



# Chatham County, NC

## Meeting Agenda - Final

### Board of Commissioners

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Monday, December 18, 2023

2:00 PM

Agriculture and Conference Center

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#### Work Session - 2:00 PM - Agriculture and Conference Center

*NOTE: Anyone needing an accommodation to participate in the meeting should Notify the County Manager's Office at 919-542-8200 at least 24 hours prior to the meeting.*

#### **RECOGNITION OF RETIREES**

*In January of 2023, the Chatham County Board of Commissioners began recognizing Chatham County employees retiring in the month of their retirement.*

*This month we recognize Bill Bussey with Parks and Recreation, Linda Clarke with Libraries, and Cynthia Lambert with Public Health.*

#### **SPECIAL PRESENTATION**

[23-5050](#)

Award 2023 Employee of the Year to Karen VonCannon, Food & Nutrition Supervisor, Department of Social Services

**Attachments:** [2023 EOY - Karen VonCannon](#)

#### **PUBLIC INPUT SESSION**

*The Public Input 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 required to sign up in advance. Individuals who wish to speak but cannot because of time constraints will be carried to the next meeting and given priority. We apologize for the tight time restrictions. They are necessary to ensure that we complete our business. If you have insufficient time to finish your presentation, we welcome your comments in writing.*

#### **BOARD PRIORITIES**

[23-5052](#)

Receive the Fiscal Year 2023 Financial Audit

**Attachments:** [Chatham County - 2023 Audit Presentation](#)

[23-5049](#)

Receive Affordable Housing Advisory Committee Annual Report

**Attachments:** [2023 AHAC Annual Report Summary](#)  
[2023 AHAC Annual Report](#)

- [23-5054](#) Receive Climate Change Advisory Committee Annual Report  
**Attachments:** [CCAC Annual Report. 2022-2023](#)  
[FINAL CCAC ANNUAL REPORT PRESENTATION 2022-2023](#)
- [23-5053](#) Receive a Presentation on the Chatham County Cooperative Extension Horticulture Program  
**Attachments:** [BoC Extension Horticulture 2023](#)
- [23-5045](#) Receive a presentation on the Chatham County Conservation Working Group  
**Attachments:** [Conservation Working Group BOC](#)  
[CWG Members Attachment](#)
- [23-5042](#) Vote to approve an appropriation of \$282,000 for the FY25 Human Services Nonprofit Allocation funding process and to approve the continuation of the FY24 Board of Commissioner's Goal and Outcomes for the FY25 Human Services Nonprofit Allocation funding process.  
**Attachments:** [FY25 BOC Presentation\\_Nonprofit Appropriation Request](#)

## **RECESS**

### **End of Work Session**

### **Regular Session - 6:00 PM - Agriculture and Conference Center**

*NOTE: Anyone needing an accommodation to participate in the meeting should Notify the County Manager's Office at 919-542-8200 at least 24 hours prior to the meeting.*

## **INVOCATION and PLEDGE OF ALLEGIANCE**

## **CALL TO ORDER**

## **APPROVAL OF AGENDA and CONSENT AGENDA**

*The Board of Commissioners uses a Consent Agenda to act on non-controversial routine items quickly. The Consent Agenda is acted upon by one motion and vote of the Board. Items may be removed from the Consent Agenda and placed on the Regular Agenda at the request of a Board member or resident. The Consent Agenda contains the following items:*

- [23-4926](#) Vote to approve a legislative request by the Chatham County Board of Commissioners to consider amendments to the Chatham County Zoning Ordinance; specifically, Sections 7.2 Definitions and 10.13 Table of Permitted Uses to make changes to in-home childcare regulations.  
**Attachments:** [More information from the Planning department website](#)  
[Redline Zoning 2.1.1](#)

- [23-5048](#) Vote to approve Tax Releases and Refunds  
*Attachments:* [November 2023 NCVTS Pending Refund Report](#)
- [23-5043](#) Vote to approve an amendment to extend the termination date of the Early Childhood Community Assessment and Action Plan contract between Chatham County Partnership for Children and Chatham County.  
*Attachments:* [Chatham County Partnership for Children First Amendment](#)
- [23-5051](#) Vote to approve an amendment to a contract with Oak View at Siler City, LLC, awarding \$100,000 from the Housing Trust Fund for the creation of 72 income restricted units.  
*Attachments:* [Oak View at Siler City, LLC First Amendment To Agreement 12.6.23](#)
- [23-5060](#) Vote on a Request to Approve competitive bid exemption for sole source purchase with Superior Handling Equipment for a Mobile Dock Lift.
- [23-5044](#) Vote on a Request to Approve the new Internal Purchasing Guidelines: Food Purchases.  
*Attachments:* [Food Policy Draft v2](#)  
[Food Policy FAQ Examples v2](#)
- [23-5033](#) Vote on a request to 1.) Accept the offer to purchase in the amount of \$2,700.00 for real property in ownership of Chatham County located on US 64 E, Parcel #73184; 2.) require the offeror to deposit five percent (5%) of the bid with the Clerk to the County Board of Commissioners; 3.) publish a notice of the offer, which notice shall contain a general description of the property, the amount and terms of the offer, and a notice that within 10 days any person may raise the bid by not less than ten percent (10%) of the first one thousand dollars (\$1,000) and five percent (5%) of the remainder; and 4.) otherwise initiate and follow the “negotiated offer, advertisement, and upset bids” process in NC General Statute 160A-269.  
*Attachments:* [Parcel Details for 0073184](#)  
[Parcel 73184-Details, Resolution and OTP Contract](#)  
[Parcel 73184-Offer to Purchase and Contract](#)
- [23-5063](#) Vote To Approve an Amendment To The Current Nutrition Services Contract With Golden Corral An Amount Not To Exceed \$175,000  
*Attachments:* [Golden Corral First Amendment](#)

### End of Consent Agenda

### OATHS OF OFFICE

[23-5056](#) Administer oath of office and vote to appoint Jenifer K. Johnson as Clerk to the Chatham County Board of Commissioners

**Attachments:** [Clerk to Board Jenifer Johnson 12-18-2023](#)

[23-5057](#) Administer oath of office and vote to appoint Lindsay K. Ray as Deputy Clerk to the Chatham County Board of Commissioners

**Attachments:** [Deputy Clerk to Board Lindsay Ray 12-18-2023](#)

### **APPROVAL OF CAPITAL IMPROVEMENTS PLAN**

[23-5059](#) Vote to approve Recommended FY25-31 Capital Improvements Plan (CIP)

### **SPECIAL PRESENTATION**

[23-5062](#) Receive the Community Needs Assessment Phase I presentation from Chatham County Partnership for Children

**Attachments:** [12.18.23 BOC Presentation](#)

### **PUBLIC INPUT SESSION**

*The Public Input 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 required to sign up in advance. Individuals who wish to speak but cannot because of time constraints will be carried to the next meeting and given priority. We apologize for the tight time restrictions. They are necessary to ensure that we complete our business. If you have insufficient time to finish your presentation, we welcome your comments in writing.*

### **SUBDIVISION FIRST PLATS**

[23-5046](#) Vote to approve a request by Jeff Foster, P.E. on behalf of Zadell Development, LLC for subdivision **First Plat** review and approval of **Anfield Estates**, consisting of 11 lots on 24.7 acres, located off Beaver Creek Road (SR-1008), parcel 5491 in Cape Fear Township.

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



[23-5047](#) Vote to approve a request by Mark Ashness, P.E. on behalf of Conservancy Real Estate Group, LLC for subdivision **First Plat Amendment** (extension), **Road Name, and Right-of-Way Extension** approval and review and approval of **Conservancy at Jordan Lake**, consisting of 1524 lots on 1,262.9 acres, located off Old US Hwy 1 parcels #62390, 5774, 5775, 5780, 5233, 60441, 65275, 85343, 65274, 85344, 5558, 5238, 68379, 5570, 85342, 5504, 5211, 5569, 85341, 5519, 85340, 85346, 85347, 5551, 69379, 85339, 5545, 5559, 5502, 5568 in Cape Fear Township.

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

## **BOARD PRIORITIES**

[23-4927](#) Vote to approve a legislative request for a text amendment to the Zoning Ordinance by Dave Gaddis to reduce the minimum acreage requirements for all public or private campgrounds from 20 acres to 10 acres in all districts.

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

[23-5058](#) Receive presentation on Chatham County Leadership Academy case study on the diversity of Chatham County advisory boards and committees and direct staff to revise the Chatham County Advisory Committee Policy and volunteer application to be more in line with the Board of Commissioners' values surrounding equity, diversity, inclusion, and belonging.

**Attachments:** [Leadership Case Study Presentation to BOC - Diversifying Boards - 12.18.23](#)

[23-5061](#) Discuss Chatham County Commissioner boards and committees liaison assignments

**Attachments:** [Board of Commissioner liaison table December 2022](#)

## **CLERK'S REPORT**

## **MANAGER'S REPORT**

## **COMMISSIONERS' REPORTS**

## **ADJOURNMENT**



# Chatham County, NC

## Text File

File Number: 23-5050

**Agenda Date:** 12/18/2023

**Version:** 1

**Status:** Work Session

**In Control:** Human Resources

**File Type:** Agenda Item

Award 2023 Employee of the Year to Karen VonCannon, Food & Nutrition Supervisor, Department of Social Services

Action Requested: Award 2023 Employee of the Year to Karen VonCannon, Food & Nutrition Supervisor, Department of Social Services

**Introduction & Background:** Karen started at the Chatham County Department of Social Services on January 28, 2002 as a Processing Assistant and was promoted to a Lead Worker in her division within three months. She was again promoted in 2005 to an Income Maintenance Caseworker and worked her way up to the Food and Nutrition Supervisor in May of 2019. Karen was nominated by Melinda Cleary, an Income Maintenance Caseworker who has been with the agency since 2018.

According to her nomination:

“Karen has served the residents of Chatham County for 15+ years while at the Department of Social Services. She has worked in several roles throughout her time and is currently serving as the Food & Nutrition Supervisor and Program Integrity Supervisor for DSS. While under Karen’s leadership, not only did she supervise a staff of 8 employees throughout the entire COVID-19 crisis and the cyber-attack on the County, but she has also helped recover thousands of dollars in fraud overpayments to the County and State of North Carolina over the past 4+ years. Karen is compassionate, caring, and diligent in making sure her employees know how valuable they are to her team and to the agency. She is quick to recognize a staff member’s extra effort and does weekly check-ins with each employee. Karen goes above and beyond to make sure she is on top of the latest updates from the State and keeping her staff informed of the many changes handed down by the federal government for the Food and Nutrition Services Unit monthly. When our unit was short staffed, Karen jumped right in and worked cases right beside the rest of us, to help ensure as a team we did not fall behind on our duties. Most importantly, Karen understands that sometimes you just need time off and is always willing to find a way to make that happen for her staff with ever changing schedule. Simply put, she is an amazing leader, co-worker, and supervisor, she is such an asset to DSS and to the County of Chatham.”

**Discussion & Analysis:** Presentation will be given at the regular session of the

December 18, 2023 Board of Commissioners meeting.

**Budgetary Impact:** None

**Recommendation:** Award Employee of the Year to Karen VonCannon

**Nominee's Name:** Karen VonCannon

**Nominee's Title/Position:** Food & Nutrition Supervisor

**Department:** Social Services

**Nominee's Supervisor:** Donna Gigowski

**Reason for nomination:** Karen has served the residents of Chatham County for 15+ years while at the Department of Social Services. She has worked in several roles throughout her time and is currently serving as the Food & Nutrition Supervisor and Program Integrity Supervisor for DSS. While under Karen's leadership, not only did she supervise a staff of 8 employees throughout the entire COVID-19 crisis and the cyber attack on the County, but she has also helped recover thousands of dollars in fraud overpayments to the County and State of North Carolina over the past 4+ years. Karen is compassionate, caring, and diligent in making sure her employees know how valuable they are to her team and to the agency. She is quick to recognize a staff member's extra effort and does weekly check-ins with each employee. Karen goes above and beyond to make sure she is on top of the latest updates from the State and keeping her staff informed of the many changes handed down by the federal government for the Food and Nutrition Services Unit monthly. When our unit was short staffed, Karen jumped right in and worked cases right beside the rest of us, to help ensure as a team we did not fall behind on our duties. Most importantly, Karen understands that sometimes you just need time off and is always willing to find a way to make that happen for her staff with ever changing schedule. Simply put, she is an amazing leader, co-worker, and supervisor, she is such an asset to DSS and to the County of Chatham.



# Chatham County, NC

## Text File

File Number: 23-5052

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**Agenda Date:** 12/18/2023

**Version:** 1

**Status:** Work Session

**In Control:** Finance

**File Type:** Agenda Item

Receive the Fiscal Year 2023 Financial Audit

Introduction & Background:

Discussion & Analysis:

How does this relate to the Comprehensive Plan: N/A

Budgetary Impact: N/A

Recommendation/Motion: N/A



# Chatham County

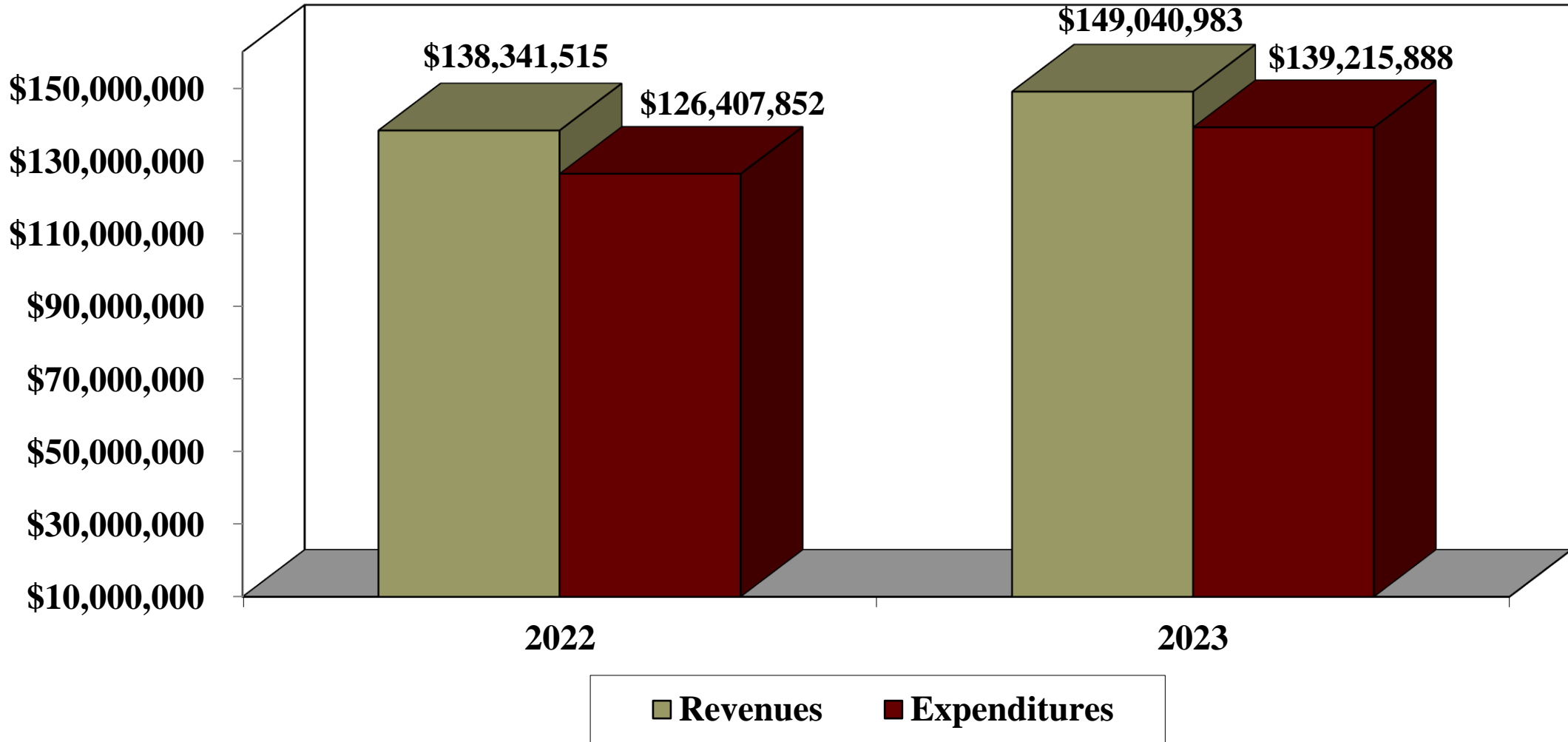
2023 Audited Financial Statements



# Audit Highlights

- ❑ UNMODIFIED OPINION
- ❑ COOPERATIVE STAFF

# GENERAL FUND SUMMARY





# FUND BALANCE

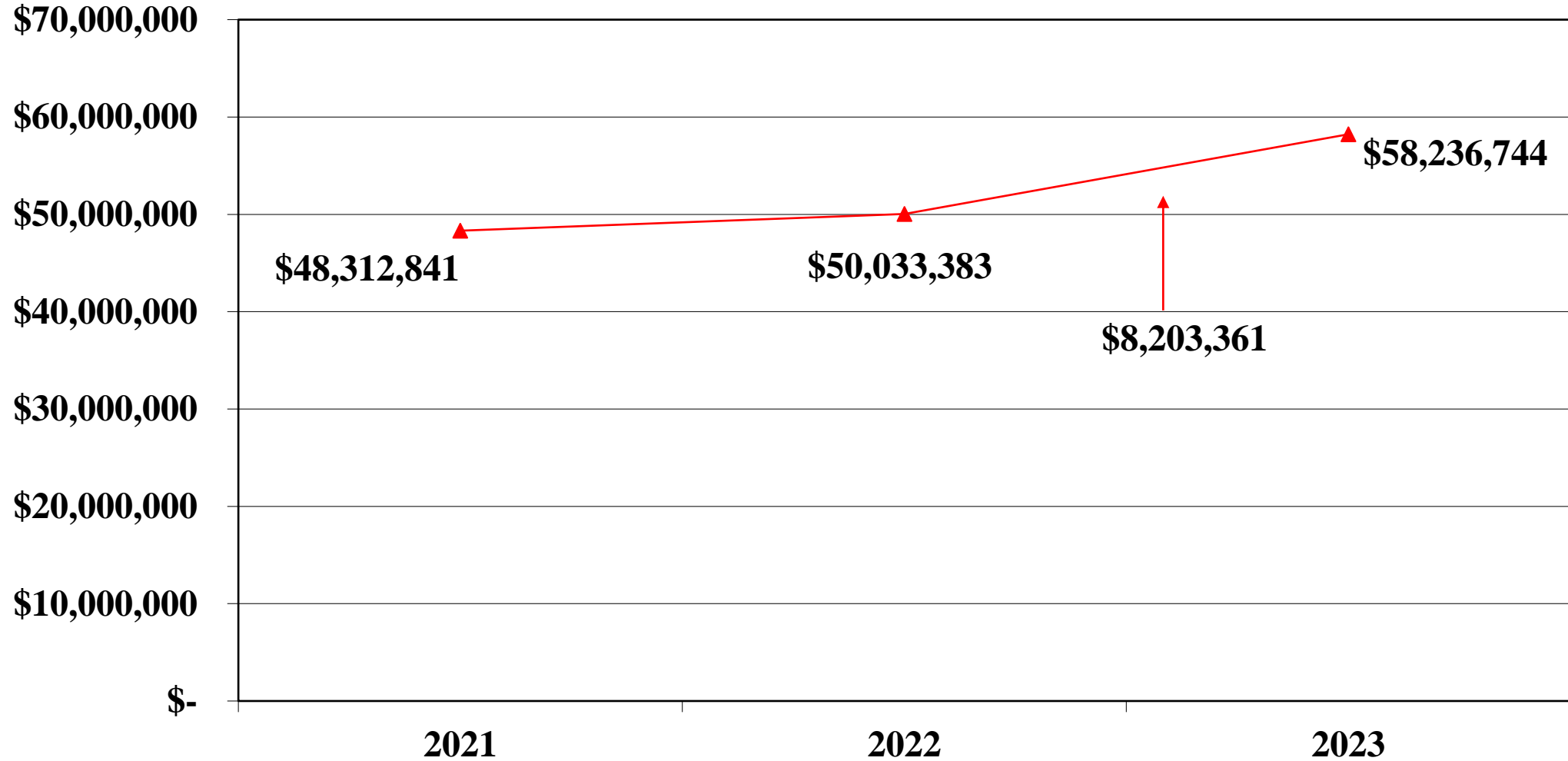
- ❖ Serves as a measure of the County's financial resources available.

## 5 Classifications:

- **Nonspendable** - not in cash form
- **Restricted** - external restrictions (laws, grantors)
- **Committed** - internal constraints at the highest (Board) level – do not expire, require Board action to undo
- **Assigned** - internal constraints, lower level than committed
- **Unassigned** - no external or internal constraints



# TOTAL FUND BALANCE: GENERAL FUND



# FUND BALANCE

Available fund balance as defined by the Local Government Commission (LGC) is calculated as follows:

Total Fund Balance

Less: Non spendable (not in cash form, not available)

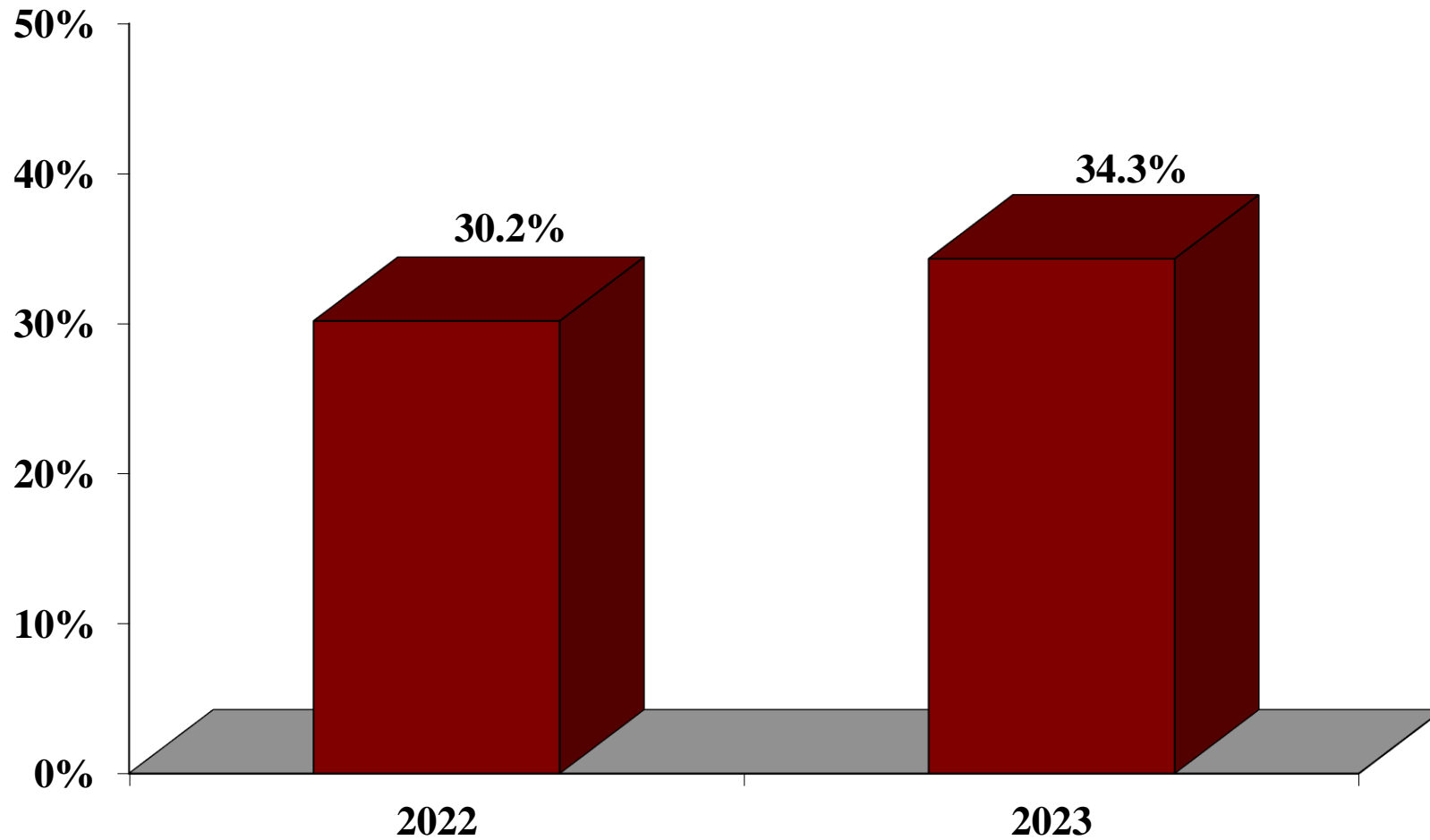
Less: Stabilization by State Statute (by state law, not available)

Available Fund Balance

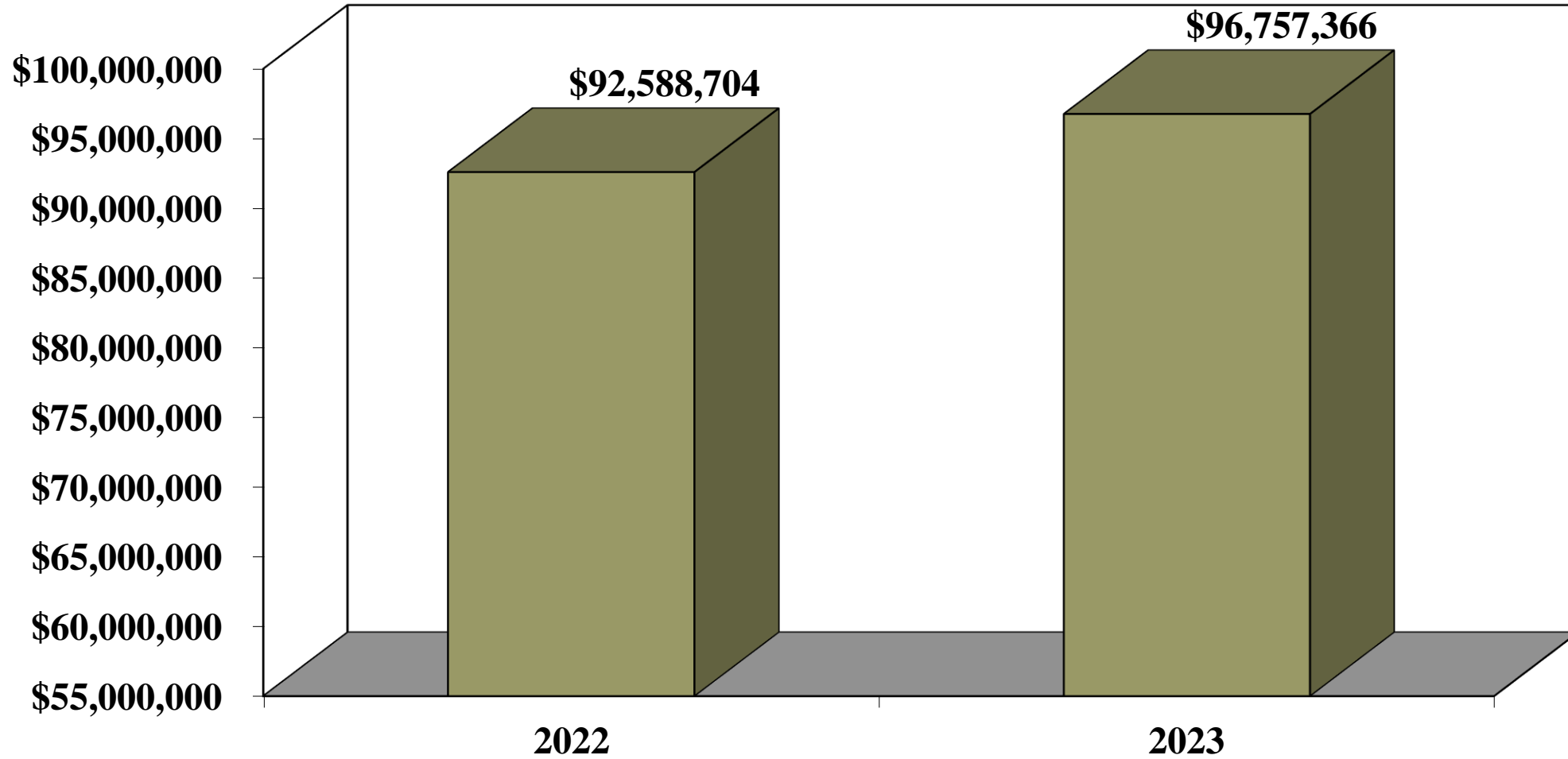
This is the calculation utilized as the basis for comparing you to other units and calculating your fund balance percentages.



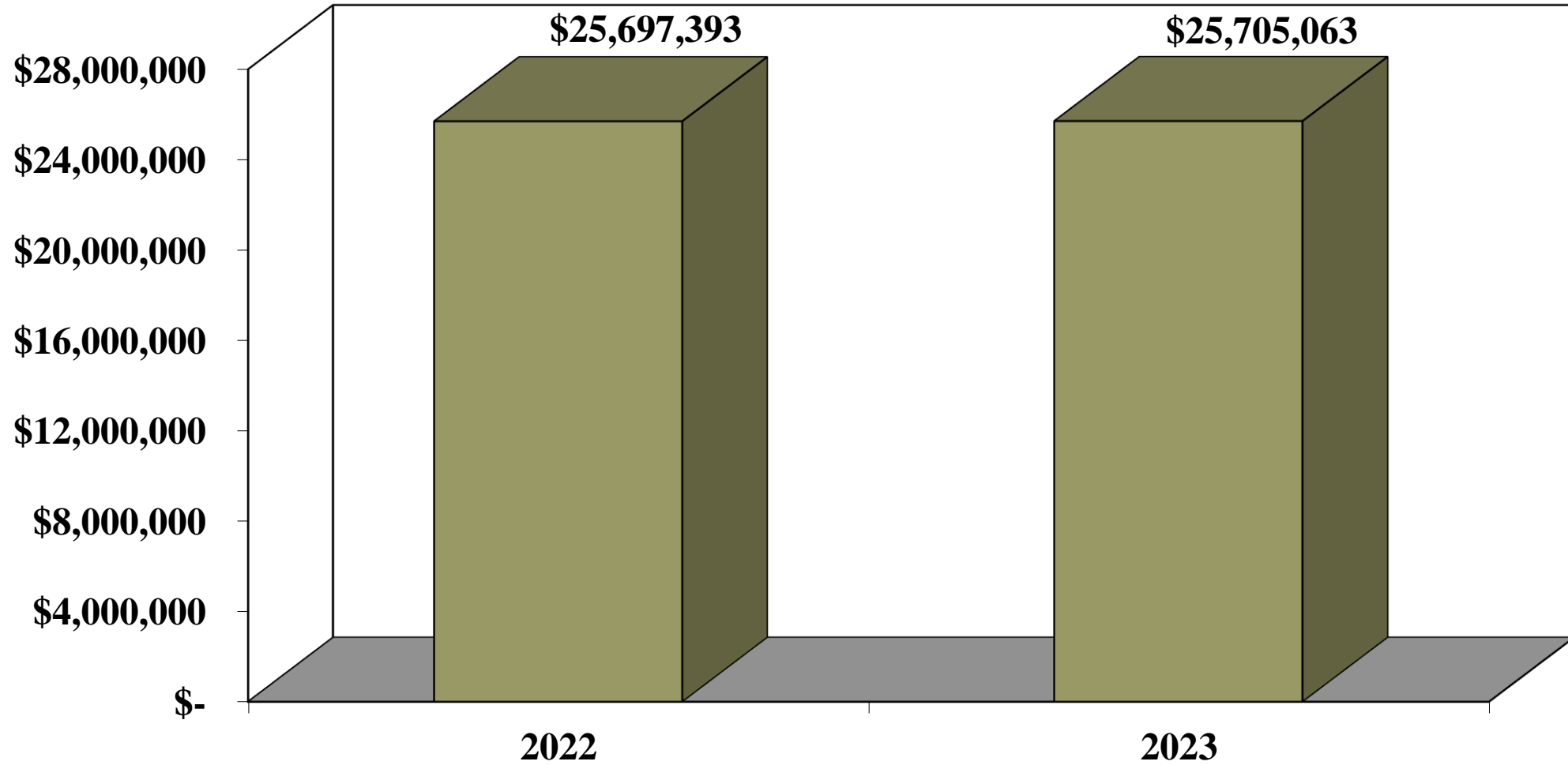
# FUND BALANCE AVAILABLE AS A PERCENT OF EXPENDITURES - GENERAL FUND



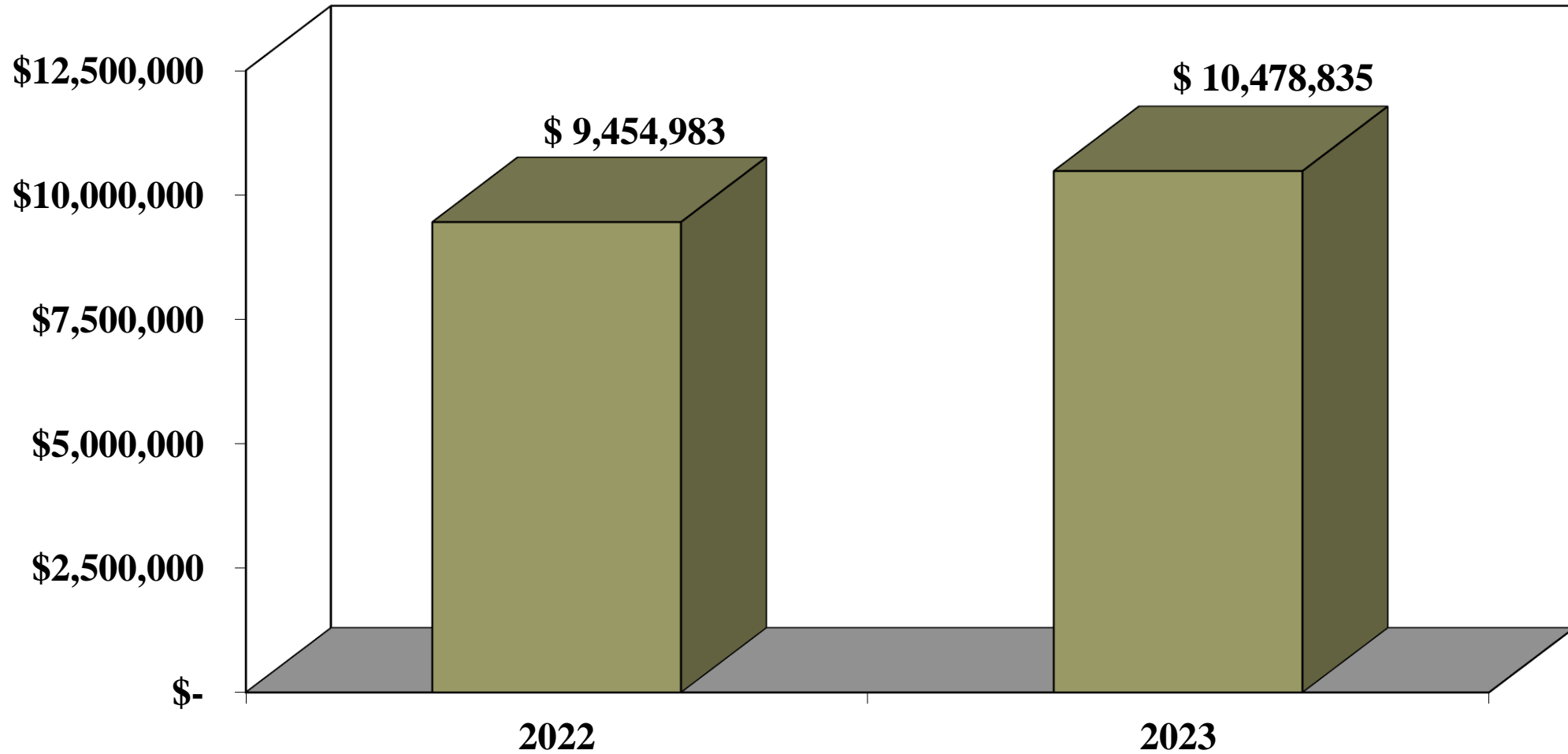
# PROPERTY TAX



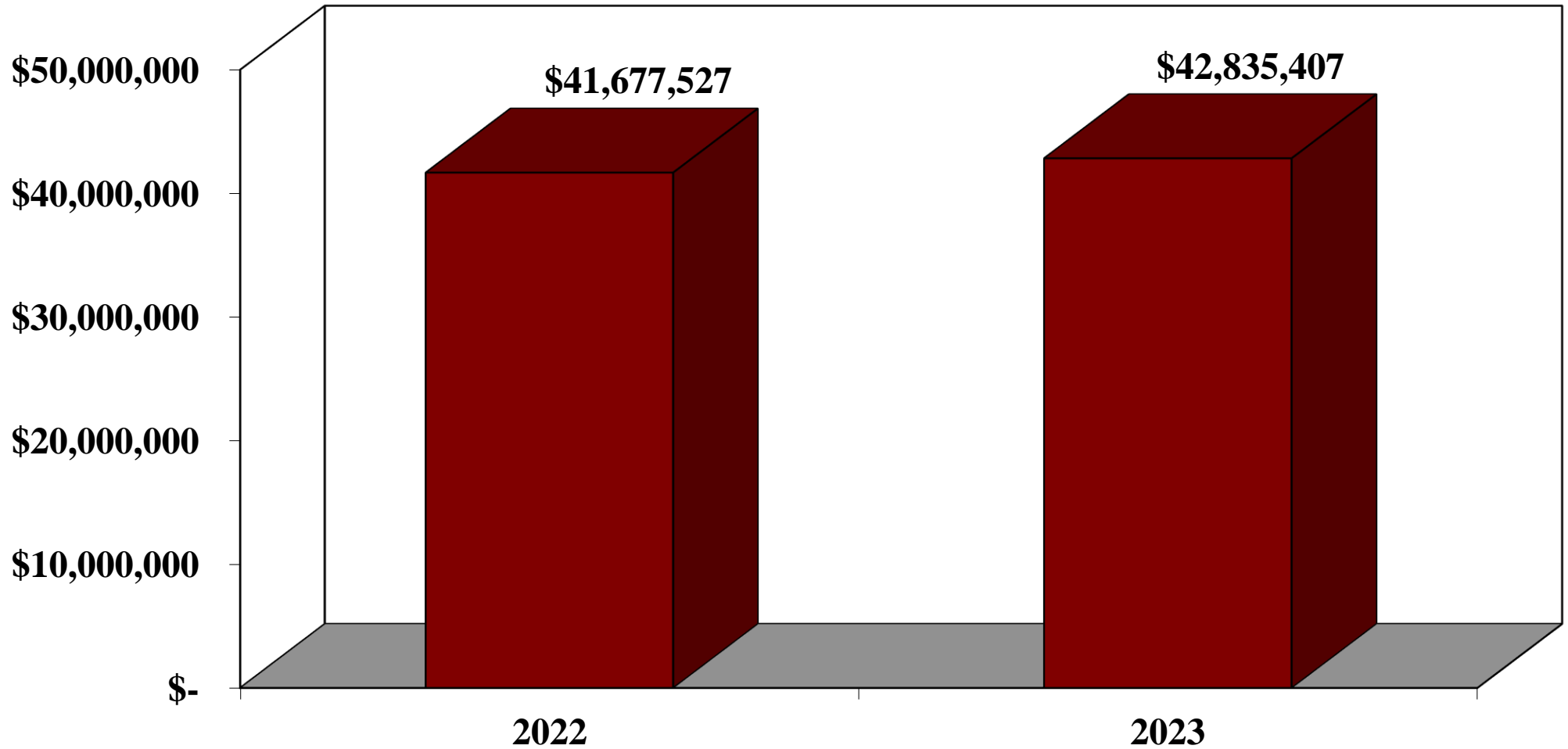
# SALES TAX



# RESTRICTED INTERGOVERNMENTAL

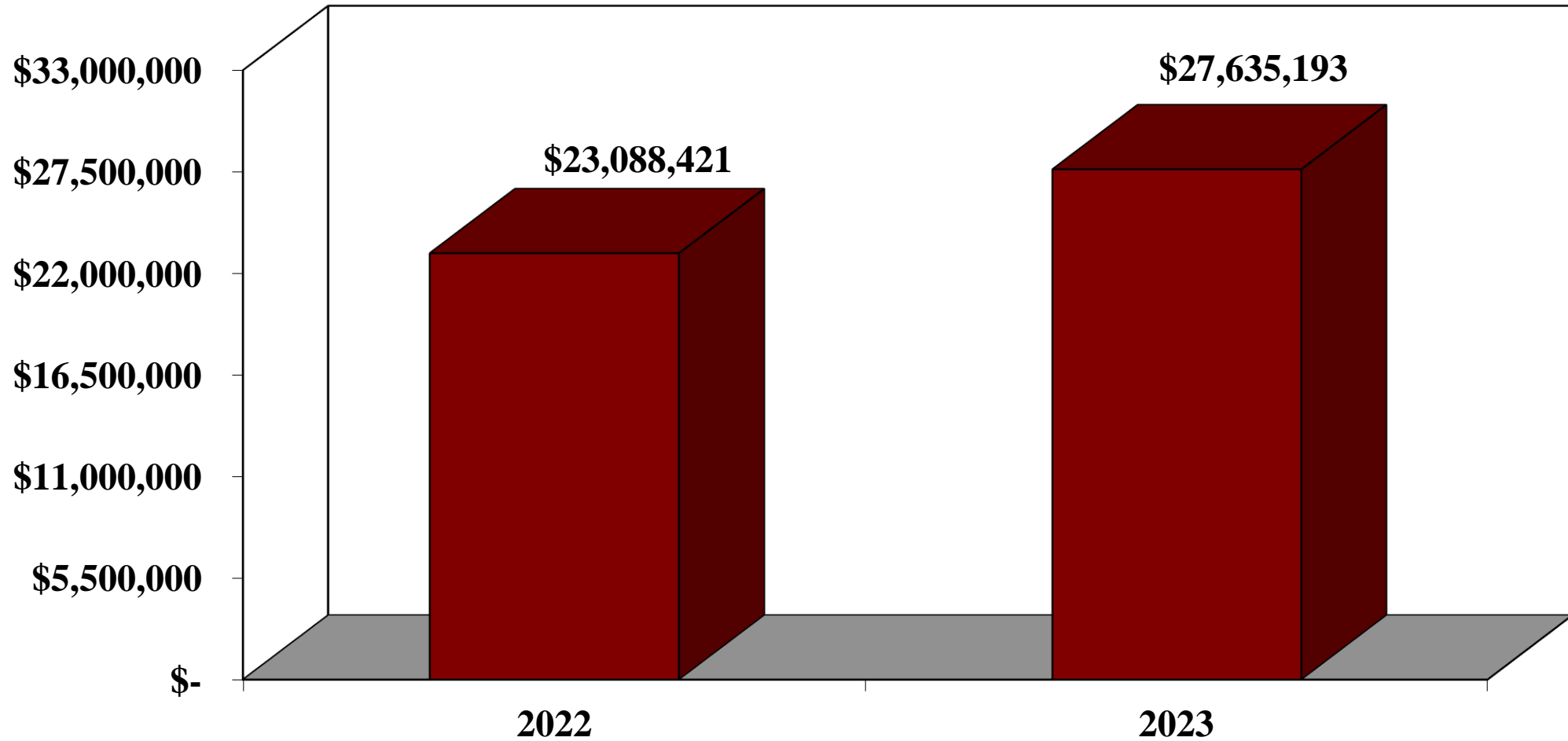


# EDUCATION

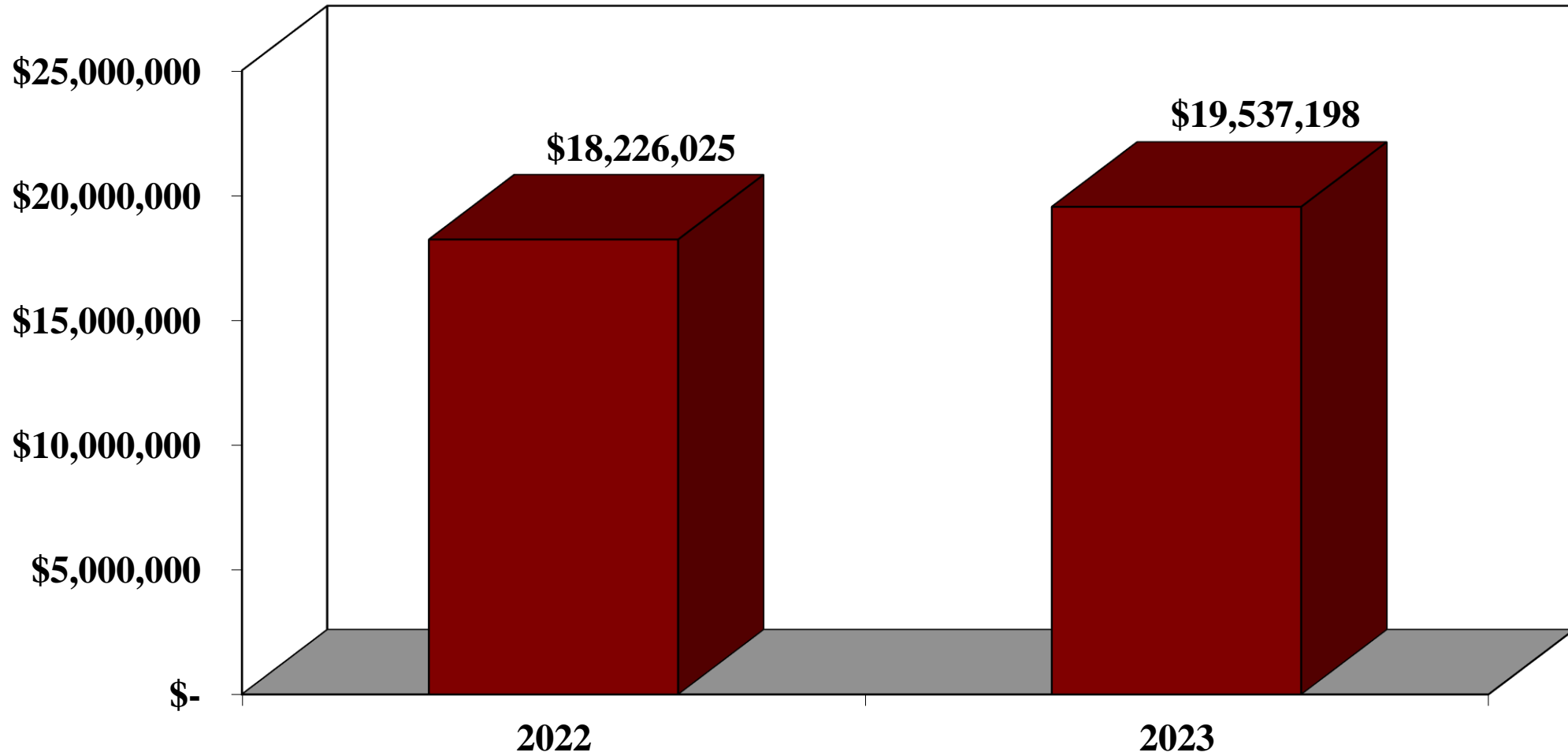




# PUBLIC SAFETY



# HUMAN SERVICES



# ENTERPRISE FUNDS

<b>Utility</b>	<b><u>2022</u></b>	<b><u>2023</u></b>
Operating Revenues	\$ 10,948,507	\$ 8,305,317
Operating Expenses	6,926,769	8,119,178
Operating Income (Loss)	4,021,738	186,139
Cash	28,614,923	27,855,281
Total Net Position	67,931,509	68,508,549
Cash Flow Provided by Operations	3,359,204	1,459,880

# ENTERPRISE FUNDS

<b>Southeast Water District</b>	<b><u>2022</u></b>	<b><u>2023</u></b>
Operating Revenues	\$ 1,117,231	\$ 841,310
Operating Expenses	956,338	604,449
Operating Income (Loss)	160,893	236,861
Cash	577,374	668,617
Total Net Position	698,729	803,633
Cash Flow Provided by Operations	128,589	322,885

# ENTERPRISE FUNDS

<b>Solid Waste Management</b>	<b><u>2022</u></b>	<b><u>2023</u></b>
Operating Revenues	\$ 3,697,655	\$ 3,707,649
Operating Expenses	3,469,754	4,094,937
Operating Income (Loss)	227,901	(387,288)
Cash	6,832,809	6,959,029
Total Net Position	8,934,545	8,993,775
Cash Flow Provided by Operations	447,004	5,333

# QUICK RATIO – UTILITY AND SOUTHEAST WATER DISTRICT



	<u>2022</u>	<u>2023</u>
Quick Ratio	43.35	49.12

# CASH FLOW LESS DEBT SERVICE – UTILITY AND SOUTHEAST WATER DISTRICT FUNDS

	<u>2022</u>	<u>2023</u>
Operating Net Income (loss)		
Excluding depreciation +		
Debt service principal	\$ 3,979,811	\$ 205,245
Unrestricted cash/Total expenses		
Less depreciation + debt service		
Principal	354.99%	313.29%

# GENERAL PERFORMANCE INDICATORS

- ❑ No findings or questioned costs
- ❑ Stable property tax valuation
- ❑ Timely audit submission







# Questions?

Kari Dunlap



828-327-2727



[kdunlap@msa.cpa](mailto:kdunlap@msa.cpa)



[www.msa.cpa](http://www.msa.cpa)





# Chatham County, NC

## Text File

File Number: 23-5049

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**Agenda Date:** 12/18/2023

**Version:** 1

**Status:** Work Session

**In Control:** County Manager's Office

**File Type:** Agenda Item

Receive Affordable Housing Advisory Committee Annual Report

## ADVISORY COMMITTEE SUMMARY ANNUAL REPORT

**NOTE: Attach current list of members and identify officers.**

<b>Name of Committee:</b>	Affordable Housing Advisory Committee	
<b>Date of Presentation:</b>	December 18, 2023	
<b>Time Period Covered:</b>	January 2023 – December 2023	
<b>Name of Chairperson:</b>	Susan Levy	
<b># of Meetings Held During Period</b> (including any special meeting or community input)	8 (official meetings were not held in January, April, July, or November of 2023)	
<b>MISSION &amp; GOALS – Summarize concisely the committee’s mission (charge), key goals, objectives and measures below. You also may attach as a separate document, but limit to no more than one page single-spaced.</b>		
<p>Relaunched in fall 2017, the Chatham County Affordable Housing Advisory Committee (AHAC) makes recommendations to the Chatham County Board of Commissioners for procedures and policies around affordable housing. The Committee will be instrumental in implementing the Chatham County Affordable Housing Strategy Toolbox, as well as administering the Housing Trust Fund application review and award process.</p> <p><b>Charge and Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Reviewing affordable housing policies and procedures and providing recommendations and comments to advise County leadership.</li> <li>• Understanding the Chatham County Affordable Rental Housing Strategy Toolbox and helping to implement its priorities.</li> <li>• Providing feedback and assistance in developing additional strategies to support affordable rental, homeownership, supportive, and transitional housing in Chatham County.</li> <li>• Helping to promote opportunities related to affordable housing like fair housing workshops, RFPs, and surveys.</li> <li>• Submitting an “Advisory Committee Summary Annual Report” to the Chatham County Board of Commissioners.</li> <li>• Participation in the Housing Trust Fund application and awarding process.</li> </ul> <p><b>Priority Goals:</b></p> <p>In its sixth year, the Committee has focused on the continued implementation of seven priority goals, improving the process for the County’s review and award of funds from the Housing Trust Fund, and strategically planning next steps. The seven priority goals include:</p> <ul style="list-style-type: none"> <li>• Increasing number and diversity of affordable rental options</li> <li>• Preserving existing legally binding affordable housing</li> <li>• Preserving naturally occurring affordable housing (NOAH)</li> <li>• Ensuring rental quality</li> <li>• Supporting low-income renters</li> <li>• Fostering healthy communities</li> <li>• Improving economic mobility</li> </ul>		

**ACCOMPLISHMENTS & ACTIVITIES – Summarize concisely below the committee’s major accomplishments and activities of the past year. This should include reports, research, projects, public input, etc. Be sure to identify how they relate to specific goals, objectives or measures. You also may attach as a separate document but limit to no more than one page single-spaced.**

In AHAC’s sixth year, activities focused on Housing Trust Fund application and award process, researching and learning more about specific affordable housing challenges and opportunities, and collaboration with County staff and other stakeholders. Seven new members were appointed to the Advisory Committee and three new member orientation sessions were held.

**Activities, Reports, & Policies Drafted and/or Completed (*relevant goals shown in italics*):**

- **Housing Trust Fund** – The Trust Fund received five applications during the 2023 cycle, requesting a total of \$565,616. Awards totaling \$334,562 were committed to create and/or preserve affordable housing in Chatham County. The Housing Trust Fund has \$300,000 available for this year’s upcoming funding cycle. The Committee will review these applications and provide recommendations to the Board in either January or February 2023. (*Increase number and diversity of affordable housing options, preserve existing legally-binding and naturally occurring affordable housing*)
- **Established Focus Areas** – Due to the anticipated growth and development within Chatham County, AHAC members have identified several focus areas for the upcoming calendar year. These include mobile home park preservation, a continuation of efforts around the Unified Development Ordinance (UDO) recommendations, identifying existing buildings and/or land that may be suitable for affordable housing development, and researching potential sources of outside funding. Several of these focus areas will involve interlocal collaboration and collaboration between different Chatham County departments. (*Addresses all priority goals and promotes education about the needs, challenges, and opportunities in the county*)
- **Unified Development Ordinance Project** – AHAC members are engaged with Planning Department staff and the consultants working on the UDO efforts to provide feedback on affordable housing-related items affecting the development of the UDO. AHAC will provide feedback as the UDO development process continues. Three of AHAC’s members have joined the Planning Board’s UDO Subcommittee as ex-officio members and participate in their meetings. (*Increase number and diversity of affordable housing options, preserve existing legally-binding and naturally occurring affordable housing, ensure rental quality*)
- **Strategic Planning** – Alongside Minnesota Housing Partnership (MHP), a nonprofit that supports housing and community development opportunities across the country, Chatham County hosted a three-day strategic planning retreat in August. Six AHAC members participated in the event and will “champion” three of the goals identified through the strategic planning process. These goals include: (1) developing and strengthening sustainable funding sources that meet Chatham’s housing needs; (2) communicating to increase understanding and generate support; and (3) reducing development barriers and increase usable incentives. (*Addresses all priority goals and promotes education about the needs, challenges, and opportunities in the county*)
- **Exploring Partnerships and Models for the County** – Staff remains engaged with Community Home Trust, a non-profit land trust organization that has historically served Orange County, NC, and is now expanding into Chatham County, NC. Chatham County’s partnership with Community Home Trust has been several years in the making, and we will soon see the impact of these efforts with ten permanently affordable homeownership opportunities

incorporated within a development currently in progress – Vickers Bennett. This achievement serves as a model for future partnerships between both for-profit and nonprofit housing developers. *(Increase number and diversity of affordable housing options, preserve existing legally-binding and naturally occurring affordable housing)*

**BARRIERS & CHALLENGES – Identify any barriers or challenges that make it difficult for the committee to achieve goals or objectives. Limit to the space provided below.**

Despite continued efforts of the County and the Advisory Committee, the need for affordable housing in Chatham County continues to grow. Housing costs for both renters and homeowners have increased exponentially since the pandemic with relief remaining far out of sight. In March of 2023, Chatham’s median home price was approximately \$600,000; in September, this rose to \$650,000.

Even with Article 46 Sales Tax Revenue, available funding is far below what is necessary to meet Chatham’s affordable housing needs. As of June 2023, the City of Raleigh estimates that the current average subsidy required to create one affordable rental unit (e.g., one single apartment) at 60% AMI is \$159,000; this is over half of the annual Housing Trust Fund allocation and, at a 60% AMI affordability rate, is still out of reach for our most vulnerable families. Without tax credit incentives, the Urban Institute estimates the total cost of one affordable housing unit at 30% AMI to be \$254,476. The rent affordable to these families is even further from covering the cost of building and operating this housing.

AHAC and the County have an opportunity and a responsibility to think creatively about how to address housing needs, especially as they relate to stability, safety, and health of extremely low-income residents. The requests for funding as seen through the last few rounds of the Housing Trust Fund indicate that the need remains greater than the availability. Increased funding, as well as new and innovative approaches to creating and preserving affordable housing within the County, will be key as we enter 2024.

**RECOMMENDED CHANGES: Please list any recommendations to the Board of Commissioners related to the changes in the advisory committee’s membership, mission, goals, objectives or other related issues.**

We have two seats that have been vacant for approximately one year with several qualified applicants still interested in joining the Advisory Committee. Otherwise, the committee intends to continue focusing on the seven priority goals this coming year.

**OTHER INFORMATION: Provide any other information or observations that the Board of Commissioners should know about. Provide in the space below.**

County staff and Central Pines Regional Council (CPRC) continue to make efforts developing critical partnerships, pursuing external funding opportunities, and otherwise progressing towards the goal of improved housing quality and affordability for all residents of Chatham County.

**Current Members of Affordable Housing Advisory Committee as of December 18, 2023**

Current Vacancy(ies):

1 – District 5

1 – At-Large

	<b>Name</b>	<b>Position</b>	<b>District</b>
1	Susan Levy	Chair	3
2	John Foley	Vice-Chair	2
3	Alirio Estevez	Member	1
4	Gail Friedman	Member	1
5	Sharon Taylor Gray	Member	2
6	Gary Cox	Member	3
7	Mary Gillogly	Member	4
8	Tiffany Stuflick	Member	4
9	Stephanie Dixon	Member	5
10	VACANT	Member	5
11	Chip Price	Town of Siler City Appointee	Siler City
12	Kyle Shipp	Town of Pittsboro Appointee	Pittsboro
13	Kent Jones	Town of Goldston Appointee	Goldston
14	VACANT	Member	At-Large
	Jack Watson	Staff – CPRC	STAFF
	Hunter Fillers	Staff – CPRC	STAFF
	Lindsay Whitson	Staff – CPRC	STAFF
	Leah Dyson	Staff Liaison – Chatham County	STAFF
	Bryan Thompson	Staff – Chatham County	STAFF





# Annual Report 2023

Chatham County Affordable  
Housing Advisory  
Committee

Susan Levy, Advisory Committee Chair  
December 18, 2023





# Today's Objectives



## **Review**

Review the Goals, Mission, and Responsibilities of AHAC.



## **Inform**

Inform the commissioners of 2023 AHAC accomplishments and activities.



## **Present**

Present data on Housing Needs and Progress.



## **Inform**

Inform the commissioners of activities of the coming year.



## **Receive**

Receive any questions or feedback from the commissioners.

# AHAC Mission & Responsibilities

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<b>Understand</b>	Understand the Chatham County Affordable Rental Housing Strategy Toolbox and help implement priorities
<b>Review</b>	Review affordable housing policies & procedures and provide recommendations and comments to advise County leadership
<b>Provide</b>	Provide feedback and assistance in developing additional strategies to support affordable homeownership opportunities and transitional housing in Chatham County.
<b>Promote</b>	Promote opportunities related to affordable housing like fair housing workshops, RFPs and surveys.
<b>Submit</b>	Submit an “Advisory Committee Summary Annual Report” to the Chatham County Board of Commissioners.

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# AHAC Goals

1. Increase the number & diversity of affordable rental options.
2. Preserve legally-binding affordable housing.
3. Preserve existing naturally occurring affordable housing.
4. Ensure rental quality.
5. Support low-income renters.
6. Foster healthy communities.
7. Improve economic mobility.



# 2023 Activities & Accomplishments

---

- Housing Trust Fund Awards
- Established Focus Areas
- Unified Development Ordinance Project
- Strategic Planning
- Exploring Partnerships and Models for the County

*Seven new members appointed in 2023 & three orientation sessions held (two vacant seats remaining).*

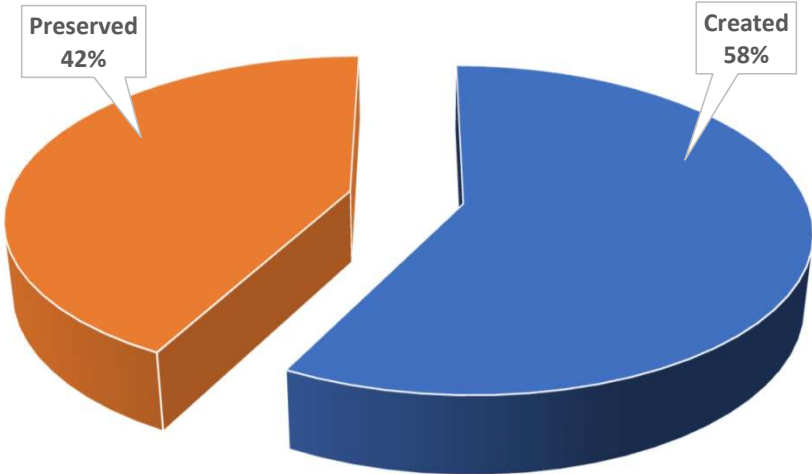
# Housing Trust Fund Updates

**373** units created or preserved since 2019

Applications are currently under review for FY24:

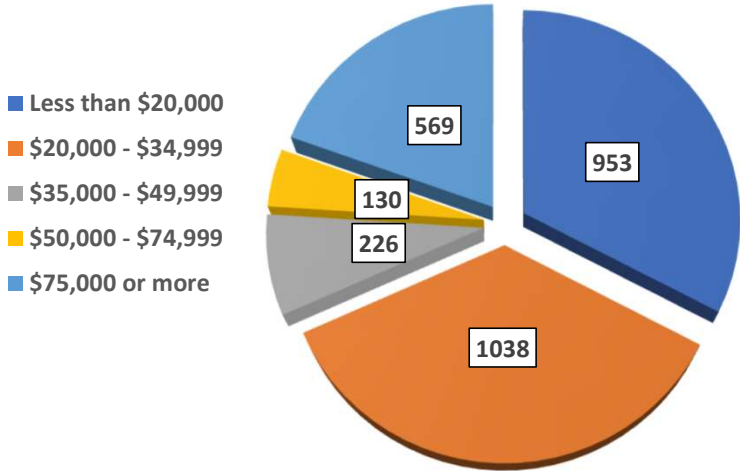
- 5 Applications Received
  - 3 - preservation, 2 - creation of new units
- \$838,000 total requested
- \$300,000 available

*Awards anticipated to be made in Spring 2024.*



# 2023 Data Update: Chatham County Profile

## Housing Cost-Burdened Renters



2,916

affordable rental units are needed



## Chatham County Housing Authority Housing Choice Voucher Program\*

369 vouchers leased up

147 vouchers available

1,142 applicants on the waiting list

\*September 2023

# 2023 Data Update: Chatham County Profile

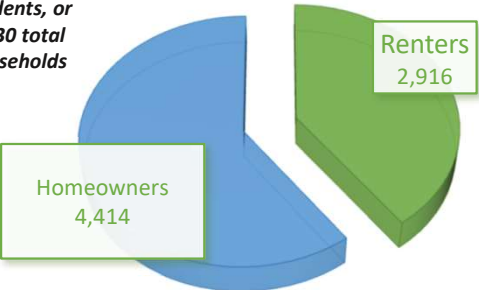
## HOUSING COST-BURDEN



**37** families faced foreclosure

**198** families faced eviction

22% of *all* residents, or 7,330 total households

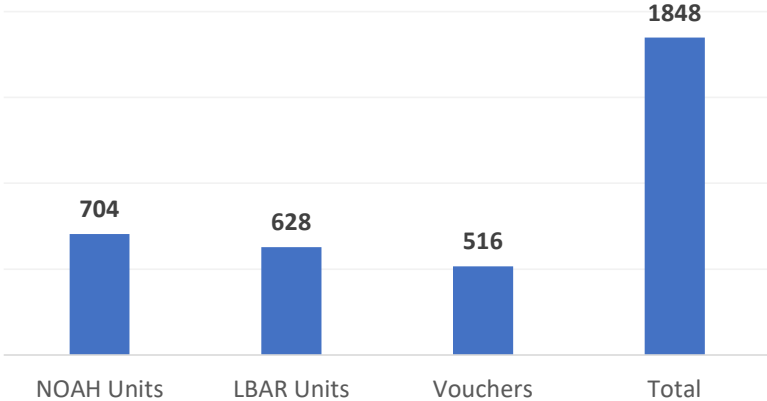


Over the last year...

Hispanic or Latino household median income is 58% of white household mean income.

Black or African American household median income is 65% of white household mean income.

## Affordable Housing Types

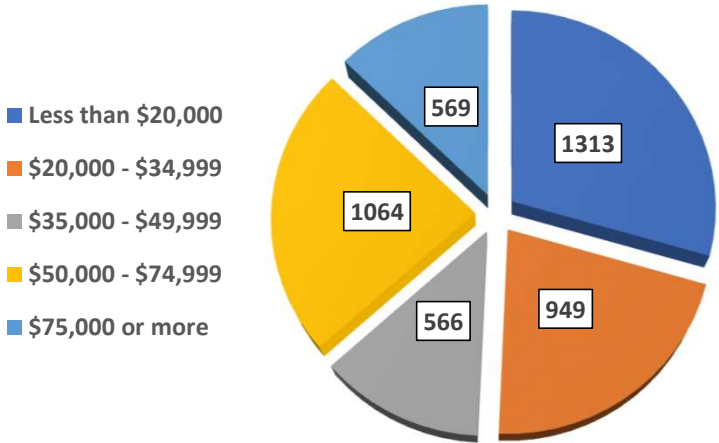


**72** Number of units to be added in 2024

**64** Number of units at-risk before 2030

# 2023 Data Update: Chatham County Profile

## Housing Cost-Burdened Homeowners



**\$650,000**

Chatham County median home purchase price in September 2023

**7.76%**

30-year-fixed mortgage rate as of November 2, 2023

**\$130,000**

20% down payment required to avoid mortgage insurance

**\$4,596**

Estimated monthly payment, including taxes and insurance but no HOA fee



# Barriers & Challenges

**\$254,476**

The cost estimated by the Urban Institute to build one unit of housing affordable to a household making **30%** of the Area Median Income (AMI) in 2016.

**\$159,000**

The subsidy cost estimated by the City of Raleigh to build one unit of housing affordable to a household making **60%** of the Area Median Income (AMI) in 2023.



**\$925,616**

*Housing Trust Fund requests  
2022-2023*



**\$337,562**

*Housing Trust Fund awards  
2022-2023*

Looking Ahead...



# This Coming Year

- Continue working with Minnesota Housing Partnership (MHP):
    - Strategic planning efforts
    - Updating the 2017 Affordable Rental Housing Toolbox
  - Continue efforts within focus areas:
    - Mobile home park preservation
    - Unified Development Ordinance (UDO) Recommendations
    - Identifying existing buildings/land for affordable housing development
    - Researching potential sources of funding to support affordable housing development
  - Review and revise relevant guidelines and policies:
    - Housing Trust Fund
    - Fee Reimbursement Policy
-



# Feedback for the Future

We would like to take a moment to request feedback from you:

- What would you like to hear more about or see AHAC involved with?
- What concerns or questions do you have about Affordable Housing?
- What would you like us to consider for the next 1-3 years?



# Chatham County, NC

## Text File

File Number: 23-5054

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**Agenda Date:** 12/18/2023

**Version:** 1

**Status:** Work Session

**In Control:** Board of Commissioners

**File Type:** Agenda Item

Receive Climate Change Advisory Committee Annual Report

## ADVISORY COMMITTEE SUMMARY ANNUAL REPORT

**NOTE: Attach current list of members and identify officers.**

<b>Name of Committee:</b>	Chatham County Climate Change Advisory Committee	
<b>Date of Presentation:</b>	December 18, 2023	
<b>Time Period Covered:</b>	July 1, 2022, to June 30, 2023	
<b>Name of Chairperson:</b>	Robbie Cox and Charlie Cooper (Co-Chairs)	
<b># of Meetings Held During Period</b> (including any special meeting or community input)	10 Monthly meetings and one half-day retreat, with a quorum present. In addition, several small working groups met during the year.	
<b>MISSION &amp; GOALS – Summarize concisely the committee’s mission (charge), key goals, objectives, and measures below. You also may attach as a separate document, but limit to no more than one page single-spaced.</b>		
<p>The purpose of the Committee [is] to make recommendations to the Board of Commissioners ... regarding likely climate change impacts in Chatham County and ways to adapt to and mitigate these impacts, including: (a) reducing emissions of greenhouse gases (primarily CO<sub>2</sub>) with related improvements in air quality, (b) promoting the use of renewable energy, (c) promoting carbon neutral/green building standards for new and existing buildings public and private, (d) encouraging resilient conservation-oriented land uses and residential and commercial land development standards that foster climate change mitigation and adaptation, and (e) seeking best practices to retain County’s tree cover.</p>		
<b>ACCOMPLISHMENTS &amp; ACTIVITIES – Summarize concisely below the committee’s major accomplishments and activities of the past year. This should include reports, research, projects, public input, etc. Be sure to identify how they relate to specific goals, objectives, or measures. You also may attach it as a separate document but limit to no more than one page single-spaced.</b>		
<p><b>NOTE:</b> In response to Commissioners, the Committee developed the <b>Chatham County Climate Action Plan</b> (2021) specifying 10 actions, short and long-term. The Committee’s <b>Accomplishments &amp; Activities</b> are listed by their relationship to these 10 Action Steps:</p> <p><i>Sequestration and Regeneration Recommendations:</i></p> <ol style="list-style-type: none"> <li>1. <b>Conserve, Protect Sensitive Lands</b>—develop strategy for 20,000 acres <ul style="list-style-type: none"> <li>• Consulted with Senior Advisor, The Conservation Fund in NC re. land protection, acquisition.</li> <li>• Developed “land conservation” metric in draft “Climate Dashboard.” (Superseded by the Planning Dept. tracking project of environmental goals in the Comprehensive Plan.)</li> </ul> </li> <li>2. <b>Protect County’s Trees</b>—Develop Tree Protection Ordinance <ul style="list-style-type: none"> <li>• Participated in Tree Protection Ordinance Working Group. Recommendation to Commissioners, Dec. 5, 2022.</li> </ul> </li> <li>3. <b>Promote Sustainable &amp; Regenerative Agriculture</b> <ul style="list-style-type: none"> <li>• The Committee’s working group continued research on regenerative land use for sequestering carbon, incl. consultation with agriculture groups and County Extension Agent</li> </ul> </li> <li>4. <b>Learning Areas in Parks</b>—Establish 10 carbon demonstration gardens (No action this period)</li> <li>5. <b>Green Space in New Developments</b> (No action this period)</li> </ol>		

*Reducing Greenhouse Gas Pollution Recommendations:*

- Researched NC Utilities Commission rulings re. HB 951, requiring a 70% reduction in carbon dioxide emissions by 2030 and net zero by 2050.
  - Two CCAC members attended NCUC public hearing (July 2022) re. potential carbon ruling
  - Researched Inflation Reduction Act (IRA) “direct payments” to local governments for clean energy projects
  - Researched Rewiring America clean energy “Savings Calculator” for potential tax credits and rebates for Chatham County residents
6. **Cleaner County Fleets**—increased Use of EVs and Hybrids
- Formed Electric School Bus working group to research feasibility of ESBs for County.
  - Received report on school children’s health benefits and improved academic performance from riding electric buses
  - CCAC members interviewed Assistant Superintendent of Operations and Director of Transportation for Chatham County Schools re. their concerns about electric school buses
7. **Accessibility of EV Charging Stations**
- Received report on sources of Federal funding for EV charging stations
  - Began investigation of energy infrastructure for future County heavy-duty EV vehicles
8. **Reduce Emissions with Green Buildings**
- Researched IRA funding for energy efficiencies in low-income homes per the Comprehensive Plan: “Require energy efficiency in affordable housing.”
9. **Green Jobs Summit** (No action this period)
10. **Climate Perspective in County Decisions and Progress Measurement**
- Appointed two CCAC members as ex-officio members of the UDO Subcommittee
  - Drafted “Climate Dashboard” for tracking progress of actions toward Chatham County environmental goals. (Superseded by Planning Dept. proposal)
  - Recommended Commissioners’ support for Planning Dept. budget proposal to track the environmental goals in the Comprehensive Plan (letter, April 5, 2023).

**BARRIERS & CHALLENGES – Identify any barriers or challenges that make it difficult for the committee to achieve goals or objectives. Limit to the space provided below.**

1. The primary challenge continues to be the rapid pace of development in the county. As natural lands are converted to commercial and residential purposes, efforts at sequestration suffer with the loss of trees, the county’s major source of carbon sinks.
2. A second challenge is that the Inflation Reduction Act’s implementation may take longer, delaying the ability of local governments to obtain bridge loans for electric infrastructure and solarization projects or assist County residents in securing tax credits and rebates for weatherization and energy efficiencies.
3. A further challenge are plans by Duke Energy and EMCs to reduce payments for residential solar panel energy generation; the Committee has not found ways to challenge these plans.
4. Finally, the challenge from climate change may worsen as nations fall behind in meeting their emissions goals: “Contrary to pledges to cut fossil fuel production, government policies worldwide will add up to a **doubling of production** in 2030, “a new report from the UN environment agency (UNEP) concludes, Nov. 8, 2023.

**RECOMMENDED CHANGES:** Please list any recommendations to the Board of Commissioners related to the changes in the advisory committee’s membership, mission, goals, objectives or other related issues.

During 2022-2023, the Committee focused principally on clean energy, electric vehicles, energy efficiency, and benefits from the IRA climate law. Are Commissioners satisfied with this emphasis? Or are additional or other subjects (e.g., green jobs summit) desired for the Committee’s objectives in 2024?

Because Greenhouse Gas Inventories have implications for staff time and potentially may inform Commissioners’ decisions, the Committee intends to begin planning for a new Greenhouse Gas Inventory in late 2024, particularly as VinFast, Wolfspeed, and other developments begin production in 2024 and beyond.

Siler City has appointed Pam Hawe as its representative to the Climate Change Advisory Committee


**OTHER INFORMATION:** Provide any other information or observations that the Board of Commissioners should know about. Provide in the space below.

The membership position on the Committee representing the town of Goldston remains vacant.



**ATTACHMENT A: LIST OF CCAC MEMBERS FOR 2022-2023**

<b>MEMBERS</b>	<b>ROLES - CURRENT AND PAST</b>
<b>Charlie Cooper</b>	<b>Co-Chair</b>
<b>Robbie Cox</b>	<b>Co-Chair</b>
<b>John Graybeal</b>	<b>Former Chair</b>
<b>Mike Petruska</b>	<b>Former Chair</b>
<b>Keith McLaurin</b>	<b>Former Vice Chair</b>
<b>Ed Beroset</b>	<b>Member</b>
<b>Alicia Koblansky</b>	<b>Member</b>
<b>John Bonitz</b>	<b>Pittsboro Representative</b>
<b>Nita Dukes</b>	<b>Former Co-Chair</b>
<b>Vickie Atkinson</b>	<b>Member</b>
<b>Town of Goldston Rep</b>	<b>Currently vacant</b>
<b>Siler City Rep</b>	<b>Pam Hawe</b>
<b>David Delaney</b>	<b>Commissioner Liaison</b>
<b>Kevin Lindley</b>	<b>Chatham County Environmental Quality Director</b>



Annual Report:  
Climate Change Advisory  
Committee  
2022-2023

UN urges dramatic climate action as records keep tumbling

“With global temperatures soaring and greenhouse gas emissions at unprecedented levels, dramatic climate action is needed to steer away from runaway climate change,” a 2023 UN report has found.

UN, “Emissions Gap Report,” November 20, 2023



Annual Report:  
Climate Change Advisory  
Committee  
2022-2023



## Our Mission and Goals:



Make recommendations to Commissioners regarding climate change impacts in Chatham County and ways to adapt to and mitigate these impacts:

- (a) Reduce emissions of greenhouse gases with related improvements in air quality,
- (b) Promote the use of renewable energy,
- (c) Promote carbon neutral/green building standards for new and existing buildings both public and private
- (d) Encourage resilient and regenerative conservation-oriented land uses for both residential and commercial land development standards that foster climate change mitigation and adaptation
- (e) Seek best practices to retain County's tree cover.



## CCAC Committee Membership

NAME	POSITION	NAME	POSITION
Charles Cooper	Co-Chair	Alicia Koblansky	Member
Robbie Cox	Co-Chair	John Bonitz	Pittsboro Rep
John Graybeal	Past Chair	Vickie Atkinson	Member
Mike Petruska	Past Chair	Goldston Rep	Vacant
Keith McLaurin	Past Vice Chair	Pam Hawe	Siler City Rep
Ed Beroset	Member	David Delaney	BOC Commissioner Liaison
Nita Dukes	Member	Kevin Lindley	Environmental Quality Director and staff liaison

## Our Accomplishments & Activities for 2022-2023:

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Earlier, the Committee prepared a “Chatham County Climate Action Plan” specifying 10 steps the County could consider in its climate change planning.

Our 2022-2023 Accomplishments and Activities in these 10 steps occur in two clusters:

(1) Sequestration and Regeneration and (2) Reducing Greenhouse Gas Pollution.

# Our Accomplishments & Activities for 2022-2023:

## Sequestration and Regeneration Recommendations

1. Conserve, Protect Sensitive Lands—develop strategy for 20,000 acres
  - Consulted with Senior Advisor, The Conservation Fund in NC re. land acquisition.
  - Developed “land conservation” metric in draft “Climate Dashboard.”  
(Superseded by Planning project for tracking environmental goals in Comprehensive Plan.)
2. Protect County’s Trees—Develop Tree Protection Ordinance
  - Participated in Tree Protection Ordinance Working Group. Recommendation to Commissioners, Dec. 5, 2022.

## Our Accomplishments & Activities for 2022-2023:

### Sequestration and Regeneration Recommendations

#### 3. Promote Sustainable & Regenerative Agriculture

- The Committee's working group continued research on regenerative land use for sequestering carbon, including consultations with agriculture groups and the County Extension Agent.
- Presentation to Chatham County Ag Business Group on regenerative ag.

#### 4. Learning Areas in Parks—Establish 10 carbon demonstration gardens (No action this period)

#### 5. Green Space in New Developments (No action this period)



# Our Accomplishments & Activities for 2022-2023:

## Reducing Greenhouse Gas Recommendations:

- Researched NC Utilities Commission rulings re. HB 951, requiring a 70% reduction in carbon dioxide emissions by 2030 and net zero by 2050.
- CCAC members attended NC Utility Commission public hearing (July 2022) regarding its potential carbon ruling

(Continued monitoring of the Utility Commission is important for Commissioners re. its carbon and net metering rulings, i.e., two BOC letters in 2022 re. Utility Commission actions)

- Researched Inflation Reduction Act (IRA) “direct payments” to local governments for clean energy projects
- Researched Rewiring America clean energy “Savings Calculator” for potential tax credits and rebates for Chatham County residents

## Our Accomplishments & Activities for 2022-2023:

### Reducing Greenhouse Gas Recommendations:

#### 6. Cleaner County Fleets—increased Use of Electric Vehicles (EVs) & Hybrids

- Formed Electric School Bus working group to research feasibility of ESBs for County.
- Received report on school children’s health benefits and improved academic performance from riding electric buses
- CCAC members interviewed Assistant Superintendent of Operations and Director of Transportation for Chatham County Schools re. concerns about electric school buses

#### 7. Accessibility of EV Charging Stations

- Received report on sources of Federal funding for EV charging stations
- Began investigation of energy infrastructure for future Co. heavy-duty EV vehicles

## Our Accomplishments & Activities for 2022-2023:

### Reducing Greenhouse Gas Recommendations:

#### 8. Reduce Emissions with Green Buildings

- Researched Inflation Reduction Act funding for energy efficiencies in low-income homes per Comprehensive Plan: “Require energy efficiency in affordable housing” (Str. 3.5)

#### 9. Green Jobs Summit (No action this period)

#### 10. Climate Perspective in County Decisions and Progress Measurement

- Appointed two CCAC members as ex-officio members of the UDO Subcommittee
- Drafted “Climate Dashboard” for tracking progress of actions toward Chatham County environmental goals. (Superseded by Planning Dept. proposal)
- Recommended Commissioners’ support for Planning Dept. budget proposal to track the environmental goals in the Comprehensive Plan (letter, April 5, 2023).

## Our Accomplishments & Activities for 2022-2023:

### Barriers and Challenges

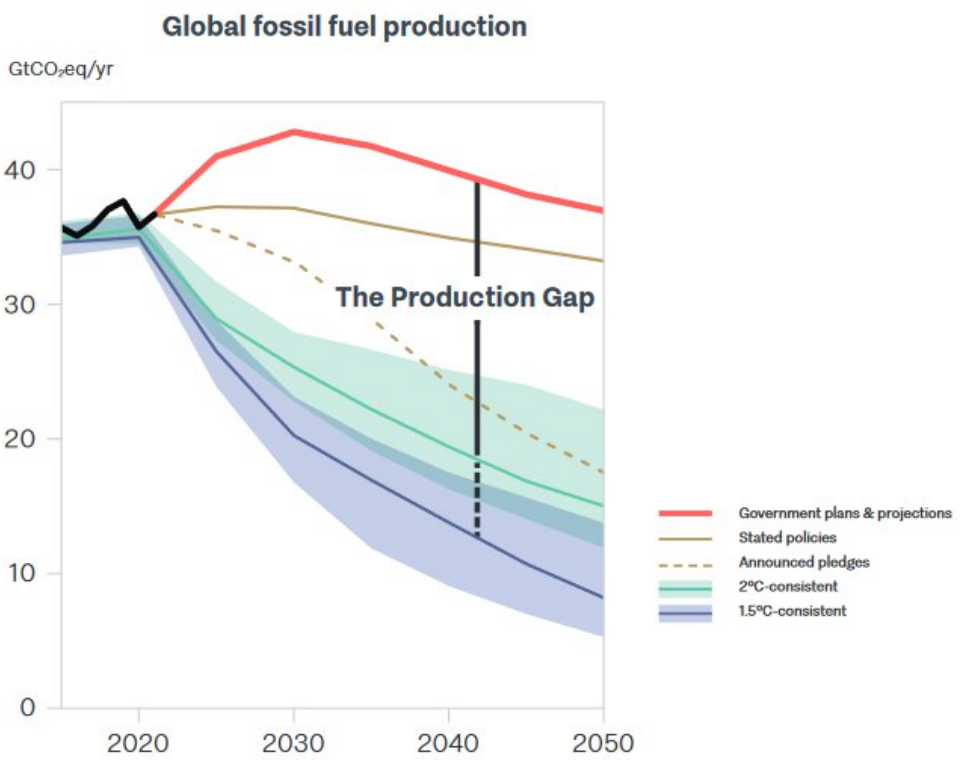
1. The primary challenge continues to be the rapid pace of development in the county. As natural lands are converted to commercial and residential purposes, efforts at sequestration suffer with the loss of trees, the county's major source of carbon sinks.
2. A second challenge is that the Inflation Reduction Act's implementation may take longer, delaying the ability of local governments to obtain bridge loans for electric infrastructure and solarization projects or assist County residents in securing tax credits and rebates for weatherization and energy efficiencies.
3. Further are actions by Duke Energy and Electric Membership Corporations (EMCs) to reduce payments for residential solar panel energy generation, providing a disincentive for adoption of solar panels.

# Our Accomplishments & Activities for 2022-2023:



## Barriers and Challenges

4. Finally, the challenge from climate change may worsen as nations fall behind in meeting their emissions goals: “Contrary to pledges to cut fossil fuel production, government policies worldwide will add up to a doubling of production in 2030, “a new report from the UN environment agency (UNEP) concludes, Nov. 8, 2023.



## Our Accomplishments & Activities for 2022-2023:

### RECOMMENDED CHANGES

1. In 2022-2023, the Committee focused primarily on clean energy, electric vehicles, energy efficiency, and benefits from the IRA climate law. Are Commissioners satisfied with this emphasis? Or are additional or other subjects (e.g., green jobs summit) desired for the Committee's objectives in 2024?
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3. Siler City appointed Pam Hawe as representative to the Climate Advisory Committee.

Thank you!

***Robbie Cox and Charlie Cooper  
(Co-Chairs)***

***Climate Change Advisory Committee***





# Chatham County, NC

## Text File

File Number: 23-5053

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**Agenda Date:** 12/18/2023

**Version:** 1

**Status:** Work Session

**In Control:** Cooperative Extension

**File Type:** Agenda Item

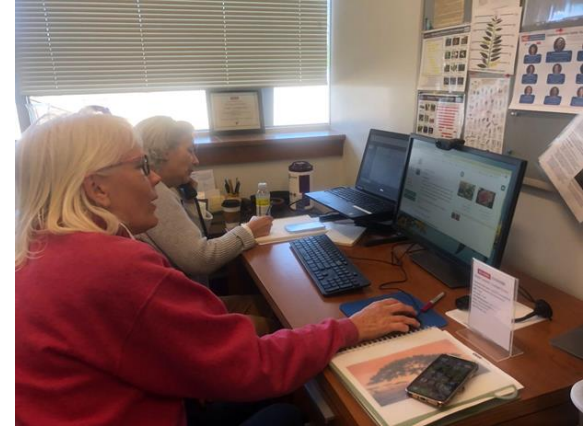
**Agenda Number:**

Receive a Presentation on the Chatham County Cooperative Extension Horticulture Program



# Extension Horticulture Program

## 2023 Impacts and Updates



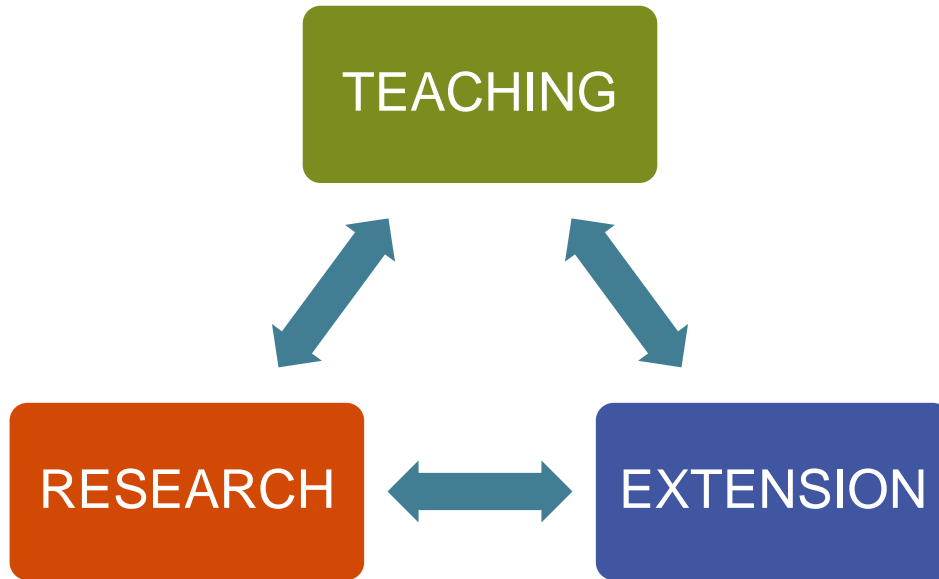
**Matt Jones**

Extension Agent - Horticulture

# What is NC Cooperative Extension?

A Brief Refresher

# Land-Grant University Model



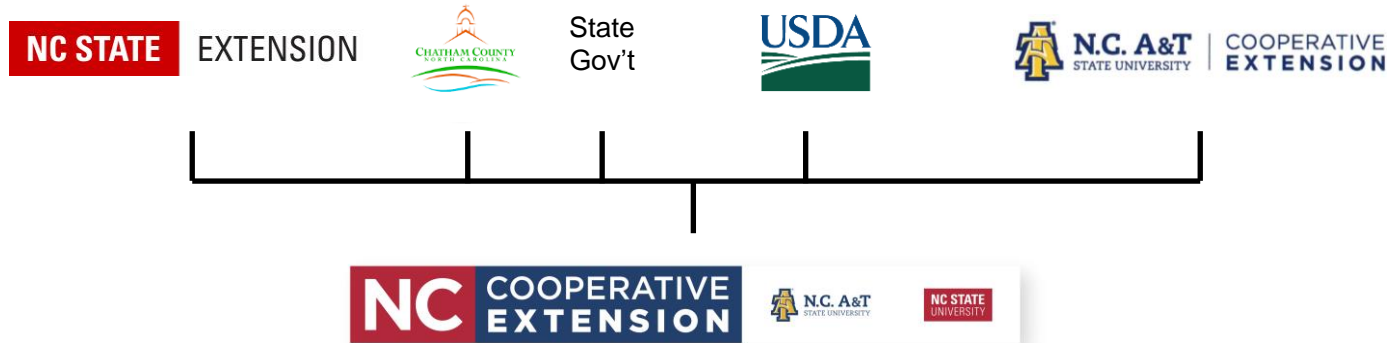
# Progress Through Partnerships



- **Federal, State, County Funding**
- **State Match to Federal Capacity Dollars – 1:1**
- **Unique Partnership with Counties**

# Partnering for Prosperity

North Carolina is home to two land-grant institutions: NC State University and N.C. A&T State University. The universities work alongside federal, state and local governments to form a strategic partnership called **N.C. Cooperative Extension.**



# Core Program Areas

Extension improves the lives of North Carolinians through programs and partnerships focused on agriculture, food and nutrition, and 4-H youth development.

## Agriculture



Extension keeps North Carolina's \$100+ billion agriculture industry growing and sustainable by connecting growers with research-based information and technology.

## Food and Nutrition



Extension helps people make healthier decisions, reduce their risk of chronic disease and live better lives. Through a range of FCS efforts, our experts promote a lifetime of good health.

## Youth Development



Extension's 4-H program is the largest youth development organization in North Carolina. Through clubs and camps, 4-H equips hundreds of thousands of youth with life skills for success.

# Evolving and Expanding

Extension was created over 100 years ago to help bring agricultural research to farmers and rural areas. In the 21st century, we have grown to encompass much more without losing sight of our mission.

We continue to evolve and innovate to meet the needs of the diverse audiences we serve statewide.



**Disaster Planning  
+ Response**



**Homes +  
Families**



**Community +  
Rural Development**

# Horticulture Outreach Program

Chatham County



# Outreach and Education for...

## Commercial Nurseries



## Home & Community Gardeners



## Green Industry Professionals



## Master Gardener Volunteers

**NC STATE** EXTENSION  
Master Gardener | Chatham County



# County Situation



Population  
Growth

Environmental Impacts  
Agricultural Impacts



Rural  
Character

## Program Goals

- 1) Promote biodiverse & ecologically-functional landscapes
- 2) Promote home food production and composting

# Landscape & Green Industry Conference 2023

- **Extension Resources and Underutilized Landscape Plants** – Matt Jones and Amanda Wilkins
- **Tree and Shrub Boot Camp** – Travis Black
- **What Can We Do to Make Plants More Resilient in a Warming World?** – Dr. Barb Fair
- **Annuals and Perennials for Phytophthora-infested Landscape Beds** – Ella Reeves
- **Business Purchasing and Succession** – Dana Massey and Paige Moody
- **Licensed Applicator Responsibilities** – Tyler Harran



66

9 CEUs



# Nursery and Landscape Consultations



# *Extension Gardener* Workshops and Webinars

- Vegetable Seed Starting (2x)
- Warm Season Crops for Vegetable Gardens (2x)
- Pest, Disease and Weed Management for Veggies (2x)
- What's the Matter with My 'Mater? (2x)
- Identification of Trees of the Piedmont
- **Native Perennials for the Home Garden**
- Fundamentals of Composting



**594**



## Other Workshops and Events

- Native Plants for Creeks and Streams
- Sandhills Turf and Ornamental Spring and Fall Meetings
- Installation and Maintenance of Wetland Plants
- Aquatic Weed Management (2x)
- Be a Winner at the NC State Fair!
- Harvest Delights: Growing and Cooking Fall Vegetables
- Pasture Weed ID and Management
- Numerous community groups
- EMG training around the state



238

# Fearrington Village Forest Walk



# Joint Aquatic Weed ID Workshops w/ Randolph County





**NC STATE**

**EXTENSION**

## Master Gardener | Chatham County

2023 Master Gardener Volunteer Output

**61**

Active Volunteers

**3,440**

Hours Volunteered

**15**

New Students

**1,720**

Client Contacts

**\$103,028**

Volunteer Value

# EMG Core Training

## Volunteer Skills

- Interactive, hands-on workshops
- Deepen and apply your knowledge
- Find research-based information/resources
- Diagnostic skills and problem solving

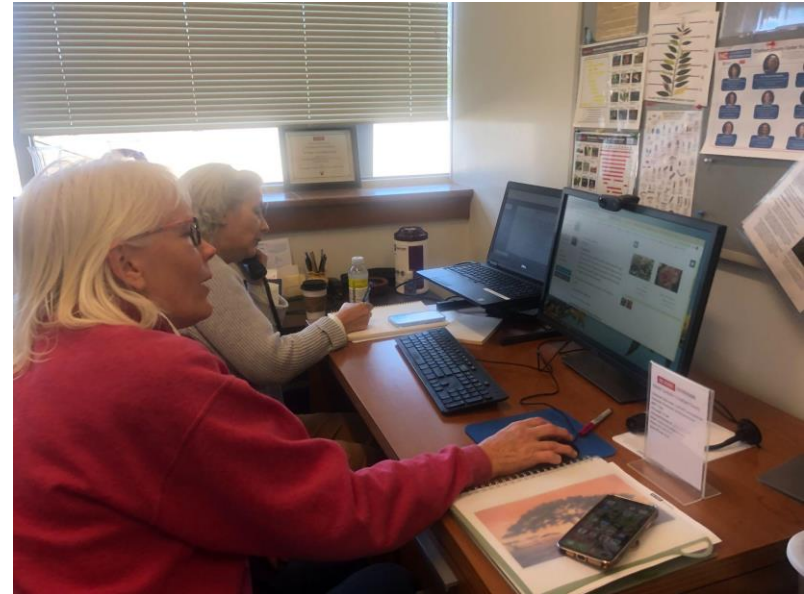


# 5. EMG Core Training

MGV Class	Date	Time
Orientation; Extension History, Resources, & Research Methods	Sept. 12	9:30 AM – 3:30 PM
Botany and Plant Identification	Sept. 19	
Diseases & Disorders of Plants	Sept. 26	
Beneficial & Pest Insects of Plants	Oct. 3	
Weed Ecology & Management	Oct. 10	
Soils & Fertility Management	Oct. 17	
Diagnostics & Integrated Pest Management	Oct. 24	
Final Review & Exam	Oct. 31	
Graduation Ceremony and 2022 Class Intern Project Presentations	Dec. 13	

# New Initiatives

- New Plant Clinic Operations Manual and Training Program
- Therapeutic Horticulture Team
- **Chatham Park and new resident brochure and website**
- Demonstration Garden Signage
- Tomato Variety Trial...Trial





# Tomato Variety Trial

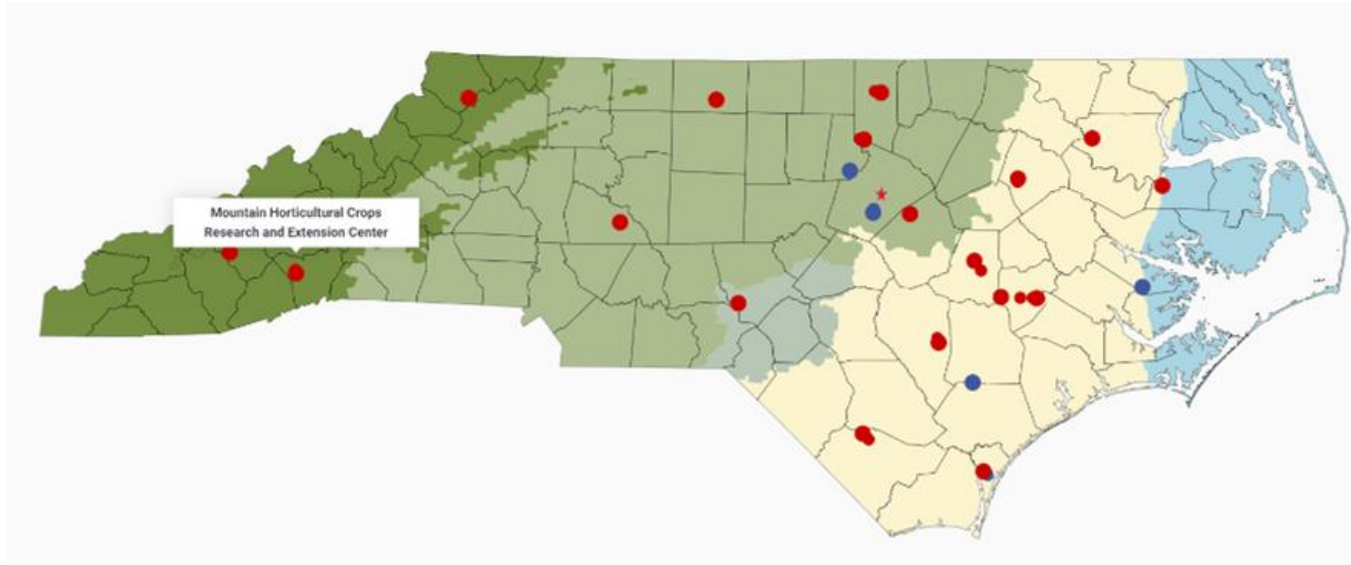
**NC STATE**

EXTENSION

Master Gardener | Chatham County



# Tomato Trial Background



NC State University and NC Department of Agriculture  
**Research Stations & Field Laboratories**

# Tomato Variety Trail Objectives

- Assess performance of three new tomato cultivars in a home garden setting.
  - Yield
  - Harvest window
  - Pest and disease tolerance
- Compare taste, aroma, and culinary appearance
- Capture MGV growing experiences, volunteer satisfaction
- Evaluate research trial itself to prepare for expanded county participation in 2024.



# Tomato Trial Tasting





# Grafted Tomato Plant Sale

- Bacterial-wilt resistant tomato plants
- Raised over \$4,000 to support outreach and education programs

**NC STATE** EXTENSION

Master Gardener | Chatham County



**NC CERTIFIED**  
**MASTER**  
Naturalist Volunteer

- Joint Pilot Program between Chatham and Durham Counties
- Once a month weekend program
- Competitive application process
- Working directly with regional conservation organizations
  - Complete an Impact Project



Keep  
**Durham**  
Beautiful



NORTH CAROLINA  
BOTANICAL  
GARDEN



NEW HOPE  
AUDUBON



NORTH CAROLINA  
Museum of  
Natural Sciences

ROCKY RIVER HERITAGE FOUNDATION



- Joint Pilot Program between Chatham and Durham Counties
- Once a month weekend program
- Competitive application process
- Working directly with regional conservation organizations
  - Complete an Impact Project

Date	Topic	Instructor / Logistics
January 13	<b>Welcome &amp; Orientation</b>	Instructor: Dr. Lise Jenkins, Program Chairperson Location: Chatham County Extension Center How this works - logistics Observations & the scientific method Your Impact Project
<b>HABITAT MODULE</b>		
January 20	<b>Forest Systems</b>	Instructor: Johnny Randall, Conservation, NC Botanical Garden Location: NC Botanical Garden Characteristics of piedmont forests Individual vs system perspective Impact of light, soils, disturbance, land use, and climate on forests Services provided by forests
February 17	<b>River Systems</b>	Instructor: Brena Jones, Aquatic Wildlife, NC Wildlife Resources Commission Location: Chatham County Extension Center Components of a river Types of creeks, streams, and rivers comprising piedmont watersheds Mussels: something small to understand something big River services, disturbance, and impact
March 16	<b>Piedmont Climate / Geology</b>	<u>Climate</u> Instructor: Dr. Walt Robinson, Climate & Society, NC State University Location: Zoom Piedmont's existing climate Impact of climate change  <u>Geology</u> Field trips - multiple choices, size limits, 1-2 hr hike, meet at trail head, locations around our region
<b>FOOD WEB MODULE</b>		
April 20	<b>Botany</b>	Instructor: Matt Jones, Agent, Chatham County Extension Location: Stan M. Adams Training Facility, 2832 Big Woods Rd, Chapel Hill Plant taxonomy Anatomy and physiology Converting the sun's energy . foundations of the food web How to identify plants
June 1	<b>Insects</b>	Instructor: Dr. Ashley Troth, Agent, Durham County Extension Location: Durham County Extension Center Insects anatomy & life cycles Identification & classification Next step in the food web A brief history of time and how insects became specialists vs generalists

# Regional Landscape and Green Industry Conferences

## Multi-County Strategy

### Lee County – January

- Jan 9 – Marketing for Landscape Businesses
- Jan 11 – Bookkeeping for Landscape Businesses

### Moore County – Feb. 8<sup>th</sup>

- Soil Preparation for Landscapers
- Climate Change and Tree Species Selection
- Diseases of the Cupressaceae
- Scale Insects of Woody Ornamentals
- Aquatic Weed Management

### Chatham County – Feb. 23<sup>rd</sup>

- Next Slide

### Randolph County – June 5<sup>th</sup>

- At NC Zoo – including greenhouse tours
- Greenhouse-focused topics: nutrients, IPM, etc.

### Lee County – November TBD

- Aquatic Weed Management

# Landscaping & Green Industry Conference 2024

- **Extension Resources and Perennials as Shrub Alternatives** – Matt Jones and Amanda Wilkins (NCSU)
- **Mole and Vole Management** – Marshall Warren (NCSU)
- **Tree Risk Assessment** – Dr. Barb Fair (NCSU)
- **Organic Lawn Care** – Dr. Grady Miller (NCSU)
- **Tree Management in Urban Settings** – Travis Black (Bartlett)

# Consumer Horticulture Programs

- Winter Tree ID (Jan)
  - Veg. Seed Starting (Feb.)
  - Lawn Care (Apr./May)
  - Easy Fruits for the Home Garden (Apr/May?)
  - Veggie Series (4x May-Aug)
  - Be a Winner at the NC State Fair (July)
  - Native Perennials (Sept)
  - Native Shrubs (Sept)
  - Herb Symposium (Sept 20)
  - Spring Flowering Bulbs (Oct)
  - Composting (Nov)
- EMG -Taught**
- Companion Planting
  - Houseplants
  - Tool Sharpening
  - Firewise Landscaping

# Questions?

Thank you!



# Chatham County, NC

## Text File

File Number: 23-5045

**Agenda Date:** 12/18/2023

**Version:** 1

**Status:** Work Session

**In Control:** Planning

**File Type:** Agenda Item

**Agenda Number:**

Receive a presentation on the Chatham County Conservation Working Group

### **Action Requested:**

Receive a presentation on the Chatham County Conservation Working Group.

### **Introduction & Background:**

The 2017 Comprehensive Plan includes extensive environmental goals for Chatham County. Throughout the county government, numerous departments have been working towards these goals through programs and policy development. However, communication and collaboration across these departments has been inconsistent. So, in Summer 2023, the County Manager directed department heads to designate a staff member as their department's representative on the Conservation Working Group (CWG). The CWG is intended to serve as a collaborative platform where staff representatives from various departments can come together to coordinate on environmental projects, share resources and information, and track progress towards Plan Chatham's conservation goals.

Meeting monthly, the CWG has a representative from each of the following departments:

Budget, Cooperative Extension,

Emergency Management, Environmental Health, Environmental Quality, Facilities,

Manager's Office, MIS, Parks & Recreation, Planning, Public Health, Soil and Water

Conservation District, Utilities, and Watershed Protection.

### **Discussion & Analysis:**

The Conservation Working Group has been asked by the County Manager to provide an update to the Board of Commissioners. This presentation will serve as an introduction for the Commissioners to the newly formed working group and its goals. With conservation efforts in Chatham County spanning the numerous departments involved, and with the CWG establishing its practices, staff will be seeking input from the Commissioners on their preferences for staying informed moving forward.

### **How does this relate to the Comprehensive Plan:**

This item is reflected in most aspects of the Natural Resources, Resiliency, and Parks & Recreation sections of Plan Chatham.

### **Recommendation:**

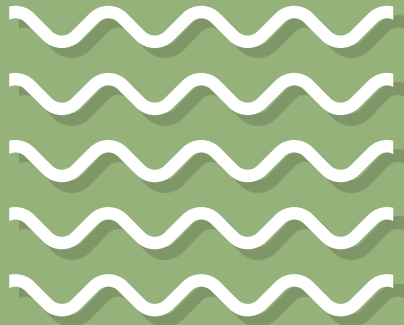
Receive the presentation and provide input on how the Conservation Working Group



should update the Board of Commissioners on conservation-related work in the county moving forward.

# CHATHAM COUNTY CONSERVATION WORKING GROUP

Update to the Board of Commissioners





# AGENDA



**1**

## BACKGROUND

What led to the creation of the CWG; Members and Schedule

**2**

## GOALS

What is the CWG trying to accomplish?

**3**

## GUIDING PROJECT

Tracking progress of Plan Chatham conservation goals.

**4**

## INPUT REQUESTED

How should the CWG keep the BOC updated on conservation?



# BACKGROUND



## **The Dilemma:**

The Comprehensive Plan's conservation goals are addressed by numerous departments. Communication and collaboration across these departments has been inconsistent.

## **The Solution:**

Bring these departments together on a regular basis to discuss their ongoing projects and find opportunities to work together.

In Summer 2023, the County Manager emailed department heads asking them to select a representative who worked in environmental issues and would be familiar with the workings of their department.

# MEMBERSHIP



## DEPARTMENTS

Budget	Cooperative Extension	Emergency Management	Environmental Health	Environmental Quality
Facilities	Manager's Office	MIS	Parks & Recreation	Planning
Public Health	Soil & Water Conservation District	Utilities	Watershed Protection	

Monthly Meetings, Fourth Monday, In-Person



# CONSERVATION



Defining conservation as the protection, preservation, and restoration of Chatham County's natural resources, including water, soil, natural areas, wildlife, farmland, and energy.



# GOALS

- 1 Coordinate on intra-departmental projects.
- 2 Collaborate on inter-departmental projects.
- 3 Share resources and information.
- 4 Track progress towards Comprehensive Plan goals.
- 5 Communicate progress to the BOC and the community.

# TOPICS

Studies

Grant Applications

Project Input

Budget Requests



# GUIDING PROJECT



## Comprehensive Conservation Implementation Plan

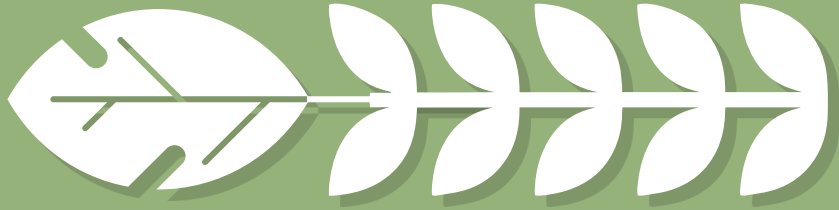
**Background:** The Comprehensive Plan has ambitious environmental goals. However, we don't have a centralized method to track progress.

**Phase 1:** Establish metrics based in consensus, availability, and equity. Develop a public dashboard to track progress towards environmental goals.

**Phase 2:** Create an implementation plan for achieving remaining goals, rooted in capacity.

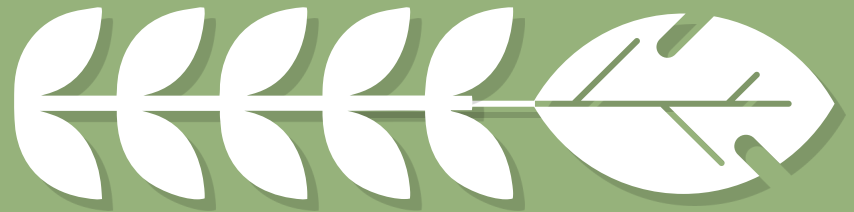
**Status:** RFP finalized and will be released in January.





# INPUT REQUESTED

The CWG is requesting input on the frequency and format of updates to the Board.



**Conservation Working Group Members**

<b>Name</b>	<b>Email</b>	<b>Department</b>	<b>Position</b>
Will Curvin	<a href="mailto:william.curvin@chathamcountync.gov">william.curvin@chathamcountync.gov</a>	Budget/Finance	Budget & Management Analyst
Ginger Cunningham	<a href="mailto:gimclaur@ncsu.edu">gimclaur@ncsu.edu</a>	Cooperative Extension	Director
Steve Newton	<a href="mailto:steve.newton@chathamcountync.gov">steve.newton@chathamcountync.gov</a>	Emergency Management	Director
James Tiger	<a href="mailto:james.tiger@chathamcountync.gov">james.tiger@chathamcountync.gov</a>	Environmental Health	Environmental Health Specialist II
Kevin Lindley	<a href="mailto:kevin.lindley@chathamcountync.gov">kevin.lindley@chathamcountync.gov</a>	Environmental Quality	Director
Brian Stevens	<a href="mailto:brian.stevens@chathamcountync.gov">brian.stevens@chathamcountync.gov</a>	Facilities & Construction	Director
Brenton Hart	<a href="mailto:brenton.hart@chathamcountync.gov">brenton.hart@chathamcountync.gov</a>	Manager's Office	Policy Analyst
Savannah Thomson	<a href="mailto:savannah.thomson@chathamcountync.gov">savannah.thomson@chathamcountync.gov</a>	MIS	GIS Tech
Ben Rippe	<a href="mailto:ben.rippe@chathamcountync.gov">ben.rippe@chathamcountync.gov</a>	Parks & Recreation	Trails and Open Space Planner
Brandon Dawson	<a href="mailto:brandon.dawson@chathamcountync.gov">brandon.dawson@chathamcountync.gov</a>	Planning	Conservation & Resiliency Coordinator
Dorothy Rawleigh	<a href="mailto:dorothy.rawleigh@chathamcountync.gov">dorothy.rawleigh@chathamcountync.gov</a>	Public Health	Health Promotion & Policy Director
Joe Trimnal	<a href="mailto:joe.trimnal@chathamcountync.gov">joe.trimnal@chathamcountync.gov</a>	SWCD	Soil Conservation Specialist
Chris Summerlin	<a href="mailto:chris.summerlin@chathamcountync.gov">chris.summerlin@chathamcountync.gov</a>	Utilities & Water	Assistant Utilities Director
Taylor Burton	<a href="mailto:taylor.burton@chathamcountync.gov">taylor.burton@chathamcountync.gov</a>	Watershed Protection	Watershed Specialist
Andrew Waters	<a href="mailto:andrew.water@chathamcountync.gov">andrew.water@chathamcountync.gov</a>	SWCD	Farmland Preservation Coordinator



# Chatham County, NC

## Text File

File Number: 23-5042

**Agenda Date:** 12/18/2023

**Version:** 1

**Status:** Work Session

**In Control:** County Manager's Office

**File Type:** Agenda Item

Vote to approve an appropriation of \$282,000 for the FY25 Human Services Nonprofit Allocation funding process and to approve the continuation of the FY24 Board of Commissioner's Goal and Outcomes for the FY25 Human Services Nonprofit Allocation funding process.

### Introduction & Background:

The Human Services nonprofit allocation process provides an opportunity for human services agencies serving Chatham County to apply for financial support of programs and services that support the Board of Commissioner's goal "to mitigate the impacts of poverty among individuals and households in the county through programs and services that promote stabilization and resiliency." Nonprofit services must support at least one of the three outcomes within this goal:

1. Improved economic stability for low/moderate income adults
2. Improved outcomes for children/youth living in poverty
3. Improved access to comprehensive health care

At the November 16th, 2021 Board of Commissioner meeting, a new nonprofit funding mechanism was approved that would create annual increases to the Human Services nonprofit allocation based on the percentage of annual property value increases. This mechanism was amended at the Dec 19th, 2022 Board of Commissioner meeting to add that the amount of increase should not be less than \$10,000.00. The increase recommended by this mechanism for FY25 is \$12,000.00 for a total appropriation of \$282,000.00

It is also requested that the goal and outcome for human services nonprofit funding approved in FY24 (see above) continue as the approved Board of Commissioner goal and outcomes for the FY25 Human Services Nonprofit Allocation funding process.

### Discussion & Analysis:

Appropriation of funds for the Human Services Nonprofit Allocation Process is required before the county can announce availability of funds of the FY24 Nonprofit Funding Process. According to the Nonprofit Agency Funding Policy, the availability of nonprofit funds must be announced at least one month prior to the opening of the application, which is scheduled for February 1st, 2024.

How does this relate to the Comprehensive Plan:

Objective 9: Provide equitable access to high-quality education, housing, and community options for all

Objective 10: Foster a healthy community

Budgetary Impact:

None. The \$282,000.00 is already included in the budget.

Recommendation/Motion:

Approve an appropriation of \$282,000.00 for the FY25 Human Services Nonprofit Allocation funding process.

Approve the continuation of the FY24 Board of Commissioner's Goal and Outcomes for the FY25 Human Services Nonprofit Allocation funding process

# Requests for FY25 Human Services Nonprofit Allocation

Board of Commissioner Meeting  
Monday, December 18<sup>th</sup>, 2023

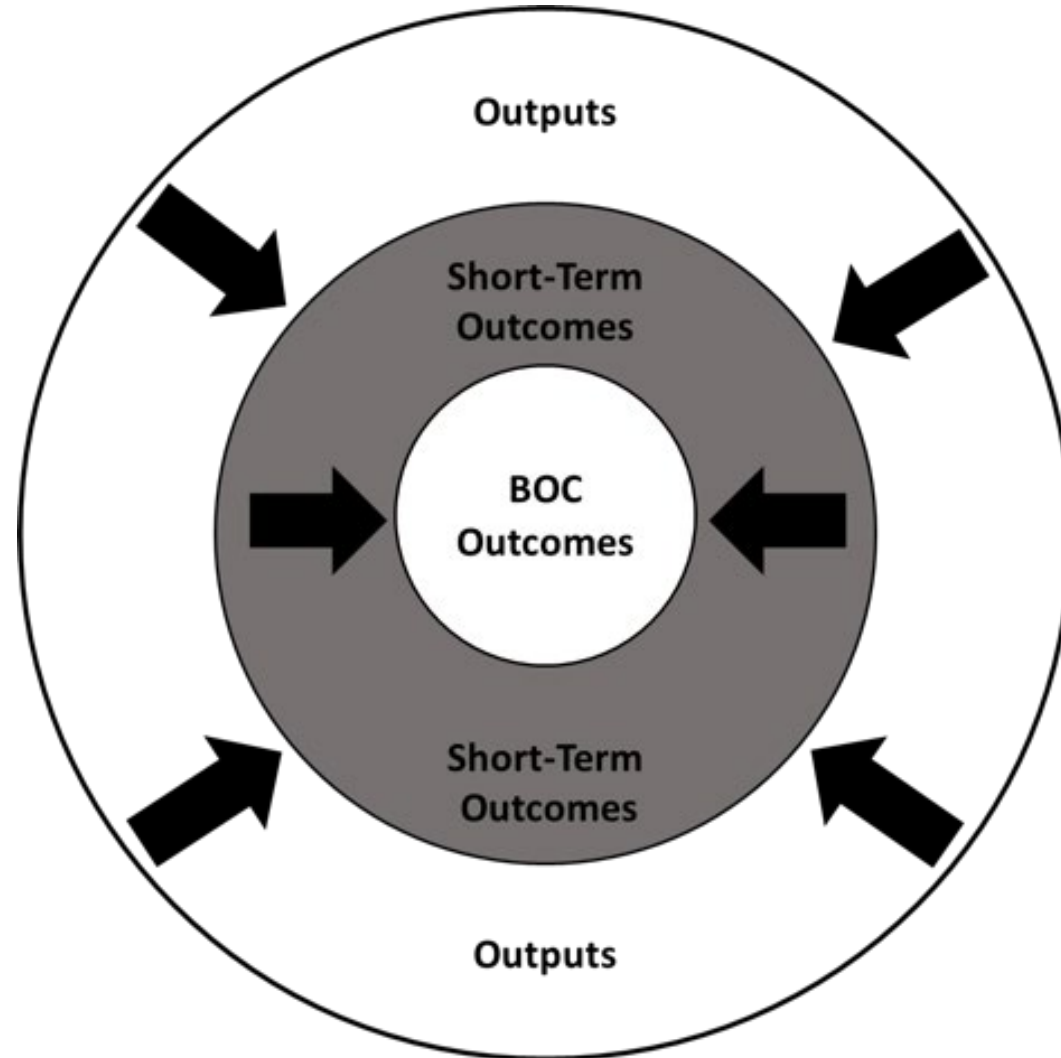
# Board of Commissioner Requests

Vote to approve the continuation of the FY24 **Board of Commissioner's Goal and Outcomes** for the FY25 Human Services Nonprofit Allocation funding process.

Vote to approve an **appropriation of \$282,000** for the FY25 Human Services Nonprofit Allocation funding process

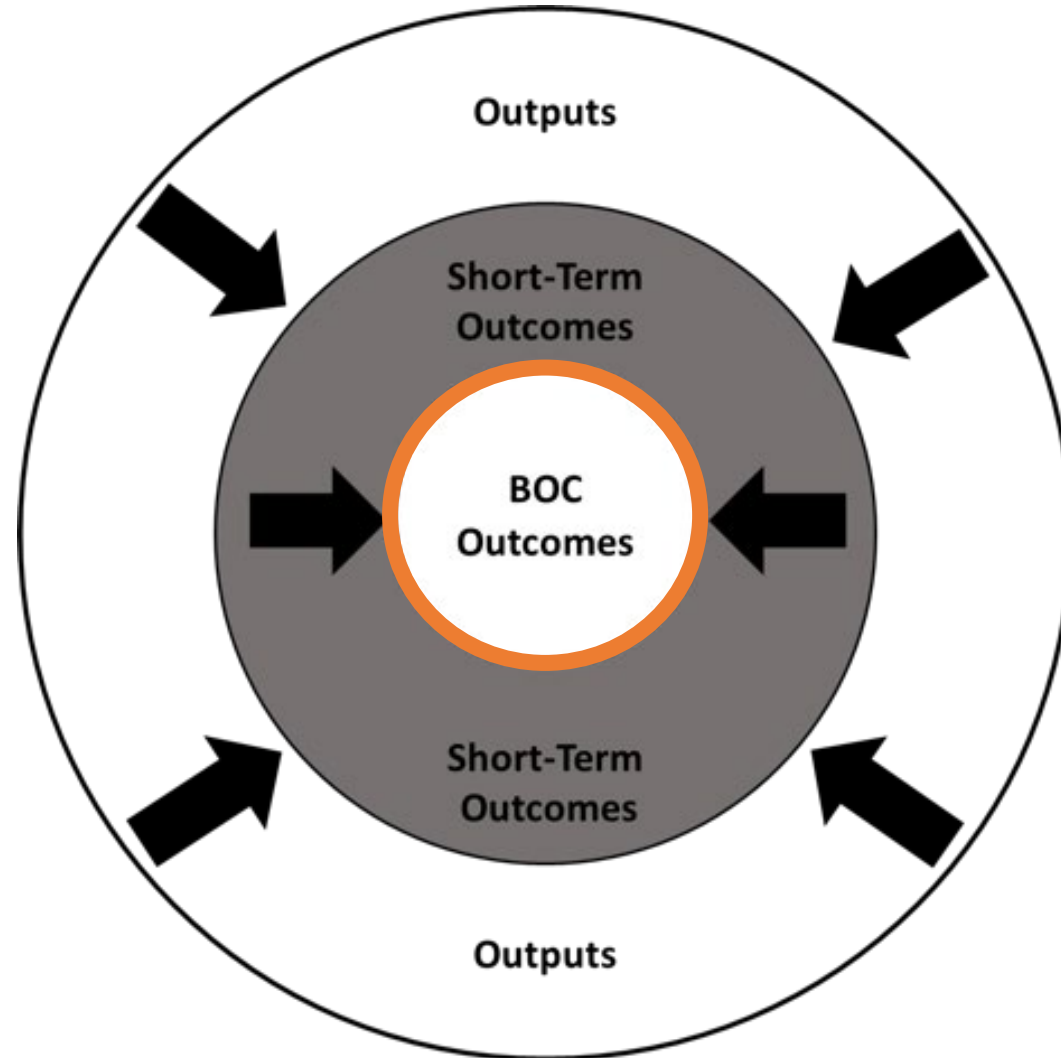
# Board of Commissioner Goals and Outcomes

# Board of Commissioner Goal & Outcomes

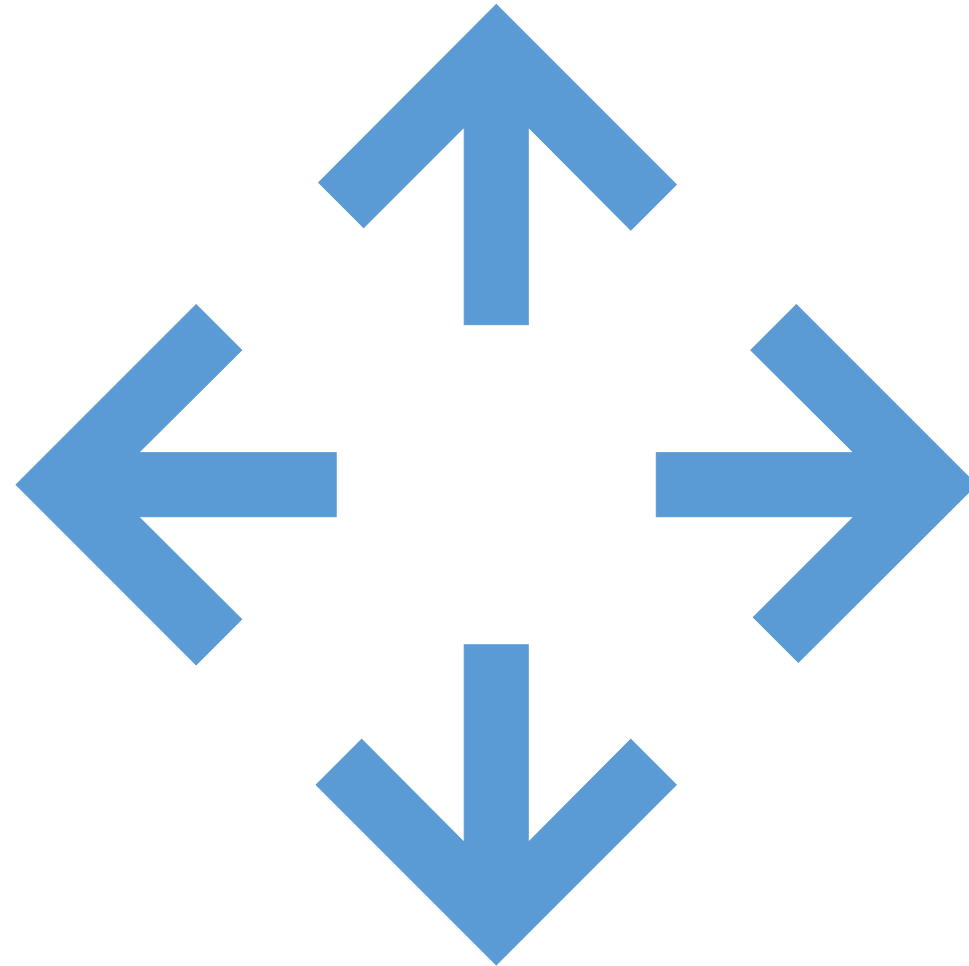




# Board of Commissioner Goal & Outcomes



FY24  
Board of  
Commissioner  
Goal and  
Outcomes



## FY24 Board of Commissioner Goal

**“To mitigate the impacts of poverty among individuals and households in the county through programs and services that promote stabilization and resiliency.”**

# Stabilization

Process of **reducing risk factors** that can result in crisis or emergency

# Resiliency

Process of **adapting well in the face of adversity, trauma, tragedy, threats or significant sources of stress** — such as family and relationship problems, serious health problems or workplace and financial stressors *(American Psychological Association)*

# FY24 Outcomes



Improved **economic stability** for low/moderate income adults



Improved **outcomes for children/youth** living in poverty



Improved **access to comprehensive health care**



# Economic Stability

Includes programs/services that address:

- Poverty Mitigation
- Employment
- Housing Stability
- Food Security
- Language and Literacy



# Children and Youth

Includes programs/services that address:

- High School Graduation
- Enrollment in Higher Education
- Language and Literacy
- Early Child Education and Development



## Access to Healthcare

Includes programs/services that address:

- Access to Health Care (Physical and Mental)
- Access to Primary Care
- Health Literacy

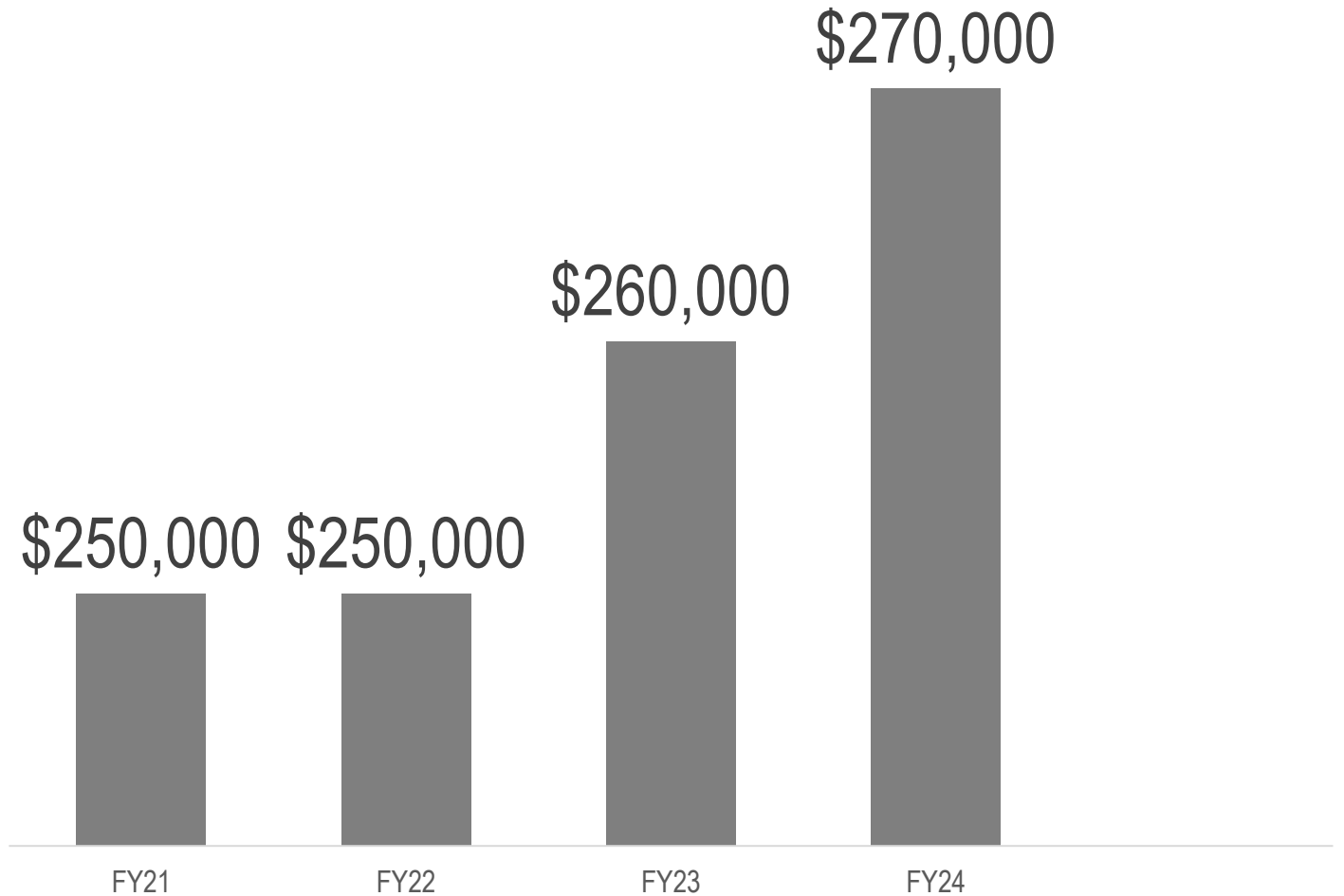


# Recommendation

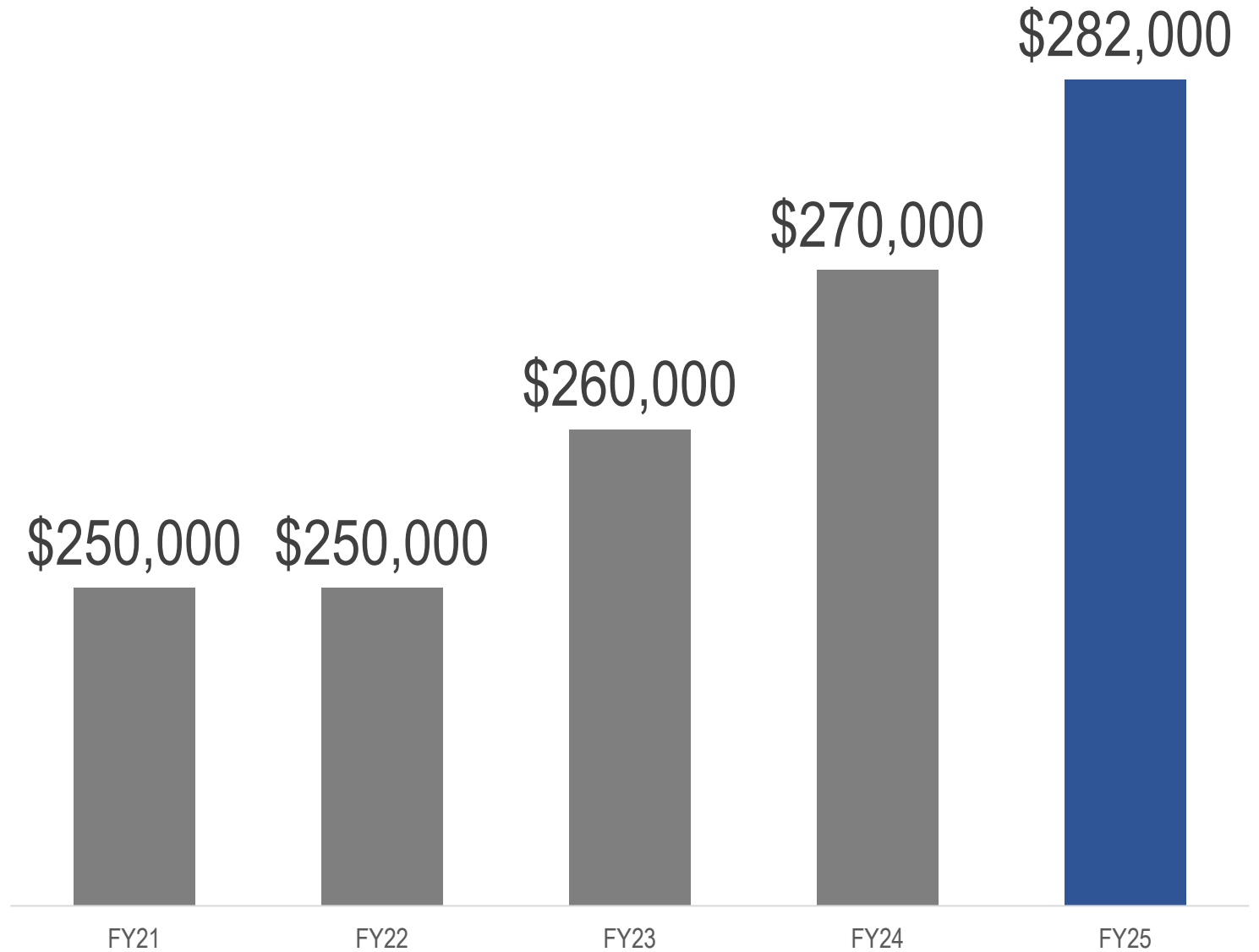
To continue the FY24 **Board of Commissioner's Goal and Outcomes** for the FY25 Human Services Nonprofit Allocation funding process.

# **FY25 Appropriation Request**

In November 2021, the Board of Commissioners approved a new funding mechanism that increased the FY23 allocation by \$10,000.



With the new nonprofit funding mechanism, the proposed FY25 allocation will increase to \$282,000.



# Board of Commissioner Requests



Vote to approve the continuation of the FY24 **Board of Commissioner's Goal and Outcomes** for the FY25 Human Services Nonprofit Allocation funding process.



Vote to approve an **appropriation of \$282,000** for the FY25 Human Services Nonprofit Allocation funding process



# Chatham County, NC

## Text File

File Number: 23-4926

**Agenda Date:** 12/18/2023

**Version:** 2

**Status:** Approval of Agenda and Consent Agenda

**In Control:** Planning

**File Type:** Agenda Item

Vote to approve a legislative request by the Chatham County Board of Commissioners to consider amendments to the Chatham County Zoning Ordinance; specifically, Sections 7.2 Definitions and 10.13 Table of Permitted Uses to make changes to in-home childcare regulations.

### **Action Requested:**

Vote to approve a legislative request by the Chatham County Board of Commissioners to consider amendments to the Chatham County Zoning Ordinance; specifically, Sections 7.2 Definitions and 10.13 Table of Permitted Uses to make changes to in-home childcare regulations.

### **Introduction & Background:**

From time to time the Chatham County Zoning ordinance needs to be updated in order to adapt to the changing needs of county residents. The changes shown in the attached redline document are meant to address the concerns of county staff and residents with regards to starting and operating in-home childcare centers, also known as family daycare centers. The redline document shows the new definitions that will be added to the Zoning Ordinance as well as the updates to the Table of Permitted Uses.

A few months ago, Planning staff met with representatives from the Chatham Partnership for Children, and they requested some changes to make it less complicated to start an in-home childcare facility.

The NC General Statutes defines Childcare (G.S. § 110-86) as a program or arrangement where three or more children less than 13 years old, who do not reside where the care is provided, receive care on a regular basis of at least once per week for more than four hours but less than 24 hours per day from persons other than their guardians or full-time custodians, or from persons not related to them by birth, marriage, or adoption. In-Home Childcare is defined as a childcare arrangement located in a residence where, at any one time, more than two (2) children, but less than nine (9) children, receive childcare.

Planning Staff is proposing two new definitions. An updated definition for childcare that incorporates the most recent language from state statutes and a new definition for in-home childcare - which is a childcare arrangement located in a residence where, at any one time, more than two children, but less than nine children receive childcare. Of the

children present at any one time in a family childcare home, no more than five children shall be preschool-aged, including the operators own preschool-age children.

One use has been added to the table of uses and one use has been edited to show these uses as allowed by right. This means that when someone wants to start a home childcare business, their zoning approval will be administrative. They will still have to comply with all other county and state regulations.

**Discussion & Analysis:**

The Public Hearing was held at the Board of Commissioners meeting on September 18th and there were no comments from the public. However, the commissioners did have some questions about updated language. Specifically, if the proposed updates to the Zoning Ordinance were in line with what other counties and jurisdictions were doing. Planning staff informed the commissioners that the new definitions proposed come from the statutory language for Childcare in North Carolina. Staff used information from the DHHS website and the Chatham Partnership for Children to formulate the new definitions. The biggest change is removing the requirements for a Special Use Permit. Day care centers and Family Care Homes located in principal residences will now be allowed by right in residential zoning districts if they meet all other requirements.

After several planning board members had questions about the changing language and definitions, Planning Staff decided to pull the item and work on providing more clarity. Planning Staff set up a meeting with DHHS staff in order to better understand the state statutory framework for family childcare home regulations. After that meeting, it was decided to change the definition of Family childcare home, and to not change the language for Day Care Centers in the principal residence. Those can still have up to 15 children but would need to go through the SUP process.

The new definition for Family Childcare Homes is a licensed childcare facility within a principal residence to care for five (5) or fewer preschool age children, and an additional three (3) school age children. This includes preschoolers living in the home, but the provider's own school age children are not counted.

If this change is approved by the Board of Commissioners a licensed childcare provider will be able to provide care in their own home for up to 9 children (including their own school aged children) without going through the Special Use Permit process. This use would be allowed by right in residential districts.

The Planning Board reviewed this item at their November 7th meeting. There was a question about the theoretical number of children that could potentially be cared for in a family care home. The confusion was focused on the providers' own school age children. Planning staff explained that the overall amount of nine (9) children was regulated by the general statutes.

The Planning Board voted to approve the consistency statement and recommend approval of the text amendments unanimously.

**How does this relate to the Comprehensive Plan:**

The Request to amend the Zoning Ordinance is consistent with Plan Chatham, the adopted comprehensive plan, pursuant to Objective 9 Provide equitable access to high-quality education, housing, and access to community options for all; specifically providing diversity of education options (public, private, STEM, magnet) and support services.

**Recommendation:**

Vote by the Board of Commissioners for approval of the request.

The Planning Board, by unanimous vote, recommends adoption of a resolution approving the following Consistency statement:

**The request to amend the Zoning Ordinance is consistent with Plan Chatham, the adopted comprehensive plan, pursuant to Objective 9 Provide equitable access to high-quality education, housing, and access to community options for all; specifically providing diversity of education options (public, private, STEM, magnet) and support services.**

The Planning Board recommends, by unanimous vote, adoption of an Ordinance Amending the Zoning Ordinance of Chatham County to approve a legislative request by the Chatham County Board of Commissioners to consider amendments to the Chatham County Zoning Ordinance; specifically, Sections 7.2 Definitions and 10.13 Table of Permitted Uses to make changes to in-home childcare regulations.



**7.2. Definitions**

**Childcare** - The law defines Child Care (G.S. § 110-86) as a program or arrangement where three or more children less than 13 years old, who do not reside where the care is provided, receive care on a regular basis of at least once per week for more than four hours but less than 24 hours per day from persons other than their guardians or full-time custodians, or from persons not related to them by birth, marriage, or adoption.

**Front Setback** - Any setback from a street or road, as measured from the edge of the public right-of-way. ~~or edge of access easement.~~

**Family Child Care Homes**- Is a licensed childcare facility within a principal residence to care for five (5) or fewer preschool age children, and an additional three (3) school age children. This includes preschoolers living in the home, but the provider’s own school age children are not counted.

**Setback** - The minimum required horizontal distance between a structure and the property line, street right-of-way line, ~~or street centerline.~~ ~~or access easement.~~

ZONING DISTRICT	R1	R2	R5
Family Childcare Home located in a principal residence where not more than five (5) pre-school age children including the children of the operator are present. An additional three (3) school age children not including the school age children of the operator can be included.	P	P	P



# Chatham County, NC

## Text File

File Number: 23-5048

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**Agenda Date:** 12/18/2023

**Version:** 1

**Status:** Approval of Agenda and  
Consent Agenda

**In Control:** Tax Office Assessor

**File Type:** Agenda Item

Vote to approve Tax Releases and Refunds

Action Requested: Vote to approve Tax Releases and Refunds.

Introduction & Background: The attached list of taxpayers have requested a release or refund of their tax bills.

Discussion & Analysis: In accordance with G.S. 105-381, the attached list of taxpayers have requested a release or refund of their tax bills.

Recommendation: Vote to approve Tax Releases and Refunds.



North Carolina Veh

NCVTS Pending

Report Date 12/4/2023 6:49:27 AM

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description
BLACKLEY, WILLIAM TAZ	BLACKLEY, WILLIAM TAZ		2060 LAMONT NORWOOD RD		PITTSBORO, NC 27312	Proration	0068072278	THZ6347	AUTHORIZED	197004726	Refund Generated due to proration on Bill #0068072278-2022-0000-00
BLANKEN-WEBB, JANE HEATHER	BLANKEN-WEBB, JANE HEATHER		544 OAK HILL RD		PITTSBORO, NC 27312	Proration	0073022012	333DU	AUTHORIZED	196530366	Refund Generated due to proration on Bill #0073022012-2022-0000-00
BOONE, WILLIAM SCOTT	BOONE, WILLIAM SCOTT		250 WHISPERING WIND DR		CHAPEL HILL, NC 27516	Proration	0059567896	JBL2311	AUTHORIZED	196329328	Refund Generated due to proration on Bill #0059567896-2022-0000-00
BOWMAN, SHEILA JORDAN	BOWMAN, SHEILA JORDAN		55 LAMBERT CHAPEL RD		SILER CITY, NC 27344	Proration	0073005404	JLM3938	AUTHORIZED	196675052	Refund Generated due to proration on Bill #0073005404-2022-0000-00
CECIL, ADAM BENJAMIN	CECIL, ADAM BENJAMIN		105 TOWN FARM RD		FARMINGTON, ME 04938	Proration	0072771347	KDB1035	AUTHORIZED	197090322	Refund Generated due to proration on Bill #0072771347-2022-0000-00



North Carolina Veh

NCVTS Pending

Report Date 12/4/2023 6:49:27 AM

	Refund Reason	Create Date	Authorization Date
ie	Vehicle Sold	11/29/2023	11/29/2023 2:19:24 PM
ie	Vehicle Sold	11/17/2023	11/17/2023 4:19:11 PM
ie	Vehicle Sold	11/13/2023	11/13/2023 3:29:32 PM
ie	Vehicle Sold	11/21/2023	11/21/2023 10:20:23 AM
ie	Reg . Out of state	11/30/2023	11/30/2023 7:06:45 AM



North Carolina Ver

NCVTS Pending

Report Date 12/4/2023 6:49:27 AM

Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
00	Tax	(\$12.76)	\$0.00	(\$12.76)
07	Tax	(\$2.26)	\$0.00	(\$2.26)
			Refund	\$15.02
00	Tax	(\$44.72)	\$0.00	(\$44.72)
07	Tax	(\$7.93)	\$0.00	(\$7.93)
			Refund	\$52.65
00	Tax	(\$26.44)	\$0.00	(\$26.44)
07	Tax	(\$4.69)	\$0.00	(\$4.69)
			Refund	\$31.13
00	Tax	(\$23.35)	\$0.00	(\$23.35)
13	Tax	(\$3.86)	\$0.00	(\$3.86)
			Refund	\$27.21
00	Tax	(\$79.80)	\$0.00	(\$79.80)
07	Tax	(\$14.16)	\$0.00	(\$14.16)
			Refund	\$93.96



Report Date 12/4/2023 6:49:27 AM

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description
CHRISTIAN, STACEY MICHELLE	CHRISTIAN, STACEY MICHELLE		194 TIMBERLINE DR		PITTSBORO, NC 27312	Proration	0048382132	HAT1679	AUTHORIZED	196898132	Refund Generated due to proration on Bill #0048382132-2022-0000-00
COCKMAN, BRONNA BUCKNER	COCKMAN, BRONNA BUCKNER		17370 NC HIGHWAY 902		BEAR CREEK, NC 27207	Proration	0037646895	RVR2979	AUTHORIZED	196001134	Refund Generated due to proration on Bill #0037646895-2022-0000-00
COOKE, LANE GILLESPIE	COOKE, LANE GILLESPIE		1038 FEARRINGTON POST		PITTSBORO, NC 27312	Proration	0046518769	XXJ1056	AUTHORIZED	197090324	Refund Generated due to proration on Bill #0046518769-2022-0000-00
DEAN, BRIAN JEFFREY	DEAN, BRIAN JEFFREY	DEAN, ANN MARIE	218 FOREST LIGHT LN		PITTSBORO, NC 27312	Proration	0050888571	FKJ7756	AUTHORIZED	196191872	Refund Generated due to proration on Bill #0050888571-2022-0000-00
EVANS, RALEIGH III	EVANS, RALEIGH III		9 BELLEMONT RIDGE RD		PITTSBORO, NC 27312	Proration	0071810138	KCY3821	AUTHORIZED	196192136	Refund Generated due to proration on Bill #0071810138-2022-0000-00



North Carolina Veh

NCVTS Pending

Report Date 12/4/2023 6:49:27 AM

	Refund Reason	Create Date	Authorization Date
ie	Vehicle Sold	11/27/2023	11/27/2023 7:50:28 AM
ie	Other Errors	11/06/2023	11/6/2023 3:31:16 PM
ie	Vehicle Sold	11/30/2023	11/30/2023 7:47:38 AM
ie	Vehicle Sold	11/09/2023	11/9/2023 10:59:08 AM
ie	Vehicle Sold	11/09/2023	11/17/2023 4:20:09 PM



North Carolina Ver

NCVTS Pending

Report Date 12/4/2023 6:49:27 AM

Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
00	Tax	(\$34.08)	\$0.00	(\$34.08)
07	Tax	(\$6.05)	\$0.00	(\$6.05)
			Refund	\$40.13
00	Tax	(\$51.87)	\$0.00	(\$51.87)
03	Tax	(\$5.46)	\$0.00	(\$5.46)
			Refund	\$57.33
00	Tax	(\$69.98)	\$0.00	(\$69.98)
07	Tax	(\$12.42)	\$0.00	(\$12.42)
			Refund	\$82.40
00	Tax	(\$39.43)	\$0.00	(\$39.43)
07	Tax	(\$7.00)	\$0.00	(\$7.00)
			Refund	\$46.43
00	Tax	(\$121.20)	\$0.00	(\$121.20)
21	Tax	(\$80.19)	\$0.00	(\$80.19)
			Refund	\$201.39





North Carolina Veh

NCVTS Pending

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Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description
EVANS, RALEIGH III	EVANS, RALEIGH III		9 BELLEMONT RIDGE RD		PITTSBORO, NC 27312	Proration	0061275052	HLD1332	AUTHORIZED	196192140	Refund Generated due to proration on Bill #0061275052-2022-0000-00
FERRARI, VICTOR JOHN	FERRARI, VICTOR JOHN		123 GENTRY DR		PITTSBORO, NC 27312	Proration	0053882824	HCY8250	AUTHORIZED	196675294	Refund Generated due to proration on Bill #0053882824-2022-0000-00
FIXSEN, CHRISTOPHER DREW	FIXSEN, CHRISTOPHER DREW		10060 FOUNTAIN		CHAPEL HILL, NC 27517	Proration	0060446178	AEL5944	AUTHORIZED	197090320	Refund Generated due to proration on Bill #0060446178-2022-0000-00
GACA, SUSAN RITA	GACA, GILES JOHN	GACA, SUSAN RITA	530 CAROLINA MEADOWS VILL		CHAPEL HILL, NC 27517	Proration	0066269732	CBA5633	AUTHORIZED	197090330	Refund Generated due to proration on Bill #0066269732-2022-0000-00
GALLAGHER, CHARLENE ROBINSON	GALLAGHER, CHARLENE ROBINSON		109 BECKINGHAM LOOP		CARY, NC 27519	Proration	0064826221	JMA7391	AUTHORIZED	293610765	Refund Generated due to proration on Bill #0064826221-2022-0000-00



North Carolina Veh

NCVTS Pending

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	Refund Reason	Create Date	Authorization Date
ie	Vehicle Sold	11/09/2023	11/17/2023 4:20:09 PM
ie	Vehicle Sold	11/21/2023	11/27/2023 8:12:11 AM
ie	Vehicle Sold	11/30/2023	12/1/2023 4:28:51 PM
ie	Reg . Out of state	11/30/2023	11/30/2023 7:52:05 AM
ie	Vehicle Sold	11/01/2023	11/1/2023 3:14:46 PM



North Carolina Ver

NCVTS Pending

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Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
00	Tax	(\$79.10)	\$0.00	(\$79.10)
21	Tax	(\$52.34)	\$0.00	(\$52.34)
			Refund	\$131.44
00	Tax	(\$87.89)	\$0.00	(\$87.89)
07	Tax	(\$15.59)	\$0.00	(\$15.59)
			Refund	\$103.48
00	Tax	(\$148.13)	(\$8.51)	(\$156.64)
07	Tax	(\$26.29)	(\$1.52)	(\$27.81)
			Refund	\$184.45
00	Tax	(\$14.86)	\$0.00	(\$14.86)
07	Tax	(\$2.64)	\$0.00	(\$2.64)
			Refund	\$17.50
00	Tax	(\$38.44)	\$0.00	(\$38.44)
23	Tax	(\$19.94)	\$0.00	(\$19.94)
23	Vehicle Fee	\$0.00	\$0.00	\$0.00
			Refund	\$58.38



North Carolina Veh

NCVTS Pending

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Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description
GIL, ISRAEL ROMAN	GIL, ISRAEL ROMAN		640 LOGAN LN		LIBERTY, NC 27298	Proration	0073418624	RAW8688	AUTHORIZED	197090332	Refund Generated due to proration on Bill #0073418624-2022-0000-00
GILMORE, KYLIE RENN	GILMORE, KYLIE RENN		3782 SW 105TH ST		GAINESVILLE, FL 32608	Proration	0070155211	RAK2488	AUTHORIZED	195740506	Refund Generated due to proration on Bill #0070155211-2022-0000-00
GROVES, JON ERIC	GROVES, JON ERIC		182 SANCTUARY WAY APT 105		PITTSBORO, NC 27312	Proration	0068585955	ZZR7944	AUTHORIZED	196068122	Refund Generated due to proration on Bill #0068585955-2022-0000-00
GROVES, JON ERIC	GROVES, JON ERIC		182 SANCTUARY WAY APT 105		PITTSBORO, NC 27312	Proration	0073874124	KJS6114	AUTHORIZED	196068118	Refund Generated due to proration on Bill #0073874124-2023-0000-00
HAMILTON, JOHN GARY	HAMILTON, JOHN GARY		52 BALFOUR RUN		CHAPEL HILL, NC 27516	Proration	0072666492	JCP9800	AUTHORIZED	196529770	Refund Generated due to proration on Bill #0072666492-2022-0000-00



North Carolina Veh

NCVTS Pending

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	Refund Reason	Create Date	Authorization Date
ie	Vehicle Sold	11/30/2023	11/30/2023 7:58:29 AM
ie	Reg . Out of state	11/01/2023	11/1/2023 3:11:49 PM
ie	Vehicle Sold	11/07/2023	11/7/2023 11:23:36 AM
ie	Vehicle Sold	11/07/2023	11/8/2023 2:44:30 PM
ie	Vehicle Sold	11/17/2023	11/27/2023 8:12:11 AM



North Carolina Ver

NCVTS Pending

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Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
00	Tax	(\$35.47)	(\$1.77)	(\$37.24)
10	Tax	(\$5.33)	(\$0.27)	(\$5.60)
			Refund	\$42.84
00	Tax	(\$48.18)	\$0.00	(\$48.18)
07	Tax	(\$8.55)	\$0.00	(\$8.55)
			Refund	\$56.73
00	Tax	(\$28.99)	\$0.00	(\$28.99)
21	Tax	(\$19.18)	\$0.00	(\$19.18)
			Refund	\$48.17
00	Tax	(\$82.19)	\$0.00	(\$82.19)
21	Tax	(\$52.80)	\$0.00	(\$52.80)
			Refund	\$134.99
00	Tax	(\$248.10)	\$0.00	(\$248.10)
07	Tax	(\$44.02)	\$0.00	(\$44.02)
			Refund	\$292.12



North Carolina Veh

NCVTS Pending

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Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description
HANKE, RYAN STEPHEN	HANKE, RYAN STEPHEN		118 POKEBERRY BEND DR		CHAPEL HILL, NC 27516	Proration	0052605432	PLD8722	AUTHORIZED	195741126	Refund Generated due to proration on Bill #0052605432-2022-0000-00
HOLTZ, BARTON	HOLTZ, BARTON		691 HEARTWOOD LN		PITTSBORO, NC 27312	Proration	0074829917	KMK3005	AUTHORIZED	196739718	Refund Generated due to proration on Bill #0074829917-2023-0000-00
HOOKER, JOHN WAYNE	HOOKER, JOHN WAYNE		10046 FOUNTAIN		CHAPEL HILL, NC 27517	Proration	0074696073	TFT7532	AUTHORIZED	196529786	Refund Generated due to proration on Bill #0074696073-2023-0000-00
JOHNSON, JOHNNY REID	JOHNSON, JOHNNY REID		3341 TOM STEVENS RD		SNOW CAMP, NC 27349	Adjustment < \$100	0068172199	1001RU	AUTHORIZED	196191902	Refund Generated due to adjustment on Bill #0068172199-2023-0000-00
JONES, AMBER CRISTIAN	GAINES, AMBER CRISTIAN		16672 NC 902 HWY		BEAR CREEK, NC 27207	Proration	0068593207	HEE6325	AUTHORIZED	196408374	Refund Generated due to proration on Bill #0068593207-2022-0000-00



North Carolina Veh

NCVTS Pending

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	Refund Reason	Create Date	Authorization Date
ie	Vehicle Sold	11/02/2023	11/2/2023 2:57:58 PM
ie	Vehicle Sold	11/22/2023	11/22/2023 11:01:44 AM
ie	Vehicle Sold	11/17/2023	11/27/2023 8:12:11 AM
ie	Over Assessment	11/09/2023	11/9/2023 11:19:26 AM
ie	Vehicle Totalled	11/15/2023	11/15/2023 2:47:19 PM





North Carolina Ver

NCVTS Pending

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Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
00	Tax	(\$22.48)	\$0.00	(\$22.48)
07	Tax	(\$3.99)	\$0.00	(\$3.99)
			Refund	\$26.47
00	Tax	(\$53.69)	\$0.00	(\$53.69)
07	Tax	(\$10.03)	\$0.00	(\$10.03)
			Refund	\$63.72
00	Tax	(\$209.43)	(\$12.04)	(\$221.47)
07	Tax	(\$39.13)	(\$2.25)	(\$41.38)
			Refund	\$262.85
00	Tax	(\$16.12)	\$0.00	(\$16.12)
09	Tax	(\$1.94)	\$0.00	(\$1.94)
			Refund	\$18.06
00	Tax	(\$23.76)	\$0.00	(\$23.76)
04	Tax	(\$3.21)	\$0.00	(\$3.21)
			Refund	\$26.97



North Carolina Veh

NCVTS Pending

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Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description
JONES, REECE WINSOR	JONES, REECE WINSOR	JONES, RUTH ELIZABETH	911 FEARRINGTON POST		PITTSBORO, NC 27312	Adjustment < \$100	0075268255	HKJ8490	AUTHORIZED	295347636	Refund Generated due to adjustment on Bill #0075268255-2023-0000
KOTSHER, HELEN GOLDSTEIN	KOTSHER, HELEN GOLDSTEIN		1047 MORGAN RUN DR		FINKSBURG, MD 21048	Proration	0001274117	VNP6417	AUTHORIZED	196898128	Refund Generated due to proration on Bill #0001274117-2022-0000-00
KOZIARA, TANYA OBAL	KOZIARA, TANYA OBAL		99 CLIFFDALE RD		CHAPEL HILL, NC 27516	Proration	0060638285	PAK3867	AUTHORIZED	196898130	Refund Generated due to proration on Bill #0060638285-2022-0000-00
LASTER, JULIA BULLOCK	LASTER, JULIA BULLOCK		212 OVER THE HILL LN		MONCURE, NC 27559	Proration	0053855239	HDF9081	AUTHORIZED	196471314	Refund Generated due to proration on Bill #0053855239-2022-0000-00
MARINELLI, CESAR AUGUSTO	MARINELLI, CESAR AUGUSTO		332 HIGH WOODS RDG		CHAPEL HILL, NC 27517	Proration	0074300025	KJZ6949	AUTHORIZED	195740368	Refund Generated due to proration on Bill #0074300025-2023-0000-00



North Carolina Veh

NCVTS Pending

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	Refund Reason	Create Date	Authorization Date
ie	Situs error	11/27/2023	11/27/2023 11:16:00 AM
ie	Reg . Out of state	11/27/2023	11/27/2023 7:36:58 AM
ie	Vehicle Sold	11/27/2023	11/27/2023 7:44:48 AM
ie	Vehicle Sold	11/16/2023	11/17/2023 4:20:09 PM
ie	Vehicle Totalled	11/01/2023	11/2/2023 8:06:48 AM



North Carolina Ver

NCVTS Pending

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Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
00	Tax	\$0.00	\$0.00	\$0.00
21	Tax	(\$120.91)	\$0.00	(\$120.91)
07	Tax	\$35.17	\$0.00	\$35.17
			Refund	\$85.74
00	Tax	(\$10.25)	\$0.00	(\$10.25)
07	Tax	(\$1.82)	\$0.00	(\$1.82)
			Refund	\$12.07
00	Tax	(\$77.41)	\$0.00	(\$77.41)
07	Tax	(\$13.73)	\$0.00	(\$13.73)
			Refund	\$91.14
00	Tax	(\$83.46)	\$0.00	(\$83.46)
05	Tax	(\$17.26)	\$0.00	(\$17.26)
			Refund	\$100.72
00	Tax	(\$161.19)	\$0.00	(\$161.19)
07	Tax	(\$30.12)	\$0.00	(\$30.12)
			Refund	\$191.31



North Carolina Veh

NCVTS Pending

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Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description
MCCENEY, CONNOR THOMAS	MCCENEY, CONNOR THOMAS		1604 JAY SHAMBLEY RD		PITTSBORO, NC 27312	Proration	0062735909	RAH1040	AUTHORIZED	196192148	Refund Generated due to proration on Bill #0062735909-2022-0000-00
MCCULLOUGH H, SHAUN DAVID	MCCULLOUGH H, SHAUN DAVID		453 THISTLEY LN		CHESAPEAKE, VA 23322	Proration	0068334474	D941IC	AUTHORIZED	196529772	Refund Generated due to proration on Bill #0068334474-2022-0000-00
MCCULLOUGH H, SHAUN DAVID	MCCULLOUGH H, SHAUN DAVID		453 THISTLEY LN		CHESAPEAKE, VA 23322	Proration	0057799428	HFH8240	AUTHORIZED	196529776	Refund Generated due to proration on Bill #0057799428-2022-0000-00
MCCULLOUGH H, SHAUN DAVID	MCCULLOUGH H, SHAUN DAVID		453 THISTLEY LN		CHESAPEAKE, VA 23322	Proration	0071744846	PHV6455	AUTHORIZED	196529774	Refund Generated due to proration on Bill #0071744846-2022-0000-00
MCEACHERN, CIERRA DANAI	MCEACHERN, CIERRA DANAI		732 FIRE TOWER RD		PITTSBORO, NC 27312	Adjustment < \$100	0062481137	EDZ3288	AUTHORIZED	195740688	Refund Generated due to adjustment on Bill #0062481137-2022-0000-00



North Carolina Veh

NCVTS Pending

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	Refund Reason	Create Date	Authorization Date
ie	Vehicle Sold	11/09/2023	11/9/2023 2:50:43 PM
ie	Reg . Out of state	11/17/2023	11/17/2023 7:49:45 AM
ie	Reg . Out of state	11/17/2023	11/27/2023 8:12:11 AM
ie	Reg . Out of state	11/17/2023	11/17/2023 7:51:52 AM
ie	Military	11/02/2023	11/2/2023 8:08:36 AM



North Carolina Ver

NCVTS Pending

Report Date 12/4/2023 6:49:27 AM

Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
00	Tax	(\$8.19)	(\$0.65)	(\$8.84)
09	Tax	(\$1.02)	(\$0.09)	(\$1.11)
			Refund	\$9.95
00	Tax	(\$1.09)	\$0.00	(\$1.09)
07	Tax	(\$0.19)	\$0.00	(\$0.19)
			Refund	\$1.28
00	Tax	(\$101.21)	\$0.00	(\$101.21)
07	Tax	(\$17.96)	\$0.00	(\$17.96)
			Refund	\$119.17
00	Tax	(\$51.37)	(\$2.58)	(\$53.95)
07	Tax	(\$9.11)	(\$0.45)	(\$9.56)
			Refund	\$63.51
00	Tax	(\$29.33)	\$0.00	(\$29.33)
06	Tax	(\$5.58)	\$0.00	(\$5.58)
			Refund	\$34.91



North Carolina Veh

NCVTS Pending

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Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description
MCKINLEY & CLARK LLC	MCKINLEY & CLARK LLC		2054 KILDAIRE FARM RD	UNIT 302	CARY, NC 27518	Proration	0064743937	KJ9446	AUTHORIZED	196898124	Refund Generated due to proration on Bill #0064743937-2022-0000-00
MCNEEL, CAROL SUZANNE	MCNEEL, CAROL SUZANNE		32415 ARCHDALE		CHAPEL HILL, NC 27517	Proration	0073435395	KJF6815	AUTHORIZED	196336638	Refund Generated due to proration on Bill #0073435395-2023-0000-00
NOOR, USMAN	NOOR, USMAN		152 KEYTHORPE LN		CARY, NC 27519	Proration	0070498009	KFD3102	AUTHORIZED	295363719	Refund Generated due to proration on Bill #0070498009-2022-0000-00
PRESCOTT, PAUL TERRELL	PRESCOTT, PAUL TERRELL		37 TIMBER CREEK PATH		CHAPEL HILL, NC 27517	Proration	0039930089	FBX2327	AUTHORIZED	196908916	Refund Generated due to proration on Bill #0039930089-2023-0000-00
QUIKSILVER ENTERPRISE S LLC	QUIKSILVER ENTERPRISE S LLC	HATLER, RUSSELL KEITH	1105 VENTNOR PL		CARY, NC 27519	Proration	0024644174	HMC3757	AUTHORIZED	293610777	Refund Generated due to proration on Bill #0024644174-2022-0000-00





North Carolina Veh

NCVTS Pending

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	Refund Reason	Create Date	Authorization Date
ie	Vehicle Sold	11/27/2023	11/28/2023 4:50:36 PM
ie	Tag Surrender	11/14/2023	11/17/2023 4:20:09 PM
ie	Vehicle Sold	11/28/2023	11/29/2023 1:39:03 PM
ie	Reg . Out of state	11/28/2023	11/28/2023 9:44:23 AM
ie	Vehicle Sold	11/01/2023	11/1/2023 3:28:18 PM



North Carolina Veh

NCVTS Pending

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Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
00	Tax	(\$185.50)	\$0.00	(\$185.50)
07	Tax	(\$32.91)	\$0.00	(\$32.91)
			Refund	\$218.41
00	Tax	(\$585.67)	\$0.00	(\$585.67)
07	Tax	(\$109.44)	\$0.00	(\$109.44)
			Refund	\$695.11
00	Tax	(\$235.99)	\$0.00	(\$235.99)
23	Tax	(\$122.43)	\$0.00	(\$122.43)
23	Vehicle Fee	\$0.00	\$0.00	\$0.00
			Refund	\$358.42
00	Tax	(\$60.83)	\$0.00	(\$60.83)
07	Tax	(\$11.37)	\$0.00	(\$11.37)
			Refund	\$72.20
00	Tax	(\$32.05)	\$0.00	(\$32.05)
23	Tax	(\$16.63)	\$0.00	(\$16.63)
23	Vehicle Fee	\$0.00	\$0.00	\$0.00
			Refund	\$48.68



North Carolina Veh

NCVTS Pending

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Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description
REICH, ELLEN SCHACHT	REICH, ELLEN SCHACHT		54501 CRAIG		CHAPEL HILL, NC 27517	Proration	0051660428	FMR7911	AUTHORIZED	196336974	Refund Generated due to proration on Bill #0051660428-2022-0000-00
SIMON, CASSANDRA DOVED	SIMON, CASSANDRA DOVED		704 RICHMOND ST		RALEIGH, NC 27609	Proration	0069368447	FBX9689	AUTHORIZED	196133570	Refund Generated due to proration on Bill #0069368447-2022-0000-00
STANCILL, STEVEN PAUL	STANCILL, STEVEN PAUL		341 WOODHAVEN DR		NEW HILL, NC 27562	Proration	0061850965	CCB5812	AUTHORIZED	196336860	Refund Generated due to proration on Bill #0061850965-2023-0000-00
TANNER, MARIA CRUZ	TANNER, MARIA CRUZ		537 FEARRINGTON POST		PITTSBORO, NC 27312	Proration	0043464946	NNP6687	AUTHORIZED	196666734	Refund Generated due to proration on Bill #0043464946-2023-0000-00
TEETER, DONALD RAY JR	TEETER, DONALD RAY JR		548 THE PRESERVE TRL		CHAPEL HILL, NC 27517	Proration	0073341935	KKJ8966	AUTHORIZED	196529778	Refund Generated due to proration on Bill #0073341935-2023-0000-00



North Carolina Veh

NCVTS Pending

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	Refund Reason	Create Date	Authorization Date
ie	Reg . Out of state	11/14/2023	11/14/2023 12:40:16 PM
ie	Vehicle Sold	11/08/2023	11/8/2023 2:24:07 PM
ie	Vehicle Totalled	11/14/2023	11/17/2023 4:20:09 PM
ie	Vehicle Sold	11/20/2023	11/27/2023 8:12:11 AM
ie	Vehicle Sold	11/17/2023	11/27/2023 8:12:11 AM



North Carolina Ver

NCVTS Pending

Report Date 12/4/2023 6:49:27 AM

Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
00	Tax	(\$83.01)	\$0.00	(\$83.01)
07	Tax	(\$14.73)	\$0.00	(\$14.73)
			Refund	\$97.74
00	Tax	(\$20.86)	\$0.00	(\$20.86)
07	Tax	(\$3.70)	\$0.00	(\$3.70)
			Refund	\$24.56
00	Tax	(\$370.77)	\$0.00	(\$370.77)
05	Tax	(\$74.42)	\$0.00	(\$74.42)
			Refund	\$445.19
00	Tax	(\$85.40)	\$0.00	(\$85.40)
07	Tax	(\$15.96)	\$0.00	(\$15.96)
			Refund	\$101.36
00	Tax	(\$112.27)	\$0.00	(\$112.27)
07	Tax	(\$20.98)	\$0.00	(\$20.98)
			Refund	\$133.25



North Carolina Veh

NCVTS Pending

Report Date 12/4/2023 6:49:27 AM

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description
TOBAR, MARIO ERNESTO	TOBAR, MARIO ERNESTO	TOBAR, VIRGINIA	1107 MORGAN ST		SILER CITY, NC 27344	Proration	0052259441	RAR3766	AUTHORIZED	294102162	Refund Generated due to proration on Bill #0052259441-2022-0000-00
WILLIAMS, KENNETH REEVES JR	WILLIAMS, KENNETH REEVES JR	WILLIAMS, JOYCE KATHLEEN	1118 MARSALIS WAY		CARY, NC 27519	Proration	0058963427	0128LM	AUTHORIZED	293611269	Refund Generated due to proration on Bill #0058963427-2022-0000-00
YOUNG, TED GEORGE	YOUNG, TED GEORGE		121 DOWINGTON LN		CARY, NC 27519	Proration	0061283606	RBC5988	AUTHORIZED	294504960	Refund Generated due to proration on Bill #0061283606-2022-0000-00



North Carolina Veh

NCVTS Pending

Report Date 12/4/2023 6:49:27 AM

	Refund Reason	Create Date	Authorization Date
ie	Vehicle Sold	11/07/2023	11/7/2023 11:08:18 AM
ie	Vehicle Sold	11/02/2023	11/3/2023 8:26:31 AM
ie	Vehicle Sold	11/14/2023	11/14/2023 7:28:33 AM



North Carolina Veh

NCVTS Pending

Report Date 12/4/2023 6:49:27 AM

Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
00	Tax	(\$51.48)	\$0.00	(\$51.48)
22	Tax	(\$41.80)	\$0.00	(\$41.80)
22	Vehicle Fee	\$0.00	\$0.00	\$0.00
			Refund	\$93.28
00	Tax	(\$85.98)	\$0.00	(\$85.98)
23	Tax	(\$44.61)	\$0.00	(\$44.61)
23	Vehicle Fee	\$0.00	\$0.00	\$0.00
			Refund	\$130.59
00	Tax	(\$27.10)	\$0.00	(\$27.10)
23	Tax	(\$14.06)	\$0.00	(\$14.06)
23	Vehicle Fee	\$0.00	\$0.00	\$0.00
			Refund	\$41.16
			Refund Total	\$5285.57





North Carolina Ver

NCVTS Pending

Report Date 12/4/2023 6:49:27 AM

Tax Jurisdiction	District Type	Net Change
00	COUNTY	(\$4,126.42)
21	CITY	(\$325.42)
22	CITY	(\$41.80)
23	CITY	(\$217.67)
03	FIRE	(\$5.46)
04	FIRE	(\$3.21)
05	FIRE	(\$91.68)
06	FIRE	(\$5.58)
07	FIRE	(\$455.82)
09	FIRE	(\$3.05)
10	FIRE	(\$5.60)
13	FIRE	(\$3.86)
Total		(\$5,285.57)



North Carolina Ver

**NCVTS Pending**

Report Date 12/4/2023 6:49:27 AM



North Carolina Ver

**NCVTS Pending**

Report Date 12/4/2023 6:49:27 AM

Report Parameters





# Chatham County, NC

## Text File

File Number: 23-5043

**Agenda Date:** 12/18/2023

**Version:** 1

**Status:** Approval of Agenda and Consent Agenda

**In Control:** County Manager's Office

**File Type:** Contract

Vote to approve an amendment to extend the termination date of the Early Childhood Community Assessment and Action Plan contract between Chatham County Partnership for Children and Chatham County.

### Introduction & Background:

The Chatham Partnership for Children has requested an extension of the Early Childhood Community Assessment and Action Plan contract to February 29th, 2024. (original end date was December 31st, 2023)

### Discussion & Analysis:

The project scope associated with this contract aligns with a priority of the ARPA plan approved by the Board of Commissioners. The approval of this contract amendment will allow this project to move **forward** to conclusion.

### How does this relate to the Comprehensive Plan:

Providing high-quality education and community options **for** all ages and incomes that positively impact on indicators such as graduation rates and income level is a stated objective of the Comprehensive Plan. The subject project is intended to provide a comprehensive analysis of the county's early childhood environment, and to offer recommendations **for** improving this environment to advance this objective.

### Budgetary Impact:

None

### Recommendation/Motion:

Motion to approve the amendment of the Early Childhood Community Assessment and Action Plan contract between Chatham County **Partnership for Children** and Chatham County.

NORTH CAROLINA  
CHATHAM COUNTY

**FIRST AMENDMENT TO AGREEMENT**

This First Amendment to the Agreement (this “First Amendment”) is made and entered into this \_\_\_\_ day of December, 2023, by and between Chatham County (the “County”) and Chatham County Partnership for Children (the “Contractor”).

**RECITALS**

- A. The County and the Contractor entered into an original Agreement effective March 6, 2023.
- B. The County has requested that the Term of Agreement be extended to February 29, 2024.
- C. The Contractor has agreed to amend the Agreement as requested by the County.

NOW, THEREFORE, in consideration of the mutual covenants and the conditions contained herein, the County and Contractor agree as follows:

- 1. The Term of Service is extended to February 29, 2024.

AGREEMENT TO REMAIN IN FULL FORCE AND EFFECT. Except for the Amendment set forth above, the Agreement effective March 6, 2023, shall remain in full force and effect.

CHATHAM COUNTY

BY: \_\_\_\_\_  
Dan LaMontagne, County Manager

CONTRACTOR

BY: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_



# Chatham County, NC

## Text File

File Number: 23-5051

**Agenda Date:** 12/18/2023

**Version:** 1

**Status:** Approval of Agenda and Consent Agenda

**In Control:** County Manager's Office

**File Type:** Contract

**Agenda Number:**

Vote to approve an amendment to a contract with Oak View at Siler City, LLC, awarding \$100,000 from the Housing Trust Fund for the creation of 72 income restricted units.

**Introduction & Background:**

Attached is a contract amendment that must be executed in order for Oak View at Siler City, LLC to receive their 2022-2023 Housing Trust Fund award. The County Attorney has reviewed and approved this contract amendment.

The first round of 2022-2023 Housing Trust Fund Award recommendations were approved by the Chatham County Board of Commissioners on December 19, 2022. Wallick Asset Management was approved to receive \$100,000 for New Construction funds in support of the completion of 72 affordable apartment homes at the Oak View at Siler City, LLC project. This award and amendment will increase their loan amount from \$407,851.00 to \$507,851.00.

**Discussion & Analysis:**

Low Income Housing Tax Credit developments, or the LIHTC program, is the single largest producer of affordable housing in the country. The Oak View development will provide housing for 72 households earning 30-60% AMI behind Chatham Hospital in Siler City. This development would be the largest LIHTC development to occur in Chatham County in over 8 years since Bellemont Pointe Apartments, which was awarded credits in 2013, came online in 2015, and has 76 units.

**How does this relate to the Comprehensive Plan:**

Goal 9: Provide equitable access to high-quality education, housing, and community options for all.

Goal 10: Foster a healthy community.

**Budgetary Impact:**

Authorizing execution of this contract amendment will have an impact of \$100,000 on Chatham County's Housing Trust Fund.

**Recommendation/Motion:** Motion to approve a contract amendment with Oak View at Siler City, LLC, awarding \$100,000 from the Chatham County Housing Trust Fund and increasing their loan amount to \$507,851.00 for the purpose of the construction of new affordable rental housing.





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NORTH CAROLINA

CHATHAM COUNTY

**FIRST AMENDMENT TO AGREEMENT**

This First Amendment to Agreement (this "Amendment") is made and entered into this 5 day of December, 2023, by and between **CHATHAM COUNTY, NORTH CAROLINA**, a body politic and corporate of the State of North Carolina ("Lender") and **OAK VIEW AT SILER CITY, LLC**, an Ohio limited liability company ("Borrower").

**RECITALS**

Lender made a loan in the original principal amount of Four Hundred Seven Thousand Eight Hundred Fifty-One Dollars (\$407,851.00) to Borrower (the "Loan"). The Loan is evidenced by a Promissory Note dated July 8, 2022, from Borrower to Lender in the original principal amount of the Loan (the "Note") and secured, *inter alia* by a Deed of Trust, Assignment of Rents, Security Agreement and Fixture Filing from Grantor to a trustee for the benefit of Lender dated July 14, 2022 (the "Deed of Trust"). The terms are as further set forth in an Agreement for Goods and/or Services of even date with the Note between Borrower and Lender (the "Loan Agreement") and in the other loan documents described therein (the "Loan Documents"). Borrower has requested that Lender increase the amount of the Loan, and Lender has agreed to do so, upon the terms and conditions hereinafter set forth.

NOW, THEREFORE, for and in consideration of the mutual promises herein contained, and other good and valuable consideration, the receipt and independent sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Recitals; Defined Terms. The foregoing Recitals are incorporated as if set forth in full herein, Capitalized but undefined terms appearing in this Amendment shall have the meanings ascribed thereto in the Loan Agreement unless the context clearly indicates otherwise.

2. Increase in Loan Amount; Amended and Restated Note and Amendment to Deed of Trust. Lender hereby agrees to increase the Loan amount from Four Hundred Seven Thousand Eight Hundred Fifty-One Dollars (\$407,851.00) to Five Hundred Seven Thousand Eight Hundred Fifty-One Dollars (\$507,851.00) on the terms and conditions set forth in this Amendment, and conditioned upon Borrower's promise to execute, acknowledge (as applicable) and deliver to Lender an Amended and Restated Promissory Note in the increased principal amount of the Loan (the "A&R Note"), in a form approved by Lender, and an Amendment to Deed of Trust, Assignment of Rents, Security Agreement and Fixture Filing securing the increased principal amount of the Loan (the "Amended Deed of Trust"), in a form approved by Lender, to be recorded in the Register of Deeds of Chatham County, North Carolina.

3. Amendments to Loan Agreement. Borrower and Lender agree to amend the Loan Agreement as follows:

a. Loan Amount. The Loan amount is amended and restated from Four Hundred Seven Thousand Eight Hundred Fifty-One Dollars (\$407,851.00) to Five Hundred Seven Thousand Eight Hundred Fifty-One Dollars (\$507,851.00) every place it appears in the Loan Agreement.

b. Scope of Service. Section 2 of the Loan Agreement is deleted in its entirety and replaced with the following:

"2. Scope of Loan: Lender has agreed to loan to Borrower amounts not to exceed Five Hundred Seven Thousand Eight Hundred Fifty-One Dollars (\$507,851.00) (the "Loan") in connection with the development of seventy-two (72) income-restricted units for the 'Oak View at Siler City' development located at 226 Campus Drive, Siler City, Chatham County, North Carolina, as further set forth in Appendices 1 through 4, incorporated herein."

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c. Compensation. Section 3 of the Loan Agreement is deleted in its entirety and replaced with the following:

“3. Intentionally Omitted.”

d. Notices. Section 10 of the Loan Agreement is deleted in its entirety and replaced with the following:

“10. Notices: Any notice or other communication required or permitted under this agreement shall be in writing and shall be deemed to have been given on the date delivered personally or deposited in the United States Postal Service, certified mail, return receipt requested, with adequate postage affixed, addressed as follows:

Chatham County  
Attn: Dan LaMontagne  
Post Office Box 1809  
Pittsboro, North Carolina 27312  
919.542.8531  
[dan.lamontagne@chathamcountync.gov](mailto:dan.lamontagne@chathamcountync.gov)

Contractor Name: Oak View at Siler City, LLC  
Attn: Jacob Gill, Development Manager  
160 West Main Street, Suite 200  
New Albany, OH 43054  
865.607.1668  
[jgill@wallick.com](mailto:jgill@wallick.com)

Contractor Name: Oak View at Siler City, LLC  
Attn: Partnership Property Management  
160 West Main Street, Suite 200  
New Albany, OH 43054  
336.544.2300 X240 (Sandy Lucas)  
[slucas@partnershippm.com](mailto:slucas@partnershippm.com)  
336.544.2300 X238 (Eliza Haynes)  
[ehaynes@partnershippm.com](mailto:ehaynes@partnershippm.com)

Contractor Name: Oak View at Siler City, LLC  
Attn: Asset Management  
160 West Main Street, Suite 200  
New Albany, OH 43054  
614.552.5659 (Amanda Brunswick)  
[abrunswick@wallick.com](mailto:abrunswick@wallick.com)

With a copy to the following Contractor:  
Dinsmore & Shohl LLP  
191 West Nationwide Blvd., Suite 200  
Columbus, Ohio 43215  
Attention: Jodi S Diewald, Esq.  
[Jodi.diewald@dinsmore.com](mailto:Jodi.diewald@dinsmore.com)”

e. Appendix 1 – Number of Payments. The section entitled “Total Costs” within Appendix 1 is to be deleted in its entirety and replaced with the following:

“NUMBER OF PAYMENTS: Two. The second payment will include only the difference between the Total Costs in the Loan Agreement and the amended Total Cost and will not exceed \$100,000.00.

f. Appendix 3 – Estimated Payment Schedule. Appendix 3 shall be deleted in its entirety and replaced with the following:

“The estimated pay schedule was created based on 2022 rents and real estate taxes forecasted at the current assumptions. They represent the most conservative projections at this time. Actual repayment may differ based on actual operations at the property.

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<b>Estimated Balance*</b>	<b>Year(s)*</b>	<b>Actual Year(s)*</b>	<b>Total Pmt.*</b>	<b>Est. Principal Pmt.*</b>	<b>Est. Interest Pmt.*</b>
\$ 428,006	1-12	2024-2035	\$ 192,815	\$ 159,335	\$ 33,479
	13	2036	\$37,414	\$32,749	\$4,665
399,922	14	2037	\$37,994	\$33,635	\$4,359
370,646	15	2038	\$38,514	\$34,474	\$4,040
340,213	16	2039	\$38,969	\$35,260	\$3,708
308,661	17	2040	\$39,356	\$35,992	\$3,364
276,033	18	2041	\$39,672	\$36,663	\$3,009
242,379	19	2042	\$39,912	\$37,270	\$2,642
207,752	20	2043	\$40,072	\$37,807	\$2,264
172,209	21	2044	\$40,148	\$38,271	\$1,877
135,814	22	2045	\$40,136	\$38,656	\$1,480
98,639	23	2046	\$40,031	\$38,956	\$1,075
60,758	24	2047	\$39,828	\$39,166	\$662
22,255	25	2048	\$22,497	\$22,255	\$243
0	26	2049		0	0
	27	2050			
	28	2051			
	29	2052			
	30	Current models with 2022 AMI levels indicate insufficient cash flow. Negotiations for forgiveness or other term amendments to be discussed prior to year 30.  *This is based on conservative assumptions and is subject to change based on operational performance.			

g. Appendix 4. A new appendix, entitled "APPENDIX 4: Property Status", shall be added to the Loan Agreement, reading as follows:

*"Contractor certifies that there are no liens, judgments, or other claims on the property located at 226 Campus Drive, Siler City, North Carolina."*

4. Effect of Amendment. Nothing contained in this Amendment shall in any way impair the security now held for the indebtedness evidenced by the Loan Documents or the lien priority thereof, nor waive, annul, vary or affect any provision, condition, covenant and agreement contained in the Loan Documents, nor affect or impair any rights, powers and remedies under the Loan Documents, except as herein specifically modified to do any one or more of the foregoing. If any provision in this Amendment shall be interpreted or applied by a court or other tribunal with personal and subject matter jurisdiction over the parties hereto and the Loan Documents, as modified, so as to impair the security now held for the indebtedness or lien priority thereof, or do any one or more of any of the foregoing, such provision shall be ineffective to the extent it causes an impairment of such security or the lien priority thereof or causes any of such other consequences, or the application thereof shall be in a manner and to an extent which does not impair such security or the lien priority thereof, or result in the occurrence of any of the other consequences.

5. Costs and Expenses. All of the costs and expenses incurred by Lender in connection with this Amendment shall be paid by Borrower upon the request of and at the time of demand for payment thereof made by Lender on Borrower. As used herein, "costs and expenses" include, without limitation, reasonable attorneys' fees and fees of legal assistants, and reasonable fees of accountants, engineers, surveyors, appraisers and other professionals or experts – and all references to attorneys' fees or fees of legal assistants, or fees of accountants, engineers, surveyors, appraisers or other professionals or experts shall mean reasonable fees.

6. Representations; Warranties; Reaffirmation - Borrower. Borrower does hereby reaffirm its obligations under the Note, as amended and restated pursuant to the A&R Note, the Deed of Trust, as

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amended pursuant to the Amended Deed of Trust, the Loan Agreement and the other Loan Documents. Borrower represents and warrants to Lender as of the date of this Amendment, that: (1) it has no claim or counterclaim against Lender under, right of setoff against or defense to the enforcement of the Note or the other Loan Documents; (2) Borrower has the power, authority and the legal right to make, deliver and perform this Amendment, and has taken any and all action to authorize this Amendment; and (3) this Amendment has been duly executed and delivered by Borrower and constitutes the legal, valid and binding obligation of Borrower, enforceable in accordance with its terms and not subject to rescission, invalidation, nullification or other avoidance.

7. Reservation of Rights. Lender does hereby reserve all rights and remedies it may have against all parties secondarily liable for repayment of the indebtedness evidenced by the Loan Documents. This Amendment shall be binding upon any assignee and successor in interest of the parties hereto. Borrower waives and will not assert against any transferee and assignee of Lender any claims, defenses, set-offs and rights of recoupment which Borrower could assert against Lender, except defenses which Borrower cannot waive.

8. Miscellaneous. (a) This Amendment shall be governed and construed in accordance with the laws of the State of North Carolina. (b) The captions contained in this Amendment are for convenience of reference only and in no event define, describe or limit the scope or intent of this Amendment or any of the provisions or terms hereof. (c) This Amendment may be executed in any number of counterparts with the same effect as if all parties hereto had signed the same document. All such counterparts shall be construed together and shall constitute one instrument, but in making proof hereof it shall only be necessary to produce one such counterpart. (d) It is the intention of the parties that this Amendment and the Loan Documents be interpreted in a consistent manner; provided, however, in the event of any irreconcilable conflict in the provisions of this Amendment and the provisions of any of the other Loan Documents, the provisions of this Amendment shall control.

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**SIGNATURE PAGE TO FIRST AMENDMENT TO AGREEMENT**

EXECUTED UNDER SEAL ON THE DAY AND YEAR FIRST ABOVE WRITTEN.

LENDER:

**CHATHAM COUNTY, NORTH CAROLINA,**  
a body politic and corporate of the State of North  
Carolina

By: \_\_\_\_\_ (SEAL)  
Dan LaMontagne, County Manager

BORROWER:

**OAK VIEW AT SILER CITY, LLC,**  
an Ohio limited liability company

By: See Below (SEAL)  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_

By: WAM Oak View at Siler City, LLC,  
an Ohio limited liability company,  
its Managing Member

By: Wallick Asset Management LLC,  
an Ohio limited liability company,  
its Sole Member

By:   
Alexis Dunfee, Senior Vice President



# Chatham County, NC

## Text File

File Number: 23-5060

**Agenda Date:** 12/18/2023

**Version:** 1

**Status:** Approval of Agenda and Consent Agenda

**In Control:** Finance

**File Type:** Agenda Item

**Agenda Number:**

Vote on a Request to Approve competitive bid exemption for sole source purchase with Superior Handling Equipment for a Mobile Dock Lift.

Introduction & Background: North Carolina G.S. 143-129(e)(6) authorizes the purchase of apparatus or equipment when product is available from only one source of supply.

Discussion & Analysis: Emergency Management occasionally receives supply deliveries that require offloading from a variety of trucks, trailers, etc. with varying heights. The Mobile Dock Lift allows for variable height settings to accommodate the differences. Having a mobile unit will allow Emergency Management to use it at shelter locations and others as needed. Currently, using a fixed dock at the EOC Ancillary Warehouse will only serve one bay. This unit will also allow Chatham to support other counties during emergency situations when needed.

Facilities has researched multiple companies (Dockzilla, Global Industrial, A Plus Warehouse, Material Handling Solutions, Gilmore-Kramer, and Copperloy) but each company does not offer a mobile option. Superior Handling Equipment is the only company who offers the Mobile Dock Lift.

This unit is also being used by a few other counties (NC and VA): Dare County Emergency Management, Chowan County Emergency Management, and Prince William County, VA.

How does this relate to the Comprehensive Plan: N/A

Budgetary Impact: A \$20,000 dock leveler was included in the FFE (furniture, fixtures, and equipment) package, but the mobile option was not part of the original budget. With the addition of the mobility option, the budget will be impacted by an additional \$23,000.

Recommendation/Motion: Approve competitive bid exemption for sole source purchase with Superior Handling Equipment for a Mobile Dock Lift.



# Chatham County, NC

## Text File

File Number: 23-5044

**Agenda Date:** 12/18/2023

**Version:** 1

**Status:** Approval of Agenda and  
Consent Agenda

**In Control:** Finance

**File Type:** Agenda Item

**Agenda Number:**

Vote on a Request to Approve the new Internal Purchasing Guidelines: Food Purchases.

**Introduction & Background:** In our continuing effort to be good stewards of County funds, we continually evaluate our expenses. The provided guidelines in the attached policy attempt to clarify which internal departmental purchases are considered appropriate and which are not with attention to cost effectiveness.

**Discussion & Analysis:** When meetings of an administrative nature are held by County Boards, Committees, or Departments that directly relate to County business, the cost of meals or light refreshments may be paid from budgeted funds with approval from a department head or their designee.

**How does this relate to the Comprehensive Plan:** N/A

**Budgetary Impact:** Budgeted amounts to cover purchases noted in the new Internal Purchasing Guidelines will be discussed during the individual departmental budget meetings.

**Recommendation/Motion:** Approve the new Internal Purchasing Guidelines: Food Purchases.

## Chatham County Internal Purchasing Guidelines: Food Purchases

In our continuing effort to be good stewards of County funds, we continually evaluate our expenses. These guidelines attempt to clarify which internal departmental purchases are considered appropriate and which are not with attention to cost effectiveness. This policy applies to all Chatham County departments, including staff support of boards or committees during or outside of regular business hours. Department Heads may enact additional requirements dependent upon budget or resources available.

The County recognizes that there may be emergency or extenuating circumstances which merit provision of food for meetings, though not previously planned (e.g., extended meeting on business - critical issues, emergency activation during natural disasters). These exceptions should be approved by a Department Head. In this example, County staff should document and retain a description of the event and justification for the exception with the receipt or invoice for the purchase. This policy does not address food purchases related to business travel (See the County [Travel Policy](#) regarding business travel).

When meetings of an administrative nature are held that are directly related to the business of the County, the cost of meals or light refreshments may be paid from budgeted funds with approval from a Department Head or their designee. Food and refreshments may be purchased with budgeted funds for one or more of the following purposes or activities (the following are examples and not an exhaustive list):

- Meetings of the Board, advisory committees, public officials, and community members in supporting and collaborating in program success
- Trainings, workshops, and seminars
- Countywide employee events (i.e. Employee Appreciation or wellness events). Such events must be open to all County employees
- Retreats of departments or other units, or events to recognize a class or unit of employee

Those planning for food expenses should consider the following principles:

- **Appropriateness:** Meals should be necessary and integral to the business meeting, not a matter of personal convenience. The provision of food for gatherings of employees daily is not considered an appropriate use of funds. Staff lunches, where work can be conducted during other times of the workday, regular staff meetings, and personal celebrations (i.e., birthday, or baby shower celebrations) **do not** qualify as appropriate activities.

Retirements are considered appropriate after an employee has obtained 20 years of service with the County. Expenditures should be limited to food and non-alcoholic beverages.

<b>Years of Service</b>	<b>Amount</b>
<b>20</b>	\$200
<b>25</b>	\$300
<b>30</b>	\$500

- **Cost Effectiveness:** The expenditure of budgeted funds for food and refreshments should be cost-effective and reasonable. Generally, meal costs should be no more than the local



## **Chatham County Internal Purchasing Guidelines: Food Purchases**

Government Services Administration (GSA) per diem meal rates, and light refreshments should be no more than the cost of half of the set per diem rate per attendee. Breakdown of per meal rates can be found at the GSA site at: <https://www.gsa.gov/travel/plan-book/per-diem-rates/meals-and-incidentals-expenses-mie-breakdown>. Those planning these events should receive as close an estimate as possible to the actual number of expected attendees. These events must be planned and requisitioned at least two weeks prior to the event.

- **Documentation** – Events must have an agenda attached to the requisition and the number of attendees should be noted in the line-item description within the requisition. This documentation should be attached to the receipt or invoice for such purchase and retained in the department files for review as requested.
- **Special Accommodations** – Dietary needs will be met with a one-week advanced notice and will be accommodated with the same consideration for cost effectiveness as outlined above.
- **Healthy Foods Policy** - Chatham County Government is dedicated to the overall health of our employees and community members. The goal of the healthy foods policy is to encourage healthy eating among staff and members of the community to reduce the risk of chronic diseases. The [Healthy Foods Policy](#) ensures that foods served at meetings and will include water and one or more servings of fruits, vegetables, low-fat milk and dairy products.

All internal or external events sponsored or supported by the Chatham County Government that includes refreshments will **always include water** and one or more of these healthier items:

- Fruit and/or vegetables
  - Examples of such items include fresh, frozen, canned, or dried fruits (such as grapefruit, oranges, apples, raisins, or 100% fruit juices), and fresh, frozen or canned vegetables.
- Low-fat milk and dairy products
  - Examples include skim/nonfat or 1% milk; low-fat and fat-free yogurt; cheese and ice cream.
- Foods made from grains (like wheat, rice and oats), especially whole grains
  - Examples include low-fat whole wheat crackers, bread and pasta, whole grain ready-to- eat cereal, low-fat baked tortilla chips, pita bread.

### **Purchasing Guidelines**

Generally, meal costs should be no more than the local Government Services Administration (GSA) per diem meal rates, and light refreshments should be no more than the cost of half of a lunch per diem per attendee. Breakdown of per meal rates can be found at the GSA site at: <https://www.gsa.gov/travel/plan-book/per-diem-rates/meals-and-incidentals-expenses-mie-breakdown>. Where applicable, the use of grant funds are strongly recommended. Always support local businesses when possible.

**The following situations are acceptable for the use of County funds for food expenses:**

### **Board/Committee Meetings**

A County board or committee is defined as an elected or appointed group of County employees and members of the community who meet for the purpose of addressing a specific charge. Food can be provided if the budgeted funds are available and the meeting spans the typical lunch and/or dinner hours when those attending would not otherwise be able to have a meal.

### **County Events**

County events are those which are sponsored by the County and may, but do not necessarily, include non-County employees. Examples of County events include the events sponsored by the County Wellness Committee such as lunch and learns and other all-staff events. County events require the approval of the County Manager.

**Chatham County Internal Purchasing Guidelines:  
Food Purchases**

**Department Retreat/Team Building**

A retreat is an event that is typically designed and organized specifically to facilitate the ability of a group to step back from their day-to-day demands and activities for an extended period of concentrated discussion, dialogue, and strategic thinking about the department's future or about specific issues. Retreats are generally held away from the County office for this reason. These events are limited to once per fiscal year and require the approval of the Department Head.

**Department Trainings/Workshops/Seminars**

A training, workshop, or seminar is a meeting where a department's employees gather to receive training for a specific skill related to their day-to-day job duties and this training spans the typical lunch hours.

**The following situations are not acceptable for the use of County funds for food expenses:**

**Department/Division Meetings**

Reimbursement for snacks or meals at department meetings is not permitted. Department meetings are a routine occurrence, and the corresponding recurring expense will not be covered by the County. Budgeted snacks or meals are only acceptable for the department's annual retreat/team building event.

**Department/Division Socials**

No expenses for department/division parties or socials (i.e. birthdays, anniversaries, holiday parties) are reimbursable.

**Webinar**

A webinar is a skill specific training conducted virtually and will not be reimbursed.

**Potluck Luncheons**

Since the spirit of a potluck luncheon is that food is provided by the attendees, reimbursement of any kind is not permitted for a potluck luncheon.

Chatham County Internal Purchasing Guidelines:  
Food Purchases  
Frequently Asked Questions

**The following situations are examples that are acceptable uses of County funds for food expenses:**

**County Events**

The Wellness Committee will be holding their annual salsa competition which is open to all employees. They will be purchasing salsa and subs for all employees who will be stopping by to taste, judge, and/or participate with a salsa entry.

**Department Retreat/Team Building**

The Department Head Retreat will be held from 8AM to 5PM with some instructional/leadership classes 8:00 AM-12:00 PM, lunch from 12:00-1:00 PM, then a community service project 1:00-5:00 PM.

**Department Trainings/Workshops/Seminars**

The department will be working with our software vendor for training and the vendor is only available on Wednesday, 11:30AM-1:00PM. X employees will be attending the training.

**The following situations are examples that are not acceptable uses of County funds for food expenses:**

**Department/Division Meetings**

The department will be meeting for the monthly 9:00 AM meeting and would like to order breakfast for everyone.

**Department/Division Socials**

The department will be having our holiday party in two weeks, and we'd like to cater lunch for all the employees.

**Webinar**

The department will be involved in a software training webinar from 11:00 AM-12:00 PM to learn about the updates to the system.

**Potluck Luncheon**

The department will be celebrating an employee's birthday and needs to buy the ingredients for each staff member to bring a dish for the luncheon.



# Chatham County, NC

## Text File

File Number: 23-5033

**Agenda Date:** 12/18/2023

**Version:** 1

**Status:** Approval of Agenda and Consent Agenda

**In Control:** Finance

**File Type:** Agenda Item

**Agenda Number:**

Vote on a request to 1.) Accept the offer to purchase in the amount of \$2,700.00 for real property in ownership of Chatham County located on US 64 E, Parcel #73184; 2.) require the offeror to deposit five percent (5%) of the bid with the Clerk to the County Board of Commissioners; 3.) publish a notice of the offer, which notice shall contain a general description of the property, the amount and terms of the offer, and a notice that within 10 days any person may raise the bid by not less than ten percent (10%) of the first one thousand dollars (\$1,000) and five percent (5%) of the remainder; and 4.) otherwise initiate and follow the “negotiated offer, advertisement, and upset bids” process in NC General Statute 160A-269.

**Introduction & Background:** Chatham County has received an offer of \$2,700, by a private party, for a 0.192-acre parcel of land located on US 64 East, which is in the ownership of the County.

The County is authorized to dispose of real property belonging to it through five different methods defined by state law. These methods include private negotiation and sale; advertisement for sealed bids; negotiated offer, advertisement, and upset bid; public auction; and “negotiated offer, advertisement, and upset bid” process, as defined by law. NC G.S 160A-269 describes this process in detail, which includes those actions specified in this abstract.

**Discussion & Analysis:** The subject property is not currently in use by the County for an active public purpose, nor is it anticipated that any definable public use will be realized in the future if the County were to maintain ownership of this property.

The property is located between two parcels currently owned by the resident extending the offer to purchase.

How does this relate to the Comprehensive Plan: N/A

**Budgetary Impact:** The initial sale of the subject property will have a limited impact on the annual operating budget, as it will 1.) involve an expense associated with the procedural requirements of this process, and 2.) generate revenue to the general fund resulting from the sale proceeds. Provided it is not placed under tax exempt status following the sale, this property will be subject to a tax levy resulting in ongoing general fund revenue generation.

Recommendation/Motion: Approve the request to 1.) Accept the offer to purchase in the amount of \$2,700.00 for real property in ownership of Chatham County located on US 64 E, Parcel #73184; 2.) require the offeror to deposit five percent (5%) of the bid with the Clerk to the County Board of Commissioners; 3.) publish a notice of the offer, which notice shall contain a general description of the property, the amount and terms of the offer, and a notice that within 10 days any person may raise the bid by not less than ten percent (10%) of the first one thousand dollars (\$1,000) and five percent (5%) of the remainder; and 4.) otherwise initiate and follow the “negotiated offer, advertisement, and upset bids” process in NC General Statute 160A-269.

Overview

<b>Parcel Number</b>	0073184	<b>FMV</b>	2,700
<b>Tax Year</b>	2023	<b>Exemption/Exclusion</b>	2,700
<b>Class</b>	F - FULLY EXEMPT	<b>Deferred</b>	0
<b>Physical Address</b>	US 64 E PITTSBORO NC	<b>ASV</b>	0
<b>Acreage</b>	0.1920	<b>Tax Rate</b>	0.0000
		<b>Total Tax</b>	\$0.00

Tax Disbursements

Jurisdiction	Tax Rate	Tax Amount
CHATHAM COUNTY	0.6850	\$0.00
PITTSBORO - CITY	0.4400	\$0.00
<b>TOTAL</b>		<b>\$0.00</b>

No Photos or Sketches

Billing

	Total
<b>Tax Billed</b>	\$0.00
<b>SA Billed</b>	\$0.00
<b>Interest Billed</b>	\$0.00
<b>Fees Billed</b>	\$0.00
<b>Total Billed</b>	\$0.00
<b>Amount Paid</b>	\$0.00
<b>Total Unpaid</b>	<b>\$0.00</b>
<b>Date Paid</b>	1/1/2023
<b>Paid By</b>	

Tax Due Amounts

If paid in...	Amount due is...
December 2023	\$0.00

Payment History

Tax Year	Total Due	Total Paid	Amount Unpaid	Date Paid
2023	\$0.00	\$0.00	\$0.00	1/1/2023
2022	\$0.00	\$0.00	\$0.00	1/1/2022
2021	\$0.00	\$0.00	\$0.00	1/1/2021
2020	\$0.00	\$0.00	\$0.00	1/1/2020
2019	\$0.00	\$0.00	\$0.00	1/1/2019

Show 5 More (21)

Legal

Legal Description	Subdivision Name	Block	Lot	Plat Book	Plat Page
VACANT STRIP					

No Exclusions

Owner Information

<b>OWNER</b>	CHATHAM COUNTY,
<b>Mailing Address</b>	PO BOX 608 PITTSBORO, NC 27312

No Transfer History

No Genealogy

Land Value

Property Class	Valued Acres	Appraised Value
Acre - Commercial Residual	0.1920	2,700

No CAMA

Market Value

Year	Market Land	Market Building	Market Total
2023	2,700	0	2,700

Map

[View Full Screen](#)

Contact Information

**Chatham County Tax Assessor**

12 East Street  
 PO Box 908  
 Pittsboro, NC 27312  
 Phone: 919-542-8211

**Chatham County Tax Collector**

192 West Street  
 PO Box 697  
 Pittsboro, NC 27312  
 Phone: 919-542-8260

**RESOLUTION AUTHORIZING SALE**  
**OF US 64 PROPERTY**  
**AND UPSET BID PROCESS**

WHEREAS, the County of Chatham (“County”) owns certain real property located at the north side of US 64 in Pittsboro, NC which is more particularly described as Tax Parcel 73184 (the “Property”);

WHEREAS, said property is surplus to the needs of the County of Chatham; and

WHEREAS, North Carolina General Statute §160A-269 permits the County to sell property by upset bid, after receipt of an offer to purchase property; and

WHEREAS, the County received an offer from Charles and Elizabeth Eubanks (“Eubanks”) to purchase the Property from the County for the amount of \$2,700.00; and

WHEREAS, Eubanks has provided a five percent (5%) deposit on the offer in the amount of \$135.00.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE COUNTY OF CHATHAM as follows:

1. Said property is hereby declared to be surplus to the needs of the County of Chatham; and
2. The County Board authorizes sale of the Property in accordance with the attached offer made by Eubanks subject to the upset bid procedure provided in North Carolina General Statute §160A-269.
3. The County Manager, through the Clerk to the Board shall cause notice of the proposed sale to be published. The notice shall describe the Property and the amount of the offer and shall state the terms under which the offer may be upset.



4. Persons wishing to upset the offer that has been received shall submit a sealed bid with their offer to the office of the Clerk within 10 days after the notice of sale is published. At the conclusion of the 10-day period, the Clerk shall open the bids if any, and the highest such bid will become the new offer. If there is more than one bid in the highest amount, the first such bid received will become the new offer.

5. Eubanks shall provide the Clerk with a deposit in the amount of \$135.00, which may be made in cash or cashier's check.

6. If a qualifying higher upset bid is received, the Clerk shall cause a new notice of upset bid to be published and shall continue to do so until a 10-day period has passed without any qualifying upset bid having been received. At that time, the amount of the final high bid shall be reported to the County Board.

7. To be a qualifying higher bid, an upset bid must raise the existing offer (or subsequent higher upset bid) by not less than ten percent (10%) of the first \$1,000.00 of that offer and five percent (5%) of the remainder of that offer.

8. A qualifying higher bid must also be accompanied by a deposit in the amount of five percent (5%) of the bid. The deposit may be made in cash or cashier's check. The County will return the deposit on any bid not accepted and will return the deposit on an offer subject to upset if a qualifying higher bid is received. The County will credit the deposit of the final high bidder at closing.

9. The terms of the final sale are that:

a. The County Board must approve the final high bidder offer before the sale is closed, which it will do at the next regular meeting after the final upset bid period has passed; and

b. The buyer must pay with cash at the time of closing.

10. The County reserves the right to withdraw the Property from sale at any time before the final high bid is accepted and the right to reject at any time all bids.

11. If no qualifying upset bid is received after the initial public notice, the offer set forth above is hereby accepted and the County Manager is authorized to execute the instruments necessary to convey the Property to Eubanks.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2023.

COUNTY OF CHATHAM

By: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Clerk

**COUNTY OF CHATHAM  
OFFER TO PURCHASE AND CONTRACT**

**(OFFER SUBJECT TO UPSET BID PROCEDURE)**

CHARLES K. EUBANKS AND WIFE, ELIZABETH A. EUBANKS as "Buyer", hereby offers to purchase, and the County of Chatham, a body politic and corporate of the State of North Carolina, as "Seller", upon the execution hereof as authorized by action of the County of Chatham Board of Commissioners, agrees to sell and convey, all of that plot, piece or parcel of land described below, together with improvements, if any, located thereon (the "Property"), upon the following terms and conditions:

**1. REAL PROPERTY:** Located in the County of Chatham, State of North Carolina, being known as and more particularly described as:

Street Address: US 64 East  
Parcel No.: 73184

Legal Description: See Attached Exhibit A.

**2. OFFER/PURCHASE PRICE:** The purchase price offered is \$2,700.00 and shall be paid as follows:

(a) \$135.00, representing a 5% deposit paid by (CASH or CASHIER'S CHECK) with the delivery of this contract, to be held in escrow by the County of Chatham, until the sale is closed, at which time it will be credited to Buyer, or until this contract is otherwise terminated and it is disbursed to Seller.

(b) \$2,565.00, the balance of the purchase price in cash at closing. At closing buyer agrees to pay for all advertising costs incurred by the County of Chatham during the upset bid process in addition to the purchase price offered in section 2 above and the costs in Standard Provision 7.

**3. CONDITIONS:** All the Standard Provisions on the REVERSE SIDE HEREOF shall apply to this Offer and Contract, unless expressly modified by Addendum to this instrument.

**4. DURATION OF OFFER:** This offer to purchase shall be effective for thirty (30) days from the date hereof. Following acceptance of this offer and execution by the Seller of the Purchase Contract, the parties shall remain bound hereby for an additional forty-five (45) days and closing shall occur before the expiration of such period.


**5. CLOSING:** All parties agree to execute any and all documents and papers necessary in connection with closing and transfer of title at a place designated by the Seller. The deed is to be made to CHARLES K. EUBANKS AND WIFE, ELIZABETH A. EUBANKS and will be a NON-WARRANTY DEED.

6. **POSSESSION:** Possession shall be delivered immediately upon closing.

**This offer shall become a binding contract when signed by both Buyer and Seller.**

**Date of Offer** 10-19-2023

**Buyer:** CHARLES K. EUBANKS

**Buyer's Signature** 

**Buyer:** ELIZABETH A. EUBANKS

**Buyer's Signature** 

**Address:** PO Box 294, 1905 US 64 Business East Pittsboro, NC 27312

**Phone:** 919-548-2016

**Email:** libby-eubanks@yahoo.com

**Date of Acceptance:** \_\_\_\_\_  
(Board Resolution Date)

**Seller:** COUNTY OF CHATHAM

**By:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Receipt of Bid Deposit**

I hereby acknowledge receipt of the bid deposit herein set forth and agree to hold and disburse the same in accordance with the terms hereof.

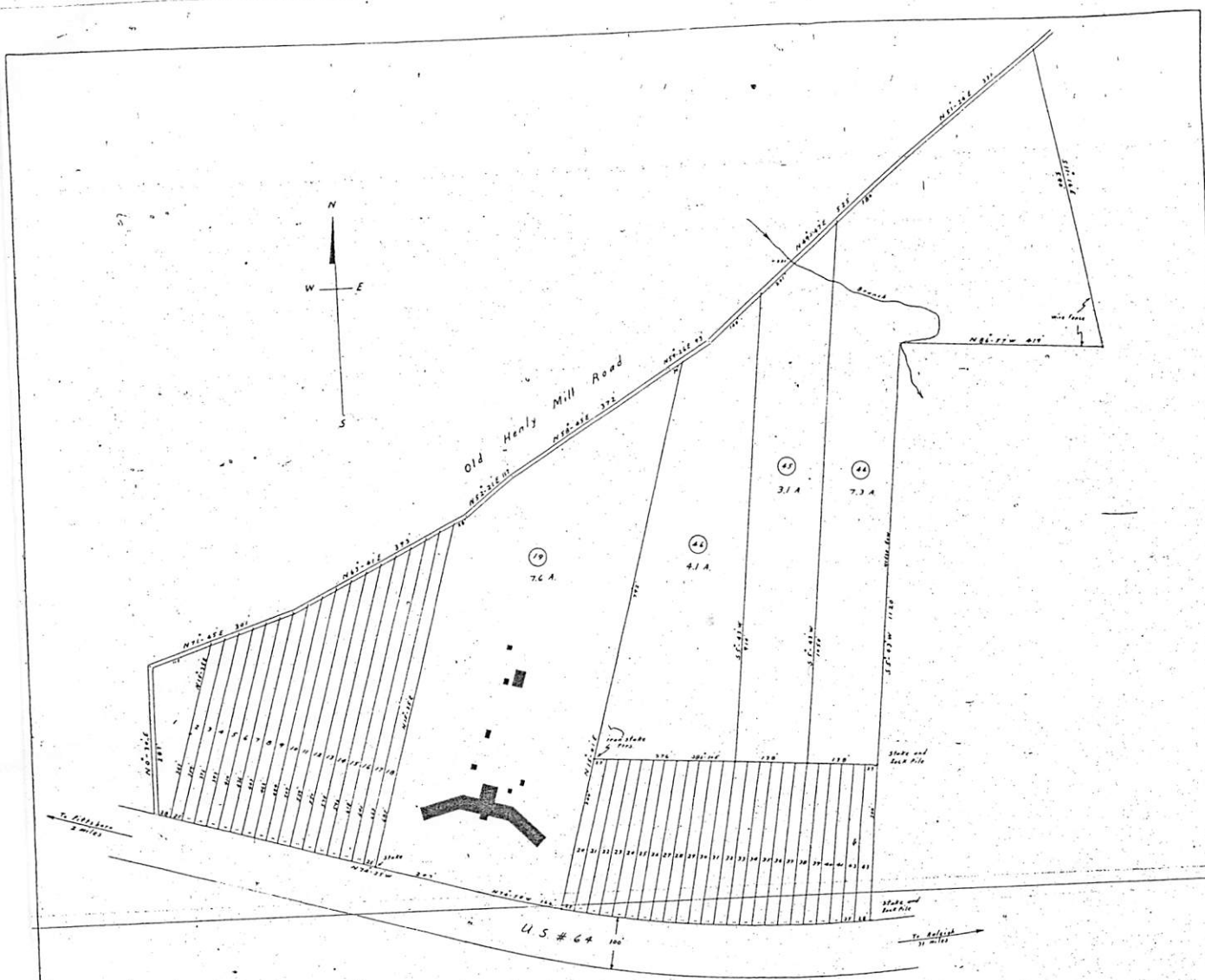
**COUNTY OF CHATHAM**

**By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## EXHIBIT A

All of Lot 32 according to the plat entitled "Chatham County Home Property" dated April 1, 1947, recorded in Plat Book 2, Page 38, Chatham County Registry, and reference to which is hereby made for a more particular description.



Chatham County Home Property  
 Located 2 miles East of Pittsboro, N. Car.  
 Surveyed and Plotted 1 April 1947, By  
 F.M. Carlisle, CE-Chapel Hill, N.C.  
 Scale: 1 in = 100 ft.

*62102*  
*...*

*May 6 3 P*  
*# 38*  
*F.M. Carlisle*

North Carolina - Orange County  
 I, F.M. Carlisle First being duly sworn, depose and  
 say that the attached map was prepared by him from an actual  
 survey of the premises made by him in April 1947  
 and that the same is true and correct to the best of his knowledge  
 and belief.  
 Sworn to and subscribed before me this 23 day of  
April 1947  
 Notary Public  
 My commission expires \_\_\_\_\_

## STANDARD PROVISIONS

**1. DEPOSIT WITH OFFER:** This offer, and the deposit sum paid by Buyer, is expressly conditioned upon the provisions for upset bidding set forth in N.C. General Statute 160A-269. In the event this offer is not accepted as a result of a qualifying upset bid being received, the Seller's rejection of any or all offers, the failure to satisfy any of the conditions hereof, or in the event of any breach of this contract by the Seller, then the deposit shall be returned to Buyer.

In the event this offer is accepted by Seller and the Buyer fails to close or otherwise breaches this contract, then the deposit shall be forfeited, but such forfeiture shall not affect any other remedies available to the Seller for such breach.

**2. PRORATIONS AND ADJUSTMENTS:** Unless otherwise provided, the following items shall be the responsibility of the Buyer:

(a) Ad valorem taxes on real property are the responsibility of the Buyer when closing is held between January 1 and June 30 (reference N.C.G.S 105-285(d)). With closings held between July 1 and December 31 the property will remain in tax exempt status until the next calendar year.

(b) Ad valorem taxes on personal property, if any, for the entire year shall be paid by Seller.

(c) Rents, if any, for the Property shall be prorated to the date of closing.

**3. FIRE AND OTHER CASUALTY:** The risk of loss or damage by fire or other casualty prior to closing shall be upon Seller.

**4. SOILS AND ENVIRONMENTAL CONDITIONS:** Buyer and Seller acknowledge that the property is to be sold in "as is" condition; that no assurances or warranties are given by Seller as to the condition of the site, including any adverse conditions discoverable by soils studies or other subsurface investigations of the property. Seller and Buyer expressly agree that no environmental studies or investigations have been performed by the Seller incidental to the sale of the property; and that any such studies or investigations to be performed by the Buyer are the sole responsibility of the Buyer; and that the Buyer expressly releases and discharges the Seller from any and all responsibility and liability resulting from surface, soils, ground water or other contamination or adverse environmental condition of the site, whatsoever.

**5. CONDITIONS:**

(a) The Property must be in substantially the same condition at closing as on the date of this offer, reasonable wear and tear excepted.

(b) Title will be delivered at closing by **NON-WARRANTY DEED**.

(c) The Property is being sold as-is, buyer beware, and it is the duty of Buyer to research the Property on its own. The information posted on the Chatham County Tax Office website (notice, property characteristics, structures, pictures, etc.) is for assistance only in the Buyer's research and due diligence process and cannot and should not be relied upon solely by Buyer.

6. **NEW LOAN:** Buyer shall be responsible for all costs with respect to any new loan obtained by Buyer. Seller shall have no obligation to pay any charge in connection therewith unless specifically set forth in this contract.

7. **CLOSING EXPENSES:** Buyer agrees to prepare the proper deed. Buyer shall pay for the cost of preparing this contract and the deed and recording the deed and for preparation and recording of all other instruments, if any, incidental to closing. **The winning bidder will be responsible for all advertising costs incurred by the County of Chatham during the upset bid process.**

8. **EVIDENCE OF TITLE:** Seller agrees to use its best efforts to deliver to Buyer as soon as reasonably possible after the acceptance of this offer, copies of all title information in possession of or available to Seller, including but not limited to: title insurance policies, attorney's opinions on title, surveys, covenants, deeds, notes and deeds of trust and easements relating to the Property.

9. **ASSIGNMENTS:** This contract may not be assigned without the written agreement of all parties, but if assigned after the written agreement of all parties hereto, then this contract shall be binding on the assignee and its heirs and successors.

10. **PARTIES:** This contract shall be binding upon and shall inure to the benefit of the parties and their heirs, successors and assigns. As used herein, words in the singular include the plural and the masculine includes the feminine and neuter genders, as appropriate.

11. **SURVIVAL:** If any provision herein contained which by its nature and effect is required to be observed, kept or performed after the closing, it shall survive the closing and remain binding upon and for the benefit of the parties hereto until fully observed, kept or performed.

12. **ENTIRE AGREEMENT:** Buyer acknowledges that it has inspected the Property. This contract contains the entire agreement of the parties and there are no representations, inducements or other provisions other than those expressed herein in writing.





# Chatham County, NC

## Text File

File Number: 23-5063

**Agenda Date:** 12/18/2023

**Version:** 1

**Status:** Approval of Agenda and  
Consent Agenda

**In Control:** Council on Aging

**File Type:** Contract

**Agenda Number:**

Vote To Approve an Amendment To The Current Nutrition Services Contract With Golden Corral An Amount Not To Exceed \$175,000

**Introduction & Background:** Aging Services is currently in a month-to-month agreement with Golden Corral to distribute meals as part of its Nutrition Services Program.

**Discussion & Analysis:** Before our new Nutrition Services contract takes effect in early 2024, it is necessary to amend our current month-to-month agreement to cover our November and December invoices.

**How does this relate to the Comprehensive Plan:** This relates to the County's Comprehensive Plan objective of fostering a healthy community.

**Budgetary Impact:** There is no direct budgetary impact to the county. The meals are primarily funded by the Home and Community Care Block Grant (HCCBG), which is reimbursable.

**Recommendation/Motion:** Motion to authorize the Board of Commissioners to approve an amendment to the current Nutrition Services contract with Golden Corral in an amount not to exceed \$175,000 and to authorize the County Manager to execute the agreement.

NORTH CAROLINA  
CHATHAM COUNTY

**FIRST AMENDMENT TO AGREEMENT**

This First Amendment to the Agreement (this “First Amendment”) is made and entered into this \_\_\_\_ day of December, 2023, by and between Chatham County (the “County”) and Golden Corral (the “Contractor”).

**RECITALS**

- A. The County and the Contractor entered into an original Agreement effective July 1, 2023.
- B. The County has requested that the Compensation be amended to state that the County will pay the Contractor an amount not to exceed \$175,000.00.
- D. The Contractor has agreed to amend the Agreement as requested by the County.

NOW, THEREFORE, in consideration of the mutual covenants and the conditions contained herein, the County and Contractor agree as follows:

- 1. The Compensation is amended to reflect that the County will pay the Contractor an amount not to exceed \$175,000.00.

AGREEMENT TO REMAIN IN FULL FORCE AND EFFECT. Except for the Amendment set forth above, the Agreement effective July 1, 2023, shall remain in full force and effect.

CHATHAM COUNTY

BY: \_\_\_\_\_  
Dan LaMontagne, County Manager

CONTRACTOR

BY: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

\_\_\_\_\_  
Roy Lynch, Finance Director





# Chatham County, NC

## Text File

File Number: 23-5056

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**Agenda Date:** 12/18/2023

**Version:** 1

**Status:** Board Priorities

**In Control:** Board of Commissioners

**File Type:** Appointment

**Agenda Number:**

Administer oath of office and vote to appoint Jenifer K. Johnson as Clerk to the Chatham County Board of Commissioners

**STATE OF NORTH CAROLINA**

**COUNTY OF CHATHAM**

**OATH FOR CLERK TO THE BOARD OF COMMISSIONERS JENIFER K. JOHNSON**

I, **Jenifer K. Johnson**, do solemnly and sincerely swear that I will support the Constitution of the United States; so help me God.

I, **Jenifer K. Johnson**, do solemnly and sincerely swear that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; and that I will endeavor to support, maintain and defend the Constitution of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability; so help me God.

I, **Jenifer K. Johnson**, do swear that I will well and truly execute the duties of the office of Clerk to the Board of Commissioners for Chatham County according to the best of my skill and ability, according to law; so help me God.

This the 18<sup>th</sup> day of December 2023.

---

**Jenifer K. Johnson**

Oath Administered on Monday, December 18, 2023 by Chatham County Chair Mike Dasher.

---

Mike Dasher, Chair  
Chatham County Board of Commissioners



# Chatham County, NC

## Text File

File Number: 23-5057

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**Agenda Date:** 12/18/2023

**Version:** 1

**Status:** Board Priorities

**In Control:** Board of Commissioners

**File Type:** Appointment

**Agenda Number:**

Administer oath of office and vote to appoint Lindsay K. Ray as Deputy Clerk to the Chatham County Board of Commissioners

**STATE OF NORTH CAROLINA**

**COUNTY OF CHATHAM**

**OATH FOR DEPUTY CLERK TO THE BOARD OF COMMISSIONERS LINDSAY K. RAY**

I, **Lindsay K. Ray**, do solemnly and sincerely swear that I will support the Constitution of the United States; so help me God.

I, **Lindsay K. Ray**, do solemnly and sincerely swear that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; and that I will endeavor to support, maintain and defend the Constitution of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability; so help me God.

I, **Lindsay K. Ray**, do swear that I will well and truly execute the duties of the office of Deputy Clerk to the Board of Commissioners for Chatham County according to the best of my skill and ability, according to law; so help me God.

This the 18<sup>th</sup> day of December 2023.

---

**Lindsay K. Ray**

Oath Administered on Monday, December 18, 2023 by Chatham County Chair Mike Dasher.

---

Mike Dasher, Chair  
Chatham County Board of Commissioners



# Chatham County, NC

## Text File

File Number: 23-5059

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**Agenda Date:** 12/18/2023

**Version:** 1

**Status:** Board Priorities

**In Control:** Board of Commissioners

**File Type:** Agenda Item

**Agenda Number:**

Vote to approve Recommended FY25-31 Capital Improvements Plan (CIP)





# Chatham County, NC

## Text File

File Number: 23-5062

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**Agenda Date:** 12/18/2023

**Version:** 1

**Status:** Board Priorities

**In Control:** Board of Commissioners

**File Type:** Agenda Item

**Agenda Number:**

Receive the Community Needs Assessment Phase I presentation from Chatham County Partnership for Children



# Chatham County, NC

## Text File

File Number: 23-5046

Agenda Date: 12/18/2023

Version: 1

Status: Board Priorities

In Control: Planning

File Type: Agenda Item

Vote to approve a request by Jeff Foster, P.E. on behalf of Zadell Development, LLC for subdivision **First Plat** review and approval of **Anfield Estates**, consisting of 11 lots on 24.7 acres, located off Beaver Creek Road (SR-1008), parcel 5491 in Cape Fear Township.

### Action Requested:

Vote to approve a request by Jeff Foster, P.E. on behalf of Zadell Development, LLC for subdivision First Plat review and approval of Anfield Estates, consisting of 11 lots on 24.7 acres, located off Beaver Creek Road (SR-1008), parcel 5491 in Cape Fear Township.

### Introduction & Background:

- Zoning:** R-1
- Water System:** Private on-site
- Sewer System:** Private on-site

**Subject to 100-year flood:** No special flood hazard area within the development.

**General Information:** The subdivision process is a four (4) step process: Concept Plan, First Plat, Construction Plan, and Final Plat. The applicant has completed the community meeting and the Concept Plan review. The minimum lot size requirement for the project is 40,000 square feet of useable area. The Planning Board has two (2) meetings in which to act on the proposal.

### Discussion & Analysis:

The request is for First Plat review and recommendation of Anfield Estates, consisting of 11 lots on 24.7 acres, located off Beaver Creek, S.R. 1008. A vicinity map showing the property location is included in the agenda packet. Per the Subdivision Regulations, Section 5.2C(4), a Public Hearing shall be held at the first Planning Board meeting to receive comments on the proposed subdivision. Item (b) states that following the Public Hearing, the Planning Board shall review the proposal, staff recommendation, and public comments and indicate their recommendation for approval, disapproval, or approval subject to modifications. As stated above, the Planning Board has two (2) meetings to act on the proposal.

**Roadways:** The road is to be built as a 20-foot-wide travel way with a 60-foot-wide

public right-of-way and is to be state maintained.

**Historical:** The applicant contacted Sy Robbins, Chatham County Historical Association (CCHA). Mr. Robbins provided an email dated July 14, 2023, stating there are a number of houses along Beaver Creek Road that are of significant historical/architecture interest; don't believe this project will negatively affect these. Keep an eye out for unmarked gravesites, old foundations, etc. and contact CCHA. The applicant is encouraged to follow the CCHA's guidance document checklist.

**Schools:** Notification of the proposed development was provided to the Chatham County School System. Randy Drumheller, Chatham County Schools Director of Maintenance was contacted by email dated July 11, 2023.

**General Environmental Documentation:** The developer submitted the General Environmental Documentation and a letter dated July 11, 2023, from North Carolina Department of Natural and Cultural Resources Natural Heritage Program (NCNHP) to Chatham County Land & Water Resources Division for review. The letter states "A query of the NCNHP database, indicates that there are records for rare species, important natural communities, natural areas, and/or conservation/managed areas within the proposed project boundary. The proximity of these records suggest that these natural heritage elements may potentially be present in the project area if suitable habitat exists." NCNHP recommends contacting the US Fish and Wildlife Services (USFWS) for guidance.

Taylor Burton, Watershed Specialist, reviewed and approved the information submitted.

**Community Meeting:** A community meeting was held on July 26, 2023, at Chatham County Library, Pittsboro, NC. Approximately six people attended the meeting. Items/issues discussed included will fiber be brought to the area, effect on the water table, will the power be underground, who will build the shared driveway, any street lighting, can lots be recombined, and will there be a feature at the entrance.

**Technical Review Committee:** The TRC met September 13, 2023, to review the First Plat submittal. The representatives Mr. Jeff Foster P.E., Clay Matthews, P.E., and Kyler Zadell were present. Discussion included if the applicant has received anything from US Army Corps of Engineers about the wetlands, location of the mail kiosk, and Environmental Health stated most of the septic systems will require NCDEQ approval.

**Septic:** A soils report and map prepared by Piedmont Environmental Associates, P.A. was submitted to James Tiger, Chatham County Environmental Health Supervisor II, for review. Mr. Tiger stated, "We cannot comment on the available space for configuration for state permitted systems. Planning will have to rely on your experience and expertise for the proposed subdivision."

**Water:** Individual wells

**Road Name:** The road names Anfield Road has been approved by Chatham County Emergency Operations Office as acceptable for submittal to the Board of Commissioners for approval.

**Water Features:** Rhiannon Graham with Terracon Consultants, Inc submitted the Riparian Buffer review application along with a riparian buffer map to Drew Blake, Asst. Director Watershed Protection Dept. Drew Blake and Rhiannon Graham completed an on-site riparian buffer review on July 17, 2023, to verify the consultant's findings. The consultant previously visited the site October 31, 2022, and identified one (1) ephemeral stream. On February 10, 2023, Drew Blake Asst. Director Watershed Protection Dept. and Taylor Burton, Senior Watershed Specialist issued a confirmation letter of the findings. The July 24, 2023, confirmation letter stated two (2) intermittent streams, three (3) potential wetlands, and one (1) ephemeral stream. A 30-ft buffer from top of bank landward on both sides of the feature for all ephemeral streams, a 50-ft buffer will be required beginning at the flagged boundary and proceeding landward on all wetlands, and a 50-ft buffer from top of bank landward on both sides of the feature for all intermittent streams. The Jurisdictional Determination (JD) request has been submitted to the Army Corp of Engineers and is currently being processed. The JD will be required at construction plan submittal.

**Stormwater and Erosion Control:** There is one proposed stormwater device. As part of the stormwater permitting process additional information will be provided to the Watershed Protection Department during the permitting process. A Stormwater Permit and Sedimentation & Erosion Control Permit will be obtained from the Chatham County Watershed Protection Department prior to Construction Plan submittal. No land disturbing activity can commence on the property prior to obtaining Construction Plan approval.

**Site Visit:** Site visits were scheduled for September 19, 2023, and September 20, 2023, for Planning Department staff and various board members to attend. Clay Matthews and Kyler Zadell were present to walk the property with staff and Board members and discuss the project. Pictures of the site visit can be viewed on the Planning Department webpage at [www.chathamnc.org/planning](http://www.chathamnc.org/planning) <<http://www.chathamnc.org/planning>>, Rezoning and Subdivision Cases, 2023.

**Planning Board:**

The Planning Board met Oct. 3, 2023, Clay Matthews and Kyler Zadell were present. During public input Mr. Rick Burch, who resides adjacent to the proposed subdivision spoke. Mr. Burch had concerns with water features that are not shown on the proposed plat, the abandoned railroad bed, Bald Eagles and Redheaded Woodpeckers in the area, and a NCDOT pipe that crosses under Beaver Creek Road allowing water from the north side of Beaver Creek Road to discharge in an area near the railroad track that flows to a wetland. He lives in Jordan Lake Farms Subdivision which requires a 50-foot perimeter buffer, the proposed driveway in Anfield Estates is proposed directly adjacent to Mr. Burch's property line and he is concerned the clearing for the driveway will damage the tree roots and possibly kill the trees on his property. He stated he asked Mr. Zadell if they plan to require a buffer and was told it was in discussion, but not promised. He doesn't like the location of the driveway because it stretches for most of his property line. Planning Board discussion included the following:

- Shared driveways for Lots 4, 5, 7, 8, & 9
- What species are endangered that may be in this area?

- Has the developer reached out to the US Army Corp or the US Fish and Wildlife Service?
- Who is responsible for the shared driveway? Mr. Matthews stated the HOA will be responsible.
- Concerns with tree clearing in the easement for Lots 7-9.
- Why are there so many state approved septic systems?
- The layout of the project appears to be loaded with as many lots as possible and not well organized.
- Would like to see the shared driveway for Lots 7-9 moved far away from the adjacent property.
- The Board voted to postpone making a recommendation on the item and asked the developer to look into a shared driveway for Lots 4 & 5, move the shared driveway for Lots 7-9 away from Mr. Burch's property, a notation for the pipe that will run under the easement near the "T" turnaround, provide a location for the mail kiosk, address the drainage pipe under Beaver Creek Road, and contacting the US Fish and Wildlife Service to ask if they will conduct a survey of the project.

To address the concerns expressed by the Board during the October 3, 2023 meeting the following information was received from the developer's representative:

- Shared driveway potential for lots 4 & 5. - The developer's preference is for individual driveways. Lots conform to Chatham County Subdivision requirements for lot width and access.
- Move shared driveway for lots 7, 8, and 9 as far over as possible. - At this time the driveway location is optimal to provide access to lots 7, 8, and 9. Should site conditions allow the relocation of the driveway during construction plan review, it may be relocated.
- Add notation for pipe under shared driveway. - Crossing pipe added.
- Show location of mail kiosk. - Mail kiosk added to cul-de-sac bulb.
- Address drainage pipe running under Beaver Creek Rd. - Pipe running under Beaver Creek Rd. is an NCDOT maintained pipe. Pipe appears to be silted in at this time. Current drainage patterns flow water away from Beaver Creek Rd on both sides with little to no drainage flowing onto parcel 65045. See image clip from Chatham GIS in email correspondence. We will make NCDOT aware of the silted pipe during construction process. Should NCDOT decide to clean this pipe, the developer will ensure that any resulting discharge will not flow onto parcel 65045.
- Contact US Fish and Wildlife Service to request a survey. - Email from Rachel Capito with USACE dated 10/20/23 states, "if there is no trigger (no permits, funding, or other federal involvement) then there is no federal hook for the Endangered Species Act review under Section 7. Unless there is a listed species or habitat within the project area, and you need an Incidental Take Permit which

you would do directly with FWS through Section 10 consultation. There may be additional local or state requirements that I may be unaware of, but USACE would not be involved if there is no trigger for a permit. Let me know if you have any additional questions.”

**Planning Board Discussion:**

Planning Board met November 7, 2023. Mr. Clay Matthews, P.E., Mark Ashness, P.E., Kyler Zadell, Project Manager and Brad Zadell were present. Mr. Rick Burch, adjacent property owner, stated that the six items that the Board asked for the applicant to look into, it seems like they only addressed three. Wanted to bring to the Boards attention that this property is located on a peninsula of Jordan Lake. Mr. Burch stated he found a discrepancy in the letter provided by Piedmont Environmental, which stated that this project would require a state system called a surface drip type system that requires a minimum of 20,000 sq. ft. to 30,000 sq. ft. per lot for a septic field. When you review the plat, four of the lots are under the 20,000 sq. ft. minimum, with the lowest being 19,358 sq. ft. and the other seven lots are just barely at the minimum, averaging 20,500 sq. ft.

There was a brief presentation by Mr. Clay Matthews.

Board members discussion included:

- Lot size requirement for septic drip-system.
- Why the shared driveway for Lots 7-9 couldn't be moved. Mr. Matthews said it is an optimal location because it is midway between where the stormwater quality pond and where the property line is located.
- The proposed subdivision was designed to create as many lots as possible.
- The endangered red-cockaded woodpecker and the bald eagle
- The project is not inconsistent with Plan Chatham
- It does not appear that any efforts have been made to change the plans for the concerns addressed at the previous meeting.
- The Board needs to evaluate to see if the project has checked all the boxes.
- Board members had concerns about the developer not working with Mr. Burch.

A motion to approve the project by vote of 3-6 motion failed and motion to deny the project by vote of 6-3 passed. Staff requested reasons for denial based on the deficiency of the application in accordance with the subdivision regulations. The reasons for the recommendation to deny the request were that it was bad plan and layout, a lack of information in order to make a sound recommendation for approval, and additional information was provided by a local resident during the meeting and they needed more time for review. Vice-Chair Spoon commented there a legal timelines they are bound to follow and this is the last meeting for the board to consider this item.

Following the Planning Board meeting a memo dated November 20, 2023 providing additional information in support of the recommendation for denial was provided to staff by Planning Board members Elizabeth Haddix and Tony Mayer. The memo is available on the county website and includes that the application fails to meet Section 7.1A, D, and E of the Subdivision Regulations because the subdivision layout does not show that the septic system setbacks comply with 15 NC Administrative Code 2T.0606, Section 6.2F pertaining to disclosure of required permits and/or certifications for grading and filling of stormwater ditches and wetland areas, and 7.4C for refusing to relocate a shared driveway easement shown on the plat and to combine the driveways to lots 4 and 5.

Staff also received additional information from the developer following the Planning Board meeting in a memorandum dated 11/27/2023. The memo stated the following:

Anfield Estates is an 11 lot, by-right subdivision that complies with the Chatham County Subdivision Ordinance as referenced in the County Planning Staff report.

- During the subdivision process, the Concept Plan was submitted showing two ephemeral streams that were later upgraded by Chatham County Watershed Department and added wetlands. Those changes were reflected during the First Plat submittal. With that change, the septic setbacks were not accounted for and have been revised in this package to the proper NCDEQ septic setbacks. The subdivision lot lines have not changed and are identical to the plan seen by Planning Board on November 7th . Septic soils shown are suitable for NCDEQ permitting as referenced by the attached letter from the Piedmont Environmental.

- Stormwater will be handled on site as per Chatham County and NCDEQ standards. Any off-site drainage that flows through this site will be routed to its original destination. There were concerns about the existing NCDOT crossing pipe within Beaver Creek Rd ROW located at the northeastern corner of the property that do have merit. As stated in both planning board hearings, if during development of Lot 11 it is found that there is flow coming from off-site, we will divert that water with a drainage swale and/or drainage pipes back to its original destination without encroaching onto Mr. Burch's property. It should be noted that there has not been any activity by the developer or others to alter drainage of the site since purchase of the property in November of 2022.

- Septic issues have been addressed above. Please see attached letter from Piedmont Environmental and accompanying email correspondence

from Chatham County Health Department.

- A letter from Terracon has also been provided to clarify any questions regarding the NCNHP report and its findings.

In summary, the project is fully compliant with the County Subdivision Regulations and will provide 11 lots ranging from 1.5 - 3.0 acres with an effective density of 2.2 acres per lot.

A revised plat was submitted, additional letter from Piedmont Environmental Associates, P.A. dated 11/27/2023 and 11/2/2023, email correspondence dated 11/27/2023 between Chris Murray with Piedmont Environmental Associates, James Tiger with Chatham County Environmental Health, and a letter dated 11/27/2023 from Jeff Harbour with Terracon.

**How does this relate to the Comprehensive Plan:**

Plan Chatham was adopted by the Board of Commissioners in November 2017 and is a comprehensive plan that provides strategic direction to address the most pressing needs in the county. These properties are located in an area of the county identified as Rural on the Future Land Use and Conservation Plan Map (Strategy 5.2). The description for rural includes low-density, single-family homes on large lots, agriculture, home-based & small-scale businesses, regional greenway trails, and conservation easements. The proposed conventional subdivision meets the adopted riparian buffer and stormwater control standards of the county. The developer also contacted the NC Natural Heritage Program to review their database for any rare species, important natural communities, natural areas, or conservation/managed areas within the project boundary and none were identified in their records. It should be noted that Plan Chatham is not intended to be used as a regulatory tool but is a policy document. When reviewing subdivision applications, the boards can use the plan as a tool to identify future regulatory changes.

**Recommendation:**

The Planning Board by a 6-3 vote recommend denial of the First Plat.

The Planning Department recommends granting approval of the road names Anfield Road and granting approval of the First Plat for **Anfield Estates** with the following conditions:

1. Approval of the First Plat shall be valid for a period of two (2) years following the date of approval by the Board of Commissioners and the Construction Plan approval shall be valid for a period of twenty-four (24) months from the date of approval by the Technical Review Committee or Board of Commissioners.
2. The county attorney shall review and approve the contract and performance guarantee prior to final plat recordation.







# Chatham County, NC

## Text File

File Number: 23-5047

Agenda Date: 12/18/2023

Version: 1

Status: Board Priorities

In Control: Planning

File Type: Agenda Item

Vote to approve a request by Mark Ashness, P.E. on behalf of Conservancy Real Estate Group, LLC for subdivision **First Plat Amendment** (extension), **Road Name, and Right-of-Way Extension** approval and review and approval of **Conservancy at Jordan Lake**, consisting of 1524 lots on 1,262.9 acres, located off Old US Hwy 1 parcels #62390, 5774, 5775, 5780, 5233, 60441, 65275, 85343, 65274, 85344, 5558, 5238, 68379, 5570, 85342, 5504, 5211, 5569, 85341, 5519, 85340, 85346, 85347, 5551, 69379, 85339, 5545, 5559, 5502, 5568 in Cape Fear Township.

### Action Requested:

Vote to approve a request by Mark Ashness, P.E. on behalf of Conservancy Real Estate Group, LLC for subdivision **First Plat Amendment** (extension), **Road Name, and Right-of-Way Extension** approval and review and approval of **Conservancy at Jordan Lake**, consisting of 1524 lots on 1,262.9 acres, located off Old US Hwy 1 parcels #62390, 5774, 5775, 5780, 5233, 60441, 65275, 85343, 65274, 85344, 5558, 5238, 68379, 5570, 85342, 5504, 5211, 5569, 85341, 5519, 85340, 85346, 85347, 5551, 69379, 85339, 5545, 5559, 5502, 5568 in Cape Fear Township.

### Introduction & Background:

**Zoning:** R-1

**Water System:** Public, County Water

**Sewer System:** Proposed Private Wastewater Treatment Plant

**Subject to 100-year flood:** Special flood hazard area is located within a portion of the development adjacent to Shaddox Creek.

**General Information:** The subdivision process is a four (4) step process: Concept Plan, First Plat, Construction Plan, and Final Plat. The applicant has completed the Concept Plan review and First Plat approval. The Board of Commissioners approved "Conservancy at Jordan Lake" consisting of public rights-of-way with 1,524 lots (1,521 lots residential, 1 private wastewater treatment plant, 2 amenities lot) on 1,262.9 acres on March 21, 2022. A development schedule was approved for "Conservancy at Jordan Lake" during First Plat approval. Planning Board reviewed Estates at Finley Farm (formerly Conservancy at Jordan Lake) consisting of 45 lots on May 2, 2023, but developer withdrew the submittal prior to the project being presented to Board of Commissioners in June 2023.

Section 5.2 C (6) "Approval of a First Plat shall be valid for a period of twelve (12) months following the date of approval by the Board of Commissioner. Approval shall remain valid provided the Construction Plan application is submitted during the time period. A one-year extension may be granted if the application demonstrates that delays beyond their control are responsible for the lapse and have the extension submitted and reviewed

following the process outlined in Section 5.2(D) 4 prior to the expiration of approval...The first phase subdivision must submit Construction Plans within two (2) years of the approval for First Plat.”

Phase 1 construction plan approval for 322 lots will expire on March 21, 2024, unless the Board of Commissioners approves an extension/modification request. (note: this has now been extended to March 21, 2025 through the adoption of recent amendments to the Subdivision Regulations at the request of the applicant)

**Discussion & Analysis:**

The request is for an amendment of the Frist Plat, to revise the public rights-of-way to private rights-of-way, widen the right-of-way, extend the Construction Plan submittal date, and to receive road name approval.

**Roadways:** The roadways were approved for a 50’ wide public right-of-way. The right-of-way will be increased to 60’ wide right-of-way. The public right-of-way is proposed to be converted to private right-of-way and shall follow Section 7.2 D (2) (3) (4) in the Subdivision Regulations.

**Extension Request:** Section 5.2 (D) 4 states “The first phase subdivision must submit Construction Plan within two (2) years of the approval for First Plat.” The deadline to submit for construction plan is March 21, 2024, the request is for six (6) months extension with a deadline of September 21, 2024. Per the cover letter it states, “Chatham County’s standard timeline for all subdivision projects is (24) months for submission of Construction Drawings. For smaller to mid-size projects this is a reasonable time frame. For larger projects with significant on-site and off-site infrastructure; additional time is likely required.”

**Road Names:** Road names were approved at First Plat. When the Estates at Finley Farm first plat was submitted, Emergency Operations released all remaining road names. The road names Adelaide Circle, Ellerston Place, Crystal Downs Lane, Oakland Hills Avenue, Starmount Forest Drive, Lahinch Lane, Somerset Hills Court, Bakers Bay Lane, Ballyneal Drive, Ganton Circle, Carnoustie Court, Saint Andrews Loop, Rock Barn Circle, Sand Hill Court, Muirfield Circle, Kingsbarns Court, Kingston Heath, Pine Needles Lane, Melbourne Trail, Hope Valley Circle, Winged Foot Drive, Sunningdale Circle, Myers Park Trail, Kiawah Circle, Prairie Dunes, Riviera Place, Bandon Dunes Trail, Valderrama Drive, W. Sussex Place, Sawgrass Pond Lane, Royal Birkdale Lane, Mid Pines Place, Swinley Forest Drive, Bethpage Circle, Old Town Court, Wintergreen Court, Victoria Pines Drive, Pine Valley Lane, Woodhall Lane, Cabot Links, Friars Head Place, Shoreacres Drive, Winding Bay Drive, and Whistling Straits Way have been approved by Chatham County Emergency Operations Office as acceptable for submittal to the Board of Commissioners for approval.

**Timbering:** On September 21, 2023, planning staff received a call about timbering on parcels within the Conservancy at Jordan Lake boundaries. Staff investigated and discovered the property within the boundaries of Conservancy at Jordan Lake had indeed been timbered and was actively being timbered during the investigation. Planning staff have reached out to the County Attorney to determine what effect this activity has on the First Plat approval.

**Planning Board Discussion:**

Planning Board met November 7, 2023. Mark Ashness, P.E., Clay Matthews, P.E., Brad Zadell, and Kyler Zadell were present for the development team. Mr. Ashness gave a brief presentation on the request for a six-month extension, road name approval, converting

public roads to private. Mr. Ashness stated NCDOT varies from division to division and district to district and the one we are in does not allow the gravity sewer lines to be located under the pavement. Manhole covers in the middle of the road are in the public road and the gravity sewers lines are normally placed under the pavement.

Planning Board discussion included the following:

- If staff has determined the legal implications of the timbering on to project. Staff stated Watershed Protection Department is working with the applicant.
- Private roads will be a huge maintenance project for the HOA.
- Will there be complications with the gravity fed lines within private roads? Mr. Ashness stated placing the gravity sewer in the middle of the road provides the horizontal separation from the pressurized water line.
- If all roads will be converted to private? Mr. Ashness stated they are currently discussing leaving the main parkway as a public road because no homes will be located on the main road and no sewer will be required.
- Board members expressed concern about a subdivision of this size having private roads.
- Is it common for public roads to convert to private roads? Staff explained converting roads happens from time to time but is difficult.
- What happens if the private roads cannot be kept up? Staff explained it is a private matter within the community and there is a period of time when the homeowners are at risk and that includes public roads as well.

The Planning Board took the following votes on this item:

1. Motion to approve the request as submitted - after discussing the request the board made a motion to amend the prior motion
  - a. Motion to separate the request into two actions - one for the extension and the second to consider the private roads and road names (vote 9-0 to approve the amendment)
2. Motion to recommend the 6 month extension (vote 8-1 to recommend denial)
3. Motion to approve the road names and change the roads from public to private (vote 4-5 and no additional action was taken)

After the Planning Board meeting Mr. Ashness provided Planning staff with a memorandum dated November 27, 2023. Per the memo, the extension request is to be removed since the amendment to Subdivision Regulation Section 5.2 (C) 6 was adopted November 20, 2023. The proposed plat titled "The Conservancy at Jordan Lake revised November 27, 2023, First Plat Amendment 2A- First Plat" highlights the area that will remain a public right-of-way and all other roads are proposed to be private. A private road maintenance fund will be set up at the initiation of construction in the 1st phase to set aside funds for future maintenance and the fund will continue to be seeded by the HOA and professionally operated by a third-party management.

**How does this relate to the Comprehensive Plan:** N/A

**Recommendation:**

The extension request is to be removed based on the amendments to the Subdivision Regulations adopted by the Commissioners on November 20, 2023.

The Planning Board did not recommend approval of the road names or the conversion of the public roads to private (the vote to approve failed 4-5).

The Planning Department recommends granting approval of the road names Adelaide Circle, Ellerston Place, Crystal Downs Lane, Oakland Hills Avenue, Starmount Forest Drive, Lahinch Lane, Somerset Hills Court, Bakers Bay Lane, Ballyneal Drive, Ganton Circle, Carnoustie Court, Saint Andrews Loop, Rock Barn Circle, Sand Hill Court,

Muirfield Circle, Kingsbarns Court, Kingston Heath, Pine Needles Lane, Melbourne Trail, Hope Valley Circle, Winged Foot Drive, Sunningdale Circle, Myers Park Trail, Kiawah Circle, Prairie Dunes, Riviera Place, Bandon Dunes Trail, Valderrama Drive, W. Sussex Place, Sawgrass Pond Lane, Royal Birkdale Lane, Mid Pines Place, Swinley Forest Drive, Bethpage Circle, Old Town Court, Wintergreen Court, Victoria Pines Drive, Pine Valley Lane, Woodhall Lane, Cabot Links, Friars Head Place, Shoreacres Drive, Winding Bay Drive, and Whistling Straits Way and granting approval to convert the public road to private road and increasing the right-of-way with the following conditions:

1. A copy of the road maintenance policy shall be provided to planning staff prior to recordation of the final plat.



# Chatham County, NC

## Text File

File Number: 23-4927

**Agenda Date:** 12/18/2023

**Version:** 2

**Status:** Board Priorities

**In Control:** Planning

**File Type:** Agenda Item

Vote to approve a legislative request for a text amendment to the Zoning Ordinance by Dave Gaddis to reduce the minimum acreage requirements for all public or private campgrounds from 20 acres to 10 acres in all districts.

### **Action Requested:**

Vote to approve a legislative request for a text amendment to the Zoning Ordinance by Dave Gaddis to reduce the minimum acreage requirements for all public or private campgrounds from 20 acres to 10 acres in all districts.

### **Introduction & Background:**

A legislative public hearing was held September 18, 2023. Planning staff presented the citizen-initiated request by Mr. Gaddis and received two comments from residents in the Moncure area (Richard McHenry and Anne Stomp). These comments center around the Moncure area in particular and focus on better regulation of the permitting of campgrounds such as time allowed, record keeping, visual impacts of the spaces, etc. In 2006, the Board of Commissioners approved a reduction of the minimum 20-acre requirement to 10-acre minimums in the zoned portions of the Haw River Township only. Public and private recreation camps and grounds are only permitted within the residentially zoned areas of the county with an approved Special Use Permit.

### **Discussion & Analysis:**

Section 19 of the Zoning Ordinance allows for citizens to initiate text amendment changes based on information they believe to be supportive of the request.

Section 17.5.B includes the current requirements for public and private recreation camps and grounds. Should this amendment be approved, the minimum lot area would apply to all residentially zoned areas of the county.

The applicant states in the supporting summary, there are two campgrounds that have been approved since the 2006 amendment that are located on 10.01 and 10.35 acres (Chatham RV Park and Jordan Dam RV Park) therefore setting a precedent to support the amendment.

Since the Comprehensive Plan was adopted in 2017, development is being guided to specific areas and two industrial mega sites have started developing over the last two

years. Housing options for temporary workers is difficult to find in the county and this may help fill that gap.

**The Planning reviewed the request during their regularly scheduled meeting on November 7, 2023. Discussion included the potential growth in western portion of the county, specifically temporary and permanent employment driven by Wolfspeed, and the Toyota plant across the county line in Randolph County, and increasing demand for work-force housing. Additionally, there is increasing interest in development in the Moncure area resulting from the VinFast car manufacturing site and increasing development in general occurring in the county and that there aren't enough affordable housing options for workers. If the text amendment is approved, potential applicants will still be required to apply for a Special Use Permit with the final decision resting with the Board of Commissioners.**

**The Planning Board voted 5-4 to recommend approval of the text amendment and 6-3 to recommend approval of the consistency statement.**

**How does this relate to the Comprehensive Plan:**

Housing, Recommendation 02, Housing Policy 2, encourages accommodation and incentivizing affordable and workforce housing.

**Recommendation:**

The Planning Board, by a vote of 6-3, recommends adoption of a resolution approving the following Consistency statement:

Vote to approve the text amendment with the following consistency statement (voted 6-3 to approve) provided by the Planning Board.

- Since the Comprehensive Land Use Plan was adopted in 2017, development is being guided to specific areas and two industrial mega sites have started developing over the last two years. Housing options for temporary workers are difficult to find in the county and this may help fill that gap.

The Planning Board recommends, by a vote of 5-4, adoption of an Ordinance Amending the Zoning Ordinance of Chatham County to approve a legislative request by Dave Gaddis to reduce the minimum acreage requirements for all public or private campgrounds from 20 acres to 10 acres in all residentially zoned districts,



# Chatham County, NC

## Text File

File Number: 23-5058

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**Agenda Date:** 12/18/2023

**Version:** 1

**Status:** Board Priorities

**In Control:** Board of Commissioners

**File Type:** Agenda Item

Receive presentation on Chatham County Leadership Academy case study on the diversity of Chatham County advisory boards and committees and direct staff to revise the Chatham County Advisory Committee Policy and volunteer application to be more in line with the Board of Commissioners' values surrounding equity, diversity, inclusion, and belonging.

Introduction & Background:

Discussion & Analysis:

How does this relate to the Comprehensive Plan:

Budgetary Impact:

Recommendation/Motion:





*Leadership Case  
Study:  
Diversifying  
Boards*

CHATHAM COUNTY ADVISORY  
BOARDS AND COMMITTEES

**MEMBERS:**

**KAITLYN WARREN**

**HUNTER GLENN**

**AMY MOORE**

**MALLORY PETERSON**

**ADVISORS:**

*COURTNEY COOPER-LEWTER*

*LINDSAY RAY*

- Chatham County advisory boards and committees lack diversity.
- The goal of this project is to identify successful strategies for recruiting a diverse volunteer population and encouraging elected officials to make diverse appointments.
- Boards must be diverse in gender, age, ethnicity, geographic location (5 commissioner districts), education, socio-economic background, etc.

# Define the Terms

- What Boards and Committees are we looking at?
  - Our analysis and recommendations focus on advisory boards and committees in Chatham County whose members are appointed by the Board of Commissioners



# Define the Terms

## Diversity

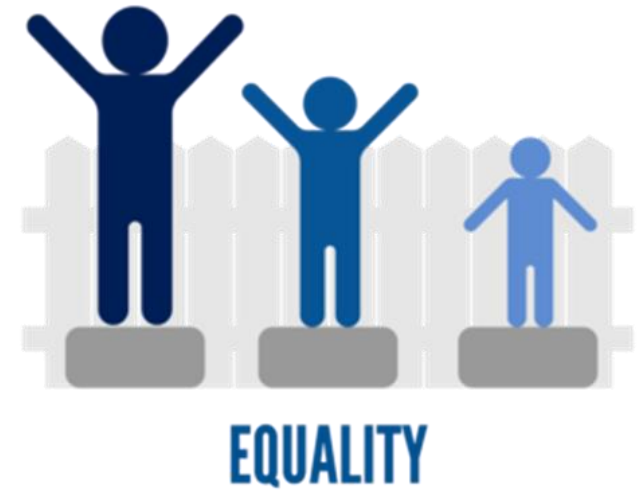
Includes all the ways in which people differ and encompasses all the different characteristics that make one individual or group different from another. It is all-inclusive and recognizes everyone and every group as part of the diversity that should be valued. (ICMA)

## Limits of Diversity

Diversity does not equate to equity. It is not enough to focus on creating a diverse group, we must address the barriers that have prevented diversity (Baltimore Racial Justice Action)

## Equity

Allocating resources and opportunities as needed to create equal outcomes for all community members (United Way)



# Why it matters

- Research demonstrates numerous benefits of a diverse workforce, including:
  - Increased number of perspectives
  - Greater creativity and innovation
  - Faster problem-solving
  - Increased engagement
  - Better decision-making



# Barriers to Board Diversity

Measuring Board Diversity

Advertisement of Open Positions

Accessibility of the Application

Diversity of Appointments

Barriers to Commitment

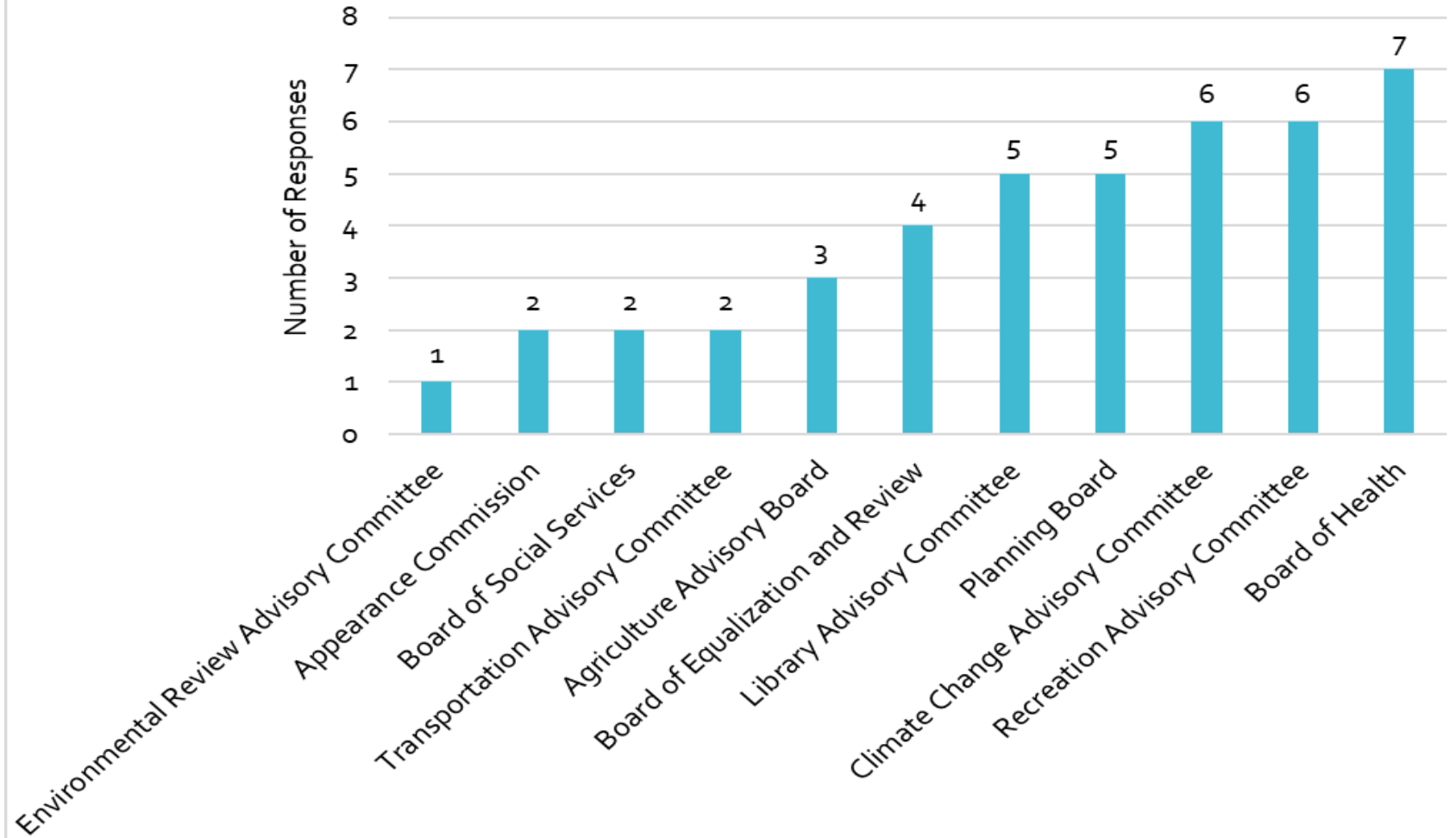
# Demographic Data

Survey was sent to 11 Boards

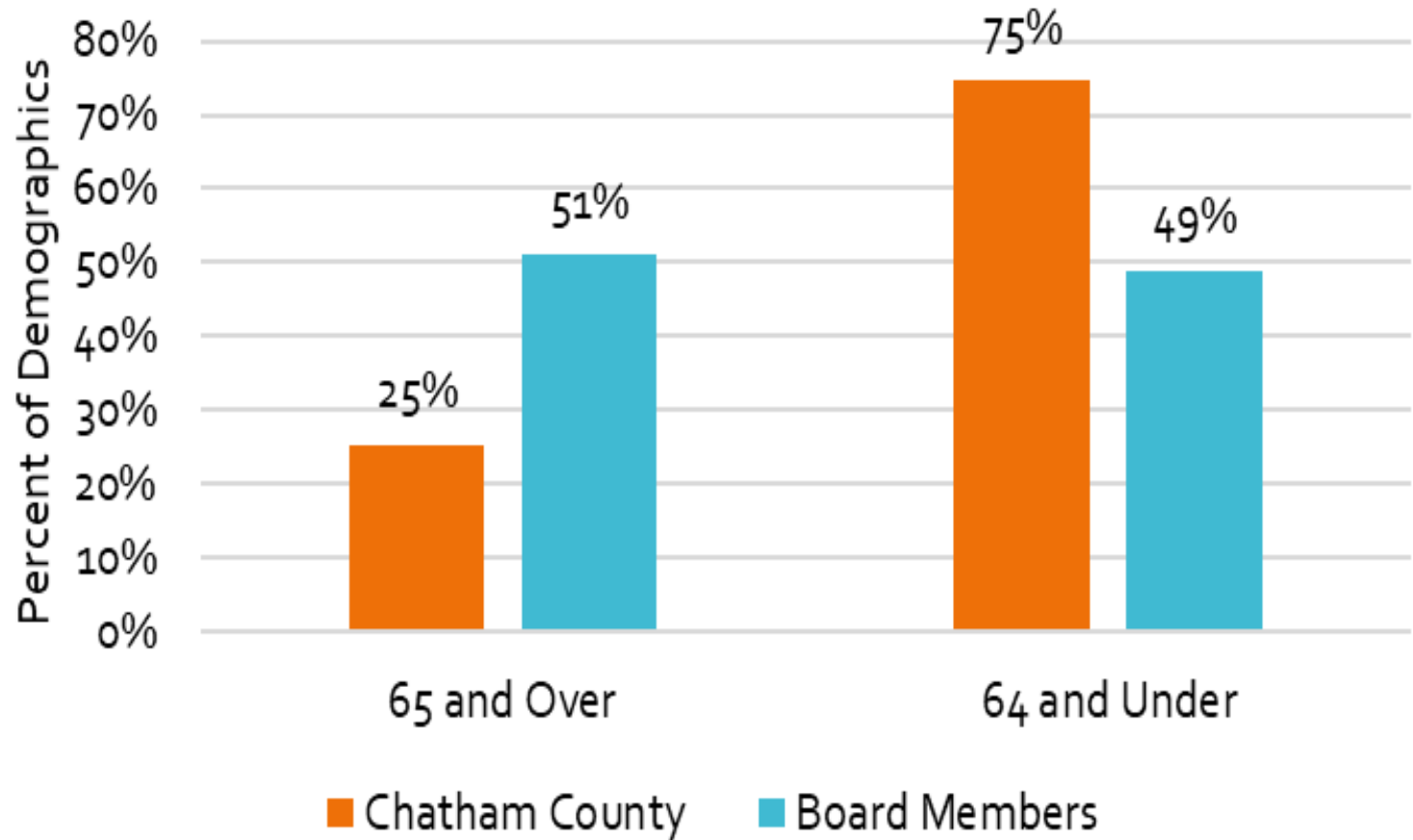
Received 43 Responses

Asked 9 Demographic Questions

## Board Participation in Demographic Survey



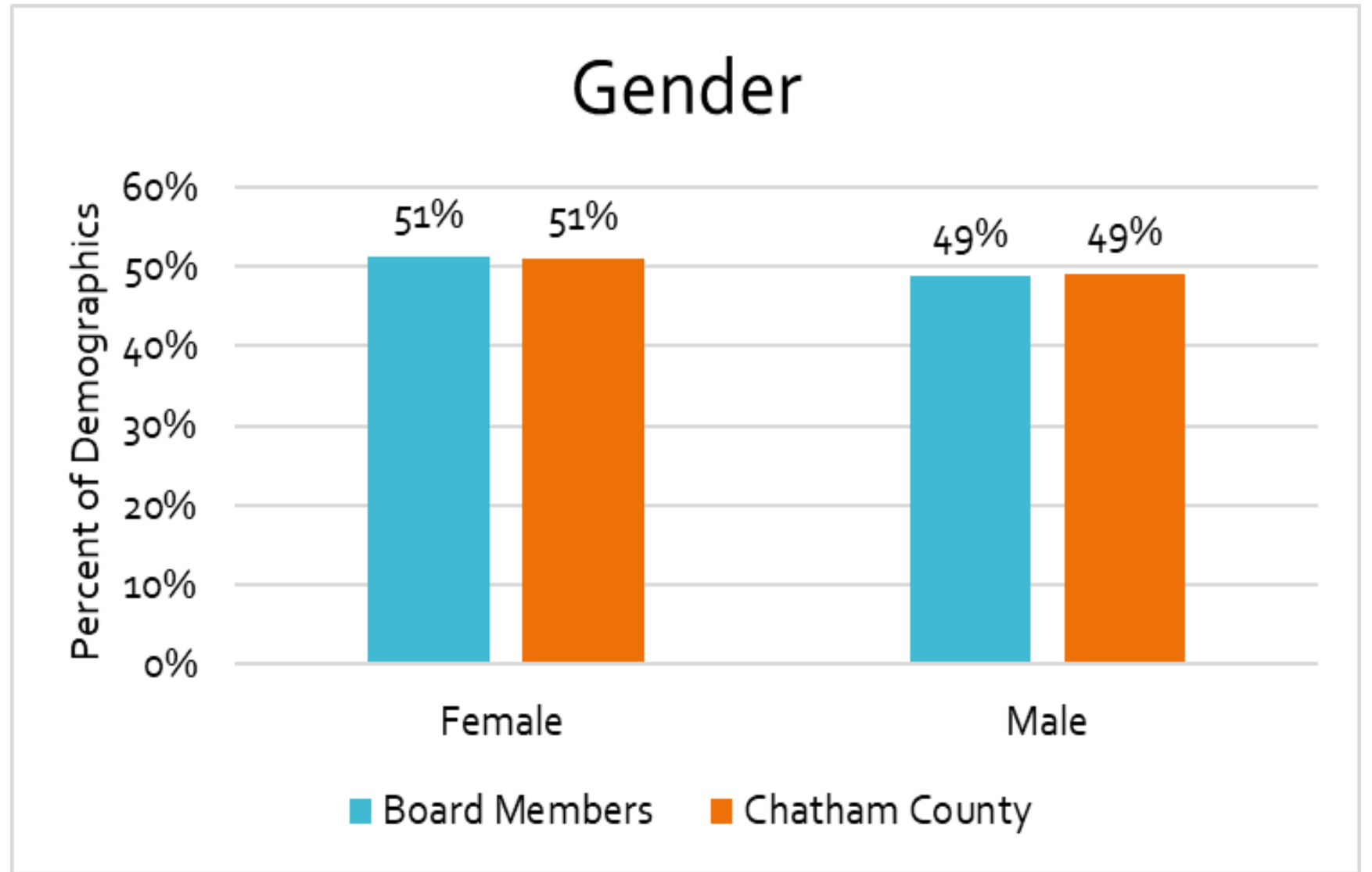
# Age



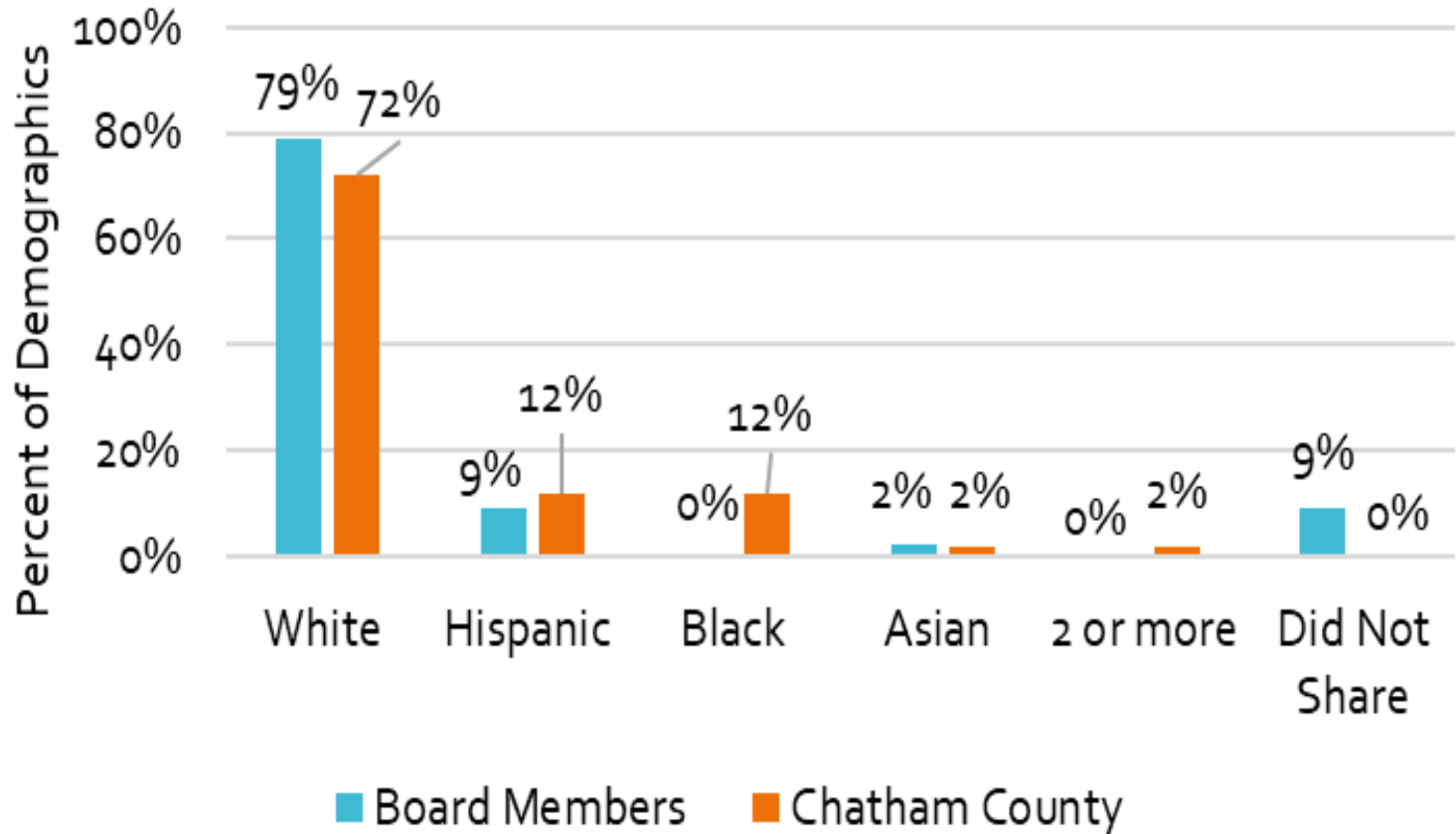
"Please enter the year you were born."



"Please enter your gender."

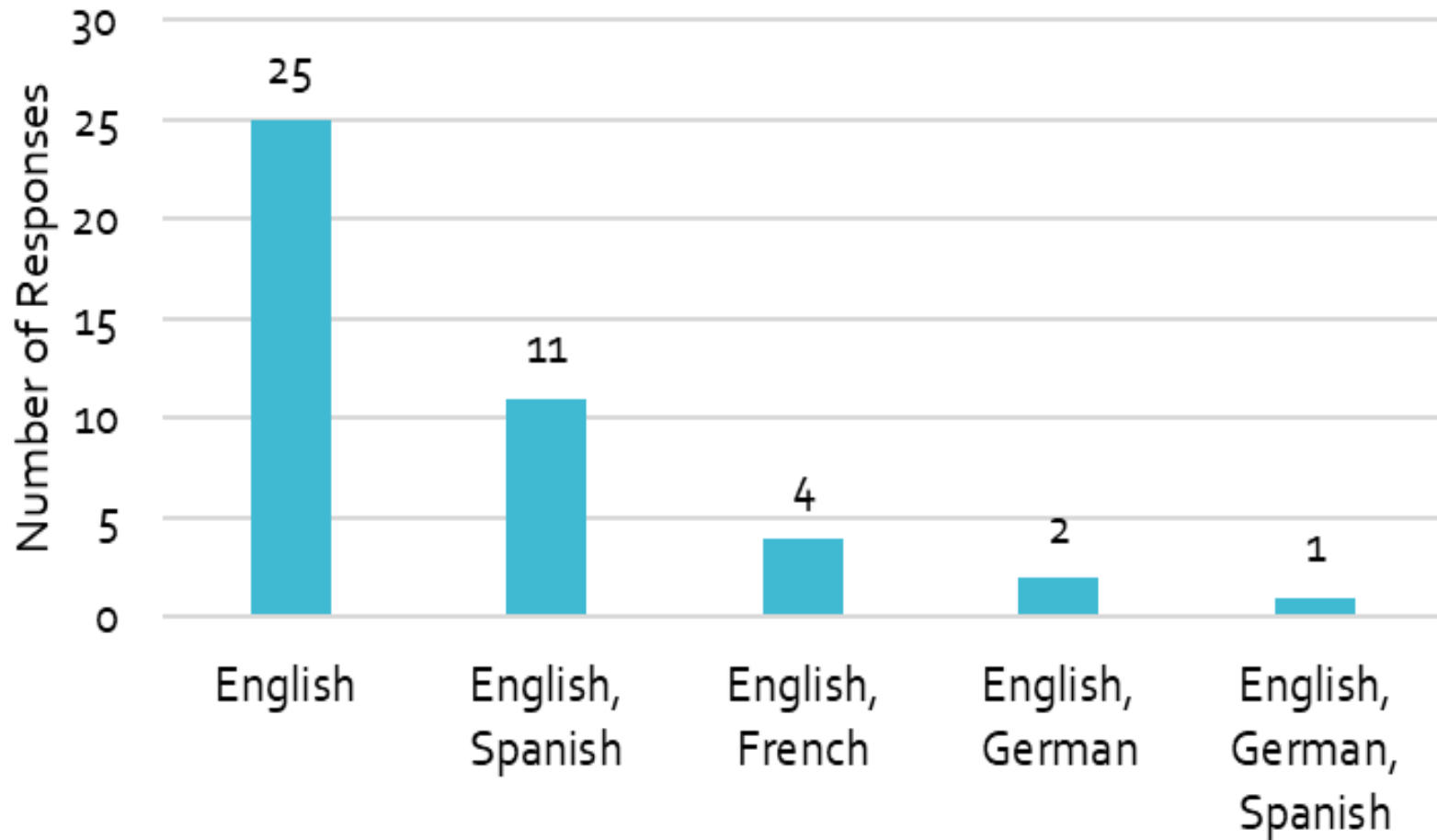


## Race and Ethnicity



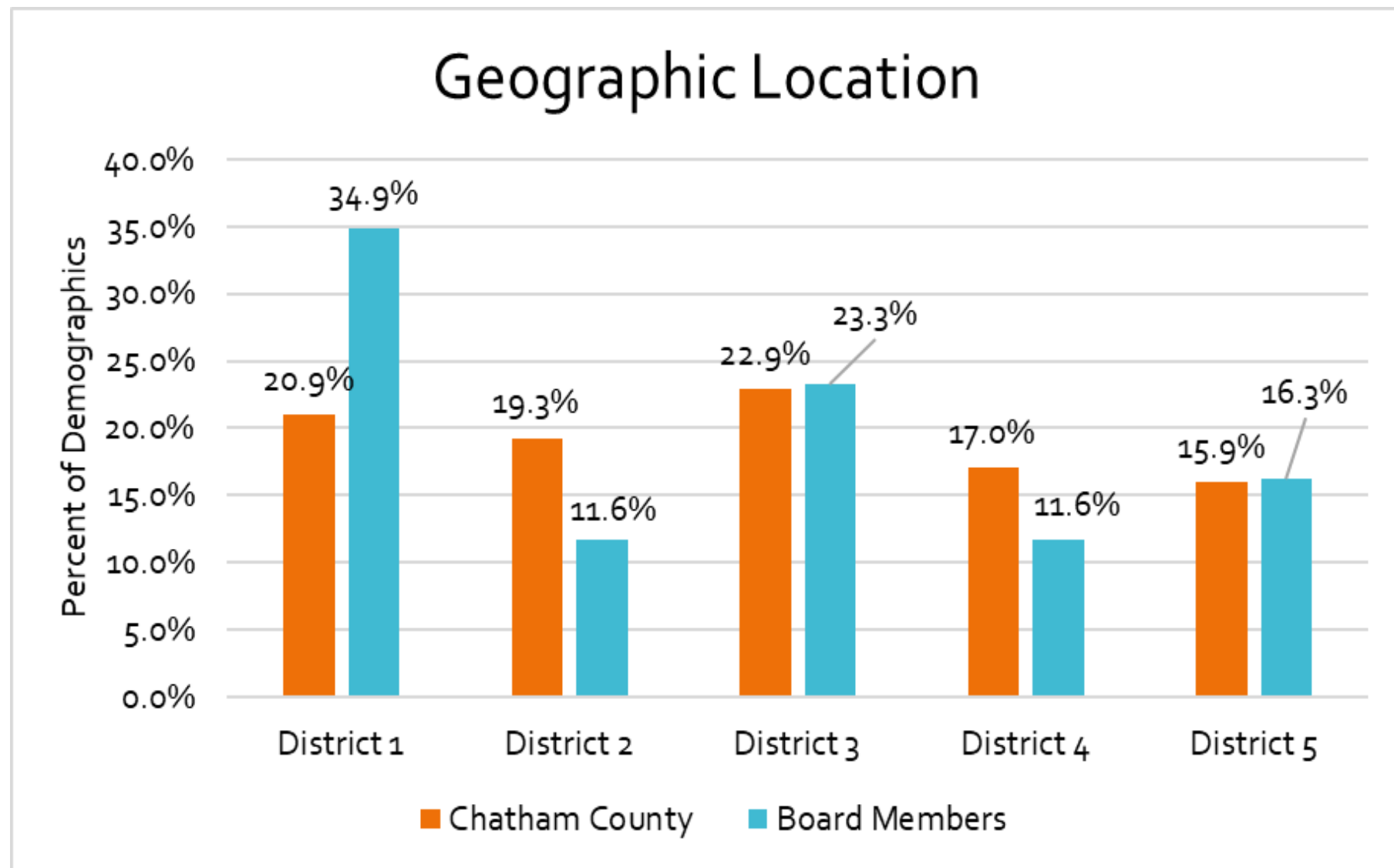
"Please enter the race or ethnicity that best describes you."

## Languages Spoken



"Please list all of the languages you speak."

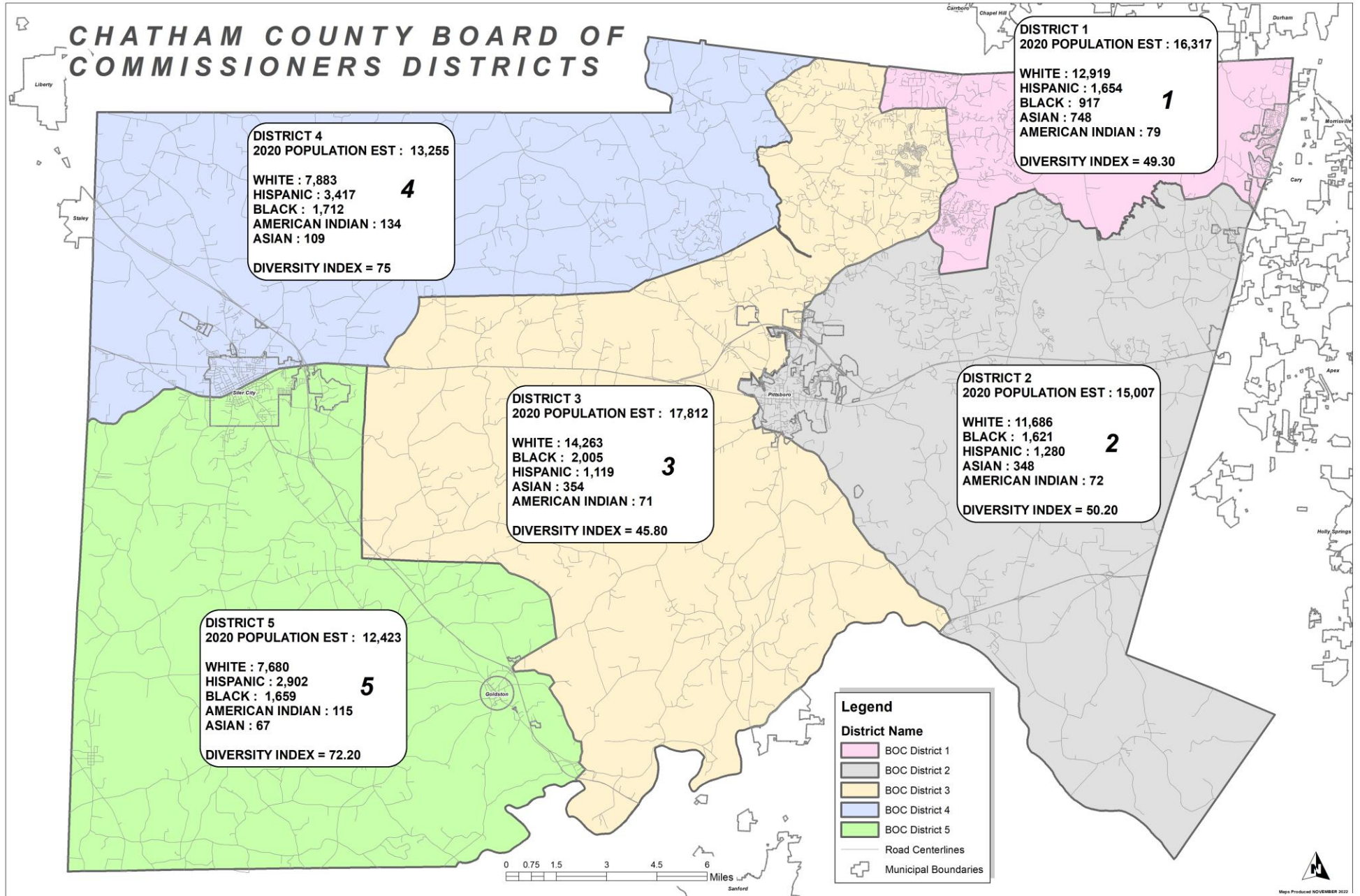
"Please select which Chatham County district you live in."



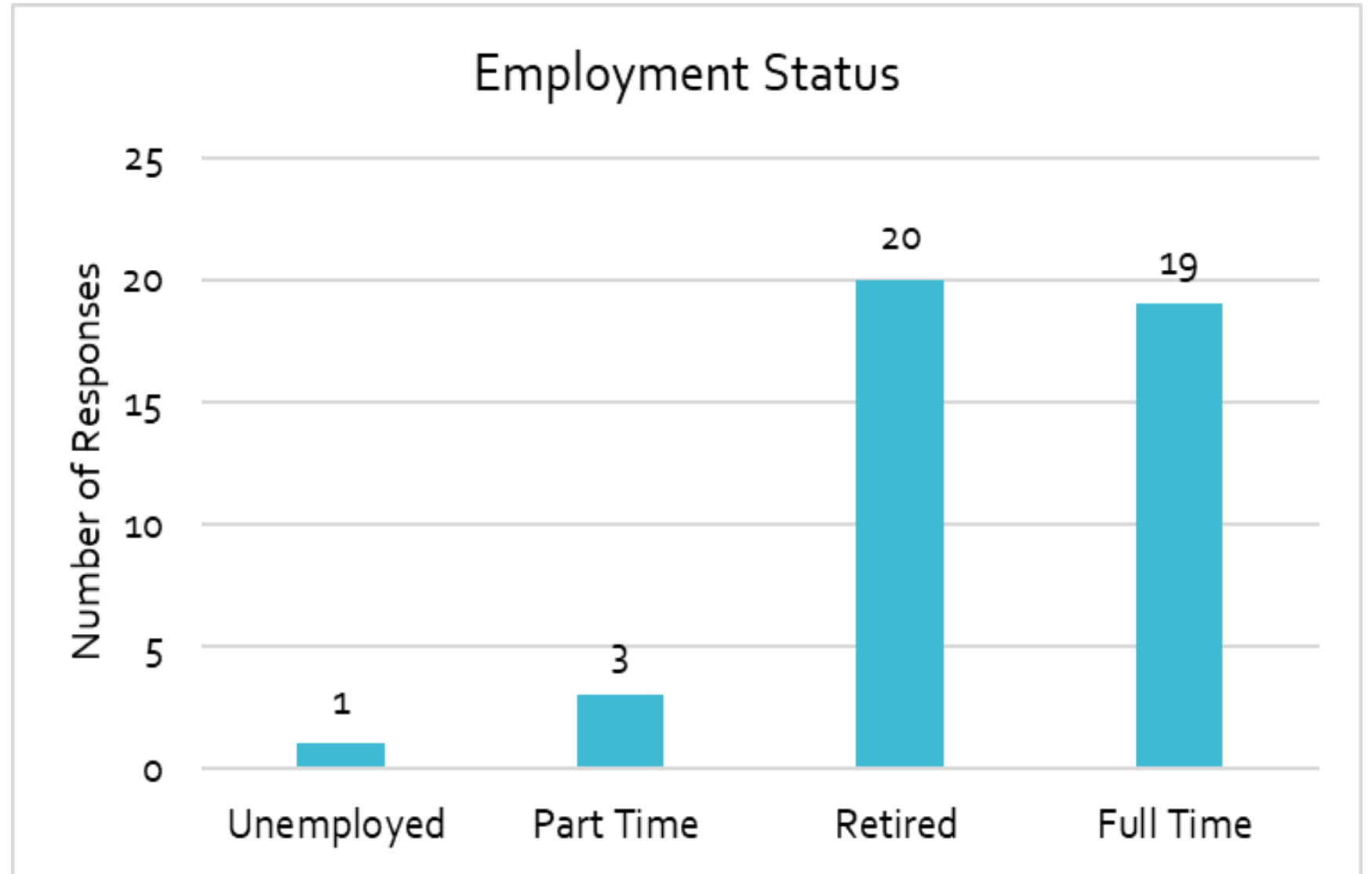
# 2020 Population Estimates For Each District

## Diversity Index

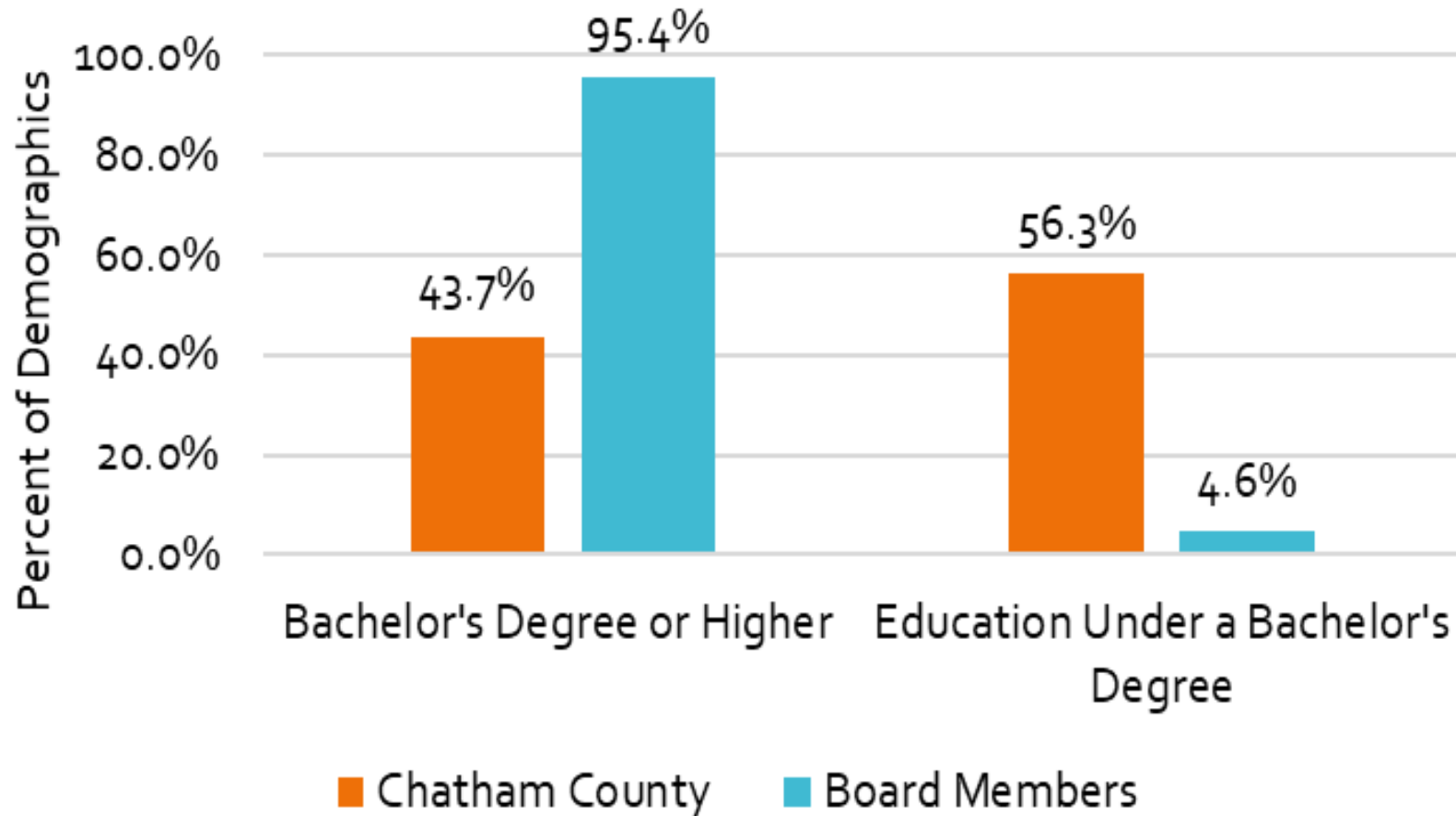
- District 1 – 49.30
- District 2 – 50.20
- District 3 – 45.80
- District 4 – 75.00
- District 5 – 72.20



"Please enter your level of employment."

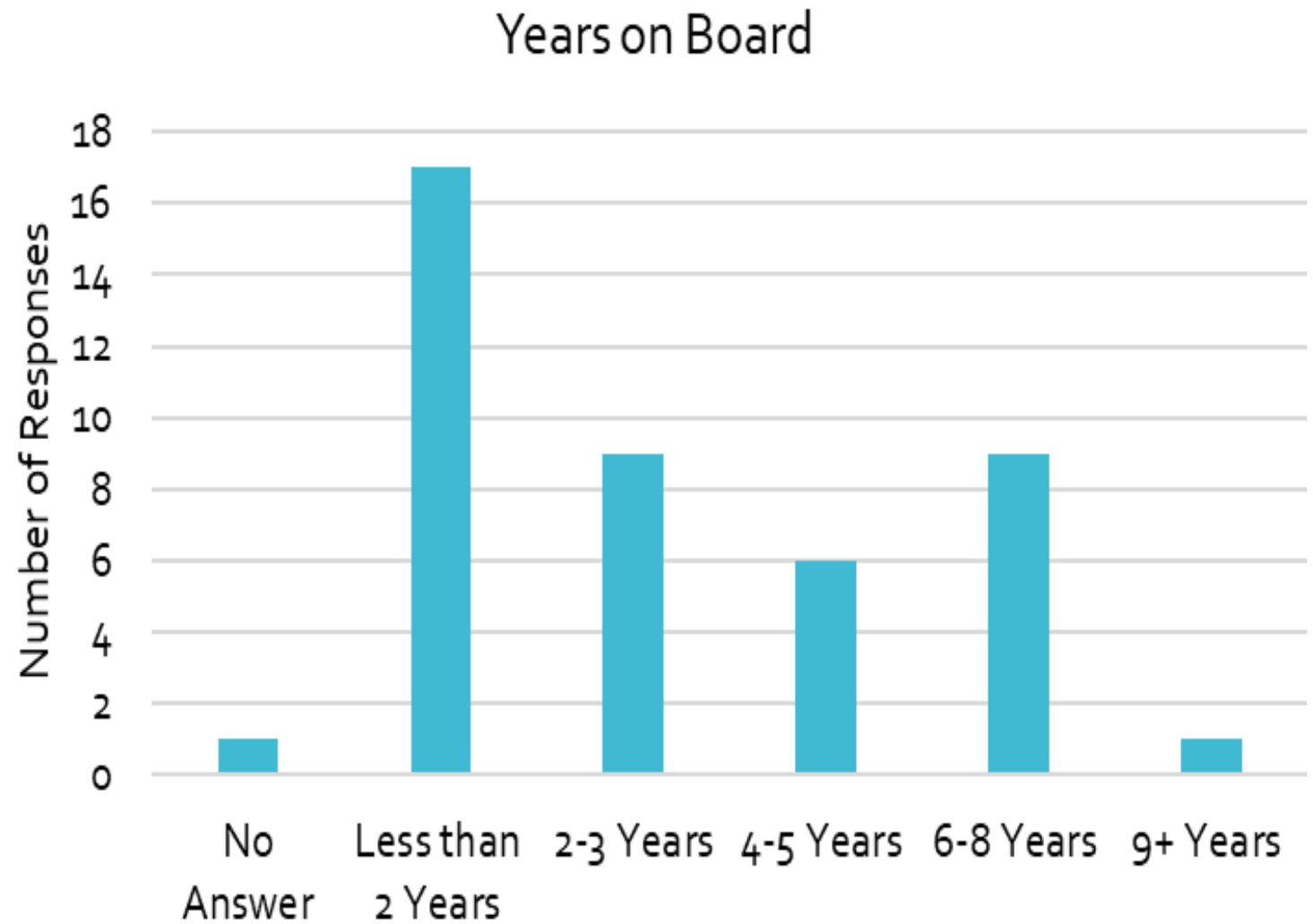


## Education Level



"Please enter the highest level of education you have completed."

"How long have you served on this board?"





# Explain existing process in Chatham

- Chatham County Citizen Advisory Committees Policy
  - **Membership:** Qualifications, Composition, Selection and Appointment, Terms, Attendance, Resignations, and Vacancies.
  - **Roles and Responsibilities:** Members, Governing Board, Chair, Vice Chair, Secretary Selection, Responsibilities, and Accountability and Reporting.
  - **Organization:** Members attend an orientation.
  - **Meetings:** Public and follow Open Meetings Law, Public Input, Minutes, and Recommendations.
  - **Subcommittees**
  - **Quorum:** one more than one half of the members.
  - **Voting:** Simple Majority votes, only appointed members can vote, no voting by proxy, abstentions only for conflicts of interest.
  - **Authorized Representative:** The Chairperson usually serves as the official representative of the committee.
  - **Conflicts of Interest**
  - **Compensation and Travel**
  - **Limitations of Powers**

## Explain Existing Process In Chatham

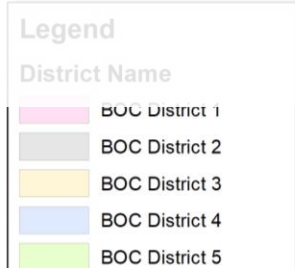
- The Application and Process
  - Select up to 3 Boards to serve on.
  - Why do you want to serve the County?
  - Educational and Employment background?
  - Other civic involvement?
  - Gender, Ethnicity, and Age?

- Residents can apply online with the Survey123 application.
- Vacancies and Committee information is advertised on the website. The PIO lists vacancies on all media outlets, including the chat list.
- County departments will also post information about their boards and committees.

1  
WHITE : 12,919  
HISPANIC : 1,654  
BLACK : 917  
ASIAN : 748  
AMERICAN INDIAN : 79  
DIVERSITY INDEX = 49.30

DISTRICT 3  
2020 POPULATION EST : 17,812  
WHITE : 14,253  
BLACK : 2,005  
HISPANIC : 354  
ASIAN : 354  
AMERICAN INDIAN : 71  
DIVERSITY INDEX = 45.80

2  
DISTRICT 2  
2020 POPULATION EST : 15,007  
WHITE : 11,686  
HISPANIC : 1,280  
ASIAN : 348  
AMERICAN INDIAN : 72  
DIVERSITY INDEX = 50.20



## Other Jurisdictions

- Analyzed seven other counties.
  - Alamance, Caswell, Franklin, Granville, Harnett, Lee, Moore
- Chatham County has a similar policy for applying to boards.
  - More robust application than most
  - Many counties do not collect any demographic information
- None of the counties similar to Chatham have DEI statements on their applications or within policies.

# Other Jurisdictions D.E.I. Statements

- Several Municipalities have made expanding diversity on their boards and commissions a priority. Often by including Diversity, Equity, and Inclusion statements in their ordinances and policies.
  - **Charlotte:** "nominees will represent the diversity in our community through their cultural/ethnic background or by being on the board or in the employment of an organization which serves our culturally/ethnically diverse population."
  - **Greensboro:** "The Greensboro City Council are committed to promoting a culture of diversity and equity throughout our city, therefore we encourage individuals with diverse backgrounds and experiences to apply for our committees." "The composition of the Commission will reflect Greensboro's diversity and ensure representation for key stakeholders in the community"

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Updated District Maps and Demographic Resources

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New Application

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Diversity Equity and Inclusion Statement

---

Community Engagement Platform

---

Creation of an Internal Committee

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Prioritize Accessibility


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Recommendations

# Updated District PDF Maps

Add Simple Interactive Mapping Application for Township Districts and Commissioner Districts and other Districts of Interest

"What District Am I In"



- Appointed Boards and Committees
  - Animal Appeals Board
  - Application to Serve & Openings
  - + Adult Care Advisory Committee
  - + Affordable Housing Advisory Committee
  - + Agriculture Advisory Board
  - Appearance Commission
  - Board of Elections
  - Board of Equalization and Review
  - Board of Health
  - + Board of Social Services
  - Chatham-Orange Task Force
  - Climate Change Advisory Committee
  - Economic Development Board
  - Environmental Review Advisory Committee
  - Housing Authority
  - + Juvenile Crime Prevention Council

English

Our Community Government Organizations

Government » Appointed Boards and Committees »

## Application to Serve & Openings

Print Feedback Share & Bookmark Font Size: + -

If you are interested in serving on one of the county's volunteer boards or committees, you must complete and submit an application form. It is important to note that some committees or boards may not have vacancies at this time and some require specific qualifications for positions. You must be at least 18 years old to apply.

**TOWNSHIP:** The application form includes a place to list your township. If you do not know the township in which you reside, [click here](#).

**COMMISSIONER DISTRICTS:** Some committees or boards require or prefer applicants to live or be appointed by a commissioner based on residing in a specific commissioner district. If so, [click here](#) to view the Board of Commissioner election districts that took effect in 2012.

**APPLICATION FORMS:**

You can apply online for most committees by completing this form : <https://chathamnc.seamlessdocs.com/f/CommitteeForm>

You can apply for the Agriculture Advisory Board by completing this form: <https://chathamnc.seamlessdocs.com/f/AgBoardApplication>

You can also contact Clerk to the Board Lindsay K. Ray to obtain a printed or emailed copy at [lindsay.ray@chathamcountync.gov](mailto:lindsay.ray@chathamcountync.gov) or 919-545-8302.

If you do not submit the online form, you can mail applications to [lindsay.ray@chathamcountync.gov](mailto:lindsay.ray@chathamcountync.gov), fax to 919-542-8272 or mail to County Manager's Office, PO Box 1809, Pittsboro, NC 27312.

### Chatham County GIS Portal



**Featured Maps & Applications**

Browse and launch any of Chatham County's GIS web applications based on your user requirements. The Tax & Land Records application is our most heavily utilized application and contains the most functionality for finding property information. If your interests are more focused on a specific task like finding elections information or school locations try our more focused applications designed specifically for those purposes.





Population Race alone Race alone or in combination Hispanic Origin Housing Group Quarters

White Black or African American American Indian and Alaska Native Asian Native Hawaiian and Other Pacific Islander Some Other Race Two or More Races

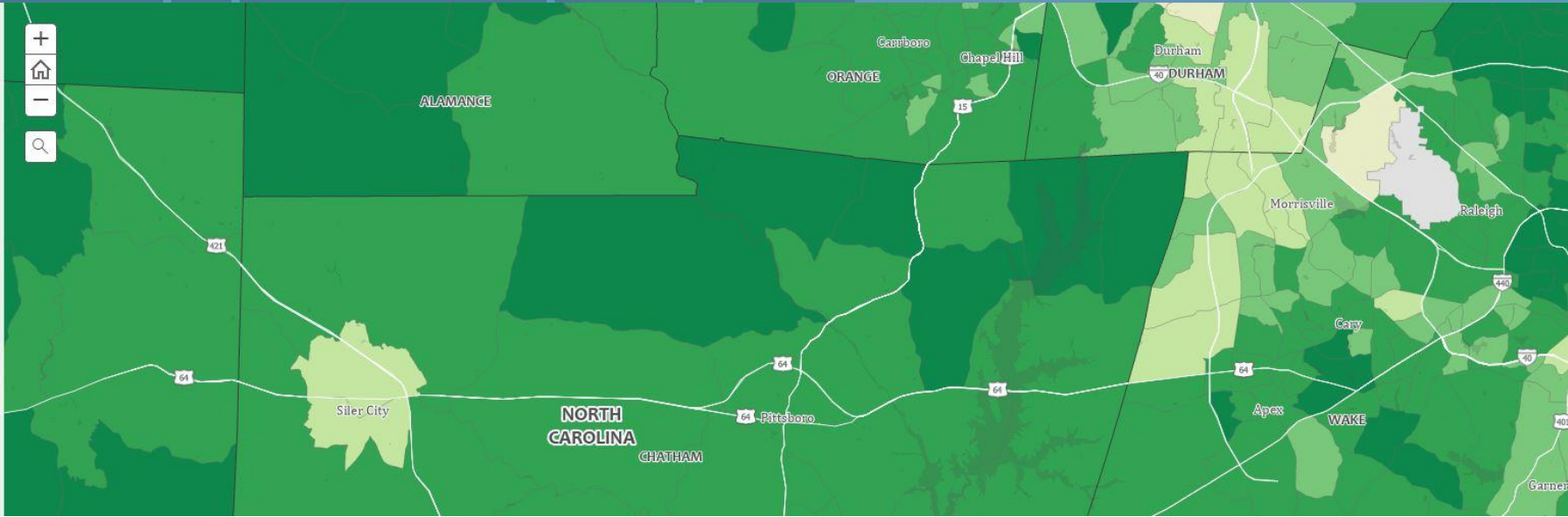
This map shows the percentage of the total population that reported their race as White alone in the 2020 Census at the state, county, and census tract levels. Zoom in to see county- and tract-level data. Click on the map to learn more.

Legend

- State (or state equivalent) boundary
- County (or county equivalent) boundary
- Minor civil division boundary
- Census tract boundary

Percent White alone by census tract

- 80.0 or more
- 60.0 to 79.9
- 40.0 to 59.9
- 20.0 to 39.9



# GIS Demographic Web Mapping Application

# Application Now

# 2 Pages



## Chatham County Volunteer Application for Boards & Committees

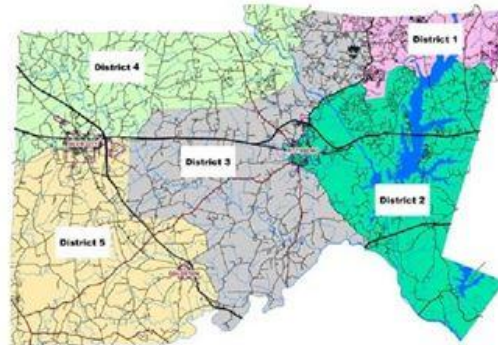
If you have any questions, contact Lindsay Ray at 919-545-8302 or email: [lindsay.ray@chathamnc.org](mailto:lindsay.ray@chathamnc.org)

### PERSONAL INFORMATION

Name: \_\_\_\_\_ DATE: \_\_\_\_\_  
MAILING ADDRESS (P. O. Box or Street) \_\_\_\_\_  
Town and Zip Code: \_\_\_\_\_  
HOME ADDRESS (if different than above) \_\_\_\_\_  
Town and Zip Code \_\_\_\_\_  
Home Phone \_\_\_\_\_ Cell phone: \_\_\_\_\_  
Email Address \_\_\_\_\_

Which Board of Commissioners district do you reside in? You can use the map below or to look up your voter record, visit ]

District 1  District 2  District 3  District 4  District 5



Are you currently serving on a board or committee in Chatham County? Yes  No   
If yes, which one(s): \_\_\_\_\_

Select up to THREE boards or committees on which you would be willing to serve:

- |  |  |
|--|--|
| <input type="checkbox"/> Agriculture Advisory Board            | <input type="checkbox"/> Library Advisory Committee              |
| <input type="checkbox"/> Affordable Housing Advisory Committee | <input type="checkbox"/> Appearance Commission                   |
| <input type="checkbox"/> Nursing & Adult Care Home Committee   | <input type="checkbox"/> Board of Equalization & Review          |
| <input type="checkbox"/> Planning Board                        | <input type="checkbox"/> Board of Health                         |
| <input type="checkbox"/> Recreation Advisory Committee         | <input type="checkbox"/> Board of Social Services                |
| <input type="checkbox"/> Transportation Advisory Committee     | <input type="checkbox"/> Climate Change Advisory Committee       |
| <input type="checkbox"/> Zoning Board of Adjustment            | <input type="checkbox"/> Environmental Review Advisory Committee |
| <input type="checkbox"/> OTHER: _____                          |  |

Why do you wish to serve the county in this capacity? \_\_\_\_\_

### EDUCATION

Please list your educational background. Include names of schools and degrees held. \_\_\_\_\_

### CURRENT OR MOST RECENT EMPLOYMENT

Name of Employer: \_\_\_\_\_  
Address of Employer: \_\_\_\_\_  
Position: \_\_\_\_\_  
Work Phone: \_\_\_\_\_

### CIVIC INVOLVEMENT

Please list the names of the civic organizations in which you currently hold membership: \_\_\_\_\_

### DEMOGRAPHIC INFO (OPTIONAL)

We ask your help in assuring the diversity of membership on our boards and committees. This section is optional, and you may leave it blank.

**GENDER:**  
Male  Female

**ETHNIC ORIGIN/RACE:**  
White, non-Hispanic   
African-American   
Hispanic

Asian or Pacific Islander   
Native American   
Other

Year of Birth \_\_\_\_\_



# Example of New One Page Application

## Fillable PDF

### Diversity Equity and Inclusion Statement at the bottom

### Chatham County Volunteer Application for Boards and Committees

Date of Application: \_\_\_\_\_

Committee(s)/Board(s) of Interest: \_\_\_\_\_  
\_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Are you 18 years of age or older? Yes No

Home Address: \_\_\_\_\_ City, State, Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Current Employer: \_\_\_\_\_ Employer Phone Number: \_\_\_\_\_

Employer Address: \_\_\_\_\_ City, State, Zip Code: \_\_\_\_\_

Educational Background: \_\_\_\_\_

Are you currently serving on any committees or boards in Chatham County? Yes No

(If yes, please list): \_\_\_\_\_

Please list any qualifications that you possess that would assist your service on this committee/board: \_\_\_\_\_

Please list any volunteer or civic activities that you are involved in: \_\_\_\_\_

What impact do you hope to have by serving on this board/committee? \_\_\_\_\_

Please provide the following information to ensure balance and diversity:

Gender: \_\_\_\_\_ Ethnic Origin/Race: \_\_\_\_\_ Year of Birth: \_\_\_\_\_

BOC District of Residence: \_\_\_\_\_ Number of Years as Resident of Chatham County: \_\_\_\_\_

Return Application To:  
Chatham County Clerk to the Board  
P.O. Box 1809  
Pittsboro, NC 27312  
[Lindsay.ray@chathamcountync.gov](mailto:Lindsay.ray@chathamcountync.gov)  
Fax: 919-542-8272

\_\_\_\_\_  
Signature of Applicant Date

*Note: This application will be kept on file for one year at which time the applicant will be required to update the application form.*

*The Chatham County Board of Commissioners is committed to representing the diversity of the Chatham County community through the lens of gender, age, ethnicity, geographic location, and socio-economic background. The appointments from the Board of Commissioners will reflect Chatham County's diversity and ensure representation for key stakeholders in the community.*

# Diversity Equity and Inclusion Statement: Recommendation

Correlates to Value Chatham

Website  
Policies  
Application

Invest In New Software

Community Engagement Platform

Inspire Volunteers

## What ArcGIS Hub can do for you



Share open data



Create unlimited websites



Organize around initiatives



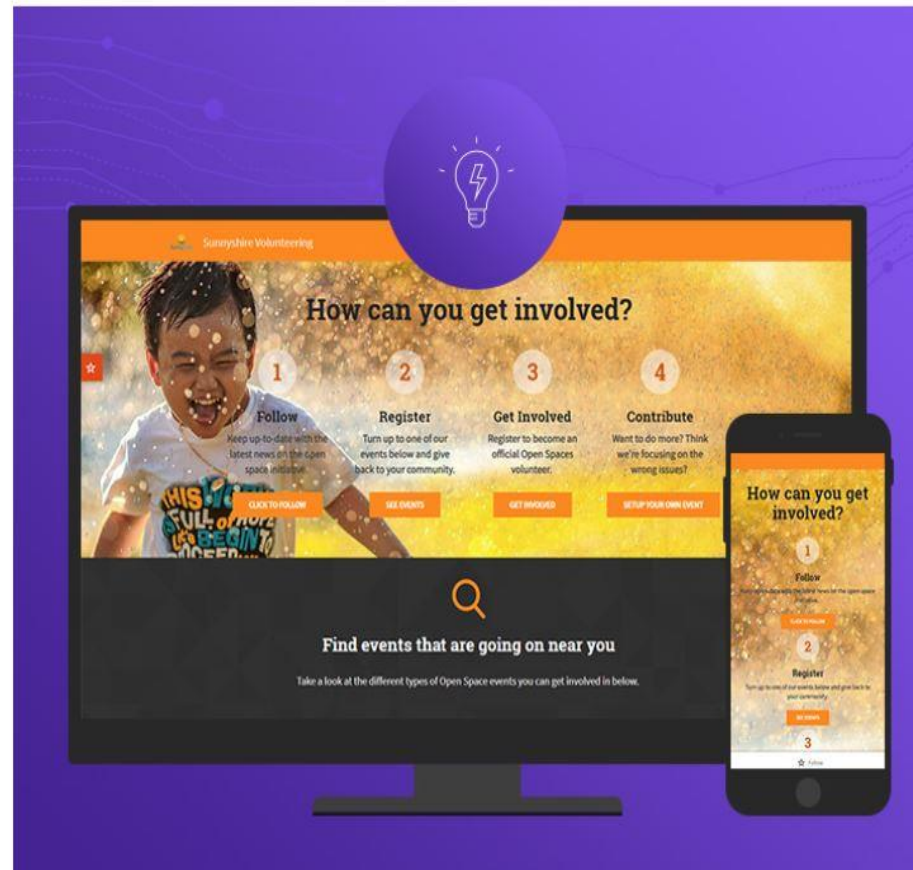
Enable collaboration



Inspire action



Benefit from a full system



### Inspire action

Initiatives can drive engagement by giving community members a goal to rally around as well as a focused way to participate. Presenting information via charts, maps, and stories makes it easier for everyone to have a shared understanding of the goal, which can pave the way to action.

## Creation of an Internal Committee for Advisory Boards and Committees

- Assist in marketing and advertisement of open positions
- Review applications and update demographic data base
- Contact applicants to gather more information regarding their application

# Prioritize Accessibility

## Inclusive Marketing

8th grade level language  
Language that encourages broad participation

## Accessible Application

Available in Spanish  
Printed copies available at all Chatham County buildings

## Accessible Meetings

Floating Locations  
Option for Virtual Meetings

## Next Steps

Direct staff to:

- Revise the Advisory Committee Policy and Addendums and the Volunteer Application for Boards and Committees
- Develop strategy for marketing open positions, reviewing applications, and recommending applicants for appointment
- Anticipated implementation in July 2024





QUESTIONS?



# Chatham County, NC

## Text File

File Number: 23-5061

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**Agenda Date:** 12/18/2023

**Version:** 1

**Status:** Board Priorities

**In Control:** Board of Commissioners

**File Type:** Agenda Item

**Agenda Number:**

Discuss Chatham County Commissioner boards and committees liaison assignments



## Chatham County Board of County Commissioners 2022 Board & Committee Assignments

Each of the five members serves as a member of or liaison to several volunteer committees or boards that focus on specific county issues. The table summarizes each member's board and committee assignments. The list provides guidance on the most appropriate commissioner to contact about specific issues. **An asterisk (#) by the committees or boards listed below indicates that the commissioner is a voting member of this group.** Groups highlighted in **RED** are required by state law. Groups highlighted in **GREEN** are groups specific to the individual commissioner and not regular annual commissioner liaison assignments. Regional/state groups are in **BLUE**.

Commissioner Karen Howard District 1	Commissioner Mike Dasher District 2	Commissioner David Delaney District 3	Commissioner Katie Kenlan District 4	Commissioner Franklin Gomez Flores District 5
<ul style="list-style-type: none"> <li>• Board of Education (separate elected body)</li> <li>• Community Child Fatality and Protection Team</li> <li>• Library Advisory Committee</li> <li>• Durham-Chapel Hill-Carrboro Metropolitan Planning Organization Delegate #</li> <li>• County Commissioner Advisory Board for Vaya #</li> <li>• Governor's Crime Commission</li> <li>• NC Oil and Gas Commission</li> <li>• NCACC Executive Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Alcohol Beverage Control Board</li> <li>• Appearance Commission</li> <li>• Transportation Advisory Committee</li> <li>• Triangle Area Rural Planning Organization Delegate #</li> <li>• Orange-Chatham Task Force</li> <li>• Durham-Chapel Hill-Carrboro Metropolitan Planning Organization # Alternate Delegate</li> <li>• Triangle J Council of Governments Delegate #</li> <li>• Chatham Partnership for Children</li> <li>• TJCOG Smart Growth Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Climate Change Advisory Committee</li> <li>• Environmental Review Advisory Committee</li> <li>• Triangle J Council of Governments Alternate Delegate #</li> <li>• TARPO Alternate #</li> <li>• Board of Elections</li> </ul>	<ul style="list-style-type: none"> <li>• Agriculture Advisory Board</li> <li>• Adult Care &amp; Nursing Home Committee</li> <li>• Board of Equalization &amp; Review</li> <li>• Chatham Transit Network Board</li> <li>• Triangle J Regional Council on Aging</li> <li>• Home &amp; Community Care Block Grant</li> <li>• Orange-Chatham Task Force</li> <li>• Affordable Housing Advisory Committee</li> <li>• Planning Board</li> </ul>	<ul style="list-style-type: none"> <li>• Chatham Trades</li> <li>• Juvenile Crime Prevention Council #</li> <li>• Local Emergency Planning Committee #</li> <li>• Recreation Advisory Committee</li> <li>• Research Triangle Regional Partnership #</li> <li>• Board of Health #</li> <li>• Board of Social Services</li> </ul>

**NOTE:** The full Board of Commissioners also serves as the Southeast Water Board and Southwest Water Board.

**UPDATED: December 13, 2022**