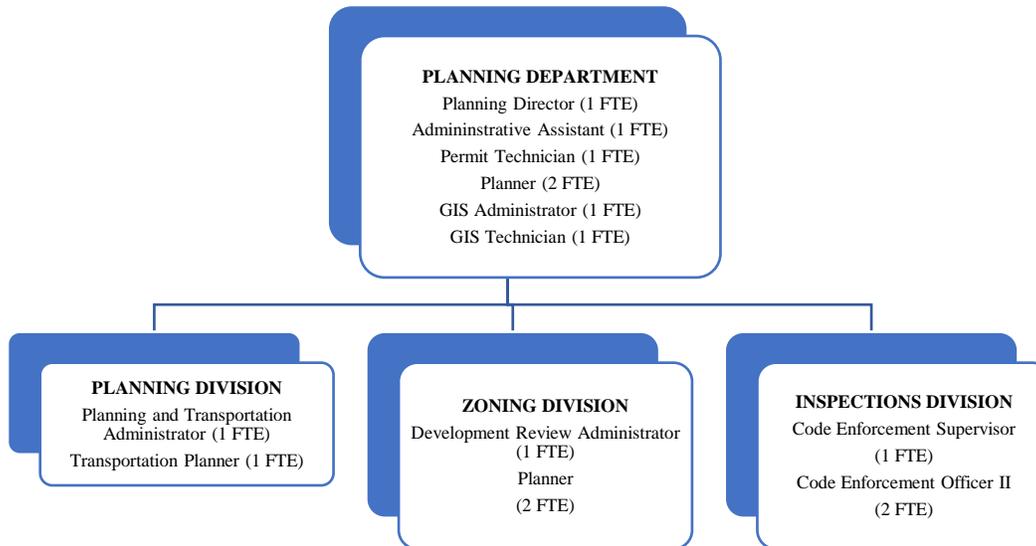


# PLANNING DEPARTMENT

**15 FTE**



## **PURPOSE/GOALS**

The Planning Department helps the Town define and carry out its vision for sustaining existing and future populations, monitoring the availability and use of resources needed to maintain a balance of the built and natural environments and

- To support implementation of adopted plans, including Carrboro Connects, Town of Carrboro 2022-2042 Comprehensive Plan.
- To coordinate development of a well-balanced public infrastructure, including green infrastructure, to improve safety, walkability, and travel choices.
- To advance development that is context-sensitive, compact, energy-considerate, and ecologically appropriate, therefore promoting trust, mutual respect, and well-being.
- To excel in GIS technology and other means of access to Town information and services.
- To advance social justice so that race does not predict outcomes in service provision.
- To recognize a special responsibility for the needs of the disadvantaged and to promote racial, ethnic, and economic integration.
- To promote excellence in design that incorporates the diverse range and cultures of community members in the built environment.

## **SERVICES and PROGRAM ACTIVITIES**

- Direct services including Short- and Long-Range Land Use Planning and Development Management, Engineering, Minimum Housing, Multi-trade inspections, Intergovernmental Relations
- Geographic Information Services and support to all Town departments, Transportation, and Environmental Sustainability/Climate Action Plan implementation
- Staff support for Town Council and advisory boards and commissions.

**13 STRATEGIC PRIORITIES/Associated deliverables**

<p>Implement Race Equity Initiative</p> <ul style="list-style-type: none"> <li>○ Council agenda Racial Equity analyses or pocket questions.</li> <li>○ Complete evaluation of the Town policies and procedures, GARE Core Team</li> </ul>	<p>Completed lens and pocket questions</p>
<p>Implement Community Climate Action Plan with funding</p>	<p>See Climate Action (ORG 422)</p>
<p>Zoning amendments related to housing.</p> <ul style="list-style-type: none"> <li>○ Amend Land Use Ordinance to allow greater density near transit.</li> <li>○ Parking minimums for residential near transit, including downtown (PH – September 2023)</li> </ul>	<p>Land use ordinance text amendments and/or map amendments; associated analyses.</p>
<p>Connectivity, Bicycle and Pedestrian</p> <ul style="list-style-type: none"> <li>○ Progress on 2020/2021 Bike Plan Update- 5 priorities identified.</li> <li>○ Homestead Road Crossing (also ARPA)</li> </ul>	<p>Infrastructure improvements, including designated lanes, buffered lanes, pedestrian-activated signals. See also Capital Projects</p>
<p>Implement various projects of Carrboro Connects</p>	<p>Downtown Master Plan; BFC Application, Public Transit Access, and Options Engagement. See also Climate Action</p>
<p>Develop and achieve operational efficiencies.</p> <ul style="list-style-type: none"> <li>○ Technology to enhance service delivery and quality regarding inspections.</li> <li>○ Approval processes</li> <li>○ Respectful work environments</li> <li>○ Partner with customers to identifies strategies for streamlining</li> </ul>	<p>Efficiency study, community engagement, service changes</p>

**PREVIOUS YEAR ACCOMPLISHMENTS**

- Racial equity analyses and CORE Team staff participation.
- Merritt Mill and Jones Ferry Road re-design/addition of new bike facilities
- Adoption of Comprehensive Plan, Carrboro Connects 2022-2042; 2022 Marvin Collins Outstanding Planning Award Recipient.
- Annexation Boundary Agreement Renewal
- Greene Tract Master Plan RFP release

**UPCOMING FISCAL YEAR OBJECTIVES**

- Coordinate completion of bicycle, pedestrian, and greenway design processes for Capital and ARPA-funded projects
- Coordinate downtown master planning process.
- Complete transition of PZI applications to Energov, including development of new Active Projects Report.

**PERFORMANCE MEASURES**

- The amount of land protected for natural resources per capita.
- The amount of land available for commercial, business, and mixed-use development.

- Number of BIPOC and low-income residents involved in transportation decision-making.
- The number of trades permits issued within five business days.

### **Racial Equity Assessment Lens**

What racial equity and inclusion goals and objectives have been established for your department?

- Achieve social justice where race does not predict outcomes, including participation in all aspects of the operation of planning, zoning, inspections in Town governance.
- Expand choice and opportunity for all persons, recognizing a special responsibility for the needs of the disadvantaged and to promote racial, ethnic, and economic integration.
  - Examine practices, procedures, and policies using Racial Equity Evaluation Lens (REAL) and One Orange pillars of data development, community engagement, and
  - Engage the lived experience of community members of color who have been underrepresented in meetings, committees, and other actions.
- Promote excellence in design that incorporates the diverse range and cultures of community members in the built environment.

Describe racial equity and inclusion accomplishments to date.

- Participation in staff CORE team; four staff members have served to this point. Two in CORE cohort training and one in ‘train-the-trainer’ program.
- Staff RE analysis of policies, practices, and procedures actively underway since Fall 2022 in weekly meetings- Racial Equity Pocket question completion since March 2023 for applicable agenda items.
- Racial Equity – underpinning of Carrboro Connects: Comprehensive Plan in all aspects – e.g., scoping and developing process, community engagement, structure of the plan, and prioritization of implementation actions, including/not limited to:
  - Selection of task force members.
  - Development of direct contact notice for communication about plan, process, and meetings/hearings.
  - Mailed notice to historically Black neighborhoods of public meetings.
  - Posters announcing public meetings placed in historically Black neighborhoods.
  - Direct engagement with community leaders serving BIPOC residents with meeting flyers available in Spanish and English – review of plan elements.
  - Carrboro Connects logo and tagline created in English, Spanish, and Burmese.
  - Provision of Spanish translators at community meetings
  - Engagement sessions via YouTube Live with El Centro and Refugee Community Partnership in Spanish and Karen/Burmese languages
- Targeted recruiting for open staff positions to HBCUs, community colleges, professional associations, list serves.
- Training: Advancing Racial Equity: The Role of Government

- i. Planning Director on trainer/leader team
  - ii. Employees completed virtual/live training in 2021.
  - iii. Carrboro Connects task force and board and commission members trained in 2021.
  - iv. Employees completed virtual/self-paced training in 2022.
- i. Training: Decision-making for Racial Equity – All staff hired as of January 30 participated in training offered in January 2023.
- j. Continuing the Conversation Sessions for employees – planning subcommittee
- k. All CIP projects evaluated based on answers to racial equity questions.
- l. Town Practices, Procedures and Policies Document created and maintained. Development of initial crosstab of Strategic Priorities with PPP to frame Carrboro Connects implementation.
- m. Interactive Map of data layers relevant to race, equity, economics, housing, travel behavior.
- n. Race & Equity focus of Transportation Demand Management (TDM), efforts, emphasis on reinvest neighborhoods.
- o. Green Neighborhoods Grant Program; actions benefitting LMI residents.
- p. Service on Countywide Subcommittee developing Accountability and Evaluation Recommendations for One Orange Racial Equity Plan
- q. Attended the 2021 Annual GARE Meeting – “Democracy for All: Governing for Racial Equity”

Based on assessment(s), what are the critical factors affecting the department’s ability to address racial equity and inclusion, internally and/or externally?

- r. Workload, staff shortages, hiring new staff, training are critical factors affecting all service delivery for PZI. Equity evaluations require significant time for research, discussions, and writing to complete.
- s. Limitations on granularity of data documenting disparities.
- t. Methods of documenting race and ethnicity of participants in engagement opportunities rely on voluntary self-identification.
- u. Detailed guides and training resources are limited in availability. Learning /practice curve that results in additional time spent in earlier steps and for employees as they start preparing evaluations.

How does the current project address racial equity and inclusion? Please provide specific examples.

- v. Listed accomplishments describe steps and strategies completed since Town joined GARE and those still actively underway to address racial inequities.
- w. Key findings in the Affordable Housing chapter: cost burden is greater in households of color; projects to reduce housing cost burden, prevent displacement, and expand the supply of affordable units.
- x. The Climate Action and Environment chapter: increase access to renewable energy and explores how renters and homeowners can benefit from energy efficiency measures.

- y. The Transportation and Mobility chapter: barriers for BIPOC and low-income residents' participation, increasing mobility through iterative engagement and the avoidance of displacement, and reducing financial barriers to access energy efficiency and green infrastructure improvements.
- z. The Plan's Land Use Chapter: increasing the supply of affordable housing by promoting greater residential density on transit corridors and near greenways, providing new or refined zoning tools and streamlining development processes.

## **STRATEGIC ENERGY AND CLIMATE PROTECTION**

1. What climate change and sustainability goals and objectives have been established for your department?
  - See Energy and Climate Protection and Community Climate Action Plans for project and programmatic goals and objectives to reduce greenhouse gas emissions and improve environmental resilience.
  - See Carrboro Connects, Town Council 13 Priorities, ARPA lists and other CIP/workplan projects, revisions to regulations, standards and processes that will be the focus of work in FY2024.
2. Describe climate change and sustainability accomplishments to date (see 422 for expanded report)
  - ICLEI - Cities for Climate Protection Campaign (2001)
  - Fare-free bus as 14 percent partner in Chapel Hill Transit (2002)
  - County GHG Emissions Inventory (2005)
  - Stream buffer and floodplain/resilience amendments (2007-present)
  - Community GHG Inventory (2011)
  - Municipal GHG Inventory (Yearly since 2012)
  - Energy and Climate Protection Plan (Implementation in progress since 2014; updated goals in 2020)
  - Updated Community Inventory (2015, 2019)
  - Conditional and Conditional Use Zoning Districts, especially B-1(g) and M-3 CU/C (2015 and 2017)
  - Community Climate Action Plan (Implementation in progress since 2017; updated goals in 2020)

- Land Use Ordinance text amendments to define clearly permitting requirements and therefore assist/streamline installations of energy producing arrays (2017)
  - Sol Smart Bronze designation (2017) for leadership in supporting alternative energy in Carrboro.
  - Sol Smart Gold designation (2018) for additional actions.
  - Establishment of Stormwater Utility (2018)
  - Updated Tree Cover Requirements (2019)
  - EV Charging Requirements (2021)
  - Expansion of environmental staffing – new Environmental Planner in FY 22.
3. Based on assessment(s), what are the critical factors affecting the department’s ability to address climate change and sustainability, internally and/or externally?
- Ambitious reduction goal and short timeline
  - Limited staff who are not committed to day-to-day service delivery.
  - Limited time to devote to conceptually and practically training staff and integrating service improvements related to addressing climate change and sustainability throughout all service delivery categories and actions.
  - A large share of emissions reductions needed to meet these goals are dependent on community action; Town’s ability to establish requirements that affect behaviors is limited.
  - Base data are limited, though the Town has some experience in activities and projects that can serve as models.
4. How does the requested budget address climate change and sustainability? Please provide specific examples.
- Efficiency and service delivery – staffing support and levels are critical to speed and timeliness of permit approvals and inspections, requests for information, preparation of reports and all related activities that can lead to improvements in processes and/or regulations to support and incentivize climate change and sustainability actions. Limitations in staffing can lengthen turnaround time for all activities: prevent self-assessments of efficiency/identification of streamlining improvements, in an uncertain economy, delays can cause applicants to modify or abandon projects, which could include choosing less efficient, but more expensive options, and which could otherwise often result in increases to the Town’s tax base. Delays can also cause applicants to proceed without permit approvals, which can lead to safety issues, additional costs.
  - Land use amendments – map and text amendments identified in Carrboro Connects or resulting from proposed Downtown Master Plan/Jones Ferry corridor.

- Transportation projects that provide for mode choice and substitute for vehicle trips, including bike plan implementation.
  - Construction of multi-use paths on Morgan Creek and Jones Creek.
  - Construction of a sidewalk on S. Greensboro Street
  - Bicycle infrastructure on Merritt Mill Road, S. Greensboro Street.  
Expanded bicycle infrastructure on Jones Ferry Road and N. Greensboro Street.
  - Pedestrian safety infrastructure in numerous locations – N. Greensboro Street, Hillsborough Road, Jones Ferry Road, Homestead Road.
  - Departmental Vehicle purchases to be informed by outcome of Fleet Study.
- Continued funding for transit service, which is returning to more normal, pre-COVID pandemic levels.
- Traffic calming infrastructure and speed safety digital signs.
- Outreach events related to TDM, bicycling, pedestrian safety, transportation choices:
  - Celebrate Biking in May with partners (TOCH, bike shops, bike advocacy groups, and others!)
  - Open Streets
  - Transportation Demand Management (TDM) grant – increased funding
  - Safe Routes to Schools – grant for consultant assistance to expand program/relationship with schools and community; Bike and Walk to School
- Leadership in Energy and Environmental Design:
  - Comprehensive Plan: Green Stormwater, Climate Action and Environment, Recreation, Parks, and Cultural Resources, Transportation and Mobility, and Land Use Chapters, specifically. Linkages in all.
  - Cross-cutting themes and plan foundation of Climate Action
  - 203 Project – LEED Gold Equivalent design

Continued permit expediting for solar/review of process for opportunities to streamline/improve.

## **Budget Summary- Planning Department**

### **Department**

<b>PLANNING DEPARTMENT</b>	<b>FY 2023 Adopted</b>	<b>FY 2024 Adopted</b>
Personnel Exp	\$1,386,339	\$1,460,482
Operating Exp	\$260,059	\$267,862
<b>TOTAL</b>	<b>\$1,646,398</b>	<b>\$1,728,344</b>

## **Budget Summary- Planning Divisions**

**Department**

**PLANNING SUPERVISION**

	<b>FY 2023 Adopted</b>	<b>FY 2024 Adopted</b>
Personnel Exp	\$750,088	\$770,851
Operating Exp	\$235,984	\$243,064
<b>TOTAL</b>	<b>\$986,072</b>	<b>\$1,013,915</b>

**Department**

**PLANNING ZONING**

	<b>FY 2023 Adopted</b>	<b>FY 2024 Adopted</b>
Personnel Exp	\$350,142	\$378,628
Operating Exp	\$7,950	\$8,189
<b>TOTAL</b>	<b>\$358,092</b>	<b>\$386,817</b>

**Department**

**PLANNING INSPECTIONS**

	<b>FY 2023 Adopted</b>	<b>FY 2024 Adopted</b>
Personnel Exp	\$286,109	\$311,003
Operating Exp	\$16,125	\$16,609
<b>TOTAL</b>	<b>\$302,234</b>	<b>\$327,612</b>