



Chatham County, NC

Meeting Minutes

Board of Commissioners

Tuesday, January 21, 2025

3:00 PM

Historic Courthouse Courtroom

Work Session - 3:00 PM - Historic Courthouse Courtroom

Chair Howard welcomed everyone to the January 21, 2025 meeting.

Present: 5 - Chair Karen Howard, Vice Chair Katie Kenlan, Commissioner David Delaney, Commissioner Franklin Gomez Flores and Commissioner Amanda Robertson

ADJUSTMENTS AND APPROVAL OF WORK SESSION AGENDA

Chair Howard called for a motion to approve the work session agenda.

A motion was made by Vice Chair Katie Kenlan, seconded by Commissioner Amanda Robertson, that the work session agenda was approved. The motion carried by the following vote:

Aye: 5 - Chair Howard, Vice Chair Kenlan, Commissioner Delaney, Commissioner Gomez Flores, and Commissioner Robertson

PUBLIC COMMENT SESSION

[25-0048](#)

The Public Comment Session is held to give residents an opportunity to speak on any item. The session is no more than thirty minutes long to allow as many as possible to speak. Speakers are limited to no more than three minutes each and may not give their time to another speaker. Speakers are asked to sign up in advance. Comments are always welcome in writing.

Attachments: [Click Here To Sign Up For Public Comment](#)

No one signed up to speak.

This Agenda Item was received and filed

BOARD PRIORITIES

[25-0039](#)

Receive Quarterly Update on American Rescue Plan Act Funds

Attachments: [ARPA Quarterly Update 1.21.25 Final](#)

Budget and Management Analyst Will Curvin presented an quarterly update on the American Rescue Plan Act Funds.

Curvin reminded the Board of Commissioners that at the previous update that House

Bill 10 preempted the county from providing matching funds for North Carolina Department of Information Technology Completing Access to Broadband program projects. \$2,000,000 of the county's American Rescue Plan Act award was reallocated from the North Carolina Department of Information Technology Completing Access to Broadband program to the installation of the heating, ventilation, and air conditioning improvements at six (6) school gymnasiums that do not have heating, ventilation, and air conditioning systems: Chatham Middle, George Moses Horton Middle, Moncure School, JS Waters School, North Chatham Elementary, and Perry Harrison Elementary.

Curvin reviewed the obligation deadline, and the projects were not affected. Curvin then shared project updates for the active projects, the expenditures from October to December in 2024.

The Board of Commissioners thanked Curvin for the presentation.

This Agenda Item was received and filed.

25-0043

Receive the FY2025 Second Quarter Budget Update

Attachments: [FY25 2nd Quarter Budget Update](#)

Assistant County Manager Darrel Butts presented the FY25 second quarter budget update. Butts shared a background, expenditures by category, expenditures by function, revenues by category, revenues by function, current revenues.

Butts noted that Development Services revenue faces a sharp year-over-year decline—driven largely by Inspections fees and Inspections fees on track to meet budget but down due to Wolfsped inspections being complete.

Butts stated that the Register of Deeds excise tax revenues down from last year and Environmental Health revenues down slightly from last year which is driven primarily by less septic inspections.

Butts noted that the Ad Valorem revenue, which is our largest single source of revenue, is ahead last year in both collection percentage and total collections and we are on track to meet, or slightly exceed, budget in the Ad Valorem revenue category. Motor Vehicle tax, another ad valorem revenue, is performing above last year in actual collections (+700k) and is significantly ahead in total collection percent (+19%).

Butts stated that through four months, sales tax collection is at 33.3% of budget, slightly behind the same time period last year (36.4%), the actual sales tax collections are approximately \$67,000 behind last year. Locally collected sales tax is trending at a 3% year-over-year deficit, with statewide articles trending at 0.7% year-over-year growth. Three of the four collection months have lower sales tax revenue collection than the same month in. We are on pace to meet the budget but if weak collections continue, we could fail to meet budgeted revenue numbers.

Butts reminded the Board of Commissioners that we budgeted \$3,200,000 in Article 46 sales tax funds in FY25, with \$2 million budgeted towards schools. Following the guidance that the Board gave staff in late FY21 (and amended during the FY24 budget process), the remaining \$1,200,000 was allocated evenly across the other three areas authorized for use in Affordable Housing, Agricultural Preservation & Enhancement, and Parks & Recreation.

Butts stated that the FY25 year to date, through 4 months, Article 46 Sales Tax Collections: \$1,236,259 are approximately \$17,000 behind last year in total collections. Article 46 is on pace to meet budget, if current collection trends hold, and if the budget is exceeded, we would bring budget amendment back to Board of Commissioners for approval.

The Board of Commissioners thanked Butts for the update.

This Agenda Item was received and filed.

25-0044

Receive a presentation on North Carolina Senate Bill 382 & Unified Development Ordinance Implementation

Attachments: [Recode SB 382 and UDO Implementation Presentation 1-21-2025](#)
 [SB 382 Limits on Down Zoning](#)
 [UDO Update Attachment Limits on "Down-Zoning" - Coates' Canons](#)
 [NC Local Government Law](#)

Assistant Planning Director Chance Mullis reviewed North Carolina Senate Bill 382 and the effect on the implementation of the recently approved Unified Development Ordinance.

Mullis shared an overview of Senate Bill 382, and a definition of down zoning and local government authority.

Mullis stated that the Legislature will discuss this law again in the upcoming long session. Senate Bill 382 will be the subject of continued political controversy. However, the down zoning portion may not get much attention. The possible outcomes of the long session include a more defined, yet still restrictive, definition of down-zoning. This will also have effects on the newly adopted Unified Development Ordinance and a total repeal of the down-zoning language and maintenance of the new language and status-quo.

Mullis stated since the legislation passed there has been proactive legislative tracking and the consultants and staff have actively monitored developments related to Senate Bill 382, participating in discussions with the North Carolina Association of Planning Administrator, the North Carolina Plan ListServ, the North Carolina Association of County Commissioners, and the University of North Carolina School of Government. There has been collaboration and insight gathering with close engagement with professional networks, staying informed on responses and strategies being considered by other jurisdictions and a high-level legal review of Senate Bill 382 to assess its impact on the Unified Development Ordinance has been conducted.

Mullis shared the impacts affecting the Unified Development Ordinance, which include county-initiated rezoning: currently paused due to legislative restrictions, down zoning authority: now significantly limited under Senate Bill 382, ordinance implementation: delayed; the new Unified Development Ordinance cannot take effect until compliance measures are finalized, legal and compliance considerations: navigating challenges to ensure adherence to the new regulations, and written consent requirement: unilateral zoning changes are prohibited; written consent is now mandatory from all affected property owners.

Mullis shared some examples of changes that the Board of Commissioners may need to consider including the need to reconsider how to advance Plan Chatham's goal of rural preservation without rezoning properties to the new AG and RA districts, consider

whether to revisit the Unified Development Ordinance's high-density option for the Watershed regulations (Chapter 8), county may be preempted from reverting to the low density option for these areas without property owner consent, high-density option provides for 12%, 30%, 50%, or 70% BUA depending on watershed district and facilitates densities up to 15 du/ac in conditional districts.

Mullis stated that the use tables & use-specific standards will require detailed analysis for each district to determine whether the Unified Development Ordinance reduces the number and type of principal and accessory uses allowed, and will need to review use-specific standards to determine which include development standards that reduce "development density" (e.g., increased setbacks or buffers) and must be revised or removed.

Mullis indicated other affects to the Unified Development Ordinance, which included 4.2: Building Design section would need to remove provision requiring compliance for building additions greater than 50% of the GFA of the existing structure, section 4.4: Landscaping & Screening would need to revisit entirety of section 4.4 to determine which landscaping and screening standards reduce "development density" and must be revised or removed and may need to eliminate new street buffers required along US 15-501, US 64, US 421, and NC 87. Section 4.7: Signs need to be revisit entirety of Section 4.7 to determine which provisions would create nonconformities and must be revised or removed.

The Board of Commissioners asked questions of Mullis and discussed the implications of the bill.

Mullis stated that staff seeks the Board of Commissioners direction on the draft zoning maps and staff is recommending placing the map preparation on hold, monitor legislative developments, and be prepared to act quickly if needed.

The consensus of the Board of Commissioners was to go with staff recommendations to place the map preparation on hold, monitor legislative developments, and be prepared to act quickly if needed.

Mullis stated that staff seeks the Board of Commissioners direction on the Unified Development Ordinance revisions by consultants and staff is recommending holding off on consultant driven Unified Development Ordinance changes for now, focusing resources on monitoring legislative outcomes.

The Board of Commissioners discussed the revisions, and the consensus was to follow the staff's recommendation.

The Board of Commissioners thanked Mullis and the Planning Staff for their quick work on the new bill.

This Agenda Item was received and filed.

End of Work Session

CLOSED SESSION

[25-0022](#)

Vote to go into closed session pursuant to § 143-318.11(a)(3) to consult with an attorney employed or retained by the public body in order to preserve the

attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged.

A motion was made by Commissioner Franklin Gomez Flores, seconded by Commissioner Amanda Robertson at 4:13pm, to go into closed session pursuant to §143-318.11(a)(3) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged was approved. The motion carried by the following vote:

Aye: 5 - Chair Howard, Vice Chair Kenlan, Commissioner Delaney, Commissioner Gomez Flores, and Commissioner Robertson

25-0023

Vote to come out of closed session

A motion was made by Commissioner David Delaney, seconded by Commissioner Amanda Robertson at 5:21pm, to come out of closed session was approved. The motion carried by the following vote:

Aye: 5 - Chair Howard, Vice Chair Kenlan, Commissioner Delaney, Commissioner Gomez Flores, and Commissioner Robertson

RECESS

The Board of Commissioners recessed until the 6:00pm Regular Session.

Regular Session - 6:00 PM - Historic Courthouse Courtroom

Present: 5 - Chair Karen Howard, Vice Chair Katie Kenlan, Commissioner David Delaney, Commissioner Franklin Gomez Flores and Commissioner Amanda Robertson

CALL TO ORDER

Chair Howard called the meeting to order at 6:00pm.

INVOCATION and PLEDGE OF ALLEGIANCE

Chair Howard asked for a moment of silence which was followed by the recitation of the Pledge of Allegiance.

ADJUSTMENTS AND APPROVAL OF REGULAR SESSION AGENDA

Chair Howard asked for any adjustments to the regular meeting agenda.

A motion was made by Vice Chair Katie Kenlan, seconded by Commissioner Amanda Robertson, that the regular session agenda was approved. The motion carried by the following vote:

Aye: 5 - Chair Howard, Vice Chair Kenlan, Commissioner Delaney, Commissioner Gomez Flores, and Commissioner Robertson

APPROVAL OF CONSENT AGENDA

Chair Howard stated that item 24-5702 and item 24-5764 were removed from the consent agenda and would be brought back at a future meeting.

Chair Howard called for a motion to approve the consent agenda.

A motion was made by Vice Chair Katie Kenlan, seconded by Commissioner Amanda Robertson, that the consent agenda was approved. The motion carried by the following vote:

Aye: 5 - Chair Howard, Vice Chair Kenlan, Commissioner Delaney, Commissioner Gomez Flores, and Commissioner Robertson

[25-0050](#)

Vote to approve the November 4, 2024 Work and Regular Session Minutes

Attachments: [11-4-2024 Minutes Draft](#)

A motion was made by Vice Chair Katie Kenlan, seconded by Commissioner Amanda Robertson, that the November 4, 2024 Work and Regular Session Minutes were approved. The motion carried by the following vote:

Aye: 5 - Chair Howard, Vice Chair Kenlan, Commissioner Delaney, Commissioner Gomez Flores, and Commissioner Robertson

[25-0052](#)

Vote to approve the November 18, 2024 Work and Regular Session Minutes

Attachments: [11-18-2024 Minutes Draft](#)

A motion was made by Vice Chair Katie Kenlan, seconded by Commissioner Amanda Robertson, that the November 18, 2024 Work and Regular Session Minutes were approved. The motion carried by the following vote:

Aye: 5 - Chair Howard, Vice Chair Kenlan, Commissioner Delaney, Commissioner Gomez Flores, and Commissioner Robertson

[25-0053](#)

Vote to approve the November 19, 2024 Capital Improvement Plan Work Session Minutes

Attachments: [11-19-2024 Minutes Draft](#)

A motion was made by Vice Chair Katie Kenlan, seconded by Commissioner Amanda Robertson, that the November 19, 2024 Capital Improvement Plan Work Session Minutes were approved. The motion carried by the following vote:

Aye: 5 - Chair Howard, Vice Chair Kenlan, Commissioner Delaney, Commissioner Gomez Flores, and Commissioner Robertson

[25-0051](#)

Vote to approve the Town of Pittsboro appointment of Connie McAdams as an ETJ member of the Town of Pittsboro Planning Board with a term ending December 31, 2025 and Rachel Lenzi with a term ending December 31, 2027

A motion was made by Vice Chair Katie Kenlan, seconded by Commissioner Amanda Robertson, the Town of Pittsboro appointment of Connie McAdams as an ETJ member of the Town of Pittsboro Planning Board with a term ending December 31, 2025 and Rachel Lenzi with a term ending December 31, 2027 was approved. The motion carried by the following vote:

Aye: 5 - Chair Howard, Vice Chair Kenlan, Commissioner Delaney, Commissioner Gomez Flores, and Commissioner Robertson

[25-0025](#)

Vote to accept \$2,500 from NC DHHS's Farmworker Influenza and COVID-19 Funding Opportunity

A motion was made by Vice Chair Katie Kenlan, seconded by Commissioner Amanda Robertson, to accept \$2,500 from NC DHHS's Farmworker Influenza and COVID-19 Funding Opportunity. The motion carried by the following vote:

Aye: 5 - Chair Howard, Vice Chair Kenlan, Commissioner Delaney, Commissioner Gomez Flores, and Commissioner Robertson

[25-0026](#)

Vote to approve an application for FY25 North Carolina Agricultural Development and Farmland Preservation Grant

Attachments: [Project X Conservation Easement Budget Worksheet Template Cycle 18](#)

A motion was made by Vice Chair Katie Kenlan, seconded by Commissioner Amanda Robertson, that the application for FY25 North Carolina Agricultural Development and Farmland Preservation Grant was approved. The motion carried by the following vote:

Aye: 5 - Chair Howard, Vice Chair Kenlan, Commissioner Delaney, Commissioner Gomez Flores, and Commissioner Robertson

[25-0027](#)

Vote to approve the naming of five private roads in Chatham County listed as Honey Bear Hollow, Songbird Meadow Ln, Murugan Circle, Main Temple Ave, and Eco Garden Ave

Attachments: [Honey Bear Hollow Petition](#)
[Honey Bear Hollow map](#)
[Honey Bear Hollow area map](#)
[Songbird Meadow Ln Petition](#)
[Songbird Meadow Ln map](#)
[Songbird Meadow Ln area map](#)
[Murugan Circle Petition](#)
[Murugan Circle Map](#)
[Murugan Circle Area Map](#)
[Main Temple Ave Petition](#)
[Main Temple Ave Map](#)
[Main Temple Ave Area Map](#)
[ECO Garden Ave Petition](#)
[ECO Garden Ave Map](#)
[ECO Garden Ave Area Map](#)

A motion was made by Vice Chair Katie Kenlan, seconded by Commissioner Amanda Robertson, that the naming of five private roads in Chatham County listed as Honey Bear Hollow, Songbird Meadow Ln, Murugan Circle, Main

Temple Ave, and Eco Garden Ave was approved. The motion carried by the following vote:

Aye: 5 - Chair Howard, Vice Chair Kenlan, Commissioner Delaney, Commissioner Gomez Flores, and Commissioner Robertson

[25-0028](#)

Vote to approve Amended Project Ordinances

Attachments: [Project Ordinance Annex Renovations Amend and Close](#)
[Project Ordinance CCCC Health Sciences Building Amend and Close](#)
[Project Ordinance Chatham Grove Elementary Amend and Close](#)
[Project Ordinance Seaforth High School Amend and Close](#)

A motion was made by Vice Chair Katie Kenlan, seconded by Commissioner Amanda Robertson, that the Amended Project Ordinances was presented was approved. The motion carried by the following vote:

Aye: 5 - Chair Howard, Vice Chair Kenlan, Commissioner Delaney, Commissioner Gomez Flores, and Commissioner Robertson

[25-0029](#)

Vote to approve a resolution amending to the Chatham County Criminal History Check Policy

Attachments: [Resolution Amending Criminal History Check Policy](#)
[Criminal History Check Policy - DRAFT](#)

A motion was made by Vice Chair Katie Kenlan, seconded by Commissioner Amanda Robertson, that this Resolution #25-01 amending to the Chatham County Criminal History Check Policy was adopted. The motion carried by the following vote:

Aye: 5 - Chair Howard, Vice Chair Kenlan, Commissioner Delaney, Commissioner Gomez Flores, and Commissioner Robertson

[25-0030](#)

Vote to adopt the Goldston Library Renovation Project Ordinance, Hydrant Replacement Project Ordinance, and Chatham County Schools HVAC Replacement and Upgrade Project Ordinance

Attachments: [Project Ordinance Goldston Library Renovation](#)
[Project Ordinance Hydrant Replacement](#)
[Project Ordinance Chatham County Schools HVAC Replacement and Upgrade](#)

A motion was made by Vice Chair Katie Kenlan, seconded by Commissioner Amanda Robertson, that the Goldston Library Renovation Project Ordinance, Hydrant Replacement Project Ordinance, and Chatham County Schools HVAC Replacement and Upgrade Project Ordinance were approved. The motion carried by the following vote:

Aye: 5 - Chair Howard, Vice Chair Kenlan, Commissioner Delaney, Commissioner Gomez Flores, and Commissioner Robertson

[25-0031](#)

Vote to approve an North Carolina Department of Transportation Road Resolution Addition - Briar Chapel Round 4B

Attachments: [Briar Chapel Round 4B Road Resolution](#)
[2024.11.26 Signed Resolution BC Rnd 4B](#)

A motion was made by Vice Chair Kenlan, seconded by Commissioner Robertson, that the North Carolina Department of Transportation Road Resolution #25-02 Addition - Briar Chapel Round 4B be approved. The motion carried by the following vote:

Aye: 5 - Chair Howard, Vice Chair Kenlan, Commissioner Delaney, Commissioner Gomez Flores, and Commissioner Robertson

[25-0032](#)

Vote to approve an North Carolina Department of Transportation Road Resolution Addition - Briar Chapel Round 7

Attachments: [Briar Chapel Round 7 Road Resolution](#)
[2024.11.25 Signed Resolution BC Round 7](#)

A motion was made by Vice Chair Katie Kenlan, seconded by Commissioner Amanda Robertson, that the North Carolina Department of Transportation Road Resolution #25-03 Addition - Briar Chapel Round 7 was adopted. The motion carried by the following vote:

Aye: 5 - Chair Howard, Vice Chair Kenlan, Commissioner Delaney, Commissioner Gomez Flores, and Commissioner Robertson

[25-0033](#)

Vote to approve an North Carolina Department of Transportation Road Resolution Addition - Fearington Subdivision

Attachments: [Fearington Subdivision Road Resolution](#)
[2024.11.26 Signed Resolution Fearington Subdivision South McDowell](#)

A motion was made by Vice Chair Katie Kenlan, seconded by Commissioner Amanda Robertson, that the North Carolina Department of Transportation Road Resolution #25-04 Addition - Fearington Subdivision was adopted. The motion carried by the following vote:

Aye: 5 - Chair Howard, Vice Chair Kenlan, Commissioner Delaney, Commissioner Gomez Flores, and Commissioner Robertson

[25-0034](#)

Vote to approve a request by Van Finch on behalf of Fitch Creations, Inc for subdivision Sketch Plan Revision and Preliminary Plat review of Section X, Area "G" Guilford, consisting of 13 lots on 3.71 acres, located off Millcroft, (SR-1817), parcel 18998

Attachments: [More information from the Planning department website](#)

A motion was made by Vice Chair Katie Kenlan, seconded by Commissioner Amanda Robertson, that a request by Van Finch on behalf of Fitch Creations, Inc for subdivision Sketch Plan Revision and Preliminary Plat review of Section X, Area "G" Guilford, consisting of 13 lots on 3.71 acres, located off Millcroft, (SR-1817), parcel 18998 was approved. The motion carried by the following vote:

Aye: 5 - Chair Howard, Vice Chair Kenlan, Commissioner Delaney, Commissioner Gomez Flores, and Commissioner Robertson

[25-0037](#)

Vote to appoint Assistant District Attorney Taryn Beachler to the Chatham County Juvenile Crime Prevention Council as recommended by Administrator Paul Atherton

Attachments: [Council Roster ChatJCPC](#)

A motion was made by Vice Chair Katie Kenlan, seconded by Commissioner Amanda Robertson, that the appointment of Assistant District Attorney Taryn Beachler to the Chatham County Juvenile Crime Prevention Council as recommended by Administrator Paul Atherton was approved. The motion carried by the following vote:

Aye: 5 - Chair Howard, Vice Chair Kenlan, Commissioner Delaney, Commissioner Gomez Flores, and Commissioner Robertson

[25-0038](#)

Vote to approve Fiscal Year 2024-2025 Budget Amendments

Attachments: [Budget Amendment 2024-2025 Jan 21](#)

A motion was made by Vice Chair Katie Kenlan, seconded by Commissioner Amanda Robertson, that Fiscal Year 2024-2025 Budget Amendments as presented were approved. The motion carried by the following vote:

Aye: 5 - Chair Howard, Vice Chair Kenlan, Commissioner Delaney, Commissioner Gomez Flores, and Commissioner Robertson

[25-0040](#)

Vote to approve Tax Releases and Refunds

Attachments: [December 2024 Release and Refund Report](#)
 [December 2024 NCVTS Pending Refund Report](#)

A motion was made by Vice Chair Katie Kenlan, seconded by Commissioner Amanda Robertson, that the Tax Releases and Refunds as presented were approved. The motion carried by the following vote:

Aye: 5 - Chair Howard, Vice Chair Kenlan, Commissioner Delaney, Commissioner Gomez Flores, and Commissioner Robertson

[25-0042](#)

Vote to receive the Tax Collector's Departmental Report for November 2024

Attachments: [November 2024 Report](#)

A motion was made by Vice Chair Katie Kenlan, seconded by Commissioner Amanda Robertson, that the Tax Collector's Departmental Report for November 2024 was received and filed. The motion carried by the following vote:

Aye: 5 - Chair Howard, Vice Chair Kenlan, Commissioner Delaney, Commissioner Gomez Flores, and Commissioner Robertson

[25-0046](#)

Vote to approve the grant application to Crime Victim Services of NC Governor's Crime Commission for Violence Against Women Act (VAWA) funding

A motion was made by Vice Chair Katie Kenlan, seconded by Commissioner Amanda Robertson, that the grant application to Crime Victim Services of NC

Governor's Crime Commission for Violence Against Women Act (VAWA) funding was approved. The motion carried by the following vote:

Aye: 5 - Chair Howard, Vice Chair Kenlan, Commissioner Delaney, Commissioner Gomez Flores, and Commissioner Robertson

End of Consent Agenda

SPECIAL PRESENTATION

[25-0047](#)

Vote to adopt a resolution honoring County Employees for their service to Western North Carolina after Hurricane Helene

Attachments: [Resolution Honoring Employees that Provided Service to Western NC 1-21-2025](#)

Chair Howard read aloud the resolution honoring County Employees for their service to Western North Carolina after Hurricane Helene and called for a vote to adopt. Howard noted that staff members would be recognized and honored at a Employee Appreciation luncheon in April.

A motion was made by Vice Chair Katie Kenlan, seconded by Commissioner David Delaney, that Resolution #25-05 honoring County Employees for their service to Western North Carolina after Hurricane Helene was adopted. The motion carried by the following vote:

Aye: 5 - Chair Howard, Vice Chair Kenlan, Commissioner Delaney, Commissioner Gomez Flores, and Commissioner Robertson

PUBLIC COMMENT SESSION

[25-0049](#)

The Public Comment Session is held to give residents an opportunity to speak on any item. The session is no more than thirty minutes long to allow as many as possible to speak. Speakers are limited to no more than three minutes each and may not give their time to another speaker. Speakers are asked to sign up in advance. Comments are always welcome in writing.

Attachments: [Click Here To Sign Up For Public Comment](#)

No one signed up to speak.

This Agenda Item was received and filed

BOARD PRIORITIES

[25-0035](#)

Receive a presentation and vote to approve the 2024-2025 Housing Trust Fund recommendation from the Affordable Housing Advisory Committee, which includes a recommendation to award \$150,000 to Rebuilding Together of the Triangle, the authorization to initiate a second round of the Housing Trust Fund process, and the establishment of a Strategic Housing Effort in the amount of \$10,000 with the use of a portion of the remaining 2024-2025 Housing Trust Fund allocation

Attachments: [AHAC Recommendations for Trust Fund](#)

Housing and Community Development Officer Jamie Andrews presented a update on the Housing Trust Fund recommendations.

Andrews stated that the Housing Trust Fund was to ensure adequate housing options for all Chatham residents, provide low-interest loans and modest grants, which are funded through some property tax and sales tax revenue. The focus areas include developing new affordable housing and preserving existing housing. Since 2018, the County has invested \$1.9 million in preserving or developing some 400 affordable housing units.

Andrews shared the recommended award to Rebuilding Together of the Triangle who has requested \$150,000 to serve an estimated of 55 households for the structure or major system repairs, accessibility and energy improvements and weatherization and emergency repairs. This project benefits low-income households, including veterans, seniors, individuals with disabilities, and families with young children. The Affordable Housing Advisory Committee recommends the full requested award.

Andrews stated that for the strategic housing efforts account, the \$150,000 is not recommended for awards. The unallocated funds can be used for targeted strategic housing efforts, in line with the Housing Trust Fund policy. The funds would be used for engagement and research for mobile home community preservation or affordable housing resident outreach. The Affordable Housing Advisory Committee would oversee and report on fund use, and the Affordable Housing Advisory Committee recommends allocating \$10,000.

Andrews stated that the Affordable Housing Advisory Committee is recommending a second application period, since the \$140,000 in FY 2025 Housing Trust Fund balance is not allocated. A second application period would ensure worthwhile use of funds where denied applicants can re-apply with committee feedback and bring in more potential applicants for awards. The policy would remain consistent from the August 2024 update and the application process will be similar, with clarity improvements.

Andrews reviewed the recommendation from the Affordable Housing Advisory Committee which include approve \$150,000 for Rebuilding Together of the Triangle, authorize use of \$10,000 for strategic housing efforts, and initiate another Housing Trust Fund application period to distribute \$140,000.

Andrews stated that these recommendations align with the comprehensive plan goals of providing equitable access to high-quality education, housing and community options for all and become more resilient by mitigating, responding and adapting to emerging threats.

The Board of Commissioners discussed the recommendations and thanked Andrews for the update.

A motion was made by Vice Chair Katie Kenlan, seconded by Commissioner Amanda Robertson, award \$150,000 for Rebuilding Together of the Triangle, authorize the use of \$10,000 for strategic housing efforts, and initiate another Housing Trust Fund application period to distribute \$140,000 were approved. The motion carried by the following vote:

Aye: 5 - Chair Howard, Vice Chair Kenlan, Commissioner Delaney, Commissioner Gomez Flores, and Commissioner Robertson

Attachments: [Chatham County Tax Relief Program \(TRP\)](#)
 [Tax Relief Program Handout](#)

Housing and Community Development Director Jason Smith presented the proposed Tax Relief Program to the Board of Commissioners.

Smith stated that last year Board of Commissioners approved allocating \$200,000 to begin a real property tax relief program with the purpose of financially assisting low-income Chatham County homeowners. Qualifying applicants would receive up to \$500 in direct payment (the program would have the potential to assist 400 residents yearly). The Board of Commissioners requested that a program be developed to mobilize this program for 2025.

Smith stated that the team for the development of the program included County Manager Bryan Thompson, Assistant County Manager Darrell Butts, Director of Social Services Jennie Kristiansen, Tax Administrator Jenny Williams, and himself. Smith stated that the topics discussed were program eligibility, department responsibilities, and potential workflow.

Smith stated that the proposed program eligibility include applicants must be a Chatham County resident, must own and resided in their primary residence and home for at least five years, must be current on all property taxes, cannot be used towards unpaid or delinquent tax bills, cannot be receiving any other tax relief or assistance (exclusions, deferments or exceptions), the maximum benefit of up to \$500, and not to exceed 50% of taxes due. The applicant must have a current earned income at or below 60% of the area median income as defined by HUD.

Smith shared the responsibilities and the next steps. The Housing Department will be responsible for processing applications and determining eligibility. Once finalized, applicants will be able to apply online as well as in-person (paper application) at the Department of Social Services and the Chatham County Tax Office. The goal is to have this program live and accept applications before late tax notices are sent out in February.

The Board of Commissioners thanked staff for their work on this important program.

A motion was made by Vice Chair Katie Kenlan, seconded by Commissioner Franklin Gomez Flores, that the the Tax Relief Program was approved. The motion carried by the following vote:

Aye: 5 - Chair Howard, Vice Chair Kenlan, Commissioner Delaney, Commissioner Gomez Flores, and Commissioner Robertson

25-0021

Vote to reappoint the District 1 Planning Board representatives of Mary Roodkowsky and Clyde Frazier with terms expiring 12/31/2028, appoint District 2 Planning Board representative Robin Lyons with term expiring 12/31/2028, and appoint the At-Large Planning Board representative with a term expiring 12/31/2028

Attachments: [Dane T Allen - Advisory Committee Application - AHAC - Planning - BOA](#)
[Elaine Chiosso Advisory Committee Application - Planning D4 At-Large](#)
[George J Cianciola Advisory Committee Application - Planning Board At Large](#)
[Courtney Coble - Advisory Committee Application - AHAC - Planning](#)
[Amber Crofts - Advisory Committee Application - Ag - Planning - Recreation](#)
[Christine Entis Lagod - Advisory Committee Application- Climate - ERAC -Planning](#)
[Melissa Frey - Advisory Committee Application - Planning](#)
[Gene Galin - Advisory Committee Application - Planning - Recreation](#)
[Dennis Gordon - Advisory Committee Application - Planning](#)
[Robin Kathleen Lyons Advisory Committee Application - Planning](#)
[Jessica Rouse - Advisory Committee Application - Appearance - Planning - Recreation](#)
[Deborah Sparma - Advisory Committee Application - Planning](#)
[Gary G Twigg - Advisory Committee Application - Planning](#)

Chair Howard called for nominations for the Planning Board At-Large seat. Commissioner Roberson stated that she would like to nominate Elaine Chiosso.

A motion was made by Commissioner Amanda Robertson, seconded by Vice Chair Katie Kenlan, to reappoint the District 1 Planning Board representatives of Mary Roodkowsky and Clyde Frazier with terms expiring 12/31/2028, appoint District 2 Planning Board representative Robin Lyons with term expiring 12/31/2028, and appoint Elaine Chiosso as the At-Large Planning Board representative with a term expiring 12/31/2028 was approved. The motion carried by the following vote:

Aye: 5 - Chair Howard, Vice Chair Kenlan, Commissioner Delaney, Commissioner Gomez Flores, and Commissioner Robertson

25-0045

Vote to appoint or reappoint board members to State and Regional Boards

Chair Howard stated due to the weather conditions; she is recommending that the remainder of the agenda be moved to another meeting. The Board of Commissioners discussed having a special meeting. The Board of Commissioners asked the Clerk to the Board to reach out to the board members and see where schedules aligned for a special meeting.

This Agenda Item was tabled.

CLERK'S REPORT

This Agenda Item was tabled.

MANAGER'S REPORT

This Agenda Item was tabled.

COMMISSIONERS' REPORTS

This Agenda Item was tabled.

ADJOURNMENT

Chair Howard called for a motion to adjourn.

A motion was made by Commissioner Amanda Robertson, seconded by Commissioner Franklin Gomez Flores at 6:56pm, that the meeting was adjourned. The motion carried by the following vote:

Aye: 5 - Chair Howard, Vice Chair Kenlan, Commissioner Delaney, Commissioner Gomez Flores, and Commissioner Robertson