....is possible to work al together.

WMW – personally think is common sense next step to do it all together while reassessing everything. Some terms are 3 years, some are 2 years, some expire in Feb, some in June. I have found that February is a pressing time to get these done as people are coming back from the new year so I think is commonsense next step while considering the charges

BF- is there opportunities for staff working groups.....how feel about that

WMW – Absolutely think staff liaisons need to be involved in how the new charges will be formed, they are out there implementing the agenda and what they as working and not working so I absolutely think they need to be involved.

EP – curious....how much alleviation of staff time would this bring?

WMW – staff are well versed in what they do and I don't think this would take too much of their time. To get this done

EP – no what I want to know how much time will be saved by staff before consolidation and after consolidation...

WMW – I have not worked anything out that far down the line, but I do think this will be significantly beneficial to staff time to do this.

EP – Is part of reason talked about consolidation.....going to take some time...I like metrics....important point as role and going forward with this project.....i.e. staff spends X time now and after consolidate staff spends Y time on boards.....need to present to community on why this is important and present that its good for staff, budget, community.....want to have ready

CF – emphasize....not just save staff time, impact staff quality of life....feeds into staff support and retention

RHO – 2 other items.....want to go back to TPTF doesn't have a charge – should develop charge when merging with RECfolks who want to work , it will no longer be a task force, it may be subcommittee or designated action by committee, good idea to have a specific charge for them....REC perfect place to put that together.....underscores for us to think about boards that are pubic facing....TPTF are in that.....TPTF help form?....

Greenways commission....since 1994 and 2006...would come under recs and parks....has been master plan, that is where it needs to befor several reason....maintenance, education....connected with all

the helpful community activity...goes beyond transportation.....is in Rec and park master plan and has been for decades....to be consistent with our planning....i.e. MLK park...look created so part of concept of looped trail for health reason.....encourage council to consider that.....

CF – I agree with RHO to chat with different staff liaisons about Greenwayslooked at some of the history.....is tricky to place.....charge actually stretches across many boards, does include some TAB related topics, also EAB, Climate action, parks and recs.....do we need to distribute charge across several boards? Master plan aside, Don't want to lose sight of transportation related charges in that board...by just rolling into Recs and parks...I think TAB is important.....

DN – That is interesting and I wonder RHO – what think of that idea?....if I apply to the art committed....I don't want to sit through greenways discussion....wonder if designate parts of charge to Rec and park , EAB and TAB – have each work on thislet staff work that out....

RHO- background - always expected with greenways complete that refer to recs and parks.....will be maintenance and events.....think good to have staff look at that.....true it crosses over many advisory interest....but think if put with Recs and parks when built out....may find want cross pollination and categorical engagement.....

EP – Do not want to dismiss the importance of this kind of commission as part of different plans.....idea of separating out that charge....thought of disseminating to charges to different commissions... is key parts are not lost....

WMW- defer to staff liaisons for their professional thoughts on how to keep those intact.

BF- is conversation between staff to make sure all aspects are kept intact

CF- Exactly what had in mind...has broadly applicable charge.....want to address the Public engagement – with boards...is it possible to start socializing some ideas while staff working on details...Is there a way to inform chairs to inform them that councils is looking at merging charges so non one lose seat....looking at ways to make it less onerous to serve...loop them in on early in process

BF- 100% agree.....WMW...how can start getting this conversation out to the advisory boards, to the chairs...Share some information about tonight to relieved some angst about how we plan to move forward....

EP –may be a good idea to share this presentation, helps think through some of these process.....good to get them involving sooner than later..... so folks know where things are at.

BF – Do what to share all or part of the presentation?

WMW- I would be happy to share everything, may change the things you agreed on as far as CAT and EAB and discuss name change. Do have a question about how to proceed with new appointments and reappointments. I think reappointments can just happen but would appreciate guidance on new appointments and what you would like to happen.

BF- Let's talk about that..

DN – would it cause real problems to pause new appointments until this gets worked out. In almost all cases we are appointing to vacant seats, except for the Rec and arts committee where we have that backlog.....

WMW – Question comes, which am I appointing them to?

BF- yes that the questions when you would be appointing new people when we know there will be changes on the horizon.

EP – I would be in line with halting new appointment.....do reappointments....until we have finalized what these boards look like, don't want the charge to change and find out not what I signed up for. Makes sense to halt new appointments to lay it out better for folks.

BF- and the ones that have been waiting already.....

EP – Don't like to make people wait more but what will be easiest transition into this and less of burden of people on staff....in favor of putting halt on new appointments

JM – I'm good with that as long as we are **keeping applicant in the loop....**proactive communication is best....

EP – currently halting new appointments..... in process of consolidation...do some communication..

RHO – Is an opportunity to reenergize people about boards in community....couldn't happen at more important time with engagement with community.....EP – right....share presentation....good way to start conversations.....**love to know from folks currently on boards what they see is obstacles**....why they rethinking need to apply.....we want to know ahead of creating something else to take the pulse of the people...come up with a way to read the pulse of current members

WMW – also issue of engaging the boards that can't meet due to quorum, I was thinking to put together a survey

BF- I was thinking that earlier, **to put together a survey.**

WMW - okay

CF- Generally agree about hold on new appointments....highlight several board that can't make quorum or reappointment key to enable boards to hold on to institutional knowledge.....some have very new folks or folks are term limited out.....thinking if do some target appointment to keep operating...or be consistent and put hold on all new to keep additional confusion

BF – don't want to see where boards are not able to meet....if going to appt then appt go across the board and do not want to cherry pick.....have to be careful in doing that.....don't want to bring new people on while working it out....

EP -Point around institutional knowledge....think prudent if reappoint go through and no new....

BF -Question for WMW – **Is it possible to put this as agenda item at their meeting to set aside time for them to discuss this presentation.**

WNMW – I absolutely think they should do that as well.

BF- Are we okay with reappointments verses new appointments?

DN – Yes....I don't think we are there tonight but would like concreteness about time expectations for those in waiting.....would like a parameter like that

BF – Hoping we can keep engaged in interim while work it out.

JM – If certain amount of time goes by, should readdress this. For now hold new appointments

BF- need constant communication and updating with those we know are in que already sot hey know how we are working....we have some work to do.

EP – move to adjourn

RHO – Have a clarifying question.....I have asked for discussion the council discuss externally facing CAT and REC.....is that a work session in March

WMW- We already have the March work session booked with finance presentation. Maybe April....gives us time to get everything to the boards so they can have their input on it and it can be brought back to you?

RHO - CAT is critical point on what is our role...want to do things and don't know if we can...impact on how to move forward.....if we could give more clear direction between now and April, that would be helpful.

BF- Just to be clear, are you looking for council discussion and guidance around public facing advisory boards REC and CAT....like...What is it, what can they do and what not do...

RHO – What is our expectation, what did we think when these charges were created as opposed to what the members are thinking now that they are trying to execute those tasks

DN – This could be agenda item.....Might be helpful to have a presentation from liaisons and one of our attorneys talking about why hitting barriers.....as sort of a stand alone agenda item as soon as we can in the regular flow

BF- So we are hearing an agenda item and I like DN's suggestion....

EP- move to adjourn JM – 2nd all in favor



TOWN OF CARRBORO • NC



ADVISORY BOARD CONSOLIDATION

Offices of Town Manager and Town Clerk

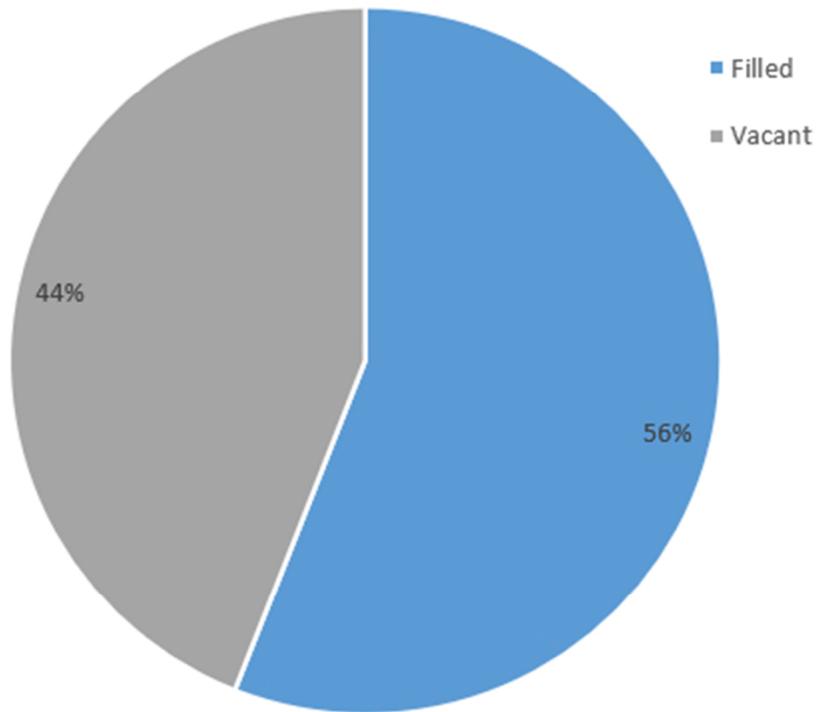
Possible Alignment of Advisory Boards and Commissions

Nine (9) Advisory Boards and Commissions

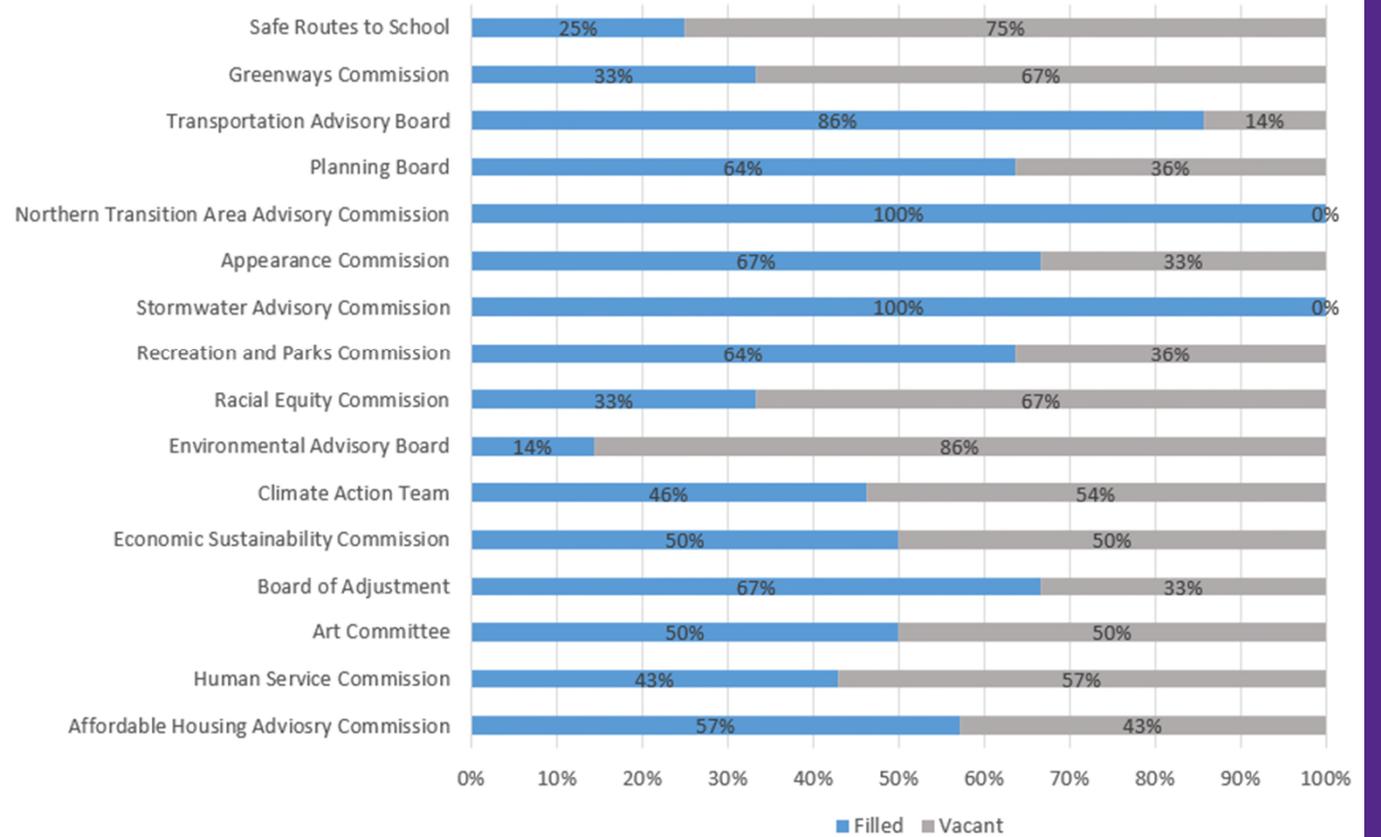
- **Affordable Housing Advisory Commission**
 - *Human Services Commission (subcommittee)*
- **Board of Adjustment**
- **Economic Sustainability Commission**
- **Environmental Advisory Board**
 - *Climate Action Team*
- **Planning Board**
 - *Appearance Commission*
 - *Northern Transition Area Advisory Committee (subcommittee)*
- **Racial Equity Commission**
 - *Truth Plaque Task Force*
- **Recreation and Parks Commission**
 - *Arts Committee*
- **Stormwater Advisory Commission**
- **Transportation Advisory Board**
 - *Greenways Commission*
 - *Safe Routes to School (subcommittee)*

Vacancies in Advisory Boards

Vacancies in Carrboro Town Boards (Feb 2024)

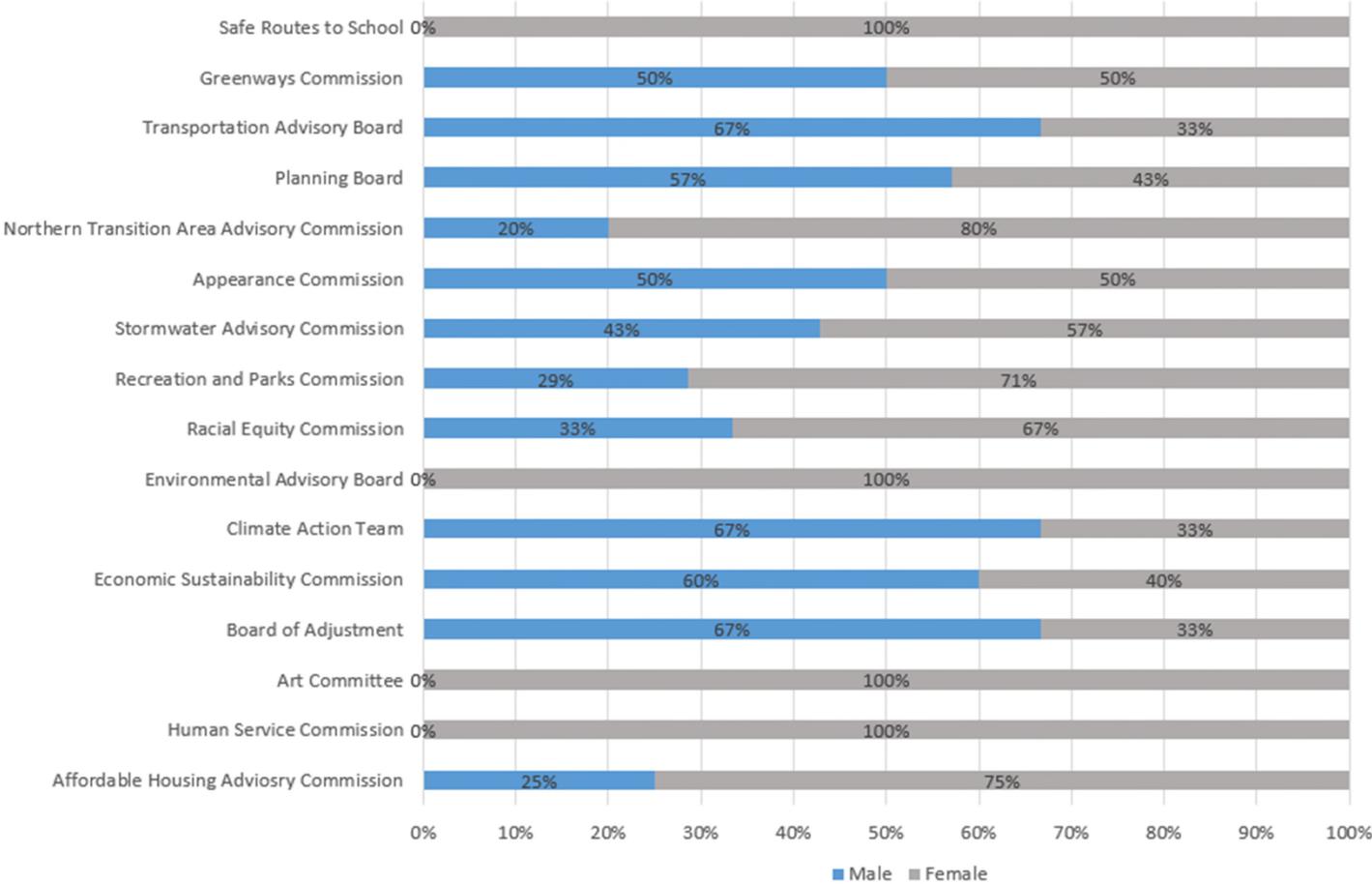


Vacancies in Carrboro Town Boards (%)



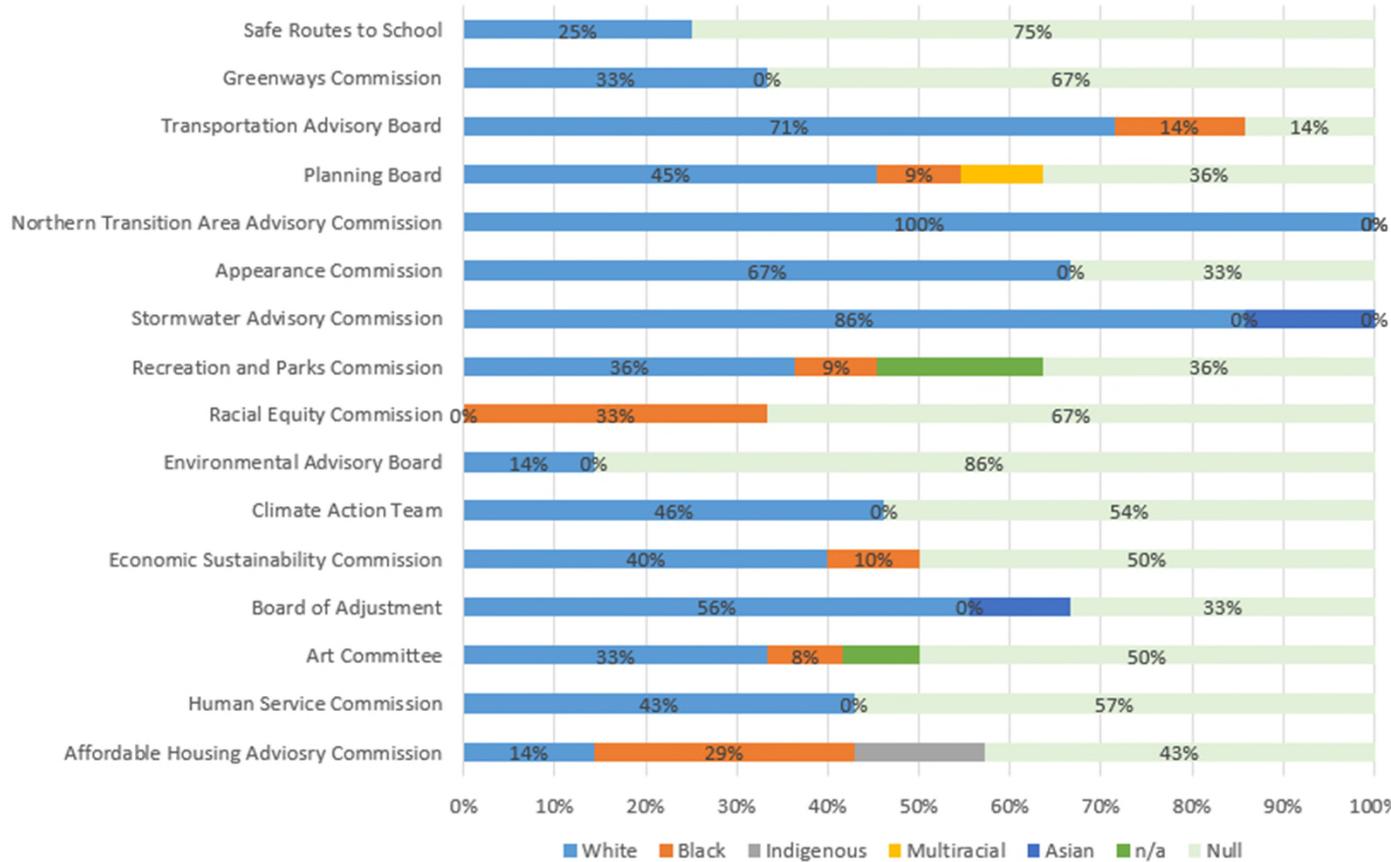
Composition of Advisory Boards by Gender

Composition of Carrboro Town Boards by Gender (%)

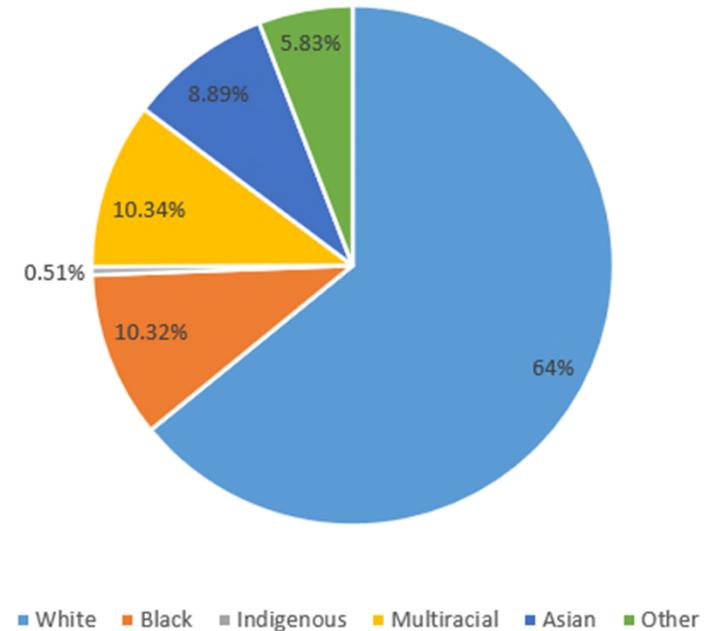


Composition of Advisory Boards by Race

Composition of Carrboro Town Boards by Race (%)



Carrboro Population by Race % (2020 Census)



*Null denotes vacant positions

Current Status of Advisory Boards

- *Affordable Housing Advisory Commission*
 - **Seven** members
 - Four active members
 - One to be reappointed for 2nd term
 - **Three** vacancies
- *Human Services Commission*
 - **Seven** members
 - Three active members
 - all require reappointment in June for their 2nd terms
 - **Four** vacancies
- *Board of Adjustment*
 - **Nine** members
 - Six active members
 - One to be reappointed for 4th term
 - Two term out
 - **Three** vacancies
- *Economic Sustainability Commission*
 - **Ten** members
 - Five active members
 - Four to be reappointed for second term
 - **Five** vacancies
- *Environmental Advisory Board*
 - **Seven** members
 - One active members
 - **Six** vacancies
- *Climate Action Team*
 - **Thirteen** members
 - Six active members
 - Two to be reappointment for 2nd terms
 - **Seven** vacancies
- *Planning Board*
 - **Eleven** members
 - Seven active members
 - One to be reappointed for 2nd term
 - One to be reappointed for 3rd term
 - **Four** vacancies
- *Appearance Commission*
 - **Nine** members
 - Six active members
 - One terms out
 - **Three** vacancies
- *Northern Transition Area Advisory Committee*
 - **Five** members
 - Five active members
 - One to be reappointed for 2nd term

Current Status of Advisory Boards

- **Racial Equity Commission**
 - **Nine** members
 - Three active members
 - **Six** vacancies
- *Truth Plaque Task Force*
 - **Ten** members
 - Ten active members
 - No official charge or terms established
- **Recreation and Parks Commission**
 - **Eleven** members
 - Six active members
 - One to be reappointed for 2nd term
 - **Four** vacancies
- *Art Committee*
 - **Twelve** members
 - Six active members
 - Two to be reappointed for second term
 - One terms out
 - **Six** vacancies
- **Stormwater Advisory Commission**
 - **Seven** members
 - Seven active members
 - Three term out
- **Transportation Advisory Board**
 - **Seven** members
 - Six active members
 - One to be reappointed for 2nd term
 - One terms out
 - **One** vacancies
- *Greenways Commission*
 - **Six** members
 - Two active members
 - **Four** vacancies
- *Safe Routes to School*
 - **Four** members
 - One active members
 - **Three** vacancies



Board Consolidation

Affordable Housing Advisory Commission & Human Services Commission

Ideal Membership:

10 members (8 Residents of Carrboro, 1 extraterritorial zoning jurisdiction or town, 1-special expertise related to affordable housing)

Currently Serving

Board/Commission	Race	Ethnicity	Gender	YOB	Seat Designation	Occupation/Expertise Content	Term Expiration
AHAC	White	NA	F	1976	In Town	Communications and marketing manager	2026
AHAC	African American	NA	M	1984	In Town	Cashier	2026
AHAC	Black	NA	F	1960	In Town	Book Seller	2026
AHAC	Indigenous	NA	F	1975	In Town	Student	2024
HSC	White	Jewish	F	1970	In Town	Social Worker	Jun-24
HSC	White	NA	F	1967	In Town	Personal Organizer	Jun-24
HSC	White	NA	F	1949	In Town	Retired	Jun-24
Reappointment							

This would leave 3 open seats no applicants with an affordable housing expertise.

We have 3 applicants

Applicants

Interests	Race	Ethnicity	Sex	YOB	Seat Designation	Occupation/Expertise Content
AHAC	White	NA	M	1968	In Town	
AHAC	White	NA	M	1987	In Town	Driver
Both	White	NA	F	1968	In Town	Researcher

*Keep HSC as Subcommittee



Board Consolidation

Environmental Advisory Board and Climate Action Team

Council would like Climate to be broader umbrella and consider a name change

Keep under LUO Chapter 15

Ideal Membership: 13 members (Members shall be residents or business owners, or employees in the town or extraterritorial planning jurisdiction or joint planning transition area, 1-experience in community organizing or environmental justice, 1-high school student)

*EAB has not met since February 2022 due to quorum

This would leave 6 open seats and we have 4 applicants

- Meet once a month with two meetings for planning events
- All members must attend one event per year

Currently Serving

Board/Commission	Race	Ethnicity	Gender	YOB	Seat Designation	Occupation/Expertise Content	Term Expiration
EAB	White	NA	F	1956		Retired professor of biology and environmental science	2/1/2025
CAT	White	NA	M			Project Management	2/1/2024
CAT	White	NA	F	1969		Retired Teacher	2/1/2024
CAT	White	NA	M	1962		Public Health Consultant	2/1/2026
CAT	White	NA	F	1952		Retired UNC Professor	2/1/2026
					Experience related to community organizing or environmental justice		
CAT	White	NA	F	1961		Public health, non-profit	2/1/2026
CAT	White	NA	M	1990		Graduate Student	2/1/2026
Reappointment							

Applicants

Board/Commission	Race	Ethnicity	Gender	YOB	Seat Designation	Occupation/Expertise Content
CAT	White	NA	F	2006	High school seat	
EAB	White	NA	M	1986	In Town	Self Employed
EAB	White	NA	F	2000	In Town	Worker
Both	White	European American	F	1979	In Town	Professor

Board Consolidation

Planning Board and Appearance Commission (NTAAC subcommittee)

Ideal Membership:

11 members (9 reside within the town, 1–lawyer or design engineer, 1-OCBOC appointee Extraterritorial Planning Area, 1-OCBOC appointee Joint Planning Transition area)

*This would put the committee 1 over the desired number

- All council appointed members are on first term.
- no one due to rotate off until this year’s appointment term out in 2027.

Currently Serving

Board/Commission	Race	Ethnicity	Gender	YOB	Seat Designation	Occupation/Expertise Content	Term Expiration
NTAAC	White	NA	F	1968	TOC-Needs reappointment	Physical Therapist	Feb-24
NTAAC	White	NA	F	1973	Carrboro representative	Executive Director	Feb-26
NTAAC	White	NA	F	1960	OCBOC appointee	Solar Energy Design/Install	Feb-26
NTAAC	White	NA	F	1951	OCBOC Needs reappointment	Art Consultant/Morehead House BB Manager	Feb-24
NTAAC	White	NA	F	1959	OCBOC appointee	Professor	Feb-26
Reappointment							

Currently Serving

Board/Commission	Race	Ethnicity	Gender	YOB	Seat Designation	Occupation/Expertise Content	Term Expiration
Planning	White	NA	M	1951	In Town	Retired	2/1/2024
Planning	Black	NA	M		In Town	Diversity member	2/1/2024
Planning	Multiracial	Other	F	1975	In Town	Personal Care Aide/Paralegal	2/1/2026
Planning	White	NA	F	1949	OCBOC appointee-Joint Planning Transition Area	Retired	2/28/2026
Planning	White	NA	M	1991		Cook	2/1/2025
Planning	White	NA	F	60+	OCBOC appointee - ETJ	Retired	2/28/2026
Planning	White	Jewish	M	1995	In Town	Audio Engineer	2/1/2025
Appearance	White	NA	M	1957	In Town	Retired	2/1/2026
Appearance	White	NA	M	1986	In Town	Sponsorship Coordinator	2/1/2026
Appearance	White	NA	F	1956	In Town	Physician	2/1/2025
Appearance	White	NA	M	1981	In Town	Public Health	2/1/2026
Appearance	White	NA	F	1987	In Town	Social Science Researcher	2/1/2026
Reappointment							

Applicants

Board/Commission	Race	Ethnicity	Gender	YOB	Seat Designation	Occupation/Expertise Content
Planning	White	NA	M	1981	In Town	Network engineer
Planning	White	NA	M	1986	In Town	Data Scientist
Planning	Asian	Chinese	M	1984	In Town	Business Analyst
Planning	White	NA	F	1990	In Town	Graduate Student

Board Consolidation

Racial Equity Commission and Truth Plaque Task Force

Ideal Membership:

9 members (All residents of town)

- 2- 20-year residents and person of color
- 2- 10-year residents and person of color
- 1 AHAC
- 1-EAB
- 1-ESC
- 1-Farmer’s Market Board or BIPOC business owner
- 1- Youth Seat

Currently Serving

Board/Commission	Race	Ethnicity	Gender	YOB	Seat Designation	Occupation/Expertise Content	Term Expiration
REC	Black	NA	M	1990	Person of Color-10 Year Resident	Student	2/1/2025
REC	Black	NA	F	1951	Person of Color-20 year Resident	Retired	2/1/2026
REC	Black	NA	F	1960	AHAC Representative	Bookseller	2/1/2025
TPTF	No Information Collected						Does Not Apply
TPTF							
TPTF							
TPTF							
TPTF							
TPTF							
TPTF							
TPTF							
TPTF							

*REC does not currently meet quorum and there are no applicants



Board Consolidation

Recreation and Parks Commission and Art Committee

Ideal Membership:

12 members

- 10 voting (7 residents, 1–Carrboro Art Council, 1-Youth Council, 1-Senior)
- 2 non-voting (1-Chapel Hill Arts Committee, 1-Chapel Hill-Carrboro Schools Representative)
- Combining would make 12 member however there is no Chapel Hill Arts Committee member included.
- The 7 applicants would have to wait until next year for appointment.
- Only one seat would open in 2025.

Currently Serving

Board/Commission	Race	Ethnicity	Gender	YOB	Seat Designation	Occupation/Expertise Content	Term Expiration
RPC	White	NA	F	1989	In Town	Carrboro Farmers Market Manager	2/1/2026
RPC	White	NA	M	1983	In Town	Outdoor recreation planner	2/1/2025
RPC	Black	African American	F	NA	In Town	Educator	2/1/2027
RPC	White	NA	F	1953	In Town	Retired teacher	2/1/2026
RPC	NA	NA	NA	NA	Youth Council Liaison		NA
RPC	NA	NA	NA	NA	School rep-non voting		NA
RPC	White	NA	M	1980	In Town	Project Manager	2/1/2026
ART	Black	NA	F	1979	In Town	Professor	2/1/2024
ART	White	NA	F	NA	In Town	Montessori Teacher	2/1/2025
ART	White	NA	F	1983	In Town	Cultural Organization Director	2/1/2025
ART	White	NA	F	1993	In Town	Program Coordinator	2/1/2024
ART	NA	NA	NA	NA	Arts Center Rep		NA
Reappointment							

Applicants

Board/Commission	Race	Ethnicity	Gender	YOB	Seat Designation	Occupation/Expertise Content
ART	White	NA	Female	1977	In Town	Non-Profit Program Director
ART	Black	African American	Male	1989	In Town	Private Chef
ART	White	Non-Hispanic	Female	1947	In Town	Retired
ART	White	NA	Female	1979	In Town	Self-employed
RPC	White	NA	Female	1995	In Town	Healthy Economies Coordinator
RPC	White	NA	Female	1992	In Town	Fundraising UNC SOG
RPC	White	NA	Female	1988	In Town	Volunteer

Board Consolidation

Transportation Board and Greenways Commission (SRTS subcommittee)

Ideal Membership:

9 members (8 reside in town, 1-in town or extraterritorial planning jurisdiction, or joint planning area - All interested or expertise relevant to TAB duties

- This would leave 2 open seats for TAB
 - We have 2 applicants eligible

*Greenways Commission does not currently meet quorum

- SRTS does not have quorum requirement
 - 3 open seats
 - 1 applicant

Currently Serving

Board/Commission	Race	Ethnicity	Gender	YOB	Seat Designation	Occupation/Expertise Content	Term Expiration
TAB	White	NA	F	1987	In Town	Research Specialist	2/1/2026
TAB	White	NA	M	1957	In Town	Retired/ Land Use Planning Instructor	2/1/2026
TAB	White	NA	M	1987	In Town	Software Developer	11/1/2026
TAB	White	NA	M	1979	In Town	Data Scientist	11/1/2026
TAB	Black	NA	F	1969	In Town	Attorney	2/1/2024
GC	White	NA	M	1991	In Town	Physican Assistant	2/1/2026
GC	White	NA	F	1971	In Town	Physican Assistant	2/1/2026
Reappointment							

Applicants

Board/Commission	Race	Ethnicity	Gender	YOB	Seat Designation	Occupation/Expertise Content
Both	White	NA	M	1985	In Town	Planner/Program Manager
GC	White	NA	F	1998	In Town	Tutor
SRTS	Asian	South Asian	F	2010	Middle School student	

Currently Serving

Board/Commission	Race	Ethnicity	Gender	YOB	Seat Designation	Occupation/Expertise Content
SRTS	White	NA	F	1973	Parent of Middle Schooler	NA

Next Steps

- Decides on structure of advisory boards/commissions
- Decide on a timeline for implementation
 - Direct clerk how to proceed with new appointments/reappointments
- Public Engagement
 - Boards/Commissions
 - How to do with boards that do not meet quorum?
 - Community
- Town Code Amendments

Charges for Advisory Boards



TOWN OF CARRBORO • NC

Charges for Advisory Boards

Affordable Housing Advisory Commission

Meets Monthly

Section 3-24.14

Purpose

1. Review/make recommendations concerning new or revised policies regarding the Town's Affordable Housing Fund;
2. Review/make recommendations for new or revised Land Use Ordinance provisions related to the Town's Affordable Housing Goals and Strategies;
3. Review/make recommendations on Affordable Housing Funding Applications;
4. Carry out specific responsibilities that may be required in accordance with the Affordable Housing Fund Policies or the Town's Land Use Ordinance;
5. Annually review the Town's Affordable Housing goals, data and other progress indicators, and to make recommendations to prioritize or adjust activities based on such review;
6. Offer recommendations for new or specific actions the Town may pursue to increase the availability of diverse, affordable housing in Carrboro, particularly as new opportunities arise or are brought to the Commission's attention by Staff;
7. Review/Approve annual and other Staff reports
8. As needed or as requested by Town staff, to organize subcommittees focusing on specific topics or issues to help advance specific work; and
9. Identify and research affordable housing trends and issues.

• *Human Services Advisory Commission*

Meets Primarily at Budget Time

Section 3-7

Powers and Duties

1. The principal function of the commission shall be to study all funding applications received by the Town from non-departmental agencies and to make recommendations to the Town Council on these funding requests.
2. The commission shall perform such other duties as may be assigned from time to time by the Town Council.



Charges for Advisory Boards

Board of Adjustment

Shall Establish a Meeting Schedule

Section 3-22, (LUO) Chapter 15, Article III, Part II

Powers and Duties

The board of adjustment shall hear and decide:

- (1) Appeals from any order, decision, requirement, or interpretation made by the administrator, as provided in Section 15-91.
- (2) Applications for special use permits-B, as provided in Subsection 15-46(a).
- (3) Applications for variances, as provided in Section 15-92.
- (4) Applications for special exception permits, as provided in Section 15-92.1. (AMENDED 6/21/94)
- (5) Questions involving interpretation of the zoning map, including disputed district boundary lines and lot lines, as provided in Section 15-93.
- (6) Applications for major subdivisions containing between five and twelve lots. (AMENDED 7/21/87)
- (7) Any other matters the board is required to act upon by any other town ordinance.
- (8) Questions involving administrative determinations as provided in Subsection 15-93.1.

Economic Sustainability Commission

Meets at least monthly

Section 3-24.3

Powers and Duties

1. Evaluate commercial growth, development, and redevelopment to ensure projects correspond with the Town's sustainability goals and sustainability principles:
 1. Do no harm to the environment and protect natural resources.
 2. Adhere to the principles of social justice and equity in economic and community development efforts.
 3. Return strong stakeholders value.
2. Promote the development and expansion of diverse job opportunities, providing for economic opportunity and mobility
3. Administer the Revolving Loan Fund.
4. Work closely with the Town Manager for dealing with sustainability issues
5. Make studies and recommend to the Council plans, goals, and objectives relating to the growth, development, and redevelopment of the Town.
6. Recommend site-specific plans for the commercial development of various lots within the Town, showing recommended types of development for these specific lots.
7. Recommend plans for the improvement of access to and circulation within the Town by motorists (including parking), public transportation users, bicyclists, and pedestrians.
8. Upon request of the Board of Adjustment or Town Council, make recommendations to the respective board on requests for special or conditional use permits or land use ordinance text or zoning map changes.



Charges for Advisory Boards

Environmental Advisory Board

Shall Establish a Meeting Schedule

Section 15-45, (LUO) Chapter 15, Article III, Part VI

Powers and Duties

1. Advise the Town Council on policies, ordinances, and administrative procedures regarding environmental protection and the conservation of natural resources. The areas of review for the EAB include new development, solid waste, air quality, climate protection and resilience, energy conservation, solar energy, groundwater, natural resources, and other areas.
2. Provide recommendations for green building and low impact development as part of new development and redevelopment, including site planning and design, energy efficiency and renewable energy, water efficiency, materials efficiency and waste reduction, indoor environmental quality, and the minimization of pollution.
3. Adopt a set of guiding principles or goals for the EAB and review these goals periodically to determine if they are being obtained.
4. Take any other action authorized by this chapter or any other ordinance or resolution of the Town Council

Climate Action Team

Up to 4 in person meetings

Up to 4 virtual meetings to plan outreach events

At least 2 community outreach events

Special meetings as necessary

Section 3-24.18

Powers and Duties

1. Provide expertise and input on implementation of the Community Climate Action Plan and municipal Energy and Climate Protection Plan.
 - Provide feedback on the yearly environmental sustainability work plan and ongoing climate action initiatives as requested by staff.
 - Analyze climate action initiatives with particular attention to race and equity, building on the recommendation for considering social justice and equity in the Community Climate Action Plan.
2. Actively participate in the design, organization, and implementation of community outreach events. At these events, CAT members will educate and engage Carrboro residents in Town climate action initiatives.
3. One of the most important duties for CAT members will be participation in the community outreach events. CAT members shall participate in at least one outreach event each calendar year.
4. Take any other action authorized by this chapter or any other ordinance or resolution of the Town Council.



Charges for Advisory Boards

Planning Board

Shall Establish a Meeting Schedule

Section 15-25, (LUO) Chapter 15, Article III, Part I

Powers and Duties

1. Make studies and recommend to the Town Council plans, goals and objectives relating to the growth, development and redevelopment of the town and the surrounding extraterritorial planning area.
2. Develop and recommend to the Town Council policies, ordinances, administrative procedures and other means for carrying out plans in a coordinated and efficient manner.
3. Make recommendations to the Town Council concerning proposed special use permits-A, and proposed land use ordinance and zoning map changes as provided by Section 15-57 and 15-322.
4. Make recommendations to the board of adjustment concerning proposed special use permits-B as provided by Section 15-56

Appearance Commission

Shall Establish a Meeting Schedule

Section 15-44, (LUO) Chapter 15, Article III, Part V

Powers and Duties

1. Initiate, promote, and assist in the implementation of programs for general community beautification within the town's planning jurisdiction.
2. Seek to coordinate the activities of individuals, agencies, organizations and groups, public and private, whose plans, activities and programs bear upon the appearance of the town and its environs.
3. Direct the attention of the mayor and the Board of Aldermen to ways in which the town government may take direct action affecting the appearance of the town and its environs.
4. Make recommendations upon any permit or other item referred to the commission by the Town Council, planning board, board of adjustment, or administrator. Without limiting the generality of the foregoing, the commission's recommendations regarding development permit applications may address the appearance or design of proposed development projects. (AMENDED 6/27/06).
5. Appoint subcommittees to advise and assist the commission in carrying out its duties



Charges for Advisory Boards

Northern Transition Area Advisory Commission

Shall Establish a Meeting Schedule

Section 15-27, (LUO) Chapter 15, Article III, Part 1

Powers and Duties

Review zoning amendment requests and special use permit applications for developments within the Northern Transition Area and make advisory recommendations on the same to the board of adjustment or Town Council, respectively. (AMENDED 6/22/21)

Initiate studies related to the special character of the Northern Study Area.

- a) Inventory of areas of cultural, archaeological, or historical significance.
- b) Inventory of open space character and scenic qualities.
- c) Inventory of agricultural uses
 1. Land in Use Value a. Horticultural b. Agricultural c. Timber
 2. Farming as business a. Large field crops b. Metro farms, specialty crops
- d) Inventory of biological value
 1. Tree species diversity, exceptional tracts of forest land
 2. Rare occurrences (i.e. Upland Depression Swamp)
 3. Wildlife a. Audubon annual bird count b. Deer population

(3) Use the studies above as the basis of its development of, and recommendations for, additional policies, objectives, goals, plans, ordinances, and administrative actions that will preserve and enhance that special character and relate to its growth.

(4) Develop and recommend to the Town Council policies, ordinances, administrative procedures and other means for carrying out plans in an efficient and coordinated manner.

(5) Track and review other studies and plans that will have an impact on the Northern Study Area – including those of the Chapel Hill Town Council, The Orange County Board of County Commissioners, and their appointed committees – and give feedback to the originating governing body.

(6) Meet annually with the Carrboro Planning Board for a joint planning session.

(7) Submit regular reports to the Orange County Board of Commissioners.

Stormwater Advisory Commission

Meets Monthly

Section 3-24.15

Powers and Duties

- (1) Investigate and advise the Town Council on policies, ordinances, best management practices, and administrative procedures regarding stormwater management;
- (2) Investigate, review and make recommendations to the Town Council for new or revised policies regarding the Town's Stormwater Management Utility and Stormwater Management Enterprise Fund;
- (3) Investigate, review and make recommendations concerning new or revised land use ordinance provisions related to stormwater management;
- (4) Review the Town's Stormwater Management Program and Plan, stormwater compliance activities, and other stormwater related plans, and make recommendations to prioritize or adjust activities;
- (5) Investigate and provide recommendations regarding stormwater runoff for new development and re-development projects when requested by the Council or staff;
- (6) Review and approve annual (and other) staff reports to the Town Council regarding the Town's stormwater management duties; and
- (7) Fulfill the Town's requirements under its NPDES Phase II stormwater permit for citizens' input of stormwater management activities; and
- (8) Organize subcommittees concerning specific topics or issues related to stormwater management as needed or as requested by Town staff.



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Charges for Advisory Boards

Racial Equity Commission

No Statement of Meeting Regularity
Section 3-46

- There shall be a Racial Equity Commission to advise and work with the Town Council, Race and Equity Officer, and Town staff to educate, provide leadership, and facilitate on-going equitable engagement within the immediate and greater Carrboro community toward the goal of creating a community of inclusiveness in which political, economic, social, and cultural institutions are no longer predicated and influenced by race.

Truth Plaque Task Force

No Formal Charge in Town Code

Council Actions:

- May 5th, 2018, the Board of Alderman held a discussion regarding a possible Truth Plaque concept. Staff was directed to have an intern work with the community to gather input for the plaque, and to father oral histories of the Town's senior African-American citizens.

First mention of Task Force

- February 5th, 2019, an agenda item read that the Task force met several times in late 2018 and then again in January of 2019. During this meeting, the TPTF presented their recommendation to the Board of Aldermen which outlined their process and recommended text. The Board decided to fund the plaque to an amount of up to \$5000, with remaining funds to be allocated to future historical markers.



Charges for Advisory Boards

Parks and Recreation Commission

Shall Establish a Meeting Schedule

Section 3-29

Powers and Duties

The commission shall advise the Town Council and the administration (i.e., the Town Manager or recreation director) concerning:

- (1) The acquisition of real or personal property to be used for park or recreation purposes and the maintenance and use of all Town-owned, leased or operated parks and recreational facilities;
- (2) The operation of all recreation programs;
- (3) Future needs for the acquisition of additional recreation facilities or the expansion of recreational programs and alternative means of acquiring such facilities or operating such programs

The commission shall report to the Town Council as requested by the Council and shall undertake such studies or perform such duties as the Council may request from time to time.

Art Committee

Shall Establish a Meeting Schedule

Section 3-41.2

Powers and Duties

- (1) Recommend to the Town Council a policy for the selection of art to be displayed in or on public facilities.
- (2) Coordinate arrangements to have art work displayed on Town property, in conjunction with the staff of the Recreation and Parks Department.
- (3) Work collaboratively with the community on projects related to the arts. Members of the Arts Committee may assist in community fund raising activities, but any funds received by the committee or by members acting in their official capacity must be accounted for, and all expenditures by the committee must be made, in accordance with the provisions of the Local Government Budget and Fiscal Control Act. Such funds may be received and expended by the Town only for purposes for which the Town is statutorily authorized to expend public funds.



Charges for Advisory Boards

Transportation Advisory Board

Meets Twice Monthly

Section 3-24.2

Powers and Duties

- (a) The TAB shall conduct studies and advise and make recommendations to the Town Council concerning all matters relating to the transportation within the Town of Carrboro and the surrounding area, including, but not limited to, the need for the construction, operation, relocation, or improvement of streets, sidewalks, and bikeways, as well as the establishment and improvement of alternative methods of mass transportation.
- (b) TAB shall report to the Town Council as requested by the Council and shall undertake such studies or perform such duties as the Council may request.
- (c) TAB may adopt rules and regulations governing its procedures
- (d) From time to time, the Town Council may appoint one or more individuals to assist the TAB to carry out its transportation responsibilities with respect to a particular subject area. The Council may appoint advisory committees to consider long-range transportation plans, pedestrians or bicycle plans, infrastructure safety improvements, etc. Members of such advisory committees shall sit as nonvoting members of the TAB

Greenways Commission

Meets Quarterly

Section 3-24.9

Powers and Duties

- The commission shall recommend to the Council policies, programs, and actions that may assist the Town in safeguarding the water quality, environment and livability of the community by establishing greenways. For purposes of this section, the term “greenways” refers to unbroken chains of preserved open space surrounding stream and wildlife corridors, headwaters, water recharge areas, and significant ecosystems that also provide bicycle and pedestrian connections between neighborhoods and for the community. The commission may also encourage effective stewardship and management of such greenways and promote educational, recreational, and public health usage consistent with the protection of this resource.



Charges for Advisory Boards

Safe Routes To School

Meets Quarterly at TAB Meetings

Section 3-24.2(d)1a

Powers and Duties

The Safe Routes to School Implementation Committee shall recommend transportation projects, policies, programs, or activities that serve to increase the safety and convenience of walking and bicycling to school. The Committee shall provide guidance and support for implementing the recommendations of the adopted Safe Routes to School Action Plan and evaluating implementation progress. The Committee may provide assistance with seeking project or program funding, including applying for grants, Safe Routes to School event planning, and data collection.