

**TOWN OF CARRBORO
CLIMATE ACTION TEAM**



AGENDA
Climate Action Team

March 14, 2024; 7:00 pm
Zoom Virtual Meeting*

Time	Item	
7:00 pm	<u>Call to Order, Announcements</u> Approve 2/8/24 Minutes	Chair, All
7:10 pm	<u>Discussion and Action Items</u> Spring/Summer 2024 Outreach Discussion <ul style="list-style-type: none"> • Creek Week • Open Streets • Carrboro Day • Earth Day • Pollinator Week 	Staff, Chair, All
7:25 pm	Advisory Board Consolidation Presentation	Staff
7:35 pm	Prepare Advisory Board Consolidation Recommendations	Chair, All
8:10 pm	CAT Document Review and Staff Response	Staff, Chair, All
8:45 pm	Discuss Upcoming Meeting Topics, Announcements	Staff, Chair, All
9:00 pm	Adjourn	Chair, All

*To attend this virtual meeting, please use the link below:

Join Zoom Meeting

<https://townofcarrboro.zoom.us/j/86132716691?pwd=xMbjOkOo2LyYaMKdtP5ZBUK73oV64F.1>

Meeting ID: 861 3271 6691

Passcode: 920919

One tap mobile

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Dial by your location

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- +1 309 205 3325 US
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- +1 253 215 8782 US (Tacoma)
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Meeting ID: 861 3271 6691

Find your local number: <https://townofcarrboro.zoom.us/j/86132716691>

***TOWN HALL IS ACCESSIBLE FOR PERSONS WITH DISABILITIES. For more information, contact
Laura Janway at (919) 918-7326.***

TOWN OF CARRBORO
CLIMATE ACTION TEAM- SUMMARY



Meeting on February 8, 2024, 7:00 pm

Board Members	Town Council Members	Staff	Guests
Nick Stover	Randee Haven-O'Donnell	Laura Janway	Alesia Bregu
Greg Randolph	Eliazar Posada		
Tilly Pick			
Jane Danielewicz			
Lauren Nyland			
Meg Molloy			
Rob Pinder			

Note: Absent/Excused: None

Call to Order, Announcements

The meeting was called to order at 7:07 pm by Chair Pick.

Approve 1/18/24 Meeting Minutes

Nyland requested two changes: 1) Adding the Green Neighborhoods Grant Program timeline to the minutes and 2) The CAT's recommendations to the Town Council on the landscaping equipment also include their discussion about the importance of the time of day. Stover motioned to approve the 1/18/24 meeting minutes, seconded by Molloy. All voted in favor. **AYES: (7) Stover, Randolph, Pick, Danielewicz, Nyland, Molloy, Pinder; NAYES: (0).**

Discussion Items

Motion by Danielewicz, seconded by Stover to adjust the agenda timeline to have the discussion items close at 8:00 pm. All voted in favor. **AYES: (7) Stover, Randolph, Pick, Danielewicz, Nyland, Molloy, Pinder; NAYES: (0).**

Spring/Summer 2024 Outreach Discussion

- Dietary Emissions
- Green Neighborhoods Grant Program
- Great Backyard Bird Count
- Invasive Species Awareness Week
- Creek Week
- Open Streets
- Carrboro Day
- Earth Day
- Pollinator Week

Staff member Janway introduced the items. Stover mentioned he was working with some graduate students on campus to start at UNC Chapter for the Sustainable Ocean Alliance. And we were looking for a potential public programming opportunities and I brought up about Creek Week. Members discussed how to sign up for volunteering at events and Danielewicz asked about using their existing calendar. Members then discussed creating an interactive calendar. Town Council Haven-O'Donnell discussed outreach and the modules project. Staff member Janway stated that the Town's new Environmental Planner was helping to finish up several modules which will soon be made available on the Town website. Pick asked about the possibility of sharing the modules with the CAT while they are in-progress for feedback. Molloy suggested that CAT members could help create a simple on-ramp

handout that could get people interested in the modules and go check them out online. Guest Bregu stated that she agrees with Tilly and likes the sound of this project in terms of how she can share with other high school students. Pick asked about the potential for outdoor medial billboard spaces. Members discussed a potential date and ideas for an Earth Day event. Danielewicz brought up tree planting in alignment with the Comprehensive Plan. Town Council Member Haven-O'Donnell mentioned the possibility of discussing natural succession at Dr. Martin Luther King Jr. Park by labeling trees in the wetland area. Members discussing combining with Open Streets or the Bazaar. Molloy mentioned having materials to teach people about how to create a monarch sanctuary and using mosquito dunks in buckets in their gardens. Members discussed having food, drinks, and entertainment on Earth Day at Town Commons. Molloy and Bregu indicated their interest in helping to plan this event. Nyland indicated her interest in planning some educational materials and messaging for the event.

Discuss How to Welcome and Onboard Advisory Board Members

Nyland introduced the topic and stated that she would like to ask new members whether there was anything that could have been done to welcome them and get them integrated in this any smoother fashion. Stover stated that he had prior experience with community boards so integrating was not an issue for him but having a welcoming process would be helpful. Bregu stated that having a master document type of resource would also be helpful. Randolph said he found the process to be good and had an informative interview with staff before joining that should be a standard practice. He also said for him, a way to improve would be to reduce the amount of time it takes between applying and being appointed.

Discuss Upcoming Meeting Topics, Announcements

Town Council Member Posada introduced himself and stated that he was excited to learn more about the CAT and part of the reason that I wanted to join this specific Advisory Board just to see all the work that they do and learn from everyone. Pick asked for an update from the meeting that he and Molloy had with staff. He stated that the next steps were reviewing the feedback on their documents from staff and revisiting the CAT charge. Pick and Molloy discussed their takeaways from the meeting, including the emphasis on the CAT working collectively and that training/a toolkit from staff on outreach and the modules would be helpful. Molloy stated that the Town's insurance has said no to the request for invasive species workdays on Town property without staff presence. Town Council Member Haven-O'Donnell said they would need to revisit the question. Staff member Janway said she would provide Council Member Posada with more background information and would provide a further update from staff. Molloy also stated that staff clarified a question from a previous meeting about soliciting recipes from restaurants for the climate-friendly cookbook. All restaurants in Town would need to be consulted and restaurants could not be asked to donate gift cards or anything financial. Pick stated his takeaway from the meeting was how to balance working within the Town governance and how the Town operates but also making it as easy as possible for volunteers trying to activate the community during a climate emergency. Stover asked if this feeling of disempowerment was extending to other boards.

Pick stated his ideas for topics for the next meeting:

- 1) Feedback from staff on CAT documents
- 2) CAT charge
- 3) Earth Day
- 4) General Event Participation
- 5) Advocacy of climate action to the state

Danielewicz also mentioned a good topic for discussion would be Comprehensive Plan implementation and collaborating with other departments.

Adjourn

Motion to adjourn by Nyland, seconded by Stover, all voted in favor. **AYES: (7) Stover, Randolph, Pick, Danielewicz, Nyland, Molloy, Pinder; NAYES: (0).** The meeting ended at 9:10 pm.



TOWN OF CARRBORO • NC



ADVISORY BOARD CONSOLIDATION

Offices of Town Manager and Town Clerk

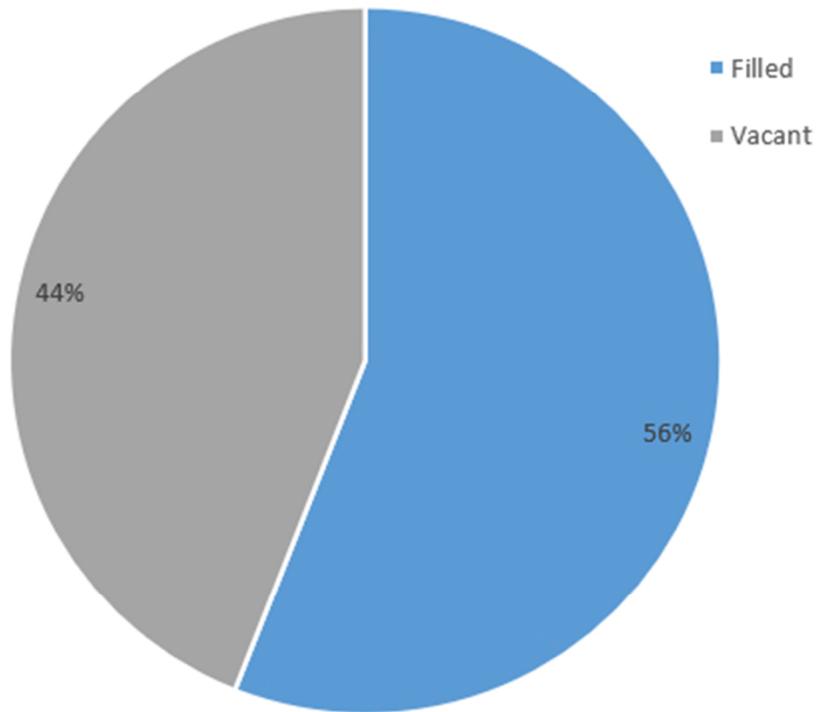
Possible Alignment of Advisory Boards and Commissions

Nine (9) Advisory Boards and Commissions

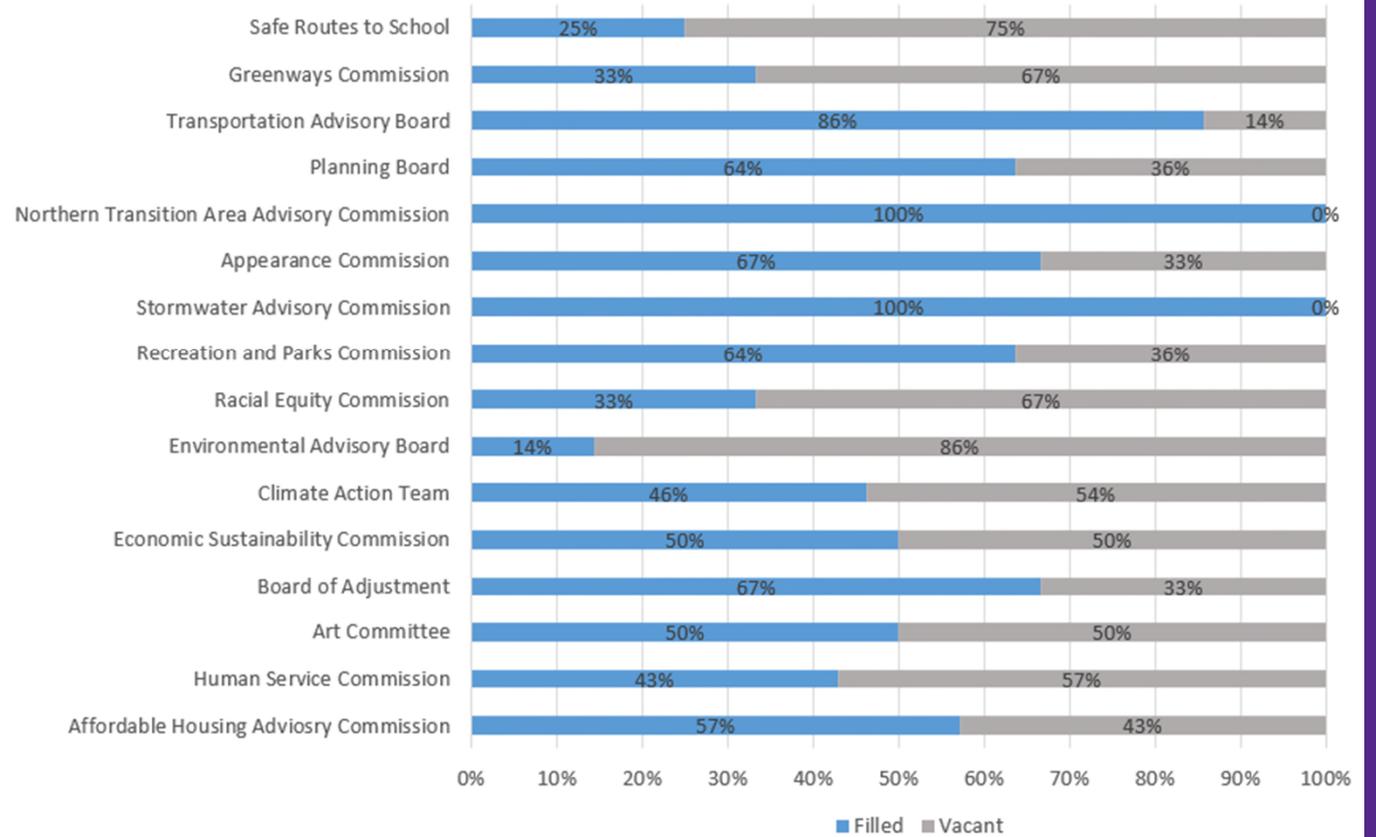
- **Affordable Housing Advisory Commission**
 - *Human Services Commission (subcommittee)*
- **Board of Adjustment**
- **Economic Sustainability Commission**
- **Environmental Advisory Board**
 - *Climate Action Team*
- **Planning Board**
 - *Appearance Commission*
 - *Northern Transition Area Advisory 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)

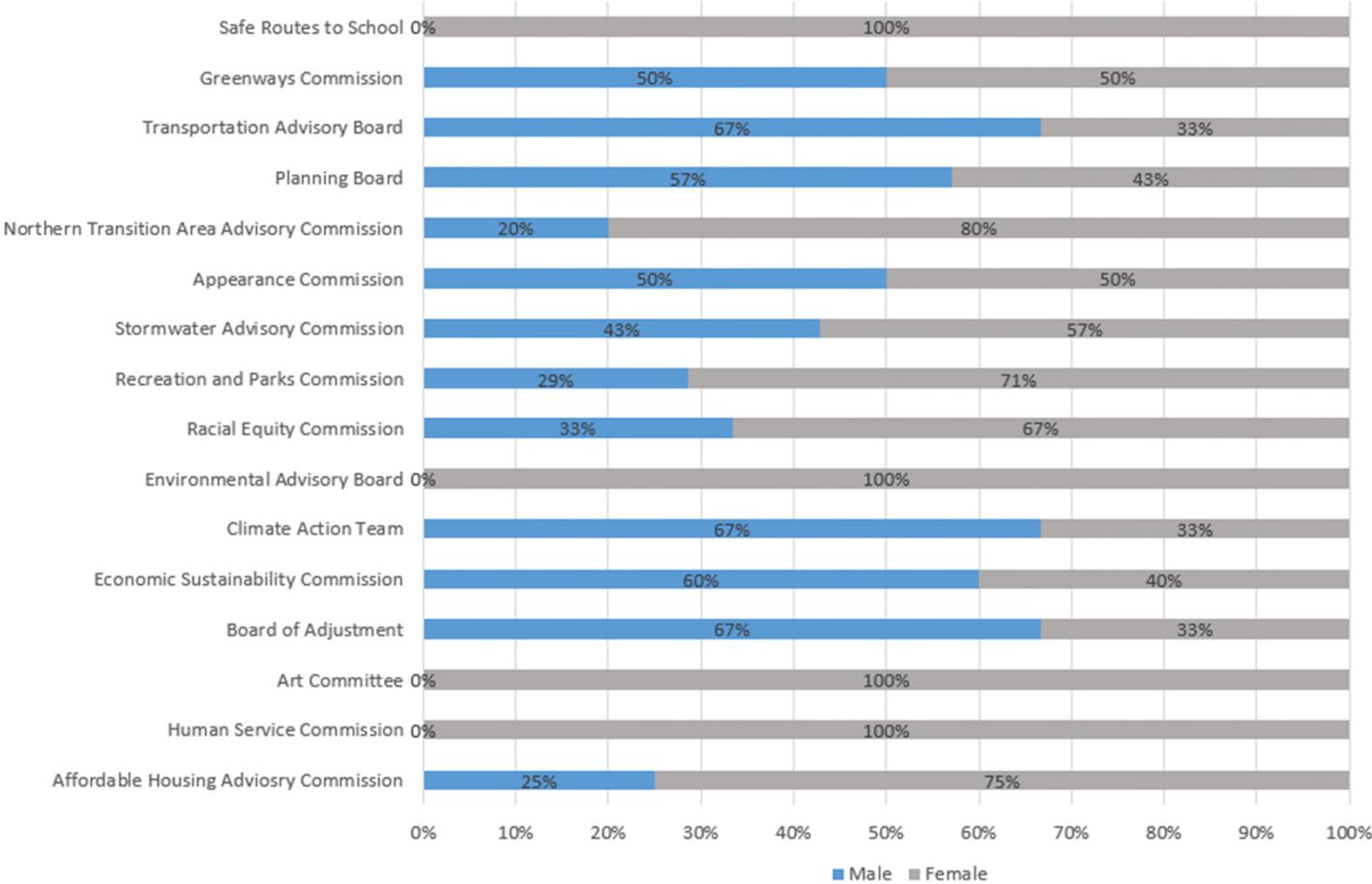


Vacancies in Carrboro Town Boards (%)



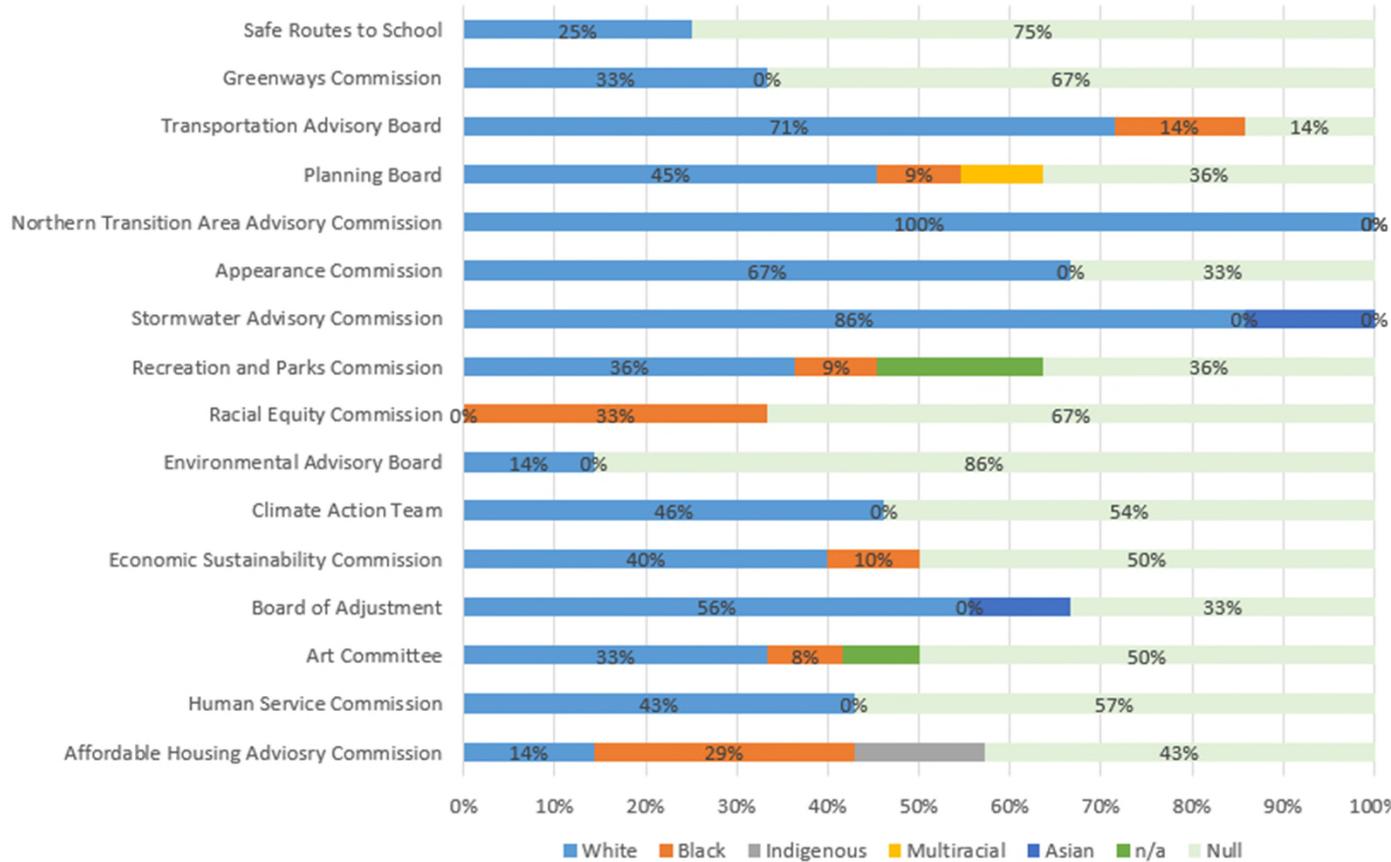
Composition of Advisory Boards by Gender

Composition of Carrboro Town Boards by Gender (%)

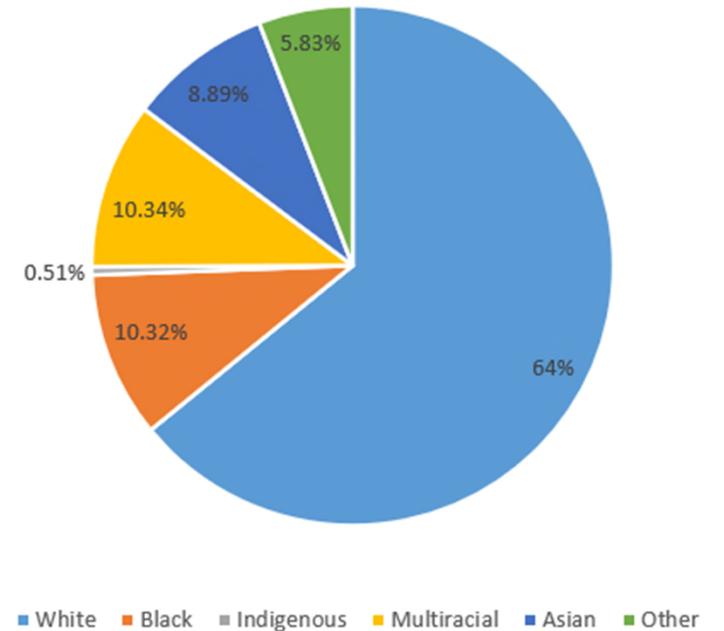


Composition of Advisory Boards by Race

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							
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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



TOWN OF CARRBORO • NC

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.



TOWN OF CARRBORO • NC

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.

Climate Action Team Documents – Staff Responses

The Climate Action Team (CAT) submitted documents to Town staff for review. The CAT's charge as well as staff responses are outlined below.

Town Code Section 3-24.17 Meetings and Officers of CAT

- (a) The CAT shall establish a yearly meeting schedule of the following meetings:
- (1) Up to four in-person meetings
 - (2) Up to four virtual meetings, as determined by staff to plan outreach events
 - (3) At least two community outreach events
 - (4) Special meetings as necessary

The CAT held nine meetings and participated in nine outreach events in 2023.

Town Code Section 3-24.18 Powers and Duties of CAT

The Climate Action Team may:

- (a) Provide expertise and input on implementation of the Community Climate Action Plan and municipal Energy and Climate Protection Plan. CAT members will have the opportunity to provide feedback on the yearly environmental sustainability work plan and ongoing climate action initiatives as requested by staff. CAT members will 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.
- (b) 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.
- (c) 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.
- (d) Take any other action authorized by this chapter or any other ordinance or resolution of the Town Council.

Staff Responsibilities:

- Develop and implement work plan to achieve greenhouse gas emissions reductions according to Community Climate Action Plan and Energy and Climate Protection Plan.
- Track emissions reductions annually and adjust work plan accordingly.
- Measure every action against climate action measures and against advancing racial equity.
- [2023 Climate Action Budget Staff Presentation](#) (Time Stamp 1:48:44 to 2:20:22)

October 19 – Proposed Scope of Activities

		Relate to Charge	Staff Comment
1	CAT members research, write evidence based brief periodic e-news highlighting climate actions and resources available to Carrboro residents. Information is shared such as Town grants available for Green Neighborhood, Solarize program, tips you can take at home, workshops, workdays, stories of local people taking action on climate change, and ways to get involved. Drafts are submitted to staff to approve.	N/A	The CAT is an advisory board and the work is done as a group. If work is drafted by individuals, items would come to the CAT for review and staff would be responsible for finalizing. Citizens can sign up to receive Climate Action News on the SignUp Carrboro Page under the News Flash section on the Town website.
2	CAT members can communicate as Climate Action Team independently on behalf of the Town in community-facing research, education, and outreach activities that fall under the scope of the community Climate Action Plan. Cost Estimate: TBD	N/A	CAT members can forward, like, repost, and share any Town postings. CAT members can present approved modules. The CAT is an advisory board and content development and review work is done as a group.
3	CAT members support staff in tasks that relate to the Planning Department/Climate Action Plan goals. Ex: Email Green Neighborhood grant opportunity to community stakeholders; draft written materials for staff approval; CAT planning calendar (managed by CAT members) where CAT members can sign up to volunteer for various educational booths, database support.	Yes and No	Staff bring specific tasks to CAT meetings or to CAT members and the CAT member submits to staff. Calendar of activities and offerings of the CAT will be managed by staff to ensure consistency with other functions, commitments, and budget.
4	CAT hosts four invasive removal days a year on Town properties without requiring staff to be onsite. There is precedent in our communities and CAT members request information on how this could occur in Carrboro	N/A	Town’s insurer has said no. Staff are working to discuss how this program could move forward.
5	Once events on Town property are successful, CAT members would like to hold events outside of Town property but within the Town limits for example, as part of the Green Neighborhoods Program. CAT members would like to ask if there are any barriers or liability concerns when holding or participating in these events.	Yes	Creek Week and Pollinator Week events this year will be extensive and an event for CAT participation. Other

			events off Town property are managed by staff.
6	CAT members act independently as liaisons to the community and outside groups to extend Town goals, For example: sharing informational resources through Green Neighborhoods (CAT members share information with one or two of the HOAs and landlords in the 21 neighborhood blocks), restaurants, and community groups. Examples of CAT member representation or communication would be: outreach, ongoing communication on projects, support navigating through resources matching needs with solutions. Cost estimate: nametag with appropriate language	N/A	Any outreach and work as a liaison will be done using materials approved by the group and staff. The CAT as a whole will need to agree to send specific members to talk with specific groups.
7	CAT members fundraise and/or find ways to raise outside funding for climate action activities	N/A	No

Communications Plan to Encourage Climate-Friendly Actions Across Carrboro

8	Create Carrboro Climate Action brand (logo, overarching slogan, messages for each plan component) to communicate why and how to take climate actions that make a difference. Will also need to involve defining the CAT identity as a group—values, mission, etc.	N/A	Staff will hold an FY24-25 budget development meeting on April 1, 2024. Staff will provide information as directed by the Manager's Office.
9	Develop one-pager and webpage on Carrboro Climate Action campaign (incorporates brand) <ul style="list-style-type: none"> Invites sign-up to receive Climate Action tips to incorporate climate friendly actions into daily life at home, work and across community. Potentially directs to additional info re: plan component, resources (grants, rebates), events, workdays, ways to get involved. Includes information about CAT mission/values/identity as a group. 	N/A	Staff can review with CAT web materials and update.
10	Establish Climate Action section of the Town of Carrboro website (incorporates brand).	N/A	See above. Staff responsibility.

11	Establish Climate Action NewsFlash on Town of Carrboro SignUp page.	N/A	No
12	Print climate action brand on outreach materials.	N/A	Can be considered as part of work plan development and budget request.
13	Establish independent Carrboro Climate Action/CAT website. Independently develop webpage/hub for resources, information, volunteer engagement, etc. related to CAT/Carrboro Climate Action activities. While limited communications through the existing Town of Carrboro website may be easiest to move forward with initially, the CAT ultimately aims to have an independent website/resource repository	N/A	CAT is not independent of staff responsibility to ensure work is consistent with direction from Council and Town Manager and part of the Town's program.
Green Neighborhoods Plan			
14	Each CAT member selects one or two of the 21 neighborhood segments and does outreach to enroll neighborhood contacts (such as HOA, landlord, or resident contacts) within each of the 21 segments. *this framework may change to allow for broader understanding of "neighborhoods"	Yes	Depends on message, uniformity; outreach material must be approved by the CAT as a whole and approved by staff for accountability.
15	Each neighborhood contact is invited to sign up to receive Climate Action NewsFlash and pass it onto their neighbors	N/A	Open to all
16	The CAT will invite neighborhoods into climate action topics using strategies which include: sharing models of climate action to Green Neighborhoods through communications and workshops, such as the Fair oaks composting program, holding invasives workdays, promoting climate friendly eating, Solarize, choosing fossil- free transportation, and other elements of the climate action campaign.	Yes	Ideas for staff to evaluate in annual work plan development and budget request.
17	The CAT will promote new cycles of the Green Neighborhood grants across the 21 Carrboro segments. CAT will review grant projects with an eye toward repeating and making projects sustainable, as well as promoting ideas in areas in the Carrboro Climate Plan not yet addressed. This information will cycle back into promotions of new cycles.	Yes	Ideas for staff to evaluate in annual work plan development and budget request.

18	The CAT will offer the Monarch and Hummingbird Sanctuary program to all neighborhoods as an easy/fun on-ramp way to engage in climate action and an opportunity to learn about and take additional climate actions steps that make a difference.	Yes	Ideas for staff to evaluate in annual work plan development and budget request.
Communication and Engagement Principles			
19	As Climate Action Team members, when communicating and engaging with each other and the community, we: <ul style="list-style-type: none"> Align ourselves with the Carrboro Climate Action Plan Are clear that we are volunteers Will not make any promises on behalf of the town of Carrboro Support civic participation and community involvement Focus on actions and outcomes Promote equity by engaging those who are underrepresented, most vulnerable, and have the least resources Treat everyone with equal and mutual respect 	Alignment with Community Climate Action Plan relates to charge; others are related to advisory board guidelines and Inclusive Carrboro	Principles must align with the following: <ul style="list-style-type: none"> Inclusive Carrboro: Communications and Community Engagement Plan Rules of Procedure for Town of Carrboro Advisory Boards and Commissions Town Code Chapter 2, Appendix B and Section 3-42
Identity Brief			
19	Purpose <ul style="list-style-type: none"> Respond collectively as a team to the climate emergency Enact and update the climate action plan according to changing information and needs Encourage equitable stewardship for the environment within the Town of Carrboro 	<ul style="list-style-type: none"> Yes N/A Yes 	The CAT does work collectively as a group. The CAT works to provide expertise and input on implementation of the Town’s Community Climate Action Plan.
20	Objectives <ul style="list-style-type: none"> Achieve Carrboro’s CAP goal to reduce carbon emissions by 80% by 2030 	Yes	CAT works to provide expertise and input on implementation of the Town’s Community Climate Action Plan.
21	Strategies <ul style="list-style-type: none"> Design and deliver local climate change solutions with substantive, immediate impact. Increase Town resources for the climate action plan by identifying and/or applying to appropriate grants from governmental and private funding sources Engage all areas and people of the Town of Carrboro in climate action plan implementation, with a particular focus on those who are underrepresented, most vulnerable, and have the least resources 	<ul style="list-style-type: none"> N/A Yes and No Yes 	CAT works to provide expertise and input on implementation of the Town’s Community Climate Action Plan. CAT members can identify grants for staff to consider for application.

22	<p>Values</p> <ul style="list-style-type: none"> • Meeting people where they are (by listening to understand, not listening to respond and by not judging or preaching) • Be encouraging and empowering • Instigating action based on science • Building connections (to each other, nature, life) as a community • Acting with a sense of urgency, also having patience and compassion • Committed to continuous learning 	<p>Related to advisory board guidelines</p>	<p>Values must align with the following:</p> <ul style="list-style-type: none"> • Inclusive Carrboro: Communications and Community Engagement Plan • Rules of Procedure for Town of Carrboro Advisory Boards and Commissions • Town Code Chapter 2, Appendix B and Section 3-42
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