



Transportation Advisory Board

Date: January 16, 2020

7:30 pm

301 W Main Street, Room 109

Meeting called by:

Rob Dow, Chair

Facilitator: Zach Hallock, Transportation Planner

Attendees:

Carrboro Transportation Advisory Board Members

----- Agenda Topics -----

1. Call to Order	Rob	7:30
2. Approval of minutes (November 6 th , 2019)	TAB	7:35
3. Action & Discussion Items:		
• Meeting Schedule 2020	TAB	7:40
• Review of Advisory Board Rules of Procedures & Code of Ethics	TAB	7:50
• Officer Elections	TAB	8:10
4. Staff News Items:	Staff	8:20
5. Adjourn	TAB	8:30
Other Information – See Attached		

Next meeting: February 6th, 2020

TOWN HALL IS ACCESSIBLE FOR PERSONS WITH DISABILITIES.

FOR MORE INFORMATION, CONTACT ZACH HALLOCK AT 919-918-7329.

**TRANSPORTATION ADVISORY BOARD
MINUTES**

Thursday, November 7, 2019

BOARD MEMBERS PRESENT

Dave Pcolar
David Swan
Kurt Štolka
Diana McDuffee
Mark Alexander
Rob Dow, Chair

STAFF PRESENT

Zachary Hallock

Guests Present

Jack Haggarty

Board Members Absent

Linda Haac

Board Members Excused

Damon Seils, Board Liaison

I. Call to order

The meeting was called to order around 8:25 pm.

II. Approval of Minutes (October 17, 2019)

David moved to approve the minutes for the 10/17/19 meeting, Kurt seconded. All voted in favor.

III. Action & Discussion Items

• **Club Nova Conditional Use Permit Major Modification**

The TAB conversation raised the following issues with the proposed site plan for Club Nova:

The amount of traffic circulating through the one-way loop drive may raise additional safety issues compared to a standard driveway entrance;

The standard 10 foot wide sidewalk should be kept, especially in the downtown area;

A sidewalk or similar pedestrian connection should be provided along the inbound driveway to provide connectivity to the CASA apartments;

If the site needs more parking, reduce the width of the inbound driveway and rework the site and vehicle circulation area, alternatively further reduce the onsite parking (as a reduction is already being granted) in order to meet the ordinance requirements for VCA shading which would remove the need for a text amendment;

Ensure that sidewalk crossing of driveways along E Main Street is a level surface;

Consider reverting to the previous design which minimized the number of driveways but still met requirements for solid waste and fire access;

Increase bike parking and locate it proximate to front entrances to building;

The design which includes two driveways conflicts with the previously stated goal of enhancing downtown livability.

Jack Haggarty joined the meeting midway through to provide responses to specific comments to the TAB.

Rob asked why they went with the loop driveway design. Jack indicated that was done in response to designing around previous issues with solid waste access.

Mark asked about adding the sidewalk along the east side of the inbound driveway. Jack responded that they are limited in what they can do due to the fire code requirements.

IV. Staff News Items & Other Discussion

Zach provided the following updates:

There will be a report on the status of the Bike Plan Update at the November 19th Board of Aldermen meeting.

The installation of stop bars on Shelton St at Elm Street has been confirmed.

Kurt notes that Carrboro Elementary has received approval from the school district to continue using the temporary traffic cones to create a protected bike lane.

Rob asked Zach to check the patch in the bike lane along Hillsborough Road.

V. Adjourn

The meeting was adjourned at about 9:20 pm.

Carrboro Transportation Advisory Board – Proposed Meeting Schedule

2020

January

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Jan 1 New Year's Day
Jan 20 Martin Luther King Jr. Day
Feb 17 Presidents' Day

May 25 Memorial Day
Jul 3 'Independence Day' observed
Jul 4 Independence Day

Sep 7 Labor Day
Oct 12 Columbus Day
Nov 11 Veterans Day

Nov 26 Thanksgiving Day
Dec 25 Christmas Day

Article V

PLANNING AND REGULATION OF DEVELOPMENT

Section 3-20. Planning Department

(a) The planning department shall consist of a planning director and as many other employees as the Board may authorize from time to time.

(b) The planning department shall be responsible for conducting planning studies, enforcing ordinances related to regulation and control of development, including the land development control ordinance and the minimum housing code, enforcing the State Building Code, and performing any other duties assigned to it by the manager.

Section 3-21. Planning Board (Amend. 9/25/79)

There shall be a planning board, whose establishment, powers and duties are provided for in Chapter 15, Article III, Part I of this code.

Section 3-22. Board of Adjustment (Amend 9/25/79)

There shall be a board of adjustment, whose establishment, powers, and duties are provided for in Chapter 15, Article III, Part II of this code.

Section 3-23. Appearance Commission (Amend. 9/25/79)

There shall be an appearance commission, whose establishment, powers and duties are provided for in Chapter 15, Article III, Part V of this code.

Section 3-24. Transportation Advisory Board Established (Amend. 3/25/80,12/4/18)

(a) There shall be a transportation advisory board (TAB) consisting of eight members appointed by the board of aldermen. 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 TAB. The eighth member (the "liaison member") shall be a member of the board of aldermen and shall act as a liaison between the board of aldermen and the TAB. (Amend. 4/22/2003, 4/7/2009)

(b) The liaison member shall serve at the pleasure of the Board. Other members may be removed as follows: (Amend. 5/27/86)

- (1) The chairman 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 chairman waives the requirement, members shall be removed if they are absent from 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 chairman in writing as soon as a member becomes subject to removal under this section. The chairman will have ten days after receipt of such notice to waive the removal. If the chairman 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.

(c) The liaison member shall be appointed by the Board every two years at, or shortly after, the Board's organizational meeting when other appointments to Board committees are made. Regular TAB 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 regular seats on the TAB 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. (Amend. 5/27/86)

Section 3-24.1 Meetings and Officers of TAB (Amend. 3/25/80)

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

(b) A quorum for the TAB shall consist of four regular members, except that if there are two or more vacant seats, a quorum shall consist of three 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 TAB 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 November 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. (Amend.1/24/84, 12/8/08)

Section 3-24.2 Powers and Duties of TAB (Amend. 3/25/80)

(a) The TAB shall conduct studies and advise and make recommendations to the board of aldermen concerning all matters relating to the transportation within the Town of Carrboro and the surrounding area, including, but not limited to, the need for the construction, operation, relocation, or improvement of streets, sidewalks, and bikeways, as well as the establishment and improvement of alternative methods of mass transportation.

(b) The TAB shall report to the board of aldermen as requested by the Board and shall undertake such studies or perform such duties as the Board may request from time to time.

(c) The TAB may adopt rules and regulations governing its procedures not inconsistent with the provisions of Sections 3-24 through 3-24.2.

(d) From time to time, the Board of Aldermen may appoint one or more individuals to assist the TAB to carry out its transportation responsibilities with respect to a particular subject area. By way of illustration, without limitation, the Board of Aldermen may appoint advisory committees to consider long-range transportation plans, pedestrians or bicycle plans, infrastructure safety improvements, etc. Members of such advisory committees shall sit as nonvoting members of the TAB when such issues are being considered and shall lend their talents, energies, and expertise to the planning board. However, all formal recommendations to the Board of Aldermen shall be made

by the TAB (AMEND. 6-25-19).

1. The Board of Aldermen may appoint a subcommittee of the TAB 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 TAB shall consider the recommendations of the SRTS Action Plan when carrying out its duties under subsection 3-24.2 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 TAB and four additional members, appointed by the Board of Aldermen 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 TAB'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 TAB's membership. There shall be no quorum requirement for the four appointed members.

(e) The TAB may, on an annual basis, hold a joint meeting with the Greenways Commission and a joint meeting with the Recreation and Parks Commission to discuss matters of mutual interest. (AMEND. 6-25-19).

APPENDIX B
CODE OF ETHICS FOR THE TOWN OF
CARRBORO BOARD OF ALDERMEN

Section 1. Purpose.

The purpose of this Code of Ethics is to establish guidelines for ethical standards of conduct for the Board of Aldermen (the “Board”) and to help determine what conduct is appropriate in particular cases. It should not be considered a substitute for the law or for a Board member’s best judgment.

Section 2. General Principles Underlying the Code of Ethics.

(A) The stability and proper operation of democratic representative government depend upon public confidence in the integrity of the government and upon responsible exercise of the trust conferred by the people upon their elected officials.

(B) Governmental decisions and policy must be made and implemented through proper channels and processes of the governmental structure.

(C) Board members must be able to act in a manner that maintains their integrity and independence, yet is responsive to the interests and needs of those they represent.

(D) Board members must always remain aware that at various times they play different roles:

(1) As advocates, who strive to advance the legitimate needs of their citizens;

(2) As legislators, who balance the public interest and private rights in considering and enacting decisions, ordinances, and resolutions; and

(3) As decision-makers, who arrive at fair and impartial quasi-judicial and administrative determinations.

(E) Board members must know how to distinguish among these roles, to determine when each role is appropriate, and to act accordingly.

(F) Board members must be aware of their obligation to conform their behavior to standards of ethical conduct that warrant the trust of their constituents. Each official must find within his or her own conscience the touchstone by which to determine what conduct is appropriate.

Section 3. Obey the Law.

Board members should obey all laws applicable to their official actions as members of the Board. Board members should be guided by the spirit as well as the letter of the law in whatever they do.

Section 4. Act with Civility.

Board members should feel free to assert policy positions and opinions without fear of reprisal from fellow Board members or citizens. To declare that a Board member is behaving unethically because one disagrees with that Board member on a question of policy (and not because of the Board member's behavior) is unfair, dishonest, irresponsible, and itself unethical.

Section 5. Maintain Integrity and Independence.

Board members should act with integrity and independence from improper influence as they exercise the duties of their office. Characteristics and behaviors consistent with this standard include the following:

- (A) Adhering firmly to a code of sound values;
- (B) Behaving consistently and with respect toward everyone with whom they interact;
- (C) Exhibiting trustworthiness;
- (D) Living as if they are on duty as elected officials regardless of where they are or what they doing;
- (E) Using their best independent judgment to pursue the common good as they see it, presenting their opinions to all in a reasonable, forthright, consistent manner;
- (F) Remaining incorruptible, self-governing, and unaffected by improper influence while at the same time being able to consider the opinions and ideas of others;
- (G) In a quasi-judicial matter, disclosing contacts and information about issues that they receive outside of public meetings to the extent required by law;
- (H) In a quasi-judicial matter, refraining from seeking or receiving information about the matter outside of the quasi-judicial proceeding itself to the extent required by law;
- (I) Treating other board members and the public with respect and honoring the opinions of others even when the Board members disagree with those opinions;
- (J) Not reaching conclusions on issues until all sides have been heard;
- (K) Showing respect for their office and not behaving in ways that reflect badly on those in office;

(L) Recognizing that they are part of a larger group and acting accordingly; and

(M) Recognizing that individual board members are not generally allowed to act on behalf of the Board but may only do so if the Board specifically authorizes it, and that the Board must take official action as a body.

Section 6. Avoid Impropriety.

(A) Board members should avoid impropriety in the exercise of their official duties. Their official actions should be above reproach. Although opinions may vary about what behavior is inappropriate, this Board will consider impropriety in terms of whether a reasonable person who is aware of all of the relevant facts and circumstances surrounding the Board member's action would conclude that the action was inappropriate.

(B) If a Board member believes that his or her actions, while legal and ethical, may be misunderstood, the member should seek the advice of the Board's attorney and should consider publicly disclosing the facts of the situation and the steps taken to resolve it (such as consulting with the attorney).

Section 7. Faithfully Perform the Duties of Office.

Board members should faithfully perform the duties of their office. They should act as especially responsible citizens whom others can trust and respect. They should set a good example for others in the community, keeping in mind that trust and respect must continually be earned. Board members should faithfully attend and prepare for meetings. They should carefully analyze all credible information properly submitted to them, and in quasi-judicial matters they should be mindful of the need not to engage in communications outside of meetings. They should demand full accountability from those over whom the Board has authority. Board members should be willing to bear their fair share of the Board's workload. To the extent appropriate, they should be willing to put the Board's interests ahead of their own.

Section 8. Conduct the Business of Government in an Open and Public Manner.

Board members should conduct the affairs of the Board in an open and public manner. They should comply with all applicable laws governing open meetings and public records, recognizing that doing so is an important way to be worthy of the public's trust. They should remember when they meet that they are conducting the public's business. They should also remember that local government records belong to the public and not to Board members or their employees. In order to ensure strict compliance with the laws concerning openness, Board members should make clear that an environment of transparency and candor is to be maintained at all times in the governmental unit. They should prohibit unjustified delay in fulfilling public records requests. They should take deliberate steps to make certain that any closed sessions held by the Board are lawfully conducted and that such sessions do not stray from the purposes for which they are called.

(b) A quorum for the arts committee shall consist of a majority of the non-vacant seats on the committee. All actions of this committee, including the selection of art to be displayed in or on Town property, shall be taken by majority vote of those present and voting, a quorum being present. (Amend. 10/2/07)

(c) 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 meeting in February and shall serve for terms of one year. 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. (Amend. 12/8/08)

Section 3-41.2 Powers and Duties of Arts Committee (Amend. 10/2/07)

The arts committee shall:

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

Section 3-42 Advisory Board Members Voting on Zoning Matters. (Amend 10/24/06)

Members of an appointed advisory board or commission that provide advice to the Board of Aldermen 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.

Section 3-43 Wine, Fortified Wine, and Mixed Beverages on Sunday Mornings (Created 7/3/17)

The sale of malt beverages, unfortified wine, fortified wine and mixed beverages shall be allowed within Carrboro's corporate limits at any premises licensed pursuant to N.C. Gen. Stat. 18B-1001 on Sundays beginning at 10:00 a.m.