



Cary Town Council
Work Session
Thursday, January 11, 2018
5:30 PM
Conference Room 10035
316 N. Academy Street, Cary, NC

1. Call To Order

2. For Discussion

2.1 Presentation of Boards and Commission 2018 Work Plans

Executive Summary: The council volunteer advisory Boards and Commission (hereinafter “boards”) annually review their work plan in accordance with council adopted Policy Statement 150 (General Rules of Order for Town of Cary Boards and Commissions and Other Groups Appointed by The Town Council). Staff and council liaisons worked with their respective boards to update their work plans for 2018, ensuring they align with the Town’s mission statement and statement of values.

3. Closed Session

4. Adjournment

The Town of Cary is committed to providing all citizens with the opportunity to participate fully in the public meeting process. Any person with a disability who needs an auxiliary aid or service in order to participate in any meeting may contact the Interim Town Clerk at least 48 hours prior to the meeting. The e-mail address is virginia.johnson@townofcary.org; the phone number is (919) 469-4011; the TDD number is (919) 469-4012.

Town of Cary work sessions are less formal business meetings that enable the Council to focus on and explore in detail a single topic with staff and consultants. Like regular meetings of the Council, citizens are encouraged to attend and observe work sessions. Please note that unlike regular Town Council meetings, Council work sessions do not include public hearings or other opportunities for citizen comment during the meeting.

For questions about this agenda, please contact Virginia Johnson, Town Clerk, at (919) 469-4011 or Virginia.johnson@townofcary.org.

Environmental Advisory Board Work Plan/Goals

2017-2018

Approved: November 13, 2017

GOAL 1: Provide Input to Council and Staff on Existing and Emerging Issues

Town Planning and Implementation

- Provide feedback on the Cary Community Plan implementation, with particular attention to recommendations regarding innovation, environment, transportation options, and energy

Energy

- Provide feedback on Strategic Energy Action Plan implementation and updates
- Carbon Reduction- Investigate ways of measuring community-wide carbon footprint and discuss means of reducing it
- Use Paul Hawken's book Drawdown to generate idea about how to become more carbon neutral
- Advise Town on carbon neutral strategies, including considering "Zero by 2030" carbon reduction goals set by other communities and organizations

Solid Waste Reduction & Recycling

- Advise on ways to improve or increase solid waste reduction opportunities for citizens, including investigating additional tactics to reduce waste like increased access to composting
- Advise Town on strategies to waste reduction strategies, like pursuing Zero Waste goals

Jordan Lake Drinking Water Supply

- Monitor Jordan Lake Rules as they are modified/changed at the State level
- Support continued Town participation and leadership in stakeholder discussions like the Jordan Lake One Water Association

Stormwater

- Advise staff and Council on innovative approaches and best practices for stormwater management

Tree Canopy/Open Space

- Support implementation of Goal 1, Objective 1.1 of 2012 Parks, Recreation, and Cultural Resources Master Plan: Continue to protect areas that are ecologically important and have a high wildlife habitat value
- Advise Town on policies to support tree canopy, native plants, and open space preservation

Sustainability Metrics

- Tracking and reporting metrics--Encourage use of STAR or other metric system to measure progress on key sustainability indicators

Climate - Resiliency, Adaptation & Mitigation

- Track and advise on resiliency, adaptation, and mitigation issues including the Triangle Regional Resiliency Partnership

Smart Cities

- Provide input to the Town on how to use smart city technology to enhance sustainability efforts

Opportunities for Regular Collaboration with Other Boards

- Explore ways boards can regularly collaborate and consult with one another

Advise on other issues as needed by staff or Council

GOAL 2: Advise Staff on Opportunities to Increase Environmental Awareness and Public Participation

Sustainability Communications Plan

- Identify ways to the Town can better communicate its organizational commitment to innovation, including integration of meaningful infographics

Initiatives and On-going Efforts

Identify educational and promotional opportunities through:

- Cary Green Neighborhood Project/Block Leader Program
- Cary Garden for Wildlife - Provide education on how to deal with interactions between urban wildlife and citizens
- Strategic Energy Action Plan
- Solid Waste Reduction
- Interpretive Panels

Participate in Cary Community Events

- Board members will volunteer for two or more events each year, including Spring Daze, Lazy Daze and/or other Town events

Work with Community Groups to Support Environmental initiatives

Examples of community groups include:

- Black Creek Watershed Association
- Haw River Assembly
- River Keepers
- Block Leader Program
- Information Services Advisory Board
- Parks, Recreation & Cultural Resources- Collaborate on interpretive signage
- Other groups of partners that may enhance and extend educational outreach efforts

Historic Preservation Commission Work Plan/Goals

2017-2018

Approved: December 13, 2017

Background & Rationale

The Cary Historic Preservation Commission is entering its fourth year of operation. Previous years' goals enabled the commission to achieve a successful start, build a solid foundation and advance the commission's work in the community. The 2018 goals are intended to continue to advance the commission's mission:

The Cary Historic Preservation Commission works to preserve the historical, cultural and architectural heritage of our Town for future generations.

The Historic Preservation Commission 2018 goals should be:

- achievable;
- consistent with a commission in its fourth year of operation; and
- valuable to the community.

Based on this approach, the following goals are proposed. The commission will review progress toward these goals during the year.

Proposed Goals

The goals are divided into categories to facilitate discussion and deliberation.

Operational Goals

All members shall:

- Receive training for the conduct of Town of Cary meetings, including public meeting, public records and related requirements and guidelines
- Receive training for conducting quasi-judicial hearings
- Be familiar with all statutes, laws, ordinances and rules of procedure relating to historic designations
- Be familiar with the Town of Cary Inventory of Historical Resources

Procedural Goals

The commission shall:

- Consider any Historic Landmark designation recommendations that may come before it in a timely, thorough and impartial manner
- Consider any Historic District designation recommendations that may come before it in a timely, thorough and impartial manner
- Consider any Certificate of Appropriateness requests that may come before it in a timely, thorough and impartial manner
- As a Certified Local Government commission, provide any recommendations about National Register properties, as required, to the NC State Historic Preservation Office.
- Identify and classify, from the Town of Cary Inventory of Historical Resources, potential future Historic Landmarks, based on the HPC's adopted landmark criteria; contact the property owners; provide education to owners interested in pursuing landmark status; and recommend at least 2 properties to the Cary Town Council for local historic landmark status.
- Take initial actions to create one local historic district, including initiating studies, determining potential district boundaries, engaging property owners and the public in historic district conversations, contacting property owners and providing education to owners interested in pursuing a local historic district.

- Work with staff and town council to advance the implementation actions and recommendations of the *Cary Historic Preservation Master Plan* that is incorporated in the *Imagine Cary Community Plan*, including pursuing a grants and/or revolving fund program for landmark properties.
- Engage in outreach and educational activities in the community to promote awareness of historic preservation and the historic preservation commission, especially leveraging other Town of Cary public relations opportunities and National Preservation Month; create educational materials such as a booklet, walking tour, mobile app, signage and/or historic markers.

Excellence Goals

The commission shall:

- Comply with all relevant statutes, laws, ordinances, and rules of procedure
- Conduct all business in an open, positive, collaborative manner
- Maintain open communication with the Cary Town Council, Cary Town Staff, related historic preservation organizations and the community
- Maintain our State Historic Preservation Office “Certified Local Government” designation for local historic preservation commissions (obtained in 2017).
- Participate in educational activities that support continuing our Certified Local Government status.

Information Services Advisory Board Work Plan/Goals

2017-2018

Approved: December 4, 2017

December

- Adopt proposed work program and schedule
- Social media update: Consultant, Tonya Hudson presents virtually

January

- SAS (presentation from “outside” group)
- Drones
- Town branding project update
- Discussion of new/revised homepage design for www.townofcary.org

February

- Open data policy
- Internet of things/data tweets
- Virtual city
- Chatbots and Alexa

March

- Emergency communications
- Overview of 2018 Biennial Survey Results

April

- Analytics and how they drive decision-making
- Citizen engagement (public input)
- Teen and kid outreach

May

- Video

June

- “Outside Group” – decide whom to invite next
- Infographics
- Communication Tactics/Tools overview
- Media relations

July

- Apps/mobile strategy
- Marketing
- Messaging Communication Review

August

- 311 update
- Cyber security
- Website external links
- Small cell

- Annual Report plan of attack

September

- Annual Report discussion, adoption

Parks, Recreation and Cultural Resources Work Plan/Goals

2017-2018

Approved: November 6, 2017

Mission Statement

The Parks, Recreation and Cultural Resources (PRCR) Advisory Board's mission is to provide representation for the citizens of Cary in partnership with the PRCR Department and the Town Council in promoting understanding, appreciation, participation and support for open spaces, parks, recreational opportunities, cultural activities, programs and facilities.

- As specified in Section 8 of the Land Development Ordinance (LDO), the PRCR Advisory Board shall review and make recommendations related to the recreation land dedication/payment in lieu requirement for each residential development plan submittal.
- Review, comment, and make recommendations as necessary related to PRCR policies, initiatives and capital projects brought forward by Staff. Specifically, for 2018, Advisory Board members will serve as liaisons for the following projects:
 - Western Cary Neighborhood Parks Project
 - Downtown Park Phase II Master Plan Project
 - Western Cary Community Center Conceptual Plan Project
- Interface with other citizens for input including, but not limited to, offering a Public Speaks Out portion of the agenda so that citizens can provide input related to PRCRs' initiatives and encourage Advisory Board members to reach out to neighbors and other community contacts to seek input.
- Collaborate with the three Board committees (Athletics, Cultural Arts and Greenway) relative to current issues, initiatives, and projects.
- Provide volunteer support for PRCR programs and events.
- Develop, implement, and track donations for funding the Scholarship Program.
- Provide ongoing input and guidance on issues relating to open space protection, historical preservation and environmental sustainability and communicate the objectives to other Town committees.
- Work collaboratively with other Town Council appointed Boards and Commissions on those issues related to the mission of the PRCR Department.

Evaluation Criteria: The board will periodically review and evaluate effectiveness of their work plan, modifying as needed to meet goals.

Planning & Zoning Work Plan/Goals

2017-2018

Approved: December 11, 2017

Review and make recommendations to Town Council regarding the following types of proposals:

1. Amendments to the Comprehensive Plan
2. Amendments to the text of the Land Development Ordinance (LDO)
3. Rezoning cases to change the official Zoning Map of the Town of Cary

In addition, the Planning and Zoning Board shall have the following powers and duties:

1. To perform studies and surveys of the present conditions and probable future development of the Town and its environs, including, but not limited to, studies and surveys of land uses, population, economic base, school needs, park and recreation needs, traffic, parking, and redevelopment needs;
2. To formulate and recommend to the Town Council the adoption or amendment of a Comprehensive Plan and other plans for the Town and its environs for the purpose of achieving the coordinated and harmonious development of the Town, in accordance with present and future needs;
3. To review the terms of the LDO and to recommend to the Town Council any changes that the Board considers necessary to properly regulate the development and use of land, buildings, and structures;
4. Such additional powers and duties as may be set forth for the P&Z Board in Town ordinances.
5. To hold 2018 work sessions on the following topics:
Affordable Housing, Stormwater, Private Agreement vs. Zoning Conditions, Economic Development, Development near Jordan Lake, and Multi-mode Transportation

Evaluation Criteria: The board will periodically review and evaluate the effectiveness of their work plan, modifying as needed to meet goals.

Public Art Advisory Board Work Plan/Goals

2017-2018

Approved: October 18, 2017

Guiding Principal: We measure success by the way we touch the lives of Cary citizens.

Focus Area 1:

Public Art Projects – Continue to advise & recommend public art where appropriate to enhance quality of life.

GOAL: Contribute to the achievement of an aesthetically pleasing and economically successful community by evaluating and judiciously recommending public art.

- **FUTURE Recommendation: To be proactive the Public Art Advisory Board looks for ways to best integrate public art into high visibility municipal projects that will have the highest impact for its citizens and visitors. The Board has broadly identified the following future opportunities:**
 - Downton Park including adding artist on the Design Team for Planning & Design Phases
 - Public and Private Development Projects – *The Fenton* new Eastern Cary Gateway project, Downtown, and redevelopment of Cary Town Center Mall
 - Transportation Projects – Integration of public art into Gateway Bridges, Greenways, Greenway bridges or multi-modal Corridors
 - All Parks – neighborhood and larger parks and special use facilities
 - All new municipal buildings that have a public visibility and/or use
 - New Wake County downtown Regional Library

- **CURRENT Review and make recommendations on current Town projects Including:**
 - Downtown Parking Deck
 - Marla Dorrel Park Misting Garden
 - Carpenter Park
 - Neighborhood Park on Carpenter Fire Station Road
 - Neighborhood Park on McCrimmon Parkway
 - Black Creek Greenway
 - Park renovation opportunities to including public art into older parks and infrastructure

- Ongoing review, rank, and make recommendations for efficient and effective use of resources as a part of Annual Capital Budget development.
- Evaluate projects that could address neighborhood identity.
- Evaluate projects that could address downtown “placemaking”.
- Review and make recommendations concerning gifts and donations of artwork, site plans and projects initiated by organizations and businesses.

Focus Area 2:

Education – Work with staff on Public Art education programs.

GOAL: Build a community where citizens and businesses alike recognize public art projects and the value of public art to our shared community vision.

- Make recommendations to enhance the presence of the Public Art collection and Public Art information on the Town's website and look toward other technology tools to educate patrons.
- Seek opportunities for outreach and citizen engagement with public art projects, at community events and public presentations.
- Participate in dedications of Public Art Projects.
- Seek partnerships and create connections with Town boards and commissions, as well as outside organizations, that will enhance public understanding of Public Art and its role in Cary.
- Provide ongoing input and guidance on Public Art's role and implementation of the Cary Community Plan
- Recognize Exceptional Private Development Public Art Projects

Focus Area 3:

Public Art Master Plan - Work with staff to accomplish the recommendations of the Council-adopted Public Art Master Plan.

GOAL: Continue to work toward achieving the vision and recommendations of the Public Art Master Plan.

- Review and evaluate the progress of Master Plan's accomplishments.
- Develop the Public Art Policy for Council approval

Zoning Board of Adjustment Work Plan/Goals

2017-2018

The Zoning Board of Adjustment shall hold quasi-judicial hearings, or evidentiary hearings, and make decisions based solely on the written and oral evidence presented, when required by the LDO for the following types of requests:

- Variances, reasonable accommodations, and certain special use permits;
- Appeals of certain Certificates of Appropriateness and of decisions made by administrative officials charged with enforcement of the LDO; and
- Appeals of Civil Penalties.

In addition, the ZBOA shall have the following powers and duties:

- To subpoena witnesses and compel production of evidence pursuant to the provisions of G.S. 160A-388(g); and
- Such additional powers and duties as may be set forth in the LDO and other ordinances of the Town.