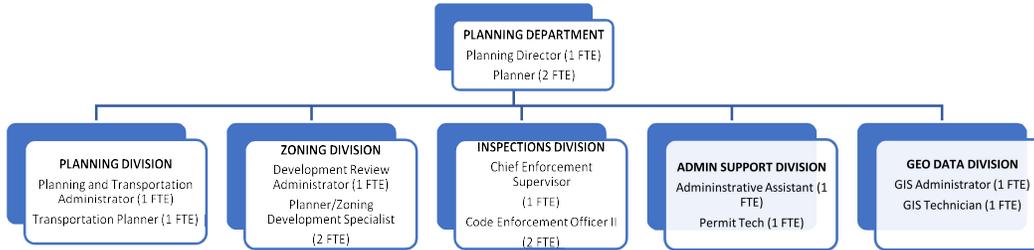


# PLANNING DEPARTMENT

15 FTE



**\*Modified Org Chart anticipated with requested additions to staff. With Climate Action staff, budgeted separately in 422 and integrated in all Planning Divisions for supervision and support functions, representing a sixth functional division.**

## **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.

**KEY PRIORITIES/ASSOCIATED DELIVERABLES**

Staff retention, recruitment, and fulfillment	Reduced turnover, productivity, engagement and advancement – Biweekly staff meetings, Retreats and updated Mission/Vision/Values
Land Use Ordinance & Economic Development	Launch of Land Use Ordinance Rewrite; advancement of Economic Sustainability and Land Use strategies from Carrboro Connects
Environment: Stormwater and infrastructure improvements and environmental protection and tree canopy	See Land Use Ordinance Rewrite and Climate Action (ORG 422)
Implement Race Equity Initiative Race equity initiatives Accessible Language Plan	Completed lens and pocket questions Accessible and Inclusive engagement
Multi-Modal: Multi-Modal Connectivity and Bolin Creek Greenway	S. Greensboro Sidewalk, Morgan Creek Greenway, Phase 1, Jones Creek Greenway. See also Capital Projects

**PREVIOUS YEAR ACCOMPLISHMENTS**

- Bi-weekly Racial Equity work sessions to complete REALS and CORE Team staff participation.
- Procurement of Downtown Area Plan Professional Services and project launch
- Text amendments, coordination and reporting on implementation of Comprehensive Plan, Carrboro Connects 2022-2042
- Greene Tract Master Plan Administration in partnership with Orange County and Chapel Hill
- Restart of S. Greensboro Sidewalk Design with water line replacement; approval of bike lane extension on Smith Level
- Buffered bike lane added to north side of Jones Ferry Road
- Energov system improvements including streamlined permit and inspection data collection, transition of PZI applications, and new Active Projects Report
- Plan for Land Use Ordinance rewrite/renewal.

**UPCOMING FISCAL YEAR OBJECTIVES**

- Support and advance projects associated with Key Council Priorities.
- Coordinate completion of bicycle, pedestrian, and greenway design processes for Capital and ARPA-funded projects
- Coordinate downtown master planning process towards completion in spring 2025.

- Launch Land Use Ordinance rewrite and second area/corridor plan.
- Grant project management – Safe Routes to School Action Plan update.
- Seek and administer outside funding for infrastructure/services to leverage local funds.

**PERFORMANCE MEASURES**

	<b>FY 2024</b>	<b>FY 2025</b>
The amount of land protected for natural resources per capita.	401.61ac = 821.5sf/person (or 0.02ac/person)	+ Jade Creek, Newbury+1307 W. Main
The amount of land available for commercial, business, and mixed-use development.	462.98ac	+ 1
Number of BIPOC and low-income residents involved in transportation decision-making (Council and Advisory).	5	
The number of trades permits issued in no more than five business days	125	175

**RACIAL EQUITY ASSESSMENT**

**1. What and equity goals and performance measures 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, and transportation 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.
  - Complete REALS as specified in Racial Equity Action Plan
  - Engage the lived experience of community members of color who have been underrepresented in meetings, committees, and other actions.  
Document demographic information (voluntarily provided) for participants at all outreach and engagement activities organized by PZICAT staff.
- Promote excellence in design that incorporates the diverse range and cultures of community members in the built environment.

**2. Describe race and equity accomplishments to date.**

- Participation in staff CORE team; six staff members have served to this point. Two in CORE cohort training and one in ‘train-the-trainer’ program.
- Greene Tract RFQ development with partner staff from Orange County and Chapel Hill to highlight and shape engagement that gives primary focus to the interests of historic Rogers Road residents.

- c. 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.
- d. 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:
  - i. Selection of task force members.
  - ii. Development of direct contact notice for communication about plan, process, and meetings/hearings.
  - iii. Mailed notice to historically Black neighborhoods of public meetings.
  - iv. Posters announcing public meetings placed in historically Black neighborhoods.
  - v. Direct engagement with community leaders serving BIPOC residents with meeting flyers available in Spanish and English – review of plan elements.
  - vi. Carrboro Connects logo and tagline created in English, Spanish, and Burmese.
  - vii. Provision of Spanish translators at community meetings
  - viii. Engagement sessions via YouTube Live with El Centro and Refugee Community Partnership in Spanish and Karen/Burmese languages
- e. Targeted recruiting for open staff positions to HBCUs, community colleges, professional associations, list serves.
- f. 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.
- g. Training: Decision-making for Racial Equity – All staff hired as of January 30 participated in training offered in January 2023.
- h. Continuing the Conversation Sessions for employees – planning subcommittee
- i. All CIP projects evaluated based on answers to racial equity questions.
- j. Town Practices, Procedures and Policies Document created and maintained. Development of initial crosstab of Strategic Priorities with PPP to frame Carrboro Connects implementation.
- k. Interactive Map of data layers relevant to race, equity, economics, housing, travel behavior.
- l. Race & Equity focus of Transportation Demand Management (TDM), efforts, emphasis on reinvest neighborhoods.
- m. Green Neighborhoods Grant Program; actions benefitting LMI residents.
- n. Service on Countywide Subcommittee developing Accountability and Evaluation Recommendations for One Orange Racial Equity Plan
- o. Attended the 2021 Annual GARE Meeting – “Democracy for All: Governing for Racial Equity”

3. **What are the critical factors affecting the department's ability to address racial equity and inclusion, internally and/or externally?**
  - a. Workload, staff shortages, turnover, 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.
  - b. Limited availability of uniform, town-wide training /continuing education to ensure similar language and emphasized shared learning experiences by staff and advisory board members.
  - c. Limitations on granularity of data documenting disparities.
  - d. Methods of documenting race and ethnicity of participants in engagement opportunities rely on voluntary self-identification.
  - e. 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.
4. **How does the current project address racial equity and inclusion? Please provide specific examples (new initiatives).**
  - a. Key findings in Carrboro Connects include actions that address race and equity related to homes, environmental justice, transportation, and the economy.
  - b. Greene Tract Master Plan workshops are utilizing a multi-language translation approach to flyers and interpreters will be involved at meetings and workshops.
  - c. Scoping for Downtown Area Plan has identified the need for materials and the final plan documents to be readily translatable to ensure that language is not a barrier to participation or understanding.
  - d. Staff are scoping Accessibility Transition and Title VI plans to ensure that physical spaces, information, and language access meets state and federal requirements.

## **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)
  - Bicycle-Friendly Community since 2009
  - 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 extremely 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 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, rewriting the Land Use Ordinance, and other area/corridor plans.
- 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 S. Greensboro Street, Shelton, Street, Maple Avenue Extension. 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 update Action Plan; 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**

<b>Department</b>	<b>FY 2024 Adopted</b>	<b>FY 2025 Adopted</b>
<b>PLANNING DEPARTMENT</b>		
Personnel Exp	\$1,460,482	\$1,504,296
Operating Exp	\$267,862	\$735,895
<b>TOTAL</b>	<b>\$1,728,344</b>	<b>\$2,240,191</b>

**Budget Summary- Planning Divisions**

<b>Department</b>	<b>FY 2024 Adopted</b>	<b>FY 2025 Adopted</b>
<b>PLANNING SUPERVISION</b>		
Personnel Exp	\$770,851	\$793,977
Operating Exp	\$243,064	\$699,211
<b>TOTAL</b>	<b>\$1,013,915</b>	<b>\$1,493,188</b>

<b>Department</b>	<b>FY 2024 Adopted</b>	<b>FY 2025 Adopted</b>
<b>PLANNING ZONING</b>		
Personnel Exp	\$378,628	\$389,987
Operating Exp	\$8,189	\$15,522
<b>TOTAL</b>	<b>\$386,817</b>	<b>\$405,509</b>

<b>Department</b>	<b>FY 2024 Adopted</b>	<b>FY 2025 Adopted</b>
<b>PLANNING INSPECTIONS</b>		
Personnel Exp	\$311,003	\$320,333
Operating Exp	\$16,609	\$21,162
<b>TOTAL</b>	<b>\$327,612</b>	<b>\$341,495</b>