



## Northern Transition Area Advisory Committee

### AGENDA

6:30 pm, Thursday, October 3, 2024\*

*\*Remote Meeting*

- |                |   |
|----------------|---|
| 6:30 – 6:35 pm | I. Consideration of April 4, 2024 Meeting Minutes   |
| 6:35 – 6:55 pm | I. Discussion of Amendments Relating to Advisory Boards and Commissions Consolidation and Attendance Policies Follow Up Discussion of Possible Advisory Board Alignment   |
| 6:55 – 7:15 pm | II. Final Review of Newbury AIS, 904 Homestead Road   |
| 7:15 – 7:30 pm | III. Follow Up Discussion of Other Relevant Topics: <ul style="list-style-type: none"><li>-Participation in Orange County Comprehensive Plan</li><li>-Presentations to Orange County Commissioners</li><li>-Update on Old NC 86 speed limit reduction request</li></ul> |

### ADJOURN

**\*Remote meeting taking place on Zoom, to view meeting**

**please use the link provided below:**

Join Zoom Meeting

<https://townofcarrboro.zoom.us/j/87499496338>

Meeting ID: 874 9949 6338

One tap mobile

+13092053325,,87499496338# US

+13126266799,,87499496338# US (Chicago)

**Please direct any questions about how to access the meeting**

**on Zoom to Marty Roupe, 919-918-7333 or**

[mroupe@carrboronc.gov](mailto:mroupe@carrboronc.gov)





# Town of Carrboro

## Northern Transition Area Advisory Committee

NTAAC

Thursday, April 4, 2024

MINUTES

6:30 pm, Remote Meeting

**Committee Members:** Lisa Brown, Anahid Vrana, Jennifer Conrad, and Ed Witkin (Meg McGurk, absent)

**Staff Present:** Marty Roupe

**Council Liaison:** Catherine Fray

**Guests:** n/a

- 1. Welcome and brief discussion.** *Committee members and new Council Liaison Catherine Fray introduced themselves to one another. Catherine noted having met some members through her past role as Planning Board Chair.*
- 2. Consideration of March 7, 2024 Meeting Minutes.** *Anahid moves, Jennifer seconds, and all members voted to approve the March 2024 minutes.*
- 3. Follow Up Discussion of Possible Advisory Board Alignment.** *Members discussed a draft statement that had been informally circulated among members chosen to prepare the document during the last meeting. Marty explained that the only goal for tonight is to adopt a final version of the statement, which will be shared as feedback to Town Council. No definitive timeline for changes has been adopted as of yet, but staff anticipates working on the ordinance and code amendments over the next few months, at which point the matter will be brought back for further consideration. Council Liaison Fray noted having read through the draft document and that they see no reason Council would want to do anything other than keep the committee in its new role at five members and essentially leave the charge to the committee unchanged. Catherine then asked the committee for any possible feedback regarding modifications to the charge that they would like to see. Anahid noted that she feels that the committee has been appropriately included in policy discussions, such as getting the NTA better connected to the town through bike paths, greenways, etc. Lisa expressed that she is more concerned with conversations and coordination with Orange County at this time, rather than with Carrboro. Anahid moved, Ed seconded, and all members voted to approve the statement as written.*
- 4. Discussion of Other Relevant Topics.** *About training opportunities, Lisa noted the past citizen academies that had taken place, and wondered whether those may occur again in the future. I noted that this matter, and training in general, will likely be revisited once the transition phase is complete with regard to the town having a new Town Clerk and Town Manager, and that Fall 2024 is likely the earliest the matter would be further considered. Catherine noted that Council does want to bring back the academy, but that it may take a year or so to do so.*

*About the Old NC 86 speed limit matter, Marty noted that he has been discussing this topic with Planning Administrator Tina Moon, and that she is in discussions with NCDOT about this location as well as other Carrboro locations. More updates will be provided as they become available.*

*About participation with Orange County in general and specifically for the comprehensive plan project, Lisa discussed her participation to date in the comp plan process and noted that she is concerned with the limited scope of the audience. She cannot tell if any representatives from Carrboro, Chapel Hill, UNC Chapel Hill, or Duke are a part of the scope. She also noted that the number of survey respondents appears to be very small (approximately 160 respondents). She asked that town staff and Council Liaison Fray remain aware of this matter. Marty mentioned that he will follow up with Planning Director Trish McGuire and report back on the town staff's role in the process. Catherine noted having participated in a public input session but only as a resident, not in an official Council capacity, and that they are not aware of any requests for direct participation by Town Council. They encouraged committee members to participate and identify yourself as a NTAAC member while noting that you are not representing the whole committee. Lisa noted that there appeared to be multiple members from Chapel Hill at the meeting she attended, but no one from Carrboro. Catherine also offered to meet individually with any member to discuss topics of interest if desired.*

- 5. Adjourn:** *Anahid moved, Jennifer seconds, and all vote to adjourn the meeting.*

# JOINT ADVISORY BOARDS

ITEM NO. \_\_\_\_\_

## AGENDA ITEM ABSTRACT

MEETING DATE: October 3, 2024

**TITLE: Amendments Relating to Advisory Boards and Commissions Consolidation and Attendance Policies**

<b>DEPARTMENT: Planning</b>	<b>PUBLIC HEARING: YES ___ NO_X_</b>
<b>ATTACHMENTS:</b> A Recommendation Templates B Draft Ordinance Amending Town Code Chapter 15 (Land Use Ordinance) C Draft Ordinance Amending Town Code Chapter 3 (Administration) D Annotated Version of LUO Article III	<b>FOR INFORMATION CONTACT:</b> Christina Moon – 918-7325 Patricia McGuire -- 918-7327

### PURPOSE

The purpose of this agenda item is to consider amendments to Chapter 15 (Land Use Ordinance) and Chapter 3 (Administration) of the Carrboro Town Code, relating to the consolidation of certain advisory boards and commissions as well as changes to the attendance policy for all boards and commissions. The Town Council has requested advisory board and commission review prior to October 15<sup>th</sup>, if possible. The Council has set a public hearing for October 15, 2024, for consideration of the Land Use Ordinance amendments (Chapter 15); changes to the Town Code (Chapter 3) will be considered on the same schedule; a public hearing is not necessary for Town Code amendments.

### INFORMATION

For the last year or so, the Town Council has been exploring possible changes to the advisory boards and commissions. On the May 4, 2023, advisory boards and commissions received a presentation on possible revisions to the attendance policy and process for removing members with poor attendance. Subsequently, on March 7, 2024, staff provided a presentation on a proposal to consolidate some of the advisory boards and commissions which included revisiting charges and membership. Codifying these changes require amendments to the Town Code in Chapter 15 (Land Use Ordinance) and Chapter 3 (Administration). The amendment process also provides an opportunity to relocate most of the advisory boards associated with planning and regulation of development from Chapter 3, Article V, of the Town Code into the Land Use Ordinance. The relevant sections of the Town Code may be viewed here: [Chapter 3, Article V.](#)

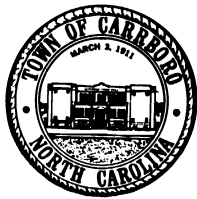
Two draft ordinances have been prepared. The draft ordinance for the LUO, would, if adopted amend Article III of the Land Use Ordinance to add the duties of the Appearance Commission to the Planning Board and to make the Northern Transition Area Advisory Committee a subcommittee of the Planning Board. The duties associated with Climate Action Team, outlined in Chapter 3 of the Town Code, and the Environmental Advisory Board would be combined into a new Climate and Environmental Advisory Commission. The Transportation Advisory Board and Greenways Commission would be moved from Chapter 3 of the Town Code to Article III of

the LUO and combined into a new Transportation, Mobility and Greenways Advisory Commission; this would be added to the LUO in the subsection previously dedicated to the Appearance Commission. An annotated version of Article III of the LUO is provided to assist with the review of these changes (*Attachment D*). Other minor revisions would be made throughout the LUO to assign the newly named advisory boards and commissions to the review process for amendments and land use permits, where applicable, and to assign the duties associated with the neighborhood preservation districts and historic district provisions previously assigned to the Appearance Commission to the Planning Board. In addition, the membership and attendance policy for all boards and commissions would be updated for consistency; this would involve amendments to the Article III of the Land Use Ordinance and Chapter 3 of the Town Code..

A public hearing has been set for October 15th. The Town Council must receive public comments before adopting amendments to the Land Use Ordinance. A public hearing is not required for amendments to Chapter 3 of the Town Code. The Town Council has requested that all advisory boards and commission review the amendments and provided comments as desired.

### **RECOMMENDATION**

Staff recommends that advisory boards review the draft ordinances: Land Use Ordinance (*Attachment B*) and Town Code (*Attachment C*) and consider adopting a recommendation for inclusion in the public hearing materials for October 15<sup>th</sup>. Recommendation templates have been provided for the boards to use (*Attachment A-1 & Attachment A-2*).



# TOWN OF CARRBORO

*[fill in name of board/commission]*

***301 West Main Street, Carrboro, North Carolina 27510***

## R E C O M M E N D A T I O N

[ FILL IN DAY, MONTH, AND DATE], 2024

### Land Use Ordinance Amendments Relating to Advisory Boards and Commissions Consolidation and Attendance Policies

Motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_ that the \_\_\_\_\_ of the Town of Carrboro recommends that the Town Council \_\_\_\_\_ the draft ordinance.

**VOTE:**

AYES: ( )

NOES: ( )

ABSTENTIONS: ( )

ABSENT/EXCUSED: ( )

Associated Findings

By a unanimous show of hands, the \_\_\_\_\_ membership indicated that no members have any financial interests that would pose a conflict of interest to the adoption of this amendment.

Motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_ that the \_\_\_\_\_ of the Town of Carrboro finds the proposed text amendments, which would update the Land Use Ordinance to:

1. consolidate certain advisory boards and commissions and clarify and roles of each board and commission in the development process; and,
2. remove the waiver provision related to the removal of a member after three unexcused absences \_\_\_\_\_ consistent with the provisions in Goal 5 of Land Use Chapter of the Comprehensive Plan and section 15-2 of the Land Use Ordinance which specifies the authority granted to the Town through state enabling legislation.

Furthermore, the \_\_\_\_\_ of the Town of Carrboro finds the proposed text amendment is reasonable and in the public interest because the Town seeks to remain consistent with its adopted plans or policies.

**VOTE:**

AYES: ( )

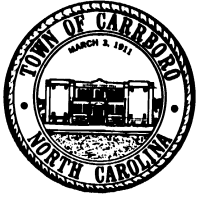
NOES: ( )

ABSTENTIONS: ( )

ABSENT/EXCUSED: ( )

\_\_\_\_\_  
(Chair)

\_\_\_\_\_  
(Date)



# TOWN OF CARRBORO

[fill in board/commission]

***301 West Main Street, Carrboro, North Carolina 27510***

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## R E C O M M E N D A T I O N

[FILL IN DAY, MONTH, AND DAY], 2024

### **Town Code Amendments Relating to Advisory Boards and Commissions Consolidation and Attendance Policies**

Motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_ that the \_\_\_\_\_ of the Town of Carrboro recommends that the Town Council \_\_\_\_\_ the draft ordinance.

**VOTE:**

AYES: ( )

NOES: ( )

ABSTENTIONS: ( )

ABSENT/EXCUSED: ( )

\_\_\_\_\_  
(Chair)

\_\_\_\_\_  
(Date)

AN ORDINANCE AMENDING THE CARRBORO LAND USE ORDINANCE RELATING  
TO ADVISORY BOARDS AND COMMISSIONS

\*\*DRAFT 09-26-24\*\*

THE TOWN COUNCIL OF THE TOWN OF CARRBORO ORDAINS:

**Section 1.** Section 15-21 (Appointment and Terms of Planning Board Members) of the Carrboro Land Use Ordinance is amended by revising subsection (e)(2) and adding two new subsections (f) and (g) to read as follows:

(e)(2) Members shall be removed if they have three (3) unexcused absences, or if they miss more than thirty percent of the meetings during a twelve-month period. The town clerk shall send a removal notice to the member within ten days of the determination that the attendance requirements have not been met. This removal shall be effective on the date of such notice.

(f) In making appointments to the planning board, the Town Council shall seek to appoint persons with impartial and broad judgment, a wide range of community interests and when possible, persons with training or experience in a design or legal profession. The Town Council shall seek to appoint at least one person who lives in a neighborhood preservation district, one person who lives in an historic preservation district, and three persons who have demonstrated special interest, experience, or education in history, architecture, or related fields as required per G.S. 160D-303.

(g) Members of the planning board shall be administered an oath of office as prescribed by G.S. 160D-309.

**Section 2.** Section 15-22 (Meetings of the Planning Board) of the Carrboro Land Use Ordinance is amended by adding a new subsection (b1) to read as follows:

(b1) When the board is acting in its capacity as the historic district commission pursuant to Article XXI it shall conduct its meetings strictly in accordance with the quasi-judicial procedures set forth in Articles IV, V and VI.

**Section 3.** Section 15-25 (Powers and Duties of the Planning Board) is amended by adding four new subdivisions (5-8) under subsection (a) and renumbering the existing subdivision (a)(5) to (a)(9), and by adding two new subsections (b) and (c), and renumbering the existing subsection (b) to subsection (d) as follows:

(a) The planning board may:

- (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. **(AMENDED 6/22/21)**
- (5) Initiate, promote, and assist in the implementation of programs for general community beautification within the town's planning jurisdiction.
- (6) 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.
- (7) Direct the attention of the mayor and the Town Council to ways in which the town government may take action affecting the appearance of the town and its environs.
- (8) Appoint subcommittees (consisting of planning board members) or advisory groups (consisting of board members, persons who are not board members or any combination thereof ) to advise and assist the board in carrying out its duties.
- (9) Perform any other duties assigned by the Town Council.

(b) The planning board shall in its duties as the Historic District Commission provide an annual report, orally or in writing, to the Town Council, as necessary to comply with the provisions of Section 15-337 of this chapter.

(c) The planning board shall exercise all of the powers and duties of the neighborhood preservation district commission as set forth in Article XXI, Part 1, of this chapter.

(d) The planning board shall exercise all of the powers and duties of the historic district commission as set forth in Article XXI, Part 2 of this chapter.

(e) The planning board may adopt rules and regulations governing its procedures and operations not inconsistent with the provisions of this chapter.

**Section 4.** Section 15-26 (Advisory Committees) is rewritten to modify the Northern Transition Area Advisory Committee from a standalone advisory committee to a subcommittee of the Planning Board. Section 15-26 is rewritten to read as follows:

Section 15-26 Advisory Committees.

(a) From time to time, the Town Council may appoint one or more individuals to assist the planning board to carry out its planning responsibilities with respect to a particular subject area. By way of illustration, without limitation, the Town Council may appoint advisory committees to consider long range transportation plans, including pedestrian and bicycle plans, housing plans, economic development plans, etc.. **(AMENDED 6/22/21)**

(b) Members of such advisory committees shall sit as nonvoting members of the planning board when such issues are being considered and shall lend their talents, energies, and expertise to the planning board. However, all formal recommendations to the Town Council shall be made by the planning board.

- (1) There shall be a Northern Transition Area subcommittee to the Planning Advisory Committee consisting of five members, three appointed by the Orange County Board of Commissioners and two by the Town Council. If the Board of Commissioners fails to make these appointments within ninety days after receiving a resolution from the Town Council requesting that they be made, the Town Council may make them. All members shall be residents of the Northern Transition Area. For the purposes of this section, the Northern Transition Area shall include those unannexed portions of the Northern Study Area. The Northern Study Area is defined as follows:

The boundaries of this area are Carrboro's joint planning jurisdiction line to the north and Carrboro's Town limits to the south. The Carrboro/Chapel Hill joint planning jurisdiction line serves as the boundary to the east. It begins north of Eubanks Road, follows Rogers Road to Homestead, then proceeds southwest on Homestead Road to High School Road and finally turns south and east to the railroad right-of-way. A primary ridge line serves as the northwest boundary line just east of Union Grove Church Road down to Dairyland Road, where the road serves as the boundary heading southeast until it intersects, and Old NC 86 serves as the boundary then turning southeast and running along Hillsborough Road to Greensboro Street.

- (2) Members of the subcommittee shall be appointed for three year staggered terms, but members may continue to serve until their successors have been appointed. Initially the terms of all membership seats on the committee shall expire on January 31, 2000. Thereafter, one county appointee and one town appointee shall be appointed for three-year terms, one county appointee and one town appointee shall be appointed for two-year terms, and one county appointee shall be appointed for a term of one year. All members shall thereafter be appointed for terms of three years but shall be limited to no more than two consecutive three-year terms.
- (3) The same provisions that govern the removal of planning board members (Subsection 15-21(e)) shall apply to subcommittee members.
- (4) The subcommittee shall meet as necessary to fulfill its duties as described below:
  - a. 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)**
  - b. Initiate or participate in studies related to the special character of the Northern Study Area as directed by the Town Council.

- c. 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, when directed by the Town Council.
- d. Submit regular reports to the Orange County Board of Commissioners as requested.
- f. Perform other duties as assigned by the Town Council.

**Section 5.** Section 15-27 (Northern Transition Area Advisory Committee) is hereby repealed.

**Section 6.** Section 15-29 (Appointment and Terms of Board of Adjustment) of the Carrboro Land Use Ordinance is amended by revising subsection (d)(2) to read as follows:

- (2) Members shall be removed if they have three (3) unexcused absences, or if they miss more than thirty percent of the meetings during a twelve-month period. The town clerk shall send a removal notice to the member within ten days of the determination that the attendance requirements have not been met. This removal shall be effective on the date of such notice.

**Section 7.** Article III, Part V. Appearance Commission – repealed and rewritten to read as follows:

## **PART V. TRANSPORTATION, MOBILITY AND GREENWAYS ADVISORY COMMISSION**

### 15-42 Appointment and Terms of Transportation, Mobility and Greenways Advisory Commission.

(a) There shall be a Transportation, Mobility and Greenways Advisory Commission (TMGAC) consisting of nine members appointed by the Council. Six members shall be residents of the Town, and one member shall be a resident either of the Town, the Town’s extraterritorial planning jurisdiction, or the Town’s joint planning transition area. All such members (“regular members”) shall be interested in or have expertise relevant to the duties of the TMGAC.

(b) Members may be removed as follows:

- (1) The chair shall file or cause to be filed with the town clerk an attendance report after each meeting identifying those members who were present or absent.
- (2) Members shall be removed if they have three (3) unexcused absences, or if they miss more than thirty percent of the meetings during a twelve-month period. The town clerk shall send a removal notice to the member within ten days of the determination that the attendance requirements have not been met. This removal shall be effective on the date of such notice.
- (3) Members may also be removed by the appointing authority, after a hearing, for any good

cause related to performance of duty.

(c) Staff representation may be requested from the following groups to maximize coordination of greenways and other transportation infrastructure projects -- planning and construction in and around the Town:

OWASA (1 representative)

Town of Chapel Hill (1 representative)

University of North Carolina – Chapel Hill (1 representative)

Orange County (1 representative)

These members will be non-voting and recommended appointees may be submitted by their respective agency for the Town Council for acceptance.

(d) Members of the TMGAC shall be appointed for three-year staggered terms, but members may continue to serve until their successors have been appointed. The terms of all regular seats on the TMGAC on the effective date of this subsection (whether filled or vacant) shall expire on January 31, 1987. Effective February 1, 1987, three members shall be initially appointed for three-year terms, two members shall be initially appointed for two-year terms, and two members shall be initially appointed for one-year terms. Vacancies shall be filled for the unexpired terms only.

(e) Members of the Transportation, Mobility and Greenways Advisory Commission shall be administered an oath of office as prescribed by G.S. 160D-309.

#### **Section 15-43 Organization and Meetings of the TMGAC**

(a) The TMGAC shall hold regular meetings at least once monthly at such times and places as it shall designate.

(b) A quorum for the TMGAC shall consist of five regular members, except that if there are two or more vacant seats, a quorum shall consist of four regular members. All actions of this board shall be taken by majority vote of those present and voting, a quorum being present. The liaison member may participate in all deliberations but shall have no vote.

(c) The TMGAC shall designate one of its members to serve as chairperson and one member to serve as vice-chairperson. These officers shall be selected annually at the board's first regular meeting in February and shall serve for terms of one year unless their terms of appointment to the board sooner expire. A member may be selected to serve as chairperson for not more than two consecutive full one-year terms. Vacancies shall be filled for the unexpired terms only. The chairperson and vice-chairperson may take part in all deliberations and vote on all issues.

#### **Section 15-44 Powers and Duties of TMGAC**

(a) The TMGAC 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 and the development of safe routes to school.

(b) The TMGAC shall also recommend to the Council policies, programs, and actions that

may assist the Town in 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 in its development of recommendations relating to environmental resources collaborate with the Climate and Environmental Advisory Commission and/or the Stormwater Advisory Commission pursuant to subsection (f) below. 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, in collaboration with the Recreation, Parks & Cultural Resources Commission pursuant to subsection (g) below.

(c) The TMGAC 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.

(d) The TMGAC may adopt rules and regulations governing its procedures not inconsistent with the provisions of Section 15-44 of this chapter.

(e) From time to time, the Town Council may appoint one or more individuals to assist the TMGAC to carry out its transportation responsibilities with respect to a particular subject area. By way of illustration, without limitation, 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 TMGAC when such issues are being considered and shall lend their talents, energies, and expertise to the planning board. However, all formal recommendations to the Council shall be made by the TMGAC.

(1) The Town Council may appoint a subcommittee of the TMGAC for the purposes of implementing the Safe Routes to School Strategic Action Plan as described in subsection (a) below.

a. 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.

b. The TMGAC shall consider the recommendations of the SRTS Action Plan when carrying out its duties under subsections 15-44(a), (b) and (e) of this Chapter and its review of development applications and amendments described in Article IV and Article XX of Chapter 15 of the Town Code, the Carrboro Land Use Ordinance.

(2) The Safe Routes to School (SRTS) Implementation Committee members shall include the full membership of the TMGAC and four additional members, appointed by the Town Council for two year staggered terms, but members may continue to serve until successors have been appointed.

- a. The appointed members of the SRTS Implementation Committee shall include two students, who attend local public schools at the elementary or middle school level, one parent of a local elementary or middle school student and one school administrator or faculty member from the local public schools at the elementary or middle school level.
  - b. Appointed members may serve for two successive terms (or any part thereof). A member who has served for two successive terms (or any part thereof) shall be eligible for re-appointment only after an absence from the committee of at least one year.
  - c. The committee may invite others, with expertise in the subject matter to participate in the meeting as non-voting members.
  - d. A member of the Chapel Hill/Carrboro School System School Board may serve as a liaison to the committee.
- (3) The SRTS Implementation Committee shall meet at quarterly, at the TMGAC's regularly scheduled meeting for the third Thursday of the month, or at additional special meetings as may be deemed necessary to complete its work.
- a. Public notice for the meeting shall clearly identify the SRTS Implementation Committee agenda.
  - b. Quorums will be determined on the basis of the TMGAC's membership. There shall be no quorum requirement for the four appointed members.
- (f) The TMGAC may hold a joint meeting with the Climate and Environmental Advisory Commission and/or Stormwater Advisory Commission to discuss matters of mutual interest.
- (g) The TMGAC may, on an annual basis, hold a joint meeting with the Recreation, Parks & Cultural Resources Commission to discuss matters of mutual interest.

**Section 8.** Article III, Part VI. (Environmental Advisory Board) rewritten as follows:

**Part VI. CLIMATE AND ENVIRONMENTAL ADVISORY COMMISSION**

**Section 15-45 Appointment and Terms of Climate and Environmental Advisory Commission.**

- (a) There shall be a Climate and Environmental Advisory Commission (CEAC), consisting of nine members appointed by the Town Council. Six members shall be residents of the Town, and one member shall be a resident either of the Town, the Town's extraterritorial planning jurisdiction, or the Town's joint planning transition area.
- (b) CEAC members shall be appointed for three year staggered terms, but members may continue to serve until their successors have been appointed. The initial terms of all members shall expire on January 31, 1996. Effective February 1, 1996, three members shall be appointed for three year terms, two members for two year terms, and two members for one year terms. Vacancies shall be filled for the unexpired terms only.

- (c) Members may be removed as follows:
- (1) The chair shall file or caused to be filed with the town clerk an attendance report after each meeting identifying those members who are present or absent.
  - (2) Members shall be removed if they have three (3) unexcused absences, or if they miss more than thirty percent of the meetings during a twelve-month period. The town clerk shall send a removal notice to the member within ten days of the determination that the attendance requirements have not been met. This removal shall be effective on the date of such notice.
  - (3) Members may also be removed by the Town Council, after a hearing, for any good cause related to performance of duty.

(d) In appointing CEAC members, the Town Council shall seek persons with expertise in climate action, environmental protection, biology, natural resources, and related topics. The Town Council shall seek to appoint at least one person with interest or expertise in community organizing or environmental justice. The Council shall reserve one seat for a Carrboro resident currently enrolled in public, private, or home school at the high school level.

(e) Members of the Climate and Environmental Advisory Commission shall be administered an oath of office as prescribed by G.S. 160D-309.

#### **Section 15-45.1 Organization and Meetings of CEAC.**

(a) The CEAC shall establish a regular meeting schedule. All meetings shall be open to the public and notification of such meetings shall conform to the requirements of the Open Meetings Law.

(b) A quorum shall be present for the CEAC to take official action, and all actions shall be taken by majority vote. A quorum shall consist of six members if all seats on the CEAC are filled and five members if there are one or more vacancies.

(c) The CEAC shall select one of its members to serve as chair and one member to serve as vice-chair. These officers will be chosen annually at the CEAC's first meeting in February and shall serve for terms of one year unless their terms of appointment to the CEAC sooner expire. A member may be selected to serve as chair for not more than two consecutive full one-year terms. The chair and vice-chair may take part in all deliberations and vote on all issues. **(AMENDED 01/27/09)**

#### **Section 15-45.2 Powers and Duties of the CEAC.**

The Climate and Environmental Advisory Commission may:

(a) 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 CEAC include new development, solid waste, air quality, climate protection and resilience, energy conservation, solar energy, groundwater, natural resources, and other areas.

(b) 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.

(c) Adopt a set of guiding principles or goals for the CEAC and review these goals periodically to determine if they are being obtained.

(d) Provide expertise and input on the implementation of the Community Climate Action Plan and municipal Energy and Climate Protection Plan, including annual work plans and initiatives as requested by staff.

(e) Participate in the design, organization and implementation of community outreach events and attend events.

(f) Take any other action authorized by this chapter or any other ordinance or resolution of the Town Council.

**Section 9.** Article IV, (Permits and Final Plat Approval) is amended by removing references to the Appearance Commission in Section 15-48.1(c), Section 15-50(c), Section 15-57(a) thru (e).

**Section 10.** Article IV, Article IV, (Permits and Final Plat Approval) is amended by replacing ‘Environmental Advisory Board’ with ‘Climate and Environmental Advisory Commission’ where it appears in Section 15-56, Section 15-57 and Section 15-50.

**Section 11.** Section 15-141.2 (Village Mixed Use District Established), is amended to remove references to the Appearance Commission and replace ‘Environmental Advisory Board’ with ‘Climate and Environmental Advisory Commission’ in subsection (g)(2).

**Section 12.** Section 15-141.5 (Site Specific, Flexible Zoning District) is amended to remove references to the Appearance Commission and replace ‘Environmental Advisory Board’ with ‘Climate and Environmental Advisory Commission’ in subsection (f)(2).

**Section 13.** Section 15-322 (Planning Board and Other Advisory Consideration of Proposed Amendments) is amended to remove references to the Appearance Commission and replace ‘Environmental Advisory Board’ with ‘Climate and Environmental Advisory Commission’ in subsection (a).

**Section 14.** Section 15-330 (Neighborhood Preservation District Commission) is amended by replacing ‘appearance commission’ with ‘planning board’ and the reference to ‘Article III, Part V’ to ‘Article III, Part I,’ to read as follows:

The planning board established under Article III, Part I, of this chapter is hereby designated as the neighborhood preservation district commission and shall exercise all duties and responsibilities conferred upon the neighborhood preservation district commission.

**Section 15.** Subsection 15-332(b) is amended by replacing ‘commission’ with ‘neighborhood preservation district commission.’



**Section 16.** Section 15-336 (Historic District Commission) is amended by replacing ‘appearance commission’ with ‘planning board’ and the reference to ‘Article III, Part V’ to ‘Article III, Part I,’ to read as follows

The planning board established under Article III, Part I, of this chapter is hereby designated as the historic district commission and shall exercise all duties and responsibilities conferred upon the historic district commission. Pursuant to Section 15-339(d) below, when serving as the historic district commission to consider certificates of appropriateness, the planning board shall conduct its meetings strictly in accordance with the quasi-judicial procedures set forth in Articles IV, V, and VI. **(AMENDED 6/22/21)**

**Section 17.** Section 15-338 (Procedure for Designating or Amending an Historic District) is amended by replacing ‘commission’ with ‘historic district commission’ in subsection (d).

**Section 18.** Section 15-339 (Certificates of Appropriateness) is amended by replacing ‘commission’ with ‘historic district commission’ in subsections (c), (d)(1), (d)(4) and (g).

**Section 19.** All provisions of any town ordinance in conflict with this ordinance are repealed.

**Section 20.** This ordinance shall become effective upon adoption.

AN ORDINANCE AMENDING THE CARRBORO TOWN CODE  
RELATING TO ATTENDANCE POLICIES FOR BOARDS AND  
COMMISSIONS

\*\*DRAFT 8-23-2024\*\*

THE CARRBORO TOWN COUNCIL HEREBY ORDAINS:

Section 1. Section 3.7 (Human Services Advisory Commission Established) of the Carrboro Town Code is amended by revising subdivision (b) to read as follows:

- (1) The chairperson or staff liaison shall file or cause to be filed with the Town Clerk an attendance report after each meeting identifying those members who were present or absent. Members shall be removed if they have three (3) unexcused absences, or if they miss more than thirty percent of the meetings during a twelve-month period. If the member is to be removed, the Town Clerk will send a removal notice to the member. This removal shall be effective on the date of such notice.

Section 2. Section 3-23 (Appearance Commission) of the Carrboro Town Code is repealed. [The duties associated with the Appearance Commission to be consolidated into the provisions for the Planning Board in Chapter 15, Article III, Part I.]

Section 3. Section 3-24 (Transportation Advisory Board Established) of the Carrboro Town Code is rewritten to read as follows; Section 3-24.1 (Meetings and Officers of TAB) and Section 3-24.3 (Powers and Duties of TAB) are repealed.

There shall be a Transportation Advisory Board, whose establishment, powers, and duties are provided for in Chapter 15, Article III, Part V of this code.

Section 4. Section 3-24.3 (Economic Sustainability Commission Established) of the Carrboro Town Code is amended by revising subdivision (d) to read as follows:

- (1) The chairperson or staff liaison shall file or cause to be filed with the Town Clerk an attendance report after each meeting identifying those members who were present or absent. Members shall be removed if they have three (3) unexcused absences, or if they miss more than thirty percent of the meetings during a twelve-month period. If the member is to be removed, the Town Clerk will send a removal notice to the member. This removal shall be effective on the date of such notice.

Section 5. Section 3-24.7 (Greenways Commission Created) of the Carrboro Town Code is repealed. Section 3-24.8 (Meetings and Officers of Greenways Commission)

and Section 3-24.9 (Powers and Duties of Greenways Commission) are also repealed. [The duties associated with the Greenways Commission to be folded into the provisions for the Transportation Advisory Board in Chapter 15, Article III, Part V.]

Section 6. Section 3-24.14 (Carrboro Affordable Housing Advisory Commission Established) of the Carrboro Town Code is amended by revising subdivision (f)(3)(c) to read as follows:

c. All members shall be removed if they are absent from three consecutive Commission meetings or if they miss more than thirty percent of the meetings during a twelve-month period. This removal shall be effective of such notice.

Section 7. Section 3-24.15 (Carrboro Stormwater Advisory Commission Established) of the Carrboro Town Code is amended by revising subdivision (f)(3)(c) to read as follows:

c. All members shall be removed if they are absent from three consecutive Commission meetings or if they miss more than thirty percent of the meetings during a twelve-month period. This removal shall be effective of such notice.

Section 8 Section 3-24.16 (Climate Action Team) of the Carrboro Town Code is repealed. Section 3-24.17 (Meetings and Officers of CAT) and Section 3-24.18 (Powers and Duties of CAT) are also repealed. [The duties associated with the Climate Action Team to be consolidated into the provisions for the new Climate and Environmental Advisory Commission in Chapter 15, Article III, Part VI.]

Section 9. Section 3-27 (Recreation, Parks & Cultural Resources Advisory Board) of the Carrboro Town Code is amended by revising subdivision (c) to read as follows:

(c) Commission members may be removed as follows:

- (1) The chairperson or staff liaison shall file or cause to be filed with the Town Clerk an attendance report after each meeting identifying those members who were present or absent. Members shall be removed if they have three (3) unexcused absences, or if they miss more than thirty percent of the meetings during a twelve-month period. If the member is to be removed, the Town Clerk will send a removal notice to the member. This removal shall be effective on the date of such notice.

Section 10. Section 3-46 (Racial Equity Commission Established) of the Carrboro Town Code is amended by a new subdivision (d) that reads as follows:

(d) Commission members may be removed as follows:

- (1) The chairperson or staff liaison shall file or cause to be filed with the Town Clerk an attendance report after each meeting identifying those members who were present or absent. Members shall be removed if they have three (3) unexcused absences, or if they miss more than thirty percent of the meetings during a twelve-month period. If the member is to be removed, the Town Clerk will send a removal notice to the member. This removal shall be effective on the date of such notice.

Section 11. This ordinance shall be effective upon adoption.

## ARTICLE III

### ADMINISTRATION MECHANISMS

#### PART I. PLANNING BOARD

##### **Section 15-21 Appointment and Terms of Planning Board Members.**

(a) There shall be a planning board consisting of eleven members. Nine members appointed by the Town Council, shall reside within the town. One member, appointed by the Orange County Board of Commissioners, shall reside within the town's extraterritorial planning area. One member, appointed by the Orange County Board of Commissioners, shall reside within the town's joint planning transition area. If the Orange County Board fails to make these appointments within ninety days after receiving a resolution from the Town Council requesting that they be made, the Town Council may make them. (AMENDED 5/26/81; 5/27/86; 11/14/88; 9/13/94; 4/25/06; 6/22/21)

(a1) To ensure proportional representation, the number of ETJ representatives on the planning board shall be based on the population for residents within the town's extraterritorial planning area. The population estimates for this calculation shall be updated no less frequently than after each decennial census, and pursuant to G.S. 160D-307, board representation adjusted as needed to maintain proportionality. (AMENDED 6/22/21)

(b) Planning board members shall be appointed for three year staggered terms, but members may continue to serve until their successors have been appointed. Vacancies shall be filled for the unexpired terms only. (AMENDED 5/27/86; 11/14/88; 4/25/06)

(c) The term of one of the new in-town members shall expire January 31, 2009 (this seat replaces the vacant seat of an ETJ member whose term would have expired on that date) and the term of the other new in-town member shall expire January 31, 2007 (this seat replaces the vacant seat of a transition area member whose term would have expired on that date). (AMENDED 4/25/06)

(d) All members may participate in and vote on all issues before the board, regardless of whether the issue affects property within the town or within the extraterritorial planning area.

(e) Members may be removed as follows: (AMENDED 5/27/86)

(1) The chair shall file or cause to be filed with the town clerk an attendance report after each meeting identifying those members who were present or absent.

(2) Members shall be removed if they are absent for three consecutive meetings or if they miss more than thirty percent of the meetings during a twelve month period. The town clerk shall send a removal notice to the member within ten days of the determination that the attendance requirements have not been met. Unless the chair waives the requirement, members shall be removed if they are absent for three consecutive meetings or if they miss more than thirty percent of the meetings during a twelve month period. The town

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~~clerk shall notify the chair in writing as soon as a member becomes subject to removal under this section. The chair will have ten days after receipt of such notice to waive the removal. If the chair fails to notify the town clerk in writing within ten days after receipt of such notice that the automatic removal requirement should be waived, the town clerk will send a removal notice to the member.~~ This removal shall be effective on the date of such notice.

- (3) Members may also be removed by the appointing authority, after a hearing, for any good cause related to performance of duty.

(f) In making appointments to the planning board, the Town Council shall seek to appoint persons with impartial and broad judgment, a wide range of community interests and when possible, persons with training or experience in a design or legal profession. The Town Council shall seek to appoint at least one person who lives in a neighborhood preservation district, one person who lives in an historic preservation district, and three persons who have demonstrated special interest, experience, or education in history, architecture, or related fields as required per G.S. 160D-303.

(g) Members of the planning board shall be administered an oath of office as prescribed by G.S. 160D-309.

**Section 15-22 Meetings of the Planning Board.**

(a) The planning board shall establish a regular meeting schedule and shall meet frequently enough so that it can take action in conformity with Section 15-66 (Applications to be Processed Exeditiously).

(b) The board shall conduct its meetings so as to obtain necessary information and to promote the full and free exchange of ideas to assist with the preparation of advisory comments and recommendations for the Town Council and board of adjustment, or as otherwise directed by the Council. **(REWRITTEN 6/22/21)**

(b1) When the board is acting in its capacity as the historic district commission pursuant to Article XXI it shall conduct its meetings strictly in accordance with the quasi-judicial procedures set forth in Articles IV, V and VI.

(c) Minutes shall be kept of all board procedures and the vote of every member on each issue shall be recorded.

(d) All board meetings shall be open to the public, and whenever feasible the agenda for each board meeting shall be made available in advance of the meeting.

(e) Whenever the board is called upon to make recommendations concerning a special use permit-A request, special use permit-B request, or a minor zoning amendment proposal, the planning staff shall post on or near the subject property one or more notices that are sufficiently

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conspicuous in terms of size, location, and content to provide reasonably adequate notice to potentially interested persons of the matter that will appear on the board's agenda at a specified date and time. Such notice(s) shall be posted at least seven days prior to the meeting at which the matter is to be considered.

**Section 15-23 Quorum and Voting.**

(a) A quorum for the planning board shall consist of six members if there are no vacant seats, five members if there are one or two vacant seats, and four members if there are more than two vacant seats. A quorum is necessary for the board to take official action.

(b) All actions of the planning board shall be taken by majority vote, a quorum being present.

(c) A roll call vote shall be taken upon the request of any member.

**Section 15-24 Planning Board Officers.**

(a) The planning board shall designate one of its members to serve as chair, one member to serve as first vice-chair and one member to serve as second vice-chair. These officers shall be selected annually at the board's first regular meeting in February and shall serve for terms of one year unless their terms of appointment to the board sooner expire. A member may be selected to serve as chair for not more than two consecutive full one-year terms. Vacancies shall be filled for the unexpired terms only. **(AMENDED 1/10/84; 1/27/09)**

(b) The chair, first vice-chair and second vice-chair may take part in all deliberations and vote on all issues. **(AMENDED 1/27/09)**

**Section 15-25 Powers and Duties of the Planning Board.**

(a) The planning board may:

- (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. **(AMENDED 6/22/21)**

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- (5) Initiate, promote, and assist in the implementation of programs for general community beautification within the town's planning jurisdiction.
- (6) 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.
- (7) Direct the attention of the mayor and the Town Council to ways in which the town government may take action affecting the appearance of the town and its environs.
- (8) Appoint subcommittees (consisting of planning board members) or advisory groups (consisting of board members, persons who are not board members or any combination thereof ) to advise and assist the board in carrying out its duties.
- (95) Perform any other duties assigned by the Town Council.

(b) The planning board shall in its duties as the Historic District Commission provide an annual report, orally or in writing, to the Town Council, as necessary to comply with the provisions of Section 15-337 of this chapter.

(c) The planning board shall exercise all of the powers and duties of the neighborhood preservation district commission as set forth in Article XXI, Part 1, of this chapter.

(d) The planning board shall exercise all of the powers and duties of the historic district commission as set forth in Article XXI, Part 2 of this chapter.

~~(e)~~ The planning board may adopt rules and regulations governing its procedures and operations not inconsistent with the provisions of this chapter.

**Section 15-26 Advisory Committees. (AMENDED 10/24/06)**

(a) From time to time, the Town Council may appoint one or more individuals to assist the planning board to carry out its planning responsibilities with respect to a particular subject area. By way of illustration, without limitation, the Town Council may appoint advisory committees to consider long range transportation plans, including pedestrian and bicycle plans, housing plans, economic development plans, etc.. **(AMENDED 6/22/21)**

(b) Members of such advisory committees shall sit as nonvoting members of the planning board when such issues are being considered and shall lend their talents, energies, and expertise to the planning board. However, all formal recommendations to the Town Council shall be made by the planning board.



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(1) There shall be a Northern Transition Area subcommittee to the Planning Board consisting of five members, three appointed by the Orange County Board of Commissioners and two by the Town Council. If the Board of Commissioners fails to make these appointments within ninety days after receiving a resolution from the Town Council requesting that they be made, the Town Council may make them. All members shall be residents of the Northern Transition Area. For the purposes of this section, the Northern Transition Area shall include those unannexed portions of the Northern Study Area. The Northern Study Area is defined as follows:

The boundaries of this area are Carrboro's joint planning jurisdiction line to the north and Carrboro's Town limits to the south. The Carrboro/Chapel Hill joint planning jurisdiction line serves as the boundary to the east. It begins north of Eubanks Road, follows Rogers Road to Homestead, then proceeds southwest on Homestead Road to High School Road and finally turns south and east to the railroad right-of-way. A primary ridge line serves as the northwest boundary line just east of Union Grove Church Road down to Dairyland Road, where the road serves as the boundary heading southeast until it intersects, and Old NC 86 serves as the boundary then turning southeast and running along Hillsborough Road to Greensboro Street.

(2) Members of the subcommittee shall be appointed for three year staggered terms, but members may continue to serve until their successors have been appointed. Initially the terms of all membership seats on the committee shall expire on January 31, 2000. Thereafter, one county appointee and one town appointee shall be appointed for three-year terms, one county appointee and one town appointee shall be appointed for two-year terms, and one county appointee shall be appointed for a term of one year. All members shall thereafter be appointed for terms of three years but shall be limited to no more than two consecutive three-year terms.

(3) The same provisions that govern the removal of planning board members (Subsection 15-21(e)) shall apply to subcommittee members.

(4) The subcommittee shall meet as necessary to fulfill its duties as described below:

- a. 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)
- b. Initiate or participate in studies related to the special character of the Northern Study Area as directed by the Town Council.

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- c. 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, when directed by the Town Council.
- d. Submit regular reports to the Orange County Board of Commissioners as requested.
- f. Perform other duties as assigned by the Town Council.

(c) Nothing in this section shall prevent the Town Council from establishing independent advisory groups, committees, or commissions to make recommendations on any issue directly to the Town Council.

(d) If an advisory committee provides direct advice to the Town Council (i.e. it does not report to the planning board), a member of that board shall not vote on recommendations regarding any zoning map or text amendment where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member. An appointed board member shall not vote on any zoning amendment if the landowner of the property subject to a rezoning petition or the applicant for a text amendment is a person with whom the member has a close familial, business, or other associational relationship. **(REWRITTEN 6/22/21)**

**Section 15-27 Northern Transition Area Advisory Committee. ~~Repealed.~~(AMENDED 5/25/99)**

~~(a) — There shall be a Northern Transition Area Advisory Committee consisting of five members, three appointed by the Orange County Board of Commissioners and two by the Town Council. If the Board of Commissioners fails to make these appointments within ninety days after receiving a resolution from the Town Council requesting that they be made, the Town Council may make them. All members shall be residents of the Northern Transition Area. For the purposes of this section, the Northern Transition Area shall include those unannexed portions of the Northern Study Area. The Northern Study Area is defined as follows:~~

~~The boundaries of this area are Carrboro's joint planning jurisdiction line to the north and Carrboro's Town limits to the south. The Carrboro/Chapel Hill joint planning jurisdiction line serves as the boundary to the east. It begins north of Eubanks Road, follows Rogers Road to Homestead, then proceeds southwest on Homestead Road to High School Road and finally turns south and east to the railroad right of way. A primary ridge line serves as the northwest boundary line just east of Union Grove Church Road down to Dairyland Road, where the road serves as the boundary heading southeast until it intersects, and Old NC 86 serves as the boundary then turning southeast and running along Hillsborough Road to Greensboro Street.~~

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~~———— (b) ——— Members of the committee shall be appointed for three year staggered terms, but members may continue to serve until their successors have been appointed. Initially the terms of all membership seats on the committee shall expire on January 31, 2000. Thereafter, one county appointee and one town appointee shall be appointed for three year terms, one county appointee and one town appointee shall be appointed for two year terms, and one county appointee shall be appointed for a term of one year. All members shall thereafter be appointed for terms of three years but shall be limited to no more than two consecutive three year terms.~~

~~———— (c) ——— The same provisions that govern the removal of planning board members (Subsection 15-21(e)) shall apply to committee members.~~

~~———— (d) ——— The committee shall establish a regular meeting schedule. Minutes shall be kept of all meetings.~~

~~———— (e) ——— A quorum for the committee shall consist of three members. A quorum is necessary for the committee to take official action.~~

~~———— (f) ——— All actions of the committee shall be taken by majority vote, a quorum being present.~~

~~———— (g) ——— The committee shall designate one of its members to serve as chair and one member to serve as vice chair. These officers shall be selected annually at the committee's first regular meeting in February and shall serve for terms of one year unless their terms of appointment to the committee sooner expire. A member may be selected to serve as chair for not more than two consecutive full one year terms. Vacancies shall be filled for the unexpired terms only. The chair and vice chair may take part in all deliberations and vote on all issues. **(AMENDED 01/27/09)**~~

(h) ——— The committee shall have the following powers and duties:

(1) ——— ~~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)**~~

(2) ——— ~~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~~

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- ~~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. (AMENDED 6/22/21)~~
- ~~(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.~~
- ~~(8) Perform other duties as assigned by the Town Council.~~

Section 15-28 Reserved.

*Art. III ADMINISTRATION MECHANISMS***PART II. BOARD OF ADJUSTMENT****Section 15-29 Appointment and Terms of Board of Adjustment. (AMENDED 12/4/18)**

(a) There shall be a board of adjustment consisting of nine members. Seven members, appointed by the Town Council, shall reside within the town. One member, appointed by the Orange County Board of Commissioners, shall reside within the town's extraterritorial planning area. One member, appointed by the Orange County Board of Commissioners, shall reside within the town's joint planning transition area. If, despite good faith efforts, residents of the extraterritorial planning and joint planning transition areas cannot be found to fill the seats reserved for residents of such area, then the Orange County Board of Commissioners may appoint other residents of the county (including residents of the Town of Carrboro) to fill these seats. If the Orange County Board of Commissioners fails to make these appointments within ninety days after receiving a resolution from the Town Council requesting that they be made, the Town Council may make them. **(AMENDED 5/26/81; 5/27/86; 11/14/88)**

(a1) To ensure proportional representation, the number of ETJ representatives on the board of adjustment shall be based on the population for residents within the town's extraterritorial planning area. The population estimates for this calculation shall be updated no less frequently than after each decennial census, and pursuant to G.S. 160D-307, board representation adjusted as needed to maintain proportionality. **(AMENDED 6/22/21)**

(b) Board of adjustment members shall be appointed for three-year staggered terms, but members may continue to serve until their successors have been appointed. The terms of all seats on the board of adjustment on the effective date of this subsection (whether filled or vacant) shall expire on January 31, 1987. Effective February 1, 1987, two in-town residents and one extraterritorial area resident shall be appointed for one-year terms, two in-town residents and one extraterritorial area resident shall be appointed for two-year terms, and three in-town residents shall be initially appointed for three-terms. Effective July 1, 1988, one joint planning transition area resident shall be appointed to fulfill the remaining term of one extraterritorial planning area resident. Vacancies may be filled for the unexpired terms only. **(AMENDED 5/27/86; 11/14/88)**

(c) All members may participate in and vote on all issues before the board, regardless of whether the property involved is located within the town, within the extraterritorial planning area, or within the joint planning transition area. **(AMENDED 11/14/88)**

(d) Members may be removed as follows: **(AMENDED 5/27/86)**

- (1) The chair shall file or cause to be filed with the town clerk an attendance report after each meeting identifying those members who were present or absent.
- (2) Members shall be removed if they are absent for three consecutive meetings or if they miss more than thirty percent of the meetings during a twelve month period. The town clerk shall send a removal notice to the member within ten days of the determination that the attendance requirements have not been met. Unless the chair waives the requirement, members shall be

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~~removed if they are absent for three consecutive meetings or if they miss more than thirty percent of the meetings during a twelve-month period. The town clerk shall notify the chair in writing as soon as a member becomes subject to removal under this section. The chair will have ten days after receipt of such notice to waive the removal. If the chair fails to notify the town clerk in writing within ten days after receipt of such notice that the automatic removal requirement should be waived, the town clerk will send a removal notice to the member.~~ This removal shall be effective on the date of such notice.

- (3) Members may also be removed by the appointing authority, after a hearing, for any good cause related to performance of duty.

(e) Members of the Town Council shall be administered an oath of office as prescribed by Section 3-25(c) and (d) of the Town Code. **(AMENDED 10/09/90)**

**Section 15-30 Meetings of the Board of Adjustment.**

(a) The board of adjustment shall establish a regular meeting schedule and shall meet frequently enough so that it can take action in conformity with Section 15-66 (Applications to be Processed Expeditiously).

(b) The chair or vice chair of the board may call a special meeting by signing a written statement stating the time, place, and reason for the meeting. The staff shall notify the remaining members as soon as possible thereafter by whatever means appear most reasonably calculated to effect such notice. **(AMENDED 10/24/89)**

(c) The board shall conduct its meetings in accordance with the quasi-judicial procedures set forth in Articles IV, V, and VI.

(d) All meetings of the board shall be open to the public, and whenever feasible the agenda for each board meeting shall be made available in advance of the meeting.

**Section 15-31 Quorum.**

(a) A quorum for the board of adjustment shall consist of the number of members equal to a majority of the non-vacant seats on the board, but in no case shall a quorum consist of less than four members. A quorum is necessary for the Board to take official action. **(AMENDED 12/16/86)**

(b) A member who has withdrawn from the meeting without being excused as provided in Section 15-32 shall be counted as present for purposes of determining whether a quorum is present.

**Section 15-32 Voting.**

(a) The concurring vote of a four-fifths majority of members of the board present at a meeting and not excused from voting (a quorum being present) shall be necessary to grant a variance. All other actions of the board, including decisions relating to appeals and special use permits, shall be

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taken by majority vote, a quorum being present. If a motion to grant a variance is not made or fails to receive the four-fifths vote necessary for adoption, then a motion to deny the variance shall be in order. This motion is adopted as the board's decision if support by at least two members. **(AMENDED 5/26/81; 10/25/83; 10/21/14)**

(b) Once a member is physically present at a board meeting, any subsequent failure to vote shall be recorded as an affirmative vote unless the member has been excused in accordance with subsection (c) or (d) or has been allowed to withdraw from the meeting in accordance with subsection (e). **(AMENDED 10/24/06)**

(c) A member shall not participate in or vote on any quasi-judicial matter if that member's participation would violate affected persons' constitutional rights to an impartial decision maker. Impermissible conflicts include, but are not limited to,

- (1) a member having a fixed opinion prior to hearing the matter that is not susceptible to change,
- (2) undisclosed ex parte communications,
- (3) a close familial, business, or other associational relationship with an affected person, or
- (4) a financial interest in the outcome of the matter.

If an objection is raised to a member's participation and that member does not recuse themselves, the remaining members shall by majority vote rule on the objection.

(d) A member may be excused from voting on a particular issue by majority vote of the remaining members present under the following circumstances:

- (1) If the matter at issue involves the member's own official conduct; or
- (2) If participation in the matter might violate the letter or spirit of a member's code of professional responsibility.

(e) A member may be allowed to withdraw from the entire remainder of a meeting by majority vote of the remaining members present for any good and sufficient reason other than the member's desire to avoid voting on matters to be considered at that meeting.

(f) A motion to allow a member to be excused from voting or excused from the remainder of the meeting is in order if made by or at the initiative of the member directly affected or to decide an objection to a member's participation at or prior to a hearing. **(REWRITTEN 6/22/21)**

(g) A roll call vote shall be taken upon the request of any member.

*Art. III ADMINISTRATION MECHANISMS*

**Section 15-33 Board of Adjustment Officers.**

(a) The Board of Adjustment shall designate one of its members to serve as chair and one member to serve as vice- chair. These officers shall be selected annually at the board's first regular meeting in February and shall serve for terms of one year unless their terms of appointment to the board sooner expire. A member may be selected to serve as chair for not more than two consecutive full one-year terms. Vacancies shall be filled for the unexpired terms only. **(AMENDED 5/26/81; 1/10/84; 2/20/90; 1/27/09)**

(b) The chair and vice-chair may take part in all deliberations and vote on all issues.

**Section 15-34 Powers and Duties of Board of Adjustment.**

(a) 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. **(AMENDED 6/22/21)**

(b) The board may adopt rules and regulations governing its procedures and operations not inconsistent with the provisions of this chapter.

**Section 15-35 through 15-36 Reserved.**



*Art. III ADMINISTRATION MECHANISMS***PART III. LAND USE ADMINISTRATOR AND PLANNING DIRECTOR****Section 15-37 Land Use Administrator. (AMENDED 6/22/21)**

Except as otherwise specifically provided, primary responsibility for administering and enforcing this chapter may be assigned to one or more individuals by the town manager. The person or persons to whom these functions are assigned shall be referred to in this chapter as the “land use administrator” or “administrator.” The term “staff” or “planning staff” is sometimes used interchangeably with the term “administrator”.

Pursuant to G.S. 160D-109(c), no staff member shall make a final decision on an administrative decision required by this chapter if the outcome of that decision would have a direct, substantial, and readily identifiable financial impact on the staff member or if the applicant or other person subject to that decision is a person with whom the staff member has a close familial, business, or other associational relationship. If a staff member has a conflict of interest under this section, the decision shall be assigned to the supervisor of the staff person or such other staff person as may be designated by the development regulation or other ordinance.

No staff member shall be financially interested or employed by a business that is financially interested in a development subject to regulation under this chapter unless the staff member is the owner of the land or building involved. No staff member or other individual or an employee of a company contracting with a local government to provide staff support shall engage in any work that is inconsistent with their duties or with the interest of the Town, as determined by the Town.

**Section 15-38 Planning Director.**

(a) The planning director is the administrative head of the planning department. As provided in Section 15-78, the planning director is authorized to approve minor subdivision final plats.

(b) The planning director may correct typographical errors, numerical reference errors, spelling errors, and errors in section or page numbering, and may make other non-substantive editorial changes to the text of this ordinance without formal adoption by the Town Council, provided that the changes necessary to correct such errors do not change the meaning of the ordinance. Any corrections made pursuant to this section must be documented to the Town Council and the Town Clerk and made a part of the council’s regular meeting minutes. (AMENDED 9/01/87; 6/22/21)

**Section 15-39 Reserved.**

*Art. III ADMINISTRATION MECHANISMS*

**PART IV. TOWN COUNCIL**

**Section 15-40 The Town Council. (REWRITTEN 6/22/21)**

(a) The Town Council, in considering special use permit-A applications, acts in a quasi-judicial capacity and, accordingly, is required to observe the procedural requirements set forth in Articles IV and VI of this chapter.

Members of the Town Council shall not participate in or vote on any quasi-judicial matter in a manner that would violate affected persons' constitutional rights to an impartial decision maker. Impermissible violations of due process include, but are not limited to:

- (1) A member having a fixed opinion prior to hearing the matter that is not susceptible to change,
- (2) Undisclosed ex parte communications,
- (3) A close familial, business, or other associational relationship with an affected person, or
- (4) A financial interest in the outcome of the matter.

(b) In considering proposed changes in the text of this chapter or in the zoning map, the Town Council acts in its legislative capacity and must proceed in accordance with the requirements of Article XX.

(c) Unless otherwise specifically provided in this chapter, in acting upon special use permit-A requests or in considering amendments to this chapter or the zoning map, the council shall follow the quorum, voting, and other requirements set forth in Chapter 2 of the Town Code.

**Section 15-41 Reserved.**

*Art. III ADMINISTRATION MECHANISMS*

**PART V. ~~APPEARANCE COMMISSION~~ TRANSPORTATION, MOBILITY AND GREENWAYS  
ADVISORY COMMISSION**

**Section 15-42 Appointment and Terms of ~~Appearance Commission~~ Transportation,  
Mobility and Greenways Advisory Commission.**

(a) There shall be a Transportation, Mobility and Greenways Advisory Commission (TMGAC) consisting of nine members appointed by the Council. Six members shall be residents of the Town, and one member shall be a resident either of the Town, the Town's extraterritorial planning jurisdiction, or the Town's joint planning transition area. All such members ("regular members") shall be interested in or have expertise relevant to the duties of the TMGAC.

(b) Members may be removed as follows:

(1) The chair shall file or cause to be filed with the town clerk an attendance report after each meeting identifying those members who were present or absent.

(2) Members shall be removed if they have three (3) unexcused absences, or if they miss more than thirty percent of the meetings during a twelve-month period. The town clerk shall send a removal notice to the member within ten days of the determination that the attendance requirements have not been met. This removal shall be effective on the date of such notice.

(3) Members may also be removed by the appointing authority, after a hearing, for any good cause related to performance of duty.

(c) Staff representation may be requested from the following groups to maximize coordination of greenways and other transportation infrastructure projects -- planning and construction in and around the Town:

OWASA (1 representative)

Town of Chapel Hill (1 representative)

University of North Carolina – Chapel Hill (1 representative)

Orange County (1 representative)

These members will be non-voting and recommended appointees may be submitted by their respective agency for the Town Council for acceptance.

(d) Members of the TMGAC shall be appointed for three-year staggered terms, but members may continue to serve until their successors have been appointed. The terms of all regular seats on the TMGAC on the effective date of this subsection (whether filled or vacant) shall expire on January 31, 1987. Effective February 1, 1987, three members shall be initially appointed for three-year terms, two members shall be initially appointed for two-year terms, and two members shall be initially appointed for one-year terms. Vacancies shall be filled for the unexpired terms only.

**Art. III ADMINISTRATION MECHANISMS**

(e) Members of the Transportation, Mobility and Greenways Advisory Commission shall be administered an oath of office as prescribed by G.S. 160D-309.

**Section 15-43 Organization and Meetings of the TMGAC**

(a) The TMGAC shall hold regular meetings at least once monthly at such times and places as it shall designate.

(b) A quorum for the TMGAC shall consist of five regular members, except that if there are two or more vacant seats, a quorum shall consist of four regular members. All actions of this board shall be taken by majority vote of those present and voting, a quorum being present. The liaison member may participate in all deliberations but shall have no vote.

(c) The TMGAC shall designate one of its members to serve as chairperson and one member to serve as vice-chairperson. These officers shall be selected annually at the board's first regular meeting in February and shall serve for terms of one year unless their terms of appointment to the board sooner expire. A member may be selected to serve as chairperson for not more than two consecutive full one-year terms. Vacancies shall be filled for the unexpired terms only. The chairperson and vice-chairperson may take part in all deliberations and vote on all issues.

**Section 15-44 Powers and Duties of TMGAC**

(a) The TMGAC 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 and the development of safe routes to school.

(b) The TMGAC shall also recommend to the Council policies, programs, and actions that may assist the Town in 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 in its development of recommendations relating to environmental resources collaborate with the Climate and Environmental Advisory Commission and/or the Stormwater Advisory Commission pursuant to subsection (f) below. 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, in collaboration with the Recreation, Parks & Cultural Resources Commission pursuant to subsection (g) below.

(c) The TMGAC 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.

(d) The TMGAC may adopt rules and regulations governing its procedures not inconsistent with the provisions of Section 15-44 of this chapter.

*Art. III ADMINISTRATION MECHANISMS*

(e) From time to time, the Town Council may appoint one or more individuals to assist the TMGAC to carry out its transportation responsibilities with respect to a particular subject area. By way of illustration, without limitation, 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 TMGAC when such issues are being considered and shall lend their talents, energies, and expertise to the planning board. However, all formal recommendations to the Council shall be made by the TMGAC.

(1) The Town Council may appoint a subcommittee of the TMGAC for the purposes of implementing the Safe Routes to School Strategic Action Plan as described in subsection (a) below.

a. 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.

b. The TMGAC shall consider the recommendations of the SRTS Action Plan when carrying out its duties under subsections 15-44(a), (b) and (e) of this Chapter and its review of development applications and amendments described in Article IV and Article XX of Chapter 15 of the Town Code, the Carrboro Land Use Ordinance.

(2) The Safe Routes to School (SRTS) Implementation Committee members shall include the full membership of the TMGAC and four additional members, appointed by the Town Council for two year staggered terms, but members may continue to serve until successors have been appointed.

a. The appointed members of the SRTS Implementation Committee shall include two students, who attend local public schools at the elementary or middle school level, one parent of a local elementary or middle school student and one school administrator or faculty member from the local public schools at the elementary or middle school level.

b. Appointed members may serve for two successive terms (or any part thereof). A member who has served for two successive terms (or any part thereof) shall be eligible for re-appointment only after an absence from the committee of at least one year.

*Art. III ADMINISTRATION MECHANISMS*

c. The committee may invite others, with expertise in the subject matter to participate in the meeting as none voting members.

d. A member of the Chapel Hill/Carrboro School System School Board may serve as a liaison to the committee.

(3) The SRTS Implementation Committee shall meet at quarterly, at the TMGAC's regularly scheduled meeting for the third Thursday of the month, or at additional special meetings as may be deemed necessary to complete its work.

a. Public notice for the meeting shall clearly identify the SRTS Implementation Committee agenda.

b. Quorums will be determined on the basis of the TMGAC's membership. There shall be no quorum requirement for the four appointed members.

(f) The TMGAC may hold a joint meeting with the Climate and Environmental Advisory Commission and/or Stormwater Advisory Commission to discuss matters of mutual interest.

(g) The TMGAC may, on an annual basis, hold a joint meeting with the Recreation, Parks & Cultural Resources Commission to discuss matters of mutual interest.

~~———— (a) ——— There shall be an appearance commission consisting of nine members. Seven members, appointed by the Town Council, shall reside within the town. One member, appointed by the Orange County Board of Commissioners, shall reside within the town's extraterritorial planning area. One member, appointed by the Orange County Board of Commissioners, shall reside within the town's joint planning transition area. If, despite good faith efforts, residents of the extraterritorial planning and joint planning transition areas cannot be found to fill the seats reserved for residents of such area, then the Orange County Board of Commissioners may appoint other residents of the county (including residents of the Town of Carrboro) to fill these seats. If the Orange County Board of Commissioners fails to make these appointments within ninety days after receiving a resolution from the Town Council requesting that they be made, the Town Council may make them. (REWRITTEN 6/22/21)~~

~~(a1) ——— To ensure proportional representation, the number of ETJ representatives on the board of adjustment shall be based on the population for residents within the town's extraterritorial planning area. The population estimates for this calculation shall be updated no less frequently than after each decennial census, and pursuant to G.S. 160D-307, board representation adjusted as needed to maintain proportionality. (REWRITTEN 6/22/21)~~

~~———— (b) ——— Appearance commission members shall be appointed for three-year staggered terms, but members may continue to serve until their successors have been appointed. The terms of all seats on the appearance commission on the effective date of this subsection (whether filled or vacant) shall expire on January 31, 1987. Effective February 1, 1987, three members shall be initially appointed~~

**Art. III ADMINISTRATION MECHANISMS**

~~for three year terms, three members for two year terms, and three members for one year terms. Vacancies shall be filled for the unexpired terms only. (AMENDED 5/27/86)~~

~~————(c)—— Members may be removed as follows: (AMENDED 5/27/86)~~

~~(1)—— The chair shall file or cause to be filed with the town clerk an attendance report after each meeting identifying those members who were present or absent.~~

~~(2)—— Unless the chair waives the requirement, members shall be removed if they are absent for three consecutive meetings or if they miss more than thirty percent of the meetings during a twelve month period. The town clerk shall notify the chair in writing as soon as a member becomes subject to removal under this section. The chair will have ten days after receipt of such notice to waive the removal. If the chair fails to notify the town clerk in writing within ten days after receipt of such notice that the automatic removal requirement should be waived, the town clerk will send a removal notice to the member. This removal shall be effective on the date of such notice.~~

~~(3)—— Members may also be removed by the appointing authority, after a hearing, for any good cause related to performance of duty.~~

~~————(d)—— In making appointments to the commission, the Town Council shall seek to appoint persons with impartial and broad judgment, and when possible, persons with training or experience in a design profession. As wide a range of community interests as possible should be represented on the commission. The Town Council shall seek to appoint at least one person who lives in a neighborhood preservation district, one person who lives in an historic preservation district, and three persons who have demonstrated special interest, experience, or education in history, architecture, or related fields. (AMENDED 9/26/89, 11/21/95)~~

~~(d1)—— Whenever a historic district is designated, subject to the provisions of Section 15-338 of this chapter, in the town's extraterritorial planning area, the Town Council shall appoint persons residing in the town's extraterritorial planning area to serve on the Appearance Commission to provide proportional representation as required by G.S. 160D-307. (AMENDED 6/22/21)~~

~~————(e)—— Members of the Appearance Commission shall be administered an oath of office as prescribed by Section 3-35(c) and (d) of the Town Code. (AMENDED 10/10/90)~~

~~Section 15-43 Organization and Meetings of Appearance Commission:~~

~~————(a)—— The appearance commission shall establish a regular meeting schedule and shall meet frequently enough so that it can take action in conformity with section 15-66 (Applications to be Processed Exeditiously):~~

~~————(b)—— Since the commission has only advisory authority, it need not conduct its meetings strictly in accordance with the quasi-judicial procedures set forth in Articles IV and VI except when, pursuant with subsection 15-43(f), the commission is acting in its capacity as the historic district commission in accordance with Article XXI. However, it shall conduct its meetings so as to obtain necessary information and to promote the full and free exchange of ideas. (AMENDED 6/22/21)~~

*Art. III ADMINISTRATION MECHANISMS*

~~—(c)— Minutes shall be kept of all board procedures and the vote of every member on each issue shall be recorded.~~

~~—(d)— All commission meetings shall be open to the public, and whenever feasible, the agenda for each board meeting shall be available in advance of the meeting.~~

~~—(e)— A quorum shall be present for the commission to take official action, and all actions shall be taken by majority vote. A quorum shall consist of four members if all seats on the Appearance Commission are filled and three members if there are one or more vacancies on the board. (AMENDED 6/25/19)~~

~~—(f)— The appearance commission shall select one of its members to serve as chair and one member to serve as vice chair when the commission exercises the powers and duties of the appearance commission. The appearance commission shall select one of its members to serve as chair and one member to serve as vice chair when exercising the powers and duties of the neighborhood preservation district commission or the historic district commission. The commission may, but need not, choose the same members to serve as officers in these two different capacities. These officers will be chosen annually at the commission's first meeting in March and shall serve for terms of one year unless their terms of appointment to the commission sooner expire. Vacancies shall be filled for the unexpired term only. A member may be selected to serve as chair in either capacity for not more than two consecutive full one-year terms. The chairman and vice chairman may take part in all deliberations and vote on all issues. (AMENDED 1/10/84; 9/26/89; 11/21/95; 1/27/09)~~

~~Section 15-44 Powers and Duties of Appearance Commission.~~

~~—(a)— The appearance commission may:~~

~~(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).~~



*Art. III ADMINISTRATION MECHANISMS*

~~(5) — Appoint subcommittees (consisting of commission members) or advisory groups (consisting of commission members, persons who are not commission members or any combination thereof) to advise and assist the commission in carrying out its duties.~~

~~(6) — Take any other action authorized by this chapter or any other ordinance or resolution of the Town Council.~~

~~—— (b) — The appearance commission shall report orally or in writing, as requested by the board, at least quarterly to the mayor and Town Council. It shall submit its requested budget of funds needed for operation during the ensuing fiscal year to the town manager no later than April 15. All accounts and funds of the commission shall be administered in accordance with the requirements of the Municipal Fiscal Control Act.~~

~~—— (c) — The appearance commission is hereby authorized to receive contributions from private agencies, foundations, organizations, individuals, the state or federal government, or any other source, in addition to any sums which may be appropriated for its use by the Town Council. It may accept and disburse such contributions for special purposes or projects, subject to any specified conditions which it deems acceptable, whether or not such projects are included in the approving budget.~~

~~—— (d) — The appearance commission may adopt rules and regulations governing its procedures and operations not inconsistent with the provisions of this chapter.~~

~~—— (e) — The appearance commission shall exercise all the powers and duties of the neighborhood preservation district commission as set forth in Article XXI, Part 1, of this chapter. **(AMENDED 9/26/89)**~~

~~—— (f) — The appearance commission shall exercise all the powers and duties of the historic district commission as set forth in Article XXI, Part 2 of this chapter. **(AMENDED 11/21/95)**~~

*Art. III ADMINISTRATION MECHANISMS*

**PART VI. CLIMATE AND ENVIRONMENTAL ADVISORY  
COMMISSION ENVIRONMENTAL ADVISORY BOARD (AMENDED 2/20/96)**

**Section 15-45 Appointment and Terms of Environmental Advisory Board.**

**Section 15-45 Appointment and Terms of Climate and Environmental Advisory  
Commission.**

(a) There shall be a Climate and Environmental Advisory Commission (CEAC), consisting of nine members appointed by the Town Council. Six members shall be residents of the Town, and one member shall be a resident either of the Town, the Town's extraterritorial planning jurisdiction, or the Town's joint planning transition area.

(b) CEAC members shall be appointed for three year staggered terms, but members may continue to serve until their successors have been appointed. The initial terms of all members shall expire on January 31, 1996. Effective February 1, 1996, three members shall be appointed for three year terms, two members for two year terms, and two members for one year terms. Vacancies shall be filled for the unexpired terms only.

(c) Members may be removed as follows:

- (1) The chair shall file or caused to be filed with the town clerk an attendance report after each meeting identifying those members who are present or absent.
- (2) Members shall be removed if they have three (3) unexcused absences, or if they miss more than thirty percent of the meetings during a twelve-month period. The town clerk shall send a removal notice to the member within ten days of the determination that the attendance requirements have not been met. This removal shall be effective on the date of such notice.
- (3) Members may also be removed by the Town Council, after a hearing, for any good cause related to performance of duty.

(d) In appointing CEAC members, the Town Council shall seek persons with expertise in climate action, environmental protection, biology, natural resources, and related topics. The Town Council shall seek to appoint at least one person with interest or expertise in community organizing or environmental justice. The Council shall reserve one seat for a Carrboro resident currently enrolled in public, private, or home school at the high school level.

(e) Members of the Climate and Environmental Advisory Commission shall be administered an oath of office as prescribed by G.S. 160D-309.

*Art. III ADMINISTRATION MECHANISMS*

**Section 15-45.1 Organization and Meetings of CEAC.**

(a) The CEAC shall establish a regular meeting schedule. All meetings shall be open to the public and notification of such meetings shall conform to the requirements of the Open Meetings Law.

(b) A quorum shall be present for the CEAC to take official action, and all actions shall be taken by majority vote. A quorum shall consist of six members if all seats on the CEAC are filled and five members if there are one or more vacancies.

(c) The CEAC shall select one of its members to serve as chair and one member to serve as vice-chair. These officers will be chosen annually at the CEAC's first meeting in February and shall serve for terms of one year unless their terms of appointment to the CEAC sooner expire. A member may be selected to serve as chair for not more than two consecutive full one-year terms. The chair and vice-chair may take part in all deliberations and vote on all issues. (AMENDED 01/27/09)

**Section 15-45.2 Powers and Duties of the CEAC.**

The Climate and Environmental Advisory Commission may:

(a) 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 CEAC include new development, solid waste, air quality, climate protection and resilience, energy conservation, solar energy, groundwater, natural resources, and other areas.

(b) 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.

(c) Adopt a set of guiding principles or goals for the CEAC and review these goals periodically to determine if they are being obtained.

(d) Provide expertise and input on the implementation of the Community Climate Action Plan and municipal Energy and Climate Protection Plan, including annual work plans and initiatives as requested by staff.

(e) Participate in the design, organization and implementation of community outreach events and attend events.

(f) Take any other action authorized by this chapter or any other ordinance or resolution of the Town Council.

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~~(a) — There shall be an Environmental Advisory Board (EAB), which shall consist of seven members appointed by the Town Council. All members of the EAB shall either reside, own property, or operate a business within the town's planning jurisdiction.~~

~~(b) — EAB members shall be appointed for three year staggered terms, but members may continue to serve until their successors have been appointed. The initial terms of all members shall expire on January 31, 1996. Effective February 1, 1996, three members shall be appointed for three year terms, two members for two year terms, and two members for one year terms. Vacancies shall be filled for the unexpired terms only.~~

~~(c) — Members may be removed as follows:~~

~~(1) — The chair shall file or caused to be filed with the town clerk an attendance report after each meeting identifying those members who are present or absent.~~

~~(2) — Unless the chair waives the requirement, members shall be removed if they are absent for three consecutive meetings or if they miss more than 30% of the meetings during a twelve month period. The town clerk shall notify the chair in writing as soon as a member becomes subject to removal under this section. The chair will have ten days after receipt of such notice to waive the removal. If the chair fails to notify the town clerk in writing within ten days after receipt of such notice that the automatic removal requirements should be waived, the town clerk will send the removal notice to the member. This removal shall be effective on the date of such notice.~~

~~(3) — Members may also be removed by the Town Council, after a hearing, for any good cause related to performance of duty.~~

**Section 15-45.1 Organization and Meetings of EAB:**

~~(a) — The EAB shall establish a regular meeting schedule. All meetings shall be open to the public and notification of such meetings shall conform to the requirements of the Open Meetings Law.~~

~~(b) — A quorum shall be present for the EAB to take official action, and all actions shall be taken by majority vote. A quorum shall consist of four members if all seats on the EAB are filled and three members if there are one or more vacancies on the board.~~

~~(c) — The EAB shall select one of its members to serve as chair and one member to serve as vice chair. These officers will be chosen annually at the EAB's first meeting in March and shall serve for terms of one year unless their terms of appointment to the EAB sooner expire. Vacancies shall be filled for the unexpired term only. A member may be selected to serve as chair for not more than two consecutive full one year terms. The chair and vice chair may take part in all deliberations and vote on all issues. (AMENDED 01/27/09)~~

*Art. III ADMINISTRATION MECHANISMS*

~~**Section 15-45.2 Powers and Duties of the EAB. (REPEALED 5/11/99) (AMENDED 2/25/14; 10/24/17)**~~

~~The Environmental Advisory Board may:~~

~~(a) 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.~~

~~(b) 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.~~

~~(c) Adopt a set of guiding principles or goals for the EAB and review these goals periodically to determine if they are being obtained.~~

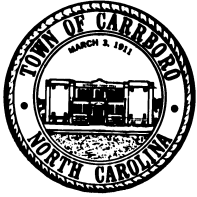
~~(d) Take any other action authorized by this chapter or any other ordinance or resolution of the Town Council.~~

**PART VII. MEMBERSHIP LIMITATIONS ON BOARDS, COMMITTEES, ADVISORY GROUPS, AND COMMISSIONS (AMENDED 12/04/2018)**

A member may be appointed to the same board, committee, advisory group, or commission for a maximum of two successive full terms. A member who has served for two successive full terms on the same board, committee, advisory group, or commission may be eligible for re-appointment after an absence from that board, committee, advisory group, or commission of at least one year. The Town Council may make exceptions to these conditions under the following circumstances:

1. To retain diversity on an advisor board;
2. To appoint a member in the absence of applicants.

Prior to beginning a term of service, a newly appointed member shall take an oath of office. (AMENDED 6/22/21)



# TOWN OF CARRBORO

*[fill in name of board/commission]*

**301 West Main Street, Carrboro, North Carolina 27510**

## R E C O M M E N D A T I O N

[ FILL IN DAY, MONTH, AND DATE], 2024

### Land Use Ordinance Amendments Relating to Advisory Boards and Commissions Consolidation and Attendance Policies

Motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_ that the \_\_\_\_\_ of the Town of Carrboro recommends that the Town Council \_\_\_\_\_ the draft ordinance.

**VOTE:**

AYES: ( )

NOES: ( )

ABSTENTIONS: ( )

ABSENT/EXCUSED: ( )

Associated Findings

By a unanimous show of hands, the \_\_\_\_\_ membership indicated that no members have any financial interests that would pose a conflict of interest to the adoption of this amendment.

Motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_ that the \_\_\_\_\_ of the Town of Carrboro finds the proposed text amendments, which would update the Land Use Ordinance to:

1. consolidate certain advisory boards and commissions and clarify and roles of each board and commission in the development process; and,
2. remove the waiver provision related to the removal of a member after three unexcused absences \_\_\_\_\_ consistent with the provisions in Goal 5 of Land Use Chapter of the Comprehensive Plan and section 15-2 of the Land Use Ordinance which specifies the authority granted to the Town through state enabling legislation.

Furthermore, the \_\_\_\_\_ of the Town of Carrboro finds the proposed text amendment is reasonable and in the public interest because the Town seeks to remain consistent with its adopted plans or policies.

**VOTE:**

AYES: ( )

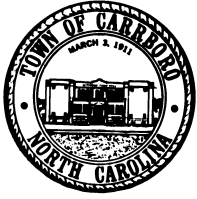
NOES: ( )

ABSTENTIONS: ( )

ABSENT/EXCUSED: ( )

\_\_\_\_\_  
(Chair)

\_\_\_\_\_  
(Date)



# TOWN OF CARRBORO

[fill in board/commission]

***301 West Main Street, Carrboro, North Carolina 27510***

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## R E C O M M E N D A T I O N

[FILL IN DAY, MONTH, AND DAY], 2024

### **Town Code Amendments Relating to Advisory Boards and Commissions Consolidation and Attendance Policies**

Motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_ that the \_\_\_\_\_ of the Town of Carrboro recommends that the Town Council \_\_\_\_\_ the draft ordinance.

**VOTE:**

AYES: ( )

NOES: ( )

ABSTENTIONS: ( )

ABSENT/EXCUSED: ( )

\_\_\_\_\_  
(Chair)

\_\_\_\_\_  
(Date)



**JOINT ADVISORY BOARDS MEETING**

**AGENDA ITEM ABSTRACT – NEWBURY AIS**

<b>DEPARTMENT: Planning</b>	<b>PUBLIC HEARING: No</b>
<b>Attachments:</b> A. Vicinity Map B. Staff Report C. Project Plans D. Responses to Concept Plan Comments E. Tree Removal Justification Letter F. Real Estate Appraisal G. Illustrative Architectural Renderings for Single-Family Homes	<b>Staff Contact:</b> Marty Roupe Development Review Administrator <a href="mailto:mrroupe@carrboronc.gov">mrroupe@carrboronc.gov</a> – 919.918.7333

**Purpose Statement:**

The Zoning Division has received an application for a Special Use Permit-A, from Parker Louis LLC, requesting a permit to subdivide land and build 36 dwelling units and up to ten (10) additional accessory dwelling units, along with associated infrastructure. The subject properties are identified as 820 Homestead Road (PIN: 9779284165), 904 Homestead Road (PIN: 9779276844), and 310 Lucas Lane (PIN: 9779288116) and are all zoned R-3 Conditional Zoning. The Joint Advisory Boards are asked to review the application information and consider providing a recommendation statement to Town Council regarding the project.

**Information:**

See Attachment A, Staff Report, for additional information.

**Staff Recommendation:**

Staff Recommends that the Joint Advisory Boards review the application information and consider providing a recommendation statement to Town Council regarding the project. Any such recommendation should be in accordance with what is permissible under North Carolina General Statutes for what advisory boards may consider, suggest, and recommend with respect to a quasi-judicial public hearing for a development project. The current list of recommended conditions from staff are as follows:

1. That the required affordable housing payment must be submitted to the town before the final plat for the project is approved. The amount to be paid will be in accordance with the amount identified in the town’s fee schedule for an affordable housing payment-in-lieu at the time the payment is submitted.





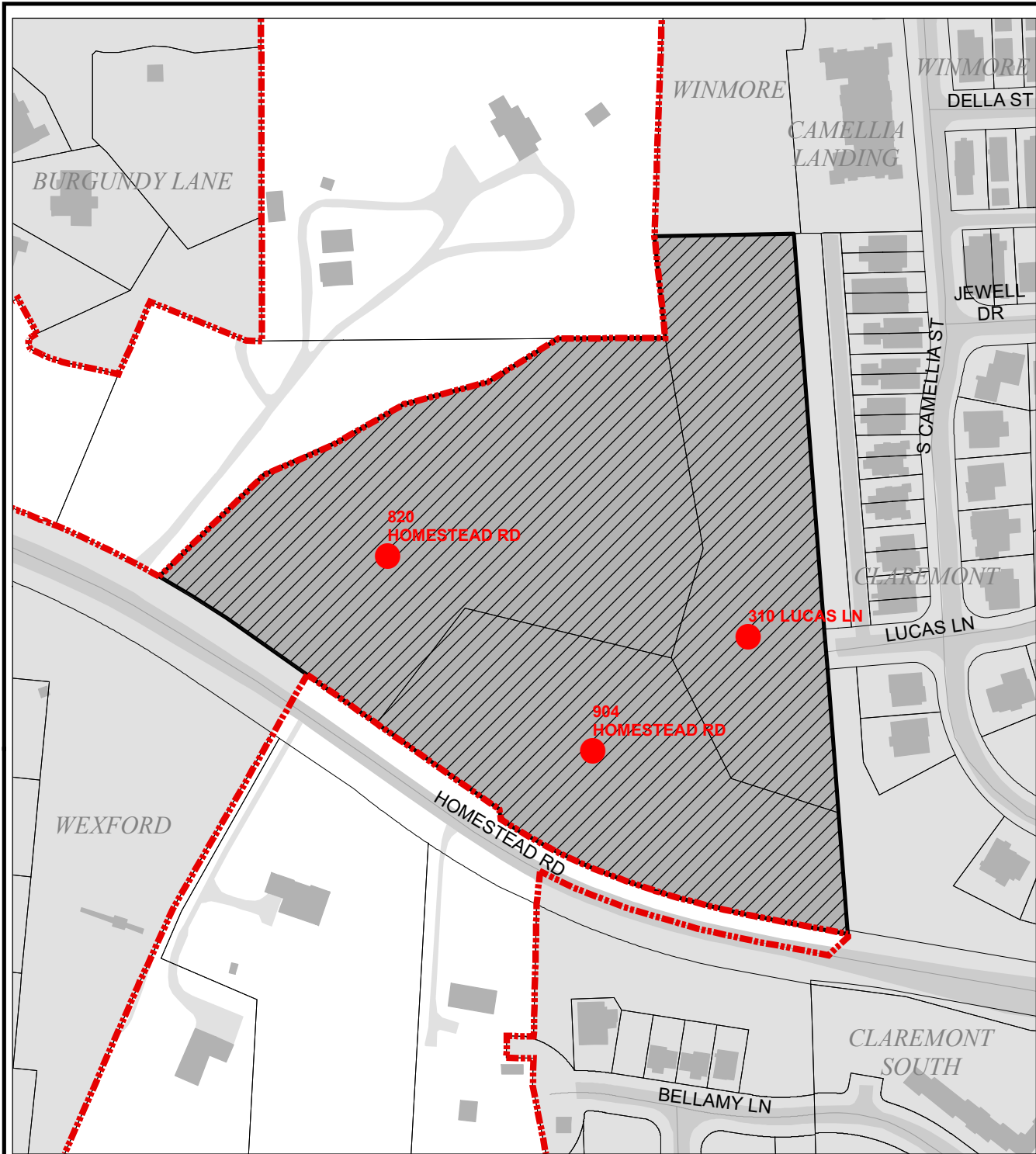
2. That prior to the public hearing, the project plans shall identify which specific units will be size-limited. The same information must be provided on the final plat that is recorded for the project as well.
3. The Fire Marshall shall review and approve the final design for the traffic calming feature on Lucas Lane before the construction plans are approved.
4. That Town Council must make a determination on the use of roll type curb within the subdivision. If permission is not granted, then the applicant must include and incorporate standard vertical curb design into the construction plans before they are approved.
5. That prior to October 22, 2024 the applicant shall provide written documentation from NCDOT making clear that the project as designed will be eligible to receive a driveway permit.
6. That the applicant and staff will continue to explore the ability to construct the Homestead Road sidewalk such that it fully connects with the existing sidewalk to the east. Prior to the public hearing, this condition may be reworded in a way that recommends that changes to the design be incorporated into the construction plans for the project to complete a full connection to the exiting sidewalk to the east. Or if found not feasible, the condition may be removed.
7. That all street trees planted in accordance with the requirements of LUO Section 15-316 must be located within the public right of way.
8. That the consulting engineer will submit to the town all necessary information to fully establish that the project can comply with the applicable LUO standards related to stormwater management prior to the public hearing. The information must be submitted by October 15, 2024, to allow a reasonable amount of time for the town engineer to review and consider the information.
9. That the applicant shall provide to the Zoning Division, prior to the approval of a final plat for the project or before the release of a bond if some features are not yet in place at the time of the recording of the final plat, Mylar and digital as-builts for the stormwater features of the project. Digital as-builts shall be in PDF format and shall include a base map of the whole project and all separate plan sheets. As-built PDF files shall include all layers or tables containing storm drainage features. Storm drainage features will be clearly delineated in a data table. The data will be tied to horizontal controls.
10. Per Section 15-263.1, that the developer shall include a detailed stormwater system maintenance plan, specifying responsible entity and schedule. The plan shall include scheduled maintenance activities for each stormwater BMP in the development, performance evaluation protocol, and frequency of self-reporting requirements (including a proposed self-reporting form) on maintenance and performance. The plan and supporting documentation shall be submitted to Town engineer and Stormwater Utility staff for approval prior to construction plan approval.



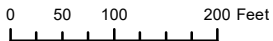
11. That, prior to issuance of a CO, a final plat, or the certification of a stormwater BMP, the applicant shall submit a performance security to be posted and held by the Town for a period of two years per the provisions of Section 15-263(i).
12. That the developer shall follow all established town procedures associated with the installation of SCMs within the development, including but not limited to filing Operation and Maintenance Agreements and submitting and receiving approval of as-built drawings for all SCMs, in accordance with established town procedures in place at the time. The developer must also make clear to both the town staff and the HOA representatives in place at such time exactly when any related responsibilities have transitioned to the HOA.
13. That the consulting engineer must receive approval of the NPA letter related to all encroachments and disturbances within buffers requiring such by October 22, 2024. Further, the construction plans must be designed accordingly and demonstrate that all such disturbances will be completed in a manner that complies with the Jordan Lake rules related to stream buffers.
14. That the developer share the final version of the project's design with the electric utility and provide another written statement from such electrical utility stating that electric service can still be provided to all locations shown on the construction plans prior to the approval of the construction plans.
15. Fire flow calculations shall be submitted and approved by the Town Engineer and Town Fire Department prior to construction plan approval.
16. That prior to October 22, 2024 the applicant shall submit plans which provide sufficient information and details to indicate how the project complies with applicable LUO Standards for Open Space and road buffering.
17. The applicant shall provide by October 22, 2024 a set of plans to the Town, which clearly indicates which common areas and open spaces are to be public or private.
18. That prior to October 22, 2024 the applicant shall submit information and plans which sufficiently indicate compliance with all applicable LUO requirements regarding Open Spaces and Recreational areas.
19. That prior to October 22, 2024 the applicant provide staff with a set of plans which conform with LUO standards and language for setbacks and that the front setback does not differentiate between 'steps' and 'building façade'.
20. That the applicant shall submit a voluntary annexation request and receive approval from the Town prior to the recording a final plat for the project.
21. That the applicant receive(s) CAPS from the Chapel Hill-Carrboro City Schools district pursuant to Article IV, Part 4 of the Carrboro Land Use Ordinance prior to construction plan approval.
22. That, prior to final plat approval, the Homeowner's declarations and covenants shall satisfy the applicable provisions of the Land Use Ordinance subject to review and approval of the Town Attorney.



# Attachment A






TOWN OF CARRBORO  
 301 W. Main St.  
 Carrboro, NC 27510  
 Printed Sept 25, 2024

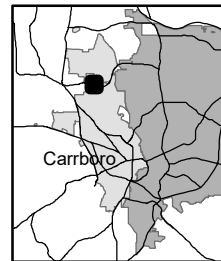


THIS MAP IS NOT A CERTIFIED SURVEY  
 NO RELIANCE MAY BE PLACED IN ITS ACCURACY

The Town of Carrboro assumes no liability for damages caused by inaccuracies in this map or supporting data and makes no warranty, expressed or implied, as to the accuracy of the information presented. The fact of distribution does not constitute such a warranty.

## Proposed Newbury Subdivision

-  City Limits
-  Proposed Newbury
-  Carrboro





**Staff Report – Joint Advisory Boards Meeting**

<b>Meeting Date</b>	October 3, 2024	<b>Project Name</b>	Newbury AIS, SUP-A		
<b>Applicant</b>	Parker Louis, LLC	<b>Request:</b>	Major Subdivision, with single-family homes, duplexes, and accessory dwelling units		
<b>Zoning District</b>	Residential-3 Conditional Zoning	<b>Existing Land Use:</b>	Vacant		
<b>Site Address:</b>	820 Homestead Rd. 904 Homestead Rd. 310 Lucas Lane	<b>PIN:</b>	9779284165, 9779276844, 9779288116	<b>Project Area:</b>	9.7 Acres
<b>Adjacent Zoning District(s):</b>	R-20, East R-20 and R-15, West R-15, South R-20 and VMU, North and West	<b>Adjacent Land Uses:</b>	Residential – All Directions		

**Background, Concept Plan Review, and Project Summary**

The Zoning Division has received an application for a Special Use Permit-A (SUP-A), from Parker Louis LLC, requesting a permit to subdivide land and build 36 dwelling units and up to ten (10) additional accessory dwelling units, along with associated infrastructure. Project plans are attached as Attachment C. The subject properties were conditionally rezoned to R-3 CZ in June 2023. Following approval of the rezoning, the applicant presented a concept plan for the SUP-A to the advisory boards in October 2023. Responses to the comments provided by advisory boards at that time are included as Attachment D.

If approved, the project will consist of a mix of single-family homes and duplexes, along with necessary infrastructure to serve the new homes and other facilities meeting Land Use Ordinance (LUO) requirements. Additional details regarding the project are included below. Of note related to multiple items described below, the information submitted to date is not sufficient for staff to determine that the project fully complies with the Land Use Ordinance.

## **Density, Affordable Housing**

### Density,

The approved conditional rezoning established a permissible range of dwelling units between 36 and 56 comprised of single-family, duplex, townhomes, and multifamily units, plus up to twelve (12) accessory dwelling units. The SUP-A plans propose a total of 36 units (24 single-family and 12 duplex units), please up to ten (10) accessory dwelling units.

### Affordable Housing

To comply with one of the required rezoning conditions, the applicant has included a note on the plans stating that they will provide the equivalent amount of money equal to one payment-in lieu for an affordable housing unit. This payment must be submitted before the final plat is approved, and the following condition is recommended:

- That the required affordable housing payment must be submitted to the town before the final plat for the project is approved. The amount to be paid will be in accordance with the amount identified in the town's fee schedule for an affordable housing payment-in-lieu at the time the payment is submitted.

### Size-Restricted Units

Section 15-188 of the LUO includes provisions that require that the developer build a percentage of "size-limited" units between 1,350 and 1,100 square feet as a strategy to provide some affordable housing on the market. In this case, the applicant must provide the following:

-3 units at a maximum size of 1,350 square feet at the time the certificate of occupancy is issued.

-5 units at a maximum size of 1,100 square feet at the time the certificate of occupancy is issued.

These units must remain at this maximum size for a period of one year, after that time they may be enlarged. The applicant is currently identifying on the plans which specific units will be size-limited, and the same information must be provided on the final plat that is recorded for the project. Accordingly, the following condition is recommended:



- That prior to the public hearing, the project plans shall identify which specific units will be size-limited. The same information must be provided on the final plat that is recorded for the project as well.

Staff Conclusion: The project plans comply with the applicable LUO standards, subject to the conditions noted above.

**Streets & Sidewalks, Connectivity, Traffic Analysis, Traffic Calming, Greenways  
Transit, Parking:**

**Streets & Sidewalks**

The proposed subdivision is accessed from its south side off of Homestead Road and off its east side by an extension of Lucas Lane. Within the subdivision, sub-collector streets are proposed to be built according to the public street standards of Article XIV of the LUO; this requires a minimum 26' wide pavement section with curb and gutter, and sidewalks on both side of the street; no bike lanes are required.

In accordance with the related rezoning condition, the plans show a raised crosswalk, near the eastern edge of the property, on the road connecting to and creating an extension of Lucas Lane. The proposed traffic calming device has been reviewed and preliminarily approved by the town's Fire Marshall. The final design must be reviewed again and approved by the Fire Marshall during the construction plan review to ensure that the design is not substantially changed and is still acceptable. Accordingly, the following condition is recommended:

- The Fire Marshall shall review and approve the final design for the traffic calming feature on Lucas Lane before the construction plans are approved.

Regarding the details for the proposed public streets, the applicant is requesting permission to utilize roll type curb instead of standard vertical curb. The applicable language in the LUO does allow for the permit issuing authority to authorize the use of roll type curb. Public Works is currently reviewing the request and discussing the details with the applicant. Accordingly, the following condition is recommended:

- That Town Council must make a determination on the use of roll type curb within the subdivision. If permission is not granted, then the applicant must include and incorporate standard vertical curb design into the construction plans before they are approved.



### NCDOT Review

NCDOT has provided comments to the applicant regarding the road connection point on Homestead Road that must be addressed prior to the public hearing for the project. The applicant's engineer is currently working with NCDOT staff to address their comments and receive information making is sufficiently clear that NCDOT will be in a position to issue a driveway permit at the construction plan stage for the project. Accordingly, the following condition is recommended:

- That prior to October 22, 2024 the applicant shall provide written documentation from NCDOT making clear that the project as designed will be eligible to receive a driveway permit.

As also shown on the plans, NCDOT is requiring a left turn lane into the site off Homestead Road.

### Connectivity

As mentioned above, a road connection is shown to the existing road to the east, Lucas Lane, within the adjacent Claremont Subdivision. This connection is shown in accordance with and in compliance with the town's LUO requirements related to street connectivity, and must be designed and constructed as a full street connection with a traffic calming device (described above), in accordance with a condition included in the approved rezoning document for the project.

### Homestead Road Sidewalk

The applicant agreed to a rezoning condition requiring the installation of a sidewalk along the Homestead Road frontage of the property. In accordance with the condition, the sidewalk must be installed at a width of five-feet and include an easement dedicating the facility to the public. The easement must be of sufficient size to accommodate a widening to a width of 10-feet at some point in the future.

The plans show the sidewalk and an easement as generally required, but town staff is still discussing the details of the design with the applicant related to the eastern terminus. Currently, the design stops several feet short of the eastern edge of the property in order to bring the ground back to appropriate grade. If constructed as currently shown, a gap will exist between this subdivision's sidewalk and the existing sidewalk on the Claremont subdivision property. Staff and the applicant are exploring options that will potentially allow for the sidewalk to be constructed without such a gap. Accordingly, the following condition is recommended:

- That the applicant and staff will continue to explore the ability to construct the Homestead Road sidewalk such that it fully connects with the existing sidewalk to the east. Prior to the public hearing, this condition may be reworded in a way that recommends that changes to the design be incorporated into the construction plans for the project to complete a full connection to the exiting sidewalk to the east. Or if found not feasible, the condition may be removed.

### Parking and Private Alley

Per the maximum parking standard established by LUO Section 15-291, the applicant is proposing that each lot not having alley access contain two parking spaces. For lots where alley access is provided, the applicant is proposing that one parking space be provided.

The alley referenced herein is located at the rear (eastern) edge of lots 24 through 36. It is proposed as private infrastructure and is not intended to be dedicated to the public. The proposed width of the asphalt is ten feet (10') and a twenty foot (20') wide private access and utility easement is proposed extending onto the lots. The one parking space is proposed to be located off of the alley. The northern end of the alley continues beyond the proposed lots into a parking area wherein the required EV charging infrastructure is to be located, adjacent to an open space containing the playfield and other recreation facilities. The alley then turns to the west and connects with the northern terminus of the public street in front of lots 24 through 36.

### Staff conclusion

At the time of this report, staff does not have sufficient information and evidence to indicate compliance with all applicable standards regarding streets and connectivity.

### **Tree Protection, Street Trees, Tree Canopy**

#### Tree Protection

The site is largely covered with mix of hardwoods and pines, based on the GIS tree layer. Large and rare trees, as defined by the LUO, are to be retained whenever possible (15-317). A complete tree survey has been performed identified 138 such trees on this property, and is included in the project plans as the Existing Tree Plan sheet. As indicated in the consultant's tree removal justification letter (Attachment E), all trees in the central core portion of the site (everything within the limits of disturbance line) need to be removed or order to develop the property as designed. The exact number of trees to be removed is still being tabulated and the information should be available by the time of the meeting.



### Street Trees

The landscape plan proposes a variety of trees as identified on Sheet LP-5 of the plans. These trees combine to demonstrate compliance with the street tree requirements of the LUO. Section 15-316 of the LUO provides guidelines for the planting and retention of trees adjacent-to and within street R/W's where an offer of dedication has been made to the Town. While the LUO does allow flexibility in how street trees are planted (on the front portion of private lots or in the street right of way), the design of this project necessitates that all such trees be planted within the right of way. Since the lots do not have a setback requirement from the edge of the street right of way, property owners will be able to build right up to the line, which would be in conflict with any trees that had been planted on the private property in order to satisfy LUO Section 15-316. Accordingly, the following condition is recommended:

- That all street trees planted in accordance with the requirements of LUO Section 15-316 must be located within the public right of way.

### Tree Canopy

Section 15-319 requires that residential developments maintain a tree canopy equivalent to 40% of the lot area. As shown on the project's Landscape Plan, the trees retained in conjunction with the newly planted trees will comply with this LUO section.

### Staff conclusion

The project plans comply with the applicable LUO standards, subject to the conditions noted above.

### **Drainage and Water Quality, Stormwater Bonding, Stream Buffers, Grading, and Erosion Control**

#### Drainage and Water Quality



Section 15-263 of the LUO establishes stormwater management criteria that must be met for the project. In particular, the applicant must meet stormwater runoff standards with respect to water quality, quantity, and volume.

To this end, the grading and drainage plan show a system of curb and gutter, catch basins, pipes feeding into two stormwater bioretention cells that will treat the water in accordance with the applicable LUO standards. Much of the information (including stormwater modelling and calculations) needed to establish that the design complies with all applicable LUO standards has been submitted, but the consulting engineer is still working through and discussing details with the town engineer. Additional information is being submitted for review and the expectation is that any outstanding matters will be sufficiently addressed before the project's public hearing. With that in mind, the following condition is recommended at this time:

- That the consulting engineer will submit to the town all necessary information to fully establish that the project can comply with the applicable LUO standards related to stormwater management prior to the public hearing. The information must be submitted by October 15, 2024, to allow a reasonable amount of time for the town engineer to review and consider the information.

Relative to the Town satisfying state requirements pertaining to the National Pollutant Discharge Elimination System (NPDES) Phase II permit, the following conditions are required:

- That the applicant shall provide to the Zoning Division, prior to the approval of a final plat for the project or before the release of a bond if some features are not yet in place at the time of the recording of the final plat, Mylar and digital as-builts for the stormwater features of the project. Digital as-builts shall be in PDF format and shall include a base map of the whole project and all separate plan sheets. As-built PDF files shall include all layers or tables containing storm drainage features. Storm drainage features will be clearly delineated in a data table. The data will be tied to horizontal controls.
- Per Section 15-263.1, that the developer shall include a detailed stormwater system maintenance plan, specifying responsible entity and schedule. The plan shall include scheduled maintenance activities for each stormwater BMP in the development, performance evaluation protocol, and frequency of self-reporting requirements (including a proposed self-reporting form) on maintenance and performance. The plan and supporting documentation shall be submitted to Town engineer and Stormwater Utility staff for approval prior to construction plan approval.

#### Stormwater Bonding and Conversion to Homeowner's Association (HOA) Responsibility

Section 15-263 (i) enables the Town to require the developer post a security to the Town to assure that the stormwater BMPs perform as designed; because of this, the following condition is recommended.

- That, prior to issuance of a CO, a final plat, or the certification of a stormwater BMP, the applicant shall submit a performance security to be posted and held by the Town for a period of two years per the provisions of Section 15-263(i).

Additionally, the town wants to ensure that all relevant parties are aware of responsibilities associated with the SCMs as the developer transitions away from their responsibilities by way of the HOA becoming the entity responsible for long term maintenance and upkeep for all SCMs. Related to this matter, the following condition is recommended:

- That the developer shall follow all established town procedures associated with the installation of SCMs within the development, including but not limited to filing Operation and Maintenance Agreements and submitting and receiving approval of as-built drawings for all SCMs, in accordance with established town procedures in place at the time. The developer must also make clear to both the town staff and the HOA representatives in place at such time exactly when any related responsibilities have transitioned to the HOA.

### Stream Buffers

Multiple stream buffers exist on the property and the proposed grading and stormwater plan does propose to encroach and disturb portions of Zone 2 of buffers, and the installation of trails as well including a 4 foot mulch path within a Zone 1 buffer. While some of the encroachments and disturbances are exempt (and thereby permissible), other encroachments are subject to receiving approval from staff of a No Practical Alternatives (NPA) letter, which explains why the encroachments cannot be avoided. A NPA letter has been submitted and comments regarding the letter have been provided back to the consulting engineer. Related to this matter, the following condition is recommended:

- That the consulting engineer must receive approval of the NPA letter related to all encroachments and disturbances within buffers requiring such by October 22, 2024. Further, the construction plans must be designed accordingly and demonstrate that all such disturbances will be completed in a manner that complies with the Jordan Lake rules related to stream buffers.

### Erosion Control

An erosion control plan has been provided which is provisionally satisfactory to Orange County Erosion Control. Additional details will be provided as part of the Construction Plan review process.

### Staff conclusion

At the time of this report, staff does not have sufficient information to indicate compliance with applicable standards for these features.

## **Utilities, Fire Safety, Lighting, Refuse Collection**

### Utilities

The water and sewer plans have been reviewed by OWASA and they have indicated that they are able to serve the development, but that additional information is needed at the construction plan stage. OWASA will review the plans in greater detail during construction plan review.

Regarding electric and gas utilities, the applicant has submitted letters from the respective providers indicating that they can serve the development.

Per Section 15-246 of the LUO, the plans must specify that all electric, gas, telephone, and cable television lines are to be located underground in accordance with the specifications and policies of the respective utility companies.

The Public Works Department prefers to receive written confirmation from the electrical utility prior to construction plan approval to ensure that nothing has changed regarding their ability to serve the final version of the project's design. Because of this, staff recommends the following condition:

- That the developer share the final version of the project's design with the electric utility and provide another written statement from such electrical utility stating that electric service can still be provided to all locations shown on the construction plans prior to the approval of the construction plans.

### Fire Safety

The plans have been reviewed and provisionally approved by the Fire Department subject to further review during construction plans. As mentioned above, the raised sidewalk on the



eastern side of the site has been provisionally approved, and will be reviewed again during the construction plan stage to ensure that the final design of the facility is still acceptable.

Fire flow calculations must be submitted and approved by the Town Engineer and Fire Department prior to construction plan approval. A condition regarding this matter is recommended as follows:

- Fire flow calculations shall be submitted and approved by the Town Engineer and Town Fire Department prior to construction plan approval.

### Lighting

The Town's Street Lighting Policy regulates the lighting requirements for the proposed new street. To this end the applicant has proposed street lights that satisfy the Town's current requirements. The Public Works Department will again review the plans during the construction plan stage to ensure that the final design still complies with the town's requirements in place at that time. No additional lighting for open spaces or common areas is proposed.

### Refuse Collection

The project's waste arrangements have been reviewed by both Public Works and Orange County. The Town and County will provide trash and recycling collection services for the development, and the County will be involved in managing construction waste.

Waste management during construction requires from the County an approved Solid Waste Management Plan as well as a permit. The Solid Waste Management Plans and permit must be obtained prior to construction.

### Staff conclusion

The project plans comply with the applicable LUO standards, subject to the conditions noted above.

## **Open Space and Recreation Facilities**

### Open Space

Per the provisions of 15-198, this residential development is required to set aside at least 40% of the total area of the development in permanent open space, consisting of primary and secondary constrained lands, and other potentially other portions of the site as well. For this project, approximately 169,000 square feet of land is required to meet LUO standards. The plans indicate that approximately 170,000 square feet of land is proposed to satisfy this



requirement. At the time of this report, Staff does not believe the submitted plans sufficiently address LUO requirements. Specifically:

1. The plans do not clearly indicate primary and secondary constraints; and
2. The Plans do not provide a visual representation of how the proposal meets LUO requirements for the 100'(foot) undisturbed buffer along Homestead Road.

To this end, the following condition is recommended:

- That prior to October 22, 2024 the applicant shall submit plans which provide sufficient information and details to indicate how the project complies with applicable LUO Standards for Open Space and road buffering.

Another matter to resolve prior to the public hearing relates to the intended nature of the open spaces / common areas shown on the plans. The plans currently state that all such spaces and areas are offered as dedicated to public use. The applicant has stated that they intend for such spaces to be private, not dedicated to the public, with the exception of the sidewalk and associated easement provided along Homestead Road. Accordingly, the following condition is recommended:

- The applicant shall provide by October 22, 2024 a set of plans to the Town, which clearly indicates which common areas and open spaces are to be public or private.

### Recreation

The proposed number of residential dwelling units combine to require 374 recreation points, per Section 15-196 of the LUO. The applicant satisfies this requirement by providing a total of 376 points as detailed in the plans. As recommended per 15-196-f, a minimum of 10% of the amenities are suitable for children under the age of 12, with the proposed sandbox and swing set exceeding the minimum number of points. Other proposed recreation amenities include a naturalized playfield, multiple trails and mulch paths, a gazebo, and a picnic area.

At the time of this report, the applicant has not clearly indicated compliance with these requirements. Specifically:

1. The LUO, per Section 15-198(d), requires a minimum sized play field of 20,000 square feet. The current plans do not clearly indicate compliance with this requirement.
2. The current plans indicate a play field of 6,776 square feet, and a larger open space area surrounding it shown at 33,000 square feet. No information has been provided to indicate how the naturalized play field, with associated recreational trails traversing such, meets or exceeds the base requirements for a 20,000 square foot play field.

The following condition is recommended because of this:

- That prior to October 22, 2024 the applicant shall submit information and plans which sufficiently indicate compliance with all applicable LUO requirements regarding Open Spaces and Recreational areas.

### Staff conclusion

At the time of this report, staff does not have sufficient information to indicate compliance with applicable standards regarding Open Space and Recreation.

### Miscellaneous

#### Setbacks within Architecturally Integrated Subdivision

In accordance with the provisions of LUO Section 15-187, the project is proposed as an architecturally integrated subdivision and thereby may choose and create its own setback provisions for the proposed lots, as long as setbacks from associated minimum required setbacks from adjacent lots are respected. With this in mind, the applicant is proposing 2 ½ foot setbacks for side and rear property lines, and zero foot (0') setbacks from the front property line adjacent to the rights of way. Staff has requested that the applicant clarify the wording of the setback associated with the right of way, as it currently reads in a manner that pertains only to steps and porches. Because of this, the following condition is recommended:

- That prior to October 22, 2024 the applicant provide staff with a set of plans which conform with LUO standards and language for setbacks and that the front setback does not differentiate between 'steps' and 'building façade'.

### Construction Management

Prior to construction plan approval the Town will inform the applicant and contractor of the requirements of the Town Code pertaining to construction noise and hours of operation and obstructing or excavating within public street rights of way. Section 15-49 (c-1) further provides that the Town may require the applicant submit a construction management plan prior to construction plan approval.

### Phasing



This project is designed and proposed to be constructed in one single phase.

### Real Estate Appraisal

As a part of review and quasi-judicial nature of the proposal, the applicant engaged a real estate professional to complete a property appraisal. The resulting document is included as Attachment F.

### Architectural Standards

The recommended architectural standards provisions of Section 15-177 of the LUO uses examples and descriptions of the Town's existing "vernacular" housing stock to exemplify coherent design standards. These standards are considered recommended due to changes in the state legislature that prohibit municipalities from regulating architectural design, but the applicant has voluntarily submitted illustrative information for the proposed single-family homes that will be binding to some extent by being made a part of the record of the project. This information is included as Attachment G. No such information has been provided to date regarding proposed designs for the duplex units.

### Voluntary Annexation

The applicant has indicated that they will apply for voluntary annexation of the property into the municipal limits if the project is approved. With this in mind, the following condition is recommended:

- That the applicant shall submit a voluntary annexation request and receive approval from the Town prior to the recording a final plat for the project.

### CAPS

Per Article IV, Part 4 of the LUO, the applicant must receive the required Certificate(s) of Adequacy of Public School Facilities (CAPS) from the Chapel Hill Carrboro City Schools District prior to construction plan approval. Information regarding this matter has already been submitted, but staff needs to clarify the information with school district staff before construction plans are approved. Because of this the following condition is recommended.

- That the applicant receive(s) CAPS from the Chapel Hill-Carrboro City Schools district pursuant to Article IV, Part 4 of the Carrboro Land Use Ordinance prior to construction plan approval.



### Neighborhood Information Meeting

The applicant conducted a neighborhood information meeting during the conditional rezoning portion of the project. Because of this, they chose to not hold an additional meeting as the project had not substantially changed from what was shared during the earlier meeting.

### Homeowner's Association Documents

Prior to construction plan approval Homeowner's Associations Declarations and Covenants will need to be submitted to the Town for review and approval by the Town Attorney. Section 15-83 of the LUO specifically prevents these documents from prohibiting "devices that generate or conserve energy or water." Photovoltaic panels and clotheslines are such devices that cannot be regulated by homeowner's associations. Because of this the following condition is recommended:

- That, prior to final plat approval, the Homeowner's declarations and covenants shall satisfy the applicable provisions of the Land Use Ordinance subject to review and approval of the Town Attorney.

### Staff conclusion

The project plans comply with the applicable LUO standards, subject to the conditions noted above.

### **Staff Recommendation:**

Staff Recommends that the Joint Advisory Boards review the application information and consider providing a recommendation statement to Town Council regarding the project. Any such recommendation should be in accordance with what is permissible under North Carolina General Statutes for what advisory boards may consider, suggest, and recommend with respect to a quasi-judicial public hearing for a development project. The current list of recommended conditions from staff are provided above, as well as in the agenda abstract.



PROPOSED INTERNAL MINIMUM BUILDING SETBACKS

SUP for this development
Front - 0' (steps and stairs 0' setback)
Side (Duplex/Triplex) - 0' (Interior Common Wall)
Side - 2.5'
Rear - 2.5' (steps and stairs 0' setback)

Note: Existing Setbacks for underlying zoning
Per Town of Carrboro Land Use Ordinance Section 15-184 Building Setback Requirements
Town of Carrboro Zoning: R-3-CZ

Watershed Zoning Overlay Designation: Jordan Lake Unprotected

Table with 2 columns: Setback Type, Distance. Rows include Boundary Setback (20 ft), Road Centerline Setback (55 ft), R/W Setback (35 ft).

PARCEL DATA

Orange County Tax Information (Per Orange County GIS)
Parcels Included in this Project: 3

Table with 2 columns: Parcel ID, Description. Lists parcels 9779288116, 977928844, and 9779284165 with their respective addresses and owners.

SITE SUMMARY INFORMATION:

Total Property Area: 9.7 Acres ± (423,156 sf ±)

Zone: R-3-CZ Ordinance No. 18 / FY 2022-23
Proposed Building Height: Less than 35 ft.
Density Calculation By Zoning Approval: 44 Primary Residential units and 12 Accessory Dwelling units.

Residential Density Calculations (Per LUO Section 15-181):

Max Number of Units: 44 lots maximum allowed under the approved Conditional Zoning (above)
Proposed Number of Units = 36 Dwelling Units Proposed: Single Family, Single Family with ADU, Duplex, Triplex.
Final Plat shall indicate the type of Dwelling Unit proposed for each lot.

Existing easements: 29,540 sf.
15 to 25 percent slopes: 0 sf.
Greater than 25 percent slopes: 600 sf.
Total of these areas: 30,140 sf.

Total Number of Proposed Dwelling Units: 36
Total Number of Proposed Lots: 30

This project will be a single-phase development.

Existing Use: Undeveloped / Vacant (Wooded)
Proposed Use: 24 Single Family Detached Residences, Code Number: 1.111
12 (6 Buildings) Multifamily Family Duplex Residences, Code Number: 1.232
(Number of Residential Units Proposed = 36)
(Maximum Number of ADU units = 10), Code Number: 1.220 locations to be shown on final plat)

Table with 2 columns: UNIT NO., 1-24; UNIT NO., 25-36

Development Specific Size Limited Unit Requirements:

10% limit (1,350sf.) 3.6 units
15% limit (1,100sf.) 5.4 units

This development shall comply with the sized limited units provision under the UDO and shall provide at least one affordable housing unit fee-in-lieu payment due prior to final plat recordation in accordance with the approved conditional zoning approval. Size-limited unit locations shall be shown on the final plat.

Existing Impervious Surface Area: 1,488 sf. (0.034 acres) = 0.35% of site
Total Proposed Impervious Surface Area: 109,522 sf. (2.51 acres) = 25.9% of site

Disturbed Area Proposed: 325,095 sf. (7.46 acres)
Impervious / Stormwater Control Measures based on impervious surface area proposed above.

Vehicular Parking:

For each residence, two (2) parking spaces excluding the garage will be provided within the proposed driveway not encroaching into the proposed public sidewalk or one (1) space plus one garage at alley access lots not encroaching the private alley pavement.

Recreational Points Required: 374
Recreational Points Provided: 376

Open Space Requirement (Per LUO Section 15-198):

At least 40% of the total acreage of the development shall remain permanently in open space.

Total Development Acreage (area reported in square feet) = 423,156 sf.

40% of Development Area (Acreage - area reported in square feet) = 169,013 sf (the required open space area).

Provided Open Space Area (Acreage - area reported in square feet) = 170,000 sf (+/-)

PRIMARY OPEN SPACE: 33,000sf. (0.75Ac.) (7.7%)
SECONDARY OPEN SPACE: 137,000 sf. (3.14Ac.) (32.3%)

\*Note: This development is proposed as an Architectural Integrated Subdivision (AIS) per LUO Section 15-187 which allows smaller lot sizes. However, per 15-187(b), the number of dwelling units in an AIS may not exceed the maximum number of lots in the approved zoning. (See Official Town Zoning Map 9-1-2023)

Minimum Tree Canopy Coverage Standards (Section 15-319)

Minimum Canopy Coverage = 40% of parcel area excluding easements, water bodies, right-of-way = 0.40 x (378,157-29,400) sf. = 139,503 sf. min. required.

Exist. Canopy Coverage = 112,161 sf. (existing protected tree canopy to remain)
Exist. Coverage Deficit = 27,342 sf. deficit.

Replacement rate: One replacement tree per 500 sf. of tree canopy deficit.
Replacement Trees Required = 27,342 sf. / 500 sf. = 55 trees required.
Replacement Trees Provided = 55 trees proposed.

Newbury

310 Lucas Lane
904 Homestead Road
820 Homestead Road

CARRBORO HOMESTEAD ROAD NEIGHBORHOOD
ARCHITECTURAL INTEGRATED SUBDIVISION (AIS)

SPECIAL USE PERMIT - A
Homestead Road
Carrboro, North Carolina

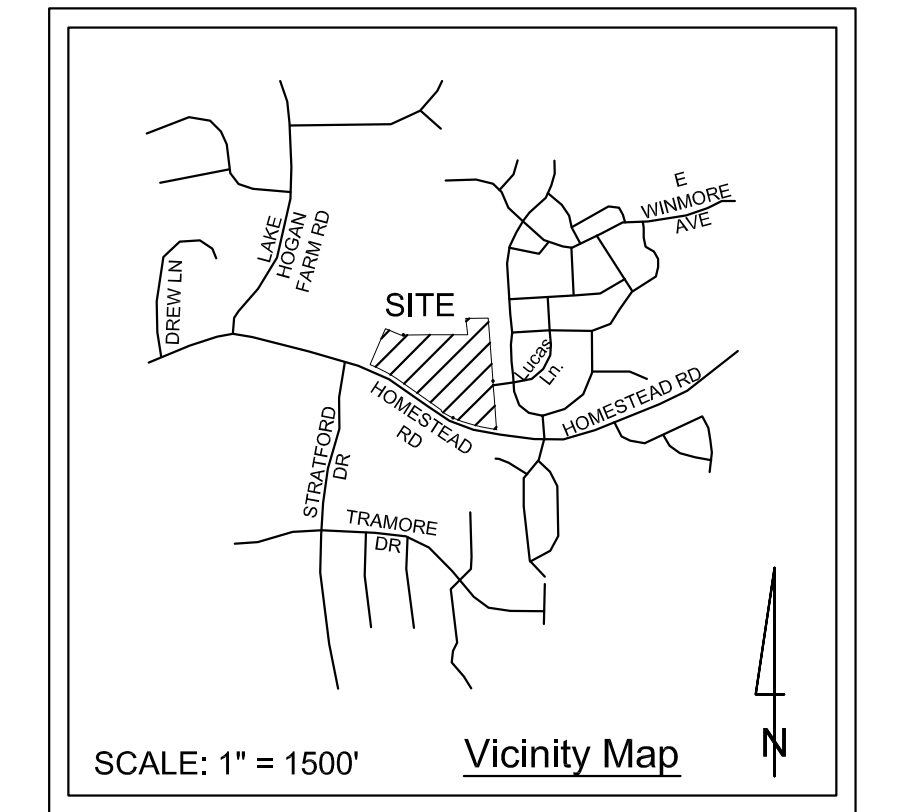
Applicant / Developer / Owner:
Parker Louis, LLC
301 Montclair Way
Chapel Hill, NC 27516
919-422-6477
located within:

The Town of Carrboro
Orange County, North Carolina,
OWASA Water and Sewer Jurisdiction

SHEET INDEX:

Table with 2 columns: Sheet Name, Sheet Number. Lists sheets from Cover Sheet to Erosion Control Plan.

Property Identification Numbers (PIN) for property:
PIN: 9779288116
PIN: 9779278844
PIN: 9779284165
CARRBORO HOMESTEAD
PRJ: 1-22-1011



COVER

3-14-2022

NTS

BSB/CDH
DRAWN BY THE USA

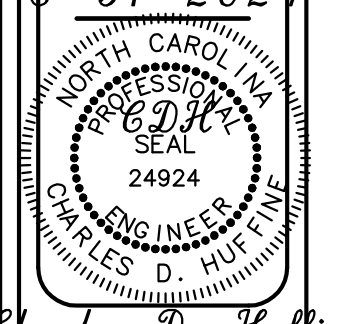
TOWN COMMENTS
2-12-2024

TOWN COMMENTS
6-31-2024

1-22-1011
PROJECT NUMBER

COVER SHEET

8-31-2024



Charles D. Huffine

C-1939

NEWBURY
PROPOSED SUBDIVISION

CARRBORO REQUIREMENTS (for construction plan and permitting review):

- 1) The project requires: A) Town Council Approval, B) Construction Plan Approval, C) Receipt of CAPS, and D) Preconstruction Meeting prior to beginning construction.
2) Planning and zoning shall receive copies of all permitting, encroachment and construction easement documents.
3) Home Owner's Association Documents shall be submitted to planning and zoning for review and approval prior to Final Plat Approval.
4) A Disclosure Sign Plan shall be submitted to planning and zoning for review and approval prior to Final Plat Approval.

OWASA REQUIREMENTS (for construction plan and permitting review):

- 1) Prior to the submittal of construction drawings, the development shall provide OWASA with a project fact sheet for the project. Potential easements and design provisions for continuation of utilities through and beyond the project may be required at the time of Project Fact sheet and Construction Drawing review.

NCDOT REQUIREMENTS (for construction plan and permitting review):

- 1) An NCDOT Driveway Permit is required for connection to Homestead Road. This permit will include the construction of an eastbound exclusive left turn lane on Homestead Road at the proposed entrance with 100' of full storage and appropriate transitions subject to NCDOT requirements.
2) An NCDOT 3-Party Encroachment agreement is required with the Town of Carrboro for the proposed Homestead Road sidewalk construction.
3) An NCDOT 3-Party Encroachment agreement is required with OWASA for the proposed connections to existing water main in Homestead Road.

CALL BEFORE YOU DIG! ITS THE LAW
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 Parcels Included in this Project: 3

**PARCEL DATA**  
 Orange County Tax Information (Per Orange County GIS)  
 Parcels Included in this Project: 3  
 Orange County Plat Book References: 120-14 and 125-25  
 PIN: 9779288116 - 2.6Ac.  
 PIN: 9779276844 - 2.78Ac.  
 PIN: 9779284165 - 4.32Ac.  
 Township: Chapel Hill Township  
 Watershed: Jordan Lake  
 River Basin: Cape Fear  
 Deed Reference: 08-8768, Pg 1151  
 Town of Carrboro Current Zoning: R-3-CZ  
 Owners: Parker Louis, LLC

**NRCS SOILS DATA**  
 Mapped onsite soils indicate classifications of GcC and H8 Soil within the development area. Both soil groups have a B rating.

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	868.65'	40.76'	40.76'	N 56°12'02" W	2°41'20"
C2	1313.40'	133.20'	133.14'	N 57°47'42" W	5°48'38"
C3	1313.40'	144.68'	144.61'	N 63°51'21" W	6°18'41"

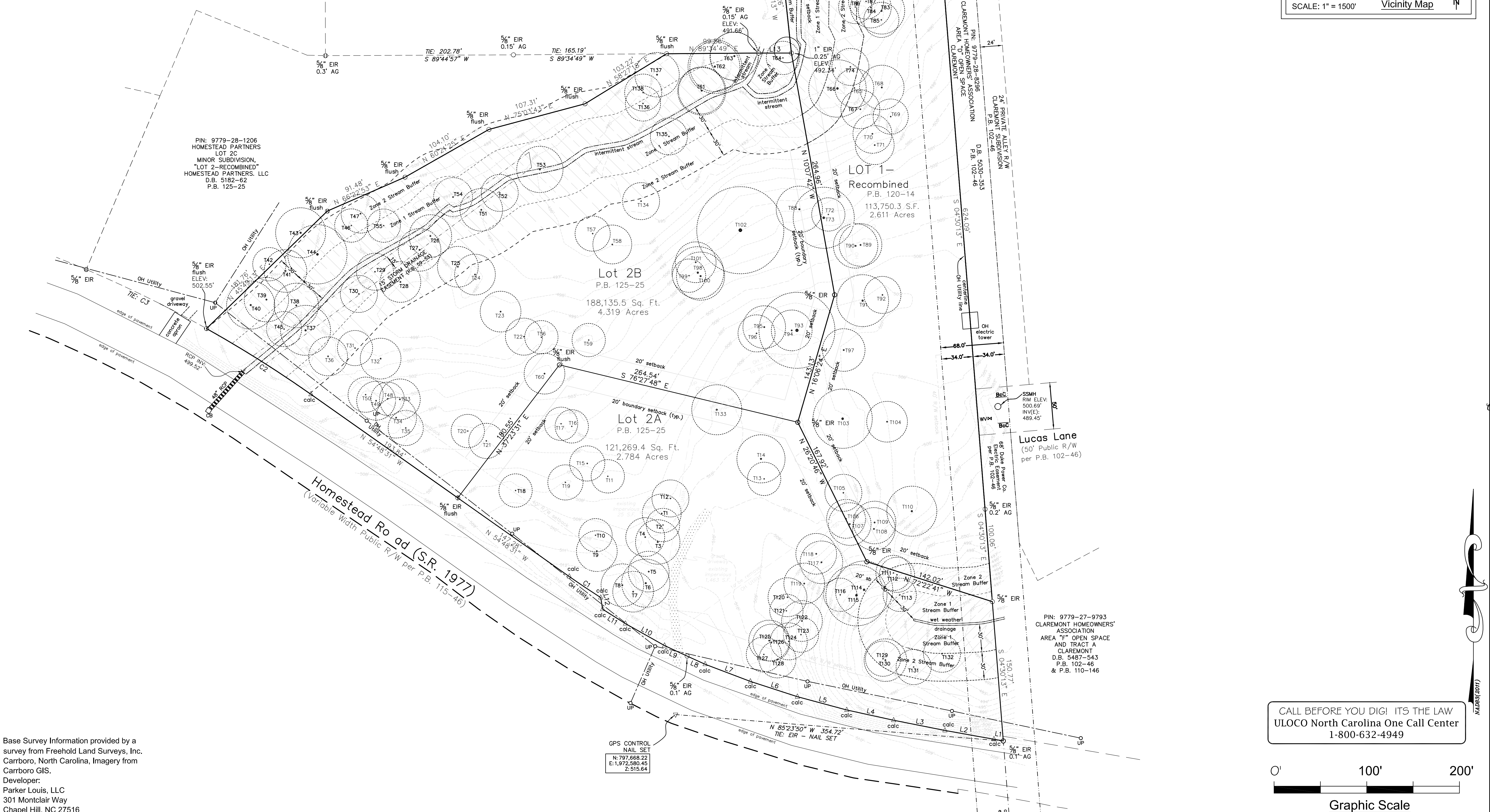
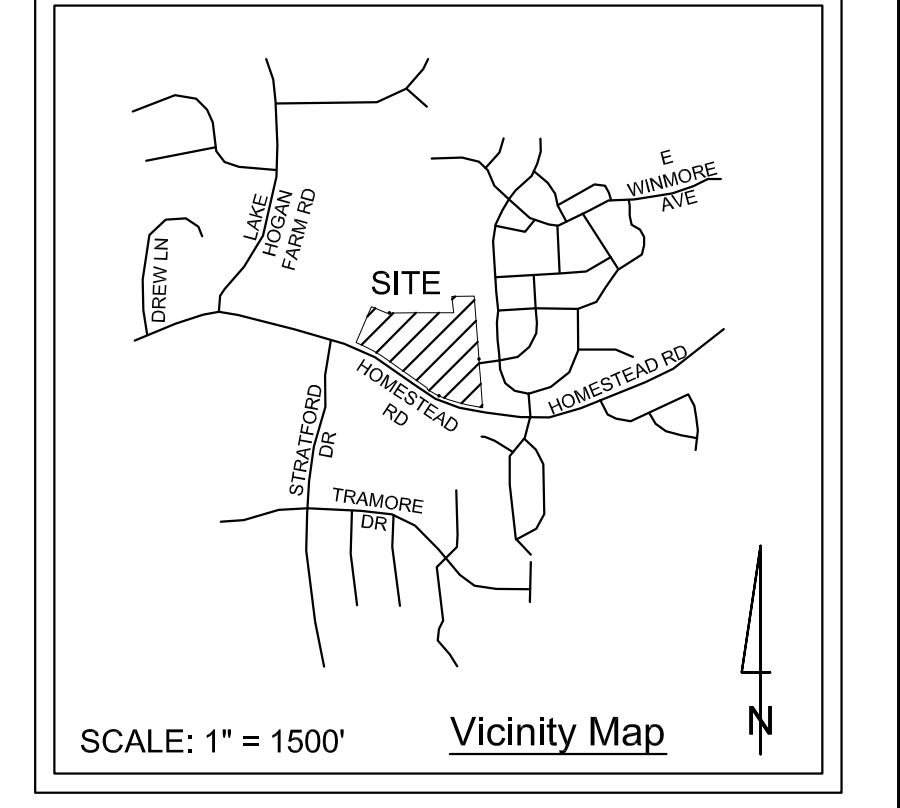
LINE	BEARING	DISTANCE
L1	N 79°45'44" W	10.26'
L2	N 79°47'05" W	53.76'
L3	N 78°44'45" W	56.36'
L4	N 77°38'11" W	51.79'
L5	N 74°57'47" W	55.15'
L6	N 72°00'16" W	53.34'
L7	N 69°11'18" W	52.25'
L8	N 65°38'58" W	21.32'
L9	N 65°05'37" W	26.85'
L10	N 60°40'07" W	48.33'
L11	N 57°44'19" W	29.20'
L12	N 09°08'07" W	12.70'
L13	S 89°58'50" E	35.16'

Total Area of Lot 1-recombined, Lot 2A & Lot 2B:  
 423,155.2 Sq. Ft.  
 9.714 Acres

PIN: 9779-28-4632  
 EDGARDO R. GARCIA  
 LOT 3, ALMA POTTS ESTATE  
 D.B. 772-166  
 P.B. 45-29

PIN: 9779-28-7982  
 WINMORE COMMUNITY ASSOCIATION, INC  
 PUBLIC OPEN SPACE 7  
 REC WINMORE  
 D.B. 4895-142  
 P.B. 106-103 & 104

Property Identification Numbers (PIN) for property:  
 PIN: 9779288116 CARRBORO HOMESTEAD  
 PIN: 9779276844 PRJ: 1-22-1011  
 PIN: 9779284165

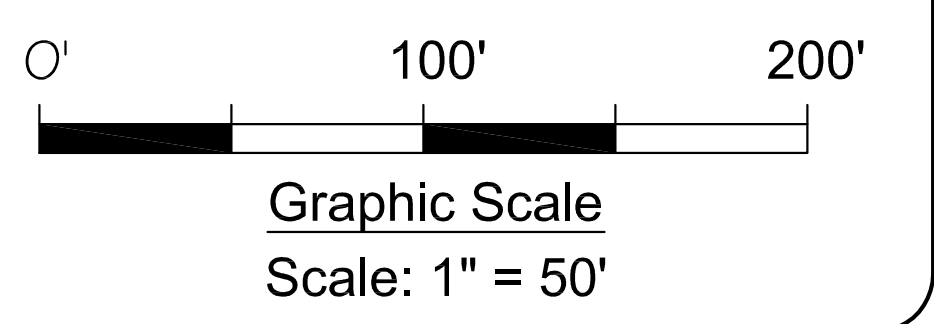


Base Survey Information provided by a survey from Freehold Land Surveys, Inc. Carrboro, North Carolina. Imagery from Carrboro GIS.  
 Developer:  
 Parker Louis, LLC  
 301 Montclair Way  
 Chapel Hill, NC 27516

GPS CONTROL NAIL SET  
 N: 797,668.22  
 E: 1,972,580.45  
 Z: 515.64

PRELIMINARY PURPOSES ONLY, NOT APPROVED FOR CONSTRUCTION

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 ULOCO North Carolina One Call Center  
 1-800-632-4949



DATE: 1-22-2022

SCALE: 1" = 50'

BSB/CDDH

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1-22-1011

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EXISTING CONDITIONS PLAN

8-31-2024

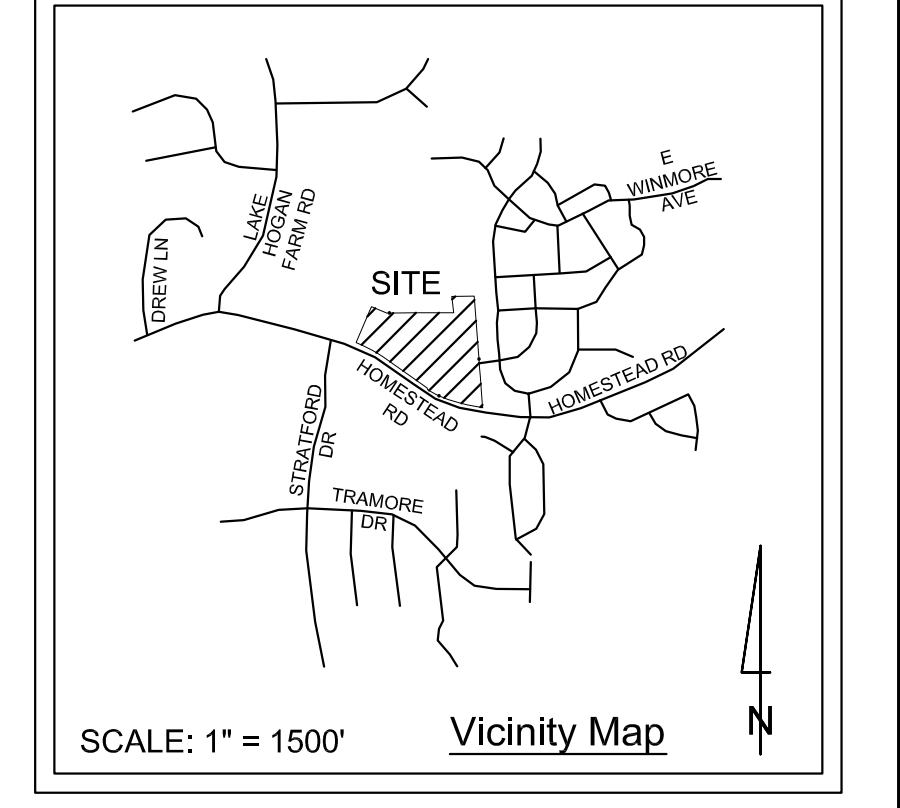
PROFESSIONAL SEAL  
 NORTH CAROLINA  
 PROFESSIONAL ENGINEER  
 CHARLES D. HUFFINE  
 24924  
 C-1939

**NEWBURY PROPOSED SUBDIVISION**

---

THE L.E.A.D.S. GROUP, P.A.  
 505 LAKE DAWSON STREET  
 CARRBORO, NC 27510  
 Phone: (919) 222-5224  
 Fax: (919) 222-5224

Property Identification Numbers (PIN) for property:  
 PIN: 9779288116 CARRBORO HOMESTEAD  
 PIN: 9779276844 PRJ: 1-22-1011  
 PIN: 9779284165



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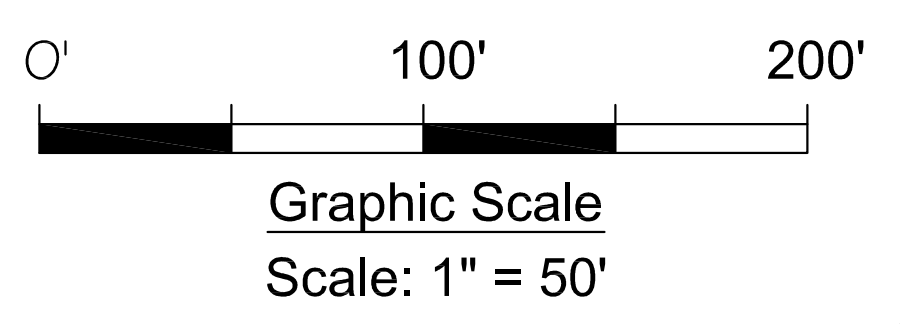
PIN: 9779-18-1435  
 BURGUNDY LANE HOA, INC.  
 PRIVATE OPEN SPACE  
 BURGUNDY LANE  
 D.B. 6621-159  
 P.B. 120-137  
 P.B. 121-180

PIN: 9779-28-1206  
 HOMESTEAD PARTNERS  
 LOT 2C  
 MINOR SUBDIVISION,  
 "LOT 2-RECOMBINED"  
 HOMESTEAD PARTNERS, LLC  
 D.B. 5182-62  
 P.B. 125-25

PIN: 9779-27-9793  
 CLAREMONT HOMEOWNERS' ASSOCIATION  
 AREA "F" OPEN SPACE  
 AND TRACT A  
 CLAREMONT  
 D.B. 5487-543  
 P.B. 102-46  
 & P.B. 110-146

Tag	Size	Description
T1	21"	PINE
T2	18"	PINE
T3	24"	PINE
T4	21"	PINE
T5	22"	PINE
T6	26"	PINE
T7	22"	PINE
T8	23"	PINE
T9	22"	PINE
T10	18"	POPLAR
T11	18"	PINE
T12	20"	PINE
T13	18"	HARDWOOD
T14	26"	HARDWOOD
T15	19"	PINE
T16	18"	PINE
T17	18"	PINE
T18	18"	PINE
T19	19"	PINE
T20	18"	POPLAR
T21	19"	PINE
T22	20"	PINE
T23	22"	PINE
T24	22"	OAK
T25	22"	BEECH
T26	23"	BEECH
T27	23"	BEECH
T28	22"	BEECH
T29	20"	SYCAMORE
T30	20"	OAK
T31	19"	PINE
T32	22"	PINE
T33	22"	SWEETGUM
T34	22"	PINE
T35	19"	PINE
T36	21"	GUM
T37	22"	PINE
T38	24"	OAK
T39	24"	PINE
T40	26"	PINE
T41	23"	PINE
T42	18"	PINE
T43	27"	PINE
T44	32"	GUM
T45	19"	OAK
T46	18"	GUM
T47	21"	OAK
T48	18"	PINE
T49	21"	PINE
T50	19"	PINE
T51	21"	MAPLE
T52	20"	MAPLE
T53	25"	GUM
T54	21"	MAPLE
T55	18"	MAPLE
T56	18"	PINE
T57	19"	BEECH
T58	21"	MAPLE
T59	18"	GUM
T60	22"	OAK
T61	25"	OAK
T62	29"	OAK
T63	28"	OAK
T64	18"	OAK
T65	21"	POPLAR
T66	31"	POPLAR
T67	21"	POPLAR
T68	24"	POPLAR
T69	19"	GUM
T70	21"	POPLAR
T71	21"	POPLAR
T72	18"	WALNUT
T73	33"	WALNUT
T74	20"	POPLAR
T75	29"	PINE
T76	30"	PINE
T77	20"	ELM
T78	28"	PINE
T79	28"	OAK
T80	21"	OAK
T81	20"	OAK
T82	27"	OAK
T83	25"	OAK
T84	22"	OAK
T85	19"	DOUBLE WALNUT
T86	18"	OAK
T87	19"	OAK
T88	25"	OAK
T89	23"	POPLAR
T90	24"	POPLAR
T91	28"	GUM
T92	20"	GUM
T93	41"	POPLAR
T94	22"	DOUBLE PINE
T95	23"	PINE
T96	20"	GUM
T97	23"	GUM
T98	28"	GUM
T99	18"	GUM
T100	28"	GUM
T101	22"	OAK
T102	47"	OAK
T103	32"	GUM
T104	22"	GUM
T105	20"	GUM
T106	21"	PINE
T107	23"	PINE
T108	23"	OAK
T109	23"	PINE
T110	27"	POPLAR
T111	19"	MAPLE
T112	19"	GUM
T113	18"	GUM
T114	31"	GUM
T115	33"	GUM
T116	18"	GUM
T117	23"	DOUBLE GUM
T118	22"	GUM
T119	22"	DOUBLE GUM
T120	21"	OAK
T121	18"	GUM
T122	22"	MAPLE
T123	19"	PINE
T124	20"	GUM
T125	22"	OAK
T126	20"	DOUBLE GUM
T127	19"	GUM
T128	20"	GUM
T129	19"	GUM
T130	23"	MAPLE
T131	19"	GUM
T132	20"	DOUBLE POPLAR
T133	27"	OAK
T134	20"	DOUBLE OAK
T135	20"	OAK
T136	19"	POPLAR
T137	24"	GUM
T138	20"	PINE

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 1-800-632-4949



Base Survey Information provided by a survey from Freehold Land Surveys, Inc. Carrboro, North Carolina. Imagery from Carrboro GIS.  
 Developer:  
 Parker Louis, LLC  
 301 Montclair Way  
 Chapel Hill, NC 27516

PRELIMINARY PURPOSES ONLY, NOT APPROVED FOR CONSTRUCTION

PROJECT: 2

DATE: 3-14-2022

SCALE: 1" = 50'

DESIGNED BY: BSB/CDH

PROJECT NO: 1-22-1011

EXISTING TREE PLAN

DATE: 8-31-2024

CHARLES D. HUFFINE, P.E., ENGINEER

PROPOSED SUBDIVISION

THE L.E.A.D.S. GROUP, P.A.

Land Engineering And Development Services

**PHASING INFORMATION:**  
All one phase

**FLOOD INFORMATION:**  
All areas zone X

**CANOPY TREE INFORMATION:**  
Tree Areas per Town of Carrboro shall be provided for trees in excess of:  
18" Diameter or greater, or rare specimen trees

**REFUSE COLLECTION INFORMATION:**  
Home shall be served by roll out refuse and recycle containers

**BUS STOP INFORMATION:**  
No bus stop is proposed

**PRIVATE ALLEY INFORMATION:**  
A paved private alley, 10' wide, within a 20' private access and utility easement  
M. Pavement Section 2" Asphalt over 6" Base course stone. Parking and cross access is allowed within the easement, parking is not allowed within the alley pavement.

Property Identification Numbers (PIN) for property:  
PIN: 9779289116  
PIN: 9779276844  
PIN: 9779284165

CARRBORO HOMESTEAD SUBDIVISION  
PRJ: 1-22-1011

SCALE: 1" = 1500' Vicinity Map

PROJECT: SP-2

DATE: 3-14-2022

SCALE: 1" = 50'

DESIGNER: BSB/CDH

REVISIONS:

- 3-30-2022
- 12-9-2022
- 2-12-2024

**TRES SHOWN HEREON ARE TREES TO REMAIN**

**HOMESTEAD ROAD BUFFER 50' MINIMUM / 200' MAX.**

**STREET INFORMATION:**  
Lucas Lane (extended) Public Street  
50' R/W 27'-b Town of Carrboro Standard  
5' Sidewalks both sides  
Street Type: Subdivision Street - Subcollector

**BELVEDERE - Public Street**  
50' R/W 27'-b Town of Carrboro Standard  
5' Sidewalks both sides  
Street Type: Subdivision Street - Subcollector

**HEMENWAY - Public Street**  
50' R/W 27'-b Town of Carrboro Standard  
5' Sidewalks both sides  
Street Type: Subdivision Street - Subcollector

**Private Alley - 20' Easement**  
10' wide e.o.p.  
Street Type: Alley

**MINIMUM PAVING SCHEDULE:**  
HEAVY DUTY PAVING:  
8" ABC STONE, 3" BINDER - I19.0B, 2" SURFACE - SF9.5B

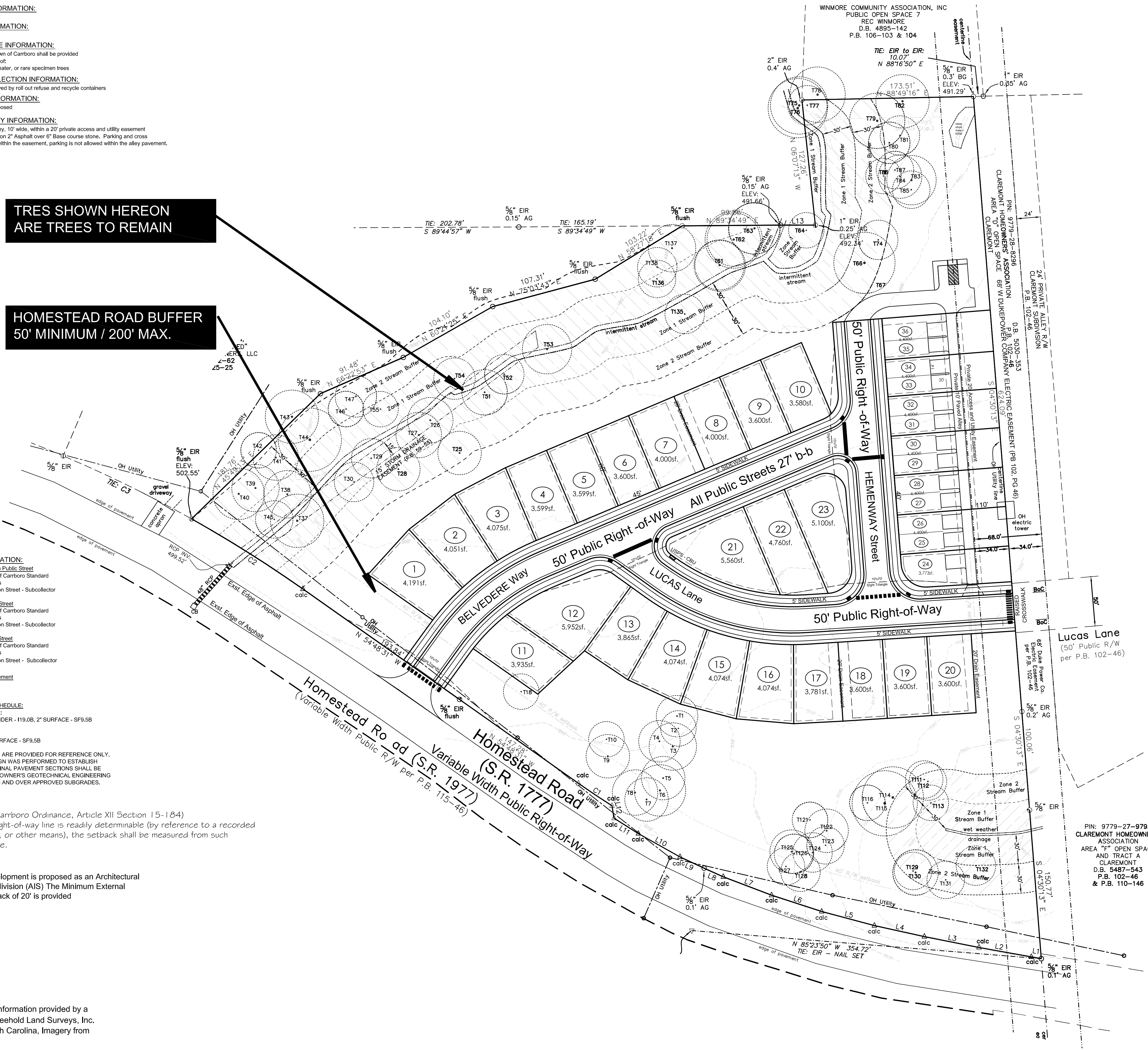
LIGHT DUTY PAVING:  
6" ABC STONE, 2" SURFACE - SF9.5B

\*MINIMUM SECTIONS ARE PROVIDED FOR REFERENCE ONLY.  
NO PAVEMENT DESIGN WAS PERFORMED TO ESTABLISH THESE SECTIONS. FINAL PAVEMENT SECTIONS SHALL BE CONSTRUCTED PER OWNER'S GEOTECHNICAL ENGINEERING RECOMMENDATIONS AND OVER APPROVED SUBGRADES.

**Setback Note:**  
(Per Town of Carrboro Ordinance, Article XII Section 15-184)  
If the street right-of-way line is readily determinable (by reference to a recorded map, set irons, or other means), the setback shall be measured from such right-of-way line.

Note: This development is proposed as an Architectural Integrated Subdivision (AIS) The Minimum External Boundary Setback of 20' is provided

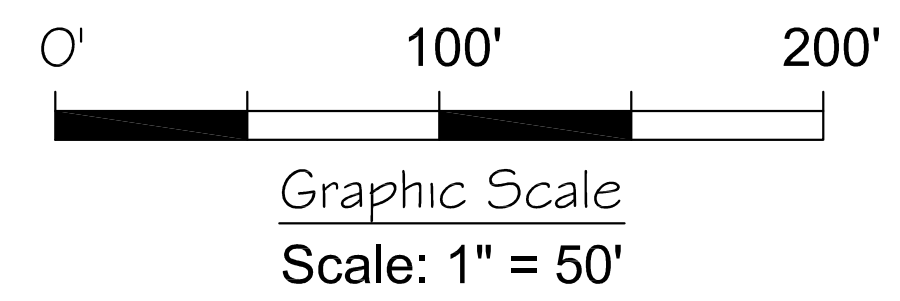
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PIN: 9779-27-9793  
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AREA "F" OPEN SPACE  
AND TRACT A  
CLAREMONT  
D.B. 5487-543  
P.B. 102-46  
& P.B. 110-146

AN NCDOT DRIVEWAY PERMIT IS REQUIRED FOR THIS PROJECT

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ULOCO North Carolina One Call Center  
1-800-632-4949



PRELIMINARY PURPOSES ONLY, NOT APPROVED FOR CONSTRUCTION

PROJECT: 1-22-1011

PROJECT: Preliminary Subdivision Plan

PROJECT: 31-2024

Charles D. Huffine  
C-1939

PROJECT: NEWBURY PROPOSED SUBDIVISION

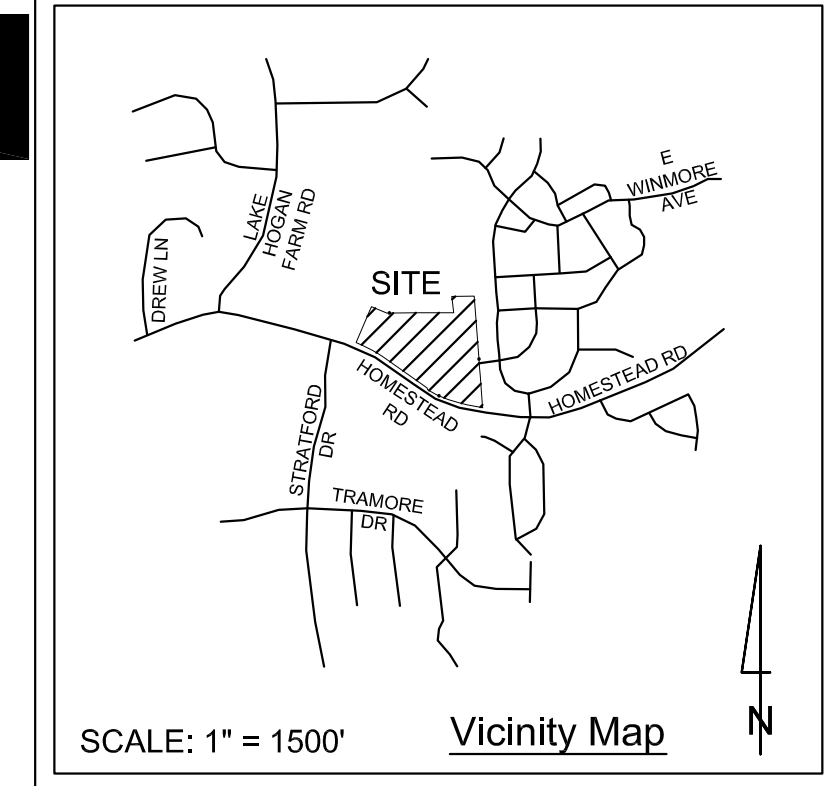
PROJECT: THE L.E.A.D.S. GROUP, P.A.

505 LAKE DAVIS STREET  
CARRBORO, NC 27510  
Phone: (919) 232-2224  
Fax: (919) 232-2224  
www.leadsgroup.com

Land Engineering And Development Services

**PARCEL DATA**  
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 Watershed: Jordan Lake  
 River Basin: Cape Fear  
 Deed Reference: DB 0788, Pg. 1151  
 Town of Carrboro Current Zoning: R-3-CZ  
 Owner: Parker Louis, LLC

Property Identification Numbers (PIN) for property:  
 PIN: 9779288116  
 PIN: 9779276844  
 PIN: 9779284165  
 CARRBORO HOMESTEAD  
 PRJ: 1-22-1011



PROPERTY LINE (typ.)

WOODED AREA - MIXED

SECONDARY OPEN SPACE

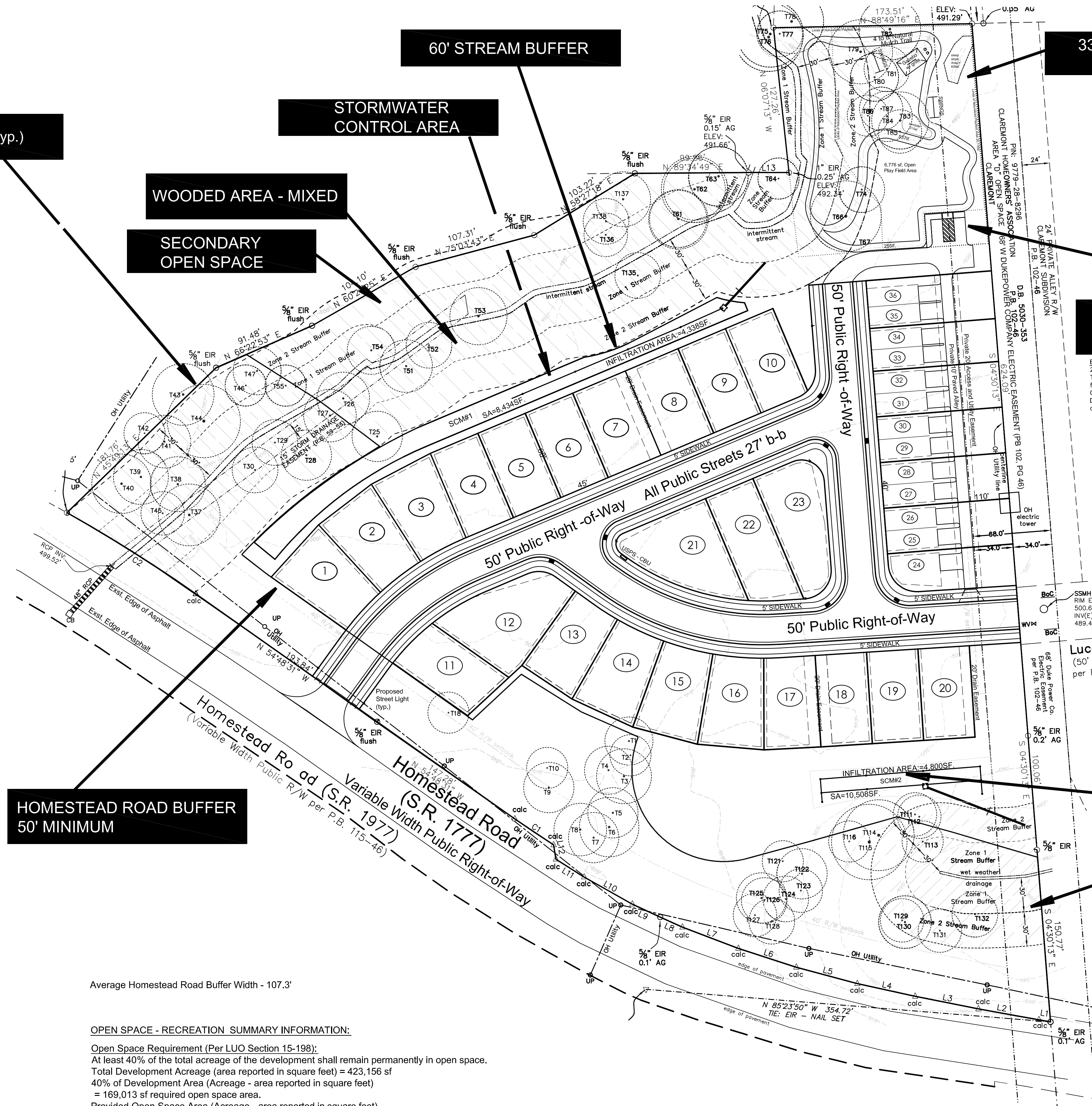
60' STREAM BUFFER

STORMWATER CONTROL AREA

33,000 sf. PRIMARY OPEN SPACE

EV CHARGING STATION

**EV CHARGING STATION NOTES:**  
 2 Charging connections are proposed in one unit.  
 Traffic shall circulate one way counterclockwise from south to west to south from the alley to the public street "2".  
 One way travel Lane 12' wide with parking and aisle: dimensions 10' x 20' each.  
 Drive and parking stalls shall be light duty pavement section (typical) with 5' wide concrete apron 4" thick north of charger base and surrounding slab.

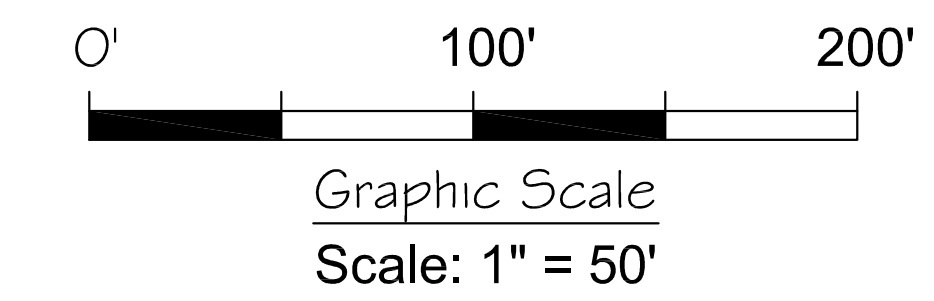


HOMESTEAD ROAD BUFFER  
 50' MINIMUM

STORMWATER CONTROL AREA

SECONDARY OPEN SPACE

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 ULOCO North Carolina One Call Center  
 1-800-632-4949



Average Homestead Road Buffer Width - 107.3'

**OPEN SPACE - RECREATION SUMMARY INFORMATION:**  
**Open Space Requirement (Per LUO Section 15-198):**  
 At least 40% of the total acreage of the development shall remain permanently in open space.  
 Total Development Acreage (area reported in square feet) = 423,156 sf  
 40% of Development Area (Acreage - area reported in square feet) = 169,013 sf required open space area.  
 Provided Open Space Area (Acreage - area reported in square feet) = 170,000 sf (-)  
 PRIMARY OPEN SPACE: 33,000sf. (0.75Ac.) (7.7%)  
 SECONDARY OPEN SPACE: 137,000 sf. (3.14Ac.) (32.3%)  
**Recreational Areas and Facilities Requirement (Per LUO Section 15-196):**  
 For Single Family Detached and Duplexes: (36 dwelling units proposed) \* (10.39 points per dwelling unit)  
 Recreation Points Required = 374.04  
 Recreation Points Provided = 1@Sandbox (.097@310 sf. = 30.07)  
 Recreation Points Provided = 1@4'-8'wide Walking Trail (.016x4,933=78.9)  
 Recreation Points Provided = 1@6,776sf. - Play field (.011x6,776=74.5)  
 Recreation Points Provided = 2@Swingset (.176@516 sf. = 90.8)  
 Recreation Points Provided = 102 - Gazebo and Pic Nic Grill Areas (314 sf. min)  
 Total Provided Points = 376.27

**RIGHT OF WAY CONSTRUCTION and MINIMUM PAVING SCHEDULE:**  
 Utility construction within the public right of way, street cross section, and paving section thickness per Carrboro Town Standard Specifications and Details.  
 Base Survey Information provided by a survey from Freehold Land Surveys, Inc. Carrboro, North Carolina. Imagery from Carrboro GIS.  
 Developer:  
 Parker Louis, LLC  
 301 Montclair Way  
 Chapel Hill, NC 27516

PROJECT: OR-3  
 DATE: 3-14-2022  
 SCALE: 1" = 50'  
 DRAWN BY: BSB/CDH  
 CHECKED BY: [Signature]  
 REVISIONS:  
 3-30-2022  
 12-9-2022  
 2-28-2023  
 3-23-2023

1-22-1011

OPEN SPACE AND RECREATION PLAN

8-31-2024  
 NORTH CAROLINA PROFESSIONAL SEAL  
 24924  
 CHARLES D. HUFFINE  
 C-1939

NEWBURY PROPOSED SUBDIVISION

THE L.E.A.D.S. GROUP, P.A.  
 505 LAKE DAVENPORT BLVD  
 CARRBORO, NC 27510  
 Phone: (919) 222-2224  
 Fax: (919) 222-2224  
 Land Engineering And Development Services

**PARCEL DATA**  
 Orange County Tax Information (Per Orange County GIS)  
 Parcels included in this Project: 3  
 Orange County Plat Book References: 120-14 and 125-25

PIN: 9779288116 - 2.6Ac.  
 PIN: 9779276844 - 2.76Ac.  
 PIN: 9779284165 - 4.32Ac.

Township: Chapel Hill Township  
 Watershed: Jordan Lake  
 River Basin: Cape Fear  
 Deed Reference: DB 6788, Pg 1151  
 Town of Carrboro Current Zoning: R-3-CZ  
 Owner: Parker Louis, LLC

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	868.65	40.76	40.76	N 56°12'02" W	2°41'20"
C2	1313.40	133.20	133.14	N 57°47'42" W	5°48'38"
C3	1313.40	144.68	144.61	N 63°51'21" W	6°18'41"

LINE	BEARING	DISTANCE
L1	N 79°25'44" W	10.26
L2	N 79°47'05" W	53.76
L3	N 78°44'45" W	56.36
L4	N 77°38'11" W	51.79
L5	N 74°57'47" W	55.15
L6	N 72°00'16" W	53.34
L7	N 69°11'18" W	52.25
L8	N 65°38'58" W	21.92
L9	N 65°05'37" W	26.85
L10	N 60°40'07" W	48.33
L11	N 57°44'19" W	28.20
L12	N 09°08'07" W	12.70
L13	S 89°58'50" E	35.16

PROPERTY LINE (typ.)

60' STREAM BUFFER

STORMWATER CONTROL AREA

SECONDARY OPEN SPACE

WOODED AREA - MIXED

33,000 sf. PRIMARY OPEN SPACE

HOMESTEAD ROAD BUFFER 50' MINIMUM

SECONDARY OPEN SPACE

36 DWELLING UNITS

STORMWATER CONTROL AREA

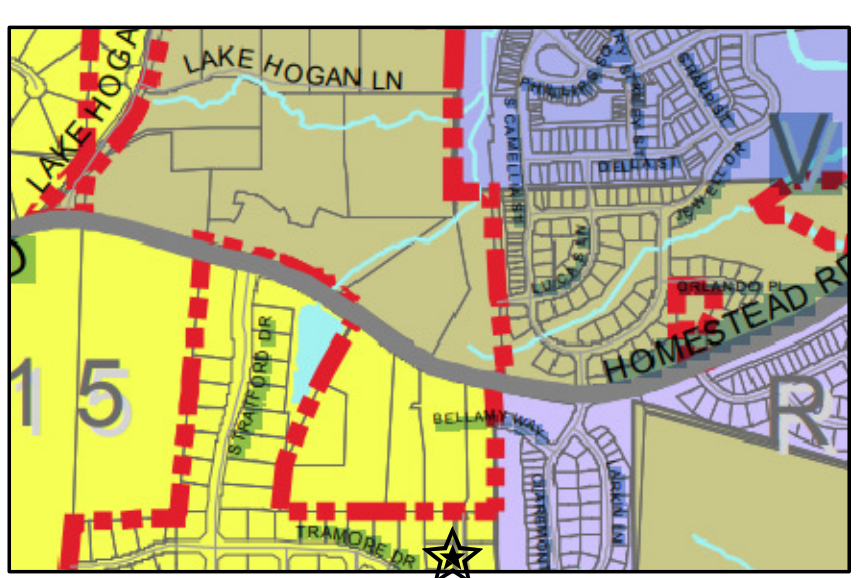
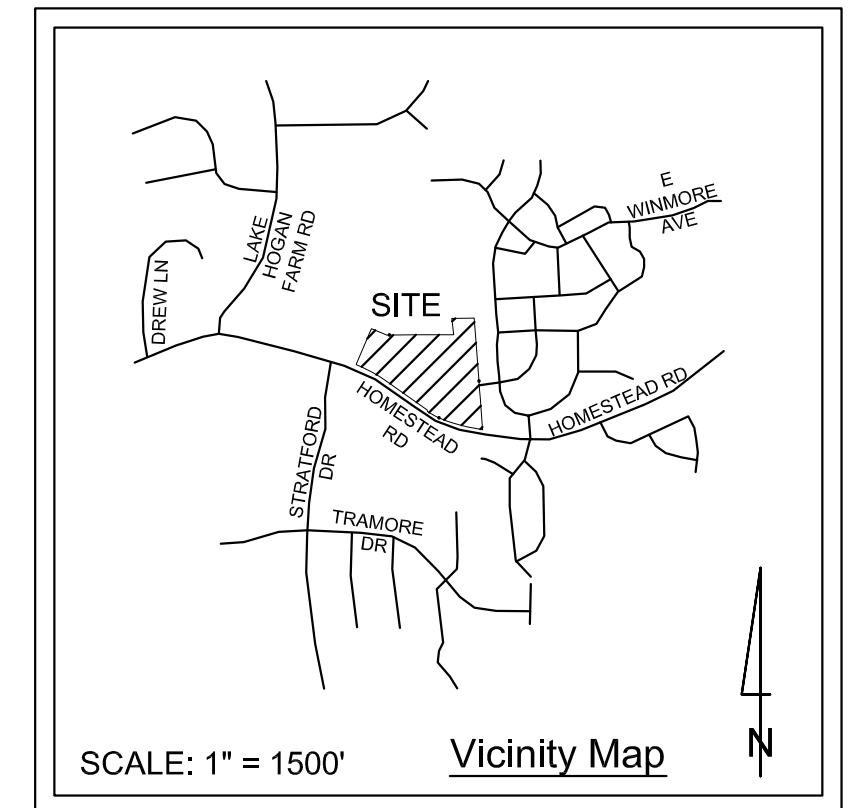
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 Recreation Points Provided = 2@Swingset (.176@516 sf. = 90.8)  
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 Total Provided Points = 376.27

Property Identification Numbers (PIN) for property:  
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 PIN: 9779284165

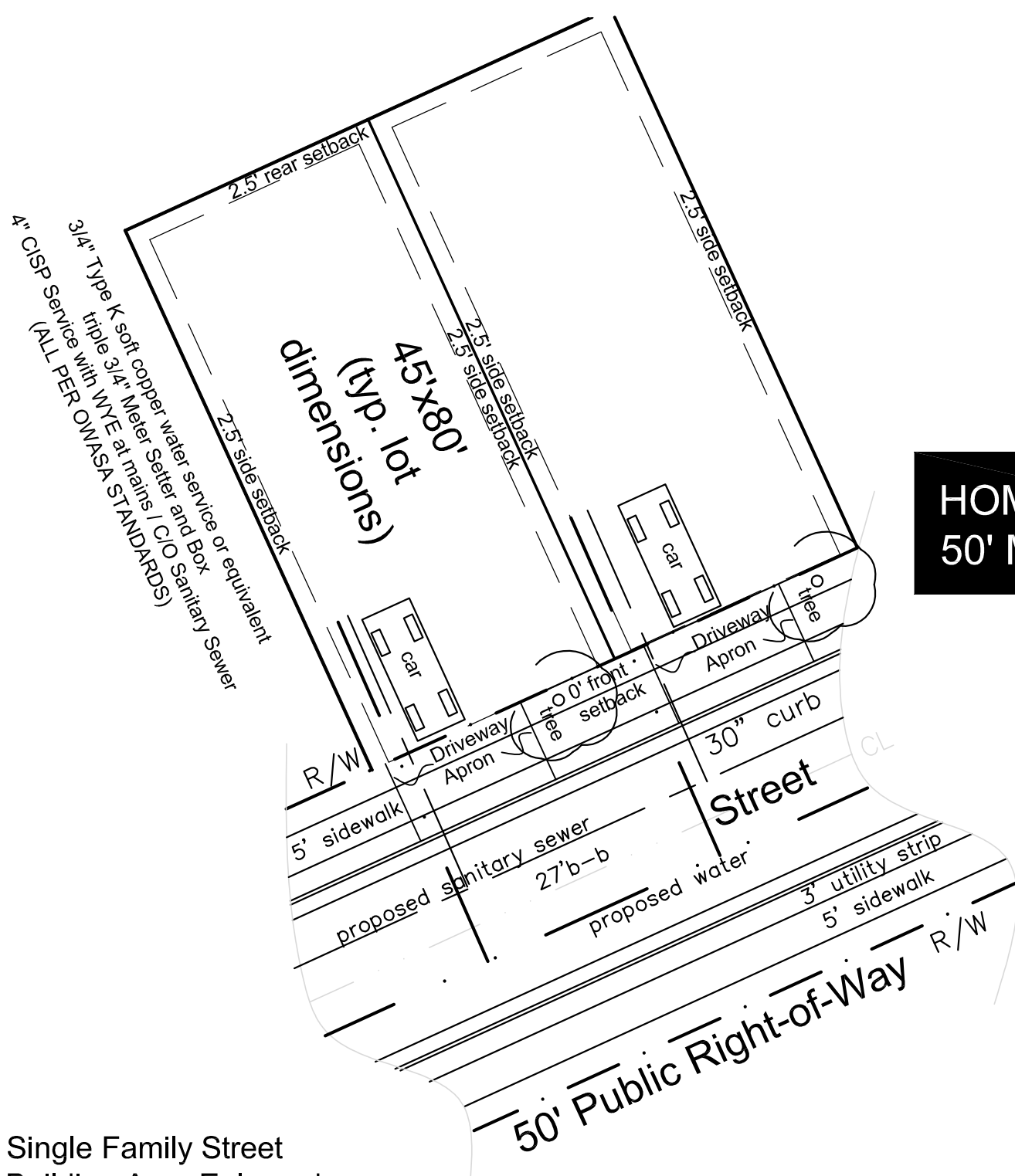
CARRBORO HOMESTEAD  
 PRJ: 1-22-1011



Swing, Gazebo, Typical pole light Illustrations



Cobra-head street lights to be spaced as required.

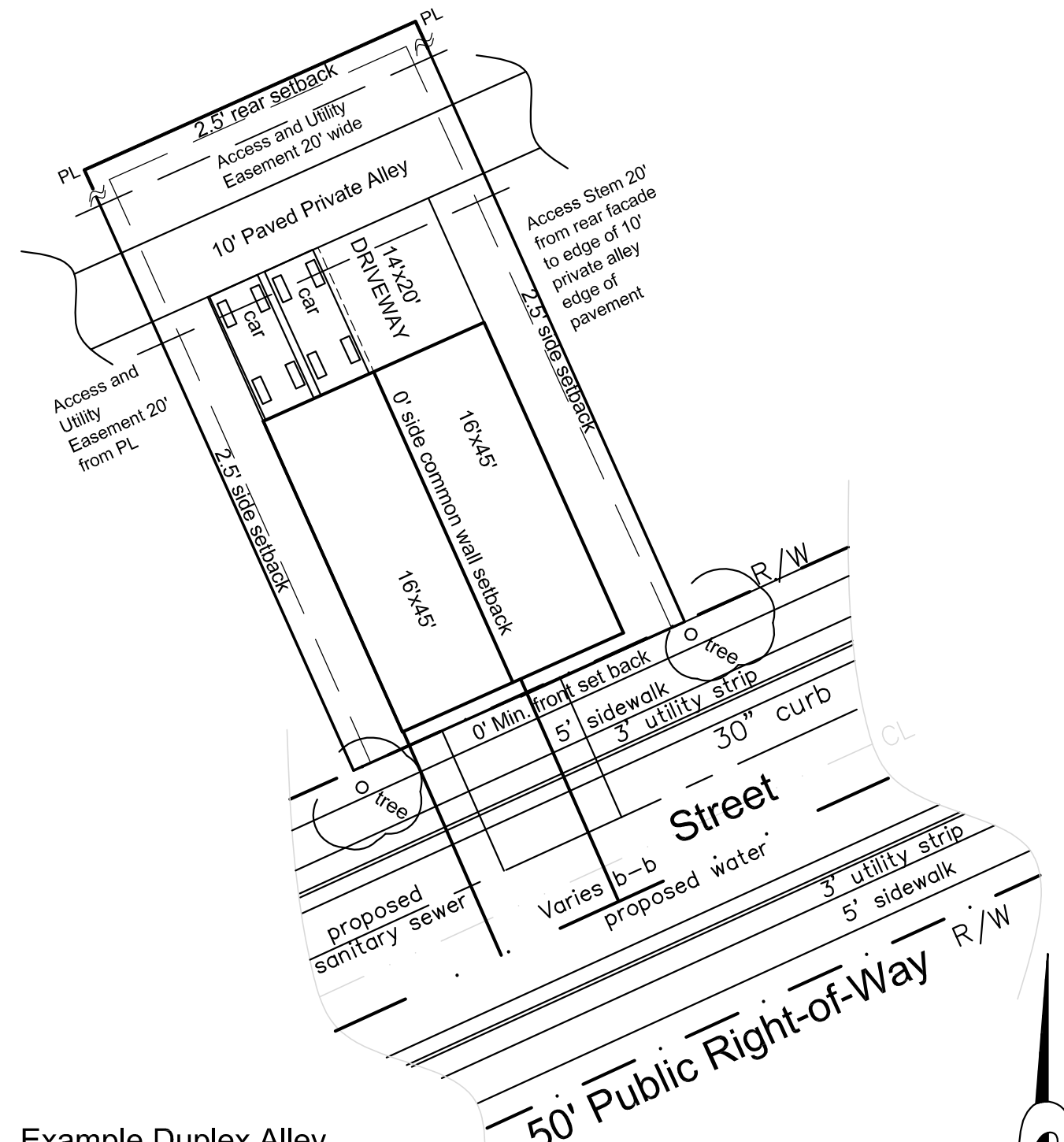


Single Family Street Building Area Enlarged 20' scale - Private Lot

No bike Parking is proposed  
 All Open Space proposed is "Public" Open Space

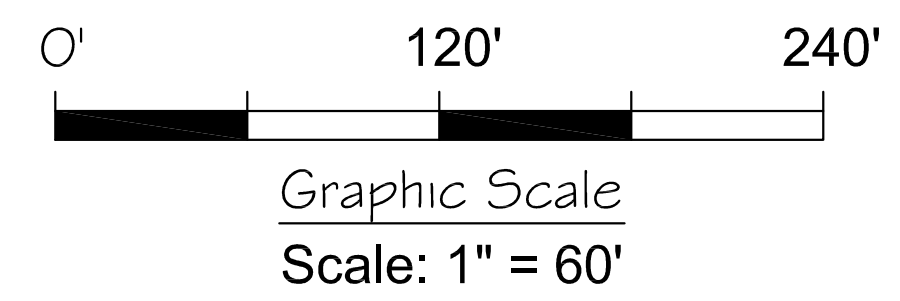
**RIGHT OF WAY CONSTRUCTION and MINIMUM PAVING SCHEDULE:**  
 Utility construction within the public right of way, street cross section, and paving section thickness per Carrboro Town Standard Specifications and Details.

Base Survey Information provided by a survey from Freehold Land Surveys, Inc. Carrboro, North Carolina. Imagery from Carrboro GIS.  
 Developer:  
 Parker Louis, LLC  
 301 Montclair Way  
 Chapel Hill, NC 27516



Example Duplex Alley Building Area Enlarged 20' Scale Private Lot

CALL BEFORE YOU DIG! IT'S THE LAW  
 ULOCO North Carolina One Call Center  
 1-800-632-4949



PROJECT: 3A

DATE: 3-14-2022

SCALE: 1" = 60'

DESIGNED BY: BSB/CDH

PROJECT NO: 1-22-1011

OPEN SPACE LOT AND RECREATION DETAIL SHEET

8-31-2024

PROFESSIONAL SEAL: CHARLES D. HUFFIN, ENGINEER, No. 24924

THE L.E.A.D.S. GROUP, P.A.  
 505 LAKE DAVENPORT DRIVE  
 CARRBORO, NC 27510  
 PHONE: (919) 232-2524  
 FAX: (919) 232-2524

**PARCEL DATA**  
 Orange County Tax Information (Per Orange County GIS)  
 Parcels Included in this Project: 3  
 Orange County Plat Book References: 120-14 and 125-25

PIN: 9779288116 - 3.6Ac.  
 PIN: 9779276844 - 2.76Ac.  
 PIN: 9779284165 - 4.32Ac.

Township: Chapel Hill Township  
 Watershed: Jordan Lake  
 River Basin: Cape Fear  
 Deed Reference: DB 8788, Pg. 1151  
 Town of Carrboro Current Zoning: R20  
 Owner: Parker Louis, LLC

**Water / Sewer Note:**  
 36 dwelling units total:  
 12 @ 2bedrooms  
 24 @ 3bedrooms  
 Totals Sewer Demand Requested: 11,520gpd

Water Proposed 6" DIP Per OWASA  
 Sewer Proposed 8" DIP Per OWASA (all gravity)

Fire Flow Calculations shall be provided with Construction Drawings.

No common use or recycling facilities are proposed for the common areas.

**DRY UTILITIES PROPOSED**  
 (Service availability or intent to provide service statements are required for construction drawing submittal)  
 Electric Service is proposed.  
 Voice, Video and Data Service is proposed.

**FIRE PROTECTION NOTE:**  
 Speed hump detail shall be reviewed by the fire department during construction drawing review. All hydrants shall be operational prior to wood construction.

**Utilities Note:**  
 All proposed utilities will be placed underground.  
 Piedmont Electric Proposes Power to this project.

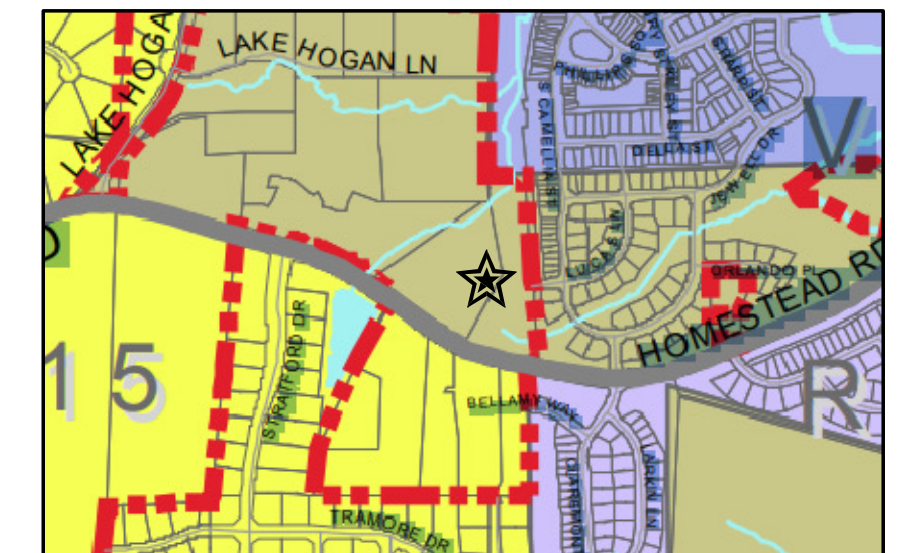
**TIE TO EXISTING 12" DIP WATER IN HOMESTEAD ROAD**

- General Notes:**
- All construction methods and materials shall conform to the OWASA and Town of Carrboro Standard Specifications & Details and the NC Plumbing Code.
  - Boundary and topographic information provided by a survey prepared by Freehold Land Surveying. Existing feature information, aerial imagery and base mapping constraint information obtained from Orange County GIS and Town of Carrboro GIS, as well as Orange County Register of Deeds.
  - Water service is proposed via a tie to existing water main as shown on the plan.
  - Sanitary sewer service is proposed via a tie to existing sanitary sewer main as shown on the plan.
  - Exact size and location of all applicable utilities and easements to be field verified prior to construction.
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  - Construction and location of sidewalk, slopes, landings, approaches, ramps, and accessible routes shall be in accordance with the ANSI 2009 Handicap Code or latest Accessibility Code revision or applicable PROWAG standards.
  - Contractor shall contact project engineer to observe formwork for site curb, concrete sidewalks, and other items as well as string lines or other controls prior to the placement of concrete, setting base course stone, or the placement of asphalt.
  - Compaction of fill materials, approval of residual subgrade, soil proof rolls, stone placement, and/or other materials testing functions shall be in accordance with the project geotechnical engineer's guidance, specifications, recommendations, and testing standards.

Plan Prepared for:  
 Parker Louis, LLC  
 301 Montclair Way  
 Chapel Hill, North Carolina 27516  
 Contact: Adam Zinn at 919-422-6477

**USPS CLUSTER MAILBOX**

**TIE TO EXISTING MUNICIPAL WATER & SEWER**



Property Identification Numbers (PIN) for property:  
 PIN: 9779288116  
 PIN: 9779276844  
 PIN: 9779284165

CARRBORO HOMESTEAD  
 PRJ: 1-22-1011

PROJECT: UP-4

DATE: 3-14-2022

SCALE: 1" = 40'

BSB/CDH  
 DESIGNER

REVISIONS:

3-30-2022	
12-9-2022	
2-28-2023	
3-23-2023	
5-25-2023	

1-22-1011

PROPOSED MUNICIPAL UTILITY PLAN

8-31-2024

CHARLES D. HUFFINE  
 ENGINEER  
 24924  
 SEAL

C-1939

**NEWBURY PROPOSED SUBDIVISION**

THE L.E.A.D.S. GROUP, P.A.  
 505 LAKE DAVENPORT BLVD  
 SUITE 200  
 CHAPEL HILL, NC 27514  
 PHONE: (919) 222-2274  
 FAX: (919) 222-2274  
 Land Engineering And Development Services

CALL BEFORE YOU DIG! IT'S THE LAW  
 ULOCO North Carolina One Call Center  
 1-800-632-4949

0' 80' 160'

Graphic Scale  
 Scale: 1" = 40'

PRELIMINARY PURPOSES ONLY, NOT APPROVED FOR CONSTRUCTION



**PARCEL DATA**  
 Orange County Tax Information (Per Orange County GIS)  
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 Orange County Plat Book References: 120-14 and 125-25

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 PIN: 9779284165 - 4.32Ac.

Township: Chapel Hill Township  
 Watershed: Jordan Lake  
 River Basin: Cape Fear  
 Deed Reference: DE 8788, Pg. 1151  
 Town of Carrboro Current Zoning: R20  
 Owner: Parker Louis, LLC

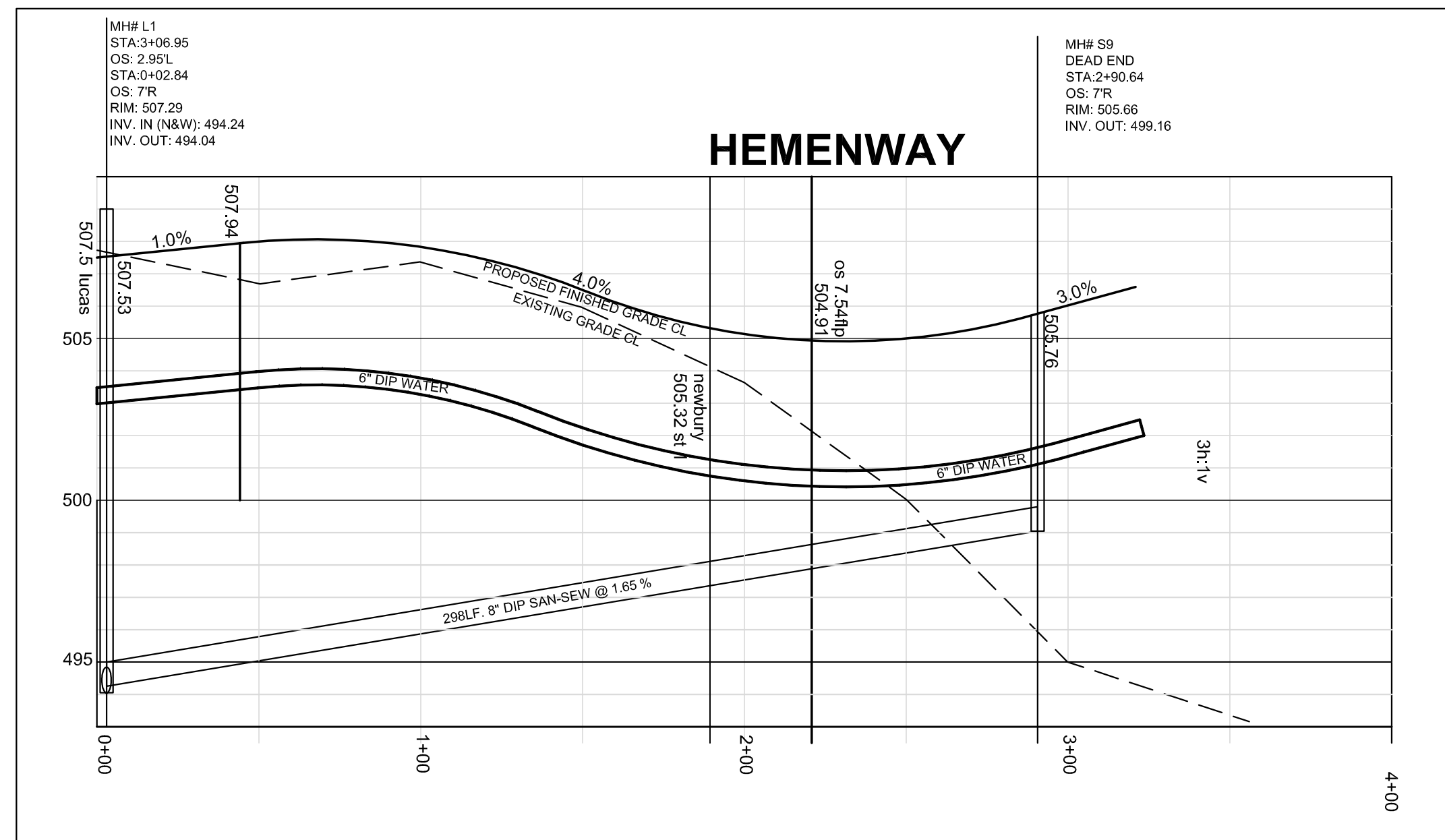
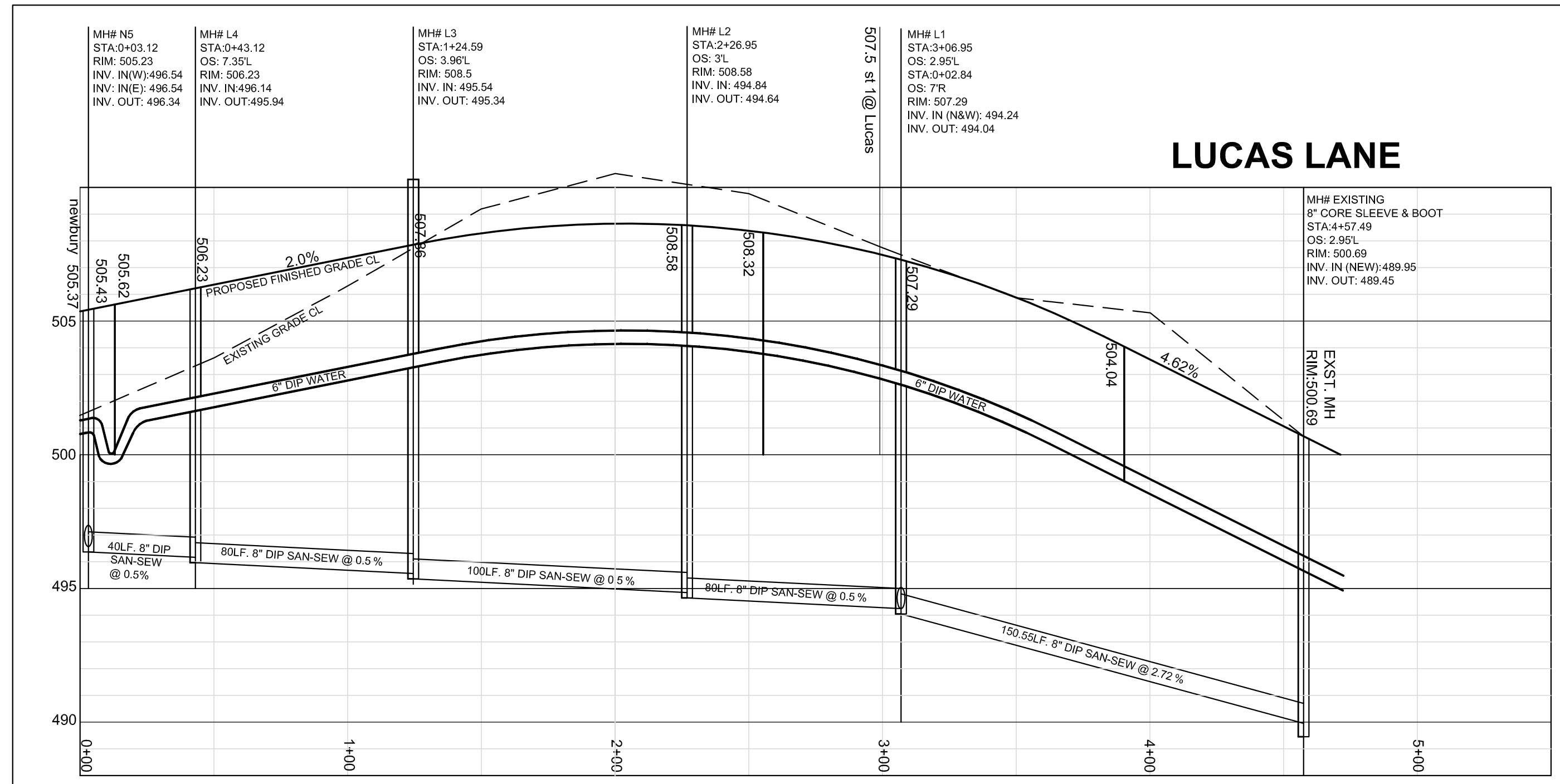
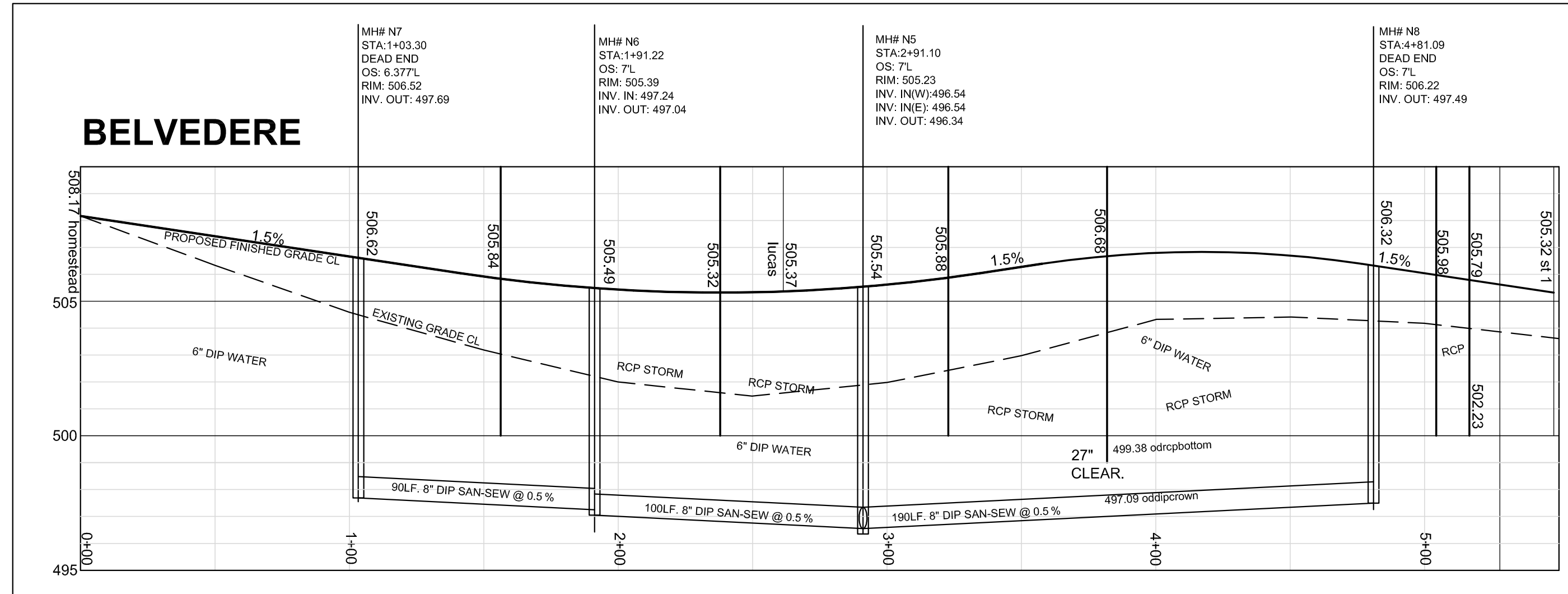
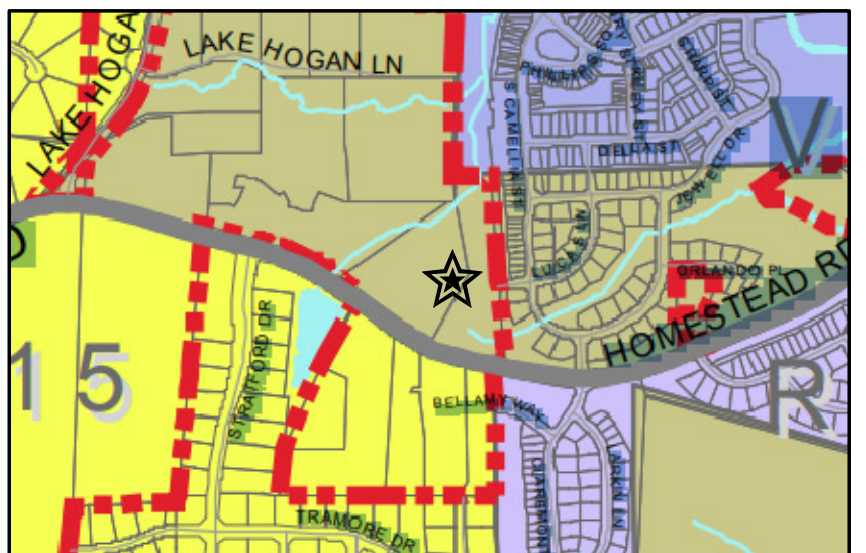
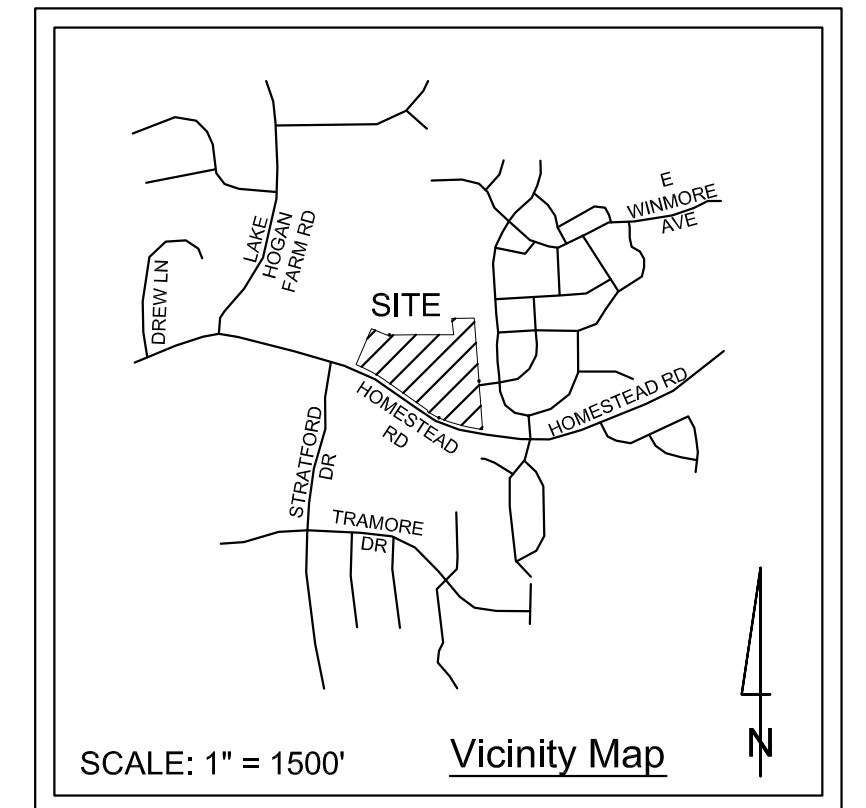
**MINIMUM PAVING SCHEDULE:**  
 HEAVY DUTY PAVING:  
 8" ABC STONE, 3" BINDER - 119.08, 2" SURFACE - SF9.5B

LIGHT DUTY PAVING:  
 6" ABC STONE, 2" SURFACE - SF9.5B

\*MINIMUM SECTIONS ARE PROVIDED FOR REFERENCE ONLY.  
 NO PAVEMENT DESIGN WAS PERFORMED TO ESTABLISH THESE SECTIONS. FINAL PAVEMENT SECTIONS SHALL BE CONSTRUCTED PER OWNER'S GEOTECHNICAL ENGINEERING RECOMMENDATIONS AND OVER APPROVED SUBGRADES.

Property Identification Numbers (PIN) for property:  
 PIN: 9779288116  
 PIN: 9779276844  
 PIN: 9779284165

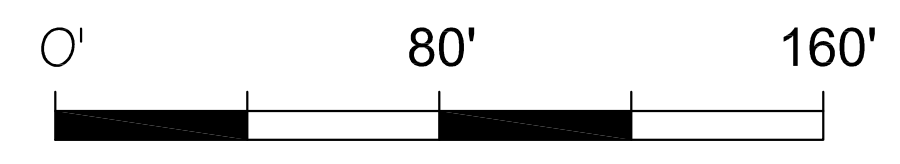
CARRBORO HOMESTEAD  
 PRJ: 1-22-1011



- General Notes:**
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Plan Prepared for:  
 Parker Louis, LLC  
 301 Montclair Way  
 Chapel Hill, North Carolina 27516  
 Contact: Adam Zinn at 919-422-6477

CALL BEFORE YOU DIG! IT'S THE LAW  
 ULOCO North Carolina One Call Center  
 1-800-632-4949



Scale: 1" = 40' HORIZONTAL 1" = 4' VERTICAL

PROJECT  
**UP-4A**  
**PROFILES**

DATE  
 3-14-2022

SCALE  
 1" = 40'

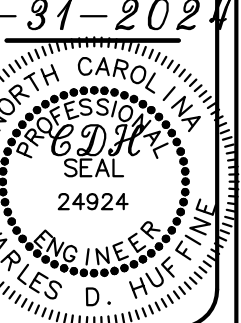
DRAWN BY  
 BSB/CDH

REVISIONS

PROJECT NUMBER  
 1-22-1011

PERSONAL NUMBER

PROPOSED  
 PRELIMINARY  
 STREET PROFILES



Charles D. Huffine

C-1939  
**NEWBURY**  
**PROPOSED SUBDIVISION**

**THE L.E.A.D.S. GROUP, P.A.**  
 505 LAKE DAVENSHIRE  
 CARRBORO, NC 27510  
 Phone: (919) 222-2274  
 Fax: (919) 222-2274  
 Land Engineering And Development Services

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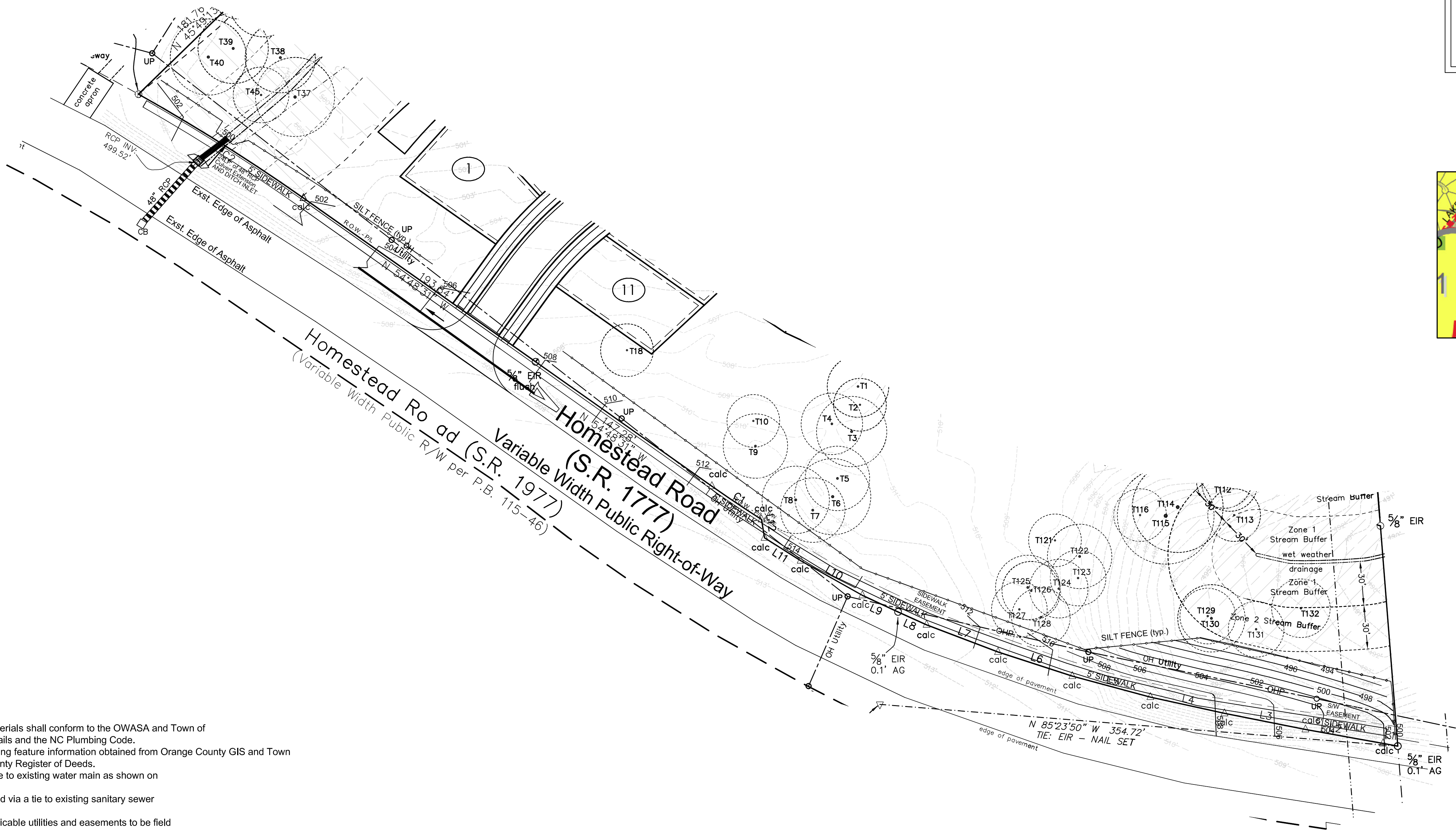
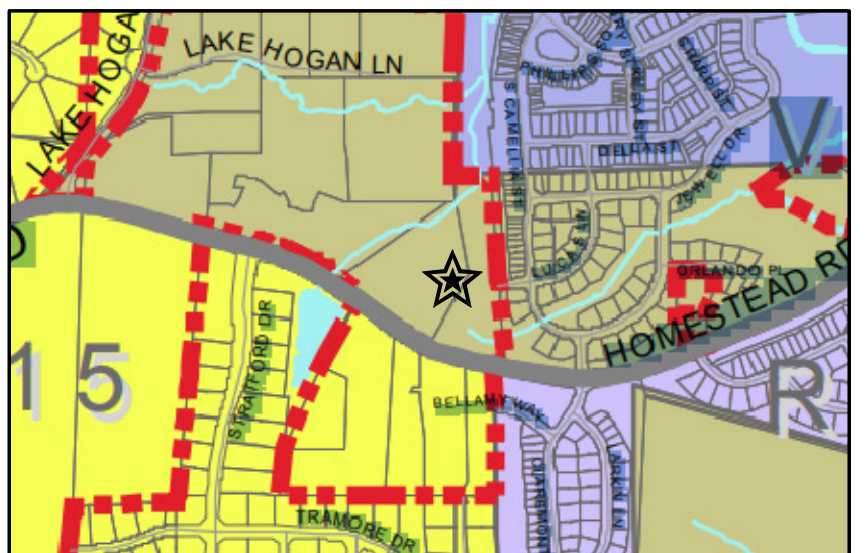
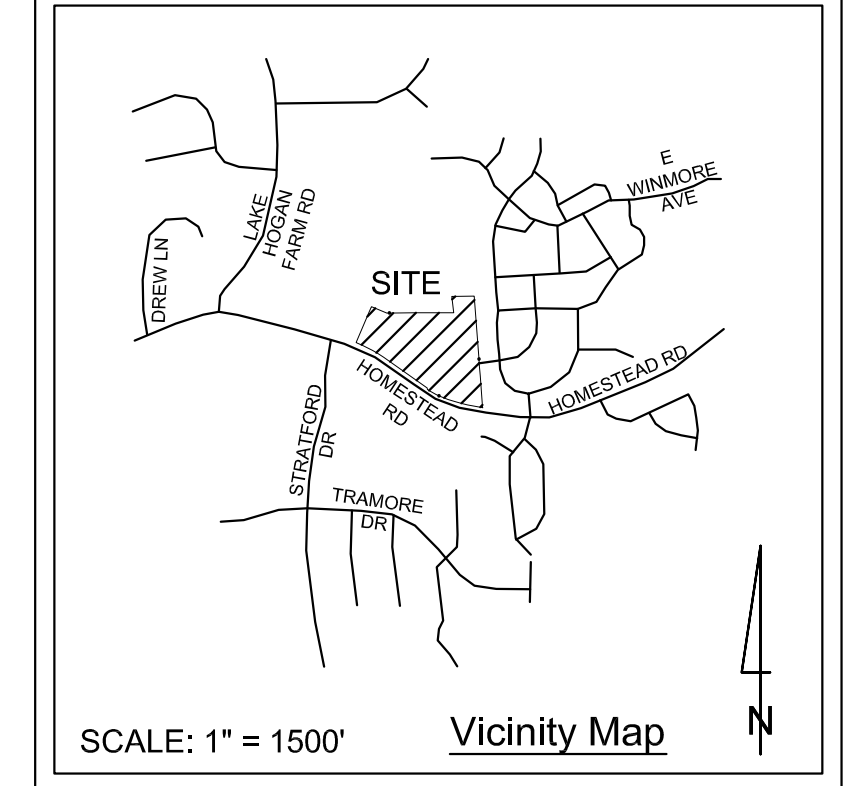
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 PIN 9779284165 - 4.32Ac.

Township: Chapel Hill Township  
 Watershed: Jordan Lake  
 River Basin: Cape Fear  
 Deed Reference: DB 8788, Pg. 1151  
 Town of Carrboro Current Zoning: R20  
 Owner: Parker Louis, LLC

**HOMESTEAD ROAD BUFFER DETERMINATION NOTE:**  
 Homestead Road Frontage = 986'  
 A minimum 50' Homestead Road Buffer is provided.  
 A maximum 200' Homestead Road Buffer is respected.  
 Average Homestead Road Buffer provided: 107.3'  
 105,977 sf. / 986 lf. = 107.3'

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 PIN: 9779284165

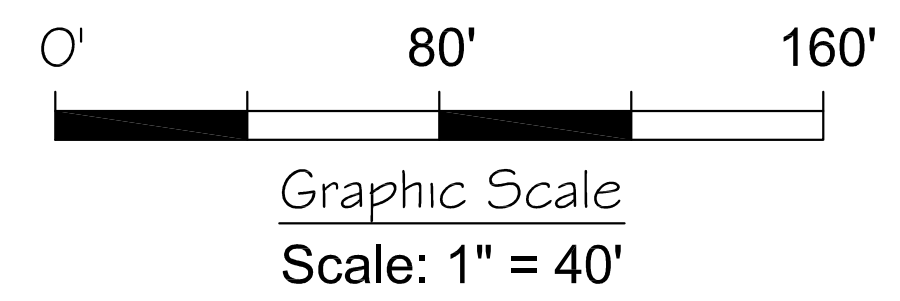
CARRBORO HOMESTEAD  
 PRJ: 1-22-1011



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Plan Prepared for:  
 Parker Louis, LLC  
 301 Montclair Way  
 Chapel Hill, North Carolina 27516  
 Contact: Adam Zinn at 919-422-6477

CALL BEFORE YOU DIG! IT'S THE LAW  
 ULOCO North Carolina One Call Center  
 1-800-632-4949



4B

3-14-2022

1" = 40'

BSB/CDH  
 DESIGN BY THE USA INC.

1-22-1011

PROPOSED  
 HOMESTEAD  
 ROAD SIDEWALK  
 PLAN

8-31-2024

CHARLES D. HUFFINE  
 ENGINEER  
 24924  
 SEAL  
 NORTH CAROLINA  
 PROFESSIONAL  
 SEAL

C-1939

**NEWBURY**  
**PROPOSED SUBDIVISION**

THE L.E.A.D.S. GROUP, P.A.  
 505 LAKE DAVIS STREET  
 CARRBORO, NC 27510  
 Phone: (919) 222-2524  
 Fax: (919) 222-2524  
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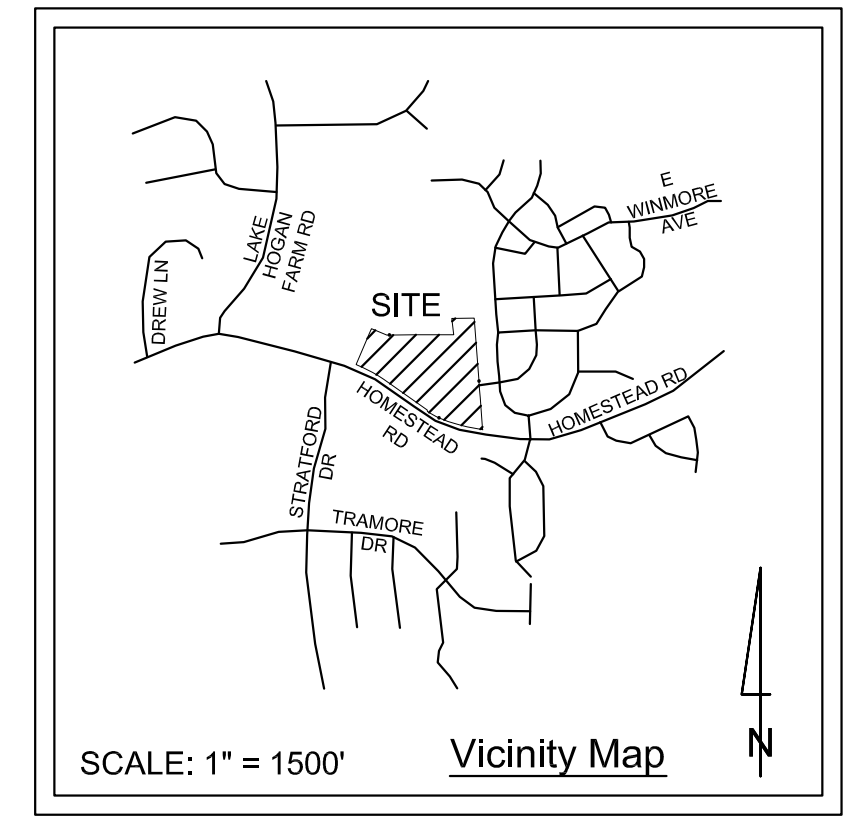
Township: Chapel Hill Township  
 Watershed: Jordan Lake  
 River Basin: Cape Fear  
 Deed Reference: DB 8768, Pg. 1151  
 Town of Carrboro Current Zoning: R20  
 Owner: Parker Louis, LLC

**NC DOT TURN LINE INFORMATION**  
 FOR DESIGNATED LEFT TURN LANE  
 RECOMMENDED Speed Limit - 45 MPH  
 Channel Spacing - 50' (typ)  
 5' to 10' (typ)  
 10' (typ)  
 A: AREA (1' x 45' x 300'  
 0.225 x 1000')  
 22.5' (typ)  
 12' (typ) (SEE HSD 1205.60)

**NC DOT DRIVEWAY / ROAD IMPROVEMENT REQUIREMENTS:**  
 MATCH EXISTING PAVED SHOULDER WIDTHS - FILED VERIFY  
 INSTALL SNOW PLOWABLE REFLECTORS / MARKERS - IF EXISTING  
 REFER TO 2024 STANDARD DRAWINGS.  
 THE HOMESTEAD ROAD SIDEWALK SHOWN HEREON IS REQUIRED  
 BY CARRBORO. THIS SIDEWALK CONSTRUCTION WILL REQUIRE  
 AN NC DOT ENCROACHMENT SUBJECT TO NC DOT AND CARRBORO  
 REVIEW AND APPROVAL.

Property Identification Numbers (PIN) for property:  
 PIN: 9779288116  
 PIN: 9779276844  
 PIN: 9779284165

CARRBORO HOMESTEAD  
 PRJ: 1-22-1011



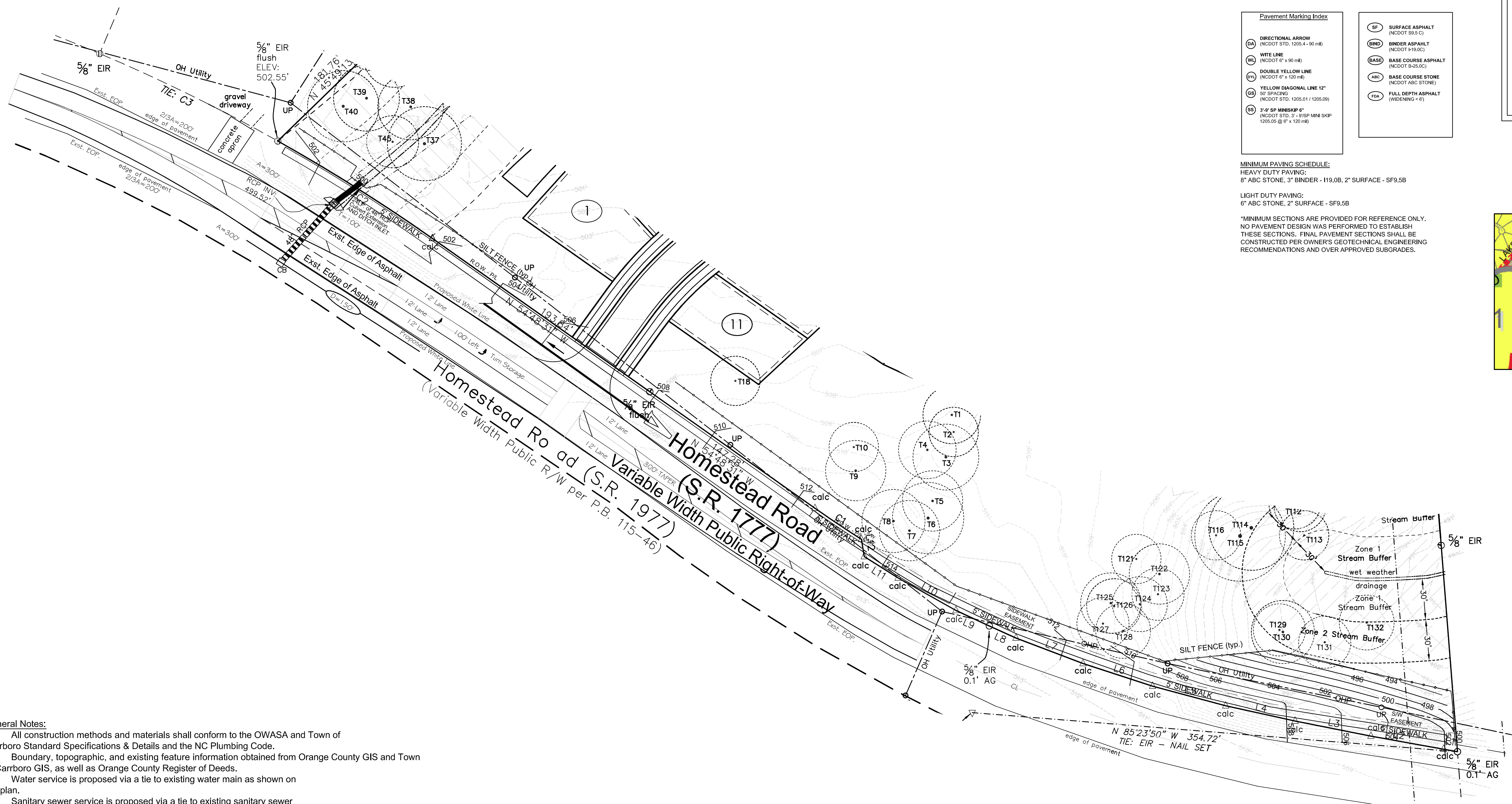
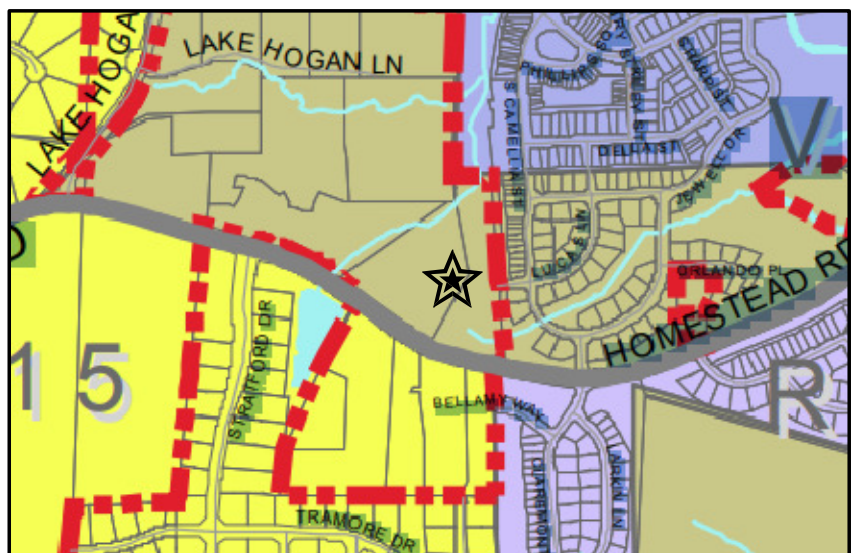
**NC DOT RIGHT OF WAY PAVEMENT MARKING LEGEND**

Pavement Marking Index	
(DA) DIRECTIONAL ARROW (NC DOT STD. 1205.4 - 90" x 18")	(SF) SURFACE ASPHALT (NC DOT 59.6.0)
(WL) WHITE LINE (NC DOT 6" x 90" x 18")	(BA) BINDER ASPHALT (NC DOT 1-19.0C)
(DYL) DOUBLE YELLOW LINE (NC DOT 6" x 120" x 18")	(BAS) BASE COURSE ASPHALT (NC DOT 59.6.5C)
(YDL) YELLOW DIAGONAL LINE 1/2" SPACING (NC DOT STD. 1205.01 / 1205.09)	(ABC) BASE COURSE STONE (NC DOT ABC STONE)
(MSP) 3" x 3" MINISKIP 6" (NC DOT STD. 3" x 3" SP. MINI SKIP 1205.05 @ 6" x 120" x 18")	(FD) FULL DEPTH ASPHALT (WIDENING < 6")

**MINIMUM PAVING SCHEDULE:**  
 HEAVY DUTY PAVING:  
 6" ABC STONE, 3" BINDER - 119.0B, 2" SURFACE - SF9.5B

LIGHT DUTY PAVING:  
 6" ABC STONE, 2" SURFACE - SF9.5B

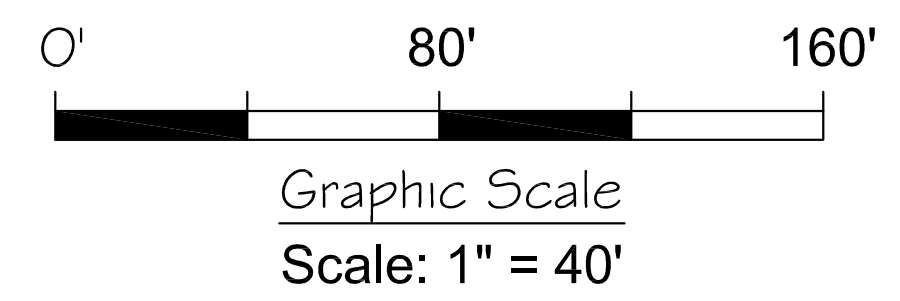
\*MINIMUM SECTIONS ARE PROVIDED FOR REFERENCE ONLY.  
 NO PAVEMENT DESIGN WAS PERFORMED TO ESTABLISH  
 THESE SECTIONS. FINAL PAVEMENT SECTIONS SHALL BE  
 CONSTRUCTED PER OWNER'S GEOTECHNICAL ENGINEERING  
 RECOMMENDATIONS AND OVER APPROVED SUBGRADES.



- General Notes:**
- All construction methods and materials shall conform to the OWASA and Town of Carrboro Standard Specifications & Details and the NC Plumbing Code.
  - Boundary, topographic, and existing feature information obtained from Orange County GIS and Town of Carrboro GIS, as well as Orange County Register of Deeds.
  - Water service is proposed via a tie to existing water main as shown on the plan.
  - Sanitary sewer service is proposed via a tie to existing sanitary sewer main as shown on the plan.
  - Exact size and location of all applicable utilities and easements to be field verified prior to construction.
  - Contact the project engineer immediately with any conflicts regarding the design or construction of the project. All field adjustments shall be verified by the project engineer prior to construction.
  - Construction and location of sidewalk, slopes, landings, approaches, ramps, and accessible routes shall be in accordance with the ANSI 2009 Handicap Code or latest Accessibility Code revision or applicable PROWAG standards.
  - Contractor shall contact project engineer to observe formwork for site curb, concrete sidewalks, and other items as well as string lines or other controls prior to the placement of concrete, setting base course stone, or the placement of asphalt.
  - Compaction of fill materials, approval of residual subgrade, soil proof rolls, stone placement, and/or other materials testing functions shall be in accordance with the project geotechnical engineer's guidance, specifications, recommendations, and testing standards.

Plan Prepared for:  
 Parker Louis, LLC  
 301 Montclair Way  
 Chapel Hill, North Carolina 27516  
 Contact: Adam Zinn at 919-422-6477

CALL BEFORE YOU DIG! IT'S THE LAW  
 ULOCO North Carolina One Call Center  
 1-800-632-4949



PROJECT: 4C

DATE: 3-14-2022

SCALE: 1" = 40'

DESIGNED BY: BSB/CDH

DESIGNED BY THE USA

PROJECT NO: 1-22-1011

PROPOSED HOMESTEAD ROAD TURN LANE PLAN

3-31-2024

CHARLES D. HUFFINE  
 PROFESSIONAL SEAL  
 ENGINEER  
 24924  
 NORTH CAROLINA  
 CHARLES D. HUFFINE

C-1939

NEWBURY PROPOSED SUBDIVISION

THE L.E.A.D.S. GROUP, P.A.  
 505 LAKE DAVENPORT BLVD  
 SUITE 200  
 CHAPEL HILL, NC 27514  
 PHONE: (919) 232-2524  
 FAX: (919) 232-2524  
 LAND ENGINEERING AND DEVELOPMENT SERVICES

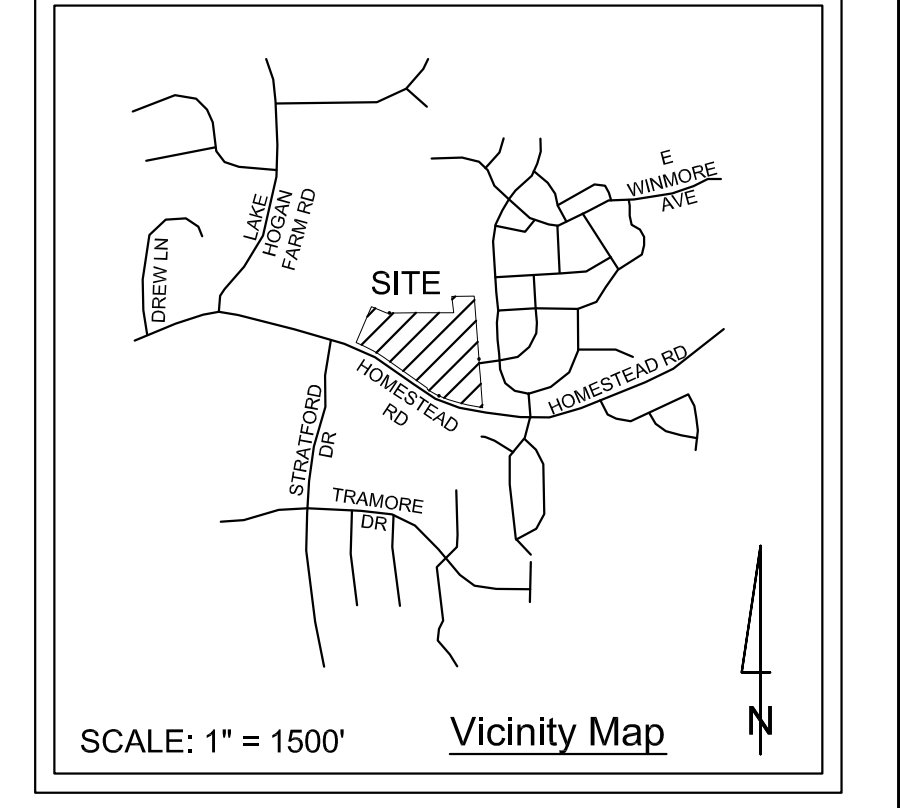
**PARCEL DATA**  
 Change County Tax Information (Per Orange County GIS)  
 Parcels Included in this Project: 3  
 Orange County Plat Book References: 120-14 and 125-25

PIN: 977928116 - 2.6Ac.  
 PIN: 9779276844 - 2.76Ac.  
 PIN: 9779284165 - 4.32Ac.

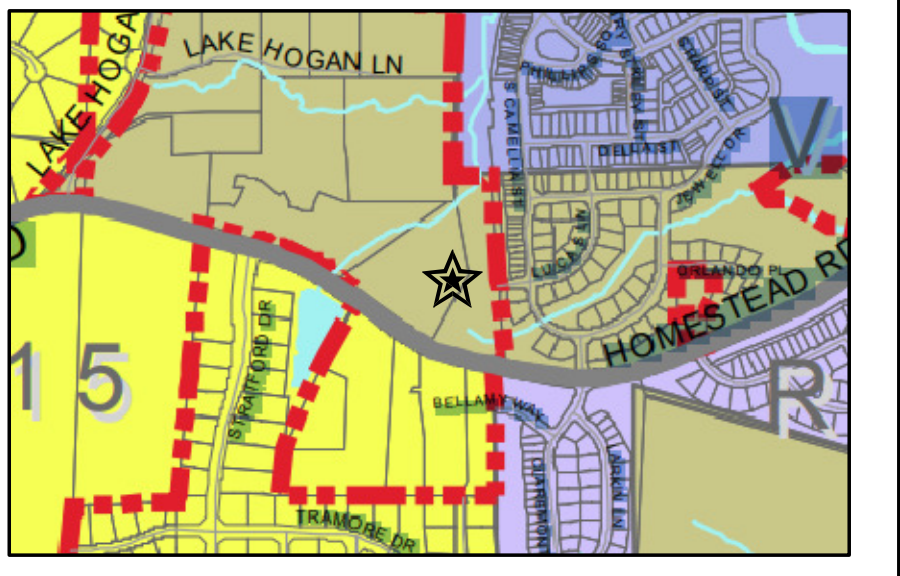
Township: Chapel Hill Township  
 Watershed: Jordan Lake  
 River Basin: Cape Fear  
 Deed Reference: DB 8768, Pg. 1151  
 Town of Carrboro Current Zoning: R20  
 Owner: Parker Lodi, LLC

Property Identification Numbers (PIN) for property:  
 PIN: 977928116  
 PIN: 9779276844  
 PIN: 9779284165

CARRBORO HOMESTEAD  
 PRJ: 1-22-1011



- PROJECT: LP-5
- DATE: 3-14-2022
- SCALE: 1" = 50'
- DESIGNER: BSB/CDH  
 DESIGNER'S REG. NO.: 13199
- REVISIONS:
- 3-30-2022
  - 12-9-2022
  - 2-28-2023
  - 3-23-2023
  - 5-25-2023



PROJECT NUMBER: 1-22-1011

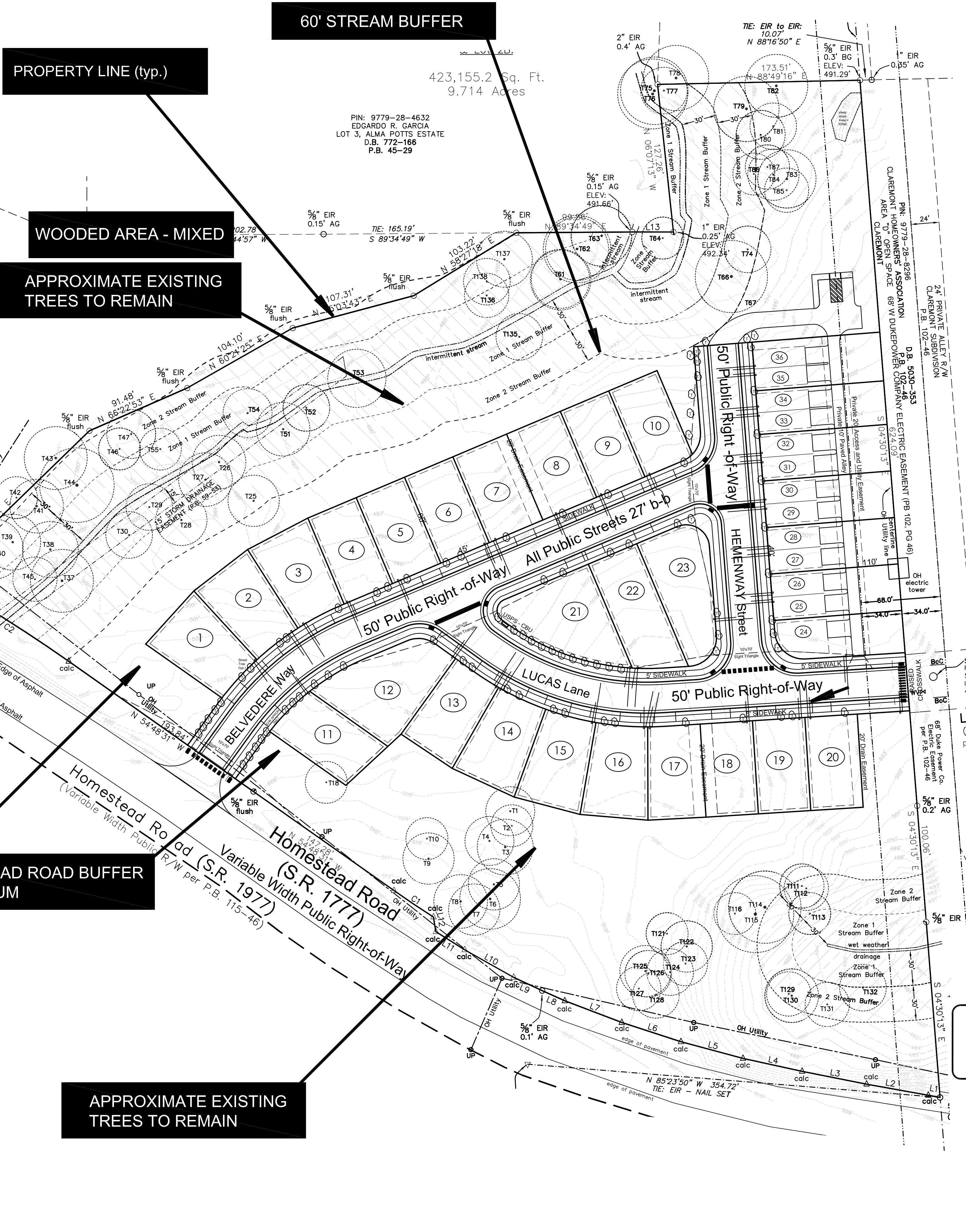
PROPOSED SUBDIVISION: NEWBURY

LANDSCAPE PLAN

PROFESSIONAL SEAL  
 CHARLES D. HUFFINE  
 ENGINEER  
 24924  
 C-1939

PROPOSED SUBDIVISION  
 NEWBURY

THE L.E.A.D.S. GROUP, P.A.  
 505 LAKE DAVENPORT BLVD  
 SUITE 200  
 CARRBORO, NC 27510  
 PHONE: (919) 252-2524  
 FAX: (919) 252-2524  
 Land Engineering And Development Services



**PLANTING TABLE**

Symbol	Tree Name	Quantity	Notes
ERG	Eastern Red oak (Min. Caliper at Planting = 2.5", Min. Height at Planting = 6')	21 Container	
AH	American Hornbeam (Min. Caliper at Planting = 2.5", Min. Height at Planting = 6')	21 Container	
LO	Laurel oak (Min. Caliper at Planting = 2.5", Min. Height at Planting = 6')	21 Container	
TP	Tulip Poplar (Min. Caliper at Planting = 2.5", Min. Height at Planting = 6')	21 Container	
Symbol	Shrub Name	Quantity	Notes
SWM	Southern WaxMyrtle (Min. Height at Planting = 18")	N/A Container	

Note: Tree Replacement: Average Tree Spacing = 30 ft.  
 Street Trees: (Average Tree Spacing = 30 ft.)

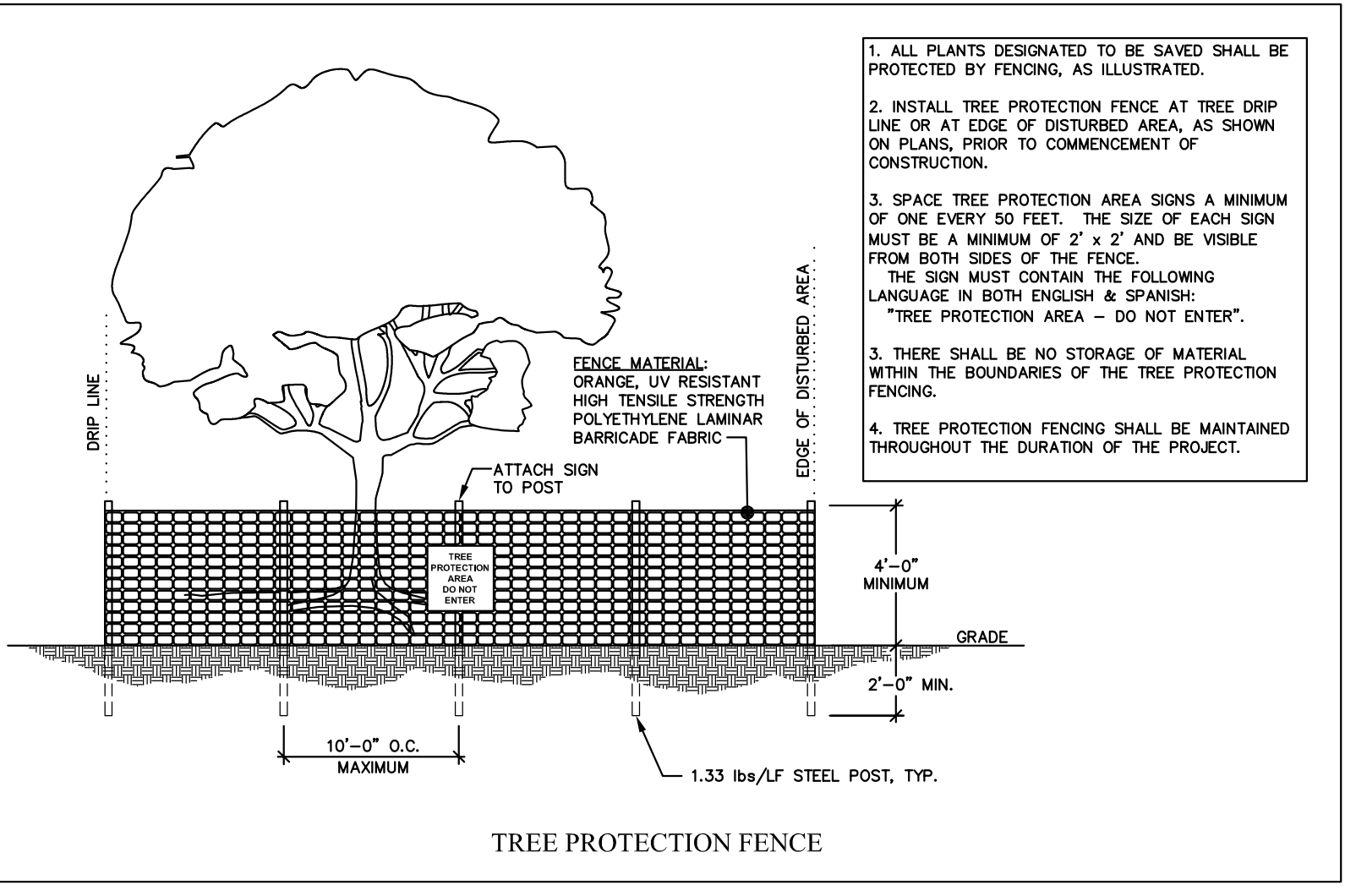
**Minimum Tree Canopy Coverage Standards (Section 15-319)**  
 Minimum Canopy Coverage = 40% of parcel area excluding easements, water bodies, right-of-way = 0.40 x (378,157-29,400) sf. = 139,503 sf. min. required.

Exist. Canopy Coverage = 112,161 sf. (existing protected tree canopy to remain)  
 Exist. Coverage Deficit = 27,342 sf. deficit.  
 Replacement rate: One replacement tree per 500 sf. of tree canopy deficit.  
 Replacement Trees Required = 27,342 sf. / 500 sf. = 55 trees required.  
 Replacement Trees Provided = 55 trees proposed as street and supplemental trees.

A detailed tree planting location plan shall be provided in the construction drawings.  
 A detailed Street Lighting plan shall be provided in the construction drawings.

**STREET TREE NOTES:**  
 Street trees shall be selected from the Town of Carrboro Approved Street Tree Planting list and spaced at not less than 1 tree per 30 feet. Not less than 4 species are to be selected to create the mixture of street trees planted. No dogwoods are allowed as street trees in Carrboro.

Lucas Lane: Length of Street = 400' (Street Trees Required - 26)  
 Belvedere Way: Length of Street = 540' (Street Trees Required - 36)  
 Hemenway Street: Length of Street = 330' (Street Trees Required - 22)



PRELIMINARY PURPOSES ONLY, NOT APPROVED FOR CONSTRUCTION

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 ULOCO North Carolina One Call Center  
 1-800-632-4949

Graphic Scale  
 Scale: 1" = 50'

DATE: 3/14/2022

**PARCEL DATA**  
 Orange County Tax Information (Per Orange County GIS)  
 Parcels Included in this Project: 3  
 Orange County Plat Book References: 120-14 and 125-25

PIN: 9779288116 - 2.66Ac.  
 PIN: 9779276844 - 2.76Ac.  
 PIN: 9779284165 - 4.32Ac.

Township: Chapel Hill Township  
 Watershed: Jordan Lake  
 River Basin: Cape Fear  
 Deed Reference: DB 8788, Pg. 1151  
 Town of Carrboro Current Zoning: R20  
 Owner: Parker Lohs, LLC

Property Identification Numbers (PIN) for property:  
 PIN: 9779288116 CARRBORO HOMESTEAD  
 PIN: 9779276844 PRJ: 1-22-1011  
 PIN: 9779284165

PROJECT: GP-6

DATE: 3-14-2022

SCALE: 1" = 50'

DESIGNER: BSB/CDDH

DATE: 3-30-2022

DATE: 12-9-2022

DATE: 2-28-2023

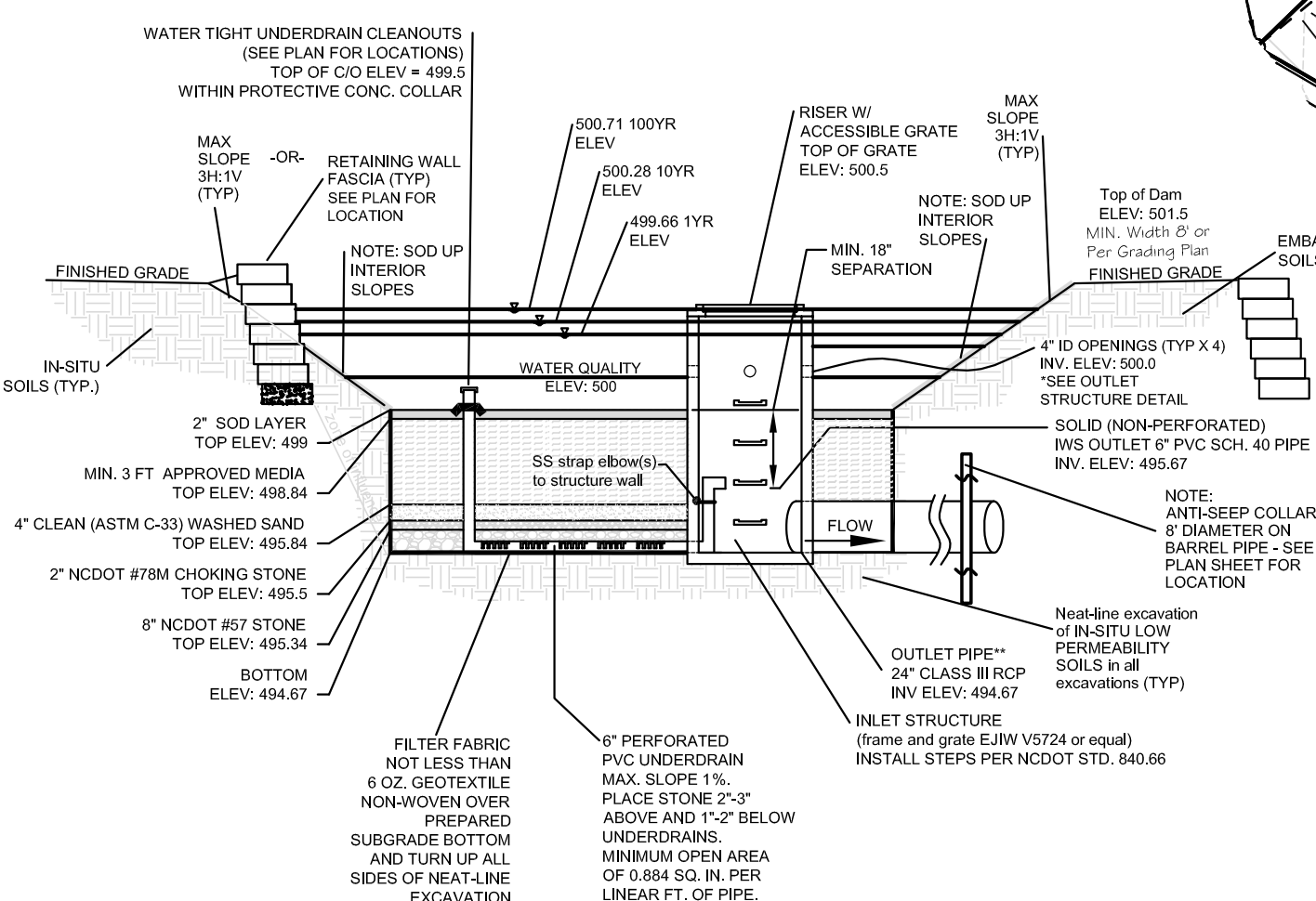
DATE: 3-23-2023

DATE: 5-25-2023

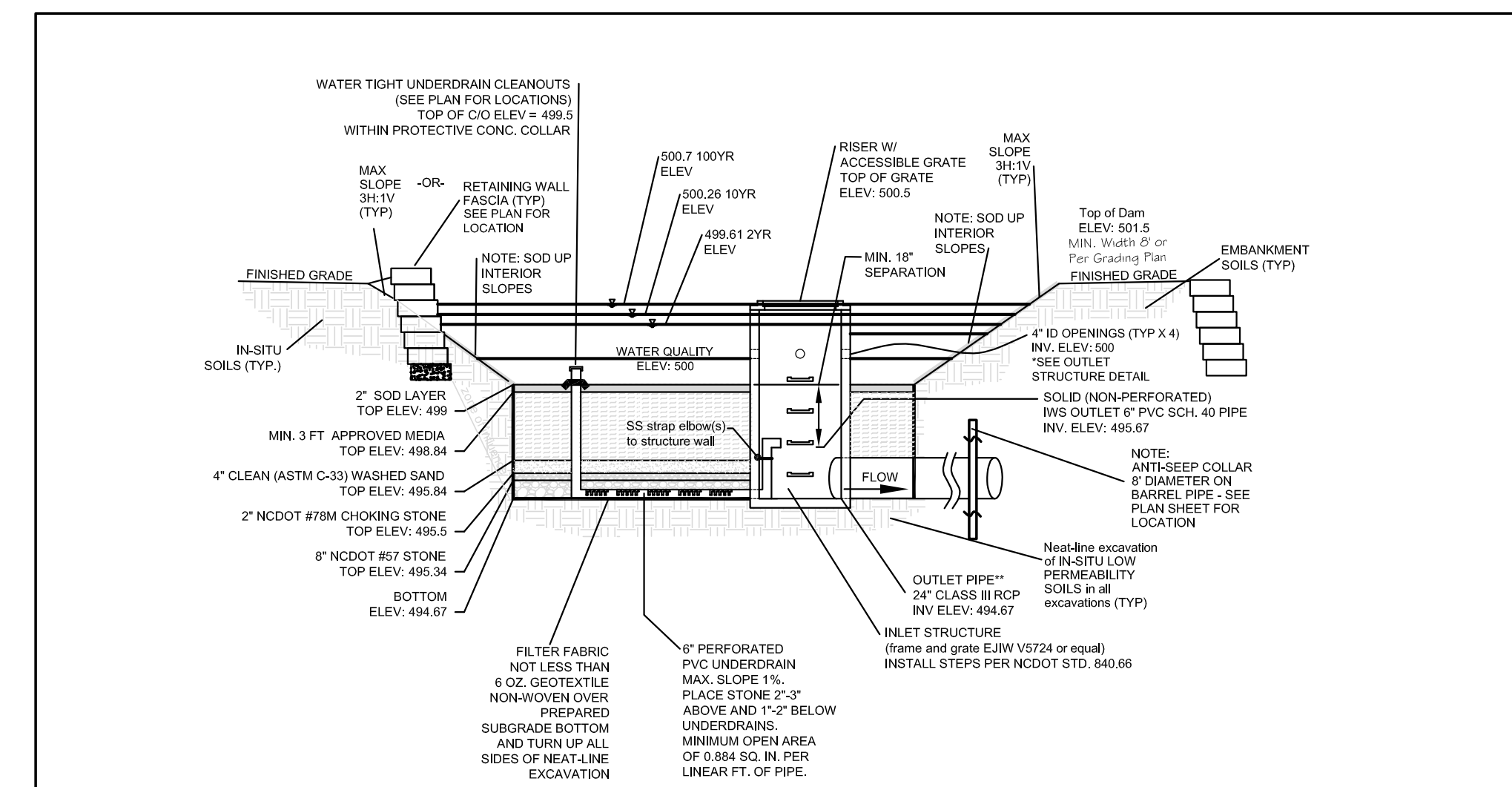
**Bioretention Cell (SCM#1)**

Drainage Area: 100,274sf. (2.3 Acres)  
 Impervious Surface: 51,930sf. (1.19 Acres)  
 Impervious Percentage: 51.7%  
 Surface Area Required (1ftpond): 4,313sf.  
 Surface Area Proposed: 4,338sf.  
 Floor: 499 Four @ 4" Orifice: 500, Rim: 500.5  
 (2'x3' with Frame and Grate) Espill: PRIMARY ToD: 501.5,  
 Q100 Detention Proposed through primary spillway:

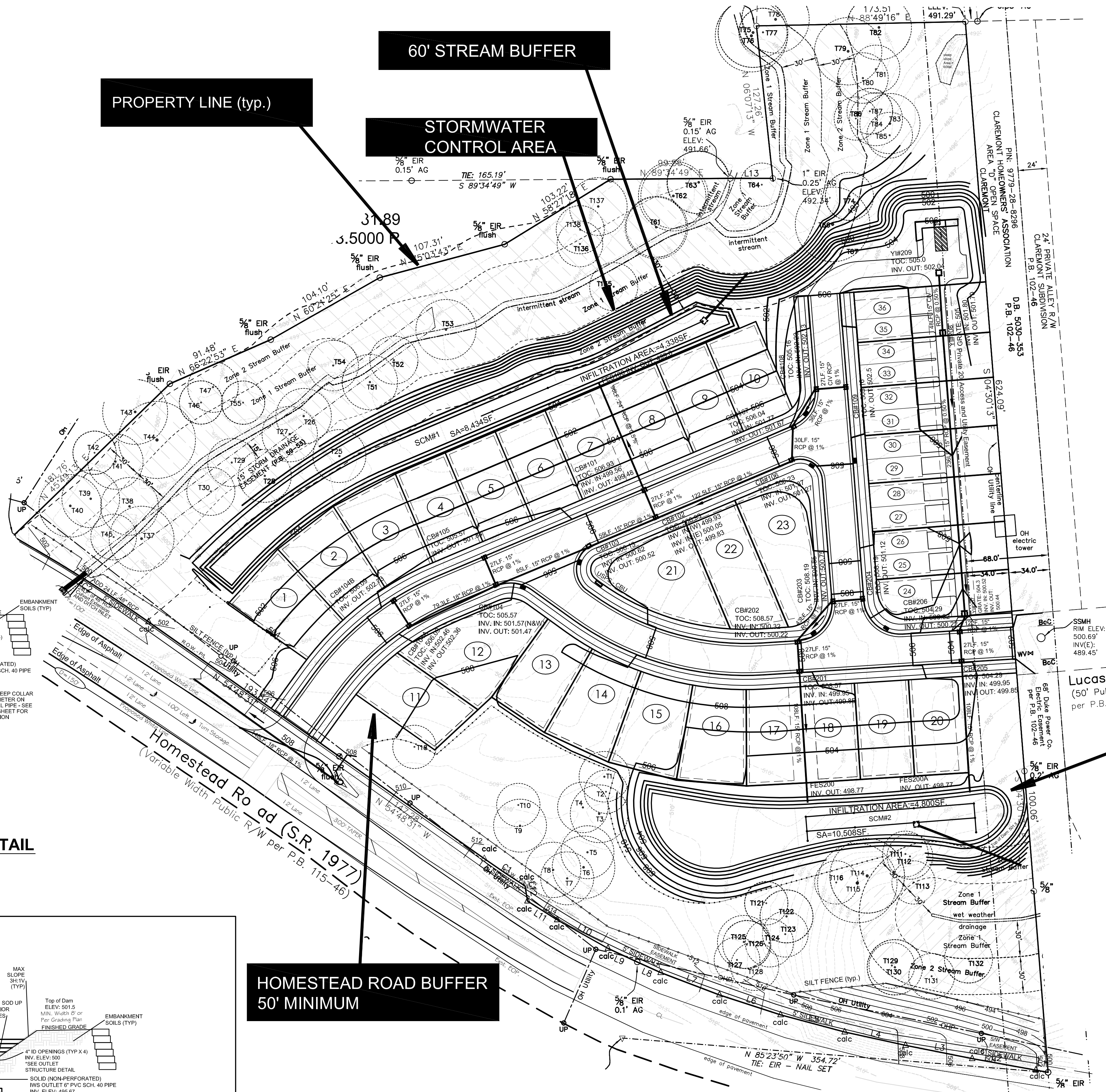
	PRE	POST	ROUTED ELEV.
Q1:	2.24	5.7	0.0 499.7
Q10:	7.46	11.4	0.64 500.31
Q100:	12.8	16.9	1.6 501.08



**BIORETENTION CELL #1 WEST W/ IWS SECTION DETAIL (NTS)**



**BIORETENTION CELL #2 EAST W/ IWS SECTION DETAIL (NTS)**



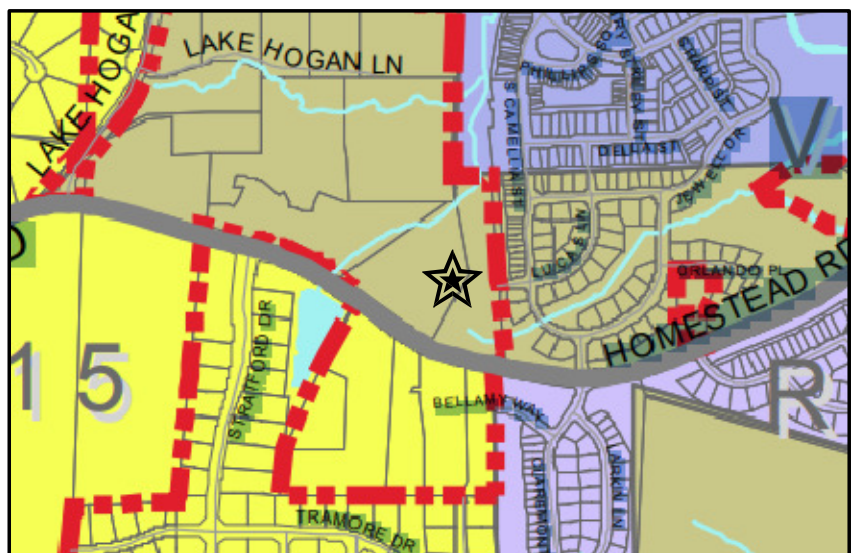
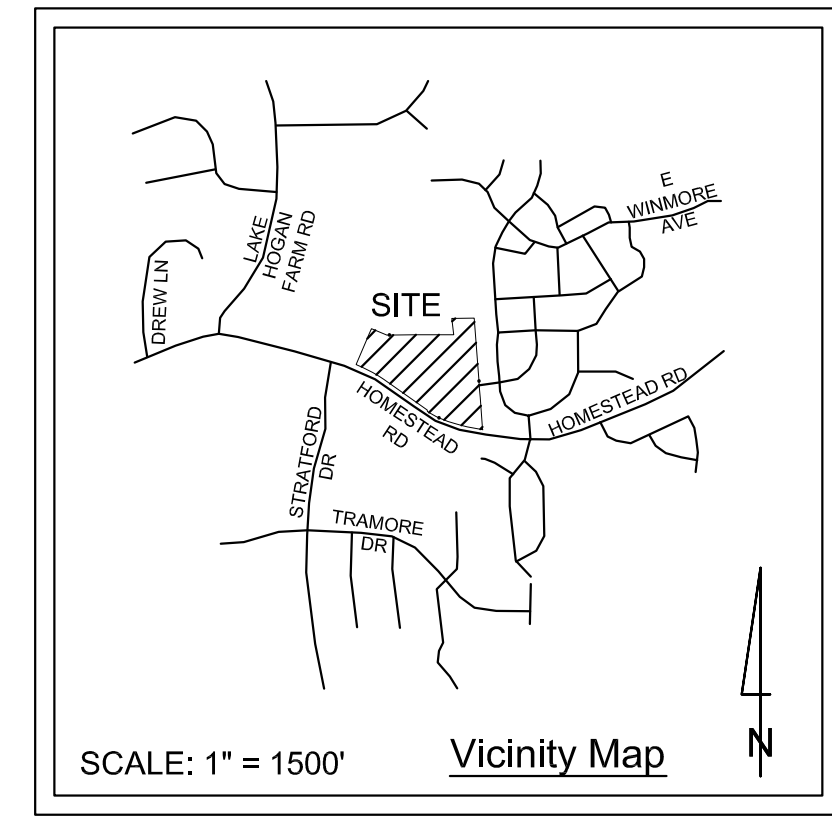
**HOMESTEAD ROAD BUFFER 50' MINIMUM**

**Bioretention Cell (SCM#2)**

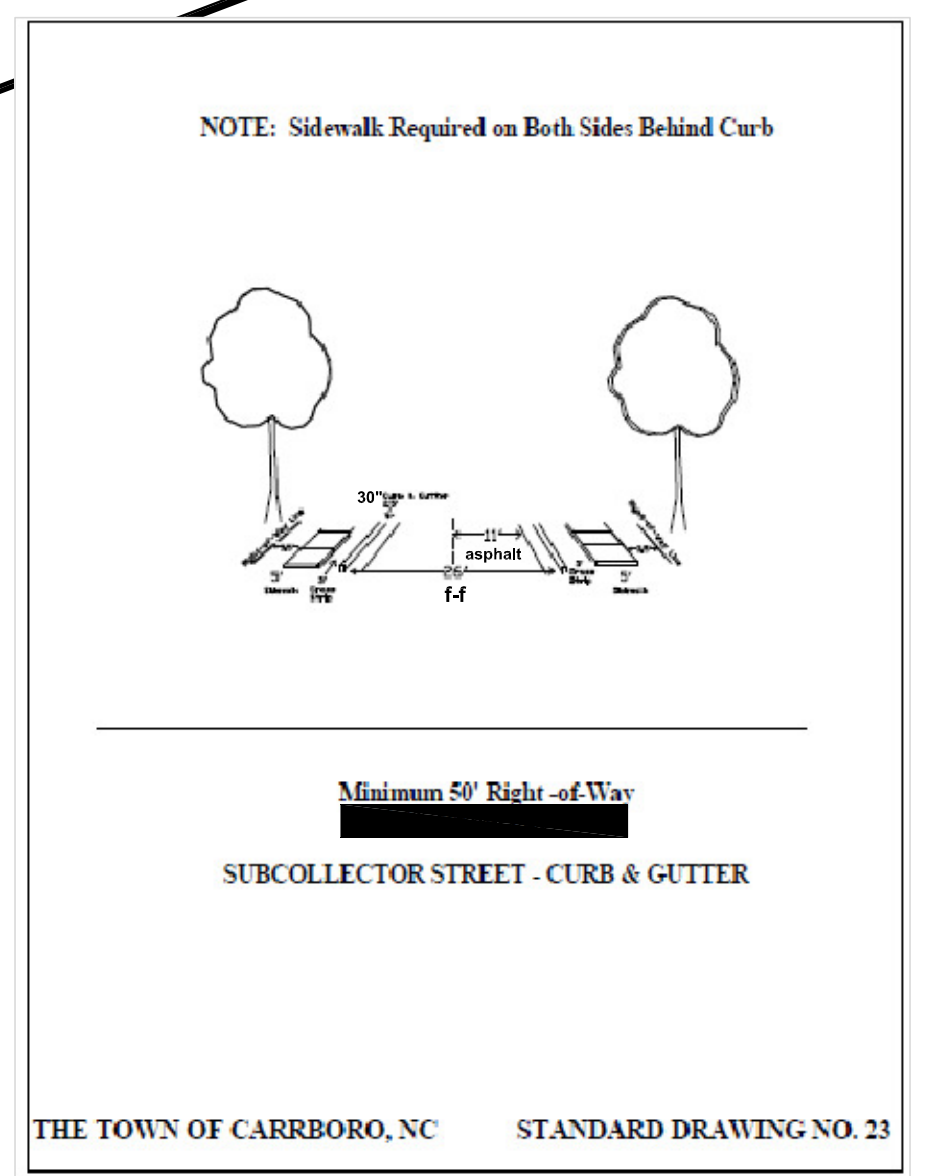
Drainage Area: 108,642sf. (2.49 Acres)  
 Impervious Surface: 55,480sf. (1.27 Acres)  
 Impervious Percentage: 51%  
 Surface Area Required (1ftpond): 4,734sf.  
 Surface Area Proposed: 4,800sf.  
 Q50 Detention Proposed

Floor: 499, Four @ 4" Orifice: 500, Rim: 500.5  
 (2'x3' with Frame and Grate) Espill: PRIMARY ToD: 501.5,  
 Q100 Detention Proposed through primary spillway:

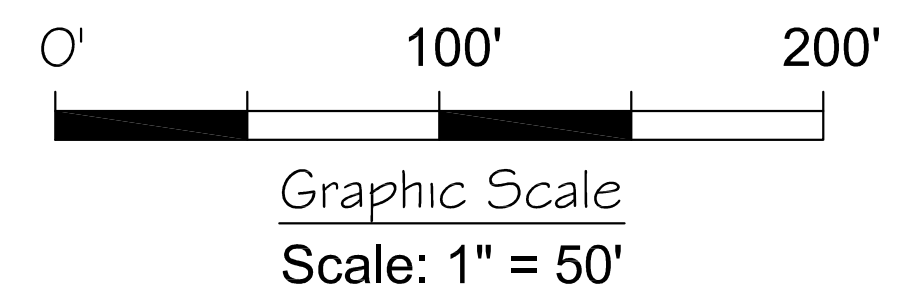
	PRE	POST	ROUTED ELEV.
Q1:	2.45	6.0	0.0 499.69
Q10:	8.0	12.34	0.68 500.34
Q100:	13.9	17.53	1.7 501.18



**STORMWATER CONTROL AREA**



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 ULOCO North Carolina One Call Center  
 1-800-632-4949



GRADING AND STORM DRAINAGE PLAN

9-31-2024

NOTED: CHARLES D. HUFF, P.E., PROFESSIONAL ENGINEER, No. 24924, State of North Carolina, Seal.

Charles D. Huffline

0-1939

**NEWBURY PROPOSED SUBDIVISION**

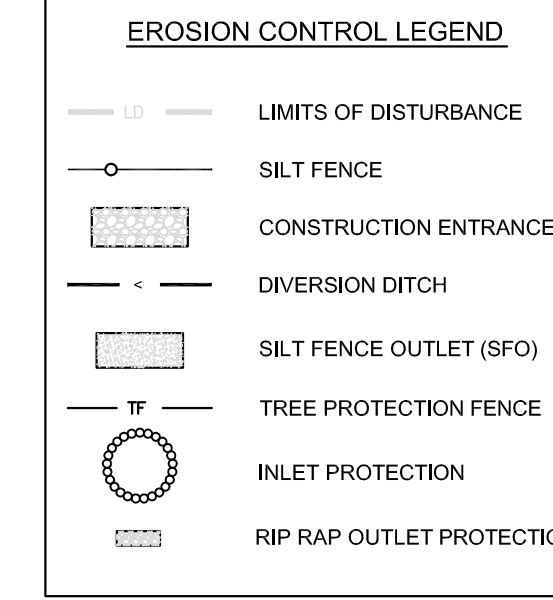
THE TOWN OF CARRBORO, NC STANDARD DRAWING NO. 23

**THE L.E.A.D.S. GROUP, P.A.**  
 505 LAKE DAVENPORT BLVD.  
 SUITE 200  
 CARRBORO, NC 27510  
 Phone: (336) 227-2924  
 Fax: (336) 227-2929  
 Email: info@leadsnc.com

**PARCEL DATA**  
 Orange County Tax Information (Per Orange County GIS)  
 Parcels Included in this Project: 3  
 Orange County Plat Book References: 120-14 and 125-25

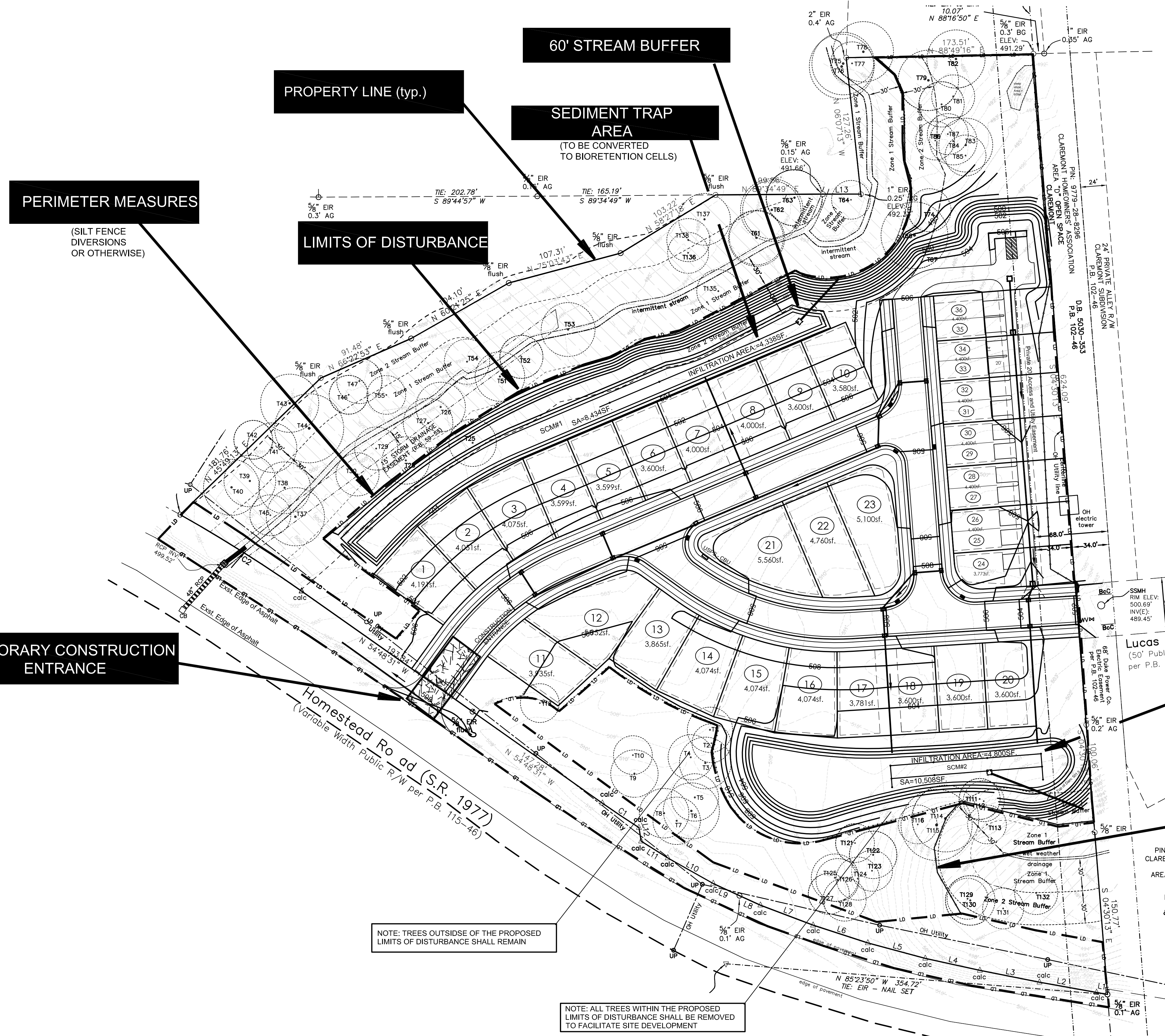
PIN: 9779288116 - 2.6Ac.  
 PIN: 9779276844 - 2.76Ac.  
 PIN: 9779284165 - 4.32Ac.

**ORANGE COUNTY EROSION CONTROL JURISDICTION**  
 Township: Chapel Hill Township  
 Watershed: Jordan Lake  
 River Basin: Cape Fear  
 Dead Reference: DB 6786, Pg. 1151  
 Town of Carrboro Current Zoning: R20  
 Owner: Parker Louis, LLC



**EROSION CONTROL NOTES:**

- 1) Sediment basins shall be top down dewatered / skimmer basins.
- 2) 7 and 14 Day stabilization requirements apply to this site development project.
- 3) Temporary Diversions and slopes shall be stabilized with seed straw and appropriate matting.

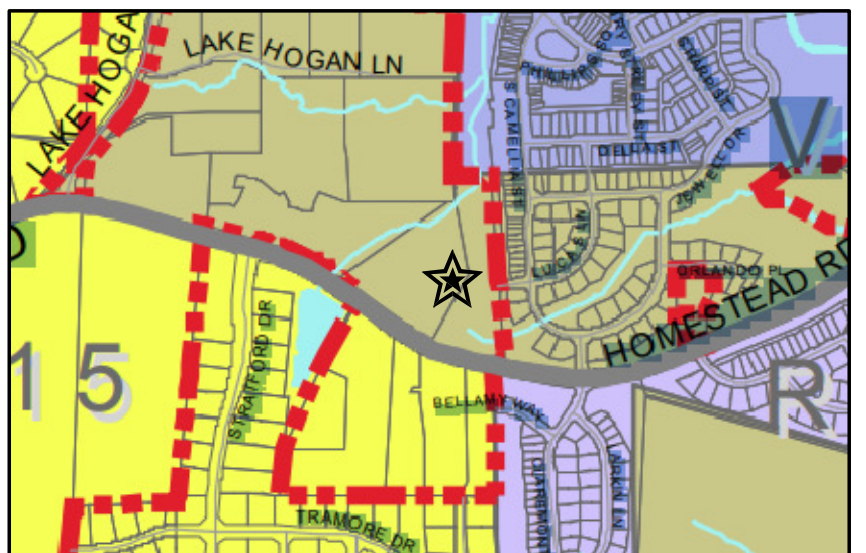
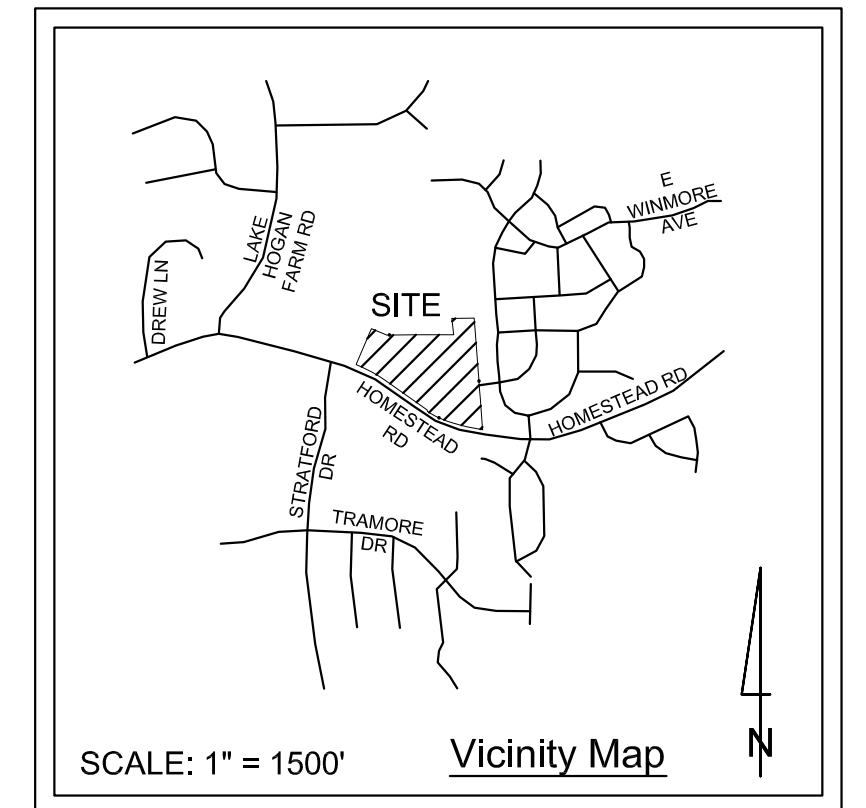


NOTE: TREES OUTSIDE OF THE PROPOSED LIMITS OF DISTURBANCE SHALL REMAIN

NOTE: ALL TREES WITHIN THE PROPOSED LIMITS OF DISTURBANCE SHALL BE REMOVED TO FACILITATE SITE DEVELOPMENT

Property Identification Numbers (PIN) for property:  
 PIN: 9779288116  
 PIN: 9779276844  
 PIN: 9779284165

CARRBORO HOMESTEAD  
 PRJ: 1-22-1011

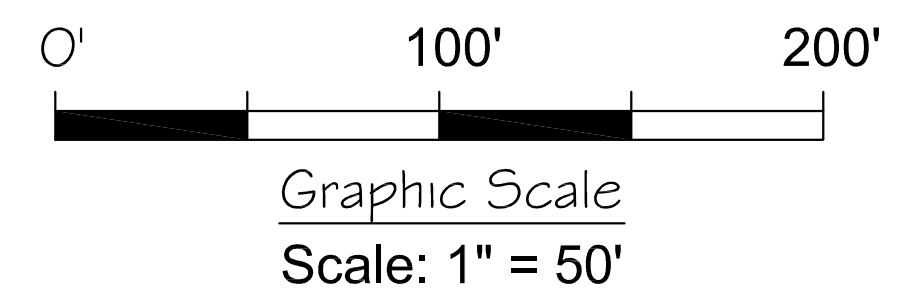


Lucas Lane  
 (50' Public R/W per P.B. 102-46)

PIN: 9779-27-1  
 CLAREMONT HOME ASSOCIATION  
 AREA "F" OPEN SPACE AND TRACT A  
 CLAREMONT  
 D.B. 5487-54:  
 P.B. 102-46  
 & P.B. 110-146

AN ORANGE COUNTY EROSION CONTROL PERMIT IS REQUIRED FOR THIS DEVELOPMENT

CALL BEFORE YOU DIG! IT'S THE LAW  
 ULOCO North Carolina One Call Center  
 1-800-632-4949



PROJECT: EP-7

DATE: 3-14-2022

SCALE: 1" = 50'

DESIGNED BY: BSB/CDH

PROJECT NO.: 1-22-1011

PRELIMINARY EROSION CONTROL PLAN

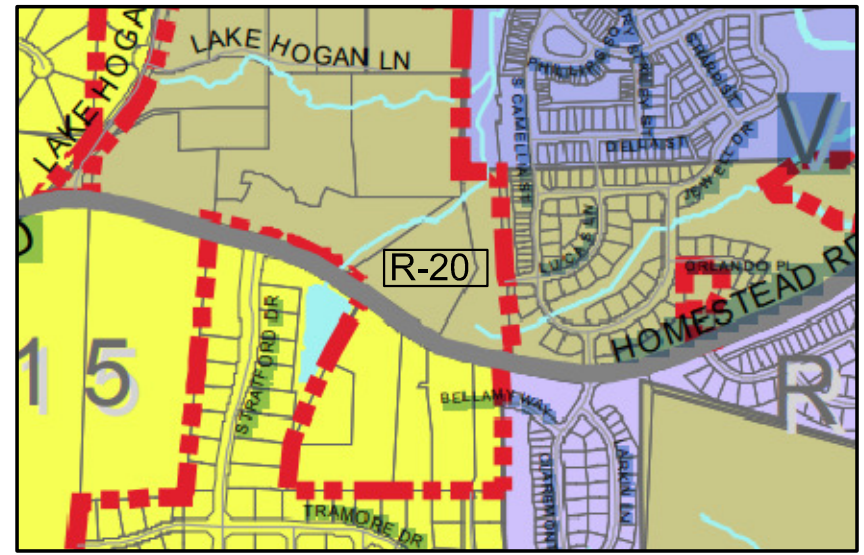
8-31-2024

CHARLES D. HUFFLINE  
 PROFESSIONAL SEAL  
 24924  
 ENGINEER  
 CHARLES D. HUFFLINE  
 C-1939

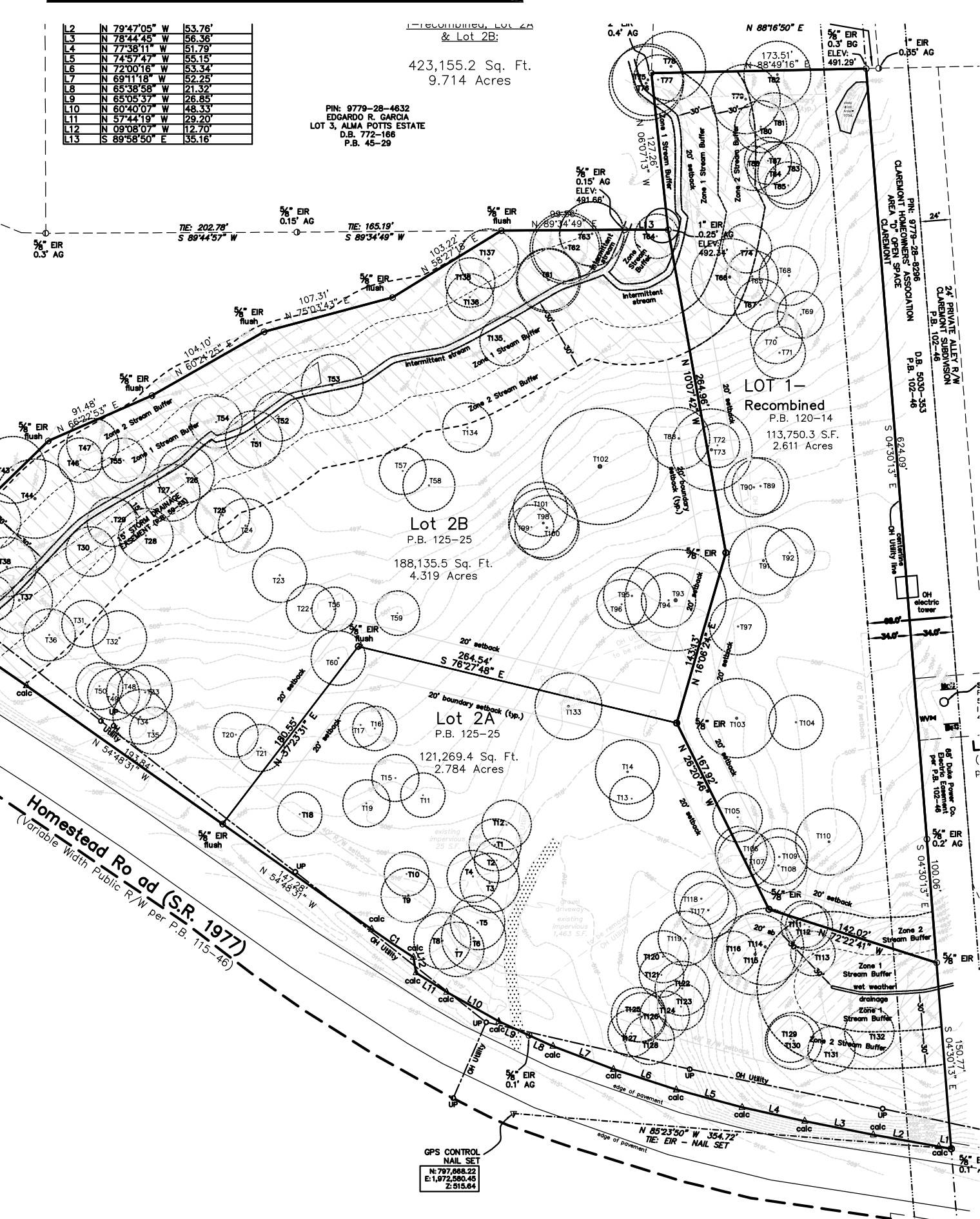
**NEWBURY PROPOSED SUBDIVISION**

THE L.E.A.D.S. GROUP, P.A.  
 505 LAKE DAVIS STREET  
 CARRBORO, NC 27510  
 Phone: (919) 232-2524  
 Fax: (919) 232-2524  
 Land Engineering And Development Services

**PARCEL DATA**  
 Orange County Tax Information (Per Orange County GIS)  
 Parcels Included in this Project:  
 Orange County Plat Book References: 120-14 and 125-25  
 PIN: 977928116 - 2.6Ac.  
 PIN: 9779276844 - 2.79Ac.  
 PIN: 9779284165 - 4.32Ac.  
 Township: Chapel Hill Township  
 Watershed: Jordan Lake  
 River Basin: Cape Fear  
 Deed Reference: DB 8788, Pg 1151  
 Town of Carrboro Current Zoning: R20  
 Owner: Parker Louis, LLC



**SURROUNDING AREA**

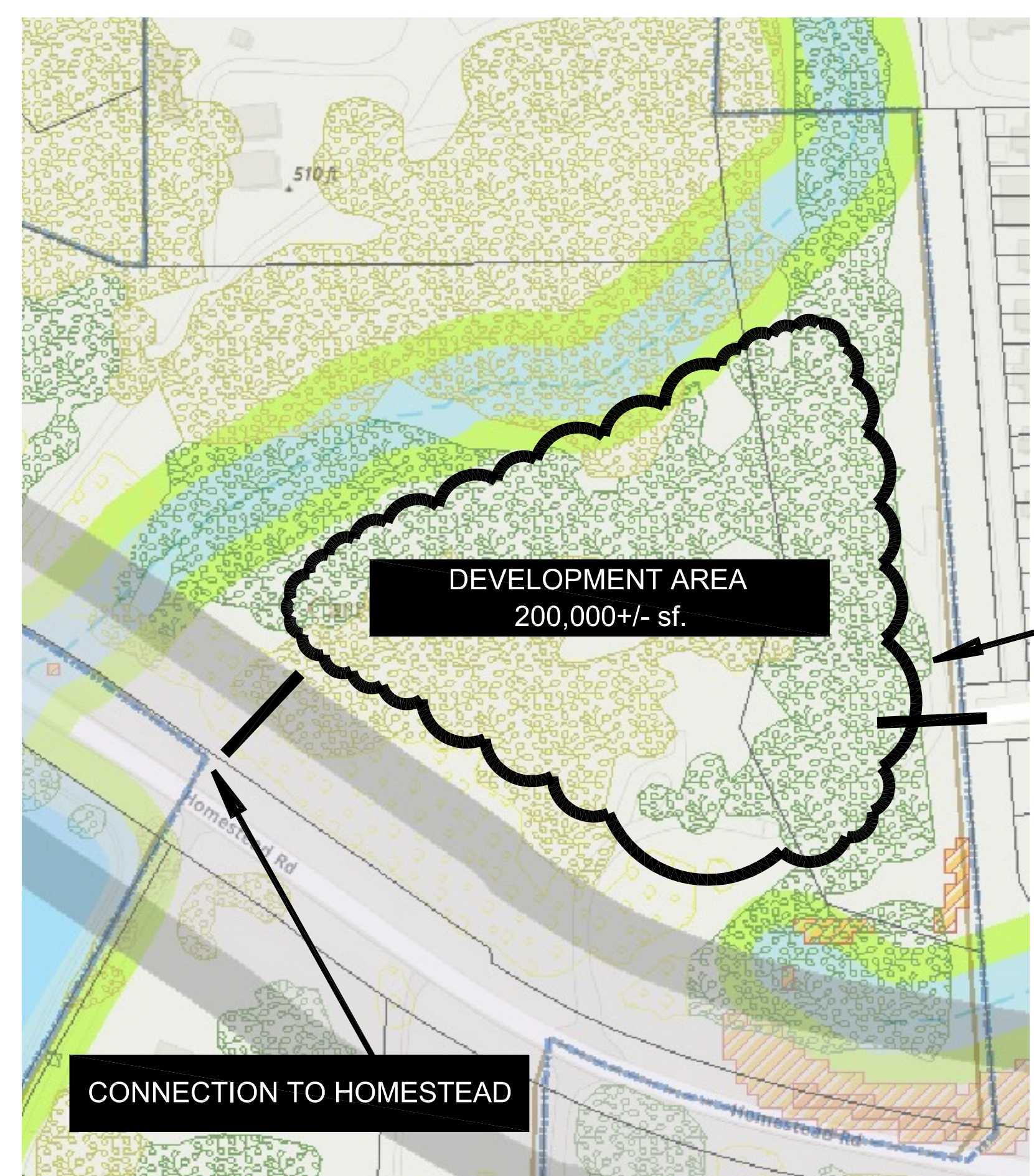
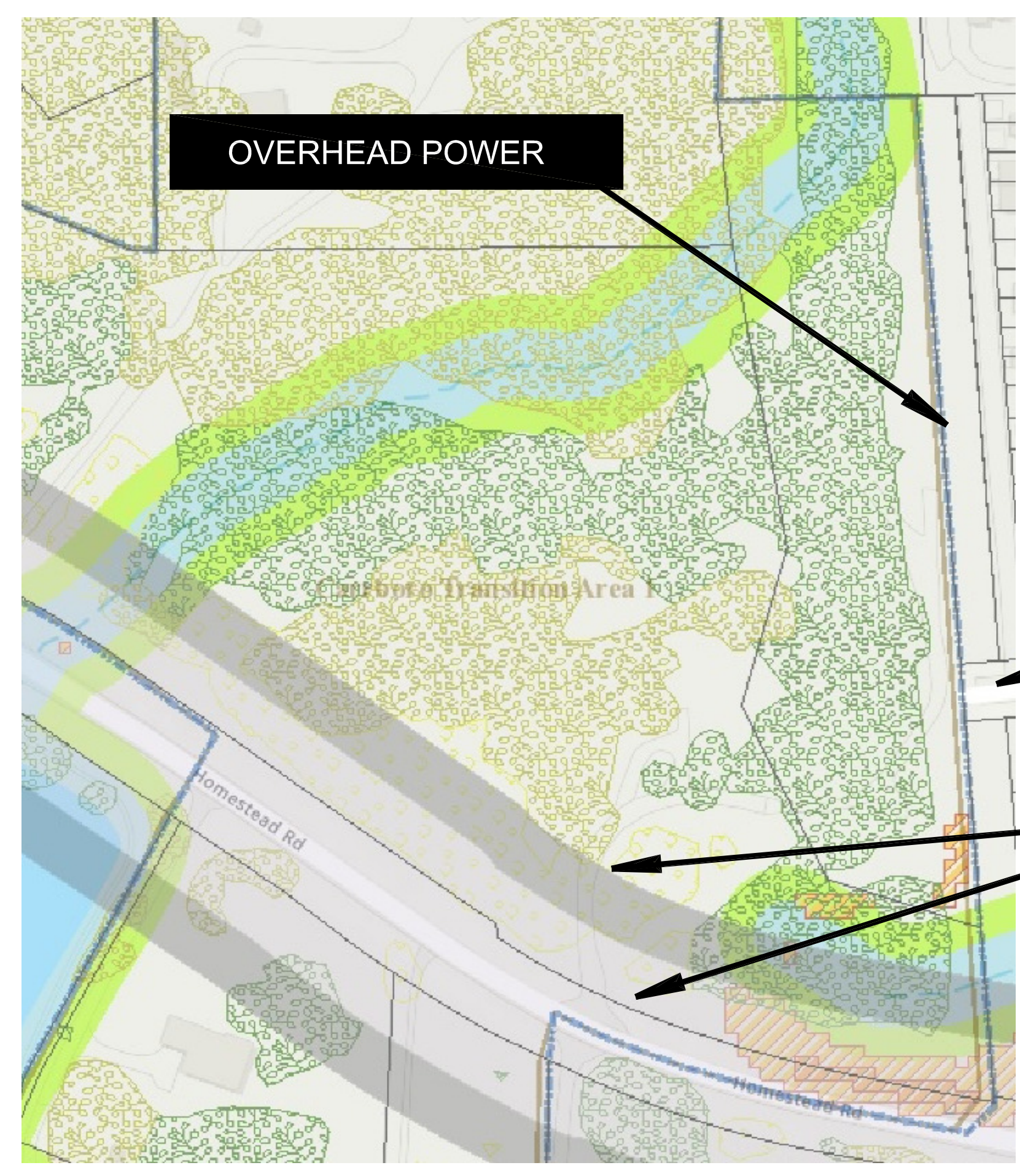
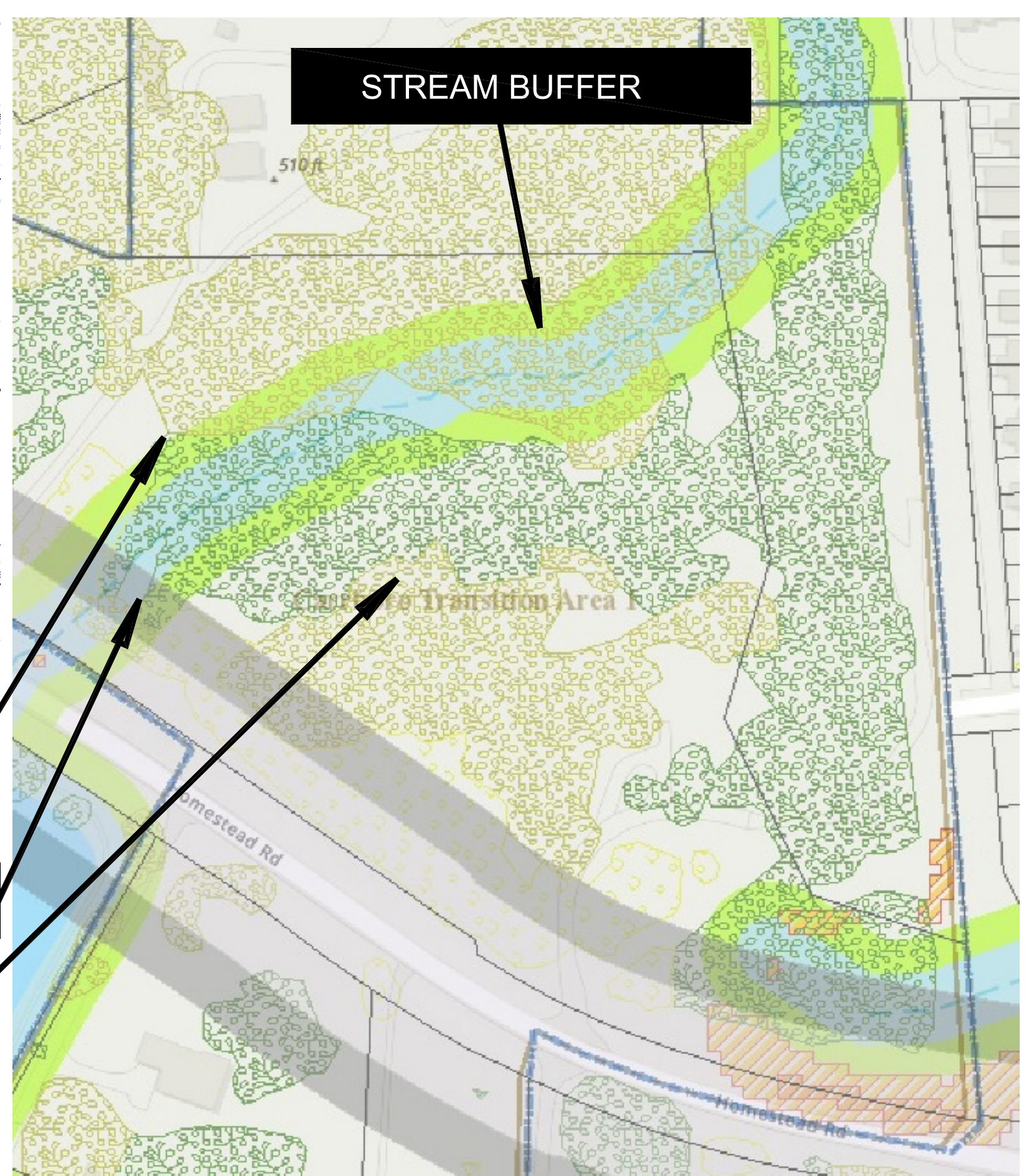
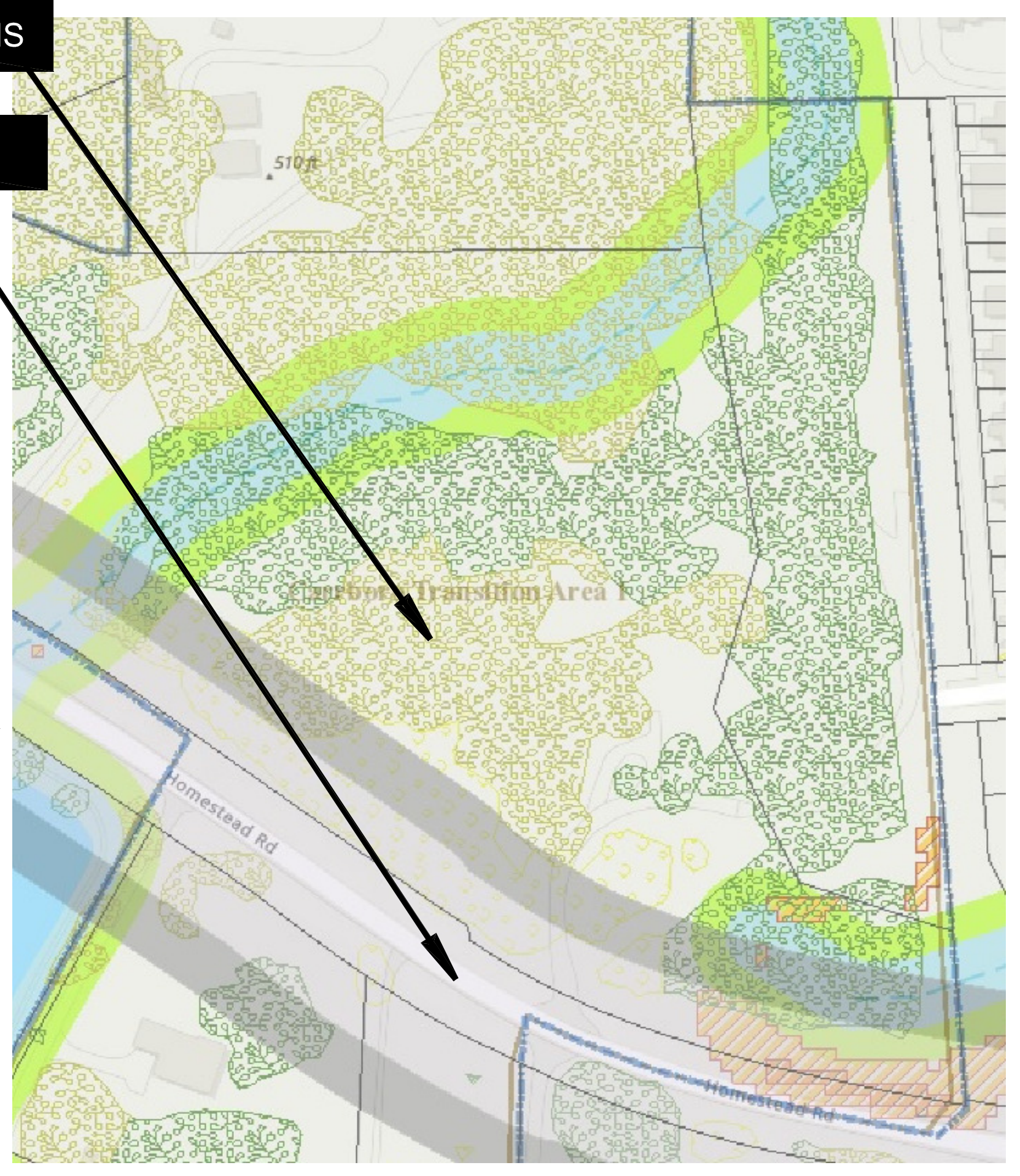


**THREE PARCELS 1"=100'**

- PROPERTY LINE (typ.)
- STREAM BUFFER
- WOODED AREA - MIXED

**EXISTING CONDITIONS**

**HOMESTEAD ROAD**



Property Identification Numbers (PIN) for property:  
 PIN: 977928116  
 PIN: 9779276844  
 PIN: 9779284165

**CARRBORO HOMESTEAD**  
 PRJ: 1-22-1011

SCALE: 1" = 1500' Vicinity Map

**LUCAS LANE**

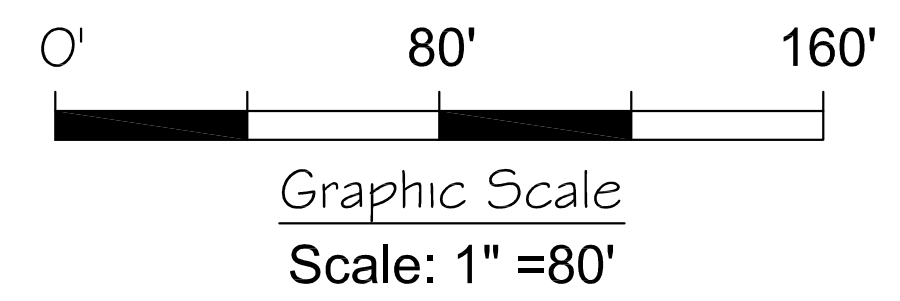
**HOMESTEAD ROAD BUFFER  
 50' MINIMUM / 200' MAX.**

**DEVELOPMENT AREA  
 200,000+/- sf.**

**CONNECTION TO LUCAS LN.**

**CONNECTION TO HOMESTEAD**

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 ULOCO North Carolina One Call Center  
 1-800-632-4949



PRELIMINARY PURPOSES ONLY, NOT APPROVED FOR CONSTRUCTION

Base Survey Information provided by a survey from Freehold Land Surveys, Inc. Carrboro, North Carolina, Imagery from Carrboro GIS.  
 Developer:  
 Parker Louis, LLC  
 301 Montclair Way  
 Chapel Hill, NC 27516

PROJECT: 300

DATE: 3-14-2022

SCALE: Varies

DESIGNER: BSB/CDH

DATE: 3-30-2022

DATE: 12-9-2022

DATE: 3-23-2023

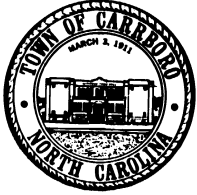
PROJECT NUMBER: 1-22-1011

PRELIMINARY CONSTRAINTS EXERCISE 15-48.1

**CARRBORO HOMESTEAD ZONING CONCEPT**

THE L.E.A.D.S. GROUP, P.A.  
 505 LAKE DAVENPORT  
 CARRBORO, NC 27510  
 PHONE: (919) 232-2524  
 FAX: (919) 232-2524

Land Engineering And Development Services



## TOWN OF CARRBORO

### Transportation Advisory Board

*301 West Main Street, Carrboro, North Carolina 27510*

---

# C O M M E N T S

OCTOBER 5, 2023

Concept Plan for 904 Homestead Road

Transportation Advisory Board members reviewed the concept plan and provided the following comments:

1. The TAB recommends adhering to the Town Connector roads policy, but,
2. If compatible with the fire code, consider narrower street widths to prompt slower vehicle speeds in the neighborhood. Additionally, consider diversifying traffic calming measures, for example, chicanes, bump outs, etc.
3. The houses are so close to the sidewalk there is little room to put trees in the front yard or along the street. Consider adding street trees to:
  - a. add shade to the sidewalk and street,
  - b. buffer the street,
  - c. add to the sidewalk buffer, and
  - d. slow traffic.
4. The TAB is concerned with sightlines for westbound traffic on Homestead Road approaching the proposed new intersection. Specific concerns relate to vehicles turning left both into, and out of, the proposed development. The TAB ask that the applicant address those concerns.
5. All infrastructure intended for bicyclists and pedestrians, including the boardwalk, should also be constructed to meet mobility needs of those in wheelchairs or using mobility aides.

Keefe made a motion to approve the comments. Swan seconded the motion. The vote was unanimous: Jones-Peretto, Keefe, Swan and Salvesen voting in the affirmative.

  
\_\_\_\_\_  
(Transportation Advisory Board Chair)

February 13, 2024  
(Date)





## TOWN OF CARRBORO

NORTH CAROLINA  
WWW.CARRBORONC.GOV

### MEMORANDUM

TO: Martin Roupe, Development Review Administrator

FROM: Anne-Marie Vanaman, Housing and Community Services Director

DATE: October 27, 2023

SUBJECT: 904 Homestead Road Concept Plan Review

---

In reviewing the concept plan materials for 904 Homestead Road, the Affordable Housing Advisory Commission (AHAC) provided the following comments.

1. As developers, you have the opportunity and responsibility to shape what our community looks like. The AHAC encourages you to think about who you are creating community for, and who you are leaving out.
2. Consistent with the Town's goals, affordability should be prioritized, and the affordable housing expectation in the Land Use Ordinance should be adhered to – an allocation of 15% of the total number of units for affordable housing, or a provision of a payment in lieu of affordable units.

# Attachment D

\*Members attended the April 7<sup>th</sup> joint review of the concept plan and later discussed the project with the full AHAC on April 20<sup>th</sup>.



TOWN OF CARRBORO

Planning Board

301 West Main Street, Carrboro, North Carolina 27510

COMMENTS

THURSDAY, OCTOBER 5, 2023

CONCEPT PLAN REVIEW – 904 HOMESTEAD ROAD

We appreciate the smaller lots, increased density and the inclusion of ADUs.

The area programmed for open space should include shade trees and reserve a small area for children’s play facilities and picnic tables to make an attractive and diverse recreation area.

Define the playfield, via a bikepath/walking path to feel more like a park.

In addition to the play field, consider adding a small basketball court.

Remove existing invasive plants.

We support the full connection to Claremont North at Lucas Lane, following the current street connectivity policy.

Consider adding traffic calming measures throughout the development.

Sinclair made a motion to forward the above comments to the developer; Gaylord-Miles seconded the motion.

**VOTE:**

AYES: (9) Buckner, Poulton, Foushee, Gaylord-Miles, Sinclair, Mangum, Scales, Kirkpatrick, Peretin

NOES: (0)

ABSTENTIONS: (0)

ABSENT/EXCUSED: (2) Amina & Fray

*Brynton Foushee* 10-9-23

(Chair)

(Date)



# TOWN OF CARRBORO

## Stormwater Advisory Commission

*301 West Main Street, Carrboro, North Carolina 27510*

# R E C O M M E N D A T I O N

OCTOBER 12, 2023

904 Homestead Road

Concept Plan

Motion was made by Deanna Hardesty and seconded by Gordon Chadwick that the SWAC recommend the following:

- 1) SWAC recommends that the applicant reconsider plans to remove trees in order to create an open playfield. The community has access to other recreation areas and the benefit of trees in regard to stormwater management outweigh the costs of removing them to replant potentially non-native trees. We recommend the applicant consider a walking trail as a recreation opportunity for residents. If the applicant still requires a play area, a playground can be constructed without removal of treed areas.
- 2) We support the applicant's planning for the 50 year flood.
- 3) We continue to recommend that the applicant use vegetation native to the Piedmont, particularly along the stream buffer.
- 4) We recommend that any bond required by the town for stormwater infrastructure include stormwater infrastructure constructed onsite as well as stormwater infrastructure downstream that receives runoff from the development.
- 5) We continue to recommend that the applicant consider the use of permeable surfaces in the conceptual plans.
- 6) We recommend that the applicant ensure that all hydrologic features represented in conceptual plans are accurately mapped and geospatially represented.

**VOTE:**

AYES: (5) (John Cox, Gordon Chadwick, Beth Vollins, Margaret Kurz, Deanna Hardesty)

ABSENT/EXCUSED: (2) (Mike Paul, Jeanette O'Connor)


NOES: ( )

ABSTENTIONS: ( )

**Associated Findings**

By a unanimous show of hands, the SWAC membership also indicated that no members have any financial interests that would pose a conflict of interest to the adoption of this amendment.

---

 10-12-2023  
(Chair) (Date)

# Attachment D

9.24.2024

Joint Review Board Responses for Newbury (904 Homestead Rd)

## Planning

We are working on trails/paths and other amenities circa the field, within the appropriate space to maximize the function of the recreational uses within the site limits.

Unfortunately, the neighborhood will not have a basketball court.

We have noted comments on removal of existing invasive plants and adding traffic calming measures.

Regarding road connection to Claremont North via Lucas Lane we are showing this on the plans.

## Stormwater

A 30,000 sf. + naturalized playfield area is included in the amenities for this proposed development. This area includes walking trails surrounding constructed play areas, such as sandbox and swings for younger users in addition a gazebo and picnic grills for families and adults. Elevated parking and viewing area is incorporated into the design of the recreation uses included charging for electric vehicles while enjoying the outdoors. The play area includes wooded areas down by the creek, open recreational fields and incorporates natural shade to provide an especially useful active recreational open space.

We have noted the recommendations to use vegetation native to the Piedmont, the use of permeable surfaces and that hydrologic features represented in the conceptual plans are accurately mapped and geospatially represented.

We will abide by the current town bonding requirements.

## Transportation

The street network, lengths of dead ends, turning radii and alignments have been reviewed by the fire and solid waste personal during technical review and are sufficient for the needs of their crews.

A speed hump or elevated sidewalk has been proposed for the eastern property boundary in Lucas Lane. Other segments of streets are relatively short and of modest grades presenting expected conditions for motorists and pedestrians.

Street trees, canopy replacement trees and other trees are used along the public rights of way to meet the Town requirements street trees, and to provide better than the required tree coverage, future shade and preservation throughout the neighborhood as proposed on the landscape plan.

An intersection sight distance analysis for a fifty mile per hour design speed was completed as part of the development plans for this project. With the completion of the proposed Homestead Road sidewalk and right of way improvement in Homestead Road, more than the required intersection sight distance (>550') will be provided at the connection to Homestead Road.

# Attachment D

Sidewalks, crossings, and accessibility ramps will all be compliant for persons with disabilities and the general pedestrian as well. Due to site topography, we have determined that a boardwalk is not necessary and that the preferred Town standard sidewalk can be proposed.

## Affordable Housing Advisory

We have committed to a payment in lieu in addition to making 15% of the neighborhood consist of housing 1350 square feet or less and 10% of the neighborhood consist of housing 1100 square feet or less.

# Attachment E

The L.E.A.D.S. Group, PA

505 East Davis Street

Burlington, NC 27215

August 31, 2024

Parker Louis, LLC  
301 Montclair Way  
Chapel Hill, NC 27516

Reference: Tree Removal within Development Area  
Residential Neighborhood at Newbury, Homestead Road, Carrboro - North Carolina  
The L.E.A.D.S. Group, PA Project Number: 1-22-1011

Gentlemen:

As an early part of the development process at Newbury, trees will be removed from the development area. Trees on the property were identified and located in the field and reported on the Tree Removal Plan. Removal of trees within the development area, along with the stripping of topsoil and other organic materials, will take place upon permitting.

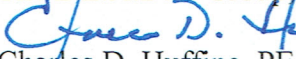
With the primary focus of development occurring within the central property area, most of the existing perimeter trees and vegetation will be saved as shown on the accompanying plans. Trees located within the actual development area are proposed for removal. Without tree removal, earthwork and other development activities such as utility and road construction cannot proceed. As such, trees shown to be removed within the development area must be removed in order to facilitate the development.

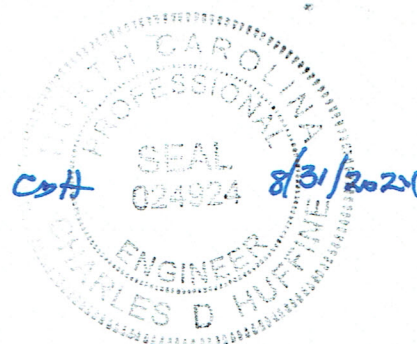
Furthermore, trees inside the development area have to be removed prior the removal of organic soils, near surface forest litter and structurally unsuitable surface materials to provide suitable soil foundation strata for earthwork to begin. In keeping with the approved Zoning Ordinance and plan associated with this development's approval, mostly the central portion of the total property area will be affected by tree clearing.

Due to its numerous other environmentally related constraints and development requirements, including avoiding streams, minimizing stream buffer impacts, the Homestead Road buffer, stormwater control measure construction, road improvements, sidewalk construction along Homestead Road and avoiding existing overhead power, the project has been designed in a very compact fashion minimizing the neighborhood's overall footprint in the general area.

The L.E.A.D.S. Group, PA appreciates the opportunity to provide our services to you on this project. Please feel free to contact us if you should have any questions regarding this information.

Very truly yours,  
The L.E.A.D.S. Group, PA

  
Charles D. Huffine, PE  
NC Reg. No. 24924







**McPhaul**  
**APPRAISAL**

land  
home  
estates

April 19, 2024

Mr. Adam Zinn  
Parker Louis, LLC  
301 Montclair Way  
Chapel Hill, NC 27516  
919-422-6477

Mr. Zinn.

Per your request I have considered the likely impact of the proposed Newberry subdivision to be developed with a cluster development of 38 single family homes as well as duplex townhomes. The property is situated on the north side of Homestead Road, Chapel Hill, North Carolina.

The scope of this assignment is to address the likely impact this may have on adjoining properties. To this end I have reviewed the site plan and considered the potential impacts on adjoining properties. I have not been asked to assign any value to any specific property.

This letter is a limited report of a real property appraisal consulting assignment my client is Parker Louis LLC and represented to me by Adam Zinn. The intended use is to assist in the application process with the town of Carrboro. The effective date of this consultation is April 11th 2024.

In my opinion after reviewing the impact of this subdivision that it will have no negative impact on the nearby property values.

Thanks

John A. McPhaul, III  
McPhaul Appraisal Inc.  
2 Bolin Heights, Ste A  
Chapel Hill, NC 27514

## Property Description

The subject property is an assemblage of 3 parcels that create a 9.7 acre development site north of Homestead Rd west of Claremont S/D and Winmore Public Open Space to the north as well as three single family homes on two adjacent lots to the west/northwest of the subject on @8.74 acres with addresses of 806, 810 & 818 Homestead Rd. The property is in JPA or Joint Planning Area:

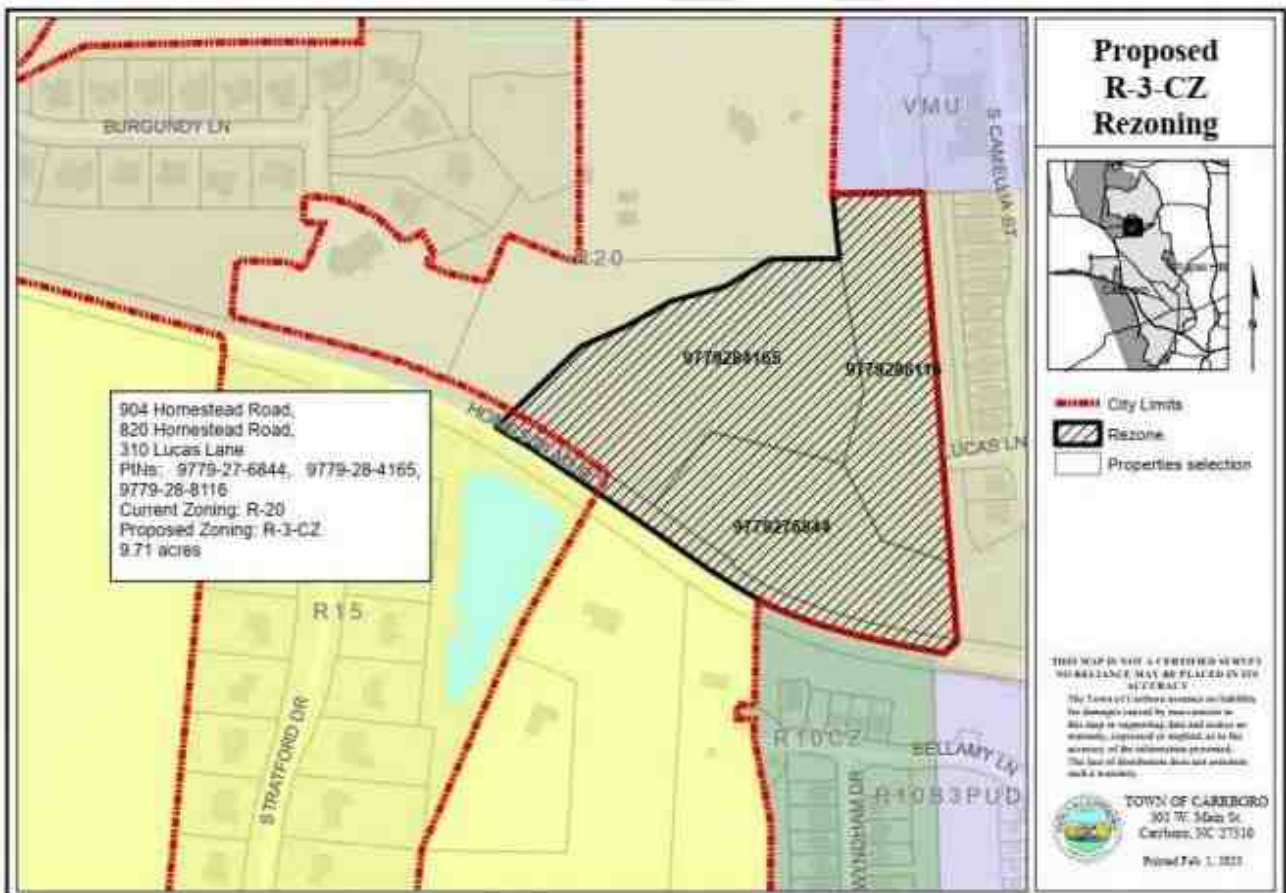
JPA - JPA Carrboro Transition Area 1

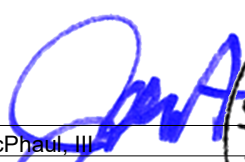
The Joint Planning Area (JPA) are areas of the County where development authority has been ceded to the Town's of Chapel Hill and/or Carrboro. The permitting and enforcement of development restrictions (i.e. zoning) are handled by each individual community. The County has joint land use involvement but no permit or enforcement authority, from a planning/zoning standpoint, in these areas.

The existing Zoning is R-20 however was ammended by the town of Carrboro in a draft dated 6-21-2023 to R-3-CZ zoning.

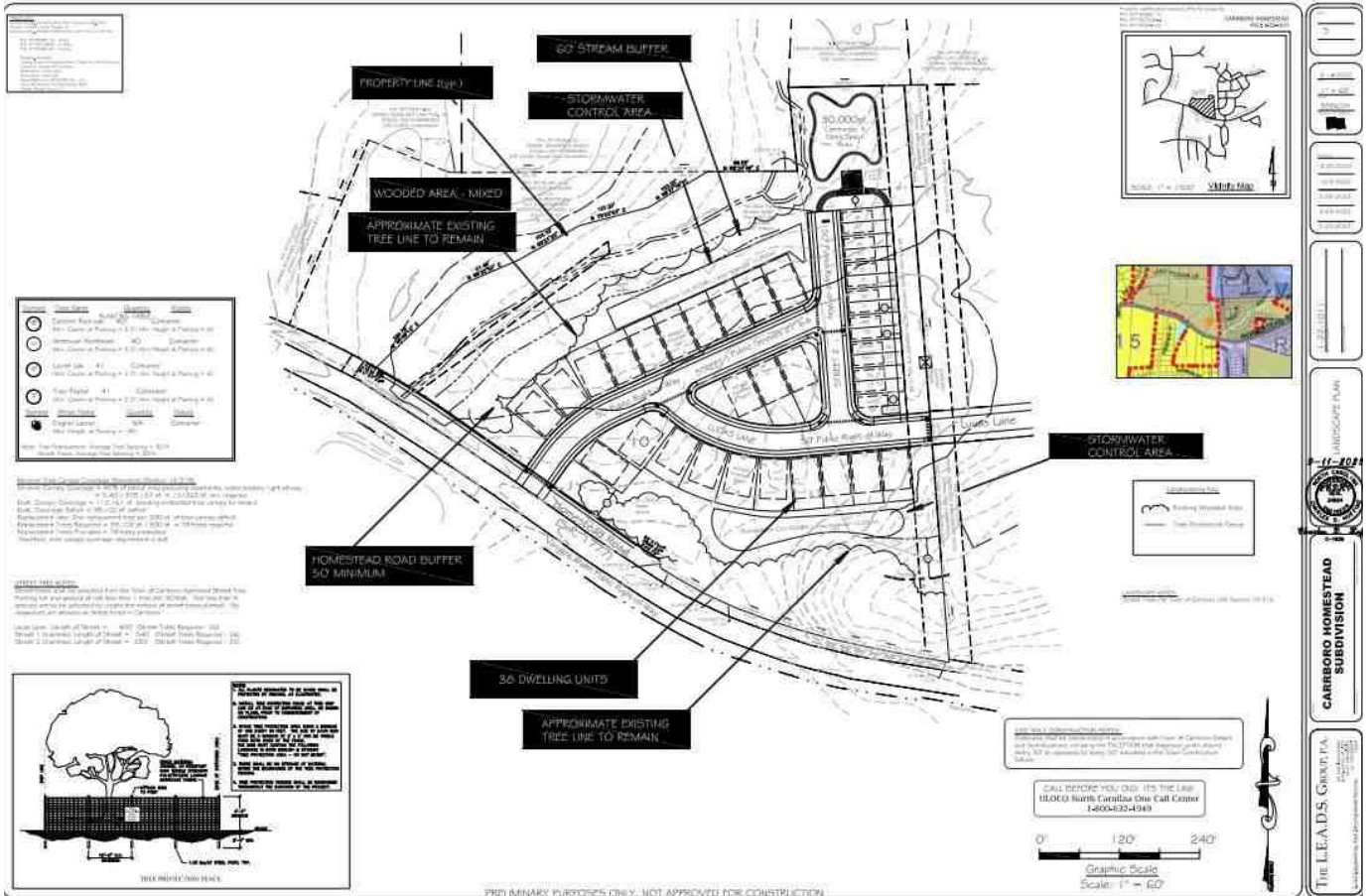
### R-3-CZ Zoning Allows:

The development shall contain between 36 to 56 dwelling units. This includes a maximum of 44 primary dwelling units consisting of a combination of use classifications 1.111 (single-family detached, one dwelling unit per lot, site built/modular), 1.232 (duplex, no bedroom limit), 1.242 (two family apartment, no bedroom limit), 1.322 (multi-family townhomes, no bedroom limits), and 1.332 (multifamily apartments with no bedroom limits), and up to 12 accessory dwelling units, 1.220 ( detached or accessory apartments).



Signature  Signature \_\_\_\_\_  
 Name John A. McPhaul, III Name \_\_\_\_\_  
 Date Signed 04/19/2024 Date Signed \_\_\_\_\_  
 State Certification # A137 State Certification # \_\_\_\_\_ State \_\_\_\_\_  
 Or State License # \_\_\_\_\_ Or State License # \_\_\_\_\_ State \_\_\_\_\_





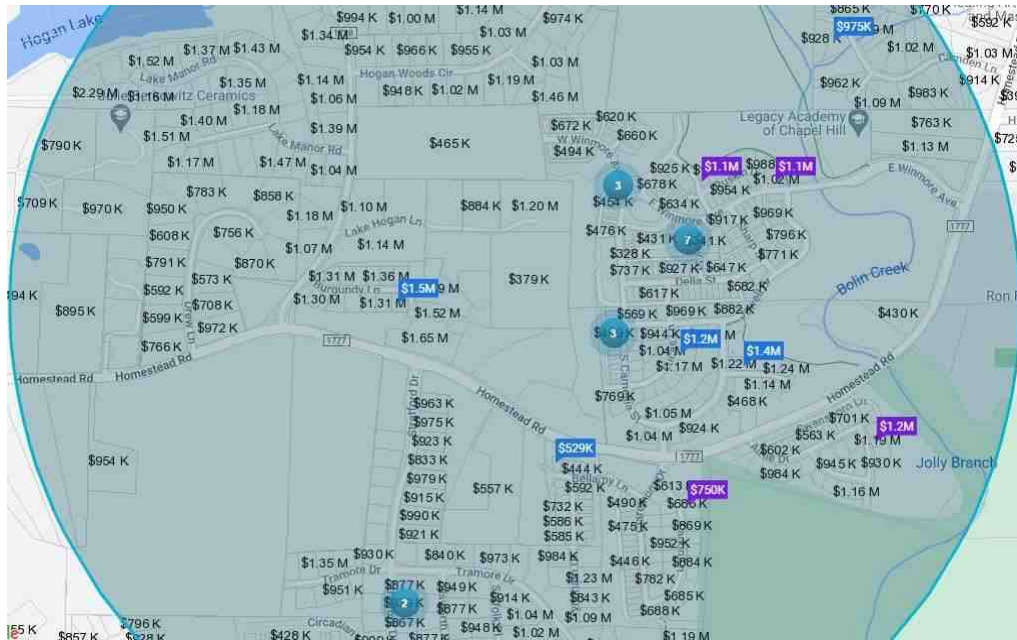
## Proposed Newbury Subdivision 38 Units(23 SFR & 15 Duplex Townhomes)

### Discussion

While as noted above the subdivision could have a maximum of 44 Units and the plans call for 38 which is less dense than allowed. It should be noted that the eastern border with the subject where the duplex designs will be sited is adjacent to similar duplex design properties of which 10 units are owned by the Community Home Trust a non profit providing affordable housing. The subject use would be very similar with no impact likely. The southern and western lots in the subdivision will be detached single family homes marketed in the \$700-\$850,000 price range and the duplex townhomes in the \$350-\$475,000 range.

Signature _____	Signature _____
Name John A. McPhaul, III	Name _____
Date Signed 04/19/2024	Date Signed _____
State Certification # A137	State Certification # _____
Or State License # _____	Or State License # _____





**CMA Summary Report**

RESIDENTIAL Summary Statistics			
High	Low	Average	Median
LP:\$1,339,000	\$529,000	\$901,662	\$952,450
SP:\$1,458,000	\$529,000	\$928,581	\$930,000

**RESIDENTIAL - Active**

**Number of Properties: 1**

Num	MLS #	PropDesc	Address	SubFull	Beds	TotBths	YrBlt	LvngAreaSF	DOM	LP	LP/LvngAreaSF
1	10008717	SF	211 E E Winmore Avenue	Winmore	3	3	2024	2,991	0	\$987,350	\$330.11

**RESIDENTIAL - Sold**

**Number of Properties: 11**

Num	MLS #	PropDesc	Address	Subdiv	Beds	TotBths	YrBlt	SPLP	LvngAreaSF	DOM	LP	LP/LvngAreaSF	SP	SP/LvngAreaSF
1	2513955	SF	210 Bellamy Lane	Kentfield	3	3	1932	1.00	1,765	35	\$529,000	\$299.72	\$529,000	\$299.72
2	10013164	SF	113 Della Street	Winmore	3	3	2016	0.98	1,968	27	\$549,900	\$279.42	\$537,500	\$273.12
3	2501624	SF	104 Atterbury Street	Winmore	4	3	2014	1.02	2,509	0	\$649,900	\$259.03	\$665,000	\$265.05
4	10012395	SF	300 Della Street	Winmore	4	3	2008	1.01	2,935	0	\$719,900	\$245.28	\$725,000	\$247.02
5	2502058	SF	318 Sunset Creek Circle	Sunset Creek	4	3	1997	1.00	3,419	8	\$820,000	\$239.84	\$820,000	\$239.84
6	2519015	SF	200 Colfax Drive	Wexford	5	4	2005	1.00	3,666	0	\$930,000	\$253.68	\$930,000	\$253.68
7	2524366	SF	2001 Camden Lane	Camden Place	4	5	1999	1.00	4,363	8	\$974,900	\$223.45	\$974,900	\$223.45
8	10003802	SF	411 S Camellia Street	Claremont	4	4	2014	1.00	3,140	38	\$1,000,000	\$318.47	\$1,000,000	\$318.47
9	2507344	SF	205 Lucas Lane	Claremont	5	4	2009	1.07	3,641	3	\$1,125,000	\$308.98	\$1,200,000	\$329.58
10	2513781	SF	105 Orlando Place	Claremont	6	5	2012	1.15	5,016	3	\$1,195,000	\$238.24	\$1,375,000	\$274.12
11	2512806	SF	128 Burgundy Lane	Burgundy Lane	5	6	2020	1.09	4,659	5	\$1,339,000	\$287.40	\$1,458,000	\$312.94
<b>Avg</b>					<b>4</b>	<b>3</b>	<b>2002</b>	<b>1.03</b>	<b>3371</b>	<b>11</b>	<b>\$893,873</b>	<b>\$268.50</b>	<b>\$928,582</b>	<b>\$276.09</b>
<b>Min</b>					<b>3</b>	<b>3</b>	<b>1932</b>	<b>0.98</b>	<b>1765</b>	<b>0</b>	<b>\$529,000</b>	<b>\$223.45</b>	<b>\$529,000</b>	<b>\$223.45</b>
<b>Max</b>					<b>6</b>	<b>6</b>	<b>2020</b>	<b>1.15</b>	<b>5016</b>	<b>38</b>	<b>\$1,339,000</b>	<b>\$318.47</b>	<b>\$1,458,000</b>	<b>\$329.58</b>
<b>Med</b>					<b>4</b>	<b>4</b>	<b>2009</b>	<b>1.00</b>	<b>3419</b>	<b>5</b>	<b>\$930,000</b>	<b>\$259.03</b>	<b>\$930,000</b>	<b>\$273.12</b>

As can be seen by the values in the subject's immediate area over the last year range from a low of \$529,000 to a high of \$1,458,000. The subject homes will range from \$700-\$850,000 which is in keeping with the surrounding single family values.

Signature  Signature \_\_\_\_\_  
 Name John A. McPhaul, III Name \_\_\_\_\_  
 Date Signed 04/19/2024 Date Signed \_\_\_\_\_  
 State Certification # A137 State Certification # \_\_\_\_\_ State \_\_\_\_\_  
 Or State License # \_\_\_\_\_ Or State License # \_\_\_\_\_ State \_\_\_\_\_



# Attachment F

## MA Summary Report

### RESIDENTIAL Summary Statistics

<b>High</b>	<b>Low</b>	<b>Average</b>	<b>Median</b>
LP:\$499,000	\$325,000	\$430,214	\$450,000
SP:\$570,000	\$317,000	\$448,080	\$460,066

### RESIDENTIAL - Sold

Number of Properties:

Num	MLS #	PropDesc	Address	Subdiv	Beds	TotBths	YrBlt	SPLP	LvngAreaSF	DOM	LP	LP/LvngAreaSF	SP	SP/LvngAreaSF
	2528809	TWNHM	106 Kiley Street	Winmore	2	3	2010	0.98	1,288	36	\$325,000	\$252.33	\$317,000	\$246.12
	2521701	TWNHM	130 Kiley Street	Winmore	2	3	2010	1.00	1,299	20	\$335,000	\$257.89	\$335,000	\$257.89
	2498740	TWNHS	105 W Winmore Avenue	Winmore	3	4	2012	1.02	2,029	2	\$450,000	\$221.78	\$460,000	\$226.71
	2508716	TWNHM	150 Philips Square	Winmore	4	4	2018	1.02	1,866	1	\$449,999	\$241.16	\$460,066	\$246.55
	2452537	TWNHM	100 S Camellia Street	Winmore	3	4	2012	1.00	2,548	270	\$462,500	\$181.51	\$462,500	\$181.51
	10013114	TWNHS	414 S Camellia Street	Claremont	3	4	2018	1.09	2,039	3	\$490,000	\$240.31	\$532,000	\$260.91
	2501621	TWNHS	412 Jewell Drive	Claremont	4	4	2009	1.14	2,476	2	\$499,000	\$201.53	\$570,000	\$230.21
<b>avg</b>					<b>3</b>	<b>3</b>	<b>2012</b>	<b>1.04</b>	<b>1935</b>	<b>47</b>	<b>\$430,214</b>	<b>\$228.07</b>	<b>\$448,081</b>	<b>\$235.70</b>
<b>min</b>					<b>2</b>	<b>3</b>	<b>2009</b>	<b>0.98</b>	<b>1288</b>	<b>1</b>	<b>\$325,000</b>	<b>\$181.51</b>	<b>\$317,000</b>	<b>\$181.51</b>
<b>max</b>					<b>4</b>	<b>4</b>	<b>2018</b>	<b>1.14</b>	<b>2548</b>	<b>270</b>	<b>\$499,000</b>	<b>\$257.89</b>	<b>\$570,000</b>	<b>\$260.91</b>
<b>med</b>					<b>3</b>	<b>4</b>	<b>2012</b>	<b>1.02</b>	<b>2029</b>	<b>3</b>	<b>\$450,000</b>	<b>\$240.31</b>	<b>\$460,066</b>	<b>\$246.12</b>

The townhome values ranged from \$317,000 to \$570,000 so the proposed subject mixed use appears to fit in with the existing housing stock. The subject townhomes will rang in value from \$350-\$475,000 which also appears to be in line with the existing townhome housing stock.

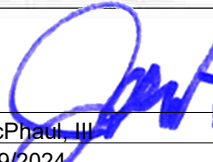
As demand for single family housing is still high in the area and supply limited it does not appear the proposed development would create any adverse conditions for the surrounding housing stock. Typically newer housing stock actually enhances the value of older housing stock as typically newer homes have a higher price per square foot which enhances the lower price per square foot of more dated properties.

### Historical Analysis of Nearby Market

We did a three year search of market data provided by <https://tarreport.com/> and below are the three year stats for zip code 27516 single family residences.

Reporting for Zipcodes: 27516  
Property type: Detached  
Results filtered by

Inventory Analysis	Current				2 Years Ago	1 Year Ago	Current	% Chg Curr. V.	
	02/23 - 05/23	05/23 - 08/23	08/23 - 11/23	11/23 - 02/24				2 years ago	1 year ago
Total # of Closed Sales (Settled)	51	85	50	33					
Absorption Rate (Total Sales/Months)	17	28	17	11					
# Listings	22	26	49	37					
Months of Housing Supply Total (Total Listings/Ab.Rate)	1	1	3	3					
Median Sale Price	\$745,000	\$775,000	\$634,000	\$760,000					
Median Sales Price per Sq Ft	\$277	\$306	\$268	\$274					
Median Sales DOM	5	4	12	21					
Median List-to-Sale Price Ratio	101.57%	104.95%	100.00%	98.46%					
Inventory Analysis	11/21 - 02/22	11/22 - 02/23	11/23 - 02/24						
Total # of Sales (Settled)	60	38	33	-45%	-13.16%				
Absorption Rate (Total Sales/Months)	20	13	11	-45%	-15.38%				
# Listings	21	25	37	76.19%	48%				
Months of Housing Supply Total (Total Listings/Ab.Rate)	1	2	3	200%	50%				
Median Sale Price	\$629,000	\$665,000	\$760,000	20.83%	14.29%				
Median Sales Price per Sq Ft	\$245	\$243	\$274	11.84%	12.76%				
Median Sales DOM	5	23	21	320%	-8.7%				
Median List-to-Sale Price Ratio	101.20%	100.00%	98.46%	-1.74%	-1.54%				

Signature   
Name John A. McPhaul, III  
Date Signed 04/19/2024  
State Certification # A137  
Or State License #



Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Date Signed \_\_\_\_\_  
State Certification # \_\_\_\_\_ State \_\_\_\_\_  
Or State License # \_\_\_\_\_ State \_\_\_\_\_

Here are the same stats for townhomes in 27516:

Reporting for Zipcodes: 27516  
Property type: Townhomes

Inventory Analysis	Current				
	02/23 - 05/23	05/23 - 08/23	08/23 - 11/23	11/23 - 02/24	
Total # of Closed Sales (Settled)	10	10	12	10	
Absorption Rate (Total Sales/Months)	3	3	4	3	
# Listings	4	4	4	1	
Months of Housing Supply Total (Total Listings/Ab.Rate)	1	1	1	0	
Median Sale Price	\$461,250	\$457,533	\$461,788	\$474,605	
Median Sales Price per Sq Ft	\$222	\$252	\$253	\$273	
Median Sales DOM	8	5	29	24	
Median List-to-Sale Price Ratio	100.00%	100.66%	100.00%	100.00%	
Inventory Analysis	2 Years Ago	1 Year Ago	Current	% Chg Curr. V.	
	11/21 - 02/22	11/22 - 02/23	11/23 - 02/24	2 years ago	1 year ago
Total # of Sales (Settled)	8	8	10	25%	25%
Absorption Rate (Total Sales/Months)	3	3	3	0%	0%
# Listings	2	3	1	-50%	-66.67%
Months of Housing Supply Total (Total Listings/Ab.Rate)	1	1	0	-100%	-100%
Median Sale Price	\$432,500	\$403,500	\$474,605	9.74%	17.62%
Median Sales Price per Sq Ft	\$226	\$218	\$273	20.8%	25.23%
Median Sales DOM	5	5	24	380%	380%
Median List-to-Sale Price Ratio	106.55%	99.05%	100.00%	-6.15%	0.96%

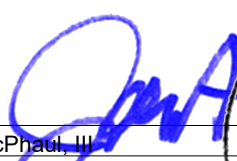
As can be readily seen the market has continued to push the median sales price of both single family homes and townhomes higher each year. This is further indication that there does not seem to be any negative impact on nearby values nor marketability.

## Conclusion

After reviewing the nearby market and also reviewing the professional analysis provided by the client performed by Kirkland Appraisals, LLC(that I believe the town provided) I concur with those conclusions.

Typically externalities occur when a non-residential use is in conflict with residential uses that this form of depreciation can occur and injur a neighboring residential property. One of the oldest examples is having say a chicken farm operation being sited next to a residential subdivision. Since all the uses are compatible in design and pricing it would be unlikely any diminuation in value would be attributable to the Newbury Subdivision but rather to the condition of the individual property.

The proposed Newbury S/D will not in my opinion injure the value of any adjoining property and will be in harmony with the intensity, scale and character of development existing or planned in the surrounding area.

Signature  Signature \_\_\_\_\_  
 Name John A. McPhaul, III Name \_\_\_\_\_  
 Date Signed 04/19/2024 Date Signed \_\_\_\_\_  
 State Certification # A137 State Certification # \_\_\_\_\_ State \_\_\_\_\_  
 Or State License # \_\_\_\_\_ Or State License # \_\_\_\_\_ State \_\_\_\_\_



Appraisal License



**GENERAL NOTES:**

- IT IS THE CONTRACTORS RESPONSIBILITY TO VERIFY THAT ALL DIMENSIONS, ROOF PITCHES, AND SQUARE FOOTAGE ARE CORRECT PRIOR TO CONSTRUCTION. K&A HOME DESIGNS, INC. IS NOT RESPONSIBLE FOR ANY DIMENSIONING, ROOF PITCH, OR SQUARE FOOTAGE ERRORS ONCE CONSTRUCTION BEGINS.
- ALL WALLS SHOWN ON THE FLOOR PLANS ARE DRAWN AT 4" UNLESS NOTED OTHERWISE.
- ALL ANGLED WALL SHOWN ON THE PLANS ARE 45 DEGREES UNLESS NOTED OTHERWISE.
- STUD WALL DESIGN SHALL CONFORM TO ALL NORTH CAROLINA STATE BUILDING CODE REQUIREMENTS.
- DO NOT SCALE PLANS. DRAWING SCALE MAY BE DISTORTED DUE TO COPIER IMPERFECTIONS.
- ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH NORTH CAROLINA RESIDENTIAL STATE BUILDING CODE, 2008 EDITION.

**SQUARE FOOTAGE**

HEATED SQUARE FOOTAGE	UNHEATED SQUARE FOOTAGE
FIRST FLOOR= 894	GARAGE= 392
SECOND FLOOR= 1153	FRONT PORCH= 106
THIRD FLOOR= N/A	SCREEN PORCH= 150
BASEMENT= N/A	DECK= N/A
	THIRD FLOOR= 484

TOTAL HEATED= 2047      TOTAL UNHEATED= 1132

**CRAWL SPACE VENTILATION CALCULATIONS**

- VENT LOCATIONS MAY VARY FROM THOSE SHOWN ON THE PLAN BUT SHOULD BE PLACED TO PROVIDE ADEQUATE VENTILATION AT ALL POINTS TO PREVENT DEAD AIR POCKETS.
- 100% VAPOR BARRIER MUST BE PROVIDED WITH 12" MIN. LAP JOINTS.

-THE TOTAL AREA OF VENTILATION OPENINGS MAY BE REDUCED TO 1/300 AS LONG AS REQUIRED OPENINGS ARE PLACED SO AS TO PROVIDE CROSS-VENTILATION OF THE SPACE. THE INSTALLATION OF OPERABLE LOUVERS SHALL NOT BE PROHIBITED. (COMPLY WITH NC CODE MIN. WITH REGARD TO VENT PLACEMENT FROM CORNERS)

894      SQ. FT. OF CRAWLSPACE/300

.60      SQ. FT. OF REQUIRED VENTILATION

PROVIDED BY: 3      VENTS AT 0.45 SQ. FT. NET FREE  
 VENTILATION EACH= 1.35      SQ. FT. OF VENTILATION

\*\*FOUNDATION DRAINAGE- WATERPROOFING PER SECTIONS 405 & 406.

**ATTIC VENTILATION CALCULATIONS**

- CALCULATIONS SHOWN BELOW ARE BASED ON VENTILATORS USED AT LEAST 3 FT. ABOVE THE CORNICE VENTS WITH THE BALANCE OF VENTILATION PROVIDED BY EAVE VENTS.
- CATHEDRAL CEILINGS SHALL HAVE A MIN. 1" CLEARANCE BETWEEN THE BOTTOM OF THE ROOF DECK AND THE INSULATION.

1542      SQ. FT. OF ATTIC/300= 5.14

EACH OF INLET AND OUTLET REQUIRED.

**WALL AND ROOF CLADDING DESIGN VALUES**

- WALL CLADDING IS DESIGNED FOR A 24.1 SQ. FT. OR GREATER POSITIVE AND NEGATIVE PRESSURE.

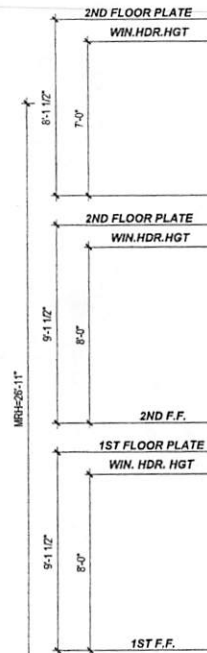
- ROOF VALUES BOTH POSITIVE AND NEGATIVE SHALL BE AS FOLLOWS:

45.5 LBS. PER SQ. FT. FOR ROOF PITCHES OF 0/12 TO 2.25/12

34.8 LBS. PER SQ. FT. FOR ROOF PITCHES OF 2.25/12 TO 7/12

21 LBS. PER SQ. FT. FOR ROOF PITCHES OF 7/12 TO 12/12

\*\* MEAN ROOF HEIGHT 30' OR LESS



**FRONT ELEVATION 'B'**  
 1/4" = 1'-0"



**REAR ELEVATION**  
 1/8" = 1'-0"



DATE	20-339
DATE	1-20-21
DESIGNER	K&A
DATE	REFER TO ELEV.

REVISIONS		
NO.	DATE	REVISION

9101 Ten-Ten Rd.  
 Raleigh, NC 27603  
 Office: (919) 302-0693



Zinn Brothers Const.  
 301 Montclair Way  
 Chapel Hill, NC 27516  
 adam@zinncompanies.com



# Attachment G

## GENERAL NOTES:

- IT IS THE CONTRACTOR'S RESPONSIBILITY TO VERIFY THAT ALL DIMENSIONS, ROOF PITCHES, AND SQUARE FOOTAGE ARE CORRECT PRIOR TO CONSTRUCTION. VARIOUS DESIGNERS, INC. IS NOT RESPONSIBLE FOR ANY DIMENSIONING, ROOF PITCH OR SQUARE FOOTAGE ERRORS ONCE CONSTRUCTION BEGINS.
- ALL VENTILATION ON THE ROOF PLANS ARE DRAWN AT 4" UNLESS NOTED OTHERWISE.
- ALL RAISED WALLS ON THE PLANS ARE 4" UNLESS OTHERWISE NOTED.
- STUD WALL DESIGN SHALL CONFORM TO ALL NORTH CAROLINA STATE BUILDING CODE REQUIREMENTS.
- DO NOT SCALE PLANS DRAWINGS SCALE MAY BE DISTORTED DUE TO COMPUTER REPRODUCTION.
- ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH NORTH CAROLINA RESIDENTIAL STATE BUILDING CODE, 2008 EDITION.

## SQUARE FOOTAGE

HEATED SQUARE FOOTAGE	UNHEATED SQUARE FOOTAGE
FIRST FLOOR= 1099	CARPORT= 462
SECOND FLOOR= 1426	FRONT PORCH= 118
THIRD FLOOR= N/A	SCREEN PORCH= 121
BASEMENT= N/A	DECK= N/A
	STORAGE= 925
	CRT. PORCHES= 45
<b>TOTAL HEATED= 2516</b>	<b>TOTAL UNHEATED= 1671</b>

## CRAWL SPACE VENTILATION CALCULATIONS

VENT LOCATIONS MAY VARY FROM THOSE SHOWN ON THE PLAN BUT SHOULD BE PLACED TO PROVIDE ADEQUATE VENTILATION AT ALL POINTS TO PREVENT DEAD AIR POCKETS.  
-100% VAPOR BARRIER MUST BE PROVIDED WITH 12" MIN. LAP JOINTS.

-THE TOTAL AREA OF VENTILATION OPENINGS MAY BE REDUCED TO 1/2800 AS LONG AS REQUIRED COVER OF OPERABLE COVERS SHALL NOT BE PROVIDED. (COMPLY WITH NC CODE MIN. WITH REGARD TO VENT PLACEMENT FROM CONDENS.)

1090	SQ. FT. OF CRAWL SPACE/1500
73	SQ. FT. OF REQUIRED VENTILATION
PROVIDED BY: 4	VENTS AT 0.45 SQ. FT. NET FREE VENTILATION EACH = 18
	SQ. FT. OF VENTILATION

\*\*FOUNDATION DRAINAGE WATERPROOFING PER SECTIONS 403 & 406.

## ATTIC VENTILATION CALCULATIONS

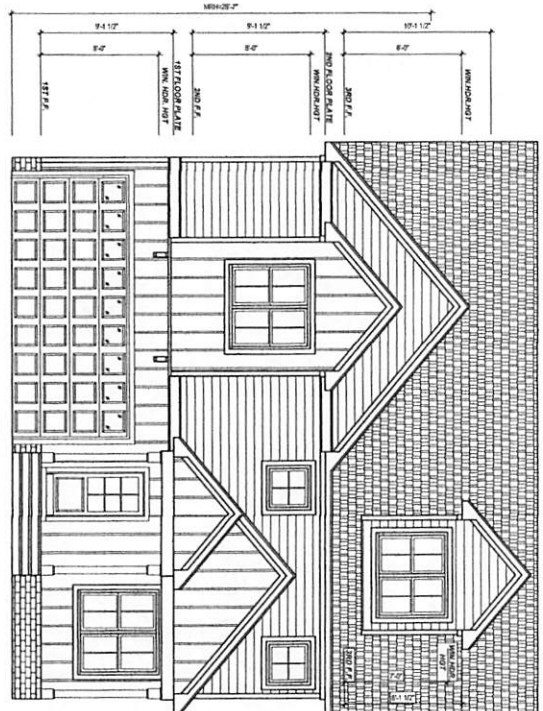
-CALCULATIONS SHOWN BELOW ARE BASED ON VENTILATIONS LISTED AT LEAST 3 FT. ABOVE THE CONNECT VENTS WITH THE BALANCE OF VENTILATION PROVIDED BY EAVE VENTS.  
-CEILING INSULATION SHALL HAVE A MIN. 1" CLEARANCE BETWEEN THE BOTTOM OF THE ROOF DECK AND THE INSULATION.

1804	SQ. FT. OF ATTIC/NO. OF EACH OF INLET AND OUTLET REQUIRED
6.01	

## WALL AND ROOF CLEARANCE BETWEEN VALUES

- WALL CLEARING IS REQUIRED FOR A 24.1 SQ. FT. OR GREATER POSITIVE AND NEGATIVE PRESSURE.
- ROOF VALUES BOTH POSITIVE AND NEGATIVE SHALL BE AS FOLLOWS:  
45.5 LBS. PER SQ. FT. FOR ROOF PITCHES OF 0/12 TO 2.5/12  
34.8 LBS. PER SQ. FT. FOR ROOF PITCHES OF 2.5/12 TO 7/12  
21.8 LBS. PER SQ. FT. FOR ROOF PITCHES OF 7/12 TO 12/12

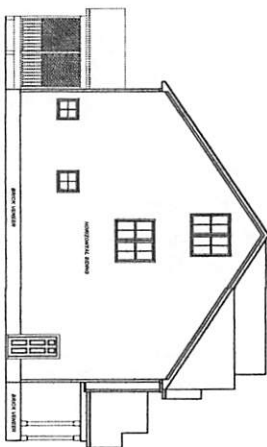
\*\*MEAN ROOF HEIGHT PER TABLES



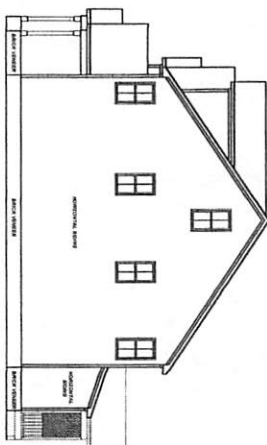
FRONT ELEVATION  
1/8" = 1'-0"



REAR ELEVATION  
1/8" = 1'-0"



LEFT ELEVATION  
1/8" = 1'-0"



RIGHT ELEVATION  
1/8" = 1'-0"

DATE	2/13/11
DESIGNER	6-26-21
REVISIONS	
REFER TO ELEV.	

NO.	REVISIONS	DATE

9101 Ten-Ten Rd.  
Raleigh, NC 27603  
Office: (919) 302-0693



Email: Kent@KandAHomeDesign.com

Website: www.KandAHomeDesign.com

New  
Kentfield

Zinn Brothers Const.  
301 Montclair Way  
Chapel Hill, NC 27516  
adam@zinncompanies.com

ELEVATION 'A'

1

of 5

**GENERAL NOTES:**

- IT IS THE CONTRACTOR'S RESPONSIBILITY TO VERIFY THAT ALL DIMENSIONS, ROOF PITCHES, AND SQUARE FOOTAGE ARE CORRECT PRIOR TO CONSTRUCTION. K&A HOME DESIGNS, INC. IS NOT RESPONSIBLE FOR ANY DIMENSIONING, ROOF PITCH, OR SQUARE FOOTAGE ERRORS ONCE CONSTRUCTION BEGINS.
- ALL WALLS SHOWN ON THE FLOOR PLANS ARE DRAWN AT 4" UNLESS NOTED OTHERWISE.
- ALL ANGLED WALLS SHOWN ON THE PLANS ARE 45 DEGREES UNLESS NOTED OTHERWISE.
- STUD WALL DESIGN SHALL CONFORM TO ALL NORTH CAROLINA STATE BUILDING CODE REQUIREMENTS.
- DO NOT SCALE PLANS. DRAWING SCALE MAY BE DISTORTED DUE TO COPIER IMPERFECTIONS.
- ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH NORTH CAROLINA RESIDENTIAL STATE BUILDING CODE, 2018 EDITION.

**SQUARE FOOTAGE**

HEATED SQUARE FOOTAGE	UNHEATED SQUARE FOOTAGE
FIRST FLOOR= 872	GARAGE= 251
SECOND FLOOR= 930	FRONT PORCH= 66
THIRD FLOOR= N/A	SCREEN PORCH= 102
BASEMENT= N/A	DECK= N/A
	THIRD FLOOR= 484

**TOTAL HEATED= 1802      TOTAL UNHEATED= 903**

**CRAWL SPACE VENTILATION CALCULATIONS**

-VENT LOCATIONS MAY VARY FROM THOSE SHOWN ON THE PLAN BUT SHOULD BE PLACED TO PROVIDE ADEQUATE VENTILATION AT ALL POINTS TO PREVENT DEAD AIR POCKETS.

-100% VAPOR BARRIER MUST BE PROVIDED WITH 12" MIN. LAP JOINTS.

-THE TOTAL AREA OF VENTILATION OPENINGS MAY BE REDUCED TO 1/1800 AS LONG AS REQUIRED OPENINGS ARE PLACED SO AS TO PROVIDE CROSS-VENTILATION OF THE SPACE. THE INSTALLATION OF OPERABLE LOUVERS SHALL NOT BE PROHIBITED. (COMPLY WITH NC CODE MIN. WITH REGARD TO VENT PLACEMENT FROM CORNERS)

872      SQ. FT. OF CRAWLSPACE/1500

.58      SQ. FT. OF REQUIRED VENTILATION

PROVIDED BY: 2      VENTS AT 0.45 SQ. FT. NET FREE

VENTILATION EACH= .90      SQ. FT. OF VENTILATION

**\*\*FOUNDATION DRAINAGE- WATERPROOFING PER SECTIONS 405 & 406.**

**ATTIC VENTILATION CALCULATIONS**

- CALCULATIONS SHOWN BELOW ARE BASED ON VENTILATORS USED AT LEAST 3 FT. ABOVE THE CORNICE VENTS WITH THE BALANCE OF VENTILATION PROVIDED BE EAVE VENTS.

- CATHEDRAL CEILINGS SHALL HAVE A MIN. 1" CLEARANCE BETWEEN THE BOTTOM OF THE ROOF DECK AND THE INSULATION.

1800      SQ. FT. OF ATTIC/300=      4.33

EACH OF INLET AND OUTLET REQUIRED.

**\*\*WALL AND ROOF CLADDING DESIGN VALUES**

- WALL CLADDING IS DESIGNED FOR A 24.1 SQ. FT. OR GREATER POSITIVE AND NEGATIVE PRESSURE.

- ROOF VALUES BOTH POSITIVE AND NEGATIVE SHALL BE AS FOLLOWS:

45.5 LBS. PER SQ. FT. FOR ROOF PITCHES OF 0/12 TO 2.25/12

34.8 LBS. PER SQ. FT. FOR ROOF PITCHES OF 2.25/12 TO 7/12

21 LBS. PER SQ. FT. FOR ROOF PITCHES OF 7/12 TO 12/12

**\*\* MEAN ROOF HEIGHT 30' OR LESS**



**FRONT ELEVATION 'C'**  
1/4" = 1'-0"



**LEFT ELEVATION**  
1/8" = 1'-0"



**REAR ELEVATION**  
1/8" = 1'-0"



**RIGHT ELEVATION**  
1/8" = 1'-0"

Client:	20-340
Date:	1-21-21
Drawn by:	KBB
Check:	
REFER TO ELEV.	

REVISIONS	
No.	Remarks

9101 Ten-Ten Rd.  
Raleigh, NC 27603  
Office: (919) 302-0693



Website: www.KandATHomeDesign.com

Email: Kendall@KandATHomeDesign.com



**Zinn Brothers Const.**  
301 Montclair Way  
Chapel Hill, NC 27516  
adam@zinncompanies.com

ELEVATION 'C'

Sheet Number  
**1**  
of 3

**GENERAL NOTES:**

- IT IS THE CONTRACTOR'S RESPONSIBILITY TO VERIFY THAT ALL DIMENSIONS, ROOF PITCHES, AND SQUARE FOOTAGE ARE CORRECT PRIOR TO CONSTRUCTION. K&A HOME DESIGNS, INC. IS NOT RESPONSIBLE FOR ANY DIMENSIONING, ROOF PITCH, OR SQUARE FOOTAGE ERRORS ONCE CONSTRUCTION BEGINS.
- ALL WALLS SHOWN ON THE FLOOR PLANS ARE DRAWN AT 4" UNLESS NOTED OTHERWISE.
- ALL ANGLED WALLS SHOWN ON THE PLANS ARE 45 DEGREES UNLESS NOTED OTHERWISE.
- STUD WALL DESIGN SHALL CONFORM TO ALL NORTH CAROLINA STATE BUILDING CODE REQUIREMENTS.
- DO NOT SCALE PLANS. DRAWING SCALE MAY BE DISTORTED DUE TO COPIER IMPERFECTIONS.
- ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH NORTH CAROLINA RESIDENTIAL STATE BUILDING CODE, 2018 EDITION.

**SQUARE FOOTAGE**

HEATED SQUARE FOOTAGE	UNHEATED SQUARE FOOTAGE
FIRST FLOOR= 1013	GARAGE= 428
SECOND FLOOR= 1317	FRONT PORCH= 89
THIRD FLOOR= N/A	SCREEN PORCH= N/A
BASEMENT= N/A	DECK= N/A
	THIRD FLOOR= 810
<b>TOTAL HEATED= 2332</b>	<b>TOTAL UNHEATED= 1327</b>

**CRAWL SPACE VENTILATION CALCULATIONS**

- VENT LOCATIONS MAY VARY FROM THOSE SHOWN ON THE PLAN BUT SHOULD BE PLACED TO PROVIDE ADEQUATE VENTILATION AT ALL POINTS TO PREVENT DEAD AIR POCKETS.
- 100% VAPOR BARRIER MUST BE PROVIDED WITH 12" MIN. LAP JOINTS.

-THE TOTAL AREA OF VENTILATION OPENINGS MAY BE REDUCED TO 1/1200 AS LONG AS REQUIRED OPENINGS ARE PLACED SO AS TO PROVIDE CROSS-VENTILATION OF THE SPACE. THE INSTALLATION OF OPERABLE LOUVERS SHALL NOT BE PROHIBITED. (COMPLY WITH NC CODE MIN. WITH REGARD TO VENT PLACEMENT FROM CORNERS)

1015 SQ. FT. OF CRAWL SPACE/1500

.67 SQ. FT. OF REQUIRED VENTILATION

PROVIDED BY: 2 VENTS AT 0.45 SQ. FT. NET FREE

VENTILATION EACH= .90 SQ. FT. OF VENTILATION

\*\*FOUNDATION DRAINAGE- WATERPROOFING PER SECTIONS 402 & 406.

**ATTIC VENTILATION CALCULATIONS**

- CALCULATIONS SHOWN BELOW ARE BASED ON VENTILATORS USED AT LEAST 3 FT. ABOVE THE CORNICE VENTS WITH THE BALANCE OF VENTILATION PROVIDED BE EAVE VENTS.
- CATHEDRAL CEILINGS SHALL HAVE A MIN. 1" CLEARANCE BETWEEN THE BOTTOM OF THE ROOF DECK AND THE INSULATION.

1657 SQ. FT. OF ATTIC/300= 5.52

EACH OF INLET AND OUTLET REQUIRED.

**WALL AND ROOF CLADDING DESIGN VALUES**

- WALL CLADDING IS DESIGNED FOR A 24.1 SQ. FT. OR GREATER POSITIVE AND NEGATIVE PRESSURE.

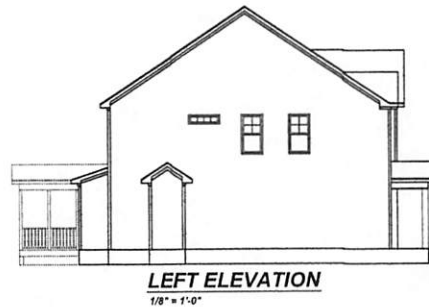
- ROOF VALUES BOTH POSITIVE AND NEGATIVE SHALL BE AS FOLLOWS:

45.5 LBS. PER SQ. FT. FOR ROOF PITCHES OF 0/12 TO 2.25/12

34.8 LBS. PER SQ. FT. FOR ROOF PITCHES OF 2.25/12 TO 7/12

21 LBS. PER SQ. FT. FOR ROOF PITCHES OF 7/12 TO 12/12

\*\* MEAN ROOF HEIGHT 30' OR LESS



Client:	20-334
Date:	1-19-21
Designer:	K&A
Checker:	K&A
Scale:	REFER TO ELEV.

REVISIONS	
No.	Revised

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adam@zinncompanies.com

ELEVATION 'B'  
Sheet Number  
1  
of 3

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