



Transportation Advisory Board

Date: January 17, 2019

7:30 pm

301 W Main Street, Room 109

Meeting called by:

Rob Dow, Chair

Facilitator: Planning Staff

Attendees:

Carrboro Transportation Advisory Board Members

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

| | | |
|--|-------------------|----------------------|
| 1. Call to Order | Rob | 7:30 |
| 2. Approval of minutes (November 1st, 2018) | TAB | 7:35 |
| 3. Action & Discussion Items: <ul style="list-style-type: none"> • Meeting Schedule 2019 • Review of Advisory Board Rules of Procedures • Officer Elections | TAB TAB TAB | 7:40 8:00 8:30 |
| 4. Staff News Items: | Staff | 8:50 |
| 5. Adjourn | TAB | 9:00 |
| Other Information – See Attached | | |

Next meeting: February 7th, 2019

TOWN HALL IS ACCESSIBLE FOR PERSONS WITH DISABILITIES.

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

**TRANSPORTATION ADVISORY BOARD
MINUTES**

Thursday, November 1, 2018

BOARD MEMBERS PRESENT

Rob Dow, Chair
Diana McDuffee
David Swan
John Nicopoulos
Kurt Štolka
Linda Haac

STAFF PRESENT

Zach Hallock

Board Members Absent/Excused

Colleen Barclay
Damon Seils, Board Liaison

I. Call to order

Rob called the TAB meeting to order at around 8:05 pm.

II. Approval of Minutes (October 4, 2018)

Diana motioned to approve the minutes, seconded by Linda, motion passes unanimously.

III. Text Amendment to Allow Performing Arts Spaces in Existing Buildings in Certain Districts

The TAB discussed the merits of the amendment and were supportive of the preservation intent of the amendment. General consensus among the TAB is that they support the idea but it needs additional clarification on transportation related aspects of it, specifically:

- The language about Performing Arts spaces not impeding traffic is vague and should be reworded. Is the concern about pedestrian traffic or on sidewalks or car traffic on streets? What exactly constitutes ‘normal’ traffic patterns?
- Why are there parking requirements for a proposed adaptive reuse? This seems to miss the point of preserving the old space.
- The language about satellite parking needs to be simplified and clarified.

Motion made by Linda and seconded by Kurt that TAB recommends that the BOA reject the draft ordinance. Motion passes unanimously.

IV. Downtown Slow Zone Policy, Continued

Zach provided some resources from FHWA on effectiveness of traffic calming measures and references from their list of approved safety countermeasures, which could be useful to reference in the policy. Continued discussion by the TAB of specific items which need to be included in the slow zone policy: Median island @ 605 W Main Street, better median islands in general, the speed limit on S Greensboro needs to be changed so that it doesn't drop quickly from 35 to 20, N Greensboro should be 30 mph maximum, need to consider visual aspects of street design, coordinating slow zone signage with wayfinding at S Greensboro roundabout, the N Greensboro gateway should be at the future roundabout with Estes Drive, move W Main gateway to near High St, also move Hillsboro Rd gateway to near High St. Need to also consider non-physical improvements such as changes to signal timing: leading ped interval, pedestrian scramble for key intersections (Weaver @ Greensboro, Weaver @ Main/Roberson, and Main @ Greensboro), 'green wave' for bicycle traffic (12 to 15mph) along Main Street from Jones Ferry to Rosemary.

V. Staff News and other Items

Zach provided updates on the Chapel Hill Transit North-South BRT project which would hold its open house in Carrboro on November 7th and the process for selecting a consultant for updating the Bicycle Transportation Plan which would make a selection by November 16th.

VI. Adjourn

Rob adjourned the meeting around 9:05 pm.

Draft Transportation Advisory Board

2019 Meeting Calendar

January

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USA Holidays and Observances

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| Jan 01 | New Year's Day | Jan 21 | M L King Day | Feb 14 | Valentine's Day |
| Feb 18 | Presidents' Day | Apr 19 | Good Friday | Apr 21 | Easter Sunday |
| May 12 | Mother's Day | May 27 | Memorial Day | Jun 16 | Father's Day |
| Jul 04 | Independence Day | Sep 02 | Labor Day | Oct 14 | Columbus Day |
| Oct 31 | Halloween | Nov 11 | Veterans Day | Nov 28 | Thanksgiving Day |
| Dec 25 | Christmas | | | | |

CHAPTER 2
PROCEDURES OF GOVERNING BODY

ARTICLE I – MEETINGS

- Section 2-1 Regular Meetings
- Section 2-2 Special Meetings
- Section 2-3 Emergency Meetings
- Section 2-4 Continued or Recessed Meetings
- Section 2-5 Organizational Meetings
- Section 2-6 and 2-7 Reserved

ARTICLE II – GENERAL MEETING PROCEDURES

- Section 2-8 Agenda
- Section 2-9 Order of Business
- Section 2-10 Presiding Officer
- Section 2-11 Quorum
- Section 2-12 Taking Official Action
- Section 2-13 Debate
- Section 2-14 Voting
- Section 2-15 Adoption of Ordinance
- Section 2-16 Closed Session
- Section 2-17 Public Hearings
- Section 2-18 Minutes
- Section 2-19 and 2-20 Reserved

ARTICLE III – MOTIONS

- Section 2-21 Substantive and Procedural Motions
- Section 2-22 Motion to Amend
- Section 2-23 Motions to Dispose of Issue Without Deciding Merits
- Section 2-24 Motions to Revive or Reconsider an Issue
- Section 2-25 Reconsideration of Matters Disposed of on the Merits
- Section 2-26 Motion to Terminate Debate
- Section 2-27 Miscellaneous Motions
- Section 2-28 through 2-30 Reserved

ARTICLE IV – CODE OF ETHICS AND DISCLOSURE REQUIREMENTS

- Section 2-31 Applicability
- Section 2-32 Ethical Considerations
- Section 2-33 Written Disclosure of Specified Financial Matters
- Section 2-34 Other Disclosure Requirements
- Section 2-35 through 2-40 Reserved

ARTICLE V – MISCELLANEOUS

- Section 2-41 Appointments
- Section 2-42 Reference to Robert's Rules of Order

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.

CHAPTER 3

ADMINISTRATION

Article I - General Administration

- Section 3-1 Manager
- Section 3-2 Clerk
- Section 3-2.1 Town Clerk to Accept Statements of Domestic Partnerships
- Section 3-3 Attorney

Article II - Finance

- Section 3-4 Finance Officer
- Section 3-5 Budget Director
- Section 3-6 Tax Collector
- Section 3-7 Human Services Advisory Commission Established
- Section 3-8 Meetings and Officers of Human Services Advisory Commission
- Section 3-9 Powers and Duties of Human Services Advisory Commission
- Section 3-9.1 Budget Review Committee Established
- Section 3-9.2 Meetings and Officers of the Budget Review Committee
- Section 3-9.3 Powers and Duties of the Budget Review Committee

Article III - Personnel

- Section 3-10 Personnel Responsibilities of Manager
- Section 3-11 Position Classification Plan
- Section 3-12 Pay Plan
- Section 3-13 Office of Personnel and Training
- Section 3-14 Reserved

Article IV - Public Safety

- Section 3-15 Police Department
- Section 3-16 Auxiliary Law Enforcement Personnel
- Section 3-17 Fire Department
- Section 3-18 and 3-19 Reserved

Article V - Planning and Regulation of Development

- Section 3-20 Building Inspections Department
- Section 3-21 Planning Board
- Section 3-22 Board of Adjustment
- Section 3-23 Appearance Commission
- Section 3-24 Transportation Advisory Board Established
- Section 3-24.1 Meetings and Officers of TAB
- Section 3-24.2 Powers and Duties of TAB
- Section 3-24.3 Economic Sustainability Commission Established (Amend. 6/7/05)
- Section 3-24.4 Meetings and Officers of Commission
- Section 3-24.5 Powers and Duties of Commission
- Section 3-24.6 Neighborhood Forum (Amend. 12/13/94)
- Section 3-24.7 Greenways Commission (Created 6/05/07, Amend. 6/26/07, 10/2/07, 3/16/10, 6/28/11, 3/20/12, 4/17/12, 9/18/12, 1/14/14)
- Section 3-24.8 Meetings and Offices of Greenways Commission (Amend. 6/26/07, 8/23/11)
- Section 3-24.9 Powers and Duties of Greenways Commission (Amend. 6/26/07)
- Section 3-24.10 Safe Routes to School Implementation Committee Established (Created 3/18/14)

Section 3-24.11 Meetings and Officers of the Safe Routes to School Implementation Committee (Created 3/18/14)
Section 3-24.12 Powers and Duties of the Safe Routes to School Implementation Committee (Created 3/18/14)
Section 3-24.13 Carrboro Youth Advisory Board Established (Created 6/28/16)
Section 3-24.14 Carrboro Affordable Housing Advisory Commission (Created 7/13/17)
Section 3-24.15 Carrboro Stormwater Advisory Commission (Created 9/5/17)

Article VI - Public Works Department

Section 3-25 Public Works Department
Section 3-25.1 Citizens Cemetery Advisory Committee Established (Repealed 5/20/2008)
Section 3-25.2 Meetings and Officers of Citizens Cemetery Advisory Committee (Repealed 5/20/08)
Section 3-25-3 Powers and Duties of the Citizens Cemetery Advisory Committee (Repealed 5/20/08)

Article VII - Recreation

Section 3-26 Recreation and Parks Department
Section 3-27 Parks and Recreation Commission (Amend. 4/22/2014,02/07/17)
Section 3-28 Meetings and Officers of Commission
Section 3-29 Powers and Duties of Commission
Section 3-30 through 3-34 Reserved

Article VIII - Miscellaneous

Section 3-35 Oaths and Bonds of Officers and Employees
Section 3-36 Absences and Disabilities
Section 3-37 Cable Television Committee
Section 3-38 Purchasing Supplies and Equipment
Section 3-39 Disposal of Surplus Personal Property of the Town
Section 3-40 Dispute Mediation
Section 3-41 Arts Committee Established (Amend. 3/20/12, 4/3/12)
Section 3-41.1 Meetings and Officers of Arts Committee
Section 3-41.2 Powers and Duties of Arts Committee
Section 3-42 Advisory Board Members Voting on Zoning Matters
Section 3-43 Wine, Fortified Wine, and Mixed Beverages on Sunday Mornings

Article I

GENERAL ADMINISTRATION

Section 3-1. Manager

(a) Appointment. The Board shall appoint a manager to serve at its pleasure. The manager shall be appointed solely on the basis of his executive and administrative qualifications. He need not be a resident of the town or state at the time of his appointment.

(b) Power and Duties. The manager shall be the chief administrator of the town. He shall be responsible to the board for administering all municipal affairs placed in his charge by them, and in addition to those powers and duties assigned to him by the town charter and by other provisions of law, he shall:

- (1) Appoint and suspend or remove all town officers and employees not elected by the people, except those whose appointment or removal is otherwise provided for by law,

(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.