



## **Morrisville Town Council**

Regular Meeting

November 12, 2019, 6:00 pm

**Town of Morrisville Mission Statement:** - *Connecting our diverse community to an enhanced quality of life through innovative programs and services.*

**6:30 p.m. Public Address** - *Public Address Period will begin at 6:30 p.m. for no more than 30 minutes.*

**1. Call to Order**

**2. Recognition of Sergeant at Arms - Sgt. Justin Guthrie** - *Sgt. Guthrie has 18 years of service and is currently a Patrol Sgt. assigned to uniform patrol.*

**3. Invocation** - *Invocation by Mayor TJ Cawley*

**4. Pledge of Allegiance**

**5. Adoption of Regular Agenda** - *Call for any conflicts of interest in relation to the proposed agenda.*

**6. Presentations**

6.a. [2019 Morrisville Environment & Stormwater Poster Contest Awards Ceremony](#)  
[Scott Hoover, Chairman - Morrisville Environment & Stormwater Committee](#)

6.b. [Introduction of Brandon V. Zuidema, Assistant Town Manager](#)  
[Martha Paige, Town Manager](#)

**7. Administrative Reports**

7.a. [Fund Balance Update](#)  
[Jeanne Hooks, Assistant to the Town Manager and Nancy Emslie, Finance Director](#)  
[Nov2019 - Fund Balance Analysis Report.pdf](#)

**8. Action Items** - *To include any items removed from Consent Agenda*

- 8.a. Resolution Adopting Affordable Housing Plan  
Natalie Nye, Planner II  
Briefing/Public Hearing - October 22, 2019  
Action - November 12, 2019  
  
2019-101-0 Peak Supplement  
2019-101-0 RES Affordable Housing Plan  
2019-101-0: ATTH 01 Draft Affordable Housing Plan, October 7, 2019 version  
2019-101-0: ATTH 02 May 28, 2019 Town Council Minutes  
2019-101-0: ATTH 03 August 27, 2019 Town Council Minutes  
2019-101-0: ATTH 04 Excerpt from October 3, 2019 Planning and Zoning Board Minutes  
2019-101-0: ATTH 05 Housing Trust Additional Information - THIS ITEM HAS BEEN ADDED  
2019-101-0: October 22nd Town Council Presentation

**9. New Items**

- 9.a. Resolution Appointing Advisory Board and Committee Members  
Eric W. Smith II, Town Clerk  
Brief - November 12  
Action - November 26  
2019-272-0\_Brief\_Supplement\_Bd\_Cmte\_Appts.docx  
2019-272-0\_RES\_Bd\_Cmte\_Appts.docx  
2019-272-0\_ATTH01\_Applications.pdf  
2019-272-0\_ATTH02\_Bd\_Cmte\_Appts\_Applicant\_Contact\_Info.pdf  
2019-272-0\_ATTH03\_Supplement\_Question\_Matrix.pdf  
2019-272-0\_ATTH04\_Supplement\_Question\_Matrix.xlsx  
2019-272-0\_ATTH05\_Bd\_Cmte\_Appts\_Ballot.pdf

**10. Future Meetings, Events and Citizen Involvement Opportunities** - *For a full listing of events, please see the Town Calendar at [www.townofmorrisville.org](http://www.townofmorrisville.org).*

**11. Council and Manager Comments**

**12. Work Sessions**

- 12.a. Pugh House Update  
Giselle Rodriguez, PE, Public Works Director  
2019-273-0 ATTH01 Pugh House Update Presentation.pdf  
2019-273-0 ATTH02 Pugh House Floor Plan.pdf  
2019-273-0 ATTH03 Pugh House Interior Pictures.pdf
- 12.b. Capital Investment Plan (CIP) Policy and Prioritization (Continued)  
Jeanne Hooks, Assistant to the Town Manager  
Eisenhower Compiled Sorted Updated 930.pdf

Eisenhower Compiled Updated 930.pdf  
Rankings Compiled Updated 930.pdf  
Paired Comparison Summaries 1001.pdf  
CIP Placeholder Policy Input.Updated 930.pdf  
CIP Placeholder Summaries Synthesized Draft 1021.pdf  
20191021 Council Work Session Master Plan and CIP.pdf  
Survey Results Facilities.pdf  
BOND REFERENDUM PLANNING - COMMUNITY ENGAGEMENT NEW Update 1112.pdf

- 13. Adjournment** - *Thank you for attending this meeting of the Morrisville Town Council. We hope you plan to join us again! Please feel free to email your Town Council members at [TownCouncil@TownofMorrisville.org](mailto:TownCouncil@TownofMorrisville.org), or visit [www.TownofMorrisville.org/Council](http://www.TownofMorrisville.org/Council) for additional contact information.*

# Town Council Agenda Item Report

Agenda Item No. 2019-270-0

Submitted by: Erin Hudson

Submitting Department Administration

Meeting Date: November 12, 2019

## **SUBJECT**

Introduction of Brandon V. Zuidema, Assistant Town Manager  
Martha Paige, Town Manager

## **Recommendation:**

N/A

## **Updates/History of Briefing:**

## **Executive Summary and Background Information:**

N/A

## **Advisory Board/Committee Review:**

## **Insert Date of Advisory Board/Committee Review:**

## **Advisory Board/Committee Recommendation and/or Vote:**

## **Potential Options:**

N/A

## **Staff Recommendation:**

N/A

## **ATTACHMENTS**

-

# Town Council Agenda Item Report

Agenda Item No. 2019-275-0

Submitted by: Nancy Emslie

Submitting Department Finance

Meeting Date: November 12, 2019

## **SUBJECT**

Fund Balance Update

Jeanne Hooks, Assistant to the Town Manager and Nancy Emslie, Finance Director

## **Recommendation:**

Receive administrative report.

## **Updates/History of Briefing:**

Not applicable

## **Executive Summary and Background Information:**

Town staff provides an update of the Fund Balance annually after completion of the fiscal year audit and preparation of the Comprehensive Annual Financial Report (CAFR).

Staff proposes discussing potential uses of fund balance as a part of ongoing budget and CIP discussions and at Town Council's annual retreat.

## **Advisory Board/Committee Review:**

None

## **Insert Date of Advisory Board/Committee Review:**

## **Advisory Board/Committee Recommendation and/or Vote:**

None

## **Potential Options:**

Not applicable

## **Staff Recommendation:**

Receive administrative report.

## **ATTACHMENTS**

- [Nov2019 - Fund Balance Analysis Report.pdf](#)



## FUND BALANCE ANALYSIS REPORT

As of June 30, 2019

### Changes in Fund Balance Summary - General Fund (consolidates Municipal Service District & Capital Reserve Funds)

	<b>2018</b>	<b>2019</b>	<b>Increase / Decrease</b>
Total Fund Balance (Includes Capital Reserves)	\$ 30,079,849	\$ 34,620,352	\$ 4,540,503
Non-Spendable:			
Prepays	13,990	9,742	(4,248)
Restricted:			
Stabilization by State Statute	5,096,066	5,359,004	262,938
Subsequent Year's Expenditures (PO Rollover)*	2,154,895	3,958,566	1,803,671
Stormwater	-	-	-
Streets	2,191,782	3,042,283	850,501
Police Operations & Activities	5,335	28,401	23,066
Committed:			
General Government Capital (CRF)	1,807,952	6,639,957	4,832,005
LEO Pension Obligation	373,598	383,218	9,620
OPEB Liability**	2,804,999	3,128,971	323,972
Assigned:			
Fire operations and activities	2,487	2,487	-
Subsequent Year's Fund Balance Appropriation (Transfer to Reserves)	5,395,000	945,000	(4,450,000)
<b>Unassigned Fund Balance</b>	<b>\$ 10,233,745</b>	<b>\$ 11,122,723</b>	<b>\$ 888,978</b>
General Fund Expenditures	\$ 26,854,577	\$ 27,306,085	\$ 451,508
Unassigned Fund Balance % of Expenditures	38.11%	40.73%	

Source Notes:

Exhibit 3 & Exhibit 4

\*PO Rollover is included as part of the stabilization by state statute calculation and is shown separately for comparison

\*\*Implementation of GASB 75 regarding new disclosure for OPEB Liability

## Historical Comparison - General Fund (consolidates Municipal Service District & Capital Reserve Fund)

	2015	2016	2017	2,018	2019
Total Fund Balance (Includes Capital Reserves)	\$ 21,252,176	\$ 25,667,275	\$ 27,717,701	\$ 30,079,849	\$ 34,620,352
Non-Spendable:					
Prepays	13,326	40,263	8,886	13,990	9,742
Restricted:					
Stabilization by State Statute	3,690,527	4,437,404	4,675,775	5,096,066	5,359,004
Subsequent Year's Expenditures (PO Rollover)*	1,106,219	1,107,166	1,087,248	2,154,895	3,958,566
Stormwater	542,679	-	-	-	-
Streets	978,545	1,563,938	1,599,108	2,191,782	3,042,283
Police Operations & Activities	-	24,918	22,678	5,335	28,401
	6,317,970	7,133,426	7,384,809	9,448,078	12,388,254
Committed:					
General Government Capital	747,441	602,704	1,902,254	1,807,952	6,639,957
LEO Pension Obligation	-	328,296	344,103	373,598	383,218
OPEB Liability**	-	-	-	2,804,999	3,128,971
	747,441	931,000	2,246,357	4,986,549	10,152,146
Assigned:					
Fire operations and activities	-	-	-	2,487	2,487
Subsequent Year's Fund Balance Appropriation	-	2,305,000	2,823,000	5,395,000	945,000
	-	2,305,000	2,823,000	5,397,487	947,487
Unassigned Fund Balance	\$ 14,173,439	\$ 15,257,586	\$ 15,254,649	\$ 10,233,745	\$ 11,122,723
General Fund Expenditures	\$ 24,564,304	\$ 23,121,319	\$ 25,741,841	\$ 26,854,577	\$ 27,306,085
<b>Unassigned Fund Balance % of Expenditures</b>	<b>57.70%</b>	<b>65.99%</b>	<b>59.26%</b>	<b>38.11%</b>	<b>40.73%</b>

Source Notes:  
Exhibit 3 & Exhibit 4  
Schedule 1

## Changes in Fund Balance Detail

### Budget to Actual - General Fund

	<b>2019 Final Budget</b>	<b>2019 Actual Amount</b>	<b>Variance Positive (Negative)</b>
Revenues	\$ 31,883,875	\$ 32,842,529	\$ 958,654
Expenditures	33,452,522	26,836,077	(6,616,445)
Transfers In (Out)	(6,042,800)	(6,042,800)	-
Other Financings sources (uses)			
Appropriated Fund Balance	\$ 7,611,447	\$ -	\$ (7,611,447)
Excess of Revenue & Other Sources over Expenditures & Other Uses	<u>\$ -</u>	<u>\$ (36,348)</u>	<u>\$ (36,348)</u>

Source Notes:

Schedule 3

### Budget to Actual - Fire Apparatus Capital Reserve Fund

	<b>2019 Final Budget</b>	<b>2019 Actual Amount</b>	<b>Variance Positive (Negative)</b>
<b>Revenues</b>			
Investment earnings	\$ -	\$ 13,411	\$ 13,411
<b>Expenditures</b>	-	-	-
<b>Other financing sources (uses)</b>			
Transfers In (Out) General Fund	400,000	400,000	-
Appropriated Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Net change in fund balance</b>	<u>\$ 400,000</u>	<u>\$ 413,411</u>	<u>\$ 13,411</u>
<b>Fund beginning balance:</b>		<u>\$ 494,149</u>	
<b>Fund ending balance</b>		<u>\$ 907,560</u>	
FY2020 Budget Appropriation Transfer In		\$ 350,000	
FY2020 Budget Appropriation Transfer (Out)		<u>(1,250,000)</u>	
<b>Fund Balance as of 7/1/2019</b>		<u>\$ 7,560</u>	

Source Notes:

Schedule 4

## Changes in Fund Balance Detail - continued

### Budget to Actual - Roadway and Transportation Capital Reserve Fund

	<b>2019 Final Budget</b>	<b>2019 Actual Amount</b>	<b>Variance Positive (Negative)</b>
Revenues	\$ -	\$ 21,469	\$ 21,469
Expenditures	-	-	-
Transfers In (Out) General Fund	475,000	475,000	-
Appropriated Fund Balance	<u>\$ (475,000)</u>	<u>\$ -</u>	<u>\$ 475,000</u>
<b>Net change in fund balance</b>	<u><u>\$ -</u></u>	<u><u>\$ 496,469</u></u>	<u><u>\$ 496,469</u></u>
<b>Fund beginning balance:</b>		<u>\$ 909,540</u>	
<b>Fund ending balance:</b>		<u><u>\$ 1,406,009</u></u>	
FY2020 Budget Appropriation Equivalent One Cent on Tax Rate		\$ 490,000	
FY2020 Budget Appropriation Transfer (Out)		<u>(1,350,000)</u>	
<b>Fund Balance as of 7/1/2019</b>		<u><u>\$ 546,009</u></u>	

Source Notes: Schedule 5

### Budget to Actual - CIP Capital Reserve Fund

	<b>2019 Final Budget</b>	<b>2019 Actual Amount</b>	<b>Variance Positive (Negative)</b>
Revenues	\$ -	\$ 52,125	\$ 52,125
Expenditures	-	-	-
Transfers In (Out) General fund	3,870,000	3,870,000	-
Appropriated Fund Balance	<u>\$ (3,870,000)</u>	<u>\$ -</u>	<u>\$ 3,870,000</u>
<b>Net change in fund balance</b>	<u><u>\$ -</u></u>	<u><u>\$ 3,922,125</u></u>	<u><u>\$ 3,922,125</u></u>
<b>Fund beginning balance:</b>		<u>\$ 404,263</u>	
<b>Fund ending balance:</b>		<u><u>\$ 4,326,388</u></u>	
FY2020 Budget Appropriation Transfer In		\$ 200,000	
FY2020 Budget Appropriation Transfer (Out)		<u>(3,550,000)</u>	
<b>Fund Balance as of 7/1/2019</b>		<u><u>\$ 976,388</u></u>	

Source Notes: Schedule 6 & FY20 Budget Ordinance

**Changes in Fund Balance Detail - continued**  
**Budget to Actual - Municipal Service District**

	<b>2019 Final Budget</b>	<b>2019 Actual Amount</b>	<b>Variance Positive (Negative)</b>
<b>Revenues</b>	\$ 98,800	\$ 96,317	\$ (2,483)
Investment earnings	\$ -	\$ 8,537	\$ 8,537
Total revenue	<u>\$ 98,800</u>	<u>\$ 104,854</u>	<u>\$ 6,054</u>
<b>Expenditures</b>			
Contract and professional services	1,035	2,780	(1,745)
Capital outlay	<u>471,965</u>	<u>467,228</u>	<u>4,737</u>
Total expenditures	<u>473,000</u>	<u>470,008</u>	<u>2,992</u>
<b>Revenus over(under) expenditures</b>	(374,200)	(365,154)	9,046
Transfers In (Out) - General Fund	110,000	110,000	-
Appropriated Fund Balance	<u>\$ 264,200</u>	<u>\$ -</u>	<u>\$ (264,200)</u>
<b>Net change in fund balance</b>	<u><u>\$ 374,200</u></u>	<u><u>\$ 110,000</u></u>	<u><u>\$ (255,154)</u></u>
<b>Fund beginning balance:</b>		<u>\$ 424,564</u>	
<b>Fund ending balance:</b>		<u><u>\$ 169,410</u></u>	
FY2020 Anticipated Ad Valorem		\$ 100,700	
FY2020 Budget Appropriation Transfer In		<u>110,000</u>	
<b>Fund Balance as of 7/1/2019</b>		<u><u>\$ 380,110</u></u>	

Source Notes:  
Schedule 7

## General Fund Detail

### FY 2019 Revenues

	<b>Budget</b>	<b>Actual</b>	<b>Variance Positive (Negative)</b>
Ad Valorem Taxes	\$ 18,510,000	\$ 18,841,516	\$ 331,516
Other Taxes and Licenses	584,400	528,334	(56,066)
Unrestricted Intergovernmental	9,123,300	9,227,535	104,235
Restricted Intergovernmental	580,000	567,224	(12,776)
Permits and Fees	1,164,800	1,925,719	760,919
Sales and Services	1,186,400	839,002	(347,398)
Investment Earnings	325,803	458,167	132,364
All Other Revenue	409,172	455,032	45,860
<b>Total</b>	<b>\$ 31,883,875</b>	<b>\$ 32,842,529</b>	<b>\$ 958,654</b>

### FY 2019 Expenditures

	<b>Budget</b>	<b>Actual</b>	<b>Variance Positive (Negative)</b>
General Government	\$ 7,044,581	\$ 5,908,782	\$ 1,135,799
Development Services	3,318,958	2,845,411	\$ 473,547
Public Safety	11,535,718	9,289,335	\$ 2,246,383
Public Works and Fleet	7,493,380	5,023,369	\$ 2,470,011
Parks & Recreation	1,929,285	1,638,766	\$ 290,519
Debt Service	2,130,600	2,130,414	\$ 186
<b>Total</b>	<b>\$ 33,452,522</b>	<b>\$ 26,836,077</b>	<b>\$ 6,616,445</b>

### FY 2019 General Fund Outstanding Expenditure Detail:

	<b>Breakdown</b>	<b>Total</b>
<b>PO Rollover</b>		
Street Repaving	\$ 1,147,943	
Aerial Fire Truck	1,060,953	
Vehicle Replacements	417,580	
Generators	229,192	
ERP System Replacement	188,785	
Signage	133,685	
Space Study	89,768	
Land Use Plan Update	88,771	
Cary 911 Transition	79,518	
Affordable Housing Plan	71,100	
Other Professional Services Items	176,950	
Miscellaneous	274,321	
	<b>\$ 3,958,566</b>	<b>\$ 3,958,566</b>
<b>Personnel Cost (Lapse Salaries/Healthcare Savings)</b>		<b>1,760,470</b>
<b>Other Delayed Spending or Savings</b>	<b>\$ -</b>	
<b>Basic Operational Budget to Actual Savings/Variiances</b>		<b>897,409</b>
<b>Budget to Actual Variance</b>		<b>\$ 6,616,445</b>

Source Notes:

Schedule 3

FY19 PO Rollover Report

General Fund information only - does not include consolidated sub-general funds (MSD, Capital Reserve Funds)

## Other Fund Balance Analysis

### Non-General Fund

	<b>2018</b>	<b>2019</b>	<b>Increase / Decrease</b>
<b>Total Fund Balance (Non-General Fund)</b>	<b>\$ 15,415,964</b>	<b>\$ 23,780,713</b>	<b>\$ 8,364,749</b>
Street Improvements (McCrimmon Parkway)	4,730,316	5,506,383	776,067
Parkland Payment-in-Lieu	3,255,085	4,817,105	1,562,020
Church Street Park	306,504	429,169	122,665
Crabtree Hatcher Creek Greenway	755,907	575,484	(180,423)
Morrisville-Carpenter Road	878,415	3,496,111	2,617,696
Northwest Park	11,097	11,297	200
Public Works Renovation	-	1,313,871	1,313,871
Town Center Core / Carolina Street Extension	3,863,697	546,227	(3,317,470)
Historic Christian Church Parking Lot Expansion	408,123	403,080	(5,043)
MAFC Renovation	(498,192)	4,869,797	5,367,989
Shiloh Sewer	1,258,728	1,266,160	7,432
Sidewalk and Pedestrian Enhancement	446,284	546,029	99,745
Healthy Food Hub	-	40,883	40,883

Source Notes:

Schedule 8, 9

## Parkland Payment in Lieu Fund as of June 30, 2019

<b>Total Collections (since inception)</b>		<b>\$7,384,055</b>		
	<b>Prior Years</b>	<b>2019</b>	<b>Total to Date</b>	
<b>Available Parkland Payment in Lieu</b>	\$ 5,325,436	\$ 2,058,619	\$ 7,384,055	
Investment Earnings	130,703	73,401	204,104	
<u>Total Revenues</u>	<u>5,456,139</u>	<u>2,132,020</u>	<u>7,588,159</u>	
<b>Project Expenditures</b>				
Indian Creek	(1,041,860)	-	(1,041,860)	
Shiloh Greenway	(1,110,712)	-	(1,110,712)	
NC54 Multi Use Path	(249,040)	-	(249,040)	
Northwest Park	(1,704,973)	-	(1,704,973)	
Hatcher Creek Greenway	(538,196)	-	(538,196)	
Church Street Park	(1,083,047)	-	(1,083,047)	
Transfer In/(Out) from General Fund	1,842,517	(570,000)	1,272,517	
Transfer In from Capital Reserve	1,684,257	-	1,684,257	
<u>Total Other Financing Uses</u>	<u>(2,201,054)</u>	<u>(570,000)</u>	<u>(2,771,054)</u>	
Net Change in Fund Balance	<u>\$ 3,255,085</u>	<u>\$ 1,562,020</u>	<u>\$ 4,817,105</u>	
Beginning balance		<u>\$ 3,255,085</u>		
Ending balance		<u>\$ 4,817,105</u>		
FY2020 Budget Appropriation Transfer (Out)		<u>\$ (1,824,900)</u>		
Fund Balance at July 1, 2019		<u>\$ 2,992,205</u>		

Source Notes:  
Schedule 11

# Town Council Agenda Item Report

Agenda Item No. 2019-101-0

Submitted by: Natalie Nye

Submitting Department Planning

Meeting Date: November 12, 2019

## **SUBJECT**

Resolution Adopting Affordable Housing Plan

Natalie Nye, Planner II

Briefing/Public Hearing - October 22, 2019

Action - November 12, 2019

## **Recommendation:**

Review the additional information, adopt the Plan, and discuss next steps.

## **Updates/History of Briefing:**

The draft Affordable Housing Plan was presented at the October 22, 2019 meeting (Please follow the link to the video of the October 22nd meeting -<https://morrisvillenc.swagit.com/play/10222019-1055>). Council discussed the elements of the plan and confirmed that the adopted plan will be folded into the Comprehensive Plan as a guiding document for future decisions. No members of the public spoke during the public hearing and the public hearing was closed.

Council asked specific questions on the pros and cons of the proposed regional housing fund as well as if there was a possibility of funding a municipal housing fund for Morrisville specifically. The consultant, czb, LLC, has provided more detailed information on the proposed option of the regional housing fund in ATTH 05.

## **Executive Summary and Background Information:**

The confluence of economic and demographic conditions—the result of trends decades in the making—has created challenges for some households in the regional housing market. These challenges are documented in the 2017 Wake County Affordable Housing Plan. Following in the footsteps of that effort, the Town of Morrisville contracted with czb, a community planning and strategy firm based in Alexandria, VA, to complete an Affordable Housing Plan for the Town.

The project began in early May 2019 with the analysis of existing conditions, and czb presented preliminary, quantitative findings on jobs, housing, population, and housing affordability to Town Council on May 28th (See ATTH 02 for May 28th minutes). At a second work session on August 27th, which included both the Planning and Zoning Board and Town Council, czb provided a recap of the housing affordability analysis from the May 28th work session, online survey findings, and potential implementation strategies (See ATTH 03 for August 27th minutes).

Utilizing the feedback provided by the Morrisville community who responded to the project survey and local stakeholders, guidance from the Town Council and the Planning and Zoning Board, and the analysis of existing conditions, czb prepared a Draft Affordable Housing Plan (ATTH 01). This Draft Plan examines the region's complex web of employment and housing markets, trends that have shaped Morrisville, including the current housing affordability situation, and sets forth recommendations Morrisville can undertake to advance its affordable housing goals.

More specifically, the Draft Plan recommends:

- 1) Establishing a community servant housing choice program to ensure that teachers, first responders and other public employees have opportunities to live affordably in the community they serve.
- 2) Creating an affordability partnerships toolkit to preserve existing affordable housing options and create new mixed-income housing developments.
- 3) Paying into and becoming a charter member of a regional housing trust fund to preserve existing affordable housing options and create new mixed-income housing developments.

This Draft Plan, upon adoption, will be folded into the overall Town Comprehensive Plan which is comprised of plans and policies adopted by Town Council to address Morrisville's growth and development—including, but not limited to, the Land Use Plan, the Transportation Plan, the Town Center Plan, the Wireless Telecommunication Facilities Master Plan, and other small area plans that provide guidance on desired development in specific geographic areas and corridors, as well as the Parks and Recreation Master Plan and other plans related to public infrastructure and services. Funding is not allocated upon adoption. Rather, the Comprehensive Plan informs Town Council's CIP and budget decisions.

**Advisory Board/Committee Review:**

Planning and Zoning Board

**Insert Date of Advisory Board/Committee Review:**

2019-10-03

**Advisory Board/Committee Recommendation and/or Vote:**

The Planning and Zoning Board forwarded a recommendation of approval (vote 4-1) even while noting Morrisville does not have a current housing crisis. Further, the Board acknowledged the consultant's work, and requested Town Council prioritize establishing a community servant housing choice program and set up a subgroup to help establish community servant housing choice program details. Please see ATTH 04 for an excerpt from the draft minutes from the October 3, 2019 Planning and Zoning Board meeting.

**Potential Options:**

1. Recommend approval as drafted.
2. Recommend approval with revisions.
3. Recommend denial.

**Staff Recommendation:**

The Planning Department recommends receiving the additional information from czb, adopting the Plan, and discussing next steps as the recommendations relate to the budget.

**ATTACHMENTS**

- [2019-101-0 Peak Supplement](#)
- [2019-101-0 RES Affordable Housing Plan](#)
- [2019-101-0: ATTH 01 Draft Affordable Housing Plan, October 7, 2019 version](#)
- [2019-101-0: ATTH 02 May 28, 2019 Town Council Minutes](#)
- [2019-101-0: ATTH 03 August 27, 2019 Town Council Minutes](#)
- [2019-101-0: ATTH 04 Excerpt from October 3, 2019 Planning and Zoning Board Minutes](#)
- [2019-101-0: ATTH 05 Housing Trust Additional Information - THIS ITEM HAS BEEN ADDED](#)

- 2019-101-0: October 22nd Town Council Presentation



## 2019-101-0: Resolution Adopting Affordable Housing Plan “Connect Morrisville” Strategic Plan Alignment

Goals	Objectives
<b>Improved transportation mobility</b> – <i>Enhance transportation options through improved accessibility, connectivity and collaboration</i>	<input type="checkbox"/> Obj. 1.1 Manage traffic congestion at targeted locations and targeted times of day <input type="checkbox"/> Obj. 1.2 Leverage resources through partnerships with other government entities and private sector <input type="checkbox"/> Obj. 1.3 Improve mobility options for non-drivers
<b>Thriving, livable neighborhoods</b> – <i>Enrich the quality of life through the preservation of natural resources, well-planned development and strengthened neighborhood vitality</i>	<input checked="" type="checkbox"/> Obj. 2.1 Provide a mix of housing options that meet the current and future needs of the community <input type="checkbox"/> Obj. 2.2 Create a sense of place through insightful development that balances commercial and residential growth <input type="checkbox"/> Obj. 2.3 Be responsible stewards of the natural environment <input checked="" type="checkbox"/> Obj. 2.4 Establish a planned approach for redevelopment and revitalization <input type="checkbox"/> Obj. 2.5 Plan and provide for current and future infrastructure
<b>Engaged, inclusive community</b> – <i>Enrich the quality of life through programs, events, amenities and services valued by the community</i>	<input type="checkbox"/> Obj. 3.1 Offer events and programs that meet the needs and interests of the community <input type="checkbox"/> Obj. 3.2 Increase awareness of activities and opportunities for engagement <input type="checkbox"/> Obj. 3.3 Effectively maintain assets and make the most of existing resources <input type="checkbox"/> Obj. 3.4 Provide opportunities for meaningful public engagement and collaboration
<b>Public safety readiness</b> – <i>Provide a safe and secure community through prevention, education, readiness and response</i>	<input type="checkbox"/> Obj. 4.1 Provide educational opportunities and encourage preparedness <input type="checkbox"/> Obj. 4.2 Be operationally ready <input type="checkbox"/> Obj. 4.3 React responsively to the public safety needs of the community <input type="checkbox"/> Obj. 4.4 Meet Demands for service
<b>Operational excellence</b> – <i>Deliver exceptional service with an engaged workforce that effectively manages public assets and promotes transparency</i>	<input type="checkbox"/> Obj. 5.1 Promote financial integrity through effectively and efficiently managing public assets <input type="checkbox"/> Obj. 5.2 Deliver customer-focused service <input type="checkbox"/> Obj. 5.3 Require the highest of professional standards <input type="checkbox"/> Obj. 5.4 Attract, develop and retain a diverse, high performing workforce <input type="checkbox"/> Obj. 5.5 Align priorities with resources <input type="checkbox"/> Obj. 5.6 Leverage the use of technology to maximize results
<b>Economic prosperity</b> – <i>Promote a business-friendly environment to diversify the economic base and create job opportunities for an educated, ready workforce</i>	<input checked="" type="checkbox"/> Obj. 6.1 Attract and retain businesses that provide a diverse tax base <input checked="" type="checkbox"/> Obj. 6.2 Support new and existing businesses by streamlining processes and minimizing complexities <input type="checkbox"/> Obj. 6.3 Understand business needs in order to supply a ready workforce <input type="checkbox"/> Obj. 6.4 Maximize partnership opportunities with the Morrisville Chamber of Commerce, regional and educational partners <input type="checkbox"/> Obj. 6.5 Develop and advocacy plan to address public education needs



**RESOLUTION 2019-101-0 OF THE MORRISVILLE TOWN COUNCIL PERTAINING TO THE ADOPTION OF THE MORRISVILLE AFFORDABLE HOUSING PLAN**

---

**WHEREAS**, the confluence of economic and demographic conditions—the result of trends decades in the making—has created challenges for some households in the regional housing market; and

**WHEREAS**, these challenges are documented in the 2017 Wake County Affordable Housing Plan; and

**WHEREAS**, following in the footsteps of Wake County’s effort, the Town of Morrisville contracted with czb, a community planning and strategy firm based in Alexandria, VA, to complete an Affordable Housing Plan for the Town; and

**WHEREAS**, Morrisville experienced a 358% change in population and a 113% change in the number of jobs between 2000 and 2017; and

**WHEREAS**, the medium household income in Morrisville is \$95,763; and

**WHEREAS**, home ownership is difficult until a household’s income approaches \$100,000; and

**WHEREAS**, there is a deficit of ownership units affordable to households earning less than \$35,000 per year; and

**WHEREAS**, nearly eight in ten renter households earning less than \$20,000 and two-thirds of renter households earning \$20,000 to \$34,999 pay more than 30% of their gross income toward rent; and

**WHEREAS**, there is a deficit of rental units affordable to households earning less than \$20,000 per year; and

**WHEREAS**, target markets for rental housing opportunities in Morrisville should include all households earning between \$30,000 and \$53,000; and

**WHEREAS**, target markets for ownership housing opportunities in Morrisville should include public employees earning between \$30,000 and \$80,000:

**NOW, THEREFORE, BE IT RESOLVED THAT THE MORRISVILLE TOWN COUNCIL** hereby adopts the 2019 Affordable Housing Plan for Morrisville, NC.

Adopted this the 12th day of November, 2019.

\_\_\_\_\_  
TJ Cawley, Mayor

ATTEST:

\_\_\_\_\_  
Eric W. Smith II, Town Clerk

DRAFT OCTOBER 7, 2019

# Affordable Housing Plan for Morrisville, NC

2019



Prepared by czbLLC



## Acknowledgements

This Affordable Housing Plan would not have been possible without contributions from members of the Morrisville community who responded to the project survey and a variety of local stakeholders who generously shared their insights with the consulting team. In addition, Morrisville’s elected and appointed officials were instrumental in supporting the project and setting the Plan’s direction.

### Morrisville Town Council

- TJ Cawley  
*Mayor*
- Vicki Scroggins-Johnson  
*Mayor Pro Tem*
- Michael Schlink  
*Council Member*
- Liz Johnson  
*Council Member*
- Steve Rao  
*Council Member*
- Satish Garimella  
*Council Member*

### Morrisville Planning and Zoning Board

- Peter Prichard  
*Chair*
- Lee Langston  
*Vice Chair*
- Sanjay Acharya  
*Board Member*
- Kenneth Sack  
*Board Member*
- Christine Robuck  
*Alternate*
- Tim Toterhl  
*ETJ Representative*

### Morrisville Town Staff

- Martha Paige  
*Town Manager*
- Courtney Tanner  
*Planning Director*
- Natalie Nye  
*Planner II*

### Wake County Staff

- Alicia Arnold  
*Division Director,  
Equitable Housing and  
Community Development*

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# About this Affordable Housing Plan

In recent decades, the Raleigh-Durham region has experienced a high rate of growth in population and employment as well as in housing and other forms of physical development. Across the region, a variety of forces have conspired to distribute housing demand unevenly, resulting in a spiky landscape of home values and rents, with a handful of places becoming expensive relative to regional incomes while others remain relatively affordable.

While most households in the region are earning enough to find housing that works for them — in spite of high costs in specific areas — the lowest-earning households are left with too few options, always being forced to react to the cascading choices made by those higher up the income ladder. This is the context within which Morrisville seeks to advance goals related to housing affordability.

The Town of Morrisville commissioned this plan in order to better understand the affordable housing challenges facing its region and community, to understand its options for responding, and to devise a course of action that would be both effective and practical. The plan attempts to achieve those ends.

## Morrisville's Affordable Housing Plan has three parts:

### PART 1 The Regional Market

Morrisville is not an island unto itself. The Raleigh-Durham region is a complex web of employment and housing markets, thick with a variety of job centers and residential communities that offer a wide variety of choice for workers and residents. To analyze Morrisville without understanding the broader region would not be useful. This section provides insight into what has been happening in the region and identifies issues shaping Morrisville's particular circumstances.

### PART 2 The Morrisville Market

This section describes the nature of the Morrisville market, trends that have played a role in establishing Morrisville as the community it is today, and outlines its housing affordability situation at the current time. It also sets forth the specific challenges that the Town will seek to address.

### PART 3 Recommendations for Taking Action

This section identifies and details the discrete action steps that the Town will take to advance its affordable housing goals. They include efforts the Town can undertake alone as well as potential regional collaboration opportunities. The recommendations further discuss the cost implications of each.

#### Note on Data and Sources:

Unless otherwise specified, all 2000 data are from the 2000 Decennial Census and all 2017 data are from the 2013-2017 American Community Survey five-year estimates produced by the Census Bureau. Land value data comes from Durham County and Wake County assessment information. Sales data from 2009-2019 comes from the Multiple Listing Service with the generous assistance of the Raleigh Regional Association of Realtors.

For the purposes of this analysis, czb has defined the region as the combined Raleigh metropolitan statistical area (MSA) and Durham-Chapel Hill MSA. The Raleigh MSA includes Franklin, Johnston, and Wake Counties. The Durham-Chapel Hill MSA includes Chatham, Durham, Orange, and Person Counties. The combination of these two MSAs was selected instead of the Raleigh-Durham-Chapel Hill combined statistical area (CSA), which would have included Granville, Harnett, Lee, and Vance Counties, in addition to those previously listed. This choice was made for a number of reasons. First, the two MSAs selected are inclusive of major population centers, employment centers, and educational institutions comprising what is commonly known as the "Research Triangle." Second, inclusion of outlying areas of the CSA would potentially dilute the analysis because those areas are not subject to the same demographic and economic conditions as those counties closer to the center of the region. And third, due to shifting statistical area boundaries over time, data was collected and analyzed largely at the county level, meaning fewer counties would allow for a more efficient analysis.

# PART 1 THE REGIONAL MARKET

**The Raleigh-Durham region has experienced remarkable change during this century.**

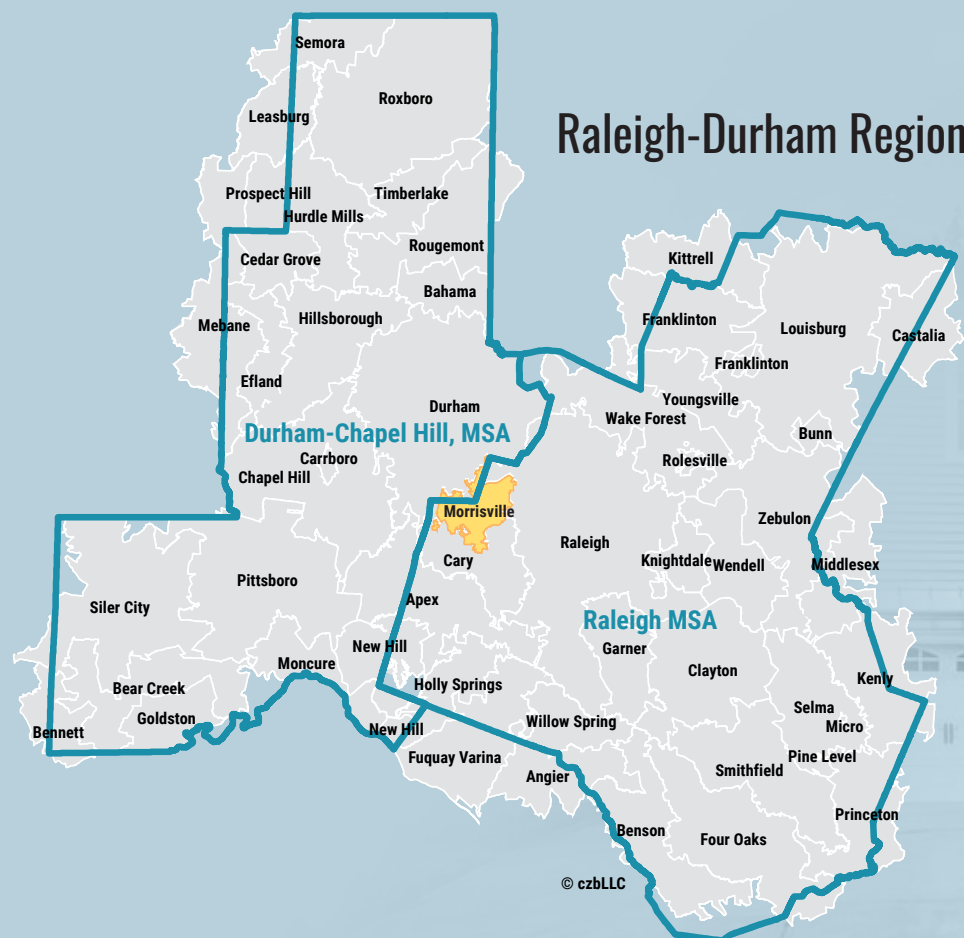
The region's decades-long commitment to building a 21st Century economy has paid off in some highly visible ways. Its population and employment have grown roughly two-and-a-half to three times as fast as the country's and the state's. Incomes have kept pace with the country's while outpacing North Carolina's overall. Its population, already much better educated than either the state's or country's in 2000 (as measured by the percentage of adults with college degrees), has only grown more educated since then.

All of this indicates good things for the Raleigh-Durham region and for the strength of its housing market. But there are clear costs to the success as well. Traffic congestion is perhaps the most notable for most regional residents, as the spatial mismatch between housing and jobs meets the realities of finite transportation infrastructure. And for those who are not directly connected to the mainstream of a strengthening regional economy – those who may be retired and living on fixed income or those working at low-wage service sector jobs, for example – housing costs are increasingly a challenge as well.

**Region Defined:**

For the purposes of this analysis, czb has defined the region as the combined Raleigh metropolitan statistical area (MSA) and Durham-Chapel Hill MSA. The Raleigh MSA includes Franklin, Johnston, and Wake Counties. The Durham-Chapel Hill MSA includes Chatham, Durham, Orange, and Person Counties.

The geography chosen for maps in this section is ZIP Codes, with each ZIP Code assigned to a municipal jurisdiction. For example, the area labeled as Raleigh is not the Raleigh corporate limits, but rather the collection of ZIP Codes associated with Raleigh.



**BY THE NUMBERS, 2000/2017**

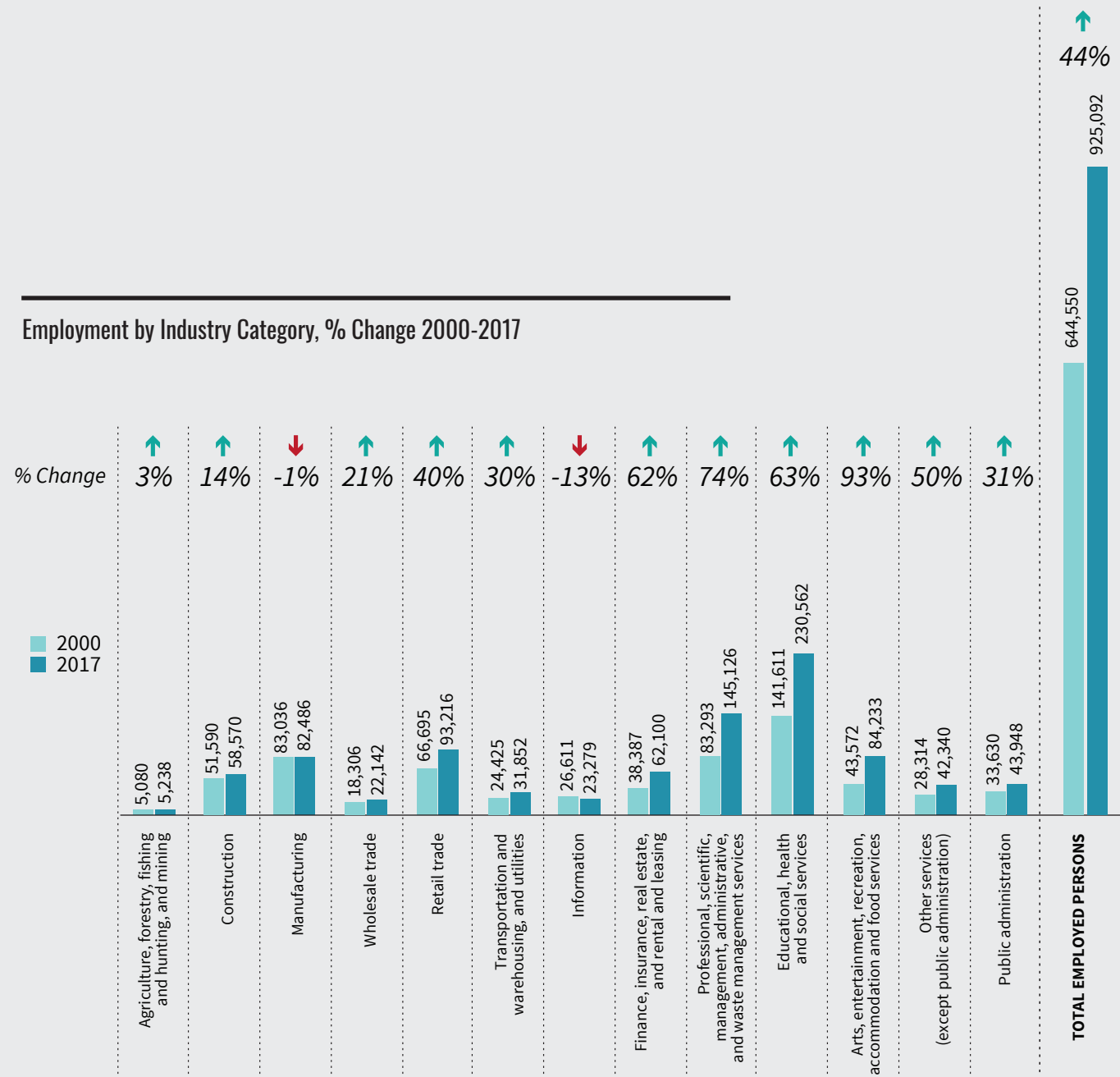
	REGION		NC		US	
	2000	2017	2000	2017	2000	2017
POPULATION	1,223,564	1,824,266	8,049,313	10,052,564	281,421,906	321,004,407
<b>% CHANGE</b>	<b>↑ 49%</b>		<b>↑ 25%</b>		<b>↑ 14%</b>	
HOUSEHOLDS	475,182	688,675	3,132,013	4,521,697	105,480,101	118,825,921
<b>% CHANGE</b>	<b>↑ 45%</b>		<b>↑ 44%</b>		<b>↑ 13%</b>	
EMPLOYED PERSONS	644,550	925,092	3,824,741	4,571,020	129,721,512	150,599,165
<b>% CHANGE</b>	<b>↑ 44%</b>		<b>↑ 20%</b>		<b>↑ 16%</b>	
COLLEGE DEGREE	38%	46%	22.5%	29.9%	24.4%	30.9%
<b>% CHANGE</b>	<b>↑ 21%</b>		<b>↑ 33%</b>		<b>↑ 27%</b>	
PER CAPITA INCOME	\$24,142	\$33,808	\$19,940	\$27,180	\$21,243	\$30,088
<b>% CHANGE</b>	<b>↑ 40%</b>		<b>↑ 36%</b>		<b>↑ 42%</b>	

Source: czb analysis of 2000 Census and 2013-2017 American Community Survey Data.

# ECONOMY AND EMPLOYMENT

The region has been successful at creating jobs over the past 20 years but, like the rest of the American economy, the greatest growth has come at two ends of the income spectrum. The largest employment gains came in a handful of industry sectors. Over 60% of employment growth was in relatively high-paying professional, scientific, and management positions, as well as education and health care. But nearly a quarter of job growth was in low-paying sectors such as retail trade and arts, recreation, accommodations, and food service. Traditional mid-wage sectors, such as construction and manufacturing, were only a very small percentage of total employment growth.

Employment by Industry Category, % Change 2000-2017

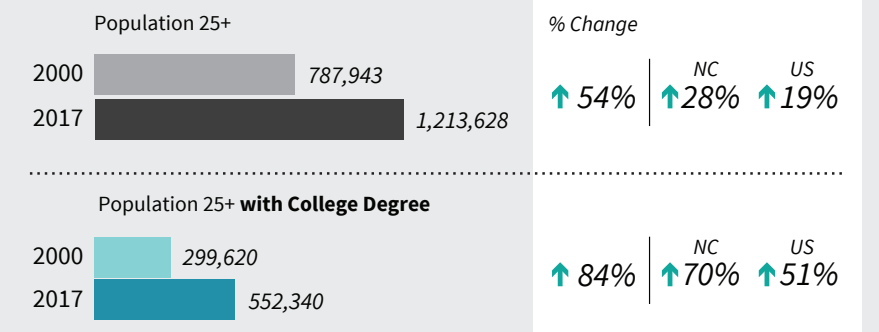


Source: 2000 Census and 2013-2017 American Community Survey Data

# EDUCATION

In 2000, the Raleigh-Durham region was already more educated than the rest of the country, and the gap has only widened since then. On a net basis, nearly 60% of all new adults in the region aged 25 or more had a four-year college degree. This increase in educational attainment is both cause and effect of a robust regional economy as good jobs and well-educated workers find each other in the marketplace. Higher levels of education also fetch higher wages. In the Raleigh-Durham region, a worker with a four year degree can expect a median salary of \$50,000 while a worker with only a high school diploma can expect a median salary of about \$28,000.

Population and Population with College Degrees % Change 2000-2017

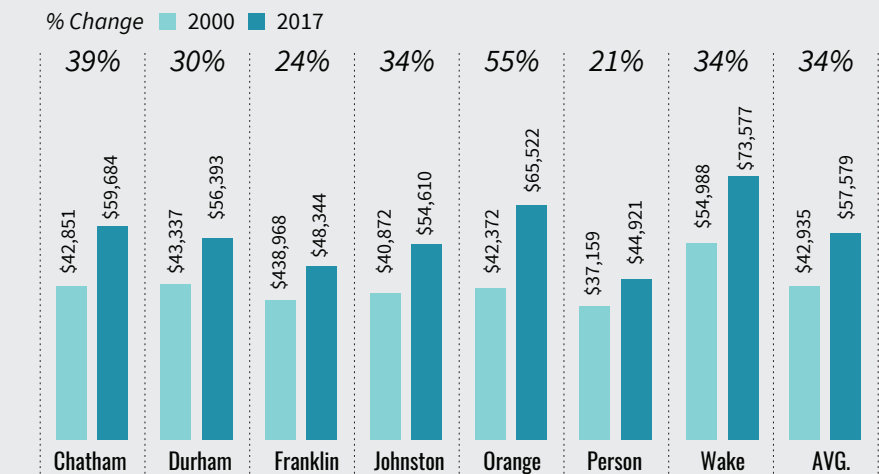


Source: 2000 Census and 2013-2017 American Community Survey Data

# INCOME

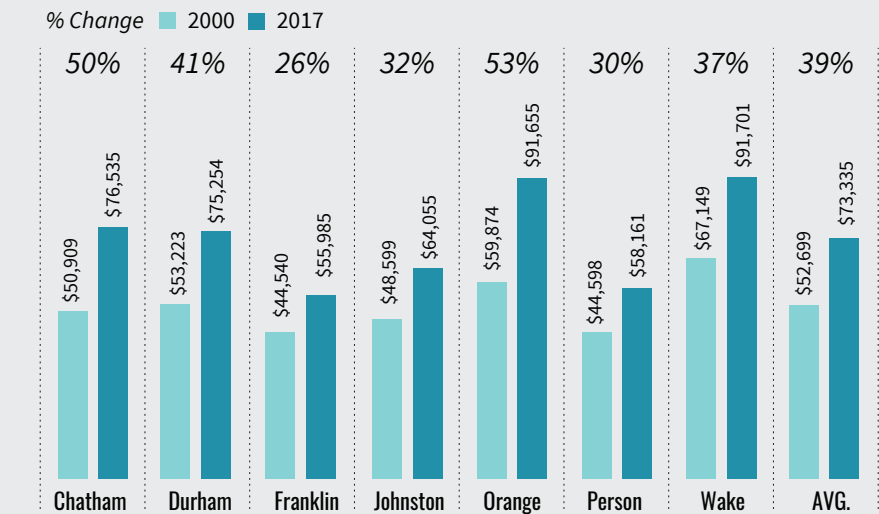
Incomes across the region, on average, have kept pace with national change, though the income benefits of the region's developing economy and increasing levels of education are not accruing evenly. Wake County and Orange County have had higher incomes than the rest of the region since 2000 and still do. Orange County and Chatham County have seen incomes rise faster than all other counties.

Median Household Income



Source: 2000 Census and 2013-2017 American Community Survey Data

Median Family Income



Source: 2000 Census and 2013-2017 American Community Survey Data

## THE TAKEAWAY

Employment and education impact incomes, which in turn impact housing demand and thus housing costs. In areas of the region where incomes are highest, home prices and rents will also tend to be the highest. Where incomes are lower, prices and rents will also be lower.

# REGIONAL FAIR SHARE OF HOUSEHOLD INCOME

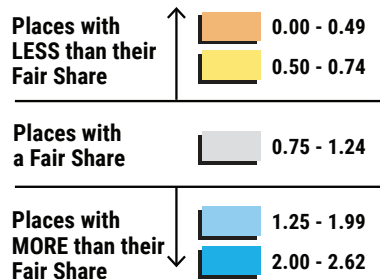
Regional numbers can provide a certain sense, at a high altitude, of what is happening across the area, but the Raleigh-Durham region is not monolithic. When it comes to important demographic, economic, and housing indicators, the region is vast, varied, nuanced, and uneven.

The maps in this section illustrate a variety of data based on the deviation from a perfect distribution. czb refers to this as “fair share” analysis. For each data category, each sub-geography of the region is assigned a score based on its deviation from what it would be expected to have under a perfectly even regional distribution. Scores at or near one (in this case a range of 0.75-1.24) indicate a “fair share” or about what an area would be expected to have. Scores far below one (in this case less than 0.75) indicate an area has less than its fair share, while scores far above one (in this case 1.25 or higher) indicate an area has more than its share.

A regional analysis of this type puts any local jurisdiction into context and allows local actors to understand and find their place in the larger region. It also allows regional actors to more fully understand opportunities and constraints across a variety of locations and plan regionally before implementing locally.

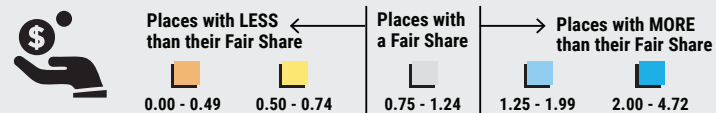
What follows is a series of maps illustrating distribution of households by income, owner units by value, and rental units by gross rent across the region. The maps help describe the geography of the regional market.

### Understanding the Fair Share Analysis

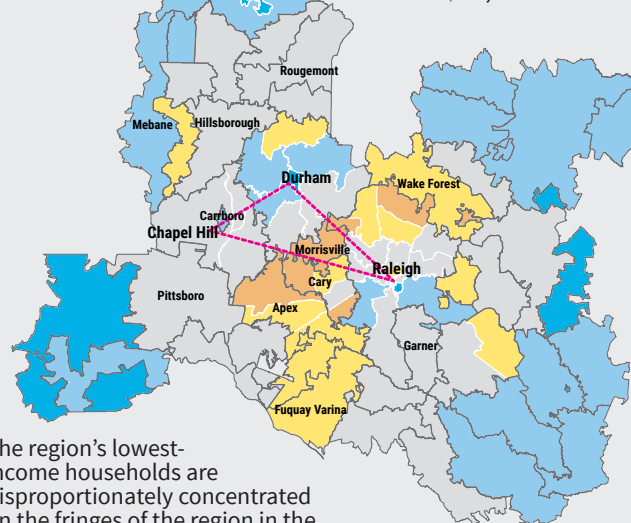


ZIP Codes (white lines) within a ZIP Code Municipal Area (black lines)

### Fair Share of Household Income Levels by ZIP Code Across the Region

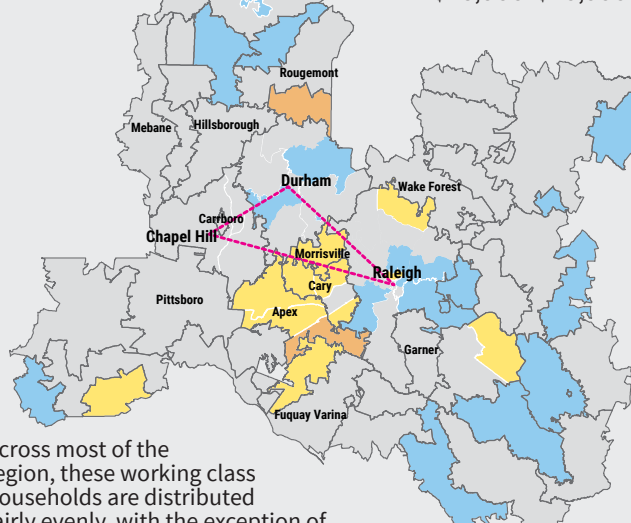


Household Income <\$25,000



The region's lowest-income households are disproportionately concentrated on the fringes of the region in the counties of Chatham, Johnston, Franklin, and northern Orange and Person and, to some extent, in northern Durham and parts of Raleigh. In the heart of the region, notably in the north-south arc of western Wake County, the lowest-income households are a disproportionately smaller share of all households.

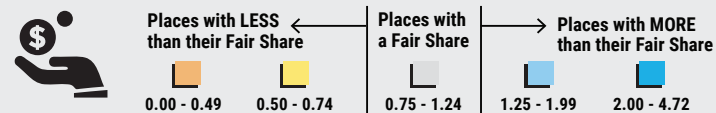
Household Income \$25,000-\$49,999



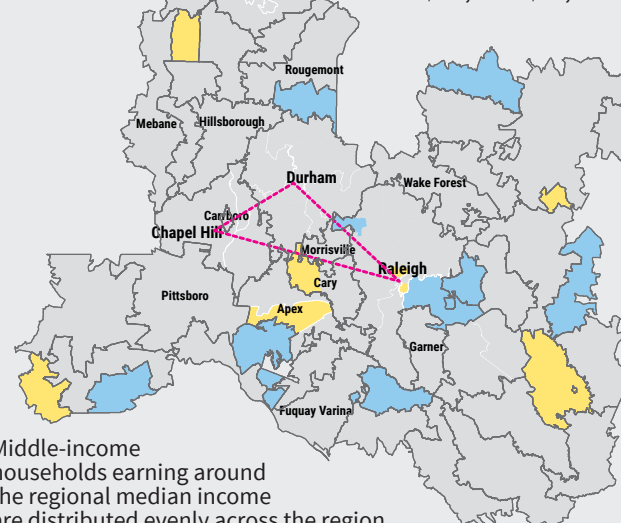
Across most of the region, these working class households are distributed fairly evenly, with the exception of western Wake County. Morrisville, Cary, and Apex are home to fewer of these households than a perfect distribution would predict.

Source: czb analysis of 2013-2017 American Community Survey data

### Fair Share of Household Income Levels by ZIP Code Across the Region

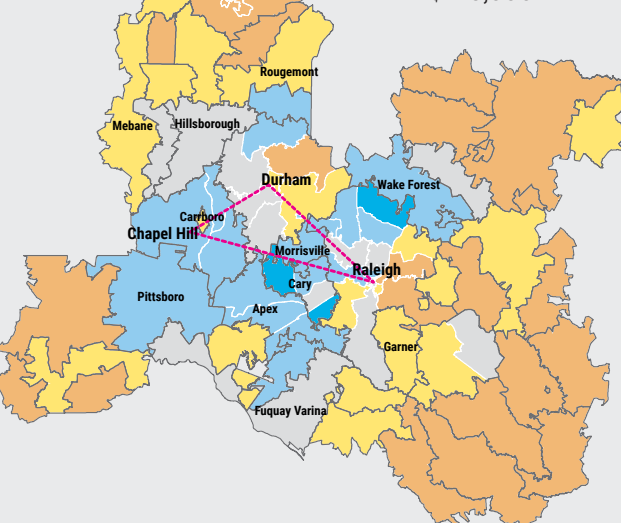


Household Income \$50,000-\$74,999



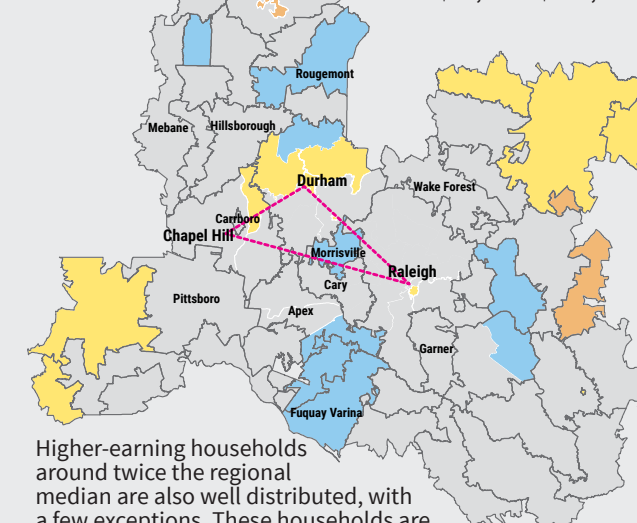
Middle-income households earning around the regional median income are distributed evenly across the region. There are some ZIP Codes with as much as twice their fair share, and some with as little as half of their fair share, but the overall pattern is an even one.

Household Income \$125,000+



The region's highest-earning households, those with the highest levels of education and most likely to have two incomes, are not evenly distributed across the region. They are disproportionately found in a west-east arc from Chapel Hill down to Apex and Holly Springs and up through northern Raleigh to Wake Forest. Their concentration in these areas correlates with high home values.

Household Income \$75,000-\$124,999



Higher-earning households around twice the regional median are also well distributed, with a few exceptions. These households are disproportionately not found in northern areas of Durham and in the outer reaches of Chatham and Franklin Counties. They disproportionately live in a handful of ZIP Codes around the area, including Morrisville, Holly Springs, Fuquay Varina, Wendell, and Rougemont.

### THE TAKEAWAY

The story that emerges from a study of household shares by income and ZIP Code is one in which:

- The core of the region is home to the highest income households but not the lowest income households;
- The lowest-income households are concentrated on the region's edges; and
- Working class households between \$25,000 and \$49,999 are disproportionately not living in western Wake County.

These realities underpin the regional housing market.

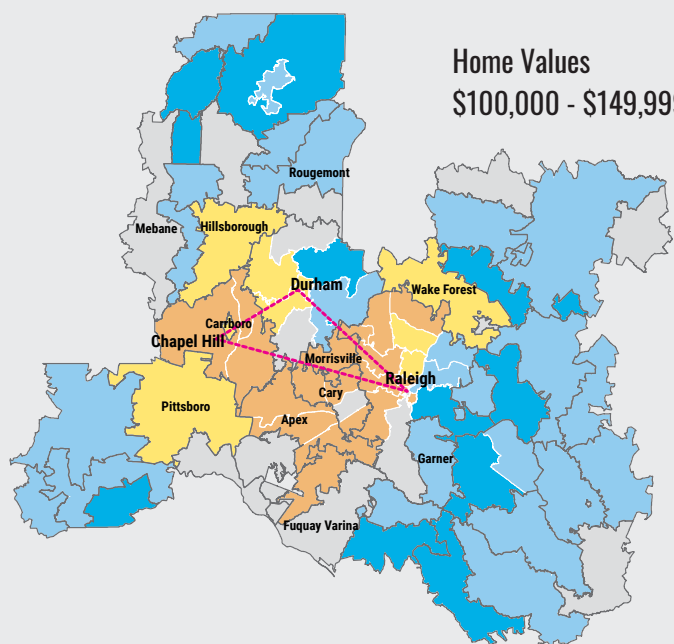
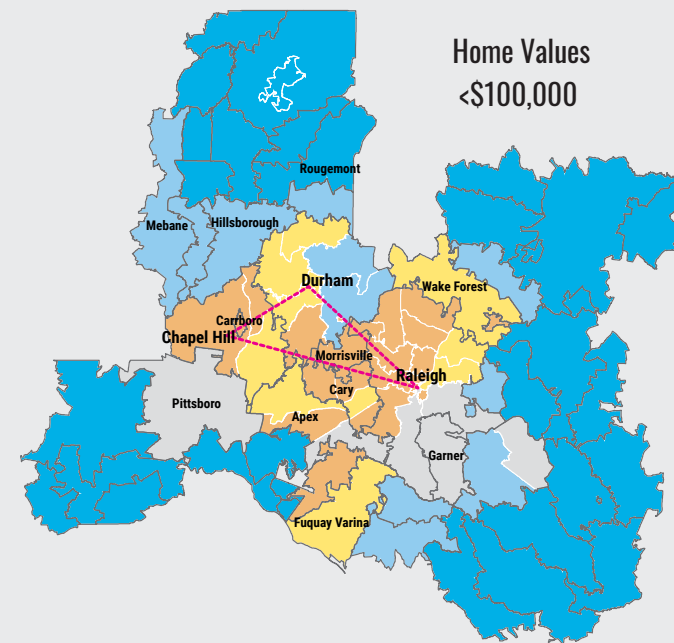
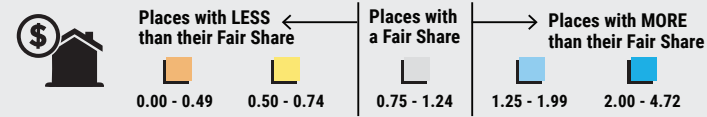
# REGIONAL FAIR SHARE OF HOME VALUES

With a regional median home value of over \$200,000, low-priced houses valued at less than \$100,000 are not easy to find. But they can be most easily found on the region's edges in Franklin, Johnston, Chatham, and Person Counties. These counties also have higher concentrations of mobile homes than do the core counties of Durham, Wake, and Orange.

At the next highest price range, the story is similar. Houses valued between \$100,000 and \$149,999 are disproportionately located on the edges of the region and not in the core.

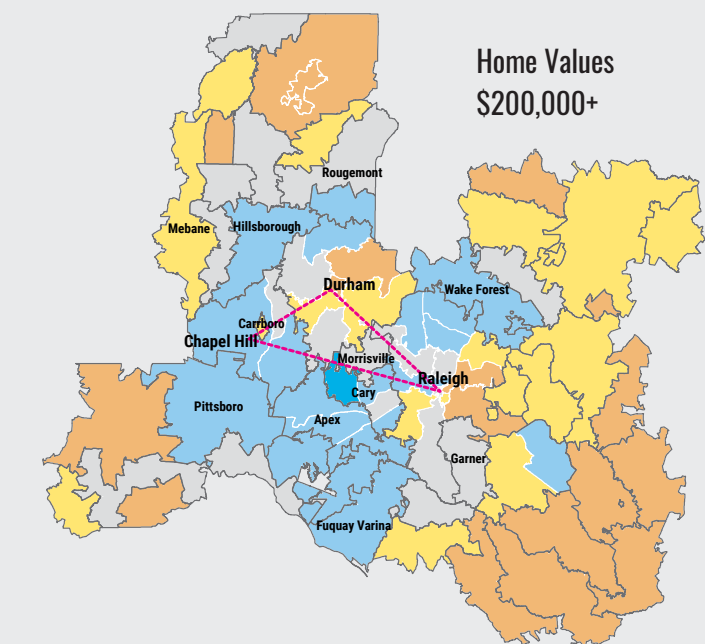
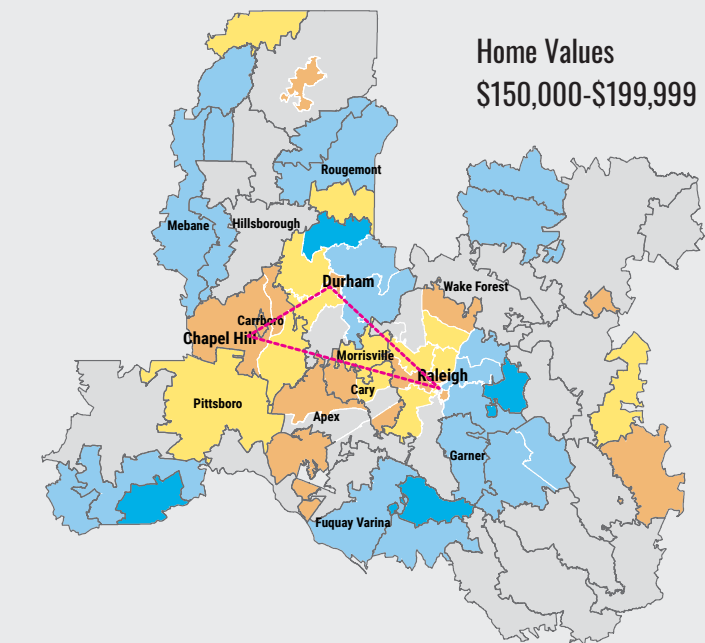
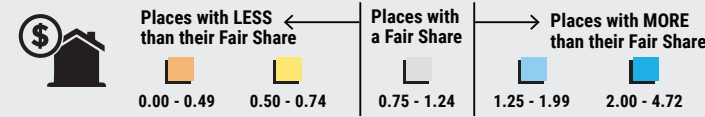
Homeownership for households earning \$50,000 or less is difficult under most circumstances, but they will find it especially difficult in the center of the region. The swath of territory extending from Chapel Hill and Carrboro through western Wake County has less than its fair share of houses below \$150,000. If a household seeking a home in that range is insistent on living closer to the region's center, the lack of fair share does not make it impossible. It simply means that there will be fewer affordable houses as a percentage of all houses, and therefore constrained choices.

Fair Share of Home Values by ZIP Code Across the Region



Source: czb analysis of 2013-2017 American Community Survey data

Fair Share of Home Values by ZIP Code Across the Region



Source: czb analysis of 2013-2017 American Community Survey data

The regional distribution is more even for houses valued between \$150,000 and \$199,999, but Chapel Hill, Pittsboro, and western Wake County still stand out as areas with less than their share of houses in this range.

For houses in the top half of the marketplace—valued at and above the regional median value of \$218,600—the picture is clear. Like the distribution of the region's highest-income households, these high value homes are more likely to be found in a west-east arc from Chapel Hill down to Apex and Holly Springs and up through northern Raleigh to Wake Forest. In fact, their concentration appears as a donut, with Durham as the missing hole.

These patterns of concentration reinforce the anecdotal evidence that about half the households in the region—those below the regional median income of roughly \$60,000—simply cannot afford to own homes in the region's core. In reality, the situation may be more dire in specific locations.

Morrisville, for example, has less than half of its fair share of houses valued at less than \$150,000 and more than twice its fair share of houses valued at \$200,000 or more. But with a median value of just over \$300,000, even a household with an income well above the regional median would struggle to afford a house there.

For now, the patterns also reveal that the odds of finding an affordable house for entry-level buyers or those earning moderate wages are better if a household looks to areas just east of Durham, just east of Raleigh, or farther out on the region's edges.

## THE TAKEAWAY

The region's most expensive ownership housing is concentrated in the core, including western Wake County and eastern Orange County.

Less expensive ownership housing is disproportionately found on the region's edges.

These patterns track with the patterns of income across the region.

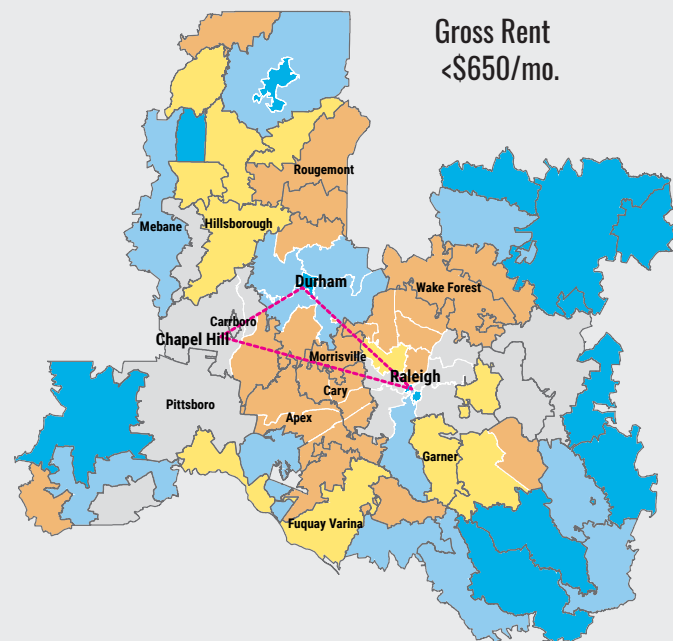
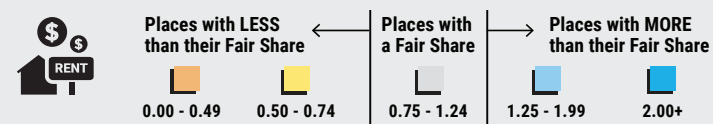
# REGIONAL FAIR SHARE OF RENTAL PRICES

Low-cost rental units are disproportionately found on the fringes of the region, likely due to the availability of mobile homes as rental units, and in Durham, which has both public housing units and some low-demand neighborhoods with affordable units in the hands of the private sector. Western Wake County has far less than its fair share of these affordable units.

Rents this low are about half of what would be required to cover the costs of new construction, which means outside of public housing units or other deeply subsidized units, these low-cost rentals are some combination of older, lower quality, and in less desirable locations. The areas with less than their fair share – notably western Wake County – feature a high percentage of recently built units and are desirable due to their central location.

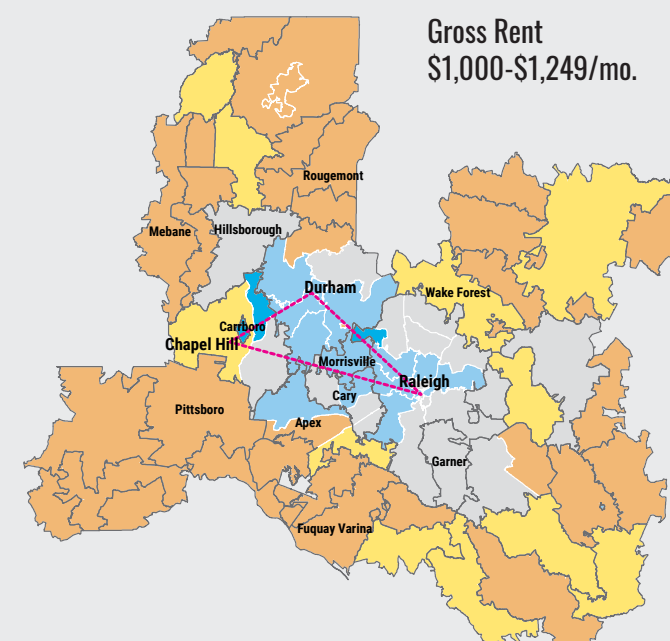
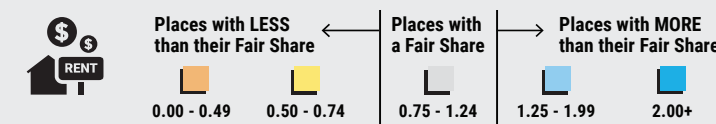
There is little discernible pattern for the distribution of rental units at and below the regional median of \$980. They can disproportionately be found in the cities of Durham and Raleigh, and are generally less likely to be found north and south of the Triangle itself in the southern reaches of Orange and Chatham Counties and the northern reaches of Durham, Orange, and Person Counties.

Fair Share of Gross Rent by ZIP Code Across the Region

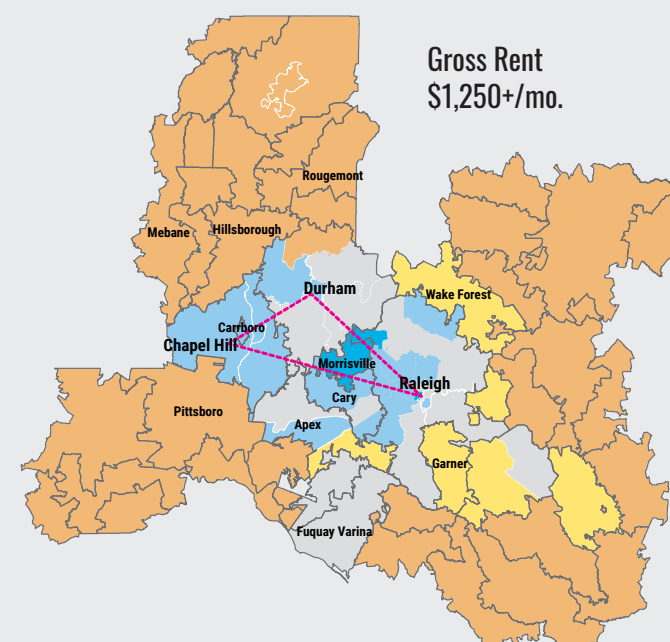
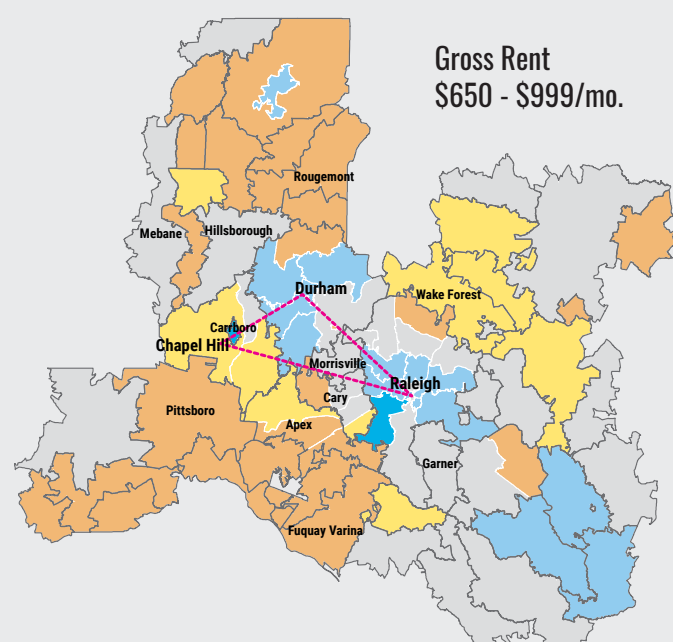


Source: czb analysis of 2013-2017 American Community Survey data

Fair Share of Gross Rent by ZIP Code Across the Region



Source: czb analysis of 2013-2017 American Community Survey data



Rental units just above the region’s median rent are more likely to be overrepresented in the heart of the region, within and around the Triangle proper. They are underrepresented on the region’s edges.

The highest rents are concentrated clearly within and around the Triangle proper, with Morrisville as the outlier in having more than twice its share of expensive rental units. Morrisville in recent years has played an outsized role in meeting the market demand for new suburban rental units. The edges of the region have fewer than half their fair share of high-cost rentals.

In the Raleigh-Durham region, with some exceptions, high rents will reflect the age of a structure. New construction is expensive to build and therefore requires high rents. Since 2000, the rental marketplace in the region’s core has matched new units with renter households looking for new product and with the means to afford it.

It should be noted however, that there has been a ceiling on rents. The region’s median rent is \$980, affordable to a household earning \$37,700 per year. Morrisville, with one of the highest median rents in the region at \$1,262, should be even higher considering that the median Morrisville renter household earns nearly \$77,000 per year and could afford to pay 50% more. But landlords understand that nearby competition at lower rents limits what they can charge. A concentration of high-priced units in the middle of the region does not automatically mean a renter household cannot find something affordable a short drive away.

## THE TAKEAWAY

Similar to the patterns for income and house values, the core of the region has less than its fair share of low-cost units and more than its fair share of high-cost units.

The opposite is true on the regions’ edges.

An important exception is the overrepresentation of units priced between \$650 and \$999 in Durham and Raleigh area ZIP Codes.

# AFFORDABILITY

Despite rising home values and rents and the perception of an affordability crisis, the region is not especially unaffordable for households earning median incomes or above. Based on accepted ratios of affordability—owners can afford a home valued at three times their annual income and renters can afford to spend 30% of gross income on rent—the region does not have an overall affordability problem. The median owner income can actually afford a higher value home than the median home in the region. While not as comfortably as owners, median renters can afford the region’s median rent.

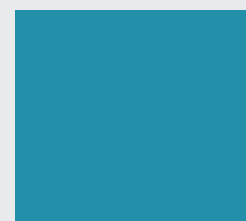
By definition, however, half of households earn less than the median and many of these households may struggle to pay their housing costs.

## Regional Affordability, 2017

For Owners



Median Affordable Home Value  
**\$255,000**



Actual Median Home Value  
**\$218,600**



For Renters



Median Affordable Rent  
**\$983**



Actual Median Rent  
**\$980**



Source: czb analysis of 2000 and 2010 Census and 2013-2017 American Community Survey Data.

# AFFORDABILITY FOR HOMEOWNERS

Gap analysis for the ownership market in the Raleigh-Durham region reveals the following:

There is a deficit of ownership units affordable to households earning less than \$35,000 per year, but an even larger deficit of ownership units for households earning more than \$75,000. There is an excess of units available to households in the middle, earning \$35,000-\$74,999.

The region’s median home value hovers just north of \$200,000 but a solid majority of owner households (57%) earn at least \$75,000 and can afford more than that. The deficit means that nearly 90,000 of those quarter million households are living in houses that are priced below what they can afford.

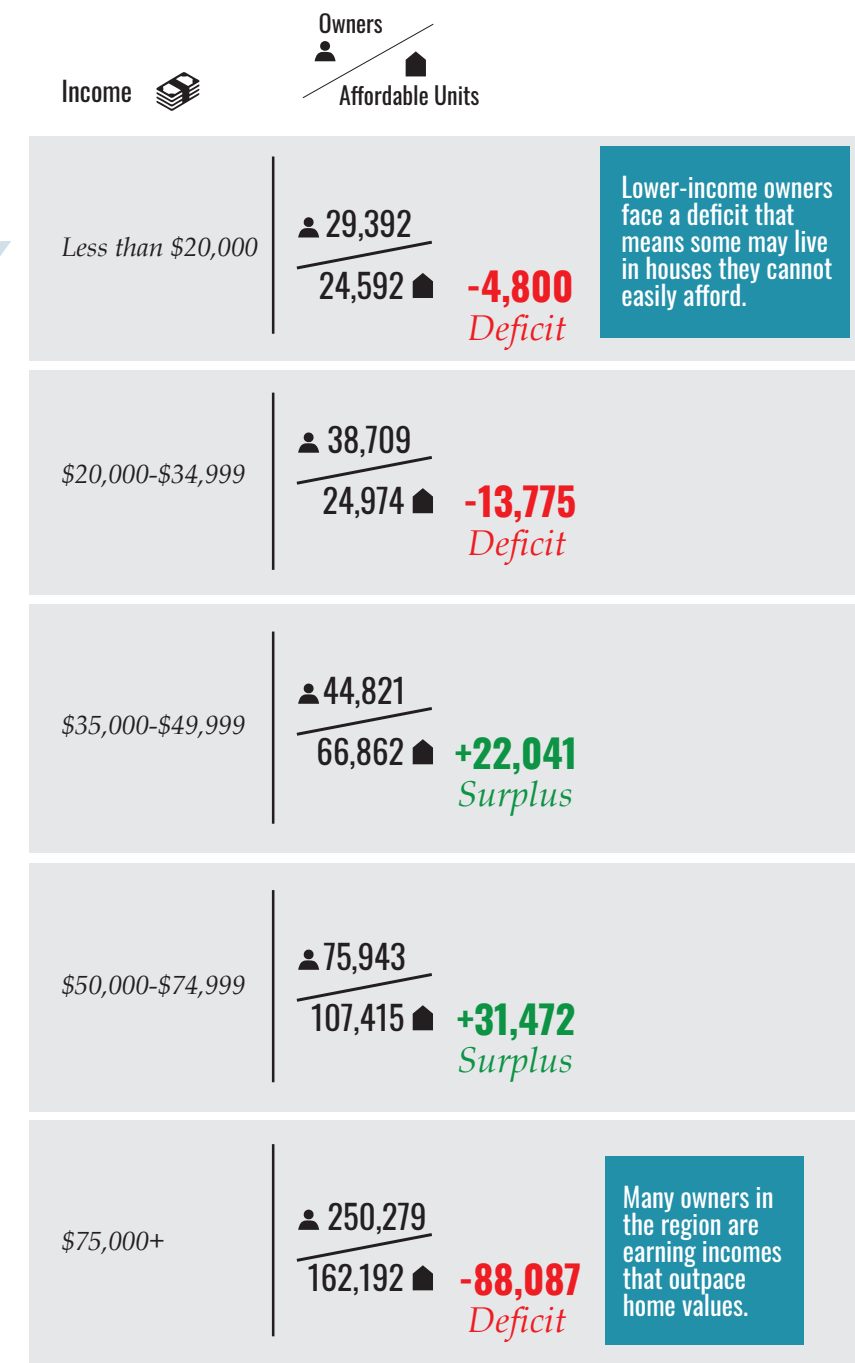
At the other end of the income spectrum, lower-income owners face a deficit that means many of them may live in houses that they cannot easily afford. These numbers could include elderly owners who no longer have a mortgage. In that case, the affordability story is more nuanced. But certainly new buyers at such low incomes will struggle to afford ownership.

The gap for owners earning less than \$20,000 represents about 1% of all ownership units. The gap for owners earning \$20,000-\$34,999 represents 3.5% of all ownership units.

The headline of this story is one of widespread affordability for the region’s owners with a relative few who could be struggling to afford homeownership.

A gap analysis illustrates the difference between the number of households in a given income range and the number of housing units affordable to that income range.

## Gap between Owner Units and Owner Households by Income, 2017



Source: czb analysis of 2000 and 2010 Census and 2013-2017 American Community Survey Data.

# AFFORDABILITY FOR RENTERS

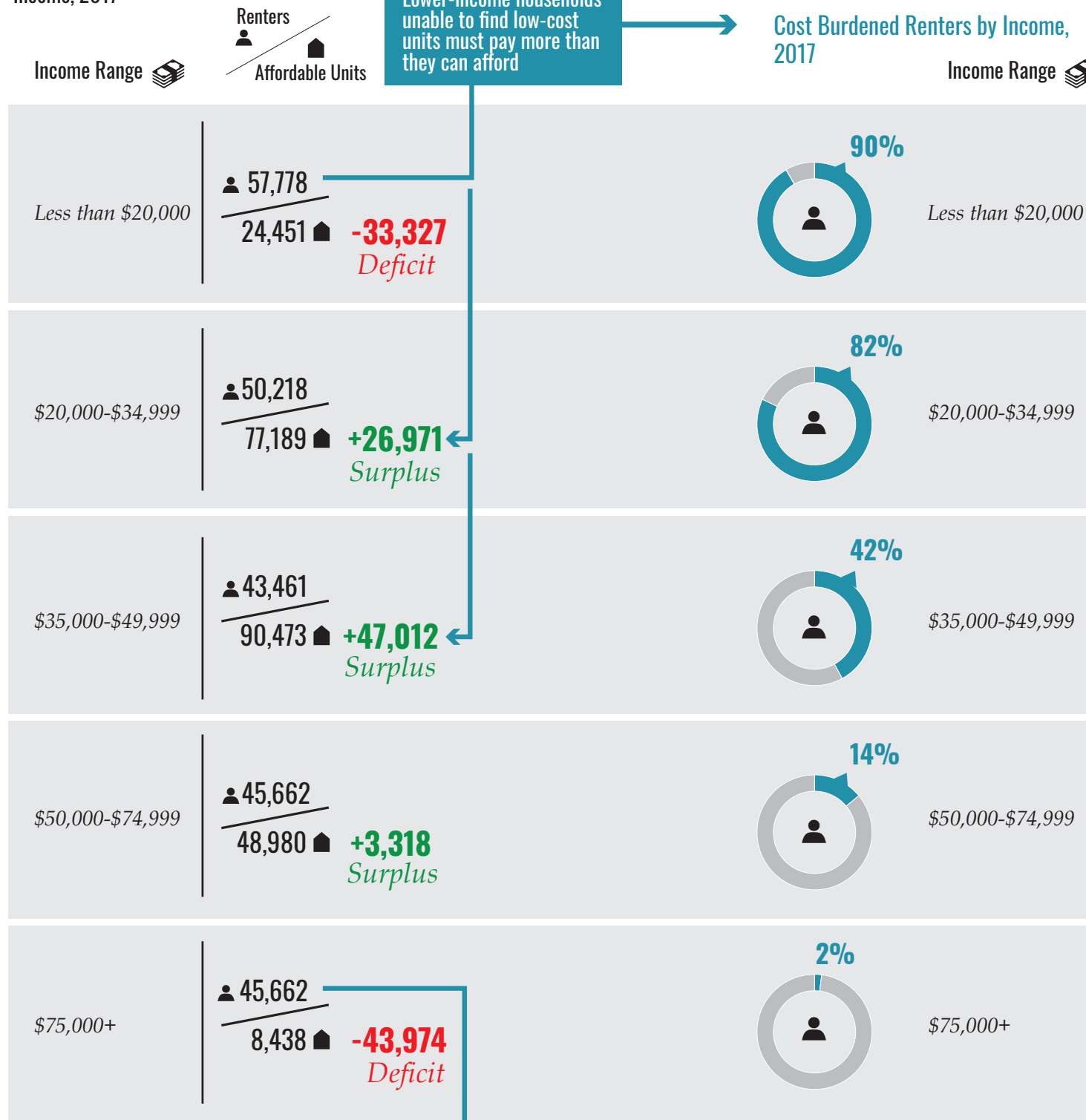


Gap analysis for rental units in the Raleigh-Durham region reveals the following:

There is a deficit of rental units affordable to households earning less than \$20,000 per year and households earning \$75,000 or more. There is an excess of units available to households in the middle, earning \$20,000-\$74,999. Households earning less than \$20,000 can only afford \$500 per month in rent, but the private sector struggles to provide such low-cost units because rents at that level cannot cover the costs of owning the units. It is no surprise then, that there are not enough units in that price range. For higher-income households earning \$75,000 or more, there are not enough rental units available that will absorb 30% of their gross income.

The excess of units in the middle reflects the pricing in the regional market, where the vast majority of units rent for \$500-\$1,250 per month, with a median rent of \$980. This means lower-income households unable to find low-cost units must pay more than they can afford while upper-income households get a relative bargain by paying less than they could afford.

Gap between Renter Units and Renter Households by Income, 2017



Lower-income households unable to find low-cost units must pay more than they can afford

Cost Burdened Renters by Income, 2017

Source: czb analysis of 2000 Census and 2013-2017 American Community Survey data

Upper-income households get a relative bargain by paying less than they could afford.

The region is home to over 57,000 renter households who earn less than \$20,000 and, for all intents and purposes, are unable to afford market rents. The inability to afford market rents may result in some level of homelessness, but more common is rent burden, which is defined as spending more than 30% of gross income on housing costs. Nine in ten low-income renter households are rent burdened as they are forced to pay more than they can afford in rent. Households at this income include single low-wage workers – North Carolina’s minimum wage is \$7.25 – or those who are not working at all.

Even at twice the minimum wage, rent burden continues to be a problem. Two full-time minimum wage earners, or a single earner at twice the minimum wage, will earn \$30,000 per year. At that salary, a renter household can afford about \$750 per month. Eight in ten renter households between \$20,000 and \$35,000 are facing a rent burden in a regional market with a median rent of \$980. It is not until a household earns about 2.5 times the minimum wage that its odds of being rent burdened truly begin to drop.

## THE TAKEAWAY

The Raleigh-Durham region’s worst affordable rental crisis is for the 58,000 renter households earning less than \$20,000.

The region is short by over 33,000 units for that group.

This is more a low income problem than it is a high housing cost problem.

Households between \$20,000 and \$35,000 may also struggle to afford rent, though the problem is not as severe as it is for those earning less.

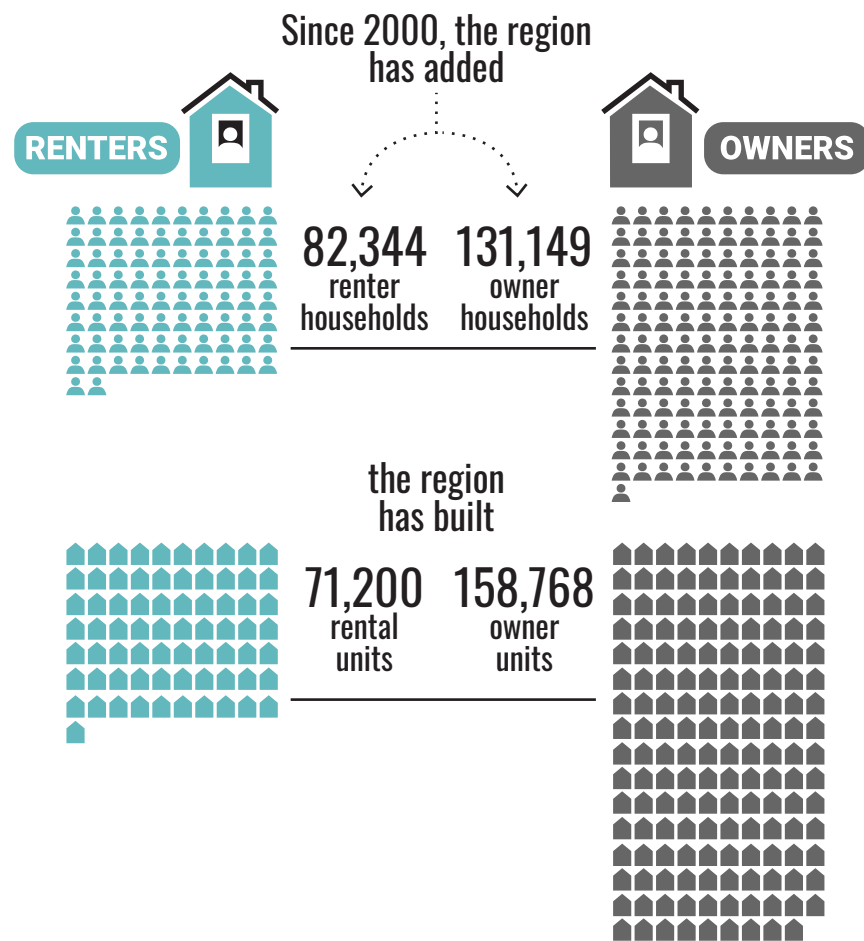
# HOUSING PRODUCTION SYSTEM

The regional housing production system has responded better to the needs of owners than renters since 2000. Between 2000 and 2017, the region grew by more than 82,000 renter households but built fewer than 72,000 new rental units. At the same time, new construction in the ownership market grew faster than the number of owner households, with nearly 160,000 new owner units built for just over 130,000 new owner households.

Why is the housing production system building ownership units that seemingly are not needed? Why is it not producing much needed rental units, especially with the deficit of units for low-income households? The simple answer is that new construction is expensive, and therefore is only affordable to incomes at or near the top of the market.

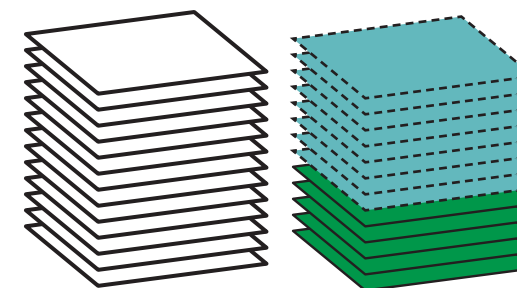
Based on market data, stakeholder interviews, and data on local construction and land costs, czb estimates the break even rent – what is required to make construction feasible – for a new, modest two-bedroom apartment is \$1,300, which is far out of reach for the region’s poorest renters who can afford no more than \$500 per month. For a new single-family house of 1,800 square feet with three bedrooms and two bathrooms, czb estimates a required sale price of approximately \$350,000. At these costs, there can be no new construction for renter households earning less than \$50,000 or for owner households earning less than \$100,000 unless the new construction is heavily subsidized.

The marketplaces solves the mismatch between housing needs and new construction through filtering, which is the process of housing becoming older, less desirable, and therefore more affordable as new units are built. As part of the process, older ownership housing may convert to rental to satisfy the market for rentals at lower rents than new construction can offer. This is undoubtedly occurring in the region and is the only explanation of the gap between new renter households and new renter units.



Source: czb analysis of 2000 and 2013-2017 American Community Survey Data.

Break Even Rent for a New Unit  
**\$1,300**



**\$800**  
Monthly Rental Gap

**\$500**  
Monthly Rent Affordable to Households Earning \$20,000

Source: czbLLC.

## THE TAKEAWAY

New construction is only affordable at the top of the market—owner households earning at least \$100,000 and renter households earning at least \$50,000.

The private sector housing production system cannot create units for incomes below that level without significant subsidy.

As the top of the market leaves older units behind, and they decrease in value or price, they filter down to lower earning households.

Rental demand is often met with ownership units that convert to rental as they age.

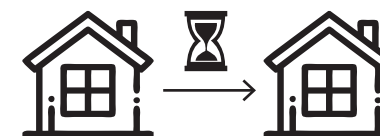
## How does filtering work?

As new units are built and satisfy demand at the top of the market, older housing...

becomes less desirable.

becomes more affordable.

ownership may convert to rental.



HOUSING OVER TIME

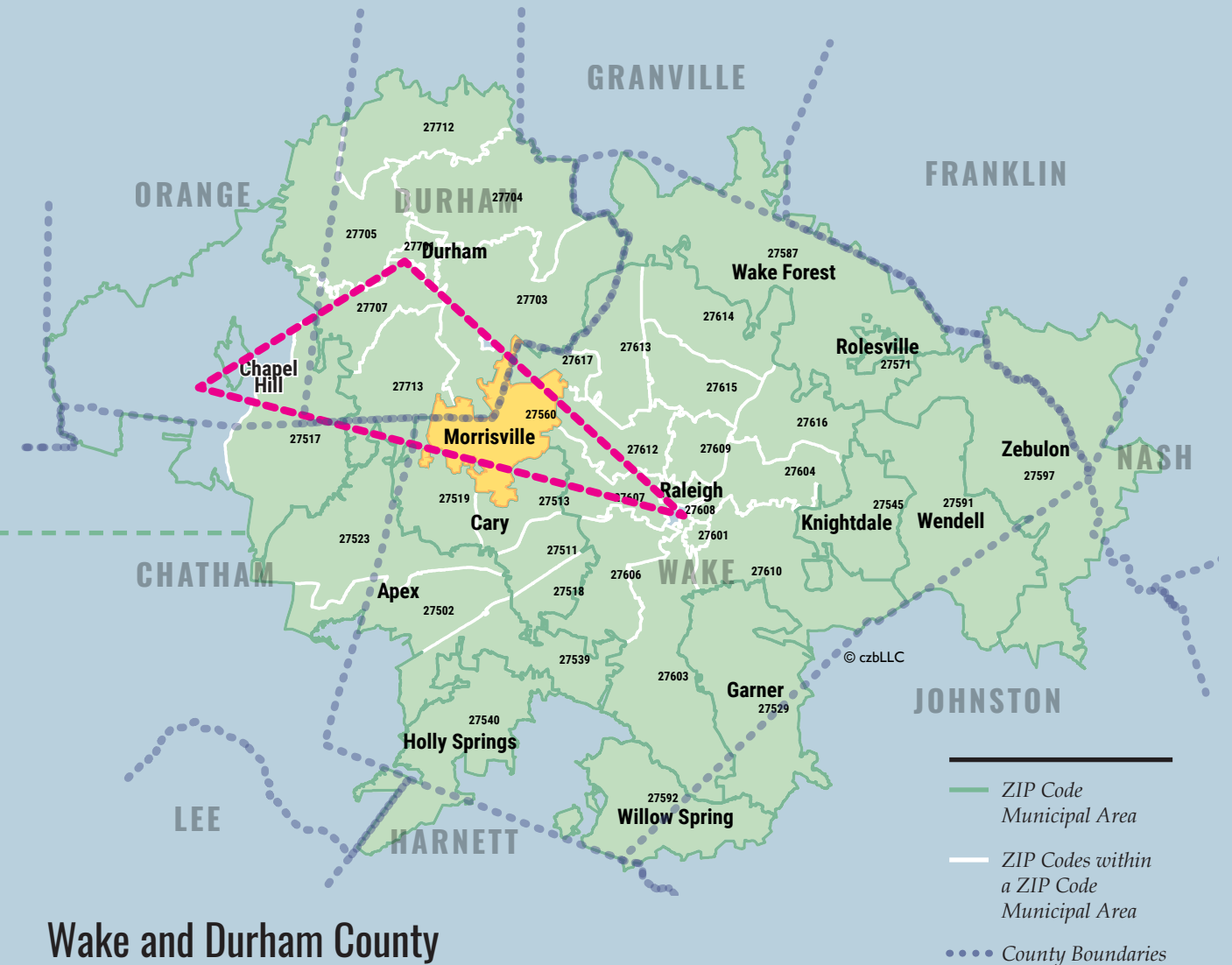


# HOUSE AND LAND VALUES IN WAKE AND DURHAM COUNTIES



## Raleigh-Durham Region

The most acute issues in housing affordability owing to high costs are not region-wide. They are concentrated in the core of the region, especially in western Wake County. Understanding what is happening and what opportunities for intervention might be most appropriate requires zooming in to the region's center.



## Wake and Durham County

The availability of a decade's worth of sales information from the Multiple Listing Service (MLS) for Wake County and Durham County allows for an analysis of the ownership market at the region's core. Wake and Durham Counties are home to more than 70% of the region's population and households.

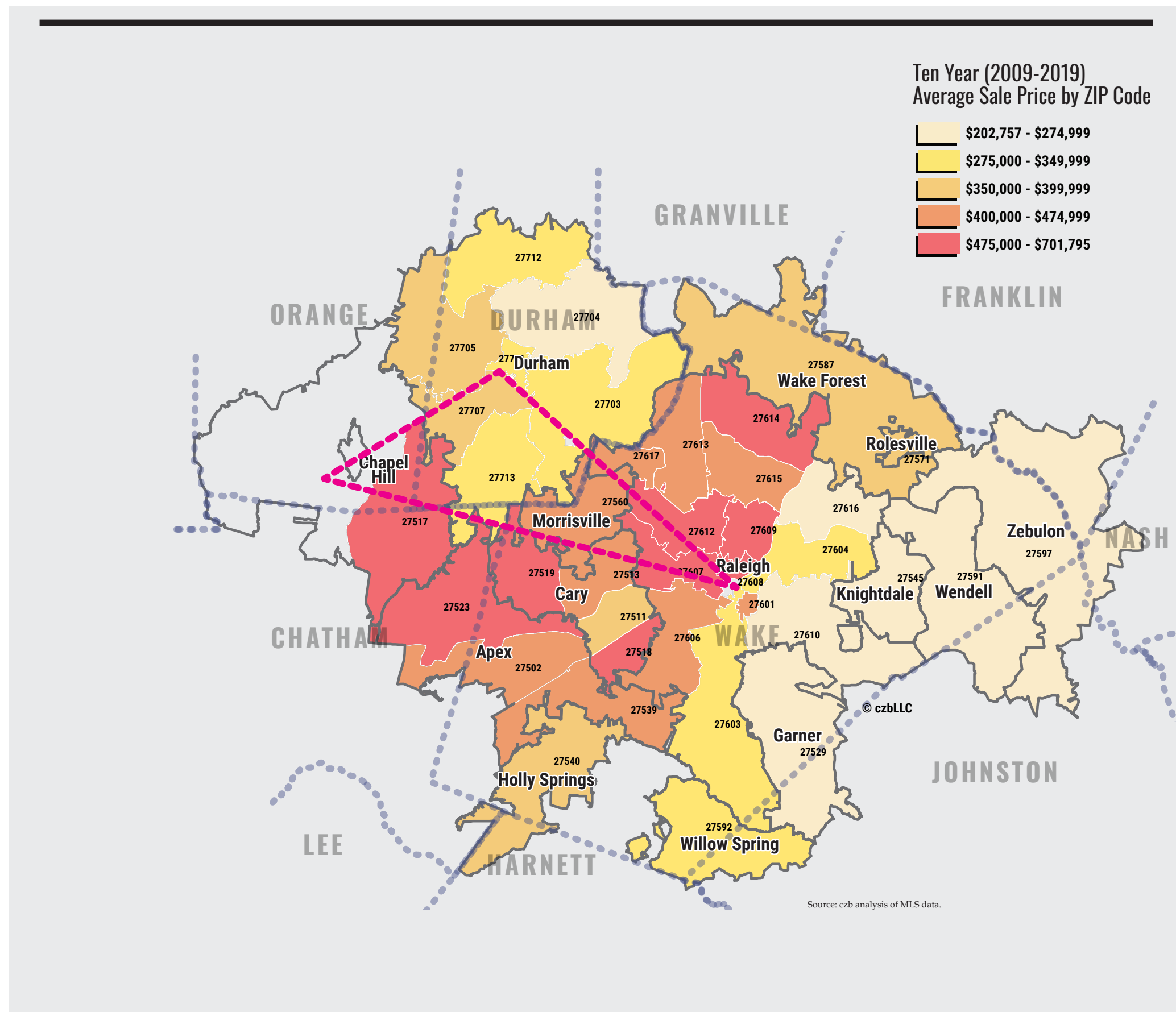
Data are analyzed and reported by ZIP Code. Each ZIP Code is assigned to a municipal jurisdiction by the Census Bureau. For example, the area labeled as Raleigh is not the Raleigh corporate limits, but rather the collection of ZIP Codes associated with Raleigh.

## HOUSE AND LAND VALUES IN WAKE AND DURHAM COUNTIES

The region's highest average sales prices are found in western Wake County, stretching from the west side of Raleigh, across Morrisville, Cary, and Apex westward toward Chapel Hill.

The map to the right shows the ten year average sales price by ZIP Code across the two counties. In nearly every part of this territory, average sales prices have exceeded \$400,000. Homeownership in eastern Wake County and in Durham County has been less expensive, with most ZIP Codes in those two areas staying below an average sale price of \$350,000. In fact, across much of eastern Wake County, average sales prices have been well below \$300,000, offering some of the most affordable ownership opportunities.

As a practical matter, however, ownership is not really an option across the two county area, even in the least expensive places, for households with incomes below \$75,000. The income required as a household shifts its gaze from eastern Wake County to western Wake County grows to \$100,000. In every ZIP Code across the Raleigh-Durham region, there will be affordable ownership units for households earning lower incomes, but there will not be as many of them as there will be higher priced units, and they will be older, of lesser quality, and in less desirable locations than most buyers would likely want.



## HOUSE AND LAND VALUES IN WAKE AND DURHAM COUNTIES

# THE EFFECT LAND VALUES HAVE ON HOUSING VALUES OVER TIME

To understand opportunities and constraints when it comes to affordable housing, it is important to understand how markets change over time and the role that land plays in housing development and values.

While the housing policy world in 2019 is focused on costs of construction and land use regulations, the value of land is the major variable bearing on housing costs. Construction can only be value engineered but so far, and density increases only help when there is some combination of very expensive land and a major increase in the number of units allowed. Across Wake and Durham Counties, the value of land in any given ZIP Code currently ranges from about \$20,000 per acre to nearly \$1,000,000 per acre. This has important impacts on housing costs, both present and future.

**High land values are an indicator of high demand for those locations.** The highest land values in the region are in or near the downtowns of Raleigh and Durham and in Morrisville and Cary. These high values, due to renewed demand for urban cores in the former case and centralized regional locations in the latter, will boost the prices of existing units and justify high prices for new units.

**Values appreciate slower at the top.** Some of those same areas, notably Morrisville, Cary, and central Raleigh, are also areas that have seen the slowest appreciation in the last five years. This is because there is a plateau effect when prices rise too high; the market for the most expensive locations is not infinitely deep and it is price sensitive. Cheaper options nearby decrease price pressure at the top. For top earners in the region, there is always another choice nearby.

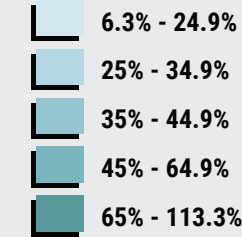
**Values appreciate faster closer to the bottom.** In areas of cheap land and relatively easy suburban development, an influx of new houses can boost the average sales price quickly. This is because new construction, independent of land value, is expensive. This phenomenon has been on display in places like Wendell and areas west of Apex.

**Land becomes valuable when it becomes scarce.** When demand for a certain location exceeds the supply of land in that location, the value rises. That is what has occurred in the most expensive parts of the region. As demand grows in the region, and that demand is increasingly satisfied by moving outward from the core of the region, peripheral land will become more expensive, and more and more land will be consumed. And what is not consumed will see its monetary value benefit from scarcity.

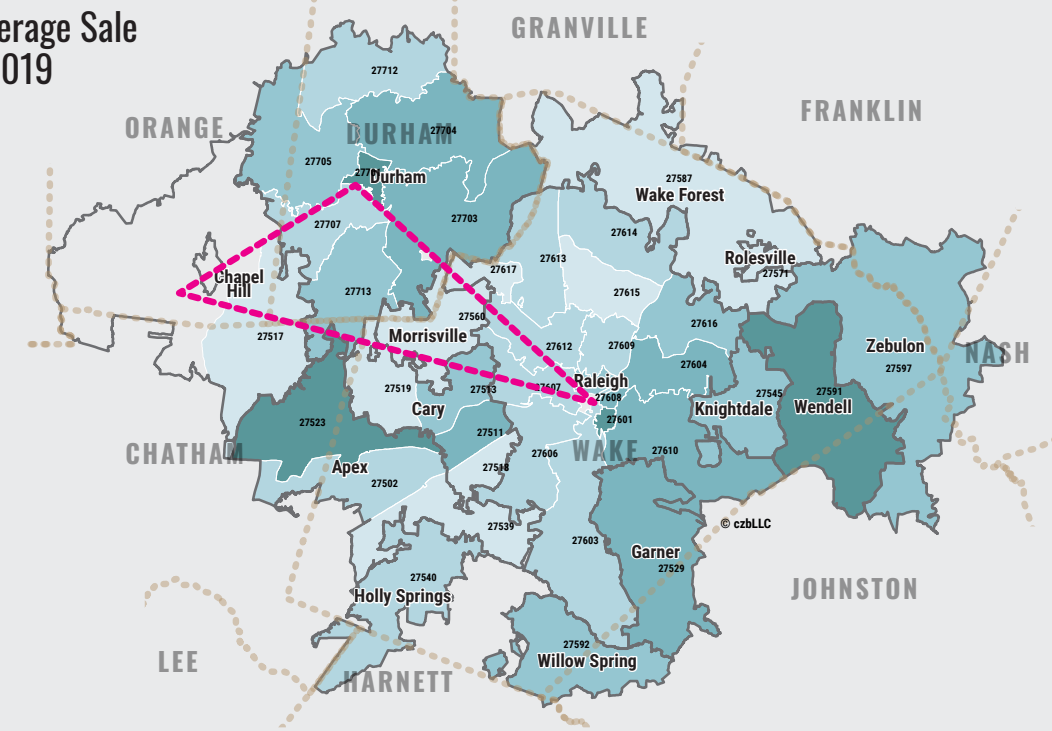
The lesson for housing strategists across the region is to control land in areas that are experiencing now, or will soon experience, significant increases in demand and thus land values and thus housing costs. Intervening to create affordability once the values have already skyrocketed is a heavy lift for the public sector. By contrast, making land investments now that will grow in value allows for much more flexibility in the future.

Land banked now can be sold at higher value later or contributed to affordable housing development under a variety of scenarios that will support and maintain affordability.

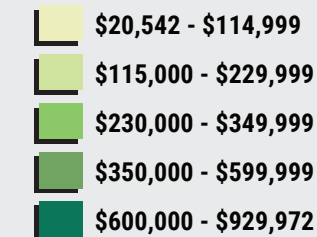
Five Year % Change in Average Sale Price by ZIP Code, 2014-2019



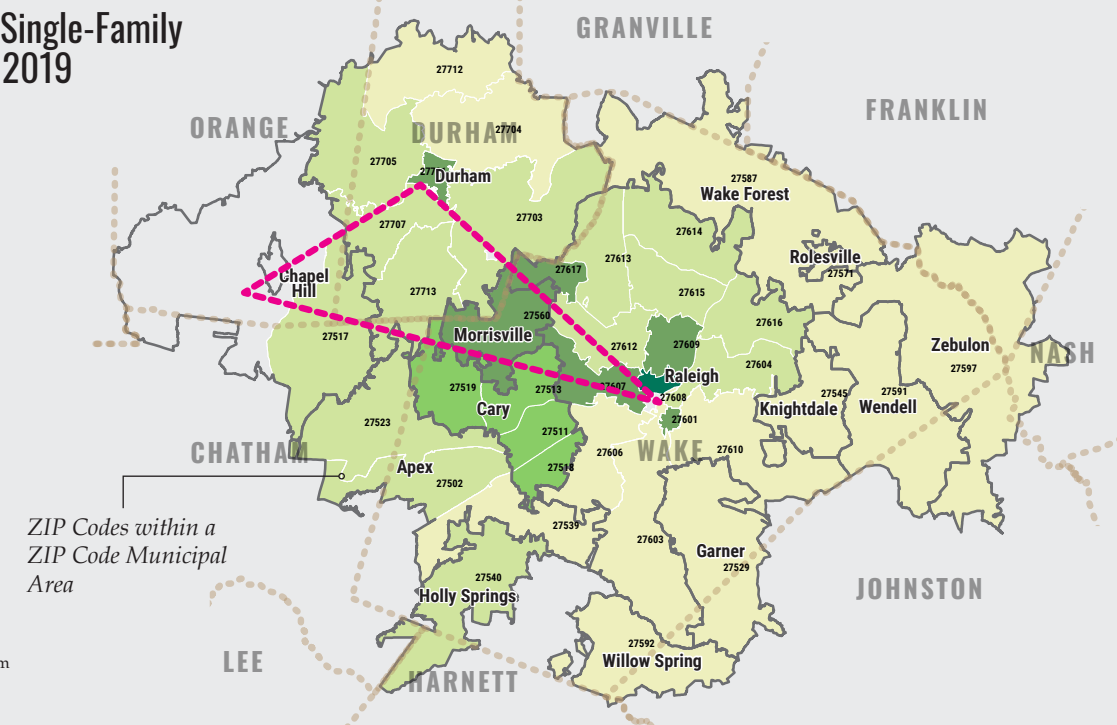
Source: czb analysis of MLS data



Land Value Per Acre, Single-Family Parcels, by ZIP Code, 2019



Source: czb analysis of Assessor data from Durham County and Wake County



THE TAKEAWAY

The Raleigh-Durham affordability challenge is best described as: high costs in a few places and low renter incomes everywhere.

OWNERS

Owner incomes, in relation to home values, are not only high enough to afford homeownership in the region, but high enough to afford even more than owners are actually paying. The region is a relative bargain for homeowners as it stands today.

Technically speaking, there is a shortage of ownership units for households earning less than \$35,000, but given the unpredictable additional expenses of homeownership beyond the down payment and mortgage, it is generally not advisable for households at such low incomes to be homeowners anyway, and not a direction to point affordable housing policy towards.

The 10% of households earning between \$35,000 and \$50,000 will have less choice in the ownership market, but their affordability challenges go away if they choose instead to rent until their incomes change for the better.

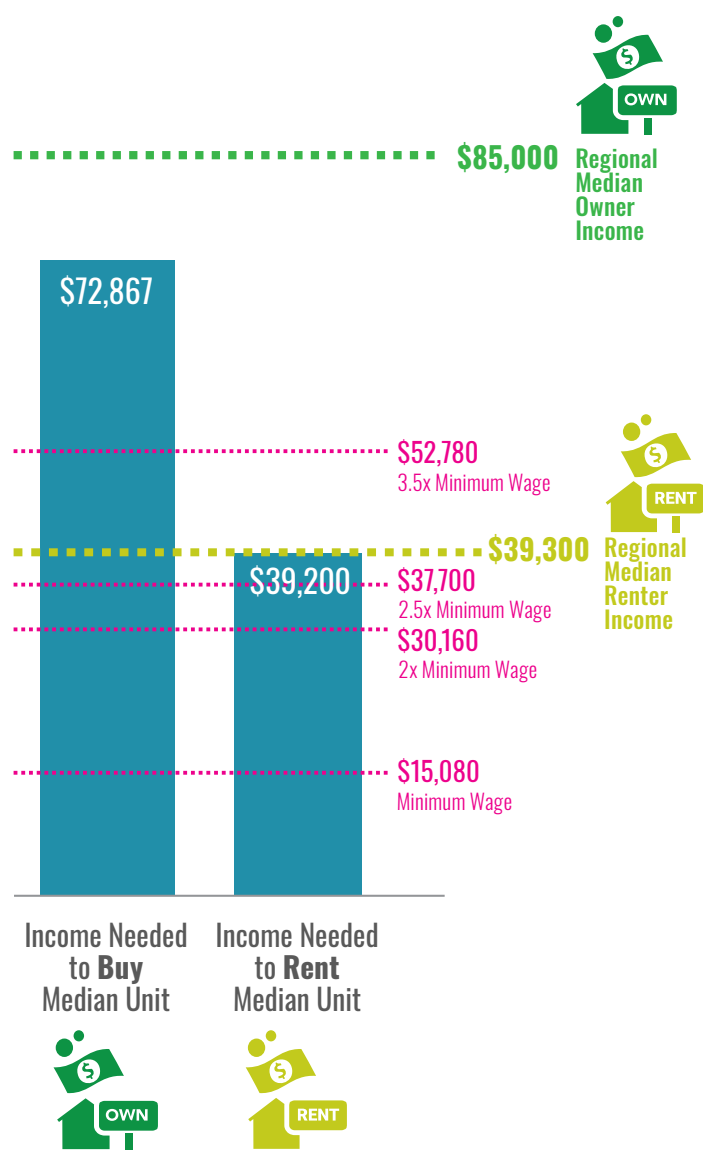
For the 75% of owner households who earn \$50,000 or more, there is significant choice across the region. Not every household will be able to find the exact house they want in the exact location they want at the exact price they want to pay, but as a matter of affordability, most owner households can find a house they can afford.

RENTERS

While rents are high in Chapel Hill and parts of western Wake County relative to renter incomes in the region, rents across the rest of the region are not. This means there is not an overall rental affordability crisis.

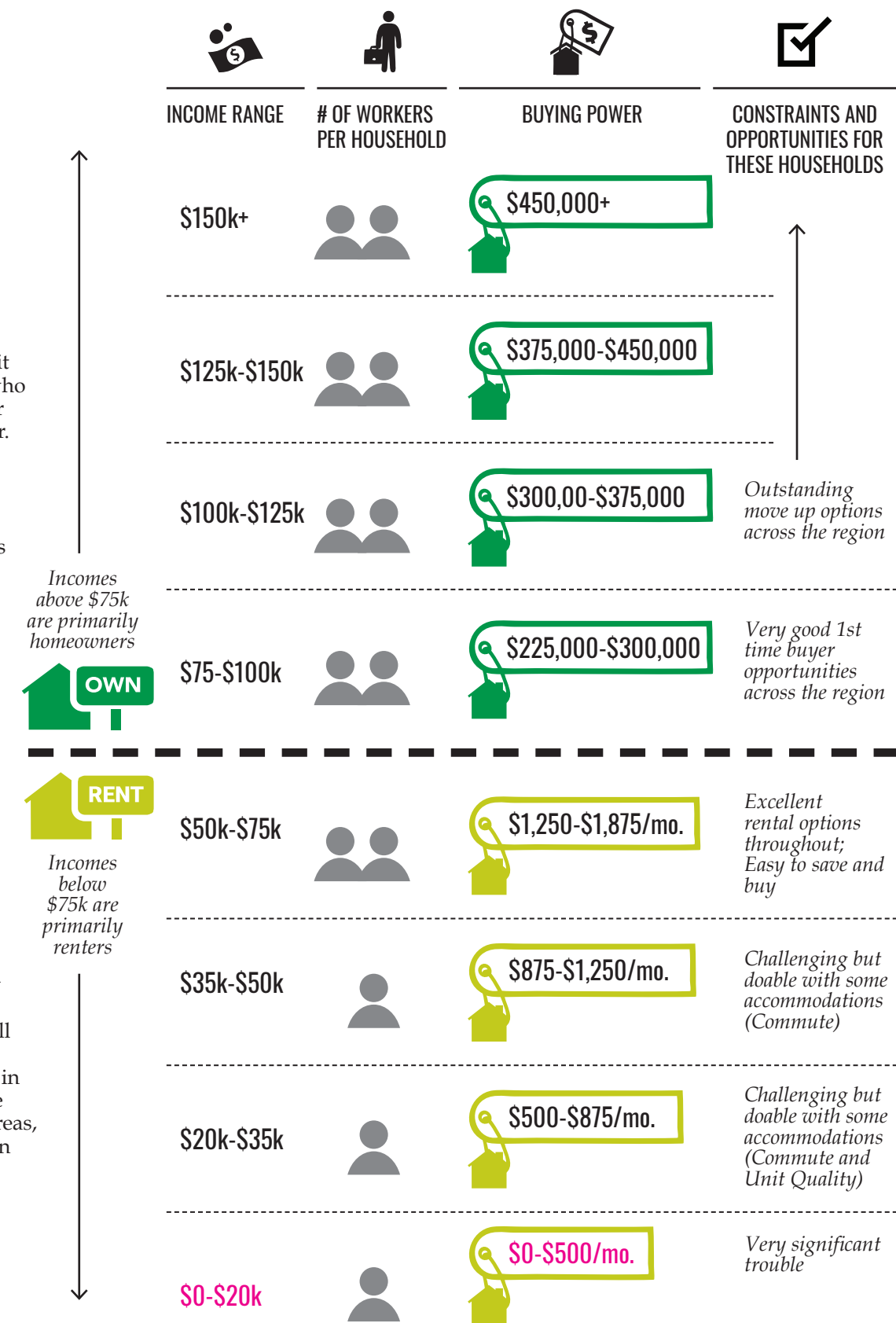
The challenge in the rental market is for those renter households below the median renter income of about \$39,000, and the farther below the median a household is, the more it will struggle.

For simplicity's sake, when a household earns about 2.5 times the minimum wage (\$37,700 per year at full time), it is within striking distance of the median rent in the region. As renter income drops below that level, rent burdens begin to climb. Eighty-two percent of renter households between \$20,000 and \$34,999 and 90% of renter households earning less than \$20,000 per year are cost burdened, paying more than 30% of gross income toward rent.



Source: czb analysis of 2013-2017 American Community Survey data

If there is a rental affordability crisis in the Raleigh-Durham region, it is for those households who have either no workers or a single low-wage worker. The region's biggest problem in reality, is not high housing costs, but tens of thousands of low-income renter households who would struggle to afford housing anywhere in America. There are 58,000 renter households earning less than \$20,000 in the region (8% of all households) who would be cost-burdened even if they lived in one of the least expensive cities in the country, like Youngstown, OH or Buffalo, NY. Another 7% of renter households are earning between \$20,000 and \$34,999 and they too may struggle to pay the rent, though not as severely. All other households should be able to afford housing in the region unless they are seeking to live in select areas, most especially in western Wake County.



PART 2

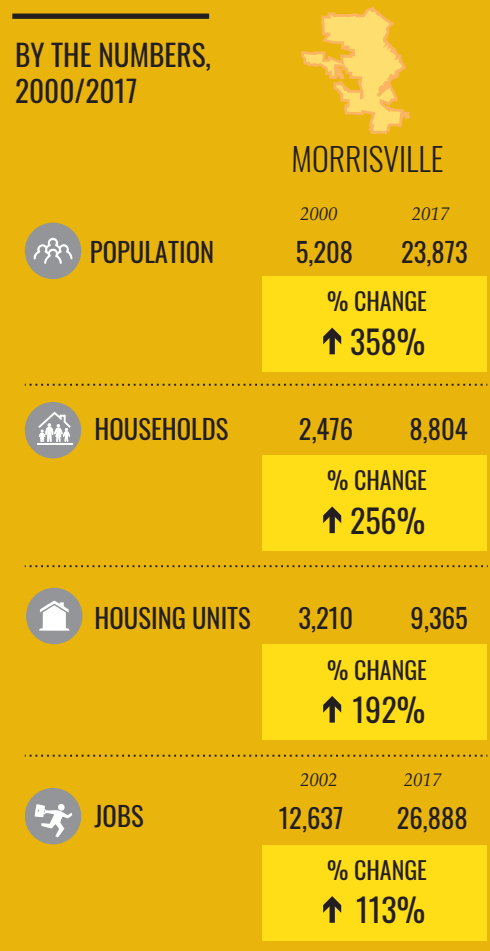
# THE MORRISVILLE MARKET

To say Morrisville has changed since 2000 is a dramatic understatement. In fact, Morrisville as it is known today did not even exist in 2000.

In 2000, Morrisville had barely more than 5,000 residents in fewer than 2,500 households. Less than two decades later, the population has increased nearly fivefold and the number of households has more than tripled. In addition to its emergence as a residential suburb, it has increasingly become an employment center, doubling the number of jobs in the town from roughly 12,000 to 26,000 between 2002 and 2017.

Two-thirds of Morrisville's current housing units did not exist in 2000. As western Wake County leveraged its location near the Triangle to absorb growing regional demand over the past 20 years, Morrisville developed quickly into a modern suburb.

BY THE NUMBERS, 2000/2017



Source: czb analysis of 2000 Census and 2013-2017 American Community Survey Data.

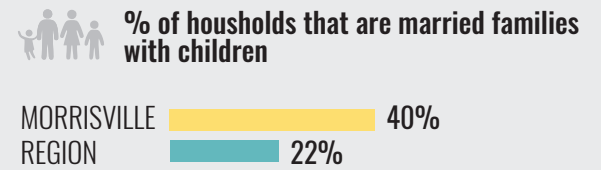
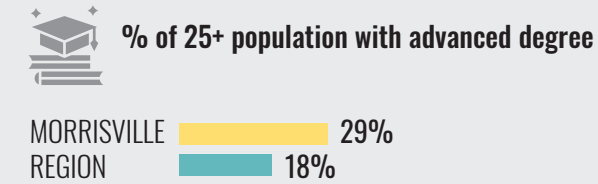
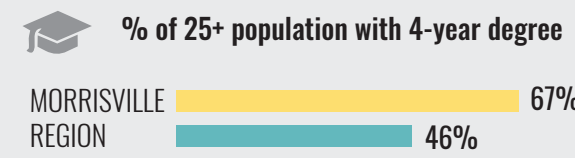
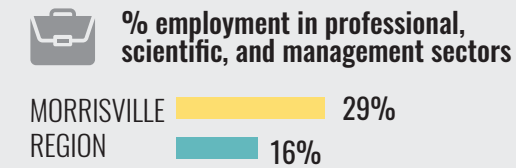
Generally speaking, Morrisville today is comprised of households headed by well-educated people, earning incomes higher than those found in the rest of the region, and married and raising children at rates higher than the rest of the region.

Morrisville residents more or less resemble the region in terms of employment, with a notable exception in the professional, scientific, technical, and management sectors. Morrisville residents hold those jobs at nearly twice the rate of the region overall. This goes hand in hand with Morrisville's high level of educational attainment, which exceeds that of an already highly educated region. Two-thirds of adults living in the town have four-year degrees and nearly 30% have advanced degrees.

It is no surprise then that a town with highly educated residents working in well-compensated fields has higher incomes than other parts of the region. Morrisville's median household income of \$95,763 is over 50% higher than the surrounding region's.

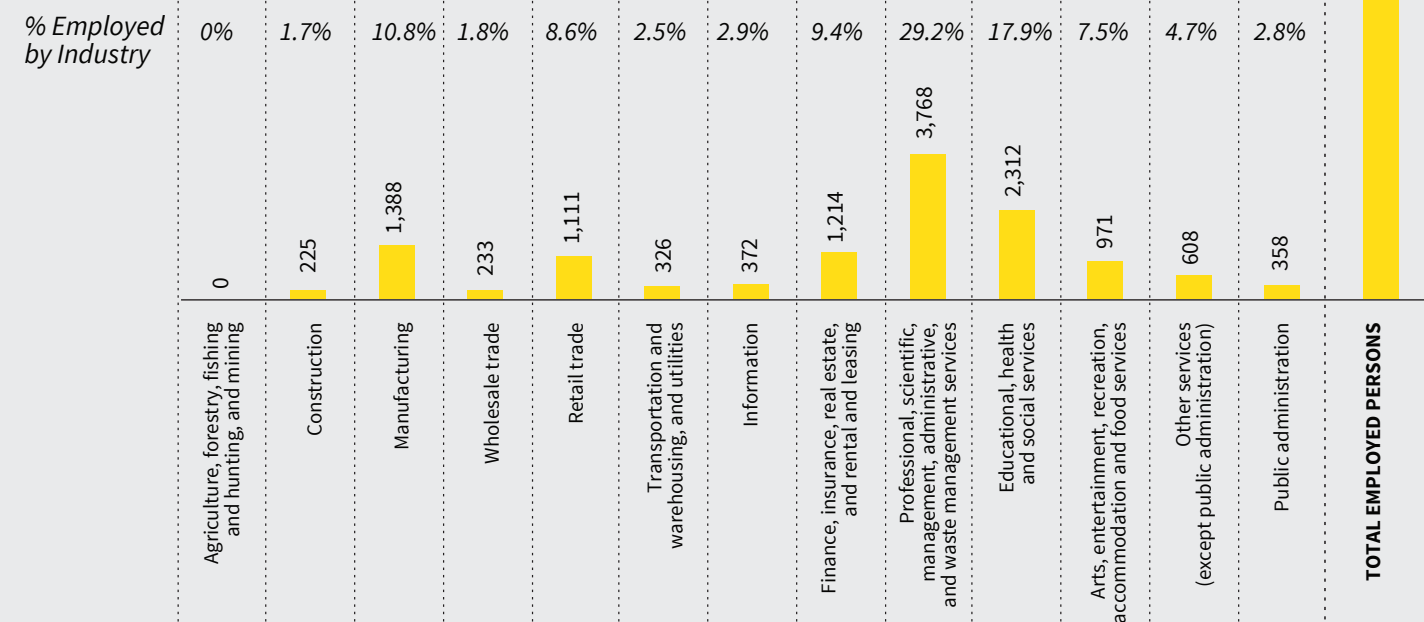
Morrisville is a regional outlier when it comes to household types as well. The town has become home to many married couple families with children. These families comprise 40% of the town's households, compared to only 22% across the entire region. The high levels of education and rates of marriage result in a number of high-earning two-income families which push Morrisville's median family income to \$111,000 compared to about \$80,000 in the region.

Morrisville / Region, 2017



Source: 2013-2017 American Community Survey data

Morrisville Employment by Industry Category, 2017



Source: 2013-2017 American Community Survey data

# MORRISVILLE HOUSING STOCK

The strength of the Morrisville market has been tied in recent years to its physical housing stock. Top-of-market demand from well-educated and high-earning households in the core of the region has supported expensive new construction in Morrisville. In turn, new construction has attracted top-of-market demand. The town's housing stock shares some important characteristics with those of selected Wake County neighbors—characteristics that transcend municipal boundaries. But Morrisville's housing is also different from some of its neighbors in important ways.

## Units per Structure

According to Census figures, Morrisville's housing stock, in terms of its breakdown of units per structure, differs dramatically from that in nearby places. Just over one-third (37%) of Morrisville's stock is single-family detached, less than in Raleigh (where half (47%) is) and well below Cary (61%), Apex (68%), and especially Holly Springs (86%). Morrisville has a much larger share of single-family attached homes, and a significantly larger share of units in medium-sized multifamily buildings.

## Homeownership Rate

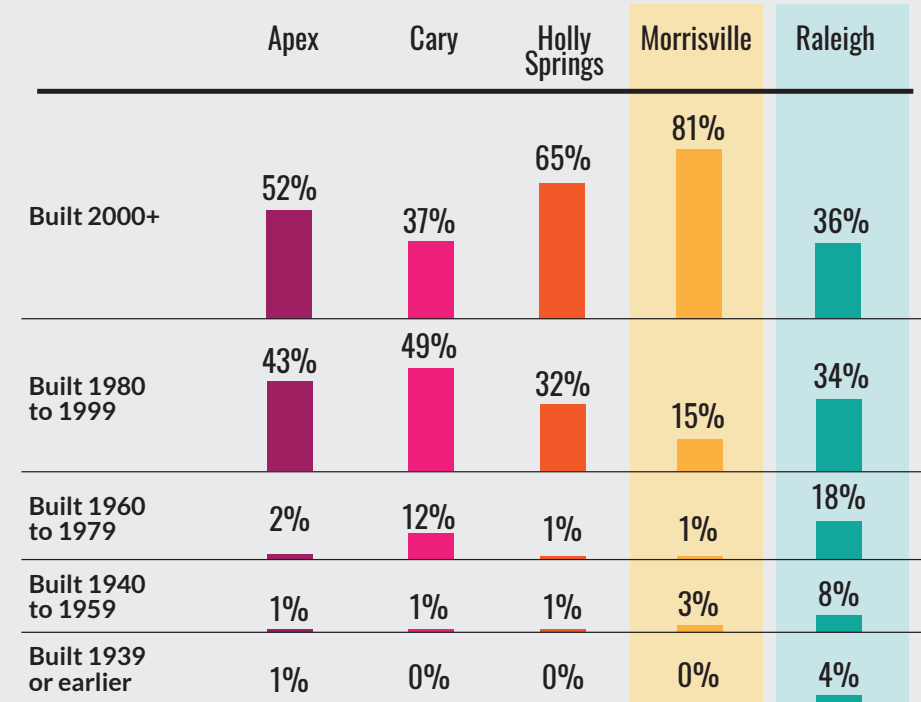
Morrisville's single-family detached units are also slightly less likely to be owner-occupied than those in nearby towns (85% in Morrisville versus at or over 90% in Apex, Cary and Holly Springs); Morrisville's homeownership rate in single-family detached homes is nearly identical to Raleigh's. While Morrisville's single-family attached homes have a lower homeownership rate than its detached homes do (64% versus 85%), this rate is comparable to that for single-family attached homes in all nearby places except Holly Springs, where 78% of single-family attached units are owner-occupied.

	Apex	Cary	Holly Springs	Morrisville	Raleigh
<b>All Housing Units</b>	16,883	63,008	10,425	9,365	194,768
<b>Single-family Detached</b>	68%	61%	86%	37%	47%
<b>Single-family Attached</b>	13%	13%	5%	21%	14%
<b>Multifamily, 2-4 Units</b>	3%	2%	0%	4%	6%
<b>Multifamily, 5-19 Units</b>	9%	15%	4%	27%	19%
<b>Multifamily, 20+ Units</b>	6%	7%	3%	10%	12%
<b>Homeownership Rate</b>					
<b>SF Detached</b>	90%	92%	92%	85%	84%
<b>SF Attached</b>	67%	67%	78%	64%	64%
<b>Owner occupied single-family (detached or attached) as a percentage of all units</b>	67%	64%	81%	43%	45%

Source: 2013-2017 American Community Survey data

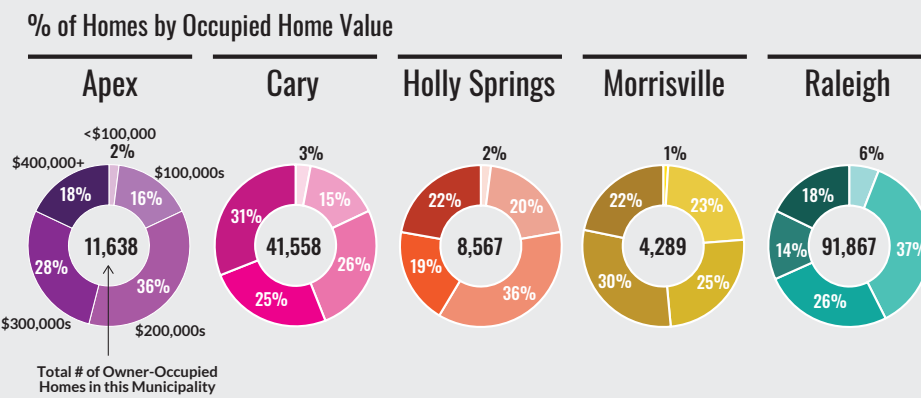
## Age of Housing Stock

The vast majority (81%) of Morrisville's single-family units were built since 2000, a much larger share than nearby Holly Springs (65%) and Apex (52%), and more than twice the share in Cary (37%) and Raleigh (36%). Just 4% of Morrisville's single-family homes were built prior to 1980 – not unlike in Apex and Holly Springs. Cary and Raleigh both have a much larger percentage of older (pre-1980s) homes.



## Owner-Occupied Home Values

Overall, Morrisville's owner-occupied units breakdown between values much like its peer towns (although significantly differently than nearby Raleigh).



## Year Owners Moved In

As another indicator of demand, *nearly all* (94%) of Morrisville's owner-occupants moved into their current unit since 2000, and *nearly half* (48%) moved in since 2010. Holly Springs comes closest to matching these percentages, followed by Apex. Both Cary and Raleigh have smaller percentages of recent movers.

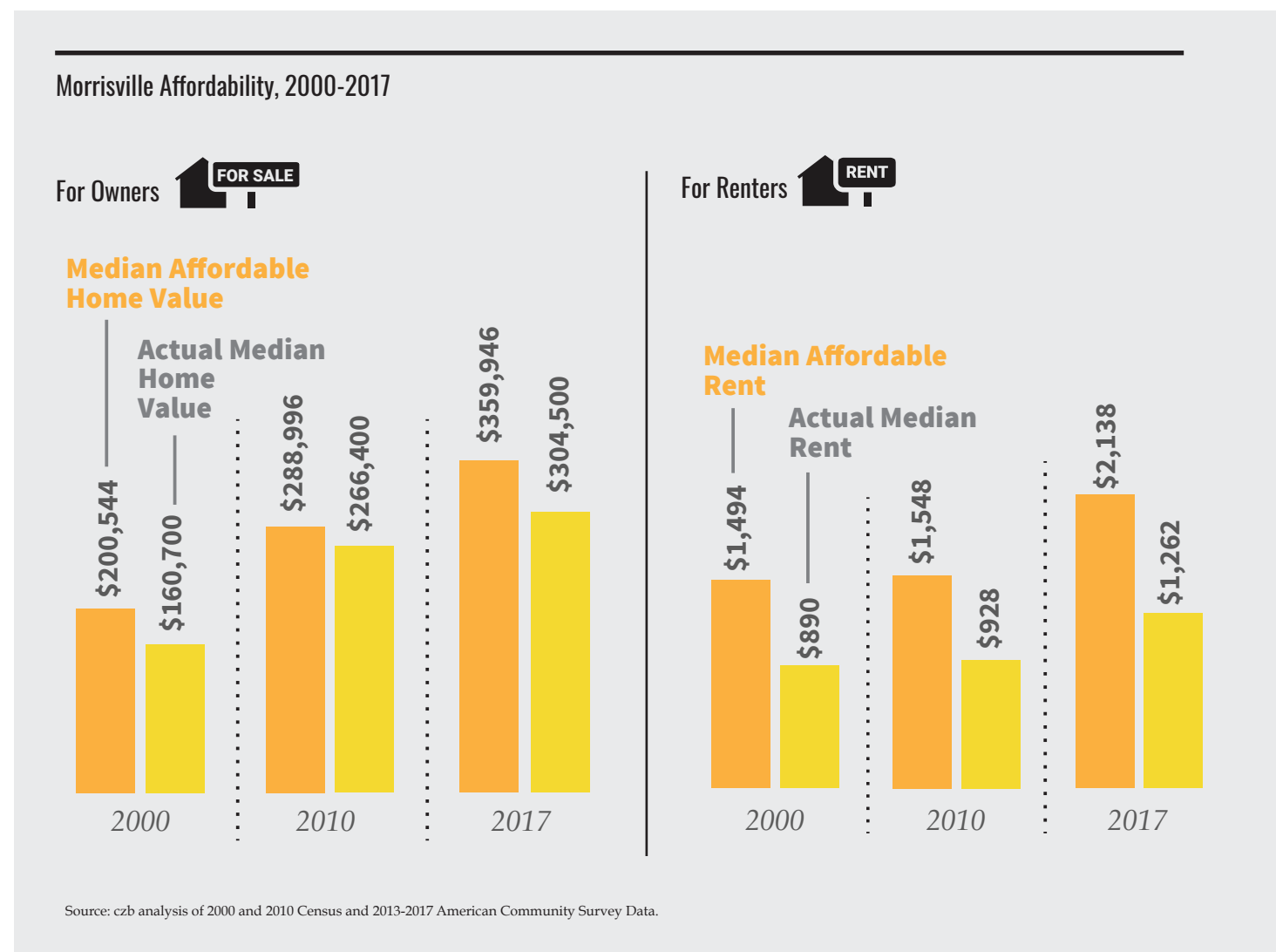
	Apex	Cary	Holly Springs	Morrisville	Raleigh
<b>% of Owners Moved in 2000+</b>	82%	73%	89%	94%	71%
<b>% of Owners Moved in 2010+</b>	37%	32%	39%	48%	30%

Source: 2013-2017 American Community Survey data

# MORRISVILLE AFFORDABILITY

Similar to the region, Morrisville owners at the median do not struggle to afford homes in the town. This is not because owner units are inexpensive – the 2017 median value was \$304,500 – but rather because the median owner income is quite high at \$120,000. This relative ease of owner affordability has been the case since 2000.

Like Morrisville owners, Morrisville renters benefit not from low rents, but from high incomes. The town has experienced construction of numerous housing units in recent years, which come with the higher rents necessary to cover the cost of new construction. The 2017 median rent in Morrisville was \$1,262, easily affordable to the median renter household in Morrisville which was earning \$77,000. Morrisville renters have generally been able to afford Morrisville rents since 2000.



# MORRISVILLE AFFORDABILITY FOR HOMEOWNERS

## Gap analysis for the ownership market in Morrisville reveals the following:

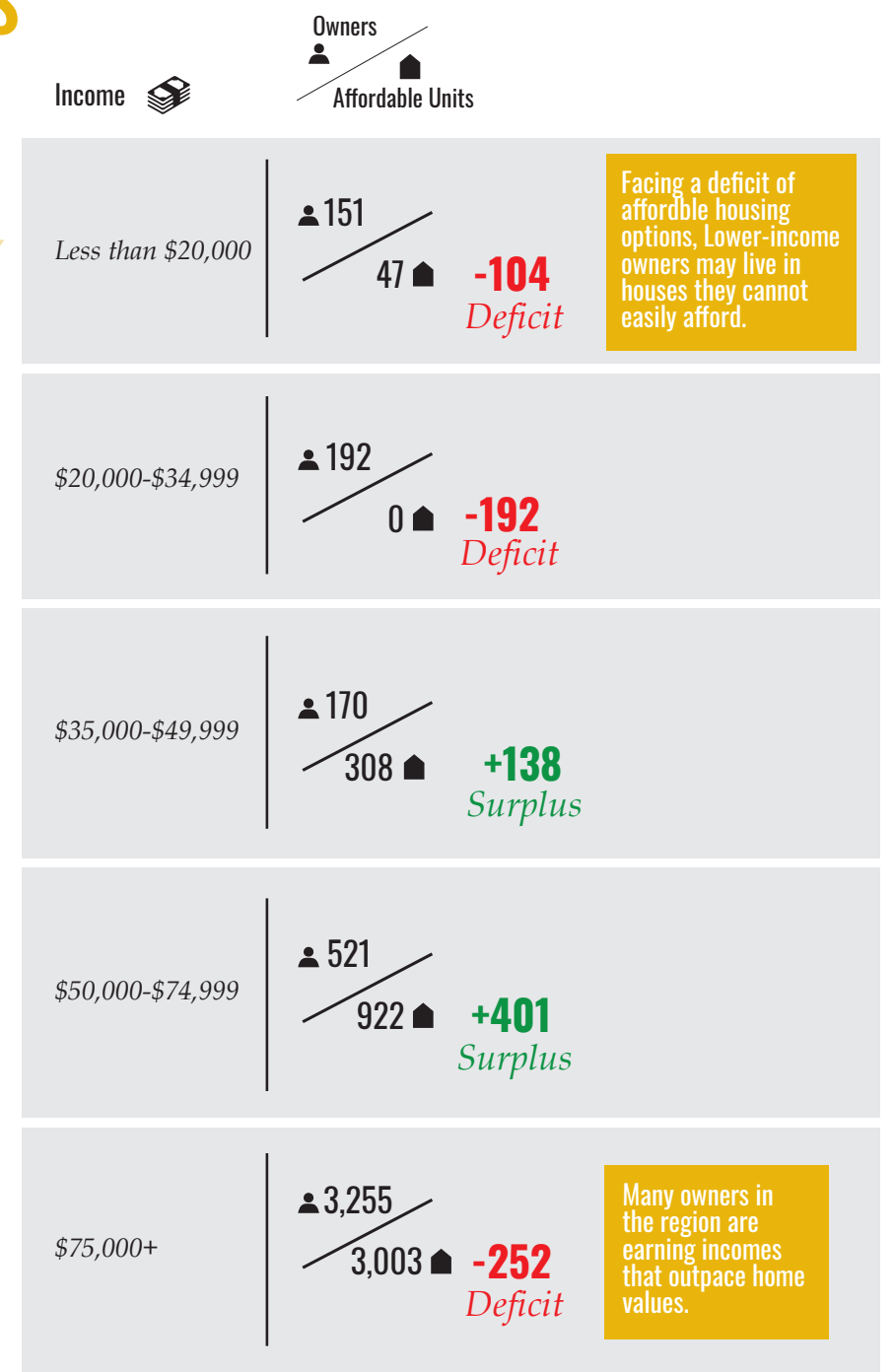
There is a deficit of ownership units affordable to households earning less than \$35,000 per year, but an even larger deficit of ownership units for households earning \$75,000 or more. There is an excess of units available to households in the middle, earning \$35,000-\$74,999.

The deficit for households earning \$75,000 or more means there are not enough ownership units valued at \$225,000 or more to take up 30% of income for those owner households. Many owners in the town are earning incomes that outpace home values.

At the other end of the income spectrum, lower income owners face a deficit that means they may live in houses they cannot easily afford. These numbers could include elderly owners who no longer have a mortgage. In that case, the affordability story is more nuanced. But certainly new buyers at such low incomes will struggle to afford ownership.

The excess of units in the middle reflects the pricing in the regional market, where many homes can be purchased for somewhere between \$100,000 and \$225,000. This means lower-income households must stretch to afford a house, while upper-income households get a relative bargain by paying less than they could afford.

Gap between Owner Units and Owner Households by Income, 2017



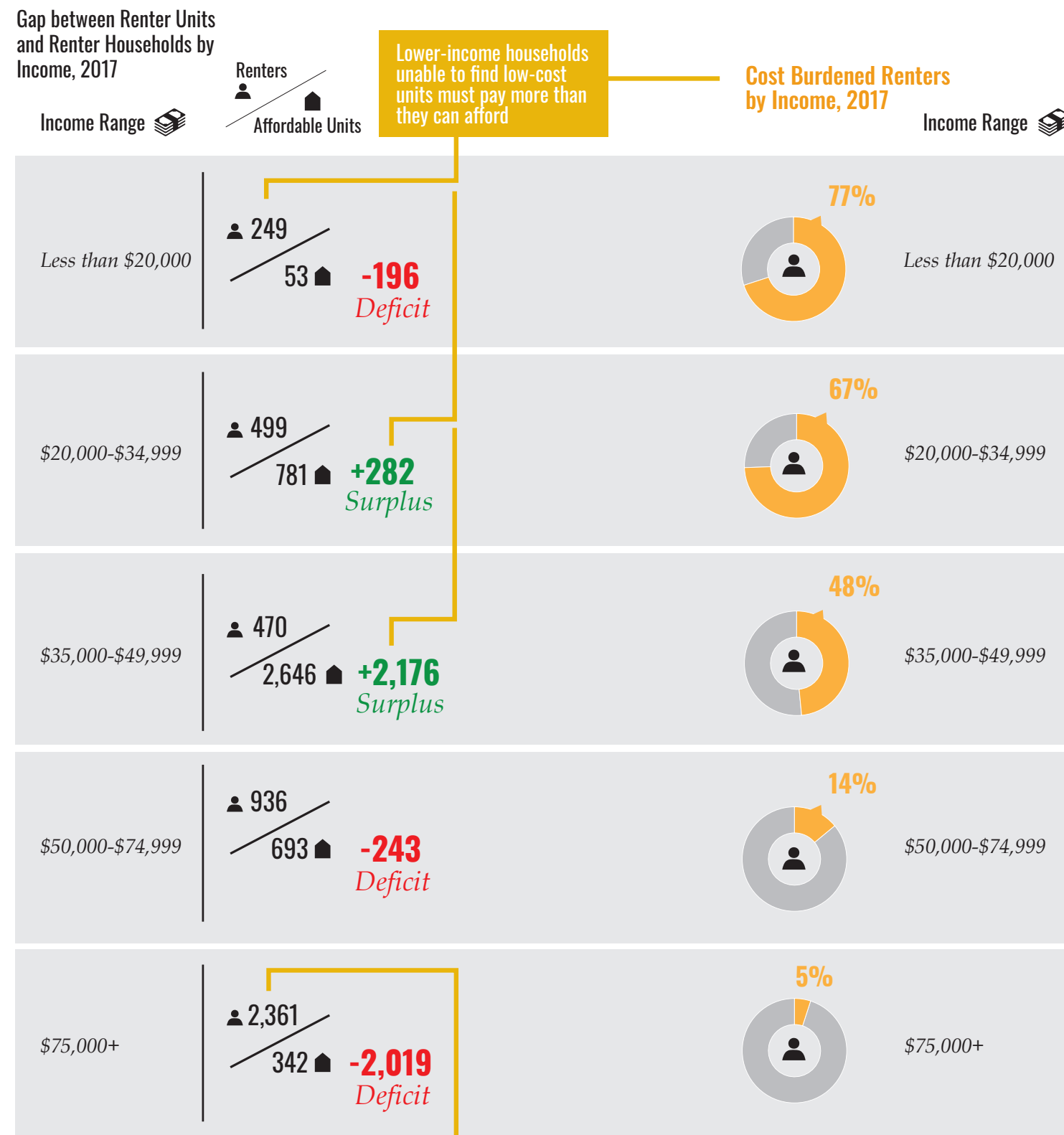
Source: czb analysis of 2013-2017 American Community Survey data

# MORRISVILLE AFFORDABILITY FOR RENTERS



Gap analysis for rental units in Morrisville reveals the following:

There is a deficit of rental units affordable to households earning less than \$20,000 per year and households earning \$50,000 or more. There is an excess of units available to households in the middle, earning \$20,000-\$49,999. Households earning less than \$20,000 can only afford \$500 per month in rent, but the private sector struggles to provide such low-cost units. It is no surprise then, that there are not enough units in that price range. For higher-income households earning \$75,000 or more, there are not enough rental units available that will absorb 30% of their gross income.



The percentage of cost burdened renters at lower incomes resembles the region. Nearly eight in ten renter households earning less than \$20,000 and two-thirds of renter households earning \$20,000 to \$34,999 pay more than 30% of their gross income toward rent. However, out of 4,500 renter households in Morrisville, there are fewer than 250 earning less than \$20,000 and fewer than 500 earning between \$20,000 and \$34,999. Morrisville's higher rents compared to the region make it unlikely that lower income renter households will live in the town.

Source: czb analysis of 2013-2017 American Community Survey data

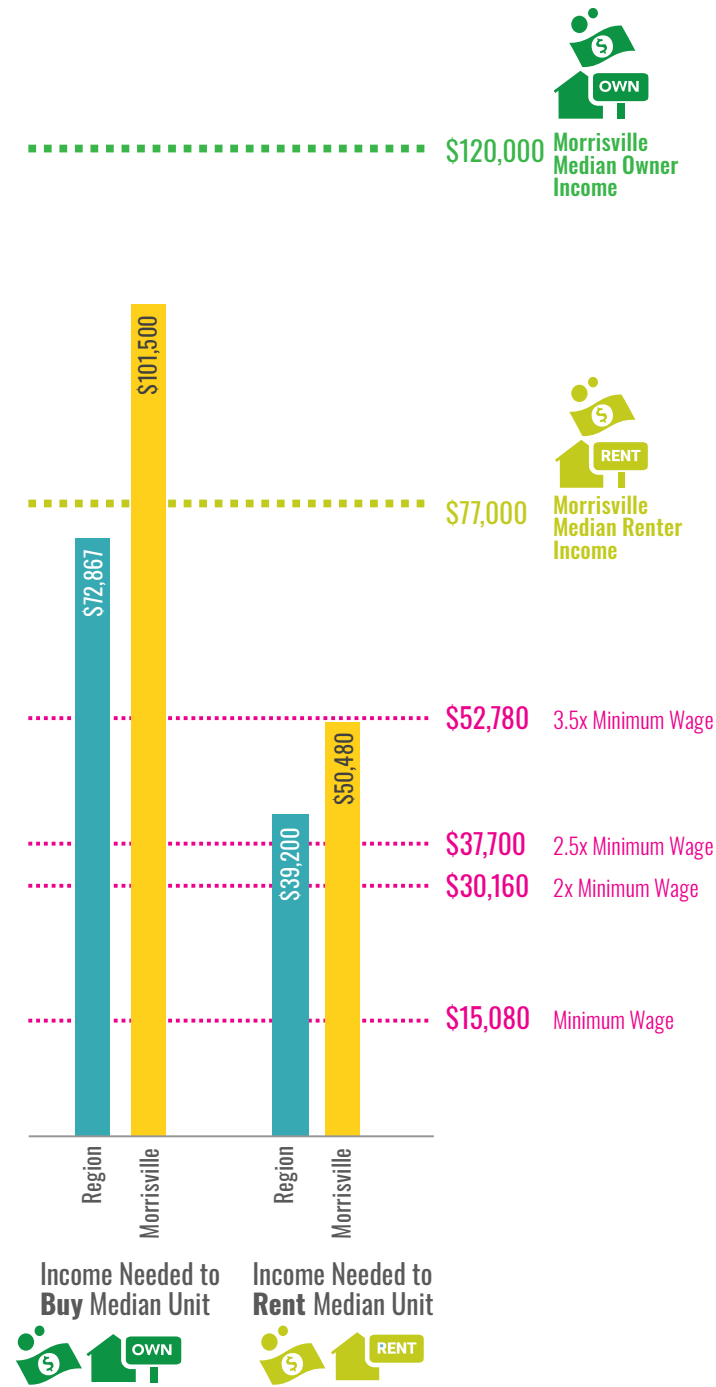
**THE TAKEAWAY**

**Like the region, Morrisville is not facing an overall affordability crisis.**

Rents and home values in Morrisville are some of the highest in the region, but owner and renter incomes are also among the highest. What this adds up to is a picture of comfortable affordability for most Morrisville households. There are some households, however, that will struggle to afford housing in Morrisville.

Unlike the region, where 2.5 times the minimum wage allows renter households to avoid the worst affordability challenges, Morrisville rents require nearly 3.5 times the minimum wage. Ownership is difficult in Morrisville until a household's income approaches \$100,000. The cost burden figures for lower-income renters and owners in Morrisville indicate that only a small percentage of existing households are paying more than they can afford. This is likely because renter households making less than \$50,000 or owner households making less than \$100,000 have many more affordable options just outside Morrisville. There is no justification for paying more than they can afford to live in Morrisville. Morrisville's affordability problems, such as they are, are solved by other nearby places.

The Town, however, has expressed interest in contributing to increasing affordability within the region and enhancing housing opportunities for specific categories of workers who have connections to the town.



Source: czb analysis of 2013-2017 American Community Survey data

**Target Markets for Housing Opportunities in Morrisville**

Discussion by the Town Council, supported by survey results from the community, suggest that the Town of Morrisville should focus its affordable housing efforts as narrowly as possible in order to responsibly achieve its aims. Affordable housing interventions are expensive and public funds, especially at the local level, are finite.

As a general rule, the lower a household's income, the more expensive it is to assist; affordability gaps widen as incomes shrink. Those gaps also become easier to close as incomes rise. With this in mind, and given its limited financial resources, the Town should not focus its efforts on households making less than twice the minimum wage, which is about \$30,000 per year.

Rental: As a general rule, the Town should not dedicate resources to households earning more than 3.5 times the minimum wage, which is about \$53,000 per year, as households above this income threshold have sufficient rental options in Morrisville and even better options in the region outside Morrisville.

Ownership: Morrisville especially values public employees, including teachers, first responders, and other local government workers who today might not be able to live in the community they serve. While public sector workers generally have higher incomes than those in the service sector, and thus have more housing choice in the region, they may struggle to be homeowners in Morrisville due to the town's higher home values. To facilitate ownership opportunities for public sector workers in Morrisville, the upper household income limit for ownership assistance should be approximately \$80,000.

	Type of Worker	Minimum Income	Maximum Income
<b>RENTAL</b>	Any	\$30,000	\$53,000
<b>OWNERSHIP</b>	Public Employee	\$30,000	\$80,000

PART 3

# RECOMMENDATIONS FOR TAKING ACTION

Narrowing the focus of Morrisville’s affordable housing work to two specific challenges to address – as laid out at the end of Part 2 – is an important step to taking action and avoiding the paralysis that comes with being unfocused. Now, for each challenge to address, there are specific actions that can be expected to yield tangible results. Those presented here have been selected due to their responsiveness to the challenges and to the housing market and land use context of Morrisville and the region today.

## Challenge to Address Public Sector Employees



### ESTABLISH A COMMUNITY SERVANT HOUSING CHOICE PROGRAM



Down Payment Assistance



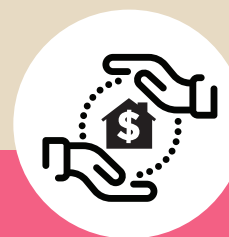
Shared Equity



Rent Assistance

Ensure that teachers, first responders and other public employees have opportunities to live affordably in the community they serve.

## Challenge to Address Low-Income Affordability



### CREATE AN AFFORDABILITY PARTNERSHIPS TOOLKIT



Master Leases



Land Purchases



Density Bonuses

Partner with private developers and Wake County to preserve existing affordable housing options and create new mixed-income housing developments.



### PAY INTO A REGIONAL HOUSING TRUST FUND

MORRISVILLE  
APEX  
WAKE COUNTY

RALEIGH  
CARY  
DURHAM COUNTY

DURHAM  
CHAPEL HILL  
ORANGE COUNTY

Be a charter member of a regional housing trust fund to contribute to affordable housing solutions for the Research Triangle and attract regional dollars to favored local projects.



# ESTABLISH A COMMUNITY SERVANT HOUSING CHOICE PROGRAM

The most direct way to address the challenge of affordability for public servants without revising pay scales is to offer financial assistance that broadens their range of housing options in Morrisville.

This means helping employees afford a home purchase that may be just beyond their current budget, or with covering a small rent gap to bring monthly rent within 30% of the employee household's gross income.

All or a combination of the following components should be considered core elements of a Community Servant Housing Choice Program. Which components to deploy and how much to allocate for them each year depends on how many households the Town wants to assist and what balance of homeowner or rental assistance it wants to achieve.

## Potential Components



Down Payment Assistance



Shared Equity



Rent Assistance

## TAKING ACTION: HOW MIGHT THIS BE SEQUENCED?

- 1 Select the components that would comprise a Community Servant Housing Choice Program
- 2 Develop program rules, determining such factors as
  - Employee eligibility
  - Responsible pricing parameters
  - Maximum assistance levels
- 3 Prepare the administrative functions, potentially within Human Resources, that would manage promotion, intake, contracting, and payments
- 4 Begin the program and promote it to employees
- 5 Evaluate the components and funding levels annually based on demand and the outcomes being realized, such as employee retention and successful homeownership

## Down Payment Assistance

A down payment assistance component would cover a share or maximum amount of the down payment and closing costs on a home purchase in Morrisville.

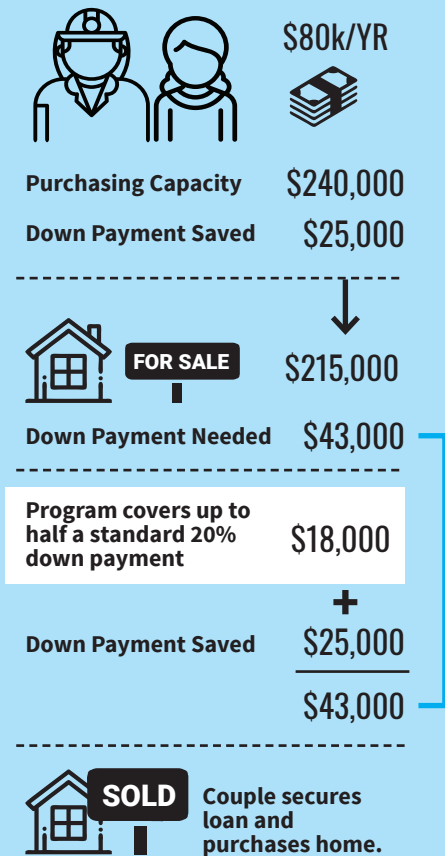
It could be treated as a loan with repayment due at sale, or it could convert to a grant if the employee stays with the Town on good terms for a minimum period and/or stays in the house for a minimum period.



### Example

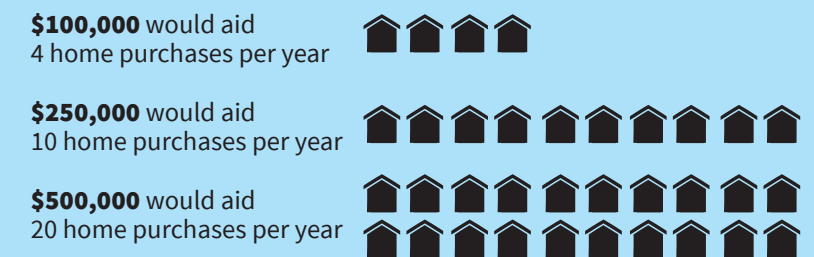
A Morrisville firefighter is newly married and renting in Cary with their spouse. Together they make \$80,000 and have begun shopping for a house. Their combined income gives them a purchasing capacity of up to \$240,000, but they currently have only \$25,000 saved for a down payment.

They find a townhouse selling in Morrisville for \$215,000. **The Town's program offers to cover up to half of a standard 20% down payment to help a qualifying employee secure a conventional loan.** The firefighter and spouse then put their \$25,000 down alongside \$18,000 from the Town to secure a loan and finalize the purchase.



## Cost Scenarios

Assuming that the average down payment assistance would be \$25,000...



...with the Town recouping its payment at future sale or making it a conditional grant.



# ESTABLISH A COMMUNITY SERVANT HOUSING CHOICE PROGRAM

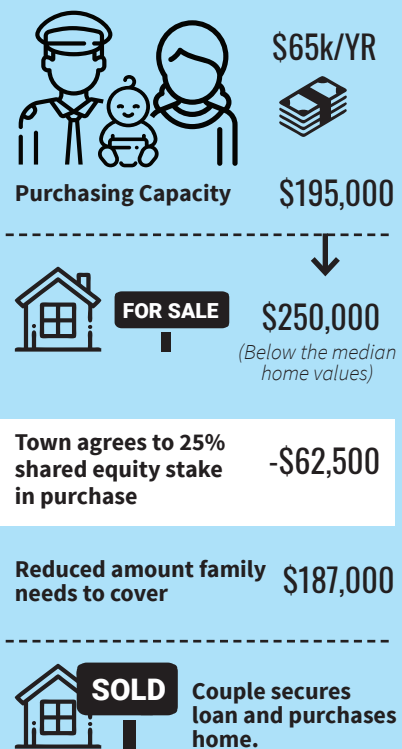
## Shared Equity

A shared equity component would provide a loan investment covering a specified share of a home purchase in Morrisville. The investment would stay with the home and the Town would receive the share back (including any appreciation) at resale.



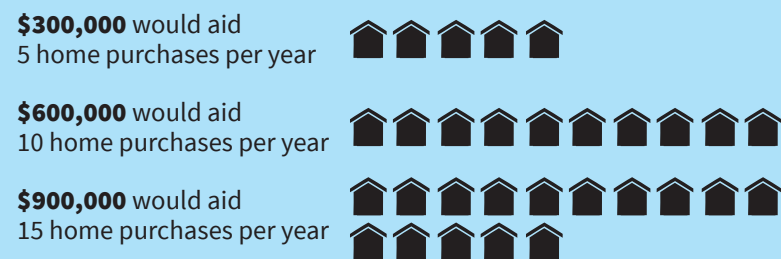
### Example

A Morrisville police officer and their spouse have a combined household income of \$65,000 and currently rent in Morrisville with a two-month-old baby. Their home purchasing power is around \$195,000 – well below median home values in the town. They find a house they like priced at \$250,000. **The Town agrees to a 25% shared equity stake in the purchase**, which brings the amount the family needs to cover down to \$187,500 – helping them qualify for a conventional loan. When the family sells, the Town will receive 25% of the fair market selling price.



### Cost Scenarios

Assuming that the typical shared equity investment would be **\$60,000...**



...with the Town receiving its share of equity back when the participating employees sell (and sharing in potential gains or losses).

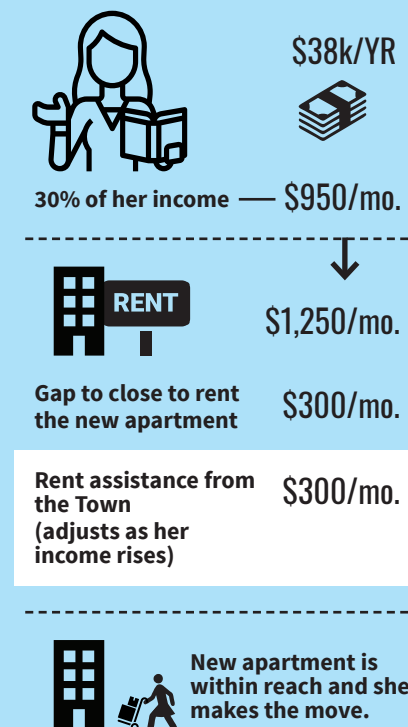
## Rent Assistance

A rent assistance component would cover the gap between what an eligible employee can afford to spend each month on rent (30% of net household income) and their actual rent payment.



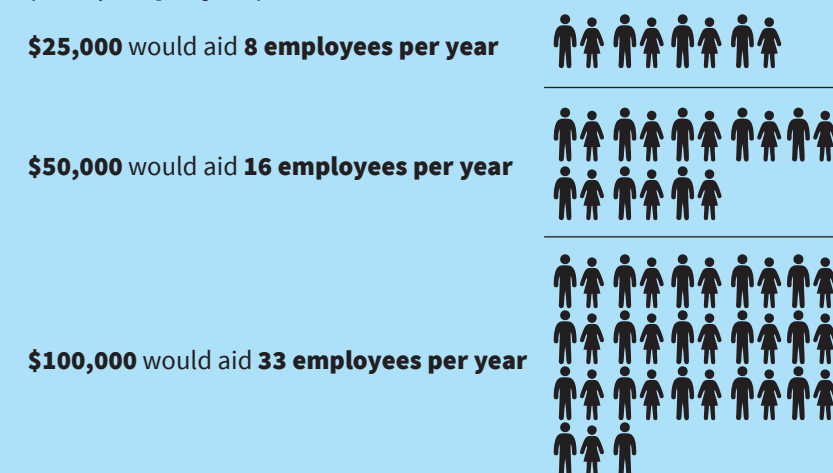
### Example

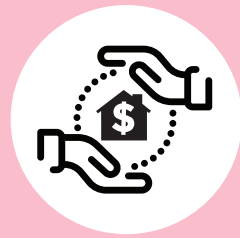
A teacher at Morrisville Elementary lives alone and makes \$38,000. She currently rents in Raleigh but is eyeing an apartment in Morrisville that rents for \$1,250 (on par with median rent in the town). 30% of her current income is \$950 – which means that there is a \$300 gap between what she can technically afford and what the new apartment would cost. She applies for rent assistance from the Town, makes the move, and receives a monthly payment to cover the gap – an amount that gets adjusted as her salary rises. Assistance is terminated if rent falls below 30% of net household income.



### Cost Scenarios

Assuming that the average recipient of rent assistance receives **\$250 per month (or \$3,000 per year)...**





## CREATE AN AFFORDABILITY PARTNERSHIPS TOOLKIT

To address rental affordability challenges in Morrisville, the Town has an opportunity to partner with the private sector in ways that will preserve and incrementally expand the supply of income restricted apartments.

A particular set of tools – those presented here – can be leveraged to make affordability partnerships work for the Town, for tenants, and for owners and developers.

As with the Community Servant Housing Choice Program, the exact composition and utilization of this toolkit will depend on the balances the Town wishes to strike – for example, between actions that quickly add to the affordable housing inventory and those that involve longer-term planning to shape new and inclusive residential communities.

### Potential Components



Master Leases



Land Purchases



Density Bonuses

### TAKING ACTION: HOW MIGHT THIS BE SEQUENCED?

- 1 Select the partnership tools that best reflect the Town's willingness and capacity to expand the community's
- 2 Identify how to integrate the toolkit into administrative and decision-making processes of relevant departments and boards.
- 3 Invest in the groundwork needed to make the tools work
  - Master Leases: Relationships with landlords and potential non-profit managers, an approach to contracting and administration.
  - Land Purchases: Criteria for evaluating and capitalizing purchase opportunities.
  - Density Bonuses: Proposing and adopting revisions to the zoning code.
- 4 Establish annual goals for the chosen tools and evaluate outputs and outcomes.

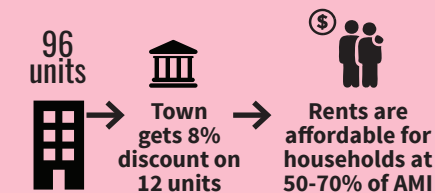
### Master Leases

A master lease program would involve the Town of Morrisville entering into long-term apartment leases with landlords, allowing the Town to preserve access to affordable units for income-qualified renters. Such an arrangement can ensure stability and cash flow for landlords and stability for potentially vulnerable tenants.



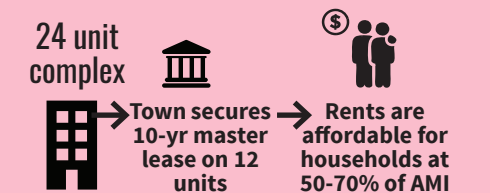
#### Example A

A 96-unit apartment complex is proposed near Morrisville Town Center. To increase the supply of units affordable to service-sector workers in that area, the Town makes a deal with the owner to have a 10-year master lease on 12 of the 96 units. The Town gets an 8% discount from the market rate for saving the owner from advertising and vacancy costs and has contracted with a local non-profit to handle sub-leasing and tenant screening. Rents on the units are set to be affordable for households making 50% to 70% of AMI.



#### Example B

Over the course of a year, the Town works with the owner of a 24-unit complex built in 1996 to secure a 10-year master lease on a block of 12 units. The Town contracts with a local non-profit to handle sub-leasing and tenant screening, and the Town's lease stipulates standards for maintenance and reinvestment by the owner. Rents on the units, which are already below the Town median, are set to be affordable for households making 50% to 70% of AMI.



### Cost Scenarios

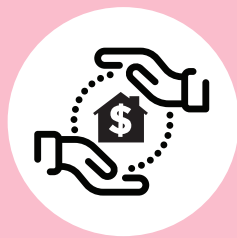
Costs incurred by the Town would be a reflection of the number of units controlled, the gap between the cost of the lease and the revenue from the sub lease, and overhead.

If a master lease on a unit costs **\$1,600**, the Town sub-leases it for **\$950**, and annual overhead is **10% of the lease...**

**One unit = \$9,720 per year**  
**Ten units = \$97,200 per year**

If a master lease on a unit costs **\$1,100**, the Town sub-leases it for **\$800**, and annual overhead is **10% of the lease...**

**One unit = \$4,920 per year**  
**Ten units = \$49,200 per year**



## CREATE AN AFFORDABILITY PARTNERSHIPS TOOLKIT

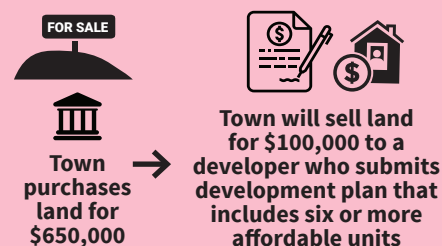
### Land Purchase with Inclusionary Outcomes



The Town would strategically purchase land, or secure purchase options on land, for the purpose of ensuring an inclusive outcome at sale. This may include selling below market value to a developer who agrees to build mixed-income housing, or selling at market value and investing the proceeds from appreciation into affordable housing efforts.

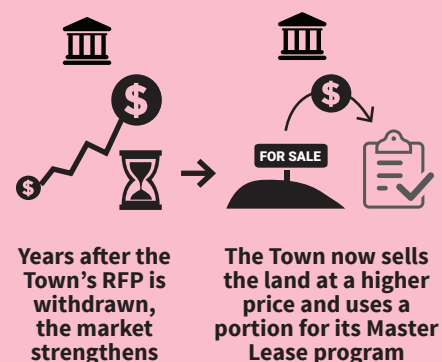
#### Example A

Two acres of mostly vacant land are for sale along Chapel Hill Road, with zoning that supports mixed-uses of moderate density. The Town makes the winning purchase offer (\$650,000), acquires the property, and demolishes two small homes and an outbuilding on the site. It then issues an RFP offering to sell the land for \$100,000 to the developer who submits the best plan for a mixed-income housing development that includes no fewer than six affordable units.



#### Example B

A short recession strikes before a developer is selected in Example A. Development slows considerably, interest in the RFP is limited, and the RFP is withdrawn. Two years later, the market is once again strong. The Town decides to sell the land for \$750,000 and allocates the \$100,000 profit towards its new Master Lease program.



#### Cost Scenarios

The costs incurred by the Town would be the price paid for strategically targeted land and the opportunity cost of making the purchase (and not, for example, spending the same sum on down payment assistance for employees or on master leases).

The potential benefit would be realized months or perhaps a few years later in the form of a carefully controlled outcome at the purchased property, privately developed affordable units, or proceeds to invest in affordable housing.

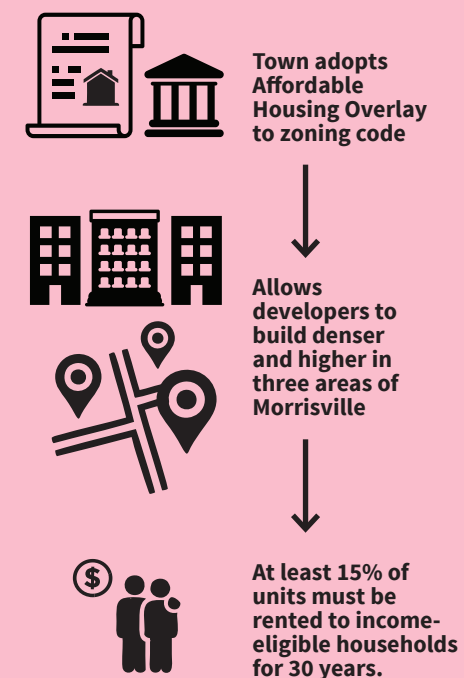
### Density Bonuses with Inclusionary Guarantees



The Town would identify areas where density bonuses will be granted to developers IF AND ONLY IF the resulting project incorporates a required number or percentage of units affordable to households in targeted income ranges.

#### Example

The Town adopts an Affordable Housing Overlay into its zoning code that specifies three areas of Morrisville – all near major job and retail centers – where developers will be allowed, by right, to build at a density and height greater than that allowed by the underlying zoning in return for supplying the market with affordable housing units. Of the total number of units produced, at least 15% must be rented to income-eligible households (making between 50% and 70% of AMI) for the following 30 years.



#### Cost Scenarios

The Town would have to grant new entitlements in order to obtain the benefits of having additional affordable units. Changing the zoning code to make this possible would require expenditure of political capital and a willingness to accept more density and height in prescribed areas.



## PAY INTO A REGIONAL HOUSING TRUST FUND

As Parts 1 and 2 of this Affordable Housing Plan demonstrate, it is impossible to adequately understand housing markets and issues in Morrisville or any Research Triangle community without grasping how housing works as a regional system.

After all, even the region’s largest city – Raleigh – has only a quarter of the region’s households. The City of Durham has 15%. The other 60% are scattered across dozens of smaller communities. Morrisville has 2.3% of Wake County’s households and only 1.3% of the region’s.

While individual efforts are underway in several places to address issues of affordability and access – including Morrisville – there is an overriding sense of uncertainty about how any one place’s efforts impact or change the bigger picture. This is a problem. If no single community or entity feels responsible for affordable housing in the region, or capable of making a meaningful dent, it will be difficult for any effort to be sustained at a serious level for a prolonged period. It will be too easy to become discouraged or point the finger at others.

A regional trust fund mechanism drawing upon local dollars to leverage state and federal resources – and doing so with an eye on achieving regional and local outcomes and making affordable housing work for residents and neighborhoods – is needed. Anything short of that risks decades of poorly coordinated half-measures in a region that is already 20 years late to this issue.

Of course, the actions of individual communities is where this must start. For Morrisville, assisting several employees each year with purchasing a house in the Town or affording rent is meaningful. Partnering with private owners and developers to build the inventory of affordable units by a few hundred over the next decade is meaningful. **And in taking these steps Morrisville will be leading by example on this issue.**

As a regional leader, Morrisville should build a strong working relationship with Wake County and actively draw its peer communities to the table. While an active regional trust fund may be a few years down the line, it will begin to take shape as Morrisville, Wake County, and others make a case (and commitments) for regional action.


### TAKING ACTION: HOW MIGHT THIS BE SEQUENCED?

- 1 Begin work towards implementation of the recommendations in this plan to build credibility as an active leader on the issue.
- 2 Establish a strong working relationship with Wake County on affordable housing – seek their partnership whenever possible and work with the County to help peer communities understand their options.
- 3 Make an annual funding commitment to Wake County, initially, to support County-level affordable housing efforts.
- 4 Work with Wake County and/or the Triangle J Council of Governments to initiate a regional dialogue on affordable housing and be an advocate for a regional trust fund. Signal the Town’s willingness to convert its annual payment to the County into a payment to a regional trust fund.
- 5 Use ongoing regional dialogue to build a founding coalition for a regional trust fund.


### Cost Scenarios

A payment into a regional housing trust fund would not serve as a replacement for the other steps recommended by this plan – but as an additive measure that recognizes the regional scope of the issue and as a down payment for active participation in the trust fund’s work and a beneficiary of trust fund investments.

If a regional housing trust fund had a goal of raising a set dollar amount annually from local contributors – to then leverage with state, federal, and other resources – a fair share contribution from Morrisville (mirroring its 1.3% share of regional households) would be as follows:

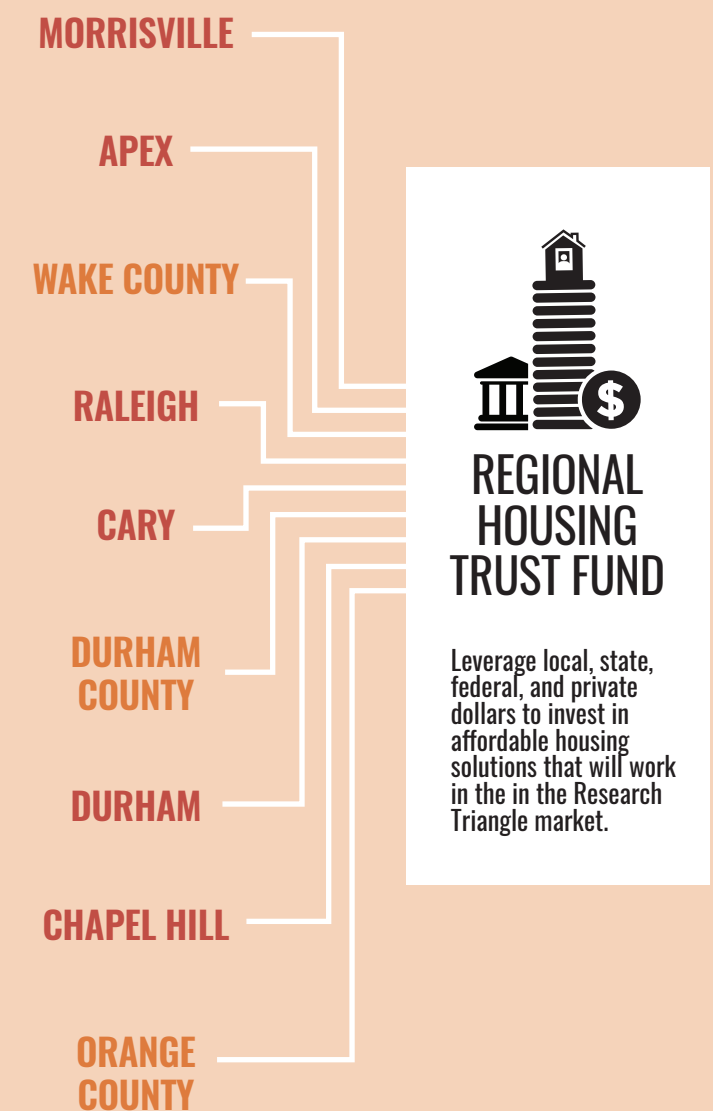
- 

If the trust fund sought to raise **\$10 million per year and \$100 million over a decade...**

  - Morrisville would contribute **\$130,000 per year and \$1.3 million over a decade**
- 

If the trust fund sought to raise **\$25 million per year and \$250 million over a decade...**

  - Morrisville would contribute **\$325,000 per year and \$3.25 million over a decade**



DRAFT OCTOBER 7, 2019

AFORDABLE HOUSING PLAN FOR MORRISVILLE, NC, 2019

Prepared by czbLLC





# Morrisville Town Council

Regular Meeting

May 28, 2019, 6:00 pm

## 1. Call to order

Mayor Cawley called the meeting to order at 6:00 p.m. Also, present Mayor Pro Tem Scroggins-Johnson and Council Members Garimella, Johnson (*in at 6:05 p.m.*), Rao, Schlink, and Attorney Frank Gray.

Present staff included:

Martha Paige, *Town Manager*

Todd Wright, *Asst. Town Manager*

Jeanne Hooks, *Asst. to the Town Manager*

Patrice Andrews, *Police Chief*

Courtney Tanner, *Planning Director*

Jerry Allen, *Parks & Recreation Director*

Scott Criddle, *Fire Chief*

Nathan Lozinsky, *Assistant Fire Chief*

Shandy Padgett, *Inspections Director*

Erin L. Hudson, *Strategic Performance Manager*

Michele Stegall, *Current Planning Manager*

Stephanie Smith, *Public Information Officer*

Eric W. Smith II, *Town Clerk*

Chris Lawson, *Planner II*

Natalie Nye, *Planner II*

## 2. Recognition of Sergeant at Arms – Officer Penland

Mayor Cawley recognized Officer Penland.

## 3. Invocation

Council Member Michael Schlink provided the invocation.

## 4. Pledge of Allegiance

Mayor Cawley led the pledge.

## 5. Adoption of Regular Agenda

**MOTION: Council Member Rao made a motion to approve the agenda. Mayor Pro Tem Scroggins-Johnson seconded the motion. The motion carried unanimously.**

## 6. Consent Agenda

**6.a. Approval of April 9, 2019 Meeting Minutes**

**Eric W. Smith II, Town Clerk**

**Action - May 28**

**6.b. Approval of April 22, 2019 Meeting Minutes**

**Eric W. Smith II, Town Clerk**

**Action - May 28**

**6.c. Approval of April 23, 2019 Meeting Minutes**

**Eric W. Smith II, Town Clerk**

**Action - May 28**

**6.d. Budget Ordinance Amendment to Appropriate Funds for the Church Street Utility Undergrounding Project -Jeanne Hooks, Assistant to Town Manager and Michele Stegall, Current Planning Manager  
Action - May 28, 2019**

**6.e. Resolution Accepting the Resignation of Jerry C. Windle from the Town of Morrisville Town Council, District 2 - Martha Paige, Town Manager  
Action - May 28, 2019**

**MOTION: Council Member Rao made a motion to approve the Consent Agenda. Council Member Scroggins-Johnson seconded the motion which carried unanimously.**

## **8. Public Hearing**

**8.a. Public Hearing and Consideration of Items Related to the Annexation of Property Located near the Southwest Corner of Morrisville-Carpenter Road and Davis Drive (ANX 19-01), specifically: Ordinance 2019-99-0 of the Morrisville Town Council Pertaining to the Extension of the Town of Morrisville Corporate Limits to Include Property Located near the Southwest Corner of Morrisville-Carpenter Road and Davis Drive commonly known as 1107 and 1109 Morrisville-Carpenter Road and 0 Davis Drive (ANX 19-01).  
Chris Lawson, Planner II**

No one was signed up for the public hearing.

**MOTION: Mayor Pro Tem Scroggins-Johnson made a motion to close public hearing Council Member Rao seconded the motion which carried unanimously.**

**MOTION: Council Member Garimella made a motion approve the Ordinance 2019-99-0. Mayor Pro Tem Scroggins-Johnson seconded the motion which carried unanimously.**

**8.b. Public Hearing for Items Related to the Fiscal Year 2020 Annual Operating Budget and Capital Investment Program - Jeanne Hooks, Assistant to Town Manager**

Jeanne Hooks, Assistant to the Town Manager, updated Town Council on the budget-related community engagement events, to include three budget drop-in meetings and the comments received through the online portal.

Mark Stohlman, (209 Bailey Ridge Drive, Morrisville NC) gave a statement regarding the budget and expressed concern about the long-term CIP, specifically the fire stations and the nature park. He stated that the fire station request was confusing as there seemed to be a lot of movement from last year's CIP regarding the Park West Fire station and that the Council should focus on Station #2. He also stated that he lives in a neighborhood near the park and he believes the \$5 million price seems excessive. He asked that Council consider these items and thanked Council for not raising property taxes this year.

Subba Reddy Madireddy, (113 Elmhaven Way, Morrisville NC) stated that the intersection located in front of the Wexford Community is dangerous for pedestrians and the road conditions are inadequate. Town Manager Paige stated that the intersection referred to is part of a traffic project at McCrimmon Parkway and Davis Drive. Council Member Schlink stated that the area will also see pedestrian crosswalks added during construction of the Wegman's Supermarket.

Council Member Schlink asked Town Council to consider leaving the public hearing open to allow citizens the opportunity to address any potential changes made on the budget later in the evening. Mayor Pro Tem Scroggins-Johnson stated she would like to close the public hearing while allowing for feedback on the online budget portal. Council Member Garimella asked for the date of the budget action and saw no harm in keeping the online budget portal open. Council Member Johnson stated that she was comfortable closing the public hearing and leaving the online budget portal open. Town Manager Paige stated that the budget portal could be left open for public comment.

Town Manager Paige stated that if the portal were to close on Monday, she could email the comments to council by Monday evening. Mayor Cawley stated the budget portal would remain open until Monday at 5 pm.

**MOTION: Council Member Johnson made a motion to close public hearing. The motion was seconded by Mayor Pro Tem Scroggins-Johnson which carried 5-1 with Council Member Schlink voting in opposition.**

## **9. Future Meetings, Events and Citizen Involvement Opportunities**

Mayor Cawley shared upcoming events.

## **10. Council and Manager Comments**

Todd Wright, Assistant Town Manager, updated council on the Carolina Street extension project, informing council that the project would finish ahead of schedule and under budget.

Mayor Cawley thanked the Triangle Area Hindu Temple for hosting a 5k event assisting victims of natural disasters worldwide and providing medical screenings for area citizens.

Council Member Rao gave information regarding the Morrisville Veterans Memorial.

## **11. Work Sessions**

### **11.a. Affordable Housing Plan**

Courtney Tanner, Planning Director, provided information regarding the consulting firm “czb” and a rough timeline of future Affordable Housing discussions and/or presentations, then turned the floor over to the czb team for the presentation.

Charles Buki, President of czb, introduced the members of the team working on the Affordable Housing Plan, presented the agenda for the presentation and gave Council an overview of what they could expect to hear during the presentation. He then turned the floor over to Eric Ameigh, who gave a deeper overview of the background of czb and discussed various projects they were currently working on and the specific components of the firm’s housing assessment.

Mr. Ameigh presented Town Council with two questions and asked them to rate them on a scale of 1-10, noting the responses would be used later.

*How severe is the affordable housing challenge in Morrisville?  
How committed is the Morrisville community to addressing it?*

Mr. Ameigh provided framing information and data sources to set some baselines regarding housing affordability. He stated that this analysis is preliminary and meant to open discussion, not to solve issues or create resolutions immediately. He defined the words of “housing” and “affordability” then specifically discussed Morrisville’s unique attributes to set the parameters

Council must understand. He explained that affordability is defined as a relationship between income and costs and presented various examples of affordability along with general information comparing Wake County housing costs to the Town of Morrisville.

Mr. Ameigh presented information regarding rental affordability ratios of nearby municipalities and other comparable cities. This information showed that Morrisville has one of the better affordability ratios in the area. He also identified what types of individuals may have difficulty finding affordable housing in Wake County, emphasizing that with the median for housing costs and incomes as they currently stand, there does not appear to be an affordability crisis in Morrisville and housing is quite affordable. He stated there is an affordability problem for households earning less than the median income.

Mr. Ameigh cited information regarding population growth within Morrisville and the demographics moving to Morrisville from 2000-2017, to include family size, education, and a Morrisville Job snapshot with a comparison from 2002 to 2015. The Job snapshot showed various growth in job areas and the corresponding salaries. Mr. Ameigh stated that higher salaries in professional scientific fields have created an increase in housing costs creating difficulty for lower-wage workers to find housing.

Mr. Ameigh briefed council on the “Affordability Bottom Line” highlighting who is most at risk for an affordability crisis to include first responders, administrative staff, elderly living alone, single mothers and single-earner early career teachers.

Mr. Ameigh then asked Council “Who do you want to be able to live in Morrisville?”

Mayor Cawley announced that prior to receiving the second half of the czb presentation, council would hear any citizens signed up for public address.

## **7. 7:00 p.m. Public Address**

Steve Lauderdale, (2104 Glade Valley Lane, Morrisville), shared that the Affordable Housing Plan presentation initially led him to be concerned with the characterization that Morrisville lacked an affordability problem. Mr. Lauderdale explained that he believes there is an affordability problem for the individuals that do not live here and is happy the firm eventually touched on that fact. He also believes the crisis extends past first-year teachers to veteran teachers and other local employees.

Break 7:06 pm  
Reconvene 7:18 pm

## **11. Work Sessions**

### **11.a. Affordable Housing Plan (Continued)**

Mr. Ameigh then turned the presentation over to his colleagues Charles Buki and Peter Lombardi.

Mr. Buki presented the results of the questions previously proposed to Council and showed a graph of the information. Mayor Cawley stated that while the data shows no affordability crisis, there may be a question of “who” to attract to Morrisville. Mr. Buki stated the market would have to be changed which would be an uphill battle. He expressed that it would be much more efficient to have more people live and work within the town rather than commute into the town for work and that all citizens would benefit from this.

Council Member Steve Rao would like to see veterans included in the plan.

Mayor Pro Tem Scroggins-Johnson mentioned that Morrisville does not have the ability to sustain an individual throughout their entire life cycle residing within the town. She further expressed concern that as employers are added, housing prices will increase while other wages remain stagnant, further increasing the financial gap. She also stated she would like to look at government workers as a target group.

Council Member Johnson remarked that while there is not a current crisis, it will reach crisis levels over time with the current path. She stated that cities currently facing a housing affordability crisis were once in the same place as Morrisville and she is concerned with who is not currently residing in Morrisville and is not being served. She also acknowledged there may not be 100% community commitment to resolve these issues.

Mr. Buki informed Council that to gauge the willingness to resolve the affordability issue, Council can ask how many \$100,000 increments they are willing to subsidize from their budget, as it costs approximately \$100,000 to subsidize an apartment. Mr. Buki stated that when thinking about willingness, Council must think about how much funding they are willing to commit and how much control they are willing to relinquish in receiving subsidies.

Council Member Johnson stated citizen engagement will be critical moving forward.

Mayor Cawley asked for clarification regarding the \$100,000 subsidy and Mr. Buki clarified that would be a one-time cost.

Council Member Garimella asked for the median rent over the last 20 years and the prediction of rent over the next 10 years to see if housing was more historically affordable.

Mr. Buki explained that historically for every low wage job, Morrisville was generating almost three times as many high wage jobs creating a pull on the housing market. In 2017, this ratio was 4.7 to one. He informed Council that Morrisville has held quite constant on rent levels but very high on affordability. He explained that this also shows that asset managers are lagging and not charging the rent they could charge, so it can be anticipated that rates will increase. He emphasized that town rents are approximately 15% lower than they could be and in time, those will increase. Mr. Buki further explained the difficulty in predicting future wage and rent ratios and amounts.

Council Member Garimella stated he was not interested in the high wage earners as they are able to afford housing but the potential target markets for the affordability crisis are extremely important.

Mr. Buki stated that Council will need to specify where they would like to focus. Ms. Tanner stated the focus should not be on solving these issues, but instead the discussion should be about "who" Council wants to serve and czb would provide that analysis.

Council Member Schlink asked how Morrisville could fit in with what other municipalities are doing since it is landlocked with no area for growth and little residential zoning. He stated he was hoping for a policy regarding housing that could be used by current and future councils and how such a policy would affect transportation.

Council Member Johnson stated that homeless veterans need to be addressed along with the other audiences, but all cannot be targeted successfully, so Council and staff need to understand what is happening in the region. For example, learn the target groups of other municipalities and allow Morrisville to look towards targeting other groups such as teachers or public servants.

Mr. Buki stated that the root of the issue is not high housing costs in Morrisville, but rather the low wages throughout the county.

Council Member Garimella asked for examples of the actions of other towns regarding affordable housing. Mr. Buki stated that an efficient municipality would spend \$1,000,000 for every 10 family housing units created. Ms. Tanner responded that other municipalities throughout the county are providing a subsidy of some sort.

Mr. Ameigh stated that Council must also consider if it would prefer to create housing for 10 single individuals for \$100,000 each or use that same amount to create housing for a family.

Ms. Tanner reiterated that once Council selects “who” they want in Morrisville, czb can research, then return to Council with more data regarding their selected target groups.

Mayor Pro Tem Scroggins-Johnson stated that existing affordable housing is being lost for new development and re-development, so Council should look at how to preserve naturally occurring affordable housing. She indicated that she would like to target government workers as they will have the least incremental increases in wages.

Council Member Rao stated that Wake County has allocated approximately \$9 million for affordable housing through developer partnerships and asked if Morrisville can do the same and ask that developers allocate a portion of their development to affordable housing.

Council Member Johnson stated that she would like to target public servants to include first responders and teachers.

Mr. Buki stated his team would return in August with high fidelity analysis and an initial recommendation on how to address the specified target areas, but he would like to leave Council with the following thoughts:

*What does a limited land area mean?  
What does aging housing stock mean?*

Council Member Johnson asked when czb would reach out to stakeholders. Ms. Tanner stated there is a survey that will reach all town citizens and staff will also engage Raleigh and Wake County while working with various crisis organizations that serve those in need of housing to determine what populations are currently being served.

Mayor Cawley asked if it would be possible to limit the subsidies to those that will live and work in Morrisville. Mr. Buki stated that Morrisville can do whatever it wants with its own money, but if it uses subsidies, the entity providing the subsidy will take precedence.

Recess - 8:15 pm.

Reconvene - 8:22 pm.

## **11. Work Sessions (continued)**

### **11.b. Fiscal Year 2020 Annual Operating Budget and Capital Investment Program (Continued)**

Ms. Hooks provided a copy of budget portal comments and an overview of the citizens that participated in the budget drop-in sessions.

Mayor Cawley suggested Council use the Budget/CIP Facilitation checklist as a basis for discussion.

### **Annual Operating Budget**

Mayor Cawley urged Council to look forward into the future and to consider one of the tax increment scenarios. He suggested citizens were willing to pay in advance for community amenities.

Council Member Garimella preferred the proposed budget.

Council Member Rao stated he was open to considering future financing and would like to select specific areas that need funding.

Mayor Pro Tem Scroggins-Johnson stated that she was not in support of a tax increase and would like to see more progress on current projects. She also stated she was not ready to consider a tax increment scenario at this point.

*Council agreed by consensus to move forward with no tax increase.*

Council Member Schlink asked how this budget would lead to tax rate increases in future budgets. Town Manager Paige informed council that all the FY 2020 recurring expenses have been incorporated into the future forecast and are accounted for as if they have been adopted and debt service is accounted for in future years. Town Manager Paige also clarified what operating expenses referred to.

Ms. Hooks clarified current discussion topics were not included in the CIP as they have yet to be approved.

Council Member Schlink asked how the Morrisville Aquatics and Fitness Center (MAFC) and the Morrisville Carpenter Road project would be financed. Town Manager Paige stated these projects are not a part of this capital budget and that the MAFC project is a capital project, fully funded based on the project cost.

Council Member Schlink asked for an explanation regarding some of the salary increases. Town Manager Paige replied that market adjustments were made this year and approved as part of the budget. She also stated the estimates currently represent 100% budget execution which is usually not the case as there has been turnover within various positions.

### **Reserves/Revenues**

Ms. Hooks provided an overview of the current existing funds and their balances. Council Member Johnson asked if there was a need to review the fund balance amounts. Ms. Hooks presented a graph displaying the current fund balances and reserve balances (both undesignated and programmed).

### **Capital Investment Program CIP**

Council Member Garimella asked if the Crabtree Creek Nature Park money could be allocated to land banking.

Mayor Cawley asked if Council would like to discuss deferral of Crabtree Creek Nature Park spending for one year.

Mayor Pro Tem Scroggins-Johnson stated that developable land is scarce in Morrisville and expressed support for land banking. She informed Council that she has received significant feedback from residents requesting passive recreation, but Council has yet to define its recreation desires and what passive recreation entails.

Council Member Garimella stated that public safety funds would be better allocated to a fire station study and that the fire station item could be summarized with one line. He also stated that he does not want to put forward a project with a specific number attached to it. Town Manager Paige replied that the town does not have the information from NCDOT regarding Fire Station #2 and the issue with Park West Fire Station is land acquisition, in an area where land is already scarce. Council Member Garimella asked if there were any conversations with Cary on sharing a station. Chief Criddle stated that the idea of co-locating with Cary is in its infancy and has not gone beyond casual conversation with their fire chief. Council Member Schlink inquired about the history of co-located Fire Station #7. Assistant Town Manager Wright stated that co-locating started in 2005 and that prior to co-location discussion, there were going to be two fire stations built side by side. Chief Criddle stated there was a preliminary meeting set for July and that there is room to cooperate in the future in that location even if it meant having a two-company station. Council Member Garimella inquired about Cary's commitment to possibly co-locating. Chief Criddle stated it was too early to determine commitment but Morrisville's relationship with Cary continues to grow.

Mayor Cawley asked about working with Wake County for EMS services. Chief Criddle stated that Wake County would like to have spaces designed at Fire Station #2 and are willing to commit to portions of design and construction costs.

Council Member Johnson stated there are many points in the process where Council can weigh in on fire stations but these line items in the budget show a commitment to the public that fire stations and their locations are important. She also stated the town can do multiple actions at once like land banking and allocating funds for a nature park. She requested that staff identify additional park land.

Council Member Rao stated that he is in favor of looking at both stations but asked why the Park West Station moved up in the timeline and if the station would meet increased citizen demand. Chief Criddle stated that the Park West area grew fast and the mid-rise apartments and senior centers increase both demand and risk in the area.

Council Member Schlink favored the idea of funding buckets and would be in favor of adding an extra bucket for land. He expressed support for greenways for Kits Creek and would like to address LAPP funding for transportation.

Mayor Cawley was in favor of deferring the Crabtree Creek Nature Park for one year and would like to have a discussion with Council regarding Airport Boulevard.

Mayor Pro Tem Scroggins-Johnson asked how the Airport Boulevard Extension gets truly categorized as a project, a regional road or if points would be allocated through the LAPP scoring process. She stated she is not confident Morrisville will score well unless a good case is presented demonstrating how this project will help connect the area. She stated full funding from the town would be a significant cost and while the project is needed, funding allocation remains to be determined. Council Member Schlink favored the project and although it scored well, it was not recommended to proceed.

Council Member Johnson stated that the Airport Boulevard flyover and extension are critical as the last major road to be widened or extended, but due diligence is required prior to budget

inclusion. She did not favor asking the citizens to cover these costs and the regional nature of the road should allow Morrisville citizens to cost share in the funding.

Council Member Garimella requested that Council should create a line item titled “54 Traffic Mitigation”. Council Member Schlink supported this idea.

Town Manager Paige reviewed various items staff would be providing Council at future work sessions.

Mayor Pro Tem Scroggins-Johnson stated that Council could review the design of the nature park to obtain a more accurate cost estimate.

Council Member Garimella stated he did not believe \$1.2 million was necessary for the design of the nature park and asked how this amount was reached. Town Manager Paige stated that staff used a project profile estimate and added an additional 20-25% for overruns. Council Member Garimella recommended allocating \$225,000 for design. Town Manager Paige stated she does not believe the project design could be completed for \$225,000. Mayor Cawley stated that Council would make a decision regarding the nature park at the next meeting.

### **11.c. Town Council District 2 Vacancy and Discussion of Appointment**

Town Attorney Frank Gray informed Council that the Town Charter and state law gives authority to appoint a replacement for the Town Council District 2 Vacancy, but there is no requirement to appoint. Attorney Gray explained that the law requires an election (November) to fulfill the remaining two years of the term and steps have already been initiated to ensure this process.

Council discussed making an appointment versus leaving the seat vacant until the election.

Council Member Johnson shared her previous support of appointing someone but in each instance, there was a longer period remaining for the appointment. Council could potentially appoint someone in August only for an election to occur a short time later in November.

Council Member Rao believed the seat should be left vacant until the election.

Mayor Pro Tem Scroggins-Johnson stated that previous appointment processes took months and she was comfortable leaving the seat open.

Council Member Garimella believed Council should leave the seat vacant.

Town Manager Paige stated that staff would draft a statement on Council’s behalf sharing their decision to leave the seat vacant.

Town Manager Paige asked if Council was willing to meet on Saturday morning, June 1<sup>st</sup> for an informal conversation from 9 am until noon. Council discussed the date and agreed to meet June 1<sup>st</sup> depending on some Council members schedules.

### **12. Adjournment**

**MOTION: Council Member Garimella made a motion to adjourn. The motion was seconded by Council Member Rao and carried unanimously.**

Mayor Cawley adjourned the meeting at 9:56 p.m.



Morrisville Town Council  
 Regular Meeting  
 August 27, 2019, 6:00 p.m.

**1. Call to order**

Mayor Cawley called the meeting to order at 6:00 p.m. Also present were Mayor Pro Tem Scroggins-Johnson and Council Members Johnson, Garimella (*in at 6:23 p.m.*), Rao, Schlink, and Attorney Frank Gray.

Also present were Planning and Zoning Board Members Prichard, Langston, Robuck, Sack, Toterhi and Willis.

Present staff included:

Martha Paige, *Town Manager*

Greg Turner, *Interim Assistant Town Manager*

Jeanne Hooks, *Assistant to the Town Manager*

Lauri Shedlick, *Human Resources Director*

Nancy Emslie, *Finance Director*

Courtney Tanner, *Planning Director*

Benjamin Howell, *Long Range Planning Manager*

Erin L. Hudson, *Strategic Performance Manager*

Shandy Padgett, *Inspections Director*

Michele Stegall, *Current Planning Manager*

Rodney Wadkins, *GIS Manager*

Brad West, *Planner II*

Eric W. Smith II, *Town Clerk*

Chuck Bryan, *Information Technology Database Analyst*

**2. Recognition of Sergeant at Arms – Lieutenant Tim Hendrickson**

Mayor Cawley recognized Lieutenant Tim Hendrickson

**3. Invocation**

Town Attorney Frank Gray provided the invocation.

**4. Pledge of Allegiance**

Mayor Cawley led the pledge.

**5. Adoption of Regular Agenda**

No conflicts of interest were expressed.

**MOTION: Council Member Rao made a motion to approve the agenda. Mayor Pro Tem Scroggins-Johnson seconded the motion. The motion carried unanimously.**

**6. Consent Agenda**

**6.a. Ordinance 2019-203-0 to Amend an error found within Ordinance 2004-158 of the Morrisville Town Council pertaining to the extension of the Town of Morrisville corporate limits**  
**Eric W. Smith II, Town Clerk**  
**Action - August 27**

**6.b. Approval of July 9, 2019 Town Council Meeting Minutes**

**Eric W. Smith II, Town Clerk**  
**Action - August 27**

- 6.c. Approval of July 23, 2019 Town Council Meeting Minutes**  
**Eric W. Smith II, Town Clerk**  
**Action - August 27**

**MOTION: Council Member Johnson made a motion to approve the Consent Agenda. Mayor Pro Tem Scroggins-Johnson seconded the motion which carried unanimously.**

## **7. Presentations**

### **7.a. ERP System Replacement Update**

Mayor Cawley called Nancy Emslie, Finance Director, Rodney Wadkins, GIS Manager and Chuck Bryan, Information Technology Database Analyst to the podium for the update.

Ms. Emslie informed council that nine modules within the Munis system update had reached 100% completion and the Capital Assets and Budget modules were at 80% and 75% completion respectfully. She stated that the Capital Assets module should reach 100% completion within the next week. Mr. Wadkins gave an EnerGov update and stated that the software touched nearly every department within the Town of Morrisville. He stated that EnerGov should go live over the next couple of weeks, with other modules to follow as they are completed. He stated that a communications plan was currently under development to notify the general public of the processes that will be transferred to the EnerGov Portal. This transition will allow online customer self-service for processes such as online plan submission and review, online payments for permits, plans and inspection services. He stated that there would be multiple drop-in sessions over the next few weeks to provide ongoing customer training on the EnerGov Software. Mr. Bryan discussed Munis HR/Payroll and informed council that this module was scheduled to go live in January 2020. He stated that the new system would allow for payroll management, employee self-service, and human resource management actions such as leave accruals and requests.

Council thanked staff for their work on the ERP system replacement.

Mayor Pro Tem Scroggins-Johnson stated that the new technology will provide more data related to activities within the town.

Council Member Schlink asked if the Town of Cary and Wake County accepted online plans in the described method. Mr. Wadkins stated that both bodies had been invited to the training sessions to provide more in-depth instructions on the software and how use could be maximized. Council Member Schlink asked if documents in the system would remain in perpetuity and if historical plans would be added to the system. Mr. Wadkins confirmed that the documents would remain in the system and there were no plans to add historical documents, but they would remain and be maintained in the legacy document system.

*Council Member Garimella arrived at 6:23 p.m.*

Council Member Rao suggested that innovations such as self-learning systems be added to customer service processes.

## **8. Administrative Report**

### **8.a. Land Use Plan Work Session Follow-up - Town Center Subarea**

Mayor Cawley called Brad West, Planner II, to the podium. Mr. West informed council that a video of the previously presented 3D walkthrough had been uploaded to YouTube. Mr. West presented screenshots of Town Center Scenarios A & B and reminded council that they previously selected Scenario B as their preferred option. Mr. West informed council that staff would be available to provide a walk-through of the Town Center site and that the next work session related to this topic was scheduled for September 24, 2019.

Council Member Schlink asked when the video incorporating street signs would be available. Mr. West stated that this video would be provided next week.

Council Member Garimella stated that the in-person walk-through he completed was wonderful and he encouraged council to take advantage.

Council thanked staff for the update.

Mayor Pro Tem Scroggins-Johnson stated that this information was important to distribute to the public as council had discussed a Town Center for a few years, and the tools provided would allow residents to give provide better feedback.

### **Public Address**

Mayor Cawley opened the floor for public address.

Catherine Willis (207 Governor's House Drive, Morrisville), stated that her husband received a parking ticket and has been unable to pay the fee online due to associated fees. She asked if there was a way to pay the ticket in person or without the added fee. Town Manager Martha Paige stated that she would work with the citizen to mitigate her issue.

Subba Reddy Madireddygari (113 Elmhaven Way) stated he would appreciate it if the Town could coordinate with Wake County Public School System to arrange for bus transportation in areas not serviced by school buses. He also stated that commercial vehicles have begun to use residential areas within his neighborhood (Wexford Subdivision), and he would like assistance to mitigate this.

## **9. Action Items**

### **9.a. Consideration of Text Amendments to the Unified Development Ordinance Related to Payment in Lieu of Construction of Public Street Improvements:**

**1. Resolution 2019-106-0 of the Morrisville Town Council Pertaining to the Adoption of a Plan Consistency Review Statement for Text Amendments to the Unified Development Ordinance Related to Payment in Lieu of Construction of Public Street Improvements (AMN 19-02)**

**2. Ordinance 2019-106-0 of the Morrisville Town Council Approving Text Amendments to the Unified Development Ordinance Related to Payment in Lieu of Construction of Public Street Improvements (AMN 19-02)**  
**Ben Howell, Long Range Planning Manager**  
**Brief - August 13**  
**Public Hearing/Action - August 27**

Mayor Cawley called Ben Howell, Long Range Planning Manager, to the podium to facilitate this item. Mr. Howell informed council of added clarifying language that a private entity can only use PIL that the Town had previously collected from another development for a public purpose.

Mayor Cawley opened the floor for public hearing.

Subba Reddy Madireddygari stated his desire for bicycle lane improvements throughout Morrisville.

**MOTION: Mayor Pro Tem Vicki Scroggins-Johnson made a motion to close the public hearing. The motion was seconded by Council Member Schlink and carried unanimously.**

**MOTION: Council Member Johnson made a motion to approve Resolution 2019-160-0. The motion was seconded by Mayor Pro Tem Scroggins-Johnson and carried unanimously.**

**MOTION: Council Member Johnson made a motion to approve Ordinance 2019-160-0. The motion was seconded by Mayor Pro Tem Scroggins-Johnson and carried unanimously.**

## **10. Future Meetings, Events, and Citizen Involvement Opportunities**

Mayor Cawley shared upcoming events.

## **11. Council and Manager Comments**

Council Member Rao thanked all those that participated in his Facebook Town Hall and informed those present that he would be moderating a panel on Capital Tonight - News 14.

Council Member Johnson thanked Jerry Allen, Parks and Recreation Director, for his participation on a panel regarding the NC Railroad System to discuss the Town of Morrisville's collaboration on railway projects. She stated that those present at the panel discussed how the Town of Morrisville has a GIS system that stands out amongst others making work associated with Morrisville easier to complete.

Council Member Schlink discussed expediting Morrisville's signal system updates.

Mayor Cawley asked for information regarding the Boy Scout project taking place within the town. Town Manager Paige stated that the Public Works Department had volunteered to assist in several projects.

Mayor Cawley asked if council would have any interest in moving forward with an ERA amendment. Council Member Garimella suggested that the item be brought forward for Town Council Roundtable discussion.

Recess: 7:05 pm

Reconvene: 7:16 pm

## **12. Work Session**

### **12.a. Affordable Housing Plan Joint Work Session with Planning and Zoning Board**

Mayor Cawley asked that prior to the start of the session, all present Council and Planning and Zoning Board (PZB) members introduce themselves.

Courtney Tanner, Planning Director, introduced Charles Buki and Peter Lombardi with the consulting firm, czb to facilitate discussion. Ms. Tanner informed members that czb would provide the results of the Affordable Housing Survey discussed at the previous work session, with the full Affordable Housing Plan coming in October. She asked that members think of this session as the first step in a multi-step process.

Mr. Lombardi informed members that he would be providing a project overview, housing Affordability Analysis, an overview of survey results, discussion of emerging ideas for implementation and then open the floor for questions and discussion. He stated that the discussion would be framed around emerging ideas for implementation

### **Project Overview**

Mr. Lombardi stated that the goal of the project was to assess market conditions and housing needs, evaluate Morrisville and the region, help the town focus on specific challenges, and recommend actions.

### **Housing Affordability Analysis**

Mr. Lombardi stated that data was sourced from the U.S. Census Bureau for analysis, and MLS Real Estate Data was currently pending. He stated that housing was a complex issue and the result of millions of decisions. He informed members that governing bodies can influence housing but cannot control it because the market moves fast and fluidly, with affordability acting as a function of costs and income. He suggested that council ask themselves "Who" they want to be affordable to.

Mr. Lombardi presented a Housing Affordability table showing the affordability ratios across various municipalities compared with the Town of Morrisville. He stated that Morrisville was somewhat affordable since the median income for most residents was high.

Council Member Schlink asked if this affordability ratio was standard across the nation, and Mr. Lombardi confirmed it was.

Mr. Lombardi presented information regarding Housing Affordability related to ownership and how Morrisville compares to other municipalities. He stated that Morrisville has an affordability ratio of 3.18 with 3.0 being affordable. Mr. Lombardi clarified that the median income related to ownership was comprised of both homeowners and renters in Morrisville.

Mayor Pro Tem Scroggins-Johnson asked if the median income was net or gross. Mr. Buki clarified that the median income listed was prior to the deduction of taxes.

Council Member Schlink asked if Greensboro and Charlotte had similar ratios. Mr. Buki stated that Greensboro has a lower ratio, and Charlotte has a similar ratio.

Mr. Lombardi presented an affordability bottom line, displaying the income necessary to rent or own in Morrisville versus Wake County. He stated that affordable rental opportunities were generally available in both Wake County and Morrisville, but the opportunities become constrained when turning to ownership. He discussed the typical incomes and job sectors of renters and owners within both Wake County and Morrisville. He stated that the bottom-line regarding affordability was that target markets were difficult to define, households with more needs were more expensive to assist, and the target market may be less important than proper tools in support of projects.

PZB Member Toterhi asked Mr. Lombardi to clarify what was meant by targeted marketing. Mr. Lombardi stated that an organization such as a university could tailor a program to provide purchase assistance specifically to university employees, and Mr. Buki further explained that with

targeted marketing council could seek to provide assistance for those within a specific income band, or to a specific job market such as school teachers. PZB Member Toterhi questioned if this type of targeted action would violate any laws. Mr. Buki stated that he has never found a situation where providing assistance to a specific target was disallowed. He stated that depending on the funding source, there could be constraints, but if the Town used its own funds, there was general discretion.

Mr. Lombardi presented various charts showing the ratios of household income concentrations across the region. Mr. Buki stated it was important to remember that the regions may not continue to grow at the same rate. PZB Member Willis asked why certain counties were excluded. Mr. Lombardi stated that the maps focused on zip codes within the regional metropolitan statistical area.

### **Overview of Survey Results**

Mr. Lombardi presented the results of the housing survey. He stated that there were approximately 330 respondents to the survey, with 59% stating that they think Morrisville has an affordable housing problem and 20% stating they live in Morrisville due to the proximity to their workplace. He reminded members that local funds represent the most flexible funds as Federal and State funds are often constrained.

Council Member Rao stated that Wake County invested around \$9 million for affordable housing, and he would like to know how the Town of Morrisville could be a part of that discussion. Mr. Lombardi stated that working with the county could be a big step in the process as the Town takes its first steps to create an affordable housing plan.

### **Emerging Ideas for Implementation**

Mr. Lombardi stated that there were three strategies they would like feedback on:

#### Land

Control sites for the future.

#### Regulations

Increase site options by adjusting restrictions in some areas and potentially changing zoning in other areas.

#### Financial assistance

Down payment and rental assistance programs.

Mayor Cawley asked if the areas that would require regulatory changes would need to be rezoned, and Mr. Lombardi stated that they would.

Mr. Buki noted that the town could purchase acreage yearly and over time, the value of these parcels would grow for future use.

PZB Member Toterhi asked if there was a model of success that could be presented or a goal that the town should be aspiring to. Mr. Lombardi stated that the plan should be framed around how many households they would like to assist by presenting a reasonable number. He stated the goal should not be to build 10,000 units as it would not be realistic.

Council Member Johnson stated that council should ensure that these housing units were integrated across the town within various developments. She stated that the notion of spending \$1 million annually was questionable since there is not overwhelming support from Morrisville residents. She stated that residents need to be better informed and the process should be started in a thoughtful manner. She stated that starting with the Town's employees would allow for greater town control.

Mayor Cawley asked about the developers that have voluntarily created affordable housing. Mr. Lombardi stated they had received information regarding these projects. Mr. Buki stated that the Town could not receive something for nothing; something was always exchanged. He stated that no developer would give an affordable unit for free without some form of concession in return.

Mayor Cawley asked if czb was familiar with the Master Lease Plan used in Chapel Hill. Mr. Buki supports the Master Lease idea and stated that overtime, as rental units age, their value will decrease, and the town could master lease these units to use as affordable housing.

Mayor Pro Tem Scroggins-Johnson stated that mixing affordable housing within the community was the preferred option. She stated that offering a program for staff could be something that council would support and that the residents could appreciate. She stated that she did not agree with removing restrictions from areas such as the airport overlay for development. She stated that one of her main concerns was that the town did not qualify for many state or federal grants.

Council Member Rao stated he would like council to play an active role in Wake County's housing discussion and discussed the idea of providing affordable housing for veterans.

PZB Member Sack asked how the analysis would change during different economic periods or across the various age ranges as there was less incentive or desire for younger groups to purchase homes. Mr. Lombardi stated that Morrisville has a fairly large portion of households that were younger, traditional households with children.

PZB Member Toterhi asked how affordable housing recipient selection would be approached and how the town could ensure that the process remained fair over the years as situations such as the economic standing of the individual changes. Mr. Buki stated that administrative concerns could be mitigated through a legal lottery system. He stated that most administrative kinks had been worked out over time with the best implementation methods being cash or entitlements made available for the private sector to access with restrictions. He stated that the best method to expedite action was to use Town funds, as external funds often come with restrictions.

Council Member Garimella asked how many affordable housing projects Mr. Buki had worked on, and he responded that he has worked on approximately 400-500 affordable housing projects. Council Member Garimella asked what the best method was to handle affordable housing. Mr. Buki stated the most common option was to let the nearby municipality with lower housing costs handle housing; another option was to let the housing stock age and save money to be in a position to purchase these properties when their value decreases; a third option would be to purchase and bank land which can also hold land value steady. Council Member Garimella asked how collaboration with Wake County could work, and Mr. Buki stated a potential collaboration could offer negotiated terms to be beneficial to both parties.

Mayor Cawley stated that he would like to seek a resolution that assists public safety workers, teachers, and Town staff. He stated that if there was land available, he would be in favor of the purchase.

PZB Member Langston reiterated that 77% of the respondents were in favor of the Town spending some funds for affordable housing. He stated that since the Town already owns land in the Town Center area, he would support seeking a developer to incorporate affordable housing into a proposed development.

PZB Member Prichard stated that he did not want to rely on the region, and the Town should make sure affordable housing was primarily supporting its staff.

Council Member Schlink stated that he liked the fair share policy and the idea of a down payment program.

Council thanked czb for the presentation.

Mr. Buki stated that the approach should be looked at as a negotiation. He stated that the town's negotiating power was very strong because the Town has a limited supply of land and density and a developer could make a double-digit profit margin.

### **13. Closed Session**

#### **13.a. Closed Session Pursuant to NC GS § 143-318.11. (a) (6) to consider a personnel matter. Town Manager Performance Evaluation**

**MOTION: Council Member Rao made a motion to enter Closed Session Pursuant to NC GS § 143-318.11. (a) (4) to discuss matters relating to economic development. and (a)(6) to consider a personnel matter. The motion was seconded by Council Member Schlink and carried unanimously.**

Council entered Closed Session at 9:16 p.m.

**MOTION: Council Member Schlink made a motion to end Closed Session and resume Open Session. The motion was seconded by Council Member Rao and carried unanimously.**

Council resumed Open Session at 11:00 p.m.

### **14. Adjournment**

**MOTION: Mayor Pro Tem Scroggins-Johnson made a motion to adjourn. The motion was seconded by Council Member Rao and carried unanimously.**

Mayor Cawley adjourned the meeting at 11:01 p.m.



## Excerpt From Planning and Zoning Board Meeting October 3, 2019 at 6:30 pm

### DRAFT MINUTES

#### 9. New Business - Public Comment

##### Affordable Housing Plan

*Director Tanner* introduced the Draft Affordable Housing Plan. She then turned the presentation over to Charles Buki, the consultant with czb LLC.

*Mr. Buki* informed the Board members that the draft plan was available for review in their packet. He began by identifying the region context - the Raleigh Metropolitan Statistical Area (MSA) and the nearby Durham-Chapel Hill MSA. Regional migration plays a big part in how the housing supply is assessed. In Morrisville, many of its residents work elsewhere, and yet there is a large workforce coming to Morrisville. When looking at affordability, incomes are generally high enough in this region to afford the median home value of \$255,000. Rental incomes are generally high enough to afford the median rent of \$983.

*Member Sack* asked how affordability is defined. *Mr. Buki* explained that it is a balancing of overall income. The rule of thirds; basically, meaning your housing expenses such as mortgage/rent, taxes, and insurance, is one benchmark in understanding affordability. Some will pay up to 40% plus depending on their values. Risk comes into play with interest rates.

*Member Toterhi* felt this was a focused approach at a targeted population. What would be the difference between all the complexities and what is proposed vs doing market comparison adjustments. *Mr. Buki* explained that some jurisdictions adjust salaries but expect the employee to buy or rent in the community where they work.

*Chairman Prichard* commented on the MSA which represents multiple income levels and varied housing choices. *Mr. Buki* confirmed that that there is phenomenal growth. There are deficits at the top and bottom. Where are people living? Some are over-paying, and some are in substandard housing.

*Member Acharya* asked if commuting is part of the affordability equation. *Mr. Buki* said that almost 100% of two earner households are going in different directions.

*Mr. Buki* stated that Morrisville is the switching point, with super high incomes, which can afford to own or rent in Morrisville. The income breaking point is right around \$40,000. The land scarcity in Morrisville affects the development of new affordable housing.

*Member Acharya* states that this means that the Town is not facing a crisis currently. *Mr. Buki* confirmed that the housing affordability is not yet at a crisis. The current population is highly educated and has high wage earners. There are fewer low wage earners.

*Member Acharya* wanted to know what the limiting issues are for Morrisville. *Mr. Buki* replied that one issue is that the Town is landlocked. Also, the Town would soon have to cope with density and height.

It was noted that Town Council had expressed concern for certain populations, such as veterans, first responders and teachers. So, the challenge would be to address public sector employees, affordability partnerships, and/or regional housing trust funds. This could be approached on a local level or a regional level. Each approach costs money. The comfort level is on economic development and the spatial outcome.

*Member Sack* asked if the options can overlap, to which *Mr. Buki* responded that they can. *Mr. Sack* confirmed that any one of these recommendations could be used to assist public sector employees. *Mr. Buki* agreed there could be down payment assistance or some type of equity split to assist with a purchase, or a rental split in that case. One question would be – Would this constrain existing businesses?

*Member Toterhi* asked *Mr. Buki* to put this crisis into perspective. *Mr. Buki* explained that the Town has about a 500-household unit deficit. The housing needs are being met, but some people are over-paying, some are securing substandard housing elsewhere and some people are in between. One question could be – Would this constrain existing businesses?

*Member Toterhi* asked what role demographics would play in this crisis. *Mr. Buki* likes the regional housing trust fund, since the housing demand is a regional issue. The population is constantly changing. It says to the region that Morrisville is contributing their share to the housing fund.

*Member Sack* wondered what the housing issue would look like in 5 years. *Mr. Buki* said that all the numbers in the region will grow. Morrisville does not have a strong “middle” in terms of housing supply. *Member Acharya* added to the question regarding growth patterns what a reasonable measure for the future would be. *Mr. Buki* said the components could be developable acres remaining, volume of entitlements, existing jobs, and land left. Time is an essential component to the housing plan.

*Director Tanner* suggested that the members should ask as many questions as necessary. This plan is a policy document, not a funding document. It is slated for the Town Council agenda on October 22, 2019.

*Mr. Buki* encouraged supporting all options, as it presents the Town Council with infinite possibilities for the future. It would be a component to the Comprehensive Plan.

*Chairman Prichard* is concerned about the lack of housing options for public servants.

*Member Toterhi* wanted more information about these initiatives as well as the time frame of the process. *Mr. Buki* said that this is a multi-year process. If there was a regional partnership, a fund would have to be established. Land purchases would be like an investment. Density bonuses could be applied for as a trade-off for affordable housing units or aging apartment

complexes could shift to new ownership and with incentives be re-developed for affordable rental units. The risk is like a long-term stock.

*Member Acharya* understood these incentives could be an asset for the town.

*Member Toterhi* said that he did not think there was a problem at this time. There could be one in the future. He felt the plan was overlooking answers such as increasing Town staff salaries. He was not in favor of government programs, which could impact the economic wherewithal.

*Member Sack* stated that the plan seems like a solution in search of a problem. And it was good to work ahead of the issue. He was generally in favor of public-private partnerships.

*Member Robuck* thinks the Affordable Housing Plan is worth pursuing. She is supportive of first focusing on community servant housing.

*Chairman Prichard* stated that he was supportive of the community servant housing but was skeptical of the regional housing trust fund.

*Member Acharya* understood that there could be a housing problem for a certain segment of the community. He also indicated that the Town should look at programs that would allow people to work and live in proximity to their jobs. He was also not a proponent of government using a regional housing trust fund. He wanted to prioritize the programs for Town employees, then look at private-public sector partnerships to see what role the private sector could play.

*Member Toterhi* was not comfortable with any of the proposed options.

MOTION: *Member Acharya* made a motion recommending approval of the Affordable Housing Plan, indicating that even though there is *not* a crisis at this time there could be in the future, and recommended that Town Council set up a subcommittee to further study options for community servant housing as well as private-public partnerships and request more information regarding the various options. The motion was seconded by Member Sack and passed with a vote of 4 -1. (Member Toterhi opposed).



## MEMORANDUM

TO Natalie Nye, AICP, CZO  
Town of Morrisville  
FROM Charles Buki, czb  
DATE Monday, October 28, 2019  
RE Housing Trust Fund

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In the October 7, 2019 draft version of czb's [Affordable Housing Plan for Morrisville](#), czb presented an in-depth analysis of the region's housing affordability challenges, and within the region, those specific to the Town of Morrisville. By examining Morrisville specifically, and in the context of both the Durham/Chapel Hill and Raleigh MSAs, czb was able to describe the housing market locally and more broadly, articulating the interconnectedness of education, household formation, growth, land values, development costs, commuting, and the resulting presence or absence of cost burdens. Key highlights include:

- ▶ Morrisville is at the geographic center of two growing MSAs where proximity to high wage jobs in the technology sector combined with the nearness of the state capital, NC State, UNC, and Duke contribute to land scarcity and push values up, in some cases significantly.
- ▶ The overwhelming majority of households commute, both measured regionally and in Morrisville specifically. The typical commute of < 30 minutes is sufficient for most, but importantly not all, to secure affordable housing.
  - ▶ Those with annual household incomes < \$30,000 will struggle to find good rental housing options anywhere in the region, and any households with annual incomes < \$85,000 will struggle to afford to buy a home.
- ▶ Private sector development costs being what they are, new construction anywhere in the region will produce break even realities that cannot and will not translate into rents affordable to households earning much less than \$15/hr.
- ▶ In Morrisville, all of these realities are more acute than in the region, owing to land scarcity and proximity.

Based on these realities, czb recommended that the Town of Morrisville consider three ways of addressing its affordability challenges, which while not severe, will soon become so.

The first recommendation was for the Town to consider establishing a program for Town employees to receive help renting or buying a home in Morrisville. This would have the benefit of enhancing employee retention and reducing commuter pressures. The second was to

consider a range of tools directly applied by the Town to future projects. Such tools included master leases modeled after innovations done by the Town of Chapel Hill, land acquisition as a hedge against rising values, and the modification of the Town's zoning regulations to link density and height allowances to inclusionary goals. The third was to consider a housing trust fund mechanism.

### **Housing Trust Funds:**

Housing trust funds are distinct funds established by city, county or state governments that receive ongoing dedicated sources of public funding to support the preservation and production of affordable housing. Housing trust funds systemically shift affordable housing funding from annual budget allocations to the commitment of dedicated public revenue. While housing trust funds can also be a repository for private donations, they are not public/private partnerships, nor are they endowed funds operating from interest and other earnings.

There are more than 700 housing trust funds (HTF) operating across the country. There are 60 statewide HTFs operating in 47 states (some states have more than one operating on a statewide basis). The most common revenue sources collected by state housing trust funds are the real estate transfer tax and the documentary stamp tax — used by twelve states and the District of Columbia. Not all state housing trust funds have dedicated ongoing sources of revenue and three have yet to place any funds into their state trust funds (Alabama, Idaho, and Rhode Island). Especially innovative statewide HTFs can be found in Massachusetts, Wisconsin, and Oregon. An excellent county HTF to evaluate is the Polk County HTF (Iowa). There are numerous excellent municipal HTFs.

The basic premise is straightforward: a city or county (or state) establishes a fund, which is typically a 501-c(3) organization. That organization receives revenue on a periodic basis, whether via line item in a General Fund, a transfer tax, or some other donation from public or private sources. The HTF, often but not always governed by a board and staff, receives applications for resources from applicants chartered and able to create affordable housing.

The State of North Carolina created its HTF in 1987. It is administered by the state housing finance agency. While its resources have been declining, its leverage ratios and performance have been very good. Within North Carolina are two local HTFs. Both the City of Asheville (2000) and the City of Charlotte (2001) have their own. Durham is in the process of developing one.

There are several ways that Morrisville could consider a housing trust as an appropriate municipal response to its affordable housing challenges. Morrisville could:

1. Create a "Morrisville-specific" formula for paying into the state HTF and applying for funds.
  - ▶ Advantages (pros)
    1. No new entity would need to be created
    2. Immediate pay-ins could occur following development of a pay-in/use-withdraw agreement
    3. NCHFA has all the existing networks and systems in place to drive the highest leverage ratios possible
  - ▶ Possible disadvantages (cons)
    1. Some local control would be ceded

2. Adapt the framework in place in Asheville and Charlotte and create Morrisville's own HTF
  - ▶ Advantages (pros)
    1. Total local control over types of projects, uses, applicants
    2. Total local control of amount/size of HTF
  - ▶ Possible disadvantages (cons)
    1. Time and expense of establishing and operating own HTF
    2. Lower leverage ratios than tapping into state HFA
    3. Little/no economy of scale
3. Work with Cary, Apex, and other Wake and Orange County municipalities to create regional or sub-regional HTF
  - ▶ Advantages (pros)
    1. Local control - more than with state partnership
    2. Economy of scale - more than "Morrisville-specific"
  - ▶ Possible disadvantages (cons)
    1. Lack of total control/autonomy
    2. Time and expense of establishing and operating own HTF

### **Next Steps**

czb worked with the City of Greenville, SC to establish its trust fund, which is now operational and funded by a city commitment of General Fund dollars. Based on that and other work and familiarity with HTFs, the following may be worth considering.

- ▶ Reach out and explore the willingness of the NCSHFA to create a hybrid prototype agreement with the Town of Morrisville
- ▶ Speak with/visit the staffs of municipal funds in Asheville and Charlotte. While these are larger communities and in the case of Charlotte much larger, their staff will have invaluable experience to share.
- ▶ Invite town and city managers of Cary, Apex, and Chapel Hill to explore the merits of a regional or sub-regional HTF

### **Final Notes**

The great value of HTF resources is their flexibility and local applicability. Where state and federal resources come with any number of requirements that may not work in Morrisville, local HTF resources can be tailored with exquisitely fine-tuned precision to local market and political conditions.



# **Draft Affordable Housing Plan**

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Town Council

October 22, 2019

# Affordable Housing Plan for Morrisville, NC

2019



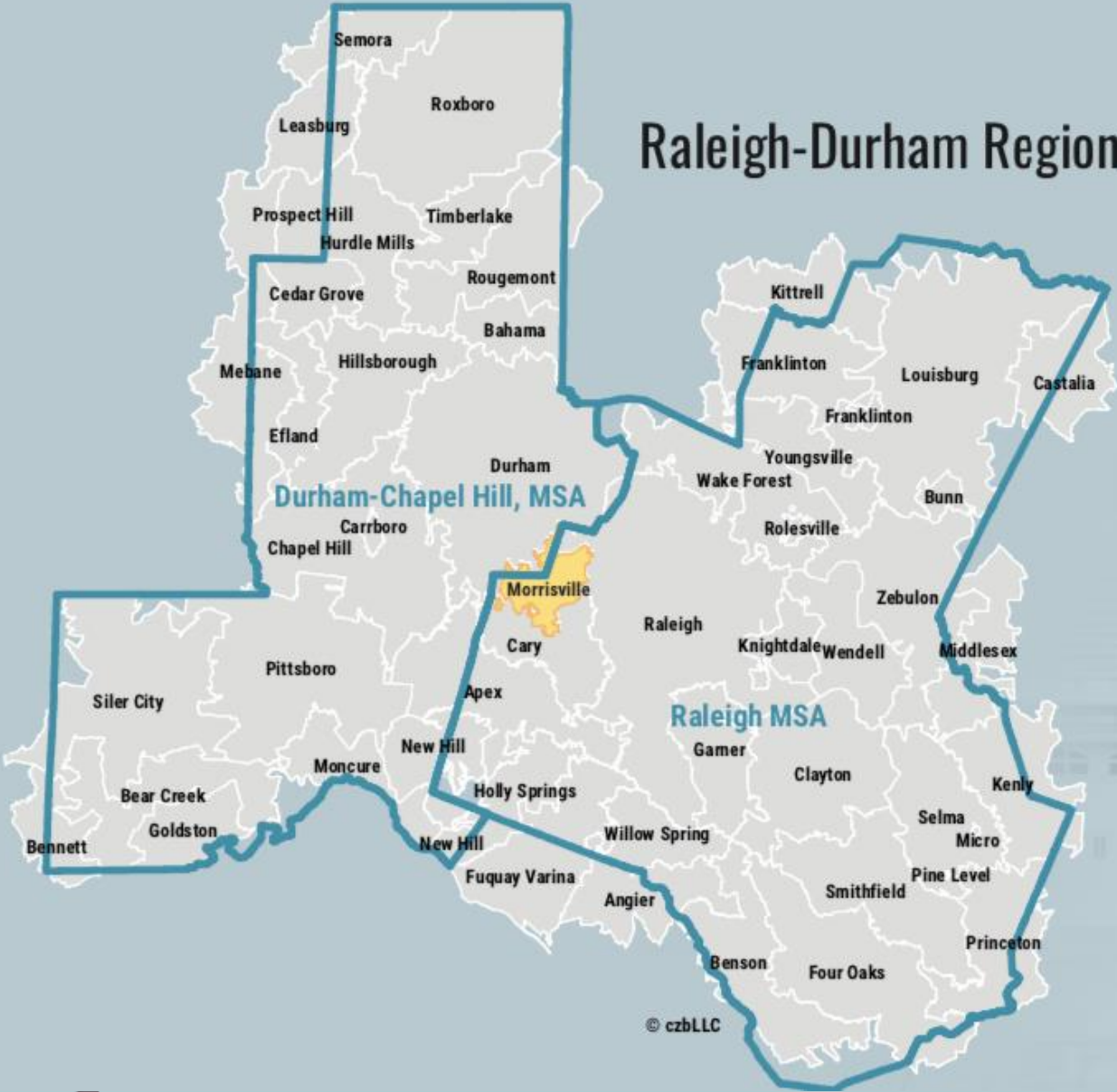
Prepared by czbLLC



**Morrisville**  
Affordable Housing Plan



# Raleigh-Durham Region



**Morrisville**  
Affordable Housing Plan



# AFFORDABILITY

## Regional Affordability, 2017

For Owners 

**Median  
Affordable  
Home Value**  
**\$255,000**



**Actual Median  
Home  
Value**  
**\$218,600**



For Renters 

**Median  
Affordable  
Rent**  
**\$983**



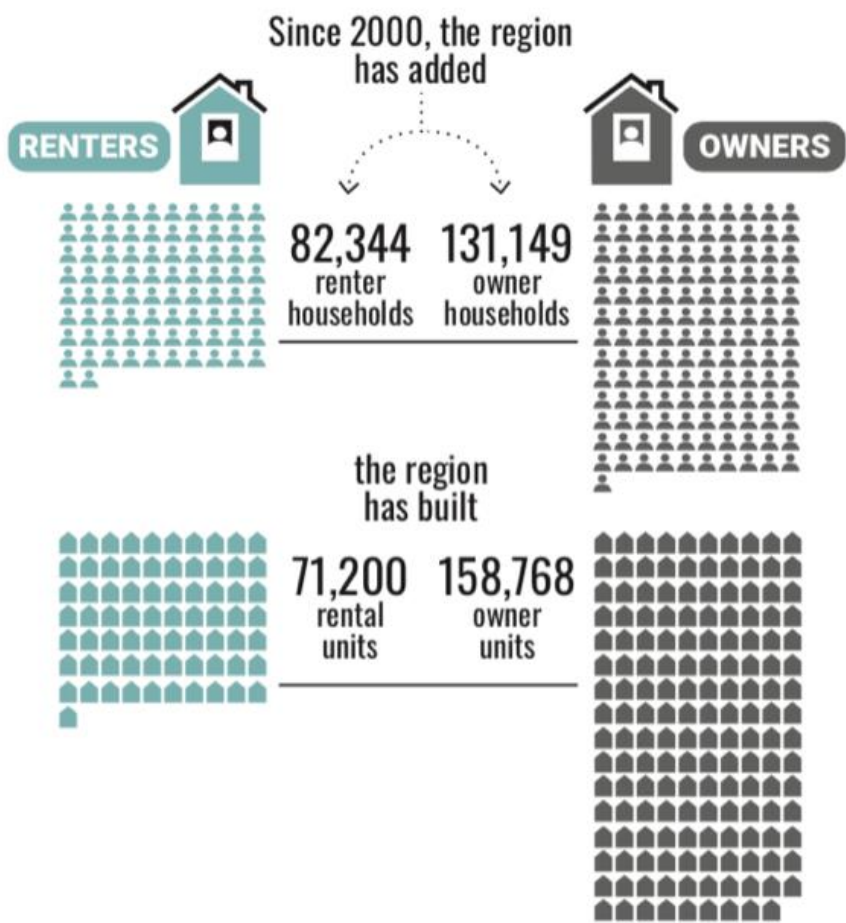
**Actual Median  
Rent**  
**\$980**



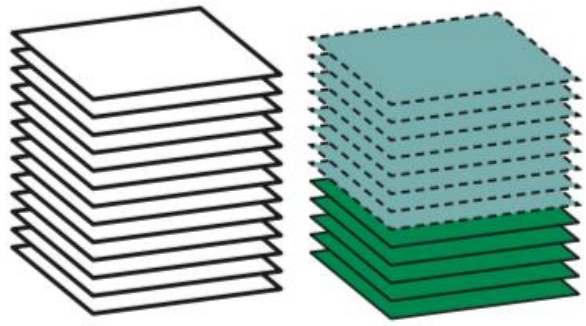
Source: czb analysis of 2000 and 2010 Census and 2013-2017 American Community Survey Data.



# HOUSING PRODUCTION SYSTEM



Break Even Rent for a New Unit  
**\$1,300**



**\$800**  
Monthly Rental Gap

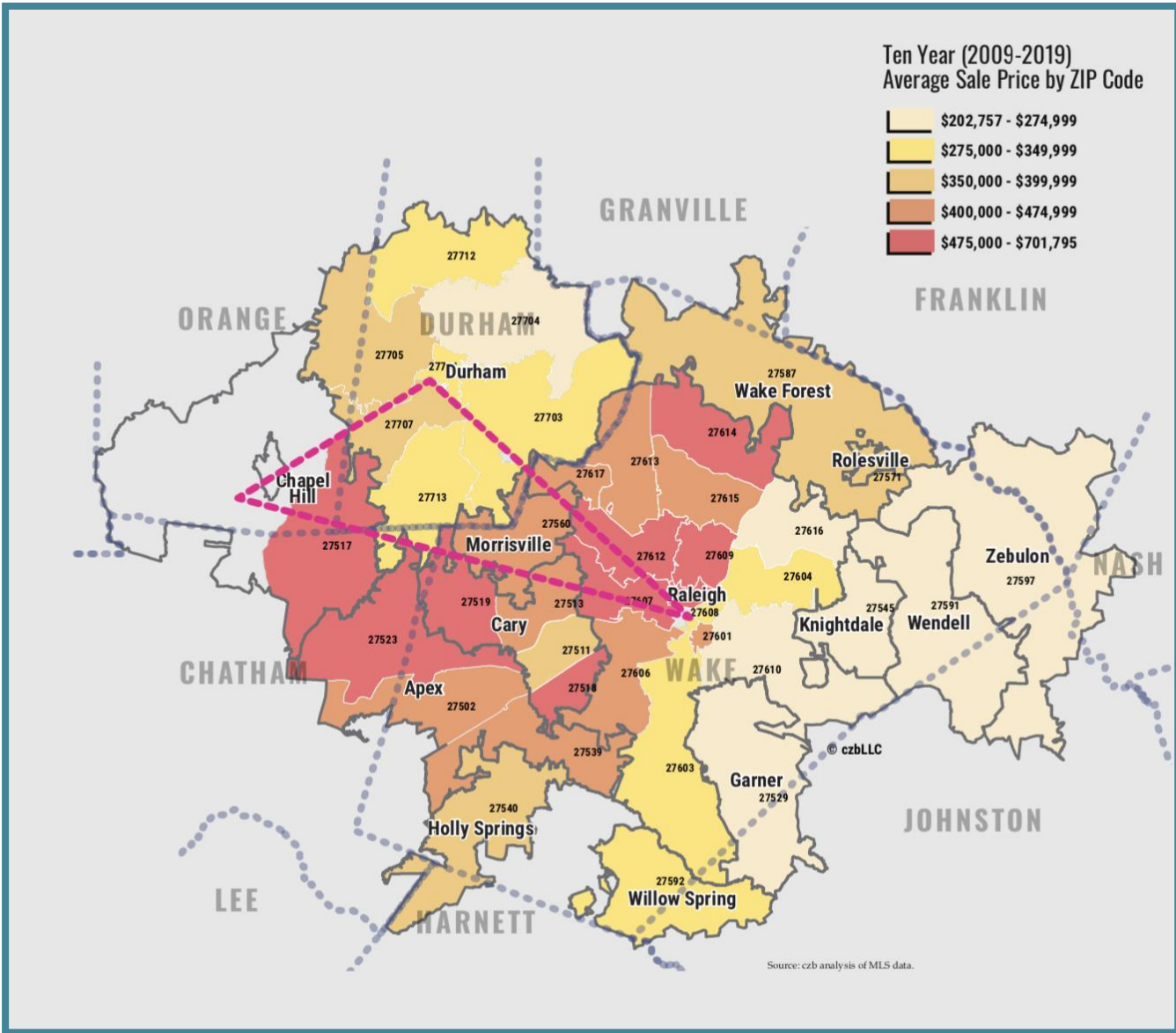
**\$500**  
Monthly Rent Affordable to Households Earning \$20,000

Source: czbLLC.

Source: czb analysis of 2000 and 2013-2017 American Community Survey Data.



The region's highest average sales prices are found in western Wake County, stretching from the west side of Raleigh, across Morrisville, Cary, and Apex westward toward Chapel Hill.

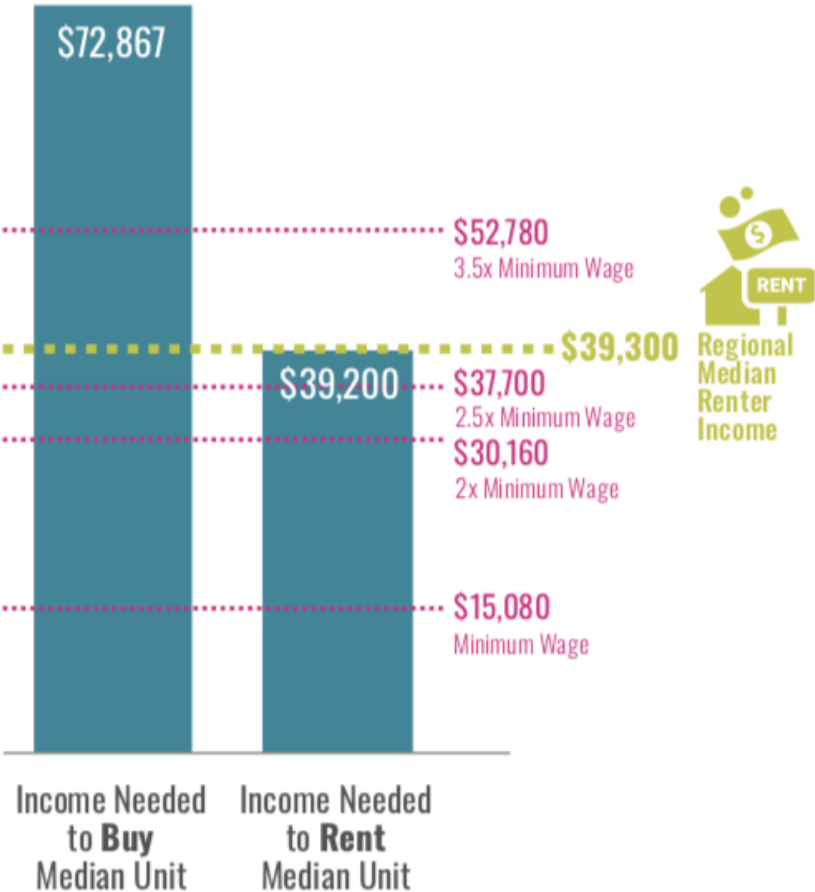


**Morrisville**  
Affordable Housing Plan





----- \$85,000 Regional Median Owner Income



### THE TAKEAWAY

The Raleigh-Durham affordability challenge is best described as: high costs in a few places and low renter incomes everywhere.



## Morrisville Affordable Housing Plan



PART 2

# THE MORRISVILLE MARKET

## BY THE NUMBERS, 2000/2017



### MORRISVILLE

	2000	2017
POPULATION	5,208	23,873

% CHANGE  
↑ 358%

HOUSEHOLDS	2,476	8,804
------------	-------	-------

% CHANGE  
↑ 256%

HOUSING UNITS	3,210	9,365
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% CHANGE  
↑ 192%

	2002	2017
JOBS	12,637	26,888

% CHANGE  
↑ 113%

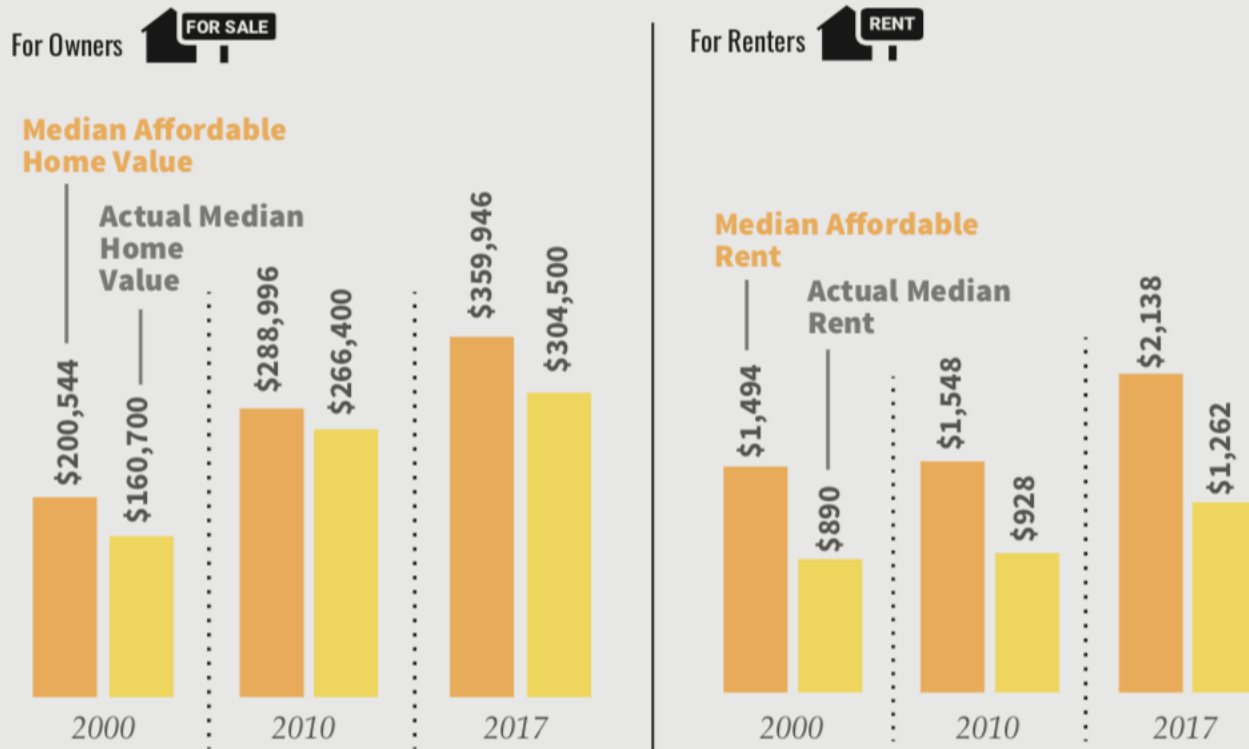


# MORRISVILLE AFFORDABILITY

## THE TAKEAWAY

Like the region, Morrisville is not facing an overall affordability crisis.

Morrisville Affordability, 2000-2017



# RECOMMENDATIONS FOR TAKING ACTION

## Challenge to Address Public Sector Employees



**ESTABLISH A  
COMMUNITY SERVANT  
HOUSING CHOICE  
PROGRAM**



**Down Payment  
Assistance**



**Shared  
Equity**



**Rent  
Assistance**

Ensure that teachers, first responders and other public employees have opportunities to live affordably in the community they serve.

## Challenge to Address Low-Income Affordability



**CREATE AN  
AFFORDABILITY  
PARTNERSHIPS  
TOOLKIT**



**Master  
Leases**



**Land  
Purchases**



**Density  
Bonuses**

Partner with private developers and Wake County to preserve existing affordable housing options and create new mixed-income housing developments.



**PAY INTO A  
REGIONAL HOUSING  
TRUST FUND**

<b>MORRISVILLE</b>	<b>RALEIGH</b>	<b>DURHAM</b>
<b>APEX</b>	<b>CARY</b>	<b>CHAPEL HILL</b>
<b>WAKE COUNTY</b>	<b>DURHAM COUNTY</b>	<b>ORANGE COUNTY</b>

Be a charter member of a regional housing trust fund to contribute to affordable housing solutions for the Research Triangle and attract regional dollars to favored local projects.





# ESTABLISH A COMMUNITY SERVANT HOUSING CHOICE PROGRAM

The most direct way to address the challenge of affordability for public servants without revising pay scales is to offer financial assistance that broadens their range of housing options in Morrisville.

This means helping employees afford a home purchase that may be just beyond their current budget, or with covering a small rent gap to bring monthly rent within 30% of the employee household's gross income.

All or a combination of the following components should be considered core elements of a Community Servant Housing Choice Program. Which components to deploy and how much to allocate for them each year depends on how many households the Town wants to assist and what balance of homeowner or rental assistance it wants to achieve.

## Potential Components



Down Payment Assistance



Shared Equity



Rent Assistance

### TAKING ACTION: HOW MIGHT THIS BE SEQUENCED?

- 1 Select the components that would comprise a Community Servant Housing Choice Program
- 2 Develop program rules, determining such factors as
  - Employee eligibility
  - Responsible pricing parameters
  - Maximum assistance levels
- 3 Prepare the administrative functions, potentially within Human Resources, that would manage promotion, intake, contracting, and payments
- 4 Begin the program and promote it to employees
- 5 Evaluate the components and funding levels annually based on demand and the outcomes being realized, such as employee retention and successful homeownership

## Down Payment Assistance

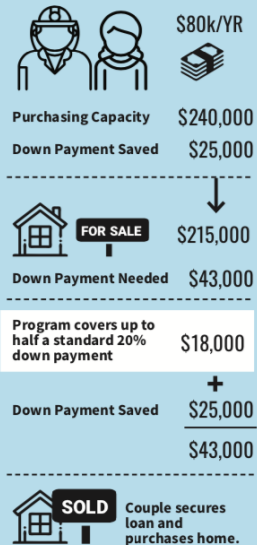
A down payment assistance component would cover a share or maximum amount of the down payment and closing costs on a home purchase in Morrisville.

It could be treated as a loan with repayment due at sale, or it could convert to a grant if the employee stays with the Town on good terms for a minimum period and/or stays in the house for a minimum period.

## Example

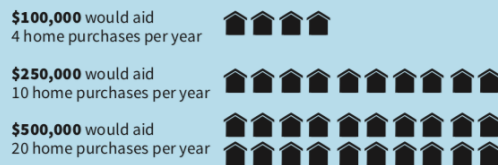
A Morrisville firefighter is newly married and renting in Cary with their spouse. Together they make \$80,000 and have begun shopping for a house. Their combined income gives them a purchasing capacity of up to \$240,000, but they currently have only \$25,000 saved for a down payment.

They find a townhouse selling in Morrisville for \$215,000. **The Town's program offers to cover up to half of a standard 20% down payment to help a qualifying employee secure a conventional loan.** The firefighter and spouse then put their \$25,000 down alongside \$18,000 from the Town to secure a loan and finalize the purchase.



## Cost Scenarios

Assuming that the average down payment assistance would be \$25,000...



...with the Town recouping its payment at future sale or making it a conditional grant.



**Morrisville**  
Affordable Housing Plan





# ESTABLISH A COMMUNITY SERVANT HOUSING CHOICE PROGRAM

## Shared Equity



A shared equity component would provide a loan investment covering a specified share of a home purchase in Morrisville. The investment would stay with the home and the Town would receive the share back (including any appreciation) at resale.

**Example**  
A Morrisville police officer and their spouse have a combined household income of \$65,000 and currently rent in Morrisville with a two-month-old baby. Their home purchasing power is around \$195,000 – well below median home values in the town. They find a house they like priced at \$250,000. **The Town agrees to a 25% shared equity stake in the purchase**, which brings the amount the family needs to cover down to \$187,500 – helping them qualify for a conventional loan. When the family sells, the Town will receive 25% of the fair market selling price.



### Cost Scenarios

Assuming that the typical shared equity investment would be **\$60,000...**



...with the Town receiving its share of equity back when the participating employees sell (and sharing in potential gains or losses).

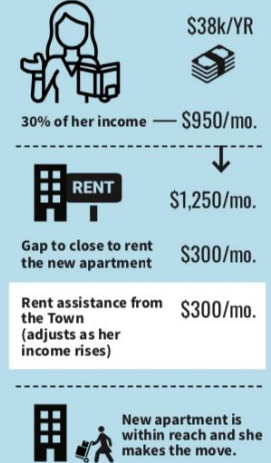
## Rent Assistance



A rent assistance component would cover the gap between what an eligible employee can afford to spend each month on rent (30% of net household income) and their actual rent payment.

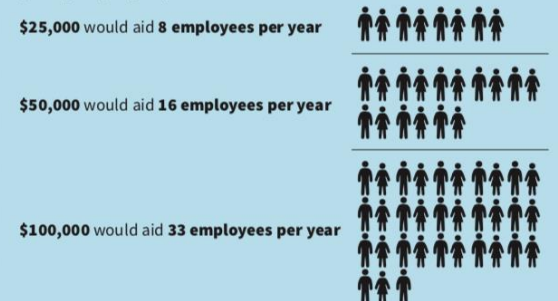
### Example

A teacher at Morrisville Elementary lives alone and makes \$38,000. She currently rents in Raleigh but is eyeing an apartment in Morrisville that rents for \$1,250 (on par with median rent in the town). 30% of her current income is \$950 – which means that there is a \$300 gap between what she can technically afford and what the new apartment would cost. She applies for rent assistance from the Town, makes the move, and receives a monthly payment to cover the gap – an amount that gets adjusted as her salary rises. Assistance is terminated if rent falls below 30% of net household income.



### Cost Scenarios

Assuming that the average recipient of rent assistance receives **\$250 per month (or \$3,000 per year)...**





# CREATE AN AFFORDABILITY PARTNERSHIPS TOOLKIT

To address rental affordability challenges in Morrisville, the Town has an opportunity to partner with the private sector in ways that will preserve and incrementally expand the supply of income restricted apartments.

A particular set of tools – those presented here – can be leveraged to make affordability partnerships work for the Town, for tenants, and for owners and developers.

As with the Community Servant Housing Choice Program, the exact composition and utilization of this toolkit will depend on the balances the Town wishes to strike – for example, between actions that quickly add to the affordable housing inventory and those that involve longer-term planning to shape new and inclusive residential communities.

## Potential Components



Master Leases



Land Purchases



Density Bonuses

### TAKING ACTION: HOW MIGHT THIS BE SEQUENCED?

- 1 Select the partnership tools that best reflect the Town's willingness and capacity to expand the community's
- 2 Identify how to integrate the toolkit into administrative and decision-making processes of relevant departments and boards.
- 3 Invest in the groundwork needed to make the tools work
  - Master Leases: Relationships with landlords and potential non-profit managers, an approach to contracting and administration.
  - Land Purchases: Criteria for evaluating and capitalizing purchase opportunities.
  - Density Bonuses: Proposing and adopting revisions to the zoning code.
- 4 Establish annual goals for the chosen tools and evaluate outputs and outcomes.

## Master Leases

A master lease program would involve the Town of Morrisville entering into long-term apartment leases with landlords, allowing the Town to preserve access to affordable units for income-qualified renters. Such an arrangement can ensure stability and cash flow for landlords and stability for potentially vulnerable tenants.



### Example A

A 96-unit apartment complex is proposed near Morrisville Town Center. To increase the supply of units affordable to service-sector workers in that area, the Town makes a deal with the owner to have a 10-year master lease on 12 of the 96 units. The Town gets an 8% discount from the market rate for saving the owner from advertising and vacancy costs and has contracted with a local non-profit to handle sub-leasing and tenant screening. Rents on the units are set to be affordable for households making 50% to 70% of AMI.



### Example B

Over the course of a year, the Town works with the owner of a 24-unit complex built in 1996 to secure a 10-year master lease on a block of 12 units. The Town contracts with a local non-profit to handle sub-leasing and tenant screening, and the Town's lease stipulates standards for maintenance and reinvestment by the owner. Rents on the units, which are already below the Town median, are set to be affordable for households making 50% to 70% of AMI.



### Cost Scenarios

Costs incurred by the Town would be a reflection of the number of units controlled, the gap between the cost of the lease and the revenue from the sub lease, and overhead.

If a master lease on a unit costs **\$1,600**, the Town sub-leases it for **\$950**, and annual overhead is **10% of the lease...**

**One unit = \$9,720 per year**  
**Ten units = \$97,200 per year**

If a master lease on a unit costs **\$1,100**, the Town sub-leases it for **\$800**, and annual overhead is **10% of the lease...**

**One unit = \$4,920 per year**  
**Ten units = \$49,200 per year**





# CREATE AN AFFORDABILITY PARTNERSHIPS TOOLKIT

## Land Purchase with Inclusionary Outcomes



The Town would strategically purchase land, or secure purchase options on land, for the purpose of ensuring an inclusive outcome at sale. This may include selling below market value to a developer who agrees to build mixed-income housing, or selling at market value and investing the proceeds from appreciation into affordable housing efforts.

### Example A

Two acres of mostly vacant land are for sale along Chapel Hill Road, with zoning that supports mixed-uses of moderate density. The Town makes the winning purchase offer (\$650,000), acquires the property, and demolishes two small homes and an outbuilding on the site. It then issues an RFP offering to sell the land for \$100,000 to the developer who submits the best plan for a mixed-income housing development that includes no fewer than six affordable units.



### Example B

A short recession strikes before a developer is selected in Example A. Development slows considerably, interest in the RFP is limited, and the RFP is withdrawn. Two years later, the market is once again strong. The Town decides to sell the land for \$750,000 and allocates the \$100,000 profit towards its new Master Lease program.



### Cost Scenarios

The costs incurred by the Town would be the price paid for strategically targeted land and the opportunity cost of making the purchase (and not, for example, spending the same sum on down payment assistance for employees or on master leases). The potential benefit would be realized months or perhaps a few years later in the form of a carefully controlled outcome at the purchased property, privately developed affordable units, or proceeds to invest in affordable housing.

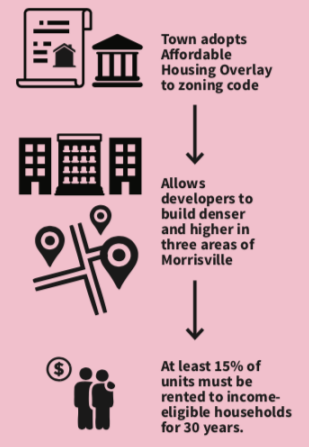
## Density Bonuses with Inclusionary Guarantees



The Town would identify areas where density bonuses will be granted to developers IF AND ONLY IF the resulting project incorporates a required number or percentage of units affordable to households in targeted income ranges.

### Example

The Town adopts an Affordable Housing Overlay into its zoning code that specifies three areas of Morrisville – all near major job and retail centers – where developers will be allowed, by right, to build at a density and height greater than that allowed by the underlying zoning in return for supplying the market with affordable housing units. Of the total number of units produced, at least 15% must be rented to income-eligible households (making between 50% and 70% of AMI) for the following 30 years.



### Cost Scenarios

The Town would have to grant new entitlements in order to obtain the benefits of having additional affordable units. Changing the zoning code to make this possible would require expenditure of political capital and a willingness to accept more density and height in prescribed areas.





# PAY INTO A REGIONAL HOUSING TRUST FUND

## TAKING ACTION: HOW MIGHT THIS BE SEQUENCED?

- 1 Begin work towards implementation of the recommendations in this plan to build credibility as an active leader on the issue.
- 2 Establish a strong working relationship with Wake County on affordable housing – seek their partnership whenever possible and work with the County to help peer communities understand their options.
- 3 Make an annual funding commitment to Wake County, initially, to support County-level affordable housing efforts.
- 4 Work with Wake County and/or the Triangle J Council of Governments to initiate a regional dialogue on affordable housing and be an advocate for a regional trust fund. Signal the Town's willingness to convert its annual payment to the County into a payment to a regional trust fund.
- 5 Use ongoing regional dialogue to build a founding coalition for a regional trust fund.

### Cost Scenarios

A payment into a regional housing trust fund would not serve as a replacement for the other steps recommended by this plan – but as an additive measure that recognizes the regional scope of the issue and as a down payment for active participation in the trust fund's work and a beneficiary of trust fund investments.

If a regional housing trust fund had a goal of raising a set dollar amount annually from local contributors – to then leverage with state, federal, and other resources – a fair share contribution from Morrisville (mirroring its 1.3% share of regional households) would be as follows:

- 
 If the trust fund sought to raise **\$10 million per year and \$100 million over a decade...**
  - Morrisville would contribute **\$130,000 per year and \$1.3 million over a decade**
- 
 If the trust fund sought to raise **\$25 million per year and \$250 million over a decade...**
  - Morrisville would contribute **\$325,000 per year and \$3.25 million over a decade**

- MORRISVILLE
- APEX
- WAKE COUNTY
- RALEIGH
- CARY
- DURHAM COUNTY
- DURHAM
- CHAPEL HILL
- ORANGE COUNTY



**REGIONAL HOUSING TRUST FUND**

Leverage local, state, federal, and private dollars to invest in affordable housing solutions that will work in the in the Research Triangle market.



# Questions and Comments

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# Town Council Agenda Item Report

Agenda Item No. 2019-272-0

Submitted by: Eric Smith

Submitting Department Administration

Meeting Date: November 12, 2019

## **SUBJECT**

Resolution Appointing Advisory Board and Committee Members

Eric W. Smith II, Town Clerk

Brief - November 12

Action - November 26

## **Recommendation:**

Brief and discuss candidates at November 12 meeting, Vote - November 12 through November 18 at 5pm and approve resolution authorizing appointments at November 26 meeting.

## **Updates/History of Briefing:**

### **Executive Summary and Background Information:**

Official recruitment for Fall appointments was held October 4 – October 21, 2019 and included a variety of outreach mechanisms (recruitment plan noted below).

A total of seven new applications were received and there were 22 eligible applicants remaining on file from the last year (ATTH01). Previous applicants were contacted to determine if they were still interested in appointment/reappointment. Those who were not were removed from consideration and those who did not respond remain for consideration. Residency for each applicant has been verified and all reside within the Town limits of Morrisville. As has been staff's practice, supplemental questions answered in the application are provided in excel (ATTH04) as an extra tool/resource to facilitate movement and evaluation of information during Town Council's review work. A PDF version of the document (ATTH03) is provided for your convenience as well.

The following members with expiring terms have stated they would not seek reappointment

Kristine Cuddy (PRCRAC)

Lauren Butler (PMAC)

The following members with expiring terms have been contacted via phone and email notifying them of their expiring terms but have failed to submit an application for reappointment:

Brian Foxx (PRCRAC)

Applicants Anne Robotti and Donna Fender are no longer eligible for consideration as they were recently elected to Morrisville Town Council.

To streamline the balloting process and minimize the time dedicated to balloting during a meeting, staff previously recommended that balloting take place outside of a regular meeting (October 21st Roundtable Discussion). Ballots are

included with the agenda packet and council will be asked to make initial selections (runoffs may be needed at the Nov. 26 meeting) between the Nov. 12 meeting and return ballots to the Town Clerk by Nov. 18 for initial tallying. Ballots remain part of the agenda item and public record. Staff will assess the process after Nov. 26 for further efficiencies.

Planning and Zoning Board selection will take place over three ballots with separate ballots for the Regular, ETJ and Alternate seat.

**Timeline:**

Oct. 4 - Oct. 21 - Formal Recruitment

Oct. 21 - Council briefed on the new voting process.

Oct. 21 - Application Deadline (midnight)

Nov. 6 - Council received full agenda packet for Nov. 12 meeting

Nov. 12 - Brief and Council will receive hard copy and electronic ballots, with instructions for completion

Nov. 18 - ALL council members asked to return completed ballots (hard copy or electronic) to Town Clerk, no later than 5pm, to be tallied. Staff will prepare runoff ballots (if needed).

Nov. 26 - Regular council meeting. Tallies to be announced, and if needed, runoff votes (Council will be provided ballots during the meeting). Remaining tallies to be announced (if any runoffs), and Council will be asked to vote on the item resolution.

Communication Tools - Email: Town support staff, current board/committee membership, Council Current Listserv, recent applicants (within last 365 days), HOA contacts, Town Council

Hard copy: Posters/Fliers displayed at various Town locations

Social Media: Facebook, Twitter

Other Electronic Media: NWIM weekly messages during recruitment period, website feature throughout recruitment period

Community Partners: communication tools provided to Morrisville Chamber of Commerce

**Other Information:**

Applicant Contact Information - ATTH02

Voting Ballot - ATTH05

Current Board/Committee rosters are available online:

<https://www.townofmorrisville.org/government/citizen-advisory-committees>

**Advisory Board/Committee Review:**

**Insert Date of Advisory Board/Committee Review:**

**Advisory Board/Committee Recommendation and/or Vote:**

N/A

**Potential Options:**

Approve candidates as selected by ballot vote.

Consider further recruitment for candidates.

**Staff Recommendation:**

Approve candidates as selected by ballot vote and approve resolution authorizing appointments at November 26 meeting.

**ATTACHMENTS**

- [2019-272-0\\_Brief\\_Supplement\\_Bd\\_Cmte\\_Appts.docx](#)
- [2019-272-0\\_RES\\_Bd\\_Cmte\\_Appts.docx](#)
- [2019-272-0\\_ATTH01\\_Applications.pdf](#)
- [2019-272-0\\_ATTH02\\_Bd\\_Cmte\\_Appts\\_Applicant\\_Contact\\_Info.pdf](#)
- [2019-272-0\\_ATTH03\\_Supplement\\_Question\\_Matrix.pdf](#)
- [2019-272-0\\_ATTH04\\_Supplement\\_Question\\_Matrix.xlsx](#)
- [2019-272-0\\_ATTH05\\_Bd\\_Cmte\\_Appts\\_Ballot.pdf](#)



Resolution Approving Board and Committee Appointments: (2019-272-0)  
 “Connect Morrisville” Strategic Plan Alignment

Goals	Objectives
Improved transportation mobility – Enhance transportation options through improved accessibility, connectivity and collaboration	<input type="checkbox"/> Obj. 1.1 Manage traffic congestion at targeted locations and targeted times of day <input type="checkbox"/> Obj. 1.2 Leverage resources through partnerships with other government entities and private sector <input type="checkbox"/> Obj. 1.3 Improve mobility options for non-drivers
Thriving, livable neighborhoods – Enrich the quality of life through the preservation of natural resources, well-planned development and strengthened neighborhood vitality	<input type="checkbox"/> Obj. 2.1 Provide a mix of housing options that meet the current and future needs of the community <input type="checkbox"/> Obj. 2.2 Create a sense of place through insightful development that balances commercial and residential growth <input type="checkbox"/> Obj. 2.3 Be responsible stewards of the natural environment <input type="checkbox"/> Obj. 2.4 Establish a planned approach for redevelopment and revitalization <input type="checkbox"/> Obj. 2.5 Plan and provide for current and future infrastructure
Engaged, inclusive community – Enrich the quality of life through programs, events, amenities and services valued by the community	<input type="checkbox"/> Obj. 3.1 Offer events and programs that meet the needs and interests of the community <input type="checkbox"/> Obj. 3.2 Increase awareness of activities and opportunities for engagement <input type="checkbox"/> Obj. 3.3 Effectively maintain assets and make the most of existing resources <input type="checkbox"/> Obj. 3.4 Provide opportunities for meaningful public engagement and collaboration
Public safety readiness – Provide a safe and secure community through prevention, education, readiness and response	<input type="checkbox"/> Obj. 4.1 Provide educational opportunities and encourage preparedness <input type="checkbox"/> Obj. 4.2 Be operationally ready <input type="checkbox"/> Obj. 4.3 React responsively to the public safety needs of the community <input type="checkbox"/> Obj. 4.4 Meet Demands for service
Operational excellence – Deliver exceptional service with an engaged workforce that effectively manages public assets and promotes transparency	<input type="checkbox"/> Obj. 5.1 Promote financial integrity through effectively and efficiently managing public assets <input type="checkbox"/> Obj. 5.2 Deliver customer-focused service <input type="checkbox"/> Obj. 5.3 Require the highest of professional standards <input type="checkbox"/> Obj. 5.4 Attract, develop and retain a diverse, high performing workforce <input type="checkbox"/> Obj. 5.5 Align priorities with resources <input type="checkbox"/> Obj. 5.6 Leverage the use of technology to maximize results
Economic prosperity – Promote a business-friendly environment to diversify the economic base and create job opportunities for an educated, ready workforce	<input type="checkbox"/> Obj. 6.1 Attract and retain businesses that provide a diverse tax base <input type="checkbox"/> Obj. 6.2 Support new and existing businesses by streamlining processes and minimizing complexities <input type="checkbox"/> Obj. 6.3 Understand business needs in order to supply a ready workforce <input type="checkbox"/> Obj. 6.4 Maximize partnership opportunities with the Morrisville Chamber of Commerce, regional and educational partners <input type="checkbox"/> Obj. 6.5 Develop and advocacy plan to address public education needs



RESOLUTION 2019-272-0 OF THE MORRISVILLE TOWN  
COUNCIL CONSIDERING APPOINTMENTS OF ADVISORY  
BOARD AND COMMITTEE MEMBERS

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WHEREAS, recruitment for vacancies on advisory boards and committees took place during the month of October; and

WHEREAS, initial appointments from the applicant pool are considered by the Council:

NOW, THEREFORE, BE IT RESOLVED THAT THE MORRISVILLE TOWN COUNCIL hereby notes that the following applicants are eligible for appointment, as indicated by ballot vote (member names to be inserted upon approval):

Board of Adjustment (BOA)

January 1, 2020 – December 31, 2022 (Regular seat)

Morrisville Environment and Stormwater Committee (MESCC)

January 1, 2020 – December 31, 2021

January 1, 2020 – December 31, 2021

January 1, 2020 – December 31, 2021

Parks, Recreation and Cultural Resources Advisory Committee (PRCRAC)

January 1, 2020 – December 31, 2021

January 1, 2020 – December 31, 2021

January 1, 2020 – December 31, 2021

Performance Measures Advisory Committee (PMAC)

January 1, 2020 – December 31, 2021

January 1, 2020 – December 31, 2021

January 1, 2020 – December 31, 2021

January 1, 2020 – December 31, 2021

Planning and Zoning Board (PZB)

January 1, 2020 – December 31, 2022 (Alternate Seat)

January 1, 2020 – December 31, 2022 (ETJ Seat)

January 1, 2020 – December 31, 2022 (Regular)

Public Safety Advisory Committee (PSAC)

January 1, 2020 – December 31, 2022

January 1, 2020 – December 31, 2022

January 1, 2020 – December 31, 2022

Senior Advisory Committee (SAC)

January 1, 2020 – December 31, 2021

January 1, 2020 – December 31, 2021

January 1, 2020 – December 31, 2021

January 1, 2020 – December 31, 2021

Adopted this the 26th day of November 2019.

ATTEST:

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TJ Cawley, Mayor

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Eric W. Smith II, Town Clerk

# Application Form

## Profile

Sanjay

First Name

Acharya

Last Name

acharya.mpzb@gmail.com

Email Address

*\*All Advisory Board/Committee appointees must reside within the Town of Morrisville limits or its Extraterritorial Jurisdiction (ETJ). Residency of each applicant will be verified.*

208 Valley Glen Dr

Home Address

Suite or Apt

Morrisville

City

NC

State

27560

Postal Code

Home: (919) 380-0353

Primary Phone

Mobile: (919) 389-9756

Alternate Phone

### How long have you been a resident of Morrisville?

17

### Are you 18 years or older?

Yes  No

## Interests & Experiences

### Which Boards would you like to apply for?

Planning and Zoning Board: Eligible

### Which Board or Committee is your FIRST choice to serve on? \*

Planning and Zoning Board

### Which Board or Committee is your SECOND choice to serve on? \*

I am not interested in a second Board or Committee.

**It is recommended that you review the approved Charter of the Advisory Board/Committee(s) that you have selected to gain a greater understanding of the role and scope of work. Please acknowledge that you have read and reviewed the charter, found at [www.townofmorrisville.org/government/citizen-advisory-committees](http://www.townofmorrisville.org/government/citizen-advisory-committees)**

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Yes  No

**Why do you want to serve on the board/committee(s) you have specified?**

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Ensure there is systematic town development that addresses the day to day challenges of its residents.

**What do you see as the primary responsibilities of the board/committee(s)? What do you hope to accomplish as a member of the board/committee(s)? If none, please indicate N/A.**

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As a member of the board I see my responsibility to be that of a critically reviewer and help refine of various long and short term development plans to ensure these plans align with the towns goals and address citizen concerns. I hope to ensure all developmental activities in the town benefit the great good of the town and all its citizens.

**Please describe your community involvement/participation experience. If none, please indicate N/A.**

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1) Member of the Planning and Zoning Board since Feb 2018 2) Executive Board Member of TiE Carolinas; a non-profit organization fostering entrepreneurship. 3) Lead Sanskar Academy's Discover India program for middle & high school students. Program focuses on exploring geography, history and opportunities. 4) Mentor MBA & Graduate student at NC State University and UNC Chapel Hill. 5) As part of IBM Corporate Services Corp, provided pro-bono consulting service to help transform Phuket into the first smarter city in Thailand.

**Have you served on other Town boards/committees? If no, please indicate N/A.**

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Planning and Zoning Board

**Have you attended any previous board/committee meetings? Please share your experience. If no, please indicate N/A.**

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Attended most of the PZB for the last year and half. Learned a lot about the legal constrain the town has to operate with in. The staff take lot of effort to ensure the board has all the information to make informed decisions. Perhaps communication can be improved further to remove any negative perceptions the towns citizens may have about the various development activities.

**Have you completed Morrisville 101?**

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Yes  No

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Please attach any information you would like to have considered with your application.

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## Referrals

How did you hear about this advisory board/committee?

None Selected

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## Conflict Declarations

Are you an immediate family member of a current Town of Morrisville Advisory Board/Committee appointee?

Yes  No

If yes, please list their name and the Advisory Board/Committee to which they are appointed:

Do you have any personal or business interests that could create a conflict of interest (real or perceived), if you are selected for appointment to your preferred board/committee? (If no, indicate N/A. If yes, please explain.)

N/A

---

## Acknowledgement

I understand this application is a public record, subject to public inspection at any time, and that appointments are made at the discretion of Town Council.

It is the Town's goal to have a balanced, diverse representation of citizens serving on its Advisory Boards/Committees based on race/gender/age and District residency. I understand that current employees and their spouses, elected officials and their spouses, are ineligible for appointment. Immediate family members of current appointees may not serve on the same board/committee as a current appointee. I have read and agree to adhere to the Appointed Public Bodies Administrative Policy, established as guidance for boards/committees. I understand that regular attendance to any board/committee is important and I further understand that if my attendance is less than the standards established for any such body within the Appointed Public Bodies Administrative Policy, that it may be cause for removal. I understand that conduct standards for board/committee appointees is outlined in the Appointed Public Bodies Administrative Policy and violation of those standards may be cause for removal. I acknowledge that I have read the board/committee charter and understand the purpose and commitment necessary to effectively participate. I certify that the facts contained in this application are true and correct to the best of my knowledge.

I Agree

# Application Form

## Profile

Valerie

First Name

Bednarz

Last Name

ncvj1@yahoo.com

Email Address

*\*All Advisory Board/Committee appointees must reside within the Town of Morrisville limits or its Extraterritorial Jurisdiction (ETJ). Residency of each applicant will be verified.*

105 Canyon Lake Circle

Home Address

Suite or Apt

Morrisville

City

NC

State

27560

Postal Code

Mobile: (984) 484-0205

Primary Phone

Home:

Alternate Phone

## How long have you been a resident of Morrisville?

15 years

## Are you 18 years or older?

Yes  No

## Interests & Experiences

### Which Boards would you like to apply for?

Public Safety Advisory Committee: Eligible

### Which Board or Committee is your FIRST choice to serve on? \*

Public Safety Advisory Committee

### Which Board or Committee is your SECOND choice to serve on? \*

I am not interested in a second Board or Committee.

It is recommended that you review the approved Charter of the Advisory Board/Committee(s) that you have selected to gain a greater understanding of the role and scope of work. Please acknowledge that you have read and reviewed the charter, found at [www.townofmorrisville.org/government/citizen-advisory-committees](http://www.townofmorrisville.org/government/citizen-advisory-committees)

Yes  No

Why do you want to serve on the board/committee(s) you have specified?

What do you see as the primary responsibilities of the board/committee(s)? What do you hope to accomplish as a member of the board/committee(s)? If none, please indicate N/A.

Please describe your community involvement/participation experience. If none, please indicate N/A.

Previous ;involvement on PSAC. Was out ill part of 2018 and would like to join again.

Have you served on other Town boards/committees? If no, please indicate N/A.

Public Safety Committee

Have you attended any previous board/committee meetings? Please share your experience. If no, please indicate N/A.

Public Safety Committee

Have you completed Morrisville 101?

Yes  No

Please attach any information you would like to have considered with your application.

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## Referrals

How did you hear about this advisory board/committee?

Morrisville Connection (Town Newsletter sent via U.S. Mail)

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## Conflict Declarations

Are you an immediate family member of a current Town of Morrisville Advisory Board/Committee appointee?

Yes  No

If yes, please list their name and the Advisory Board/Committee to which they are appointed:

Do you have any personal or business interests that could create a conflict of interest (real or perceived), if you are selected for appointment to your preferred board/committee? (If no, indicate N/A. If yes, please explain.)

N/A

---

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I Agree

# Application Form

## Profile

Yonatan

First Name

Belayhun

Last Name

ybelayhu@gmail.com

Email Address

*\*All Advisory Board/Committee appointees must reside within the Town of Morrisville limits or its Extraterritorial Jurisdiction (ETJ). Residency of each applicant will be verified.*

1201 Oatney Ridge Ln

Home Address

Suite or Apt

Morrisville

City

NC

State

27560

Postal Code

Home: (919) 760-3469

Primary Phone

Home:

Alternate Phone

## How long have you been a resident of Morrisville?

5

## Are you 18 years or older?

Yes  No

## Interests & Experiences

### Which Boards would you like to apply for?

Board of Adjustment (meets as needed): Eligible

### Which Board or Committee is your FIRST choice to serve on? \*

Board of Adjustment

### Which Board or Committee is your SECOND choice to serve on? \*

Morrisville Environment and Stormwater Committee

It is recommended that you review the approved Charter of the Advisory Board/Committee(s) that you have selected to gain a greater understanding of the role and scope of work. Please acknowledge that you have read and reviewed the charter, found at [www.townofmorrisville.org/government/citizen-advisory-committees](http://www.townofmorrisville.org/government/citizen-advisory-committees)

Yes  No

Why do you want to serve on the board/committee(s) you have specified?

To get more involved with the community and also looking to get experience in local offices.

What do you see as the primary responsibilities of the board/committee(s)? What do you hope to accomplish as a member of the board/committee(s)? If none, please indicate N/A.

To make the best decision that helps the town and its people.

Please describe your community involvement/participation experience. If none, please indicate N/A.

Church Volunteer and YMCA Summer camp volunteer.

Have you served on other Town boards/committees? If no, please indicate N/A.

N/A

Have you attended any previous board/committee meetings? Please share your experience. If no, please indicate N/A.

N/A

Have you completed Morrisville 101?

Yes  No

Please attach any information you would like to have considered with your application.

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## Referrals

How did you hear about this advisory board/committee?

Town Website

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## Conflict Declarations

Are you an immediate family member of a current Town of Morrisville Advisory Board/Committee appointee?

Yes  No

If yes, please list their name and the Advisory Board/Committee to which they are appointed:

Do you have any personal or business interests that could create a conflict of interest (real or perceived), if you are selected for appointment to your preferred board/committee? (If no, indicate N/A. If yes, please explain.)

N/A

---

### Acknowledgement

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I Agree

# Application Form

## Profile

Patricia

First Name

Buchanan

Last Name

gemini617\_1@juno.com

Email Address

*\*All Advisory Board/Committee appointees must reside within the Town of Morrisville limits or its Extraterritorial Jurisdiction (ETJ). Residency of each applicant will be verified.*

306 Millet Drive

Home Address

306 Millet Drive

Suite or Apt

Morrisville

City

NC

State

27560

Postal Code

Home: (419) 236-4933

Primary Phone

Home: (419) 236-4933

Alternate Phone

### How long have you been a resident of Morrisville?

four years

### Are you 18 years or older?

Yes  No

## Interests & Experiences

### Which Boards would you like to apply for?

Morrisville Environment and Stormwater Committee: Eligible

Public Safety Advisory Committee: Eligible

### Which Board or Committee is your FIRST choice to serve on? \*

Morrisville Environment and Stormwater Committee

### Which Board or Committee is your SECOND choice to serve on? \*

Public Safety Advisory Committee

It is recommended that you review the approved Charter of the Advisory Board/Committee(s) that you have selected to gain a greater understanding of the role and scope of work. Please acknowledge that you have read and reviewed the charter, found at [www.townofmorrisville.org/government/citizen-advisory-committees](http://www.townofmorrisville.org/government/citizen-advisory-committees)

Yes  No

**Why do you want to serve on the board/committee(s) you have specified?**

As a member of Carpenter Park HOA Board, I have a responsibility to be informed about things which have the potential to impact the association and our community. I also want to give back to my community by serving in whatever capacity I can.

**What do you see as the primary responsibilities of the board/committee(s)? What do you hope to accomplish as a member of the board/committee(s)? If none, please indicate N/A.**

To work together for the good of the community, share ideas and be open to new ideas and suggestions. I hope that, by being a member of one of the above committees, I become more knowledgeable of the needs of our community and help identify solutions to those needs. I also hope to identify ways in which my HOA can better address the environmental needs of our community.

**Please describe your community involvement/participation experience. If none, please indicate N/A.**

Currently a board member of Carpenter Park SF HOA. Also a member of Cary Gallery of Artists Cooperative in Cary.

**Have you served on other Town boards/committees? If no, please indicate N/A.**

Senior Advisory Committee

**Have you attended any previous board/committee meetings? Please share your experience. If no, please indicate N/A.**

Yes.

**Have you completed Morrisville 101?**

Yes  No

Please attach any information you would like to have considered with your application.

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## Referrals

**How did you hear about this advisory board/committee?**

Town Website

---

**Conflict Declarations**

Are you an immediate family member of a current Town of Morrisville Advisory Board/Committee appointee?

Yes  No

If yes, please list their name and the Advisory Board/Committee to which they are appointed:

Do you have any personal or business interests that could create a conflict of interest (real or perceived), if you are selected for appointment to your preferred board/committee? (If no, indicate N/A. If yes, please explain.)

N/A

---

**Acknowledgement**

I understand this application is a public record, subject to public inspection at any time, and that appointments are made at the discretion of Town Council.

It is the Town's goal to have a balanced, diverse representation of citizens serving on its Advisory Boards/Committees based on race/gender/age and District residency. I understand that current employees and their spouses, elected officials and their spouses, are ineligible for appointment. Immediate family members of current appointees may not serve on the same board/committee as a current appointee. I have read and agree to adhere to the Appointed Public Bodies Administrative Policy, established as guidance for boards/committees. I understand that regular attendance to any board/committee is important and I further understand that if my attendance is less than the standards established for any such body within the Appointed Public Bodies Administrative Policy, that it may be cause for removal. I understand that conduct standards for board/committee appointees is outlined in the Appointed Public Bodies Administrative Policy and violation of those standards may be cause for removal. I acknowledge that I have read the board/committee charter and understand the purpose and commitment necessary to effectively participate. I certify that the facts contained in this application are true and correct to the best of my knowledge.

I Agree

# Application Form

## Profile

Janet  
First Name

Bunger  
Last Name

jhbunger@aol.com  
Email Address

*\*All Advisory Board/Committee appointees must reside within the Town of Morrisville limits or its Extraterritorial Jurisdiction (ETJ). Residency of each applicant will be verified.*

APT 204  
Home Address

3016 Bristol Creek Dr  
Suite or Apt

Morrisville  
City

NC  
State

27560  
Postal Code

Home: 8015802691  
Primary Phone

Home: 8015802691  
Alternate Phone

### How long have you been a resident of Morrisville?

1

### Are you 18 years or older?

Yes  No

Question applies to Senior Advisory Committee

**Applicants for Senior Advisory Committee must be 55 years of age or older. Do you meet this requirement?**

Yes  No

## Interests & Experiences

### Which Boards would you like to apply for?

Senior Advisory Committee: Eligible

### Which Board or Committee is your FIRST choice to serve on? \*

Senior Advisory Committee

Question applies to Senior Advisory Committee

**Applicants for Senior Advisory Committee must be 55 years of age or older. Do you meet this requirement? \***

Yes

**Which Board or Committee is your SECOND choice to serve on? \***

Morrisville Environment and Stormwater Committee

Question applies to Senior Advisory Committee

**Applicants for Senior Advisory Committee must be 55 years of age or older. Do you meet this requirement? \***

Yes

**It is recommended that you review the approved Charter of the Advisory Board/Committee(s) that you have selected to gain a greater understanding of the role and scope of work. Please acknowledge that you have read and reviewed the charter, found at [www.townofmorrisville.org/government/citizen-advisory-committees](http://www.townofmorrisville.org/government/citizen-advisory-committees)**

Yes  No

**Why do you want to serve on the board/committee(s) you have specified?**

I participate in the Flex and Balance class and have attended at least one other. I have volunteered to start a book club and have suggested a day trip which Ryan has now added! YEA

**What do you see as the primary responsibilities of the board/committee(s)? What do you hope to accomplish as a member of the board/committee(s)? If none, please indicate N/A.**

I would like to have a robust senior program. Anything I can help to do that would be wonderful.

**Please describe your community involvement/participation experience. If none, please indicate N/A.**

I moved here in July 2018. I have been on a HOA board and have served in leadership positions in other organizations. I have a finance background. I am just finishing being the Finance Vice Chair for AAUW at the national level.

**Have you served on other Town boards/committees? If no, please indicate N/A.**

NA

**Have you attended any previous board/committee meetings? Please share your experience. If no, please indicate N/A.**

NA

**Have you completed Morrisville 101?**

Yes  No

Please attach any information you would like to have considered with your application.

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## Referrals

How did you hear about this advisory board/committee?

Other

---

## Conflict Declarations

Are you an immediate family member of a current Town of Morrisville Advisory Board/Committee appointee?

Yes  No

If yes, please list their name and the Advisory Board/Committee to which they are appointed:

Do you have any personal or business interests that could create a conflict of interest (real or perceived), if you are selected for appointment to your preferred board/committee? (If no, indicate N/A. If yes, please explain.)

NO

---

## Acknowledgement

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---

I Agree

# Application Form

## Profile

Joyce  
First Name

Daye  
Last Name

jayeaus@gmail.com  
Email Address

*\*All Advisory Board/Committee appointees must reside within the Town of Morrisville limits or its Extraterritorial Jurisdiction (ETJ). Residency of each applicant will be verified.*

1101 Denmark Manor Drive  
Home Address

Suite or Apt

Morrisville  
City

NC  
State

27560  
Postal Code

Home: (919) 469-9897  
Primary Phone

Mobile: (919) 225-8320  
Alternate Phone

### How long have you been a resident of Morrisville?

11 years

### Are you 18 years or older?

Yes  No

Question applies to Senior Advisory Committee

### Applicants for Senior Advisory Committee must be 55 years of age or older. Do you meet this requirement?

Yes  No

## Interests & Experiences

### Which Boards would you like to apply for?

Senior Advisory Committee: Eligible

### Which Board or Committee is your FIRST choice to serve on? \*

Senior Advisory Committee

Question applies to Senior Advisory Committee

**Applicants for Senior Advisory Committee must be 55 years of age or older. Do you meet this requirement? \***

Yes

**Which Board or Committee is your SECOND choice to serve on? \***

I am not interested in a second Board or Committee.

Question applies to Senior Advisory Committee

**Applicants for Senior Advisory Committee must be 55 years of age or older. Do you meet this requirement? \***

Yes

**It is recommended that you review the approved Charter of the Advisory Board/Committee(s) that you have selected to gain a greater understanding of the role and scope of work. Please acknowledge that you have read and reviewed the charter, found at [www.townofmorrisville.org/government/citizen-advisory-committees](http://www.townofmorrisville.org/government/citizen-advisory-committees)**

Yes  No

**Why do you want to serve on the board/committee(s) you have specified?**

Following my second two-year appointment on the Senior Advisory Committee, which will expire in December 2019, I am excited and eager to continue the process of developing programs, trips and growth for the seniors in my community. This past appointment has been both knowledgeable and fulfilling and I would love to resume as a part of this viable committee.

**What do you see as the primary responsibilities of the board/committee(s)? What do you hope to accomplish as a member of the board/committee(s)? If none, please indicate N/A.**

The committee's responsibility is to listen closely to concerns and ideas from the seniors in the community and the community at large. I hope to continue to participate in decisions and implement decisions for the overall growth of our community and, to be responsive to the needs and interests of others in our town.

**Please describe your community involvement/participation experience. If none, please indicate N/A.**

For the past four years, I have been a member of the Senior Advisory Committee of the Morrisville Town Council, which I have enjoyed tremendously and wish to continue. My participation on the committee has afforded me the opportunity to listen closely to concerns and ideas from my peers, and to participate in making things happen. My goal is to be responsive to the needs and interests of others, and I have ideas and energy to contribute in that regard. Also, in the past two years I have actively volunteered at "The Caring Place," a transitional housing program that assists homeless families with children to recover from homelessness and become housed. I currently serve in several capacities as an office assistant, program partner mentoring families, and I also assist on the selection committees.

**Have you served on other Town boards/committees? If no, please indicate N/A.**

N/A

**Have you attended any previous board/committee meetings? Please share your experience. If no, please indicate N/A.**

---

Have attended meetings for the Senior Advisory Committee for the past 4 years.

**Have you completed Morrisville 101?**

---

Yes  No

[Senior\\_Advisory\\_Bd\\_2019.docx](#)

Please attach any information you would like to have considered with your application.

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## Referrals

**How did you hear about this advisory board/committee?**

---

Referred by Current Member

---

## Conflict Declarations

**Are you an immediate family member of a current Town of Morrisville Advisory Board/Committee appointee?**

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Yes  No

**If yes, please list their name and the Advisory Board/Committee to which they are appointed:**

---

N/A

**Do you have any personal or business interests that could create a conflict of interest (real or perceived), if you are selected for appointment to your preferred board/committee? (If no, indicate N/A. If yes, please explain.)**

---

N/A

---

## Acknowledgement

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---

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---

I Agree

**JOYCE E. DAYE**  
1101 Denmark Manor Drive  
Morrisville, NC 27560

---

Home: 919.469.9897  
[jayeaus@gmail.com](mailto:jayeaus@gmail.com)  
Cell: 919.225-8320

**QUALIFICATIONS**

For the past four years, I have been a member of the Senior Advisory Committee of the Morrisville Town Council, which I have enjoyed tremendously and wish to continue. My participation on the committee has afforded me the opportunity to listen closely to concerns and ideas from my peers, and to participate in making things happen. My goal is to be responsive to the needs and interests of others, and I have ideas and energy to contribute in that regard.

I'm a retiree with energy to spare after many years of performing two completely different jobs simultaneously. One of my positions gave me 21 years senior level experience with the Federal Government, which provided me with a detailed knowledge and interpretation of regulatory requirements, a great love of public service and gift for customer relations and conflict resolution, and vast experience handling sensitive issues, some of which included the preparation of program budgets. I served as an assistant, advisor, and coordinator to the Director of the National Institute of Environmental Health (NIEHS), and managed correspondence with Congress, Federal and State agencies, the media, and the public. I composed letters and responses to public inquiries, and directed frequently changing activities with short deadlines and high priorities.

In addition, I have more than 17 years of experience with the Hilton Corporation, assisting staff on how to maintain quality service and customer satisfaction, including resolving customer complaints.

Also, in the past two years I have actively volunteered at "The Caring Place," a transitional housing program that assists homeless families with children to recover from homelessness and become housed. I currently serve in several capacities as an office assistant, program partner mentoring families, and I also assist on the selection committee.

My hobbies include writing poetry, short skits and character plays that have been performed at several venues. I have also planned very large and comprehensive family reunions for my family, which included multiple events and activities for more than 250 attendees. I developed creative approaches and entertainment for family members of all ages to keep them engaged and enthused.

**Appointed Public Bodies Administrative Policy Acknowledgement Form**

I, Joyce Daye, acknowledge that I have received a copy of the Appointed Public Bodies Administrative Policy and have read and understand the rules outlined therein.

Joyce Daye  
Appointed Member Signature

2/8/16  
Date

Appointed Public Body Members Conduct Acknowledgement Form

I, Joyce Dayer, acknowledge that I have read and understand the rules of conduct expected of me as a member of Senior Advisory Committee (Board/Committee) as referenced below in the excerpt from the Appointed Public Bodies Administrative Policy. I understand that should I engage in improper conduct, I will be subject to removal from the meeting and/or dismissal from the Senior Advisory (Board/Committee).

CONDUCT

"When participating in a meeting or conducting Town business (whether in person, via e-mail or other communication method), members shall conduct themselves in an ethical and professional manner. Any member who engages in inflammatory, hostile or threatening language or behavior towards others, including but not limited to, elected officials, staff or another board/committee member, will be removed from the meeting. Any member who engages in the aforementioned behavior is also subject to dismissal from the advisory board/committee."

Joyce Dayer  
Appointed Member Signature

2/8/16  
Date



Town of  
Post Office Box 166

Phone: 919.463.6200  
Fax: 919.481.2907  
www.townofmorrisville.org

9

January 29, 2016

Joyce Daye  
1101 Denmark Manor Drive  
Morrisville, NC 27560

Dear Joyce,

You were selected for appointment to the Senior Advisory Committee (SAC), by Town Council on January 26, 2016. The appointment term is January 26, 2016 to December 31, 2017.

Attached you will find a copy of the Appointed Public Bodies Administrative Policy, along with an acknowledgment form for you to complete and return to me within 30 days (via mail or email). Within that policy, you will note specific rules for attendance and meeting quorum:

*Attendance (If a member's absences exceed the numbers below, he or she will be dismissed)*

For Public Bodies with more than 11 meetings on their annual meeting schedule:

Members will be allowed four absences within a calendar year.

For Public Bodies with 11 or fewer meetings on their annual schedule:

Members will be allowed the number of absences totaling one-third (rounded up to the nearest whole number) of the total number of meetings in that period, within a calendar year.

**Quorum**

A majority (at least 50%) of the appointed members, (to include the chair OR vice chair), will constitute a quorum. Board/Committee vacancies may affect quorum numbers.

A code of conduct acknowledgement form is also attached and should be signed and returned to me within 30 days (via mail or email).

As an appointed advisory committee member, you are eligible as a volunteer to obtain an account from the Local Government Federal Credit Union. You are also eligible for a single membership for the period of your term at the Morrisville Aquatics and Fitness Center. Please contact me via email if you are interested in either opportunity.

The staff support person assigned to the SAC is Brittany Ledford. Feel free to contact her at 919-463-7102, or [bledford@townofmorrisville.org](mailto:bledford@townofmorrisville.org). She will be

*Our Mission: The Town of Morrisville is dedicated to enhancing the quality of life by preserving our past and protecting our future through a collective community partnership. By balancing responsible growth with core values, we embrace a sense of membership, communication, and support.*

in contact with you regarding further details about the committee, meeting times/locations, etc.

Feel free to contact me should you have any questions regarding the enclosed documentation, 919-463-6151 or ehudson@townofmorrisville.org.

Sincerely,

Erin L. Hudson

cc: Brittany Ledford

Attachments: Appointed Public Bodies Administrative Policy  
Appointed Public Bodies Administrative Policy Acknowledgement  
Form  
Code of Conduct Acknowledgement Form

# Application Form

## Profile

Gerard

First Name

Falzon

Last Name

gerard.falzon@gmail.com

Email Address

*\*All Advisory Board/Committee appointees must reside within the Town of Morrisville limits or its Extraterritorial Jurisdiction (ETJ). Residency of each applicant will be verified.*

114 Gratiot Drive

Home Address

Suite or Apt

Morrisville

City

NC

State

27560

Postal Code

Home: (919) 454-5257

Primary Phone

Home:

Alternate Phone

### How long have you been a resident of Morrisville?

20

### Are you 18 years or older?

Yes  No

## Interests & Experiences

### Which Boards would you like to apply for?

Board of Adjustment (meets as needed): Eligible

### Which Board or Committee is your FIRST choice to serve on? \*

Board of Adjustment

### Which Board or Committee is your SECOND choice to serve on? \*

Parks and Recreation Advisory Committee

**It is recommended that you review the approved Charter of the Advisory Board/Committee(s) that you have selected to gain a greater understanding of the role and scope of work. Please acknowledge that you have read and reviewed the charter, found at [www.townofmorrisville.org/government/citizen-advisory-committees](http://www.townofmorrisville.org/government/citizen-advisory-committees)**

---

Yes  No

**Why do you want to serve on the board/committee(s) you have specified?**

---

I believe that I have the proper temperament, dependability, education, and work experiences to serve on the Board of Adjustments in order to improve the quality of life here in Morrisville.

**What do you see as the primary responsibilities of the board/committee(s)? What do you hope to accomplish as a member of the board/committee(s)? If none, please indicate N/A.**

---

The primary responsibility of the Board of Adjustment is to resolve disputes between the Town government and the citizens / business owners in a fair manner such business owners and citizens can gain clarity and stability with regards to land development policy in order to assist in their investment decisions.

**Please describe your community involvement/participation experience. If none, please indicate N/A.**

---

BOA member since 2008.

**Have you served on other Town boards/committees? If no, please indicate N/A.**

---

BOA

**Have you attended any previous board/committee meetings? Please share your experience. If no, please indicate N/A.**

---

Yes.

**Have you completed Morrisville 101?**

---

Yes  No

---

Please attach any information you would like to have considered with your application.

---

## Referrals

**How did you hear about this advisory board/committee?**

---

Referred by Staff

---

**Conflict Declarations**

Are you an immediate family member of a current Town of Morrisville Advisory Board/Committee appointee?

Yes  No

If yes, please list their name and the Advisory Board/Committee to which they are appointed:

Do you have any personal or business interests that could create a conflict of interest (real or perceived), if you are selected for appointment to your preferred board/committee? (If no, indicate N/A. If yes, please explain.)

None.

---

**Acknowledgement**

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I Agree

# Application Form

## Profile

jim  
First Name

gillis  
Last Name

jrgill525@hotmail.com  
Email Address

*\*All Advisory Board/Committee appointees must reside within the Town of Morrisville limits or its Extraterritorial Jurisdiction (ETJ). Residency of each applicant will be verified.*

117 Gratiot Dr  
Home Address

\_\_\_\_\_  
Suite or Apt

Morrisville  
City

NC  
State

27560  
Postal Code

Mobile: (919) 607-0118  
Primary Phone

Home:  
Alternate Phone

### How long have you been a resident of Morrisville?

\_\_\_\_\_  
18

### Are you 18 years or older?

Yes  No

## Interests & Experiences

### Which Boards would you like to apply for?

\_\_\_\_\_  
Parks, Recreation and Cultural Resources Advisory Committee: Eligible

### Which Board or Committee is your FIRST choice to serve on? \*

\_\_\_\_\_  
 Parks and Recreation Advisory Committee

### Which Board or Committee is your SECOND choice to serve on? \*

\_\_\_\_\_  
 I am not interested in a second Board or Committee.

It is recommended that you review the approved Charter of the Advisory Board/Committee(s) that you have selected to gain a greater understanding of the role and scope of work. Please acknowledge that you have read and reviewed the charter, found at [www.townofmorrisville.org/government/citizen-advisory-committees](http://www.townofmorrisville.org/government/citizen-advisory-committees)

Yes  No

Why do you want to serve on the board/committee(s) you have specified?

Been a member for several years and would like to continue to represent the citizens of Morrisville

What do you see as the primary responsibilities of the board/committee(s)? What do you hope to accomplish as a member of the board/committee(s)? If none, please indicate N/A.

Help steer the Town of Morrisville on a positive course as the best place in Wake County to live.

Please describe your community involvement/participation experience. If none, please indicate N/A.

Served on the Parks and Recreation Advisory Committee for several years. Attend board meetings and volunteer at special events around town.

Have you served on other Town boards/committees? If no, please indicate N/A.

n/a

Have you attended any previous board/committee meetings? Please share your experience. If no, please indicate N/A.

yes, have attended in the past for special presentations and for special concerns

Have you completed Morrisville 101?

Yes  No

Please attach any information you would like to have considered with your application.

---

## Referrals

How did you hear about this advisory board/committee?

- Referred by Current Member  
 Other

---

## Conflict Declarations

Are you an immediate family member of a current Town of Morrisville Advisory Board/Committee appointee?

Yes  No

If yes, please list their name and the Advisory Board/Committee to which they are appointed:

Do you have any personal or business interests that could create a conflict of interest (real or perceived), if you are selected for appointment to your preferred board/committee? (If no, indicate N/A. If yes, please explain.)

n/a

---

### Acknowledgement

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I Agree

# Application Form

## Profile

Archana

First Name

Gopal

Last Name

archanagmba@gmail.com

Email Address

*\*All Advisory Board/Committee appointees must reside within the Town of Morrisville limits or its Extraterritorial Jurisdiction (ETJ). Residency of each applicant will be verified.*

1045 benay road

Home Address

Suite or Apt

Morrisville

City

NC

State

27530

Postal Code

Mobile: (919) 633-2196

Primary Phone

Home: (919) 633-2196

Alternate Phone

## How long have you been a resident of Morrisville?

4

## Are you 18 years or older?

Yes  No

## Interests & Experiences

### Which Boards would you like to apply for?

Parks, Recreation and Cultural Resources Advisory Committee: Eligible

Planning and Zoning Board: Eligible

### Which Board or Committee is your FIRST choice to serve on? \*

Parks and Recreation Advisory Committee

### Which Board or Committee is your SECOND choice to serve on? \*

Parks and Recreation Advisory Committee

It is recommended that you review the approved Charter of the Advisory Board/Committee(s) that you have selected to gain a greater understanding of the role and scope of work. Please acknowledge that you have read and reviewed the charter, found at [www.townofmorrisville.org/government/citizen-advisory-committees](http://www.townofmorrisville.org/government/citizen-advisory-committees)

Yes  No

Why do you want to serve on the board/committee(s) you have specified?

What do you see as the primary responsibilities of the board/committee(s)? What do you hope to accomplish as a member of the board/committee(s)? If none, please indicate N/A.

Please describe your community involvement/participation experience. If none, please indicate N/A.

My husband is a member of the planning board, and I get to know details about it from him and give some ideas too.

Have you served on other Town boards/committees? If no, please indicate N/A.

N/A

Have you attended any previous board/committee meetings? Please share your experience. If no, please indicate N/A.

N/A

Have you completed Morrisville 101?

Yes  No

Please attach any information you would like to have considered with your application.

---

## Referrals

How did you hear about this advisory board/committee?

- Town Website  
 Facebook

---

## Conflict Declarations

**Are you an immediate family member of a current Town of Morrisville Advisory Board/Committee appointee?**

Yes  No

**If yes, please list their name and the Advisory Board/Committee to which they are appointed:**

Maharajan Shunmugam, planning and zoning

**Do you have any personal or business interests that could create a conflict of interest (real or perceived), if you are selected for appointment to your preferred board/committee? (If no, indicate N/A. If yes, please explain.)**

N/A

---

### **Acknowledgement**

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I Agree

# Application Form

## Profile

Rick \_\_\_\_\_ Keil \_\_\_\_\_  
First Name Last Name

rick@keilconsulting.com \_\_\_\_\_  
Email Address

*\*All Advisory Board/Committee appointees must reside within the Town of Morrisville limits or its Extraterritorial Jurisdiction (ETJ). Residency of each applicant will be verified.*

107 Boxford Road \_\_\_\_\_ Suite or Apt \_\_\_\_\_  
Home Address

Morrisville \_\_\_\_\_ NC \_\_\_\_\_ 27560 \_\_\_\_\_  
City State Postal Code

Home: 9194172367 \_\_\_\_\_ Home: 9194172367 \_\_\_\_\_  
Primary Phone Alternate Phone

### How long have you been a resident of Morrisville?

23 \_\_\_\_\_

### Are you 18 years or older?

Yes  No

## Interests & Experiences

### Which Boards would you like to apply for?

Planning and Zoning Board: Eligible

### Which Board or Committee is your FIRST choice to serve on? \*

Planning and Zoning Board

### Which Board or Committee is your SECOND choice to serve on? \*

Parks and Recreation Advisory Committee

It is recommended that you review the approved Charter of the Advisory Board/Committee(s) that you have selected to gain a greater understanding of the role and scope of work. Please acknowledge that you have read and reviewed the charter, found at [www.townofmorrisville.org/government/citizen-advisory-committees](http://www.townofmorrisville.org/government/citizen-advisory-committees)

Yes  No

**Why do you want to serve on the board/committee(s) you have specified?**

I think my career in commercial development would be would be beneficial to the Planning and Zoning board. In regard to parks and recreation, I spend a lot of time outdoors and frequent many of the parks in Morrisville and Cary.

**What do you see as the primary responsibilities of the board/committee(s)? What do you hope to accomplish as a member of the board/committee(s)? If none, please indicate N/A.**

Morrisville is obviously in the center of growth for this area and as a long time resident, I would like to help with decisions related to future planning.

**Please describe your community involvement/participation experience. If none, please indicate N/A.**

N/A

**Have you served on other Town boards/committees? If no, please indicate N/A.**

N/A

**Have you attended any previous board/committee meetings? Please share your experience. If no, please indicate N/A.**

N/A

**Have you completed Morrisville 101?**

Yes  No

Please attach any information you would like to have considered with your application.

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## Referrals

**How did you hear about this advisory board/committee?**

Morrisville Connection (Town Newsletter sent via U.S. Mail)

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## Conflict Declarations

Are you an immediate family member of a current Town of Morrisville Advisory Board/Committee appointee?

Yes  No

If yes, please list their name and the Advisory Board/Committee to which they are appointed:

Do you have any personal or business interests that could create a conflict of interest (real or perceived), if you are selected for appointment to your preferred board/committee? (If no, indicate N/A. If yes, please explain.)

N/A

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### Acknowledgement

I understand this application is a public record, subject to public inspection at any time, and that appointments are made at the discretion of Town Council.

It is the Town's goal to have a balanced, diverse representation of citizens serving on its Advisory Boards/Committees based on race/gender/age and District residency. I understand that current employees and their spouses, elected officials and their spouses, are ineligible for appointment. Immediate family members of current appointees may not serve on the same board/committee as a current appointee. I have read and agree to adhere to the Appointed Public Bodies Administrative Policy, established as guidance for boards/committees. I understand that regular attendance to any board/committee is important and I further understand that if my attendance is less than the standards established for any such body within the Appointed Public Bodies Administrative Policy, that it may be cause for removal. I understand that conduct standards for board/committee appointees is outlined in the Appointed Public Bodies Administrative Policy and violation of those standards may be cause for removal. I acknowledge that I have read the board/committee charter and understand the purpose and commitment necessary to effectively participate. I certify that the facts contained in this application are true and correct to the best of my knowledge.

I Agree

# Application Form

## Profile

Kim \_\_\_\_\_ Knox \_\_\_\_\_  
First Name Last Name

kknoxie@gmail.com \_\_\_\_\_  
Email Address

*\*All Advisory Board/Committee appointees must reside within the Town of Morrisville limits or its Extraterritorial Jurisdiction (ETJ). Residency of each applicant will be verified.*

217 Tylerway Lane \_\_\_\_\_ Suite or Apt \_\_\_\_\_  
Home Address

Morrisville \_\_\_\_\_ NC \_\_\_\_\_ 27560 \_\_\_\_\_  
City State Postal Code

Home: (919) 724-8689 \_\_\_\_\_ Mobile: (919) 809-5896 \_\_\_\_\_  
Primary Phone Alternate Phone

### How long have you been a resident of Morrisville?

15 \_\_\_\_\_

### Are you 18 years or older?

Yes  No

## Interests & Experiences

### Which Boards would you like to apply for?

Parks, Recreation and Cultural Resources Advisory Committee: Eligible

### Which Board or Committee is your FIRST choice to serve on? \*

Parks and Recreation Advisory Committee

### Which Board or Committee is your SECOND choice to serve on? \*

Public Safety Advisory Committee

It is recommended that you review the approved Charter of the Advisory Board/Committee(s) that you have selected to gain a greater understanding of the role and scope of work. Please acknowledge that you have read and reviewed the charter, found at [www.townofmorrisville.org/government/citizen-advisory-committees](http://www.townofmorrisville.org/government/citizen-advisory-committees)

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Yes  No

Why do you want to serve on the board/committee(s) you have specified?

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What do you see as the primary responsibilities of the board/committee(s)? What do you hope to accomplish as a member of the board/committee(s)? If none, please indicate N/A.

---

Please describe your community involvement/participation experience. If none, please indicate N/A.

---

I served on the Parks, Recreation and Cultural Center previously until my work obligations began requiring a greater portion of my time. Now, I am seeking to resume a role as an advocate for community enrichment and sustainability. Dedicated to service, I seek out opportunities conducive to providing thoughtful and amicable solutions. I see my role in the community is to work with the collective body to provide objective resources for the well being of our Town's citizens. My objective participation on the committee will be to create positive experiences that will contribute to the long-term fulfillment of the community and to facilitate quality interactions within the community.

Have you served on other Town boards/committees? If no, please indicate N/A.

---

Parks, Recreation and Cultural

Have you attended any previous board/committee meetings? Please share your experience. If no, please indicate N/A.

---

Yes

Have you completed Morrisville 101?

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Yes  No

[Knox\\_bio.pdf](#)

Please attach any information you would like to have considered with your application.

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## Referrals

How did you hear about this advisory board/committee?

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Town Website

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**Conflict Declarations**

Are you an immediate family member of a current Town of Morrisville Advisory Board/Committee appointee?

Yes  No

If yes, please list their name and the Advisory Board/Committee to which they are appointed:

Do you have any personal or business interests that could create a conflict of interest (real or perceived), if you are selected for appointment to your preferred board/committee? (If no, indicate N/A. If yes, please explain.)

N/A

---

**Acknowledgement**

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It is the Town's goal to have a balanced, diverse representation of citizens serving on its Advisory Boards/Committees based on race/gender/age and District residency. I understand that current employees and their spouses, elected officials and their spouses, are ineligible for appointment. Immediate family members of current appointees may not serve on the same board/committee as a current appointee. I have read and agree to adhere to the Appointed Public Bodies Administrative Policy, established as guidance for boards/committees. I understand that regular attendance to any board/committee is important and I further understand that if my attendance is less than the standards established for any such body within the Appointed Public Bodies Administrative Policy, that it may be cause for removal. I understand that conduct standards for board/committee appointees is outlined in the Appointed Public Bodies Administrative Policy and violation of those standards may be cause for removal. I acknowledge that I have read the board/committee charter and understand the purpose and commitment necessary to effectively participate. I certify that the facts contained in this application are true and correct to the best of my knowledge.

I Agree

# Kimberly Knox

*kim@yesconsortium.org*

---

Kimberly is the Founder and CEO of the Youth Education for Savings (YES) Consortium. A North Carolina Central University graduate with a **Bachelor of Arts in Political Science**, she established YES in 2011 and began to offer youth enrichment opportunities related to personal finance. She mobilizes opportunities to educate, encourage and inspire youth through collaborative partnerships- in the community to learn from the past, maximize present opportunities and aspire to achieve a healthy future.

Knox's experience as a nonprofit professional includes work as a director of marketing, program development, strategic planning, fundraising and as a government relations.

Kimberly's has worked with or provided consulting services with the NC Association of CPAs, NC Institute for Minority Economic Development, Wake Technical Community College, NC Minority Support Center, and Greater Kinston Community Development Corporation.

## PERSONAL STATEMENT

When I do take a moment for myself, I love to read books that intertwine fact & fiction such as Dan Brown's recent novel. I'm also a comic book enthusiast. Going to the movies is my all-time escapism. I'm dreaming/planning a weekend excursion to NY to indulge in my delight for the theatre. Working out or vacuuming is my therapeutic method. I am a grandma's girls so anytime with her is my favorite way to spend time.

It's an honor being "Auntie Kim". Spending time with my ten nieces and nephews and three goddaughters is a blessing beyond measure. I pray that they embrace the 'fruit the Spirit', and commit random acts of kindness.

## EDUCATION

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### **Bachelor of Arts in Political Science**

North Carolina Central University

### **Duke University**

CPE - Nonprofit Management Continuing Education

### **UNC-Chapel Hill**

CPE - Journalism OMC Continuing Education

## PROFESSIONAL EXPERIENCE

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### Past & Present

### **Youth Education for Savings (YES) Consortium**

*Founder | CEO*

### **SunTrust Center for Financial Education at Wake Tech**

**Community College** | *Certified Financial Education*

*Workshop Facilitator*

### **NC Institute for Minority Economic Education**

*Contractor - Newsletter Design & Development*

### **NC Minority Support Center**

*Director of Marketing and Youth Financial Education*

### **NC Association of CPAs**

*Government Relations Coordinator*

### **Durham Human Relations Commission**

## COMMUNITY & CIVIC ENGAGEMENT

---

### **NC JumpStart Coalition**

*Executive Board*

### **American Marketing Association**

*Member- Triangle Chapter*

### **Town of Morrisville Parks and Recreation Committee**

*Former Vice Chair*

### **Volunteer Center of Durham**

*Former Board Member & PR Committee Chair*

### **North Carolina Community Shares**

*Board Member*

### **Read Seed Inc.**

*Board Member*

### **National Public Administrators (COMPA) Conference**

*Special Guest Presenter*

### **Caring House**

*Volunteer*

### **McDougle Middle School | Pop Warner Cheerleading | Cheer USA**

*Coach*

### **ARC Community Connections**

*Volunteer*

### **Durham Companions**

*Peer Mentor*

---

# Application Form

## Profile

Linda  
First Name

Lyons  
Last Name

lalyons2000@aol.com  
Email Address

*\*All Advisory Board/Committee appointees must reside within the Town of Morrisville limits or its Extraterritorial Jurisdiction (ETJ). Residency of each applicant will be verified.*

1005 Church Street  
Home Address

Suite or Apt

Morrisville  
City

NC  
State

27560  
Postal Code

Home: (919) 389-2865  
Primary Phone

Home: (919) 469-1992  
Alternate Phone

### How long have you been a resident of Morrisville?

60

### Are you 18 years or older?

Yes  No

Question applies to Senior Advisory Committee

### Applicants for Senior Advisory Committee must be 55 years of age or older. Do you meet this requirement?

Yes  No

## Interests & Experiences

### Which Boards would you like to apply for?

Senior Advisory Committee: Eligible

### Which Board or Committee is your FIRST choice to serve on? \*

Senior Advisory Committee

Question applies to Senior Advisory Committee

**Applicants for Senior Advisory Committee must be 55 years of age or older. Do you meet this requirement? \***

Yes

**Which Board or Committee is your SECOND choice to serve on? \***

I am not interested in a second Board or Committee.

Question applies to Senior Advisory Committee

**Applicants for Senior Advisory Committee must be 55 years of age or older. Do you meet this requirement? \***

Yes

**It is recommended that you review the approved Charter of the Advisory Board/Committee(s) that you have selected to gain a greater understanding of the role and scope of work. Please acknowledge that you have read and reviewed the charter, found at [www.townofmorrisville.org/government/citizen-advisory-committees](http://www.townofmorrisville.org/government/citizen-advisory-committees)**

Yes  No

**Why do you want to serve on the board/committee(s) you have specified?**

I am now serving on the Senior Committee and would like to continue.

**What do you see as the primary responsibilities of the board/committee(s)? What do you hope to accomplish as a member of the board/committee(s)? If none, please indicate N/A.**

To enhance living for the seniors in the town of Morrisville.

**Please describe your community involvement/participation experience. If none, please indicate N/A.**

Town Council and Senior Advisory board

**Have you served on other Town boards/committees? If no, please indicate N/A.**

Town council and Senior Advisor board

**Have you attended any previous board/committee meetings? Please share your experience. If no, please indicate N/A.**

Senior Advisor board

**Have you completed Morrisville 101?**

Yes  No

Please attach any information you would like to have considered with your application.

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## Referrals

How did you hear about this advisory board/committee?

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None Selected

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## Conflict Declarations

Are you an immediate family member of a current Town of Morrisville Advisory Board/Committee appointee?

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Yes  No

If yes, please list their name and the Advisory Board/Committee to which they are appointed:

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Do you have any personal or business interests that could create a conflict of interest (real or perceived), if you are selected for appointment to your preferred board/committee? (If no, indicate N/A. If yes, please explain.)

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N/A

---

## Acknowledgement

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I Agree

Appointed Public Body Members Conduct Acknowledgement Form

I, Linda Lyons, acknowledge that I have read and understand the rules of conduct expected of me as a member of Senior Advisory Committee (Board/Committee) as referenced below in the excerpt from the Appointed Public Bodies Administrative Policy. I understand that should I engage in improper conduct, I will be subject to removal from the meeting and/or dismissal from the Senior Advisory Committee (Board/Committee).

**CONDUCT**

"When participating in a meeting or conducting Town business (whether in person, via e-mail or other communication method), members shall conduct themselves in an ethical and professional manner. Any member who engages in inflammatory, hostile or threatening language or behavior towards others, including but not limited to, elected officials, staff or another board/committee member, will be removed from the meeting. Any member who engages in the aforementioned behavior is also subject to dismissal from the advisory board/committee."

Linda Lyons  
Appointed Member Signature

2.24.16  
Date

**Appointed Public Bodies Administrative Policy Acknowledgement Form**

I, Linda Lyons, acknowledge that I have received a copy of the Appointed Public Bodies Administrative Policy and have read and understand the rules outlined therein.

Linda Lyons  
Appointed Member Signature

2-24-16  
Date

# Application Form

## Profile

Renee

First Name

McCoy

Last Name

reneemccoy71@gmail.com

Email Address

*\*All Advisory Board/Committee appointees must reside within the Town of Morrisville limits or its Extraterritorial Jurisdiction (ETJ). Residency of each applicant will be verified.*

2550 Bristol Creek Drive

Home Address

Suite or Apt

Morrisville

City

NC

State

27560

Postal Code

Home: (919) 457-7788

Primary Phone

Business: (919) 819-7432

Alternate Phone

## How long have you been a resident of Morrisville?

Recently moving to Morrisville from Durham, NC.

## Are you 18 years or older?

Yes  No

## Interests & Experiences

### Which Boards would you like to apply for?

Public Safety Advisory Committee: Eligible

### Which Board or Committee is your FIRST choice to serve on? \*

Senior Advisory Committee

### Which Board or Committee is your SECOND choice to serve on? \*

Public Safety Advisory Committee

It is recommended that you review the approved Charter of the Advisory Board/Committee(s) that you have selected to gain a greater understanding of the role and scope of work. Please acknowledge that you have read and reviewed the charter, found at [www.townofmorrisville.org/government/citizen-advisory-committees](http://www.townofmorrisville.org/government/citizen-advisory-committees)

Yes  No

Why do you want to serve on the board/committee(s) you have specified?

What do you see as the primary responsibilities of the board/committee(s)? What do you hope to accomplish as a member of the board/committee(s)? If none, please indicate N/A.

Please describe your community involvement/participation experience. If none, please indicate N/A.

Community involvement has been limited to volunteer work at non-profitable charitable organizations.

Have you served on other Town boards/committees? If no, please indicate N/A.

N/A

Have you attended any previous board/committee meetings? Please share your experience. If no, please indicate N/A.

Yes, years ago. My experience was solely as a spectator.

Have you completed Morrisville 101?

Yes  No

[Resume.doc](#)

Please attach any information you would like to have considered with your application.

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## Referrals

How did you hear about this advisory board/committee?

- Town Website  
 LinkedIn

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## Conflict Declarations

Are you an immediate family member of a current Town of Morrisville Advisory Board/Committee appointee?

Yes  No

If yes, please list their name and the Advisory Board/Committee to which they are appointed:

Do you have any personal or business interests that could create a conflict of interest (real or perceived), if you are selected for appointment to your preferred board/committee? (If no, indicate N/A. If yes, please explain.)

N/A

---

### Acknowledgement

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I Agree

## Renée McCoy

2550 Bristol Creek Drive, Morrisville, NC 27560  
Cell: (919) 457-7788 E-mail: reneemccoy71@gmail.com

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### BUSINESS PROFESSIONAL

Senior Business Healthcare Management Leader and Liaison with over twenty-two years' experience in the government sector. Proven working experience in project management in the healthcare, and business information technology sector. Dynamic client-facing and internal communication skills, excellent written and verbal communication skills, exceptional organizational skills including attention to detail and multi-tasking skills. Strong ability to communicate effectively at any level and possess a high level of professionalism.

#### Areas of Expertise in Business, Project and Vendor Management:

- Quality Control/Assurance
- Successful Project Outcomes
- Change Management
- Cross-functional Team Skills
- Partner Collaboration
- Project Management
- Decision Making and Sound Judgment
- Business & IT Liaison
- Executive Communications
- SLA Management
- Healthcare Management
- Vendor Management
- Leading and Developing
- Contract Delivery/Monitoring
- Assertive, Adaptable and Creative
- Business Requirements Dev.

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### PROFESSIONAL EXPERIENCE

#### **NC Department of Health and Human Services – DIVISION OF HEALTH BENEFITS, Raleigh, NC** **Liaison and Project Management Office Leader, Business Information** 8/2018 – present

Manage, plan and direct activities for the Medicaid Business Information, Project Management Office (PMO) whose mission is to bridge the gap between the business and technology teams. Support teams with organization goals, requirements, contractual deadlines and vision by providing leadership and effective management. Partner with business leaders to understand and drive healthcare technology and business information through internal and external service providers to achieve the required technology and information capabilities. Provide support resolution for escalated issues, evaluate business practices, provide coaching, mentoring, and leadership and liaise between State agencies. Monitor and report project statuses to stakeholders, clients, and vendors.

#### **NC Department of Health and Human Services – DIVISION OF MEDICAL ASSISTANCE, Raleigh, NC** **Manager, Project Management Office, Business Information** 7/2014 – 7/2018

Ensure programs and projects meet organization goals, requirements, contractual deadlines and vision by providing leadership and effective management. Partner with business leaders, teams and service providers to understand and drive healthcare technology/ information requirements through internal and external service providers to achieve the required technology and information capabilities. Actively participate in SDLC to define healthcare initiatives; prioritize, write and track system changes, clarify requirements, approve designs, lead acceptance testing, and support the training and adoption as required. Track and manage Data Use Agreements and serve as a contract monitor. Implement and provide guidance related to PMO processes and policies; collaborate to define and develop projects, programs and RFPs, and APDs. Partner with business units to ensure a thorough understanding of project goals, including the contractual and financial impact.

#### **NC Department of Health and Human Services – DIVISION OF MEDICAL ASSISTANCE, Raleigh, NC** **Project Manager, Information Technology Unit** 9/2012 – 6/2014

Tracked strategic initiatives involving all levels of internal management and staff. Researched, prioritized, and tracked actions on issues and concerns, including those of a sensitive or confidential nature. Planned and directed administrative and operational activities for the IT Director. Served as the primary point of contact for the PMO and Business units by facilitating project coordination and identifying opportunities for aligning

**C o n t i n u e d**

business processes with IT and business goals. Reported on deviations in project schedules to stakeholders and monitored vendor performance.

**NC Department of Health and Human Services – DIVISION OF MEDICAL ASSISTANCE, Raleigh, NC**  
**Acting Division Program Executive, Information Technology Unit** 4/2013 – 6/2013

Provided tactical management and oversight of the MMIS Project activities within the Division of Medical Assistance; and responsible for the oversight of the day-to-day project coordination of strategic planning and developing, and liaison and executive support, across all program and operational areas for the Executive team. Functioned as an executive-level liaison between the Division of Medical Assistance (DMA) and the Office of Medicaid Management Information Systems Services (OMMISS).

**NC Department of Health and Human Services – DIVISION OF MEDICAL ASSISTANCE, Raleigh, NC**  
**Business Analyst, Information Technology Unit** 1/2009 – 8/2012

Served as the project liaison for Division of Medical Assistance/Program Integrity Unit and Department of Justice/Medicaid Investigation Division. Tasked with complex business problems, analyzed and evaluated current business methods and procedures for improvements. Supported data investigation methods to detect and investigate healthcare fraud/monitoring/prevention, and to identify areas of overpayment for Medicaid Fraud, Waste, and Abuse. Reviewed business initiatives to assess project impact(s) within business areas, evaluated vendor recommendations for improvements when weakness or ineffective methods or areas are identified, reviewed work scope deliverables and contracts, and managed resources to meet project objectives.

**NC Department of Health and Human Services – DIVISION OF MEDICAL ASSISTANCE, Raleigh, NC**  
**Quality Assurance Supervisor, Program Integrity** 4/2006 – 12/2008

Managed Quality Control Field Analysts that conducted CMS federally mandated state-designed targeted reviews of recipient eligibility, specifically reviewing the accuracy of Medicaid eligibility determinations. Assisted the local department of social services and the Medicaid program representatives to identify and develop training needs to prevent future quality/compliance errors. Monitored and reviewed findings of quality control reviews to determine error trends, identified error prone cases, and recommend corrective action as appropriate. Participated in the development, planning and implementation of federally mandated MEQC sampling plans, and corrective action projects

**NC Department of Health and Human Services – DIVISION OF MEDICAL ASSISTANCE, Raleigh, NC**  
**Business Analyst, NC FAST Project** 5/2005 – 4/2006

Provided subject-matter expertise from the Medicaid program to establish systems analysis, programming, and computer operation specifications for the North Carolina FAST (NC Fast) Initiative. Wrote Business and Technical Requirements, analyzed complex data, and developed business flow diagrams using Visio, Enterprise Architect (UML 2.0) to develop use cases. Facilitated communication with external agents to clarify statutory, policy, procedural, and technical issues related to the designated program area.

**NC Department of Health and Human Services – DIVISION OF MEDICAL ASSISTANCE, Raleigh, NC**  
**Policy Analyst, Eligibility** 3/2004 – 5/2005

Researched, wrote and interpreted Medicaid eligibility policy for the Medicaid programs under Title XIX and NC Health Choice for Children under Title XXI. Prepared amendments to the Title XIX Medicaid State Plan and rules for the North Carolina Administrative Procedures Act and researched a variety of federal and state laws, regulations, and policies.

**Wake County Human Services – Medicaid, Raleigh, NC**  
**Supervisor**

1/2000 – 3/2004

Lead a team of case managers with an average caseload of 800 cases. Ensured thorough knowledge of county/state/federal policy and procedures to external and internal customers. Monitored accuracy of processing timeframes for quality and compliance, and served as a liaison between senior management and clients/colleagues to facilitate work objectives. Additionally, served as a Wake County Human Services Local Hearing Officer.

**Johnston County Social Services – Medicaid, Raleigh, NC  
Senior Case Manager**

1992, 1996 – 1999

Managed a Medicaid, Work First and Food Assistance caseload. Interviewed public assistance applicants, monitored accuracy of Medicaid processing timeframes, conducted extensive phone communications with the medical community and clients, drafted letters of information for approval and denial, submitted Medicaid SSA/SSI disability claims to DDS and served as a trainer and facilitator.

**Delta Air Lines, New York, NY  
Flight Attendant**

1993 – 1995

Provided exemplary customer service to all aspects of the cabin, actively ensured the safety and comfort of customers, and ensured compliance with Federal Aviation Administration regulations.

**Narron, O’Hale and Whittington, P.A., Smithfield, NC  
Paralegal**

1990 – 1992

Conducted client interviews, performed legal research, and assisted with pleadings and court filings.

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**TECHNICAL QUALIFICATIONS**

**Operating Systems:** Windows  
**Office Productivity:** MS Office Suite

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**EDUCATION**

**Paralegal/Business Coursework, Johnston Technical Community College, Smithfield, NC 1990 – 1993**

[https://www.linkedin.com/profile/public-profile-settings?trk=prof-edit-edit-public\\_profile](https://www.linkedin.com/profile/public-profile-settings?trk=prof-edit-edit-public_profile)

# Application Form

## Profile

Josh  
First Name

Michael  
Last Name

jmichael400@gmail.com  
Email Address

*\*All Advisory Board/Committee appointees must reside within the Town of Morrisville limits or its Extraterritorial Jurisdiction (ETJ). Residency of each applicant will be verified.*

3008 Homebrook Lane  
Home Address

Suite or Apt

Morrisville  
City

NC  
State

27560  
Postal Code

Home: (919) 636-1144  
Primary Phone

Home: (919) 636-1144  
Alternate Phone

### How long have you been a resident of Morrisville?

7 years

### Are you 18 years or older?

Yes  No

## Interests & Experiences

### Which Boards would you like to apply for?

Planning and Zoning Board: Eligible

### Which Board or Committee is your FIRST choice to serve on? \*

Planning and Zoning Board

### Which Board or Committee is your SECOND choice to serve on? \*

Public Safety Advisory Committee

**It is recommended that you review the approved Charter of the Advisory Board/Committee(s) that you have selected to gain a greater understanding of the role and scope of work. Please acknowledge that you have read and reviewed the charter, found at [www.townofmorrisville.org/government/citizen-advisory-committees](http://www.townofmorrisville.org/government/citizen-advisory-committees)**

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Yes  No

**Why do you want to serve on the board/committee(s) you have specified?**

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I think I could be an asset to the Planning Board in Morrisville. Living in this area for the past 7 years, I have witnessed growth that has put a strain on our roads and schools. Morrisville has the opportunity to implement equitable solutions for this growth so that our community can thrive in the long term. I am also finishing my degree as a returning student to UNC-Chapel Hill at the age of 40. My focus has been in the Urban Planning Department and I have taken a specific interest in transportation, which has been tough for Morrisville with the recent growth.

**What do you see as the primary responsibilities of the board/committee(s)? What do you hope to accomplish as a member of the board/committee(s)? If none, please indicate N/A.**

---

I think being fair and thoughtful is the primary responsibility. Weighing in on something with no preconceived ideas or influence from outside sources.

**Please describe your community involvement/participation experience. If none, please indicate N/A.**

---

I have managed restaurants in RTP and been part of several donations to local groups. I also engage in thoughtful conversation about Morrisville's trajectory with my neighbors and through various outlets.

**Have you served on other Town boards/committees? If no, please indicate N/A.**

---

N/A

**Have you attended any previous board/committee meetings? Please share your experience. If no, please indicate N/A.**

---

N/A

**Have you completed Morrisville 101?**

---

Yes  No

---

Please attach any information you would like to have considered with your application.

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## Referrals

How did you hear about this advisory board/committee?

Other

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## Conflict Declarations

Are you an immediate family member of a current Town of Morrisville Advisory Board/Committee appointee?

Yes  No

If yes, please list their name and the Advisory Board/Committee to which they are appointed:

Do you have any personal or business interests that could create a conflict of interest (real or perceived), if you are selected for appointment to your preferred board/committee? (If no, indicate N/A. If yes, please explain.)

N/A

---

## Acknowledgement

I understand this application is a public record, subject to public inspection at any time, and that appointments are made at the discretion of Town Council.

It is the Town's goal to have a balanced, diverse representation of citizens serving on its Advisory Boards/Committees based on race/gender/age and District residency. I understand that current employees and their spouses, elected officials and their spouses, are ineligible for appointment. Immediate family members of current appointees may not serve on the same board/committee as a current appointee. I have read and agree to adhere to the Appointed Public Bodies Administrative Policy, established as guidance for boards/committees. I understand that regular attendance to any board/committee is important and I further understand that if my attendance is less than the standards established for any such body within the Appointed Public Bodies Administrative Policy, that it may be cause for removal. I understand that conduct standards for board/committee appointees is outlined in the Appointed Public Bodies Administrative Policy and violation of those standards may be cause for removal. I acknowledge that I have read the board/committee charter and understand the purpose and commitment necessary to effectively participate. I certify that the facts contained in this application are true and correct to the best of my knowledge.

I Agree

# Application Form

## Profile

Trena  
First Name

Mitchell  
Last Name

tmitchell5@wcpss.net  
Email Address

*\*All Advisory Board/Committee appointees must reside within the Town of Morrisville limits or its Extraterritorial Jurisdiction (ETJ). Residency of each applicant will be verified.*

325 Indian Branch Drive  
Home Address

Suite or Apt

Morrisville  
City

NC  
State

27560  
Postal Code

Mobile: (919) 798-4560  
Primary Phone

Home:  
Alternate Phone

### How long have you been a resident of Morrisville?

2

### Are you 18 years or older?

Yes  No

## Interests & Experiences

### Which Boards would you like to apply for?

Board of Adjustment (meets as needed): Eligible

### Which Board or Committee is your FIRST choice to serve on? \*

Board of Adjustment

### Which Board or Committee is your SECOND choice to serve on? \*

Parks and Recreation Advisory Committee

It is recommended that you review the approved Charter of the Advisory Board/Committee(s) that you have selected to gain a greater understanding of the role and scope of work. Please acknowledge that you have read and reviewed the charter, found at [www.townofmorrisville.org/government/citizen-advisory-committees](http://www.townofmorrisville.org/government/citizen-advisory-committees)

Yes  No

Why do you want to serve on the board/committee(s) you have specified?

What do you see as the primary responsibilities of the board/committee(s)? What do you hope to accomplish as a member of the board/committee(s)? If none, please indicate N/A.

Please describe your community involvement/participation experience. If none, please indicate N/A.

N/A

Have you served on other Town boards/committees? If no, please indicate N/A.

N/A

Have you attended any previous board/committee meetings? Please share your experience. If no, please indicate N/A.

N/A

Have you completed Morrisville 101?

Yes  No

Please attach any information you would like to have considered with your application.

---

## Referrals

How did you hear about this advisory board/committee?

Nextdoor

---

## Conflict Declarations

Are you an immediate family member of a current Town of Morrisville Advisory Board/Committee appointee?

Yes  No

If yes, please list their name and the Advisory Board/Committee to which they are appointed:

Do you have any personal or business interests that could create a conflict of interest (real or perceived), if you are selected for appointment to your preferred board/committee? (If no, indicate N/A. If yes, please explain.)

N/A

---

### Acknowledgement

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I Agree

# Application Form

## Profile

Swati  
First Name

Modi  
Last Name

swati1@hotmail.com  
Email Address

*\*All Advisory Board/Committee appointees must reside within the Town of Morrisville limits or its Extraterritorial Jurisdiction (ETJ). Residency of each applicant will be verified.*

102 Spencor Mill Road  
Home Address

Suite or Apt

Morrisville  
City

NC  
State

27560  
Postal Code

Home: (919) 451-8171  
Primary Phone

Mobile: (919) 451-8171  
Alternate Phone

### How long have you been a resident of Morrisville?

12

### Are you 18 years or older?

Yes  No

## Interests & Experiences

### Which Boards would you like to apply for?

Parks, Recreation and Cultural Resources Advisory Committee: Eligible

### Which Board or Committee is your FIRST choice to serve on? \*

Parks and Recreation Advisory Committee

### Which Board or Committee is your SECOND choice to serve on? \*

Morrisville Environment and Stormwater Committee

It is recommended that you review the approved Charter of the Advisory Board/Committee(s) that you have selected to gain a greater understanding of the role and scope of work. Please acknowledge that you have read and reviewed the charter, found at [www.townofmorrisville.org/government/citizen-advisory-committees](http://www.townofmorrisville.org/government/citizen-advisory-committees)

---

Yes  No

Why do you want to serve on the board/committee(s) you have specified?

---

What do you see as the primary responsibilities of the board/committee(s)? What do you hope to accomplish as a member of the board/committee(s)? If none, please indicate N/A.

---

Please describe your community involvement/participation experience. If none, please indicate N/A.

---

Most recent: HOA board member (secretary) in Sands V community, Carolina Beach NC 2026-2018.

Have you served on other Town boards/committees? If no, please indicate N/A.

---

N/A

Have you attended any previous board/committee meetings? Please share your experience. If no, please indicate N/A.

---

N/A

Have you completed Morrisville 101?

---

Yes  No

---

Please attach any information you would like to have considered with your application.

---

## Referrals

How did you hear about this advisory board/committee?

---

None Selected

---

## Conflict Declarations

**Are you an immediate family member of a current Town of Morrisville Advisory Board/Committee appointee?**

Yes  No

**If yes, please list their name and the Advisory Board/Committee to which they are appointed:**

**Do you have any personal or business interests that could create a conflict of interest (real or perceived), if you are selected for appointment to your preferred board/committee? (If no, indicate N/A. If yes, please explain.)**

N/A

---

### **Acknowledgement**

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I Agree

# Application Form

## Profile

Aastha

First Name

Naik

Last Name

aasthanaik12@gmail.com

Email Address

*\*All Advisory Board/Committee appointees must reside within the Town of Morrisville limits or its Extraterritorial Jurisdiction (ETJ). Residency of each applicant will be verified.*

405 Ruby Walk Dr

Home Address

Suite or Apt

Morrisville

City

NC

State

27560

Postal Code

Home: (252) 227-8006

Primary Phone

Home:

Alternate Phone

### How long have you been a resident of Morrisville?

5

### Are you 18 years or older?

Yes  No

## Interests & Experiences

### Which Boards would you like to apply for?

- Board of Adjustment (meets as needed): Eligible
- Parks, Recreation and Cultural Resources Advisory Committee: Eligible
- Planning and Zoning Board: Eligible
- Performance Measures Advisory Committee: Eligible
- Morrisville Public Education Advisory Committee: Eligible

### Which Board or Committee is your FIRST choice to serve on? \*

Morrisville Public Education Advisory Committee

### Which Board or Committee is your SECOND choice to serve on? \*

Planning and Zoning Board

**It is recommended that you review the approved Charter of the Advisory Board/Committee(s) that you have selected to gain a greater understanding of the role and scope of work. Please acknowledge that you have read and reviewed the charter, found at [www.townofmorrisville.org/government/citizen-advisory-committees](http://www.townofmorrisville.org/government/citizen-advisory-committees)**

---

Yes  No

**Why do you want to serve on the board/committee(s) you have specified?**

---

It has always been a dream of mine to raise my family in Morrisville. I recently became a new parent. I would like to get more involved in our community and the education of the youth.

**What do you see as the primary responsibilities of the board/committee(s)? What do you hope to accomplish as a member of the board/committee(s)? If none, please indicate N/A.**

---

Board meetings, and involvement in the committee is imperative. I have previously been on the parks and rec committee for a very short duration but could not continue because I had all my prenatal doctors appointments scheduled the same day of the meeting. I would like to correct that going forward.

**Please describe your community involvement/participation experience. If none, please indicate N/A.**

---

I volunteer from time to time as much as I can. In the past this has been through junior achievement, RTP vibha, and The Food Bank.

**Have you served on other Town boards/committees? If no, please indicate N/A.**

---

Yes - Parks & Rec

**Have you attended any previous board/committee meetings? Please share your experience. If no, please indicate N/A.**

---

Yes- It was very broad with several ideas discussed. Very engaging actually and very inclusive of all members present

**Have you completed Morrisville 101?**

---

Yes  No

---

Please attach any information you would like to have considered with your application.

Question applies to Morrisville Public Education Advisory Committee

**In which Geographical Electoral District do you reside? (For your convenience, please view the map found at <https://www.townofmorrisville.org/home/showdocument?id=158> ) \***

---

District 1

Question applies to Morrisville Public Education Advisory Committee

**Do you have experience in the following areas or professions? (Please select all that apply)**

\*

---

Other

Question applies to Morrisville Public Education Advisory Committee

**Please explain (in detail) why you are interested in this committee and what value and experience you would add that would make you a good candidate for the Morrisville Public Education Advisory Committee.**

---

Morrisville schools have been touted for being excellent and it would be an honor for me to serve them. Education is such an important aspect for growth that is why I would like to focus on it and be part of its progress. Coming from a family of teachers, education has always been prioritized for us. I would like to see that be emphasized in our community. I have always been involved with kids in the form of babysitting, and tutoring. I even taught a class (adults) on quickbooks at the small business center at Pitt CC.

Question applies to Morrisville Public Education Advisory Committee

**Do you currently have school aged children?**

---

Yes  No

Question applies to Morrisville Public Education Advisory Committee

**What grade levels? (select all that apply) \***

- 
- Pre-K  
 Other

Question applies to Morrisville Public Education Advisory Committee

**Please share the school names you are involved in:**

---

Goddard School of Morrisville

Question applies to Morrisville Public Education Advisory Committee

**Please share the school calendar types you are involved in: \***

- 
- Other

Question applies to Morrisville Public Education Advisory Committee

**If you selected "Other" for any of the answers above, please take an opportunity to share additional details and explanation here.**

---

My child is still a infant and is enrolled at Goddard Preschool in Morrisville

---

## Referrals

**How did you hear about this advisory board/committee?**

- 
- Next Week In Morrisville (Town e-Newsletter)

---

## Conflict Declarations

**Are you an immediate family member of a current Town of Morrisville Advisory Board/Committee appointee?**

---

Yes  No

**If yes, please list their name and the Advisory Board/Committee to which they are appointed:**

---

Do you have any personal or business interests that could create a conflict of interest (real or perceived), if you are selected for appointment to your preferred board/committee? (If no, indicate N/A. If yes, please explain.)

---

N/A

---

## **Acknowledgement**

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---

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---

I Agree



November 30, 2017

Aastha Naik  
120 Begen Street  
Morrisville, NC 27560

Dear Aastha,

You have been selected for appointment to the Parks, Recreation and Cultural Resources Advisory Committee (PRCRAC), by Town Council at its Tuesday, November 28, 2017 meeting. The reappointment term is January 1, 2018 - December 31, 2019.

Attached you will find a copy of the Appointed Public Bodies Administrative Policy, along with an acknowledgment form for you to complete and return at your next meeting or within 30 days (via mail or email). Within that policy, you will note specific rules for attendance and meeting quorum:

*Attendance (If a member's absences exceed the numbers below, he or she will be dismissed)*

For Public Bodies with more than 11 meetings on their annual meeting schedule:  
Members will be allowed four absences within a calendar year.

For Public Bodies with 11 or fewer meetings on their annual schedule:  
Members will be allowed the number of absences totaling one-third (rounded up to the nearest whole number) of the total number of meetings in that period, within a calendar year.

#### Quorum

A majority (at least 50%) of the appointed members, (to include the chair OR vice chair), will constitute a quorum. Board/Committee vacancies may affect quorum numbers.

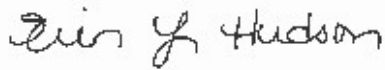
A code of conduct acknowledgement form is also attached and should be signed and returned at your next meeting or within 30 days (via mail or email).

As an appointed advisory committee member, you are eligible as a volunteer to obtain an account from the Local Government Federal Credit Union. You are also eligible for a single membership for the period of your term at the Morrisville Aquatics and Fitness Center. Please contact me via email if you are interested in either opportunity.

The staff support member assigned to PRCRAC to is Karen Bass. Feel free to contact at 919-463-7116, or [kbass@townofmorrisville.org](mailto:kbass@townofmorrisville.org). She will be in contact with you regarding further details about the committee, meeting times/locations, etc.

Feel free to contact me should you have any questions regarding the enclosed documentation, 919-463-6151 or [ehudson@townofmorrisville.org](mailto:ehudson@townofmorrisville.org).

Sincerely,

A handwritten signature in black ink that reads "Erin L. Hudson". The signature is written in a cursive style and is centered within a light gray rectangular box.

Erin L. Hudson  
Town Clerk

swb

Attachments:                   Appointed Public Bodies Administrative Policy  
Appointed Public Bodies Administrative Policy Acknowledgement  
Form  
Code of Conduct Acknowledgement Form

cc:                               Karen Bass, Administrative Support Supervisor, Parks, Recreation and  
Cultural Resources Department

# Application Form

## Profile

Ram  
First Name

Rimal  
Last Name

ramrimal.kaam@gmail.com  
Email Address

*\*All Advisory Board/Committee appointees must reside within the Town of Morrisville limits or its Extraterritorial Jurisdiction (ETJ). Residency of each applicant will be verified.*

1044 Midvale Avenue  
Home Address

Suite or Apt

Morrisville  
City

NC  
State

27560  
Postal Code

Home: (773) 431-2301  
Primary Phone

Home:  
Alternate Phone

### How long have you been a resident of Morrisville?

2

### Are you 18 years or older?

Yes  No

## Interests & Experiences

### Which Boards would you like to apply for?

Morrisville Public Education Advisory Committee: Eligible

### Which Board or Committee is your FIRST choice to serve on? \*

Planning and Zoning Board

### Which Board or Committee is your SECOND choice to serve on? \*

Morrisville Public Education Advisory Committee

**It is recommended that you review the approved Charter of the Advisory Board/Committee(s) that you have selected to gain a greater understanding of the role and scope of work. Please acknowledge that you have read and reviewed the charter, found at [www.townofmorrisville.org/government/citizen-advisory-committees](http://www.townofmorrisville.org/government/citizen-advisory-committees)**

---

Yes  No

**Why do you want to serve on the board/committee(s) you have specified?**

---

Education and how we plan our town is going to be pressing issue for us in coming years. I would like to contribute on that conversation.

**What do you see as the primary responsibilities of the board/committee(s)? What do you hope to accomplish as a member of the board/committee(s)? If none, please indicate N/A.**

---

Would like to help town to make decision based on data. I have background of working in data and I would like to help town when possible.

**Please describe your community involvement/participation experience. If none, please indicate N/A.**

---

We have formed neighborhood watch group in our community. I was actively involved on that process

**Have you served on other Town boards/committees? If no, please indicate N/A.**

---

N/A

**Have you attended any previous board/committee meetings? Please share your experience. If no, please indicate N/A.**

---

No

**Have you completed Morrisville 101?**

---

Yes  No

---

Please attach any information you would like to have considered with your application.

Question applies to Morrisville Public Education Advisory Committee

**In which Geographical Electoral District do you reside? (For your convenience, please view the map found at <https://www.townofmorrisville.org/home/showdocument?id=158> ) \***

---

District 2

Question applies to Morrisville Public Education Advisory Committee

**Do you have experience in the following areas or professions? (Please select all that apply)**

\*

---

School staff/faculty

Question applies to Morrisville Public Education Advisory Committee

**Please explain (in detail) why you are interested in this committee and what value and experience you would add that would make you a good candidate for the Morrisville Public Education Advisory Committee.**

---

Analytical thinking: I would like to help our town make evidence based decision. I am a data scientist working for UNC Helathcare. I would like to use my professional knowledge for betterment of our community

Question applies to Morrisville Public Education Advisory Committee

**Do you currently have school aged children?**

---

Yes  No

Question applies to Morrisville Public Education Advisory Committee

**What grade levels? (select all that apply) \***

---

Pre-K\,

Question applies to Morrisville Public Education Advisory Committee

**Please share the school names you are involved in:**

---

Cedar Fork

Question applies to Morrisville Public Education Advisory Committee

**Please share the school calendar types you are involved in: \***

---

Traditional

Question applies to Morrisville Public Education Advisory Committee

**If you selected "Other" for any of the answers above, please take an opportunity to share additional details and explanation here.**

---

NA

---

## Referrals

**How did you hear about this advisory board/committee?**

---

Facebook

---

## Conflict Declarations

**Are you an immediate family member of a current Town of Morrisville Advisory Board/Committee appointee?**

---

Yes  No

**If yes, please list their name and the Advisory Board/Committee to which they are appointed:**

---

Do you have any personal or business interests that could create a conflict of interest (real or perceived), if you are selected for appointment to your preferred board/committee? (If no, indicate N/A. If yes, please explain.)

---

No

---

### **Acknowledgement**

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---

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---

I Agree

# Application Form

## Profile

Chris  
First Name

Robuck  
Last Name

chris.robuck@icloud.com  
Email Address

*\*All Advisory Board/Committee appointees must reside within the Town of Morrisville limits or its Extraterritorial Jurisdiction (ETJ). Residency of each applicant will be verified.*

3001 Village Market Place #337  
Home Address

Suite or Apt

Morrisville  
City

NC  
State

27560  
Postal Code

Mobile: (847) 942-5755  
Primary Phone

Home:  
Alternate Phone

### How long have you been a resident of Morrisville?

3

### Are you 18 years or older?

Yes  No

## Interests & Experiences

### Which Boards would you like to apply for?

Planning and Zoning Board: Eligible

### Which Board or Committee is your FIRST choice to serve on? \*

Planning and Zoning Board

### Which Board or Committee is your SECOND choice to serve on? \*

Board of Adjustment

It is recommended that you review the approved Charter of the Advisory Board/Committee(s) that you have selected to gain a greater understanding of the role and scope of work. Please acknowledge that you have read and reviewed the charter, found at [www.townofmorrisville.org/government/citizen-advisory-committees](http://www.townofmorrisville.org/government/citizen-advisory-committees)

---

Yes  No

**Why do you want to serve on the board/committee(s) you have specified?**

---

As an alternate on the PZB, I see the importance of having a technical background to efficiently work with other board members, developers, and the city. Having the ability to read drawings, comprehend city strategy/goals, and the application 700+ NC standards and regulations (government mandated-vs-administrative) to proposed plans makes it possible to propose the appropriate probing questions and input

**What do you see as the primary responsibilities of the board/committee(s)? What do you hope to accomplish as a member of the board/committee(s)? If none, please indicate N/A.**

---

Support the approved Morrisville Strategy and goals. Provide the proper level of checks and balances to review projects and provide a forum for community input. Adhere to the NC standards and, when requested, provide coordinated board feedback to the city planner on potential improvements and revisions to processes or standards.

**Please describe your community involvement/participation experience. If none, please indicate N/A.**

---

PZB Alternate (Morrisville) , Board of Adjustment(Morrisville), Chair of Board of Ethics(Chicago area), President of Sherman Plaza HOA, 250 units (Chicago area), Industrial emergency training/incident command (chemical release, fire, and flooding)

**Have you served on other Town boards/committees? If no, please indicate N/A.**

---

Planning and Zoning Board

**Have you attended any previous board/committee meetings? Please share your experience. If no, please indicate N/A.**

---

yes

**Have you completed Morrisville 101?**

---

Yes  No

[Chris Robuck - Planning and Zoning Board 10.21.19.pdf](#)

Please attach any information you would like to have considered with your application.

---

**Referrals**

How did you hear about this advisory board/committee?

Town Website

---

## Conflict Declarations

Are you an immediate family member of a current Town of Morrisville Advisory Board/Committee appointee?

Yes  No

If yes, please list their name and the Advisory Board/Committee to which they are appointed:

Do you have any personal or business interests that could create a conflict of interest (real or perceived), if you are selected for appointment to your preferred board/committee? (If no, indicate N/A. If yes, please explain.)

no

---

## Acknowledgement

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It is the Town's goal to have a balanced, diverse representation of citizens serving on its Advisory Boards/Committees based on race/gender/age and District residency. I understand that current employees and their spouses, elected officials and their spouses, are ineligible for appointment. Immediate family members of current appointees may not serve on the same board/committee as a current appointee. I have read and agree to adhere to the Appointed Public Bodies Administrative Policy, established as guidance for boards/committees. I understand that regular attendance to any board/committee is important and I further understand that if my attendance is less than the standards established for any such body within the Appointed Public Bodies Administrative Policy, that it may be cause for removal. I understand that conduct standards for board/committee appointees is outlined in the Appointed Public Bodies Administrative Policy and violation of those standards may be cause for removal. I acknowledge that I have read the board/committee charter and understand the purpose and commitment necessary to effectively participate. I certify that the facts contained in this application are true and correct to the best of my knowledge.

I Agree



# CHRIS ROBUCK

## CONSTRUCTION PROJECT EXECUTIVE

Civic minded professional with 20+ years of experience in global site selection, design, and building industrial properties for large corporate employers.

Supporting my home communities by leveraging a depth of understanding with standards, process, and safety to volunteer with local leaders and residents.

### CONSTRUCTION EXPERIENCE

- ✓ Factory, Office, & Warehouse
- ✓ Health Care Products
- ✓ Pharmaceuticals
- ✓ Food & Beverage
- ✓ Medical Devices
- ✓ Engineering Services

### FUNCTIONAL EXPERIENCE

- ✓ Global Site Selection
- ✓ Capital Planning
- ✓ Strategic Business Planning
- ✓ Project Management
- ✓ Regulatory Compliance
- ✓ Procurement
- ✓ Bid Packages
- ✓ Planning & Permits
- ✓ Master Scheduling
- ✓ Contract Negotiation
- ✓ Financial Reporting
- ✓ Construction Safety

### EDUCATION

Ohio University - MBA  
Penn State - Engineering  
MIT xPro Program - Data Science

---

### PROFESSIONAL AFFILIATIONS & CIVIC SERVICE

- Planning and Zoning Board, City of Morrisville, Alternate
- National Society of Professional Engineers (not a P.E.) Construction task force (fmr)
- International Society of Pharmaceutical Engineers
- Federal Emergency Management Association (FEMA)- FDA Incident Command
- Board Member, Board of Adjustments - City of Morrisville (fmr)
- President of Board - Sherman Plaza HOA, Evanston, IL new construction 250-unit property (fmr)
- Board Member, EDHGE, AMI, & BISSC standards organizations (fmr)
- Chair, Board of Ethics, Cook County, IL (fmr)

### EMPLOYERS

Johnson & Johnson, Director Project Management  
PepsiCo, Director Global Engineering  
Jones Lang LaSalle, Vice President  
Kraft Foods Global, Global Engineering

# Application Form

## Profile

Nitin \_\_\_\_\_ Saboo \_\_\_\_\_  
 First Name Last Name

nitinsaboo@gmail.com \_\_\_\_\_  
 Email Address

*\*All Advisory Board/Committee appointees must reside within the Town of Morrisville limits or its Extraterritorial Jurisdiction (ETJ). Residency of each applicant will be verified.*

327 Page Street \_\_\_\_\_ Suite or Apt \_\_\_\_\_  
 Home Address

Morrisville \_\_\_\_\_ NC 27560 \_\_\_\_\_  
 City State Postal Code

Mobile: (567) 377-4563 \_\_\_\_\_ Home: \_\_\_\_\_  
 Primary Phone Alternate Phone

### How long have you been a resident of Morrisville?

1.5 \_\_\_\_\_

### Are you 18 years or older?

Yes  No

## Interests & Experiences

### Which Boards would you like to apply for?

Planning and Zoning Board: Eligible

### Which Board or Committee is your FIRST choice to serve on? \*

Planning and Zoning Board

### Which Board or Committee is your SECOND choice to serve on? \*

Parks and Recreation Advisory Committee

It is recommended that you review the approved Charter of the Advisory Board/Committee(s) that you have selected to gain a greater understanding of the role and scope of work. Please acknowledge that you have read and reviewed the charter, found at [www.townofmorrisville.org/government/citizen-advisory-committees](http://www.townofmorrisville.org/government/citizen-advisory-committees)

Yes  No

**Why do you want to serve on the board/committee(s) you have specified?**

As a resident of Morrisville, I am deeply invested in ensuring that the town grows in a sustainable way. I have lived in SF and NYC, two big cities and have realized how deeply I love the small town feel of Morrisville community, while it still attracts top talents in the country.

**What do you see as the primary responsibilities of the board/committee(s)? What do you hope to accomplish as a member of the board/committee(s)? If none, please indicate N/A.**

To ensure proper land use and best design for a small but growing town.

**Please describe your community involvement/participation experience. If none, please indicate N/A.**

Volunteering with the community garden at the farmer's market. Frequent farmers market attendee  
Morrisville Spring fest Attended town meetings about transit planning

**Have you served on other Town boards/committees? If no, please indicate N/A.**

N/a

**Have you attended any previous board/committee meetings? Please share your experience. If no, please indicate N/A.**

Yes, attended the town meeting about transit planning.

**Have you completed Morrisville 101?**

Yes  No

Please attach any information you would like to have considered with your application.

---

## Referrals

**How did you hear about this advisory board/committee?**

Town Website

---

## Conflict Declarations

Are you an immediate family member of a current Town of Morrisville Advisory Board/Committee appointee?

Yes  No

If yes, please list their name and the Advisory Board/Committee to which they are appointed:

Do you have any personal or business interests that could create a conflict of interest (real or perceived), if you are selected for appointment to your preferred board/committee? (If no, indicate N/A. If yes, please explain.)

N/A

---

### Acknowledgement

I understand this application is a public record, subject to public inspection at any time, and that appointments are made at the discretion of Town Council.

It is the Town's goal to have a balanced, diverse representation of citizens serving on its Advisory Boards/Committees based on race/gender/age and District residency. I understand that current employees and their spouses, elected officials and their spouses, are ineligible for appointment. Immediate family members of current appointees may not serve on the same board/committee as a current appointee. I have read and agree to adhere to the Appointed Public Bodies Administrative Policy, established as guidance for boards/committees. I understand that regular attendance to any board/committee is important and I further understand that if my attendance is less than the standards established for any such body within the Appointed Public Bodies Administrative Policy, that it may be cause for removal. I understand that conduct standards for board/committee appointees is outlined in the Appointed Public Bodies Administrative Policy and violation of those standards may be cause for removal. I acknowledge that I have read the board/committee charter and understand the purpose and commitment necessary to effectively participate. I certify that the facts contained in this application are true and correct to the best of my knowledge.

I Agree

# Application Form

## Profile

Jessica

First Name

Sligar

Last Name

jsligar77@gmail.com

Email Address

*\*All Advisory Board/Committee appointees must reside within the Town of Morrisville limits or its Extraterritorial Jurisdiction (ETJ). Residency of each applicant will be verified.*

1548 Alemany St

Home Address

Suite or Apt

Morrisville

City

NC

State

27560

Postal Code

Home: (919) 452-7486

Primary Phone

Home:

Alternate Phone

## How long have you been a resident of Morrisville?

8 years

## Are you 18 years or older?

Yes  No

## Interests & Experiences

### Which Boards would you like to apply for?

Planning and Zoning Board: Eligible

### Which Board or Committee is your FIRST choice to serve on? \*

Planning and Zoning Board

### Which Board or Committee is your SECOND choice to serve on? \*

Morrisville Environment and Stormwater Committee

**It is recommended that you review the approved Charter of the Advisory Board/Committee(s) that you have selected to gain a greater understanding of the role and scope of work. Please acknowledge that you have read and reviewed the charter, found at [www.townofmorrisville.org/government/citizen-advisory-committees](http://www.townofmorrisville.org/government/citizen-advisory-committees)**

---

Yes  No

**Why do you want to serve on the board/committee(s) you have specified?**

---

I enjoy working with people and I love seeing how Morrisville has grown over the years. I would like to contribute to that. I have a personal interest in topics such as public transportation and helping to promote areas in which citizens can walk, and get around easily without depending on their own vehicles. I also would like to continue to learn more about our community, and how it the growth is determined. It's an exciting time to live here!

**What do you see as the primary responsibilities of the board/committee(s)? What do you hope to accomplish as a member of the board/committee(s)? If none, please indicate N/A.**

---

I view the responsibility of the board as being the representatives of the people. Everyone has different views and the committee has a chance to organize some ideas to present to the Council. This gives the Council a better idea of the needs of the people and a place to start when making decisions.

**Please describe your community involvement/participation experience. If none, please indicate N/A.**

---

I've been the Vice President of the Grace Park HOA for several years. I also have been teaching at the Taylor YMCA for over 10 years (as a side job, I'm also a chemist). I'm also involved with the Epilepsy Foundation. On a side note, I am currently taking Morrisville 101.

**Have you served on other Town boards/committees? If no, please indicate N/A.**

---

N/A

**Have you attended any previous board/committee meetings? Please share your experience. If no, please indicate N/A.**

---

I've watched online.

**Have you completed Morrisville 101?**

---

Yes  No

---

Please attach any information you would like to have considered with your application.

---

**Referrals**

How did you hear about this advisory board/committee?

Other

---

### Conflict Declarations

Are you an immediate family member of a current Town of Morrisville Advisory Board/Committee appointee?

Yes  No

If yes, please list their name and the Advisory Board/Committee to which they are appointed:

Do you have any personal or business interests that could create a conflict of interest (real or perceived), if you are selected for appointment to your preferred board/committee? (If no, indicate N/A. If yes, please explain.)

N/A

---

### Acknowledgement

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I Agree

# Application Form

## Profile

Jennette

First Name

Thompson

Last Name

jenandjuce@yahoo.com

Email Address

*\*All Advisory Board/Committee appointees must reside within the Town of Morrisville limits or its Extraterritorial Jurisdiction (ETJ). Residency of each applicant will be verified.*

309 Colwick In

Home Address

Suite or Apt

Morrisville

City

NC

State

27570

Postal Code

Home: (919) 612-1738

Primary Phone

Home: (919) 612-1738

Alternate Phone

## How long have you been a resident of Morrisville?

5

## Are you 18 years or older?

Yes  No

## Interests & Experiences

### Which Boards would you like to apply for?

Parks, Recreation and Cultural Resources Advisory Committee: Eligible

Planning and Zoning Board: Eligible

Public Safety Advisory Committee: Eligible

### Which Board or Committee is your FIRST choice to serve on? \*

Public Safety Advisory Committee

### Which Board or Committee is your SECOND choice to serve on? \*

Parks and Recreation Advisory Committee

It is recommended that you review the approved Charter of the Advisory Board/Committee(s) that you have selected to gain a greater understanding of the role and scope of work. Please acknowledge that you have read and reviewed the charter, found at [www.townofmorrisville.org/government/citizen-advisory-committees](http://www.townofmorrisville.org/government/citizen-advisory-committees)

Yes  No

Why do you want to serve on the board/committee(s) you have specified?

What do you see as the primary responsibilities of the board/committee(s)? What do you hope to accomplish as a member of the board/committee(s)? If none, please indicate N/A.

Please describe your community involvement/participation experience. If none, please indicate N/A.

Donations to homeless shelters. Advocate for the underdog.

Have you served on other Town boards/committees? If no, please indicate N/A.

N/A

Have you attended any previous board/committee meetings? Please share your experience. If no, please indicate N/A.

N/A

Have you completed Morrisville 101?

Yes  No

Please attach any information you would like to have considered with your application.

---

## Referrals

How did you hear about this advisory board/committee?

Other

---

## Conflict Declarations

Are you an immediate family member of a current Town of Morrisville Advisory Board/Committee appointee?

Yes  No

If yes, please list their name and the Advisory Board/Committee to which they are appointed:

Do you have any personal or business interests that could create a conflict of interest (real or perceived), if you are selected for appointment to your preferred board/committee? (If no, indicate N/A. If yes, please explain.)

No

---

### Acknowledgement

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I Agree

# Application Form

## Profile

Tim \_\_\_\_\_ Toterhi \_\_\_\_\_  
First Name Last Name

timtoterhi@yahoo.com \_\_\_\_\_  
Email Address

*\*All Advisory Board/Committee appointees must reside within the Town of Morrisville limits or its Extraterritorial Jurisdiction (ETJ). Residency of each applicant will be verified.*

129 Vista Brooke Drive \_\_\_\_\_ Suite or Apt \_\_\_\_\_  
Home Address

Morrisville \_\_\_\_\_ NC \_\_\_\_\_ 27560 \_\_\_\_\_  
City State Postal Code

Home: (914) 755-6032 \_\_\_\_\_ Home: (919) 998-3886 \_\_\_\_\_  
Primary Phone Alternate Phone

### How long have you been a resident of Morrisville?

15 \_\_\_\_\_

### Are you 18 years or older?

Yes  No

## Interests & Experiences

### Which Boards would you like to apply for?

Planning and Zoning Board: Eligible

### Which Board or Committee is your FIRST choice to serve on? \*

Planning and Zoning Board

### Which Board or Committee is your SECOND choice to serve on? \*

Performance Measures Advisory Committee

**It is recommended that you review the approved Charter of the Advisory Board/Committee(s) that you have selected to gain a greater understanding of the role and scope of work. Please acknowledge that you have read and reviewed the charter, found at [www.townofmorrisville.org/government/citizen-advisory-committees](http://www.townofmorrisville.org/government/citizen-advisory-committees)**

---

Yes  No

**Why do you want to serve on the board/committee(s) you have specified?**

---

During my last term I've been impressed with the town staff's knowledge and dedication to this work. It's rewarding to help contribute to staff assessments and have that advice help shape council's decision making. I've been equally impressed with the efforts and insights of my fellow board members. I believe I bring an alternate perspective on many issues that pushes us to review topics from a different angle. I'd like to continue my involvement in PNZ to ensure all that we continue to balance excellent historical approaches with alternative perspectives i.e. nimble, corporate-based PM and HR minded solutions.

**What do you see as the primary responsibilities of the board/committee(s)? What do you hope to accomplish as a member of the board/committee(s)? If none, please indicate N/A.**

---

An an advisory group, our role is to first understand the recommendations of staff and then challenge that work to confirm alignment with both agreed objective criteria and the more subjective vision and guiding principles of the town's strategic plans. Together our input informs and influences town council's decisions on various PNZ matters. I see a secondary responsibility of challenging our various processes, including the criteria by which we make our recommendations so that we can either confirm excellence of prior dealings or seek to improve operations.

**Please describe your community involvement/participation experience. If none, please indicate N/A.**

---

• PNZ board 1 term • Volunteer at BBBS as a mentor • Sat on HOA board for a rental unit • Provide pro-bono coaching hours for career management • Authored safety book with proceeds going to RAINN

**Have you served on other Town boards/committees? If no, please indicate N/A.**

---

PNZ

**Have you attended any previous board/committee meetings? Please share your experience. If no, please indicate N/A.**

---

Yes

**Have you completed Morrisville 101?**

---

Yes  No

[Toterhi2.pdf](#)

Please attach any information you would like to have considered with your application.

---

## Referrals

How did you hear about this advisory board/committee?

Referred by Staff

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## Conflict Declarations

Are you an immediate family member of a current Town of Morrisville Advisory Board/Committee appointee?

Yes  No

If yes, please list their name and the Advisory Board/Committee to which they are appointed:

Do you have any personal or business interests that could create a conflict of interest (real or perceived), if you are selected for appointment to your preferred board/committee? (If no, indicate N/A. If yes, please explain.)

No

---

## Acknowledgement

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I Agree

STATE OF NORTH CAROLINA  
COUNTY OF WAKE

### OATH OF OFFICE

I, Tim Toterhi, do solemnly swear (or affirm) that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of the State of North Carolina not inconsistent therewith. I will faithfully discharge the duties of my office as a member of the Planning & Zoning Board of the Town of Morrisville according to the best of my skill and ability, according to the law, so help me God.



---

Planning and Zoning Board Member

<SEAL>



---

Marty Saunders  
Secretary to the Planning & Zoning Board

4.12.18

Date

**Appointed Public Bodies Administrative Policy Acknowledgement Form**

I, Tom Totterhi, acknowledge that I have received a copy of the Appointed Public Bodies Administrative Policy and have read and understand the rules outlined therein.

  
Appointed Member Signature

4-12-18  
Date

Appointed Public Body Members Conduct Acknowledgement Form

I, Tim Totokohi, acknowledge that I have read and understand the rules of conduct expected of me as a member of Planning and Zoning (Board/Committee) as referenced below in the excerpt from the Appointed Public Bodies Administrative Policy. I understand that should I engage in improper conduct, I will be subject to removal from the meeting and/or dismissal from the Planning and Zoning (Board/Committee).

CONDUCT

"When participating in a meeting or conducting Town business (whether in person, via e-mail or other communication method), members shall conduct themselves in an ethical and professional manner. Any member who engages in inflammatory, hostile or threatening language or behavior towards others, including but not limited to, elected officials, staff or another board/committee member, will be removed from the meeting. Any member who engages in the aforementioned behavior is also subject to dismissal from the advisory board/committee."

  
Appointed Member Signature

4-12-12  
Date

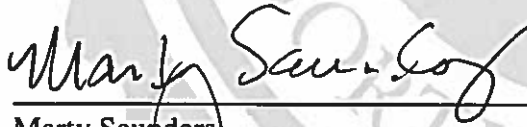
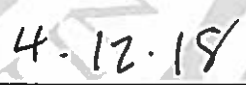
STATE OF NORTH CAROLINA  
COUNTY OF WAKE

**OATH OF OFFICE**

I, Tim Toterhi, do solemnly swear (or affirm) that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of the State of North Carolina not inconsistent therewith. I will faithfully discharge the duties of my office as a member of the Planning & Zoning Board of the Town of Morrisville according to the best of my skill and ability, according to the law, so help me God.

  
\_\_\_\_\_  
Planning and Zoning Board Member

<SEAL>

   
\_\_\_\_\_  
Marty Saunders Date  
Secretary to the Planning & Zoning Board



January 31, 2018

Wake County Board of Commissioners  
P.O. Box 550  
Raleigh, NC 27602

To Whom It May Concern,

This letter informs you that Tim Toterhi was approved for appointment to the Town of Morrisville Planning and Zoning Board Extraterritorial Jurisdiction (ETJ) seat by Town Council on January 23, 2018. His appointment term is September 21, 2017 - December 31, 2019 as he is fulfilling a partially vacated term, in accordance with three-year terms specified for Planning and Zoning Board Members under our Unified Development Ordinance.

Wake County has authorized the Town to present a Morrisville resident as an applicant for the ETJ seat for their consideration, due to challenges experienced with ETJ recruitment in Morrisville.

The Board of County Commissioners originally confirmed appointment of Ms. Esther Dunnegan at its March 7, 2016 meeting for a term of January 26, 2016 - December 31, 2019. Ms. Dunnegan resigned her seat effective September 21, 2017.

Please let us know when you have confirmed this appointment.

Feel free to contact me should you have any questions. I may be reached at 919-463-6151 or [ehudson@townofmorrisville.org](mailto:ehudson@townofmorrisville.org).

Sincerely,

Erin L. Hudson



January 24, 2018

Tim Toterhi  
129 Vista Brooke Drive  
Morrisville, NC 27560

Dear Tim,

You have been selected for appointment to a regular seat of the Planning and Zoning Board (PZB), by Town Council at its Tuesday, January 23, 2018, meeting. Your application will now be sent to the Wake County Board of Commissioners for approval. Pending Wake County approval, our new term will end December 31, 2019.

Attached you will find a copy of the Appointed Public Bodies Administrative Policy, along with an acknowledgment form for you to complete and return at your next meeting or within 30 days (via mail or email). Within that policy, you will note specific rules for attendance and meeting quorum:

**Attendance** *(If a member's absences exceed the numbers below, he or she will be dismissed)*  
**For Public Bodies with more than 11 meetings on their annual meeting schedule:**  
Members will be allowed four absences within a calendar year.

**For Public Bodies with 11 or fewer meetings on their annual schedule:**  
Members will be allowed the number of absences totaling one-third (rounded up to the nearest whole number) of the total number of meetings in that period, within a calendar year.

**Quorum**

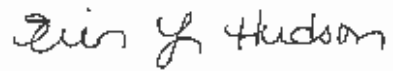
A majority (at least 50%) of the appointed members, (to include the chair OR vice chair), will constitute a quorum. Board/Committee vacancies may affect quorum numbers.

A code of conduct acknowledgement form is also attached and should be signed and returned at your next meeting or within 30 days (via mail or email).

The staff support member assigned to PZB to is Marty Saunders. Feel free to contact her at 919-463-6188, or [msaunders@townofmorrisville.org](mailto:msaunders@townofmorrisville.org).

Feel free to contact me should you have any questions regarding the enclosed documentation, 919-463-6151 or [ehudson@townofmorrisville.org](mailto:ehudson@townofmorrisville.org).

Sincerely,

A handwritten signature in black ink that reads "Erin L. Hudson". The signature is written in a cursive style and is centered within a light gray rectangular box.

Erin L. Hudson  
Town Clerk

swb

Attachments: Appointed Public Bodies Administrative Policy  
Appointed Public Bodies Administrative Policy Acknowledgement Form  
Code of Conduct Acknowledgement Form

Cc: Marty Saunders, Planning Technician

## Tim Toterhi

PO Box 310  
Morrisville, NC 27560  
timtoterhi@yahoo.com

Office – 919-998-2134  
Mobile – 914-755-6032

### EXECUTIVE SUMMARY

A strategic HR professional with over 15 years of experience managing people and projects in the Americas, Europe, and Asia. A talent and leadership development specialist who takes a metrics-based approach to driving change. An effective communicator who transforms C-Suite strategy to frontline action. A PMP, certified executive coach, author, and speaker. Specialties include:

- *Leadership Development*
- *Organization Development*
- *Executive Coaching*
- *Talent Management*
- *Change Management*
- *Communication*

### CAREER HISTORY

**Cenduit:** Durham, NC- 2017 – Present

#### **Chief Human Resources Officer**

*A global healthcare technology company with over 500 employees*

Responsible for all aspects of HR including talent branding, hiring, onboarding, compensation, benefits, training, performance and talent management, and employee relations and retention.

**QuintilesIMS:** Durham, NC- 2004 – 2017

*A global biopharmaceutical services company with over 50,000 employees*

- **Head of HR M&A & Strategic Project Office** – 2013 – Present
  - Lead HR M&A activities managing the inputs of Talent/Leadership Development, Organization Design, HR Systems, Compensation and Benefits, Staffing, and HRBP support throughout the process.
    - Led a team of SMEs to design a playbook for HR **due diligence** and **integration**. Consistently enhance tools, aligning HR processes to those of other functional areas.
  - Lead a team of project managers to complete a **global HR initiative portfolio**. Sample projects: Key role retention, manager/leader development, early talent outreach, leader / manager **career coaching**, and project vetting and measurement.
    - Recent highlights: developed and launched a global **Talent Brand** to promote organization's EVP; enhanced its social media presence.
- **Senior Director, Global OD and Talent Management** – 2010 – 2012
  - Led a team to provide role profile, assessment, and development framework for global sales: Project included **time signature analysis** and **process/workflow redesign** efforts.
  - Established a centralized, scalable process for delivering **employee relations**. Project lowered cost to serve, decreased response time, and stabilized quality/user satisfaction.
  - Designed and implemented a cross-functional **HR scorecard** aligned to business strategy.
  - Provided framework and process for **executive ranking** and structure reevaluation. Designed and implemented strategy for **span of control** and organization level review.
  - Led **restructuring** efforts for the HR and L&D organizations. Increased **role clarity** and collaboration between strategic HRBPs, COEs, and local service delivery.
- **Leadership, OD & Talent Management Assignment – Singapore** – 2009 – 2010
  - Conducted an **organization assessment** of the AA region to help ensure quality focus and the continued success of the growing business. Included India, SEA, ANZ and China.
  - Delivered a 3-year plan to create a sustainable in-region **leadership** and **talent strategy**.

- Worked with leadership to develop **strategic priorities** and messages. Carried out **organization restructuring**.
- Provided **role profiles** and **development plans** for key positions and aligned to metrics to drive employee performance and accountability.
- Revised the **selection, assessment, and training** processes for key positions to increase the strength of the regional talent pool.
- **Global Head of Leadership Development and Talent Management – 2007 – 2009**
  - Led a team of trainers, consultants and technical experts in the Americas, Europe, and Asia to revitalize the organization's **leadership development strategy** and offerings.
  - Designed, branded, and effectively launched the organization's first global **new manager induction program**. The project was completed ahead of schedule and under budget.
  - Designed a global process for **courseware administration and delivery**. Used a blend of internal and external resources to increase efficiency by 25% and reduce cost by 20%.
  - Implemented an **on-line talent management and succession planning process** and provided talent review materials and training to HR and business line colleagues.
  - Responsible for orchestrating the **global leadership meeting**, which helped the company's top leaders establish and cascade business strategy for the coming year.
  - Cascaded a new **process improvement** and **change management** approach that helped work teams quickly get to root cause of issues.
- **Director of Global Leadership Development – 2004 – 2006**
  - Managed a global team of systems experts, trainers, and instructional designers to enhance the organization's **learning technology strategy**.
  - Led a cross-functional, international team to implement an award-winning global **Performance Management System**. The project, which was completed ahead of schedule and under budget, sparked an 18% improvement in employee engagement scores.
  - Led a cross-functional, international team to select and implement the industry's first validated **Learning Management System**. The system which housed all instructor-led and web-based training as well as internal and client-specific SOPs provides 24/7 access to course material, enrollment administration, learning assessments, and certifications.
  - Led a project team of HR, legal, and strategic sourcing professionals to evaluate and renegotiate existing **vendor agreements**. Secured 20% saving.
  - Secured and institutionalized a series of **content development** tools for SMEs and instructional designers. Ensured the transition of all courseware from legacy systems.
  - Evaluated, selected, and implemented a portfolio of vendor-driven **on-line training** products to supplement internally designed offerings. The award-winning project increased blended learning solutions and decreased training time for billable staff.
  - Led a **change management** effort to redesign sales processes. Leveraged success with the sales, proposal, and contracting departments to position L&D as a value-added partner.

**Bayer Diagnostics:** Tarrytown, NY- 2001 – 2004

**Associate Director, Global OD and Leadership Development**

*A global healthcare company with over 7,000 employees*

Responsibilities included scorecard development, culture change programs, executive on-boardings, 360 feedback, personality assessments, leadership development programs, team chartering, and meeting facilitation. Key accomplishments include:

- Led a cross-functional project aimed at revitalizing the global sales force and designing a **customer-focused sales culture**. Conducted global data gathering and needs analysis, identified and assimilated internal and industry best practices, and developed a toolkit for sales professionals. Obtained leadership buy-in, developed metrics for implementation, and facilitated action planning sessions with sales and marketing teams.
- Participated in the planning and implementation of the annual **global leadership meeting**. Coordinated vendor input, designed program agenda, and facilitated breakout sessions.
- Led project team of SMEs to redesign the organization's **new employee integration** process. New program aligned to recently revised culture.
- Partnered to enhance succession planning, talent management, employee relations, **candidate slating, organization restructuring**, and global survey development.
- Designed a process to eliminate **communication** silos within HR. Identified core issues and implemented agreed actions including employee roundtable discussions with CHRO.

**Visiocom USA:** Danbury, CT- 1999 – 2001

#### **Director of Leadership Development**

In this hybrid BD/L&D role I hired and managed a staff of contract trainers and designers. Developed partnerships with vendors. Authored a series of soft skills courses. Instructed via one-to-one video, phone coaching, and traditional classroom. Key accomplishments include:

- Acted as performance consultant on key projects. Met with clients, analyzed needs via skills gap analysis, and wrote proposals, which resulted in new contracts.
- Worked with the CEO to design internal processes and company structure.

#### **Independent Training Consultant – 1996 – 1999**

To expedite my career transition, I secured several freelance projects while maintaining a full-time corporate position. Key accomplishments include:

- **Coaching:** Focused on skill and interest analysis, goal setting, resume design, and interviewing skills.
- **Program Design:** Analyzed youth-centered non-profit's programs and crafted new offerings to enhance and expand product portfolio. Acted as chief communications liaison to the media, sponsors, and clients. Crafted marketing materials to increase the client base.
- **Teaching/Training:** Designed and delivered award-winning college seminars. Led a team to restructure capstone career course. Served on retention and strategic planning committees.

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#### **Business Development**

Led teams in developing winning responses to multi-million dollar RFPs by coordinating input of the sales, marketing, legal, and finance departments. Assessed the strengths of team and assigned responsibilities accordingly.

**New York Nuclear Corp.,** Scarsdale, NY – 1991 – 1996

#### **Business Development**

Conducted brokerage/trading worldwide. Participated in contract negotiation and administration. Developed new clients. Generated revenue via swaps, loans, and sales of uranium. Contributed articles to industry publications. Selected for management training program in London.

**WRTN Radio**, New Rochelle, NY – 1989 – 1991  
News Reporter

## **EDUCATION**

**Iona College**, New Rochelle, NY  
MBA, International Business Management  
BA, Mass Communications; Public Relations  
**Corporate Coach U** – Executive Coaching

**HRIC** - GPSHR  
**SHRM** - SCP  
**ICF** – Certified Coach, ACC  
**PMI** - PMP

## **RECENT PUBLICATIONS AND PRESENTATIONS**

### **How to Ensure Your Coaching Program Pays Off**

Global Business and Organizational Excellence | John Wiley & Sons – November 2016

### **The End (of Performance Reviews) is Near... Or is it?**

Training Magazine – July 2016

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### **Kicking the Tires: *HR's Role in M&A Due Diligence***

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### **The Talent Funnel: How to Surface Key Human Resources**

Global Business and Organizational Excellence | John Wiley & Sons June 27, 2013

### **Innovative Talent Pools that Marry High Potential and Real World Business Drivers**

Conference Board Leadership Development Conference May 8, 2013

## Martha Paige

---

**From:** Tim Toterhi <timtoterhi@yahoo.com>  
**Sent:** Thursday, January 04, 2018 11:05 AM  
**To:** Martha Paige  
**Cc:** Peter Prichard  
**Subject:** Re: PZB Applicants - Vacant Seats to Be Filled in January 2018  
**Attachments:** Tim Toterhi - PZB Applicants.docx; Tim Toterhi Resume 2017.pdf

Hi Martha,

Thanks for the note and the opportunity to provide more information. Attached is a resume and the answers to your supplemental questions. If you need anything else please let me know.

Kind regards,

Tim Toterhi  
914-755-6032

---

**From:** Martha Paige <MPaige@townofmorrisville.org>  
**To:**  
**Cc:** Peter Prichard <prichardp@hpw.com>  
**Sent:** Wednesday, January 3, 2018 8:43 PM  
**Subject:** PZB Applicants - Vacant Seats to Be Filled in January 2018

Good morning PZB Applicants and Current PZB Alternate –

Since Town Council considered committee appointments in November, a vacancy has occurred on the Planning and Zoning Board (PZB). There is also an existing vacancy that Town Council may select an applicant that must be affirmed by Wake County, resulting in two seats that may be filled by Town Council. Since applications were current and you had expressed an interest in being appointed to this committee in the last cycle, we are preparing to request Town Council consider appointment to these vacant seats in January. Current PZB Alternates are being included in this e-mail because Town Council can consider appointing alternates to regular seats. Should this occur, applicants could be appointed to an alternate seat.

Additional information about PZB is attached for your review. The PZB meets monthly on the second Thursday of every month, beginning at 6:30 p.m. Meetings typically about two hours, but can run longer depending on the agenda. Occasionally, additional meetings are required. There are attendance requirements for the meetings and you would be expected to stay for the entire meeting (barring emergencies). There is oftentimes extensive preparation (review of materials, etc.) required before the meeting. Agenda materials are typically available the Friday before the Thursday meeting.

There are 22 applicants for one current vacant position. In order to assist Town Council members in their review of applicants, they have authorized PZB Chair Peter Prichard and me to request additional information that they may consider as a part of your application. This information is not

required, but will assist in selecting from all interested candidates. If you wish to provide additional information for their consideration, please responds by e-mail to Mr. Prichard and me no later than 5:00 p.m. on Sunday, January 7. Information that is of interest to Town Council is provided below. Please provide as much additional information as you wish. You may attach a resume as an attachment as well. Please do not provide other materials

The following information is of interest to Town Council Members:

1. How many years have you lived in Morrisville?
2. What is your educational/professional background? What skills would you bring to this committee?
3. Why do you want to serve on this committee (versus another Town committee?) What do you see as the responsibilities of this committee, and what do you hope to accomplish?
4. Have you attended Morrisville 101?
5. Are there other Town committees you have served on, or have you attended meetings of town committees? Please provide committee and dates.
6. In what other community activities/work have you participated? (Examples – HOA, Coaching, Non-Profits, etc.)

Specifically related to PZB:

1. Have you attended any PZB meetings previously? If so, please provide context of attendance or participation.
2. What Morrisville planning or zoning issues have you participated in/provided feedback previously?
3. Do you have any personal or business interest that could create a conflict of interest (either real or perceived).

I am happy to answer any questions you have. Thank you for your interest in the Planning and Zoning Board.

## Martha Paige

Town Manager  
100 Town Hall Drive  
Morrisville, NC 27560  
P: 919-463-6150

[www.townofmorrisville.org](http://www.townofmorrisville.org)



# Morrisville

Live connected. Live well.

*Please note that email sent to and from this address is subject to the North Carolina Public Records Law and may be disclosed to third parties.*

**PZB Applicants - Vacant Seats to Be Filled in January 2018**

**Tim Toterhi**

<b>Question</b>	<b>Answer</b>
1. How many years have you lived in Morrisville?	14 years
2. What is your educational/professional background? What skills would you bring to this committee?	<ul style="list-style-type: none"> <li>• MBA – International business</li> <li>• BS – Communications</li> <li>• PMP</li> <li>• ICF certified coach</li> <li>• Speaker</li> <li>• Chief Human Resource Officer</li> </ul>
3. Why do you want to serve on this committee (versus another Town committee?) What do you see as the responsibilities of this committee, and what do you hope to accomplish?	<p>Given the growth over the past decade it's clear the town has a great track record of accomplishment. However, I think we can do more to ensure all stakeholders understand and ideally buy-in to the rationale for decisions that impact daily life and long-term progress.</p> <p>My experience in people and project management as well as my communication skills can help with these items.</p> <p>I also want to be involved in the decision-making (and negotiation) processes to ensure a balanced outcome for development.</p>
4. Have you attended Morrisville 101?	No
5. Are there other Town committees you have served on, or have you attended meetings of town committees? Please provide committee and dates.	Haven't served, but have attended planning meetings on occasion.
6. In what other community activities/work have you participated? (Examples – HOA, Coaching, Non-Profits, etc.)	<ul style="list-style-type: none"> <li>• Volunteer at BBBS as a mentor</li> <li>• Sat on HOA board for a rental unit</li> <li>• Provide pro-bono coaching hours for career management</li> <li>• Authored safety book with proceeds going to RAINN</li> </ul>
<b>Specifically related to PZB:</b>	
1. Have you attended any PZB meetings previously? If so, please provide context of attendance or participation.	Have attended meetings related to recent expansion plans to gain greater awareness of current issues and future plans.

2. What Morrisville planning or zoning issues have you participated in/provided feedback previously?	Crabtree Crossing Extension General issues regarding 54
3. Do you have any personal or business interest that could create a conflict of interest (either real or perceived).	No

## Tim Toterhi

PO Box 310  
Morrisville, NC 27560  
timtoterhi@yahoo.com

Office – 919-998-2134  
Mobile – 914-755-6032

### EXECUTIVE SUMMARY

A strategic HR professional with over 15 years of experience managing people and projects in the Americas, Europe, and Asia. A talent and leadership development specialist who takes a metrics-based approach to driving change. An effective communicator who transforms C-Suite strategy to frontline action. A PMP, certified executive coach, author, and speaker. Specialties include:

- *Leadership Development*
- *Organization Development*
- *Executive Coaching*
- *Talent Management*
- *Change Management*
- *Communication*

### CAREER HISTORY

**Cenduit:** Durham, NC- 2017 – Present

**Chief Human Resources Officer**

*A global healthcare technology company with over 500 employees*

Responsible for all aspects of HR including talent branding, hiring, onboarding, compensation, benefits, training, performance and talent management, and employee relations and retention.

**QuintilesIMS:** Durham, NC- 2004 – 2017

*A global biopharmaceutical services company with over 50,000 employees*

- **Head of HR M&A & Strategic Project Office – 2013 – Present**
  - Lead HR M&A activities managing the inputs of Talent/Leadership Development, Organization Design, HR Systems, Compensation and Benefits, Staffing, and HRBP support throughout the process.
    - Led a team of SMEs to design a playbook for HR **due diligence** and **integration**. Consistently enhance tools, aligning HR processes to those of other functional areas.
  - Lead a team of project managers to complete a **global HR initiative portfolio**. Sample projects: Key role retention, manager/leader development, early talent outreach, leader / manager **career coaching**, and project vetting and measurement.
    - Recent highlights: developed and launched a global **Talent Brand** to promote organization's EVP; enhanced its social media presence.
- **Senior Director, Global OD and Talent Management – 2010 – 2012**
  - Led a team to provide role profile, assessment, and development framework for global sales: Project included **time signature analysis** and **process/workflow redesign** efforts.
  - Established a centralized, scalable process for delivering **employee relations**. Project lowered cost to serve, decreased response time, and stabilized quality/user satisfaction.
  - Designed and implemented a cross-functional **HR scorecard** aligned to business strategy.
  - Provided framework and process for **executive ranking** and structure reevaluation. Designed and implemented strategy for **span of control** and organization level review.
  - Led **restructuring** efforts for the HR and L&D organizations. Increased **role clarity** and collaboration between strategic HRBPs, COEs, and local service delivery.
- **Leadership, OD & Talent Management Assignment – Singapore – 2009 – 2010**
  - Conducted an **organization assessment** of the AA region to help ensure quality focus and the continued success of the growing business. Included India, SEA, ANZ and China.
  - Delivered a 3-year plan to create a sustainable in-region **leadership** and **talent strategy**.

- Worked with leadership to develop **strategic priorities** and messages. Carried out **organization restructuring**.
- Provided **role profiles** and **development plans** for key positions and aligned to metrics to drive employee performance and accountability.
- Revised the **selection, assessment, and training** processes for key positions to increase the strength of the regional talent pool.
  
- **Global Head of Leadership Development and Talent Management – 2007 – 2009**
  - Led a team of trainers, consultants and technical experts in the Americas, Europe, and Asia to revitalize the organization's **leadership development strategy** and offerings.
  - Designed, branded, and effectively launched the organization's first global **new manager induction program**. The project was completed ahead of schedule and under budget.
  - Designed a global process for **courseware administration and delivery**. Used a blend of internal and external resources to increase efficiency by 25% and reduce cost by 20%.
  - Implemented an **on-line talent management and succession planning process** and provided talent review materials and training to HR and business line colleagues.
  - Responsible for orchestrating the **global leadership meeting**, which helped the company's top leaders establish and cascade business strategy for the coming year.
  - Cascaded a new **process improvement and change management** approach that helped work teams quickly get to root cause of issues.
  
- **Director of Global Leadership Development – 2004 – 2006**
  - Managed a global team of systems experts, trainers, and instructional designers to enhance the organization's **learning technology strategy**.
  - Led a cross-functional, international team to implement an award-winning global **Performance Management System**. The project, which was completed ahead of schedule and under budget, sparked an 18% improvement in employee engagement scores.
  - Led a cross-functional, international team to select and implement the industry's first validated **Learning Management System**. The system which housed all instructor-led and web-based training as well as internal and client-specific SOPs provides 24/7 access to course material, enrollment administration, learning assessments, and certifications.
  - Led a project team of HR, legal, and strategic sourcing professionals to evaluate and renegotiate existing **vendor agreements**. Secured 20% saving.
  - Secured and institutionalized a series of **content development** tools for SMEs and instructional designers. Ensured the transition of all courseware from legacy systems.
  - Evaluated, selected, and implemented a portfolio of vendor-driven **on-line training** products to supplement internally designed offerings. The award-winning project increased blended learning solutions and decreased training time for billable staff.
  - Led a **change management** effort to redesign sales processes. Leveraged success with the sales, proposal, and contracting departments to position L&D as a value-added partner.

**Bayer Diagnostics:** Tarrytown, NY- 2001 – 2004

**Associate Director, Global OD and Leadership Development**

*A global healthcare company with over 7,000 employees*

Responsibilities included scorecard development, culture change programs, executive on-boardings, 360 feedback, personality assessments, leadership development programs, team chartering, and meeting facilitation. Key accomplishments include:

- Led a cross-functional project aimed at revitalizing the global sales force and designing a **customer-focused sales culture**. Conducted global data gathering and needs analysis, identified and assimilated internal and industry best practices, and developed a toolkit for sales professionals. Obtained leadership buy-in, developed metrics for implementation, and facilitated action planning sessions with sales and marketing teams.
- Participated in the planning and implementation of the annual **global leadership meeting**. Coordinated vendor input, designed program agenda, and facilitated breakout sessions.
- Led project team of SMEs to redesign the organization's **new employee integration** process. New program aligned to recently revised culture.
- Partnered to enhance succession planning, talent management, employee relations, **candidate slating, organization restructuring**, and global survey development.
- Designed a process to eliminate **communication silos** within HR. Identified core issues and implemented agreed actions including employee roundtable discussions with CHRO.

**Visiocom USA: Danbury, CT- 1999 – 2001**

**Director of Leadership Development**

In this hybrid BD/L&D role I hired and managed a staff of contract trainers and designers. Developed partnerships with vendors. Authored a series of soft skills courses. Instructed via one-to-one video, phone coaching, and traditional classroom. Key accomplishments include:

- Acted as performance consultant on key projects. Met with clients, analyzed needs via skills gap analysis, and wrote proposals, which resulted in new contracts.
- Worked with the CEO to design internal processes and company structure.

**Independent Training Consultant – 1996 – 1999**

To expedite my career transition, I secured several freelance projects while maintaining a full-time corporate position. Key accomplishments include:

- **Coaching:** Focused on skill and interest analysis, goal setting, resume design, and interviewing skills.
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**Innovative Talent Pools that Marry High Potential and Real World Business Drivers**  
Conference Board Leadership Development Conference May 8, 2013

# Application Form

## Profile

Vikas  
First Name

Vashisht  
Last Name

vikas.vashisht@gmail.com  
Email Address

*\*All Advisory Board/Committee appointees must reside within the Town of Morrisville limits or its Extraterritorial Jurisdiction (ETJ). Residency of each applicant will be verified.*

104 Hatchet Creek CT  
Home Address

Suite or Apt

Morrisville  
City

NC  
State

27560  
Postal Code

Home: (919) 771-7088  
Primary Phone

Home:  
Alternate Phone

### How long have you been a resident of Morrisville?

13

### Are you 18 years or older?

Yes  No

## Interests & Experiences

### Which Boards would you like to apply for?

Planning and Zoning Board: Eligible

### Which Board or Committee is your FIRST choice to serve on? \*

Planning and Zoning Board

### Which Board or Committee is your SECOND choice to serve on? \*

Parks and Recreation Advisory Committee

**It is recommended that you review the approved Charter of the Advisory Board/Committee(s) that you have selected to gain a greater understanding of the role and scope of work. Please acknowledge that you have read and reviewed the charter, found at [www.townofmorrisville.org/government/citizen-advisory-committees](http://www.townofmorrisville.org/government/citizen-advisory-committees)**

---

Yes  No

**Why do you want to serve on the board/committee(s) you have specified?**

---

I am interested in developing the town and make a difference. I bring in a lot of experience in a wide variety of areas. I have a strong technical background working full time as a technical leader at Cisco systems. I have interest in real estate and have a Realtor license. I also have interest in soccer and coach recreational teams. I have coached in Morrisville and currently coaching in NCFC. I will like to be engaged in making Morrisville better town for all its residents.

**What do you see as the primary responsibilities of the board/committee(s)? What do you hope to accomplish as a member of the board/committee(s)? If none, please indicate N/A.**

---

Staying engaged in town development and make positive impact on town development.

**Please describe your community involvement/participation experience. If none, please indicate N/A.**

---

I have been coaching kids soccer on and on and off basis. I have organized several events at Cisco. I give a lot of time as a volunteer in various organizations through and outside Cisco.

**Have you served on other Town boards/committees? If no, please indicate N/A.**

---

N/A

**Have you attended any previous board/committee meetings? Please share your experience. If no, please indicate N/A.**

---

N/A

**Have you completed Morrisville 101?**

---

Yes  No

---

Please attach any information you would like to have considered with your application.

---

## Referrals

**How did you hear about this advisory board/committee?**

---

Next Week In Morrisville (Town e-Newsletter)

---

**Conflict Declarations**

Are you an immediate family member of a current Town of Morrisville Advisory Board/Committee appointee?

Yes  No

If yes, please list their name and the Advisory Board/Committee to which they are appointed:

Do you have any personal or business interests that could create a conflict of interest (real or perceived), if you are selected for appointment to your preferred board/committee? (If no, indicate N/A. If yes, please explain.)

N/A

---

**Acknowledgement**

I understand this application is a public record, subject to public inspection at any time, and that appointments are made at the discretion of Town Council.

It is the Town's goal to have a balanced, diverse representation of citizens serving on its Advisory Boards/Committees based on race/gender/age and District residency. I understand that current employees and their spouses, elected officials and their spouses, are ineligible for appointment. Immediate family members of current appointees may not serve on the same board/committee as a current appointee. I have read and agree to adhere to the Appointed Public Bodies Administrative Policy, established as guidance for boards/committees. I understand that regular attendance to any board/committee is important and I further understand that if my attendance is less than the standards established for any such body within the Appointed Public Bodies Administrative Policy, that it may be cause for removal. I understand that conduct standards for board/committee appointees is outlined in the Appointed Public Bodies Administrative Policy and violation of those standards may be cause for removal. I acknowledge that I have read the board/committee charter and understand the purpose and commitment necessary to effectively participate. I certify that the facts contained in this application are true and correct to the best of my knowledge.

I Agree

# Application Form

## Profile

Sarah  
First Name

Wackerhagen  
Last Name

sarahwackerhagen@hotmail.com  
Email Address

*\*All Advisory Board/Committee appointees must reside within the Town of Morrisville limits or its Extraterritorial Jurisdiction (ETJ). Residency of each applicant will be verified.*

709 Hamlet Park Drive  
Home Address

Suite or Apt

Morrisville  
City

NC  
State

27560  
Postal Code

Mobile: (919) 797-3609  
Primary Phone

Home:  
Alternate Phone

### How long have you been a resident of Morrisville?

8

### Are you 18 years or older?

Yes  No

## Interests & Experiences

### Which Boards would you like to apply for?

Morrisville Public Education Advisory Committee: Eligible

### Which Board or Committee is your FIRST choice to serve on? \*

Morrisville Public Education Advisory Committee

### Which Board or Committee is your SECOND choice to serve on? \*

Morrisville Environment and Stormwater Committee

**It is recommended that you review the approved Charter of the Advisory Board/Committee(s) that you have selected to gain a greater understanding of the role and scope of work. Please acknowledge that you have read and reviewed the charter, found at [www.townofmorrisville.org/government/citizen-advisory-committees](http://www.townofmorrisville.org/government/citizen-advisory-committees)**

---

Yes  No

**Why do you want to serve on the board/committee(s) you have specified?**

---

I care about education, I work in an educational research setting. I can contribute my knowledge and passion to children in the town of Morrisville.

**What do you see as the primary responsibilities of the board/committee(s)? What do you hope to accomplish as a member of the board/committee(s)? If none, please indicate N/A.**

---

The primary responsibility of the committee is to advise the town council on best educational practices and the needs of our students. I am happy to support all goals and objectives set forth by the committee for the benefit of our children.

**Please describe your community involvement/participation experience. If none, please indicate N/A.**

---

I regularly volunteer at Wake County SPCA

**Have you served on other Town boards/committees? If no, please indicate N/A.**

---

N/A

**Have you attended any previous board/committee meetings? Please share your experience. If no, please indicate N/A.**

---

N/A

**Have you completed Morrisville 101?**

---

Yes  No

---

Please attach any information you would like to have considered with your application.

Question applies to Morrisville Public Education Advisory Committee

**In which Geographical Electoral District do you reside? (For your convenience, please view the map found at <https://www.townofmorrisville.org/home/showdocument?id=158> ) \***

---

District 2

Question applies to Morrisville Public Education Advisory Committee

**Do you have experience in the following areas or professions? (Please select all that apply)**

\*

- 
- Education Association(s)
  - Parent Teacher Association (PTA)
  - School Administration
  - School staff/faculty
  - University faculty

Question applies to Morrisville Public Education Advisory Committee

**Please explain (in detail) why you are interested in this committee and what value and experience you would add that would make you a good candidate for the Morrisville Public Education Advisory Committee.**

---

I have worked in early childhood education and educational research settings for over 12 years. I have a desire to volunteer for the benefit of my town and this committee matches the most closely to my skills and interest.

Question applies to Morrisville Public Education Advisory Committee

**Do you currently have school aged children?**

---

Yes  No

Question applies to Morrisville Public Education Advisory Committee

**What grade levels? (select all that apply) \***

- 
- Middle (6-8)
  - High School (9-12)

Question applies to Morrisville Public Education Advisory Committee

**Please share the school names you are involved in:**

---

West Cary Middle, Panther Creek High School

Question applies to Morrisville Public Education Advisory Committee

**Please share the school calendar types you are involved in: \***

- 
- Traditional

Question applies to Morrisville Public Education Advisory Committee

**If you selected "Other" for any of the answers above, please take an opportunity to share additional details and explanation here.**

---

I have experience in all aspects of educational research.

---

## Referrals

**How did you hear about this advisory board/committee?**

- 
- Morrisville Connection (Town Newsletter sent via U.S. Mail)

---

## Conflict Declarations

Are you an immediate family member of a current Town of Morrisville Advisory Board/Committee appointee?

Yes  No

If yes, please list their name and the Advisory Board/Committee to which they are appointed:

Do you have any personal or business interests that could create a conflict of interest (real or perceived), if you are selected for appointment to your preferred board/committee? (If no, indicate N/A. If yes, please explain.)

N/A

---

### Acknowledgement

I understand this application is a public record, subject to public inspection at any time, and that appointments are made at the discretion of Town Council.

It is the Town's goal to have a balanced, diverse representation of citizens serving on its Advisory Boards/Committees based on race/gender/age and District residency. I understand that current employees and their spouses, elected officials and their spouses, are ineligible for appointment. Immediate family members of current appointees may not serve on the same board/committee as a current appointee. I have read and agree to adhere to the Appointed Public Bodies Administrative Policy, established as guidance for boards/committees. I understand that regular attendance to any board/committee is important and I further understand that if my attendance is less than the standards established for any such body within the Appointed Public Bodies Administrative Policy, that it may be cause for removal. I understand that conduct standards for board/committee appointees is outlined in the Appointed Public Bodies Administrative Policy and violation of those standards may be cause for removal. I acknowledge that I have read the board/committee charter and understand the purpose and commitment necessary to effectively participate. I certify that the facts contained in this application are true and correct to the best of my knowledge.

I Agree

# Application Form

## Profile

Nina  
First Name

Weiland  
Last Name

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

*\*All Advisory Board/Committee appointees must reside within the Town of Morrisville limits or its Extraterritorial Jurisdiction (ETJ). Residency of each applicant will be verified.*

2714 Kudrow Lane  
Home Address

\_\_\_\_\_  
Suite or Apt

Morrisville  
City

NC  
State

27560  
Postal Code

Home: (919) 460-9579  
Primary Phone

Home: (919) 308-9345  
Alternate Phone

### How long have you been a resident of Morrisville?

18.5 years

### Are you 18 years or older?

Yes  No

Question applies to Senior Advisory Committee

### Applicants for Senior Advisory Committee must be 55 years of age or older. Do you meet this requirement?

Yes  No

## Interests & Experiences

### Which Boards would you like to apply for?

Senior Advisory Committee: Eligible

### Which Board or Committee is your FIRST choice to serve on? \*

Senior Advisory Committee

Question applies to Senior Advisory Committee

**Applicants for Senior Advisory Committee must be 55 years of age or older. Do you meet this requirement? \***

Yes

**Which Board or Committee is your SECOND choice to serve on? \***

Senior Advisory Committee

Question applies to Senior Advisory Committee

**Applicants for Senior Advisory Committee must be 55 years of age or older. Do you meet this requirement? \***

Yes

**It is recommended that you review the approved Charter of the Advisory Board/Committee(s) that you have selected to gain a greater understanding of the role and scope of work. Please acknowledge that you have read and reviewed the charter, found at [www.townofmorrisville.org/government/citizen-advisory-committees](http://www.townofmorrisville.org/government/citizen-advisory-committees)**

Yes  No

**Why do you want to serve on the board/committee(s) you have specified?**

I am a current member of the SAC and an active member of the Senior Community here in Morrisville. I wish to be apart of the committee, so that I can share insights as a senior and contribute to the betterment of our town.

**What do you see as the primary responsibilities of the board/committee(s)? What do you hope to accomplish as a member of the board/committee(s)? If none, please indicate N/A.**

I believe the primary responsibility of a member would be to attend meetings regularly, have an open mind, and collaborate with others to attain goals that are related to our senior communities needs and wants. I hope to share my ideas, and experience living here in Morrisville, so that positive changes could be accomplished for both senior and non-senior members of our town. I want to represent my neighbors and friends to ensure that the voice of the senior community is heard.

**Please describe your community involvement/participation experience. If none, please indicate N/A.**

I am a current member of the SAC and was previously a member of my community's HOA for eight years. I volunteered at St. Michael's Church and have assisted in cleaning the streets within Morrisville.

**Have you served on other Town boards/committees? If no, please indicate N/A.**

SAC

**Have you attended any previous board/committee meetings? Please share your experience. If no, please indicate N/A.**

Yes - Member of the SAC

**Have you completed Morrisville 101?**

---

Yes  No

---

Please attach any information you would like to have considered with your application.

---

**Referrals**

**How did you hear about this advisory board/committee?**

---

Referred by Current Member

---

**Conflict Declarations**

**Are you an immediate family member of a current Town of Morrisville Advisory Board/Committee appointee?**

---

Yes  No

**If yes, please list their name and the Advisory Board/Committee to which they are appointed:**

---

N/A

**Do you have any personal or business interests that could create a conflict of interest (real or perceived), if you are selected for appointment to your preferred board/committee? (If no, indicate N/A. If yes, please explain.)**

---

N/A

---

**Acknowledgement**

I understand this application is a public record, subject to public inspection at any time, and that appointments are made at the discretion of Town Council.

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It is the Town's goal to have a balanced, diverse representation of citizens serving on its Advisory Boards/Committees based on race/gender/age and District residency. I understand that current employees and their spouses, elected officials and their spouses, are ineligible for appointment. Immediate family members of current appointees may not serve on the same board/committee as a current appointee. I have read and agree to adhere to the Appointed Public Bodies Administrative Policy, established as guidance for boards/committees. I understand that regular attendance to any board/committee is important and I further understand that if my attendance is less than the standards established for any such body within the Appointed Public Bodies Administrative Policy, that it may be cause for removal. I understand that conduct standards for board/committee appointees is outlined in the Appointed Public Bodies Administrative Policy and violation of those standards may be cause for removal. I acknowledge that I have read the board/committee charter and understand the purpose and commitment necessary to effectively participate. I certify that the facts contained in this application are true and correct to the best of my knowledge.

---

I Agree

# Application Form

## Profile

Michelle

First Name

Wright

Last Name

michelle-wright@nc.rr.com

Email Address

*\*All Advisory Board/Committee appointees must reside within the Town of Morrisville limits or its Extraterritorial Jurisdiction (ETJ). Residency of each applicant will be verified.*

108 Bending Branch Ct

Home Address

Suite or Apt

Morrisville

City

NC

State

27560

Postal Code

Home: (919) 678-0578

Primary Phone

Mobile: (919) 656-4533

Alternate Phone

## How long have you been a resident of Morrisville?

12 years

## Are you 18 years or older?

Yes  No

## Interests & Experiences

### Which Boards would you like to apply for?

Morrisville Environment and Stormwater Committee: Eligible

### Which Board or Committee is your FIRST choice to serve on? \*

Morrisville Environment and Stormwater Committee

### Which Board or Committee is your SECOND choice to serve on? \*

I am not interested in a second Board or Committee.

It is recommended that you review the approved Charter of the Advisory Board/Committee(s) that you have selected to gain a greater understanding of the role and scope of work. Please acknowledge that you have read and reviewed the charter, found at [www.townofmorrisville.org/government/citizen-advisory-committees](http://www.townofmorrisville.org/government/citizen-advisory-committees)

---

Yes  No

**Why do you want to serve on the board/committee(s) you have specified?**

---

I enjoy volunteering my services to my community. I also would like to offer my professional experience as an environmental engineer to this advisory board.

**What do you see as the primary responsibilities of the board/committee(s)? What do you hope to accomplish as a member of the board/committee(s)? If none, please indicate N/A.**

---

The board provides guidance and recommendations to the Town Council regarding topics related to environmental and stormwater issues. I hope that MESC can continue to develop a framework and recommendations to the Town for a Sustainability Plan consistent with Town and NC goals. I would like to continue to expand the community outreach/education programs to broaden knowledge and participation in town environmental and stormwater programs.

**Please describe your community involvement/participation experience. If none, please indicate N/A.**

---

Town of Morrisville Environmental and Stormwater Advisory Committee member, Jan 2018 to present. Girl Scout leader for 12 years. WCPSS volunteer and PTSA member 16 years. Horse and Buddy Therapeutic Riding program volunteer 2 years. Durham Rescue Mission annual event volunteer, 4 years. St Francis of Assisi Church transportation Ministry, 2018 to present.

**Have you served on other Town boards/committees? If no, please indicate N/A.**

---

MESC

**Have you attended any previous board/committee meetings? Please share your experience. If no, please indicate N/A.**

---

MESC monthly meetings

**Have you completed Morrisville 101?**

---

Yes  No

---

Please attach any information you would like to have considered with your application.

---

**Referrals**

How did you hear about this advisory board/committee?

- Town Website
- Nextdoor

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## Conflict Declarations

Are you an immediate family member of a current Town of Morrisville Advisory Board/Committee appointee?

- Yes  No

If yes, please list their name and the Advisory Board/Committee to which they are appointed:

Do you have any personal or business interests that could create a conflict of interest (real or perceived), if you are selected for appointment to your preferred board/committee? (If no, indicate N/A. If yes, please explain.)

N/A

---

## Acknowledgement

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- I Agree

Appointed Public Body Members Conduct Acknowledgement Form

I, Michelle Wright, acknowledge that I have read and understand the rules of conduct expected of me as a member of Environmental & Stormwater (Board/Committee) as referenced below in the excerpt from the Appointed Public Bodies Administrative Policy. I understand that should I engage in improper conduct, I will be subject to removal from the meeting and/or dismissal from the Environmental & Stormwater (Board/Committee).

**CONDUCT**

"When participating in a meeting or conducting Town business (whether in person, via e-mail or other communication method), members shall conduct themselves in an ethical and professional manner. Any member who engages in inflammatory, hostile or threatening language or behavior towards others, including but not limited to, elected officials, staff or another board/committee member, will be removed from the meeting. Any member who engages in the aforementioned behavior is also subject to dismissal from the advisory board/committee."

Michelle D Wright  
Appointed Member Signature

12/4/17  
Date

**Appointed Public Bodies Administrative Policy Acknowledgement Form**

I, Michelle Wright, acknowledge that I have received a copy of the Appointed Public Bodies Administrative Policy and have read and understand the rules outlined therein.

Michelle D Wright  
Appointed Member Signature

12/4/17  
Date

# Application Form

## Profile

Rishi  
First Name

Zalani  
Last Name

purchase2401@gmail.com  
Email Address

*\*All Advisory Board/Committee appointees must reside within the Town of Morrisville limits or its Extraterritorial Jurisdiction (ETJ). Residency of each applicant will be verified.*

1009 Jewel Stone lane  
Home Address

Suite or Apt

Morrisville  
City

NC  
State

27560  
Postal Code

Home:  
Primary Phone

Home:  
Alternate Phone

### How long have you been a resident of Morrisville?

2.5 years

### Are you 18 years or older?

Yes  No

## Interests & Experiences

### Which Boards would you like to apply for?

Planning and Zoning Board: Eligible

### Which Board or Committee is your FIRST choice to serve on? \*

Planning and Zoning Board

### Which Board or Committee is your SECOND choice to serve on? \*

Performance Measures Advisory Committee

It is recommended that you review the approved Charter of the Advisory Board/Committee(s) that you have selected to gain a greater understanding of the role and scope of work. Please acknowledge that you have read and reviewed the charter, found at [www.townofmorrisville.org/government/citizen-advisory-committees](http://www.townofmorrisville.org/government/citizen-advisory-committees)

---

Yes  No

**Why do you want to serve on the board/committee(s) you have specified?**

---

Morrisville needs better planning as city .

**What do you see as the primary responsibilities of the board/committee(s)? What do you hope to accomplish as a member of the board/committee(s)? If none, please indicate N/A.**

---

Making sure Morrisville town is meeting people's requirements.

**Please describe your community involvement/participation experience. If none, please indicate N/A.**

---

Volunteer as needed anywhere and everywhere.

**Have you served on other Town boards/committees? If no, please indicate N/A.**

---

NA

**Have you attended any previous board/committee meetings? Please share your experience. If no, please indicate N/A.**

---

NA

**Have you completed Morrisville 101?**

---

Yes  No

---

Please attach any information you would like to have considered with your application.

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## Referrals

**How did you hear about this advisory board/committee?**

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None Selected

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## Conflict Declarations

Are you an immediate family member of a current Town of Morrisville Advisory Board/Committee appointee?

Yes  No

If yes, please list their name and the Advisory Board/Committee to which they are appointed:

Do you have any personal or business interests that could create a conflict of interest (real or perceived), if you are selected for appointment to your preferred board/committee? (If no, indicate N/A. If yes, please explain.)

Na

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### Acknowledgement

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I Agree

# Application Form

## Profile

Andres

First Name

Zambrano

Last Name

shantiprema9@gmail.com

Email Address

*\*All Advisory Board/Committee appointees must reside within the Town of Morrisville limits or its Extraterritorial Jurisdiction (ETJ). Residency of each applicant will be verified.*

1032 Cotulla Drive

Home Address

Suite or Apt

Morrisville

City

NC

State

27560

Postal Code

Home: (919) 730-5270

Primary Phone

Home:

Alternate Phone

## How long have you been a resident of Morrisville?

2 years

## Are you 18 years or older?

Yes  No

## Interests & Experiences

### Which Boards would you like to apply for?

Parks, Recreation and Cultural Resources Advisory Committee: Eligible

### Which Board or Committee is your FIRST choice to serve on? \*

Parks and Recreation Advisory Committee

### Which Board or Committee is your SECOND choice to serve on? \*

Morrisville Public Education Advisory Committee

**It is recommended that you review the approved Charter of the Advisory Board/Committee(s) that you have selected to gain a greater understanding of the role and scope of work. Please acknowledge that you have read and reviewed the charter, found at [www.townofmorrisville.org/government/citizen-advisory-committees](http://www.townofmorrisville.org/government/citizen-advisory-committees)**

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Yes  No

**Why do you want to serve on the board/committee(s) you have specified?**

---

I have always being passionate with the idea of giving back to the community, being part of the Parks and Recreation board is a perfect platform to connect with the community in a meaningful way. I believe I would be a great asset in suggesting / planning and executing cultural programs and events for the town of Morrisville.

**What do you see as the primary responsibilities of the board/committee(s)? What do you hope to accomplish as a member of the board/committee(s)? If none, please indicate N/A.**

---

Some of the primary responsibilities that I foresee as part of the board is to channelize in the right direction multiple initiatives that would add value to the quality of life of the Morrisville community. Also, to plan and organize events and programs that would expose and engage the community to a diverse cultural repertoire of activities, enhancing our understanding of diversity.

**Please describe your community involvement/participation experience. If none, please indicate N/A.**

---

I have had the opportunity to lead several service projects in various communities such as providing assistance to refugees, organizing free medical camps for the homeless through the Sathya Sai Organization, event planning for fundraising, etc.

**Have you served on other Town boards/committees? If no, please indicate N/A.**

---

N/A

**Have you attended any previous board/committee meetings? Please share your experience. If no, please indicate N/A.**

---

N/A

**Have you completed Morrisville 101?**

---

Yes  No

---

Please attach any information you would like to have considered with your application.

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**Referrals**

How did you hear about this advisory board/committee?

Town Website

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## Conflict Declarations

Are you an immediate family member of a current Town of Morrisville Advisory Board/Committee appointee?

Yes  No

If yes, please list their name and the Advisory Board/Committee to which they are appointed:

Do you have any personal or business interests that could create a conflict of interest (real or perceived), if you are selected for appointment to your preferred board/committee? (If no, indicate N/A. If yes, please explain.)

No

---

## Acknowledgement

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I Agree

APPLICANT CONTACT INFORMATION - FALL 2019					
NAME	EMAIL	PHONE	CURRENT APPOINTMENT	BOARD APPLYING FOR	ATTACHMENT INCLUDED IN APPLICATION
Sanjay Acharya (PZB term expiring- regular seat)	acharya.mpzb@gmail.com	Home: (919) 380-0353	PZB	PZB	
Valerie Bednarz	ncvj1@yahoo.com	Mobile: (984) 484-0205		PSAC	
Yonatan Belayhun	ybelayhu@gmail.com	Home: (919) 760-3469		BOA, MESC	
Patricia Buchanan	gemini617_1@juno.com	Home: (419) 236-4933		MESC, PSAC	
Janet Bunger	jhbunger@aol.com	Home: 8015802691		SAC, MESC	
Joyce Daye (SAC term expiring)	jayeaus@gmail.com	Home: (919) 469-9897	SAC	SAC	YES
Gerard Falzon (BOA term expiring)	gerard.falzon@gmail.com	Home: (919) 454-5257		BOA, PRCRAC	
Jim Gillis	jrgill525@hotmail.com	Home: (919) 607-0118		PRCRAC	
Archana Gopal	archanagmba@gmail.com	Mobile: (919) 633-2196		PRCRAC	
Rick Keil	rick@keilconsulting.com	Home: 9194172367		PZB, PRCRAC	
Kim Knox	kknoxie@gmail.com	Home: (919) 724-8689		PRCRAC, PSAC	YES
Linda Lyons (SAC term expiring)	lalyons2000@aol.com	Home: (919) 389-2865	SAC	SAC	YES
Renee McCoy	reneemccoy71@gmail.com	Home: (919) 457-7788		PSAC, SAC	YES
Josh Michael	jmichael400@gmail.com	Home: (919) 636-1144		PZB, PSAC	
Trena Mitchell	tmitchell5@wcpss.net	Mobile: (919) 798-4560		BOA, PRCRAC	
Swati Modi	swati1@hotmail.com	Home: (919) 451-8171		PRCRAC, MESC	
Aastha Naik	aasthanaik12@gmail.com	Home: (252) 227-8006		MPEAC, PMAC, PZB, PRCRAC, BOA	YES
Ram Rimal	ramrimal.kaam@gmail.com	Home: (773) 431-2301		MPEAC, PZB	
Chris Robuck (pzb alternate)	chris.robuck@icloud.com	Mobile: (847) 942-5755	PZB	PZB, BOA	YES
Nitin Saboo	nitinsaboo@gmail.com	Mobile: (567) 377-4563		PZB, PRCRAC	
Jessica Sligar	jsligar77@gmail.com	Home: (919) 452-7486		PZB, MESC	
Jennette Thompson	jenandjuce@yahoo.com	Home: (919) 612-1738		PSAC, PZB, PRCRAC	
Tim Toterhi (PZB term expiring- etj seat)	timtoterhi@yahoo.com	Home: (914) 755-6032	PZB	PZB, PMAC	YES
Vikas Vashisht	vikas.vashisht@gmail.com	Home: (919) 771-7088		PZB, PRCRAC	
Sarah Wackerhagen	sarahwackerhagen@hotmail.com	Mobile: (919) 797-3609		MPEAC, MESC	
Nina Weiland (SAC term expiring)	njw39@raven.org	Mobile: (919) 308-9345	SAC	SAC	
Michelle Wright (MESC term expiring)	michelle-wright@nc.rr.com	Home: (919) 678-0578	MESC	MESC	YES
Rishi Zalani	purchase2401@gmail.com	Home:		PZB, PMAC	
Andres Zambrano	shantiprema9@gmail.com	Home: (919) 730-5270		PRCRAC, MPEAC	

Name	1st choice	2nd choice	How long have you been a resident of Morrisville?	Why do you want to serve on the board/committee(s) you have specified?	What do you see as the primary responsibilities of the board/committee(s)? What do you hope to accomplish as a member of the board/committee(s)? If none, please indicate N/A.	Please describe your community involvement/participation experience. If none, please indicate N/A.	Have you served on other Town boards/committees? If no, please indicate N/A.	Have you attended any previous board/committee meetings? Please share your experience. If no, please indicate N/A.	Have you completed Morrisville 101?	Do you have any personal or business interests that could create a conflict of interest (real or perceived), if you are selected for appointment to your preferred board/committee? (If no, indicate N/A. If yes, please explain.)
Sanjay Acharya	PZB	N/A	17 years	Ensure there is systematic town development that addresses the day to day challenges of its residents.	As a member of the board I see my responsibility to be that of a critically reviewer and help refine of various long and short term development plans to ensure these plans align with the towns goals and address citizen concerns. I hope to ensure all developmental activities in the town benefit the great good of the town and all its citizens.	1) Member of the Planning and Zoning Board since Feb 2018 2) Executive Board Member of TIE Carolinas; a non-profit organization fostering entrepreneurship. 3) Lead Sanskar Academy's Discover India program for middle & high school students. Program focuses on exploring geography, history and opportunities. 4) Mentor MBA & Graduate student at NC State University and UNC Chapel Hill. 5) As part of IBM Corporate Services Corp, provided pro-bono consulting service to help transform Phuket into the first smarter city in Thailand.	PZB	Attended most of the PZB for the last year and half. Learned a lot about the legal constrain the town has to operate with in. The staff take lot of effort to ensure the board has all the information to make informed decisions. Perhaps communication can be improved further to remove any negative perceptions the towns citizens may have about the various development activities.	yes	N/A
Valerie Bednarz	PSAC	N/A	15 years			Previous ;involvement on PSAC. Was out ill part of 2018 and would like to join again.	PSAC	Public Safety Committee	no	N/A
Yonatan Belayhun	BOA	MESC	5 years	To get more involved with the community and also looking to get experience in local offices.	To make the best decision that helps the town and its people.	Church Volunteer and YMCA Summer camp volunteer.	N/A	N/A	no	N/A
Patricia Buchanan	MESC	PSAC	4 years	As a member of Carpenter Park HOA Board, I have a responsibility to be informed about things which have the potential to impact the association and our community. I also want to give back to my community by serving in whatever capacity I can.	To work together for the good of the community, share ideas and be open to new ideas and suggestions. I hope that, by being a member of one of the above committees, I become more knowledgeable of the needs of our community and help identify solutions to those needs. I also hope to identify ways in which my HOA can better address the environmental needs of our community.	Currently a board member of Carpenter Park SF HOA. Also a member of Cary Gallery of Artists Cooperative in Cary.	SAC	Yes.	yes	N/A
Janet Bunger	SAC	MESC	1 year	I participate in the Flex and Balance class and have attended at least one other. I have volunteered to start a book club and have suggested a day trip which Ryan has now added! YEA	I would like to have a robust senior program. Anything I can help to do that would be wonderful.	I moved here in July 2018. I have been on a HOA board and have served in leadership positions in other organizations. I have a finance background. I am just finishing being the Finance Vice Chair for AAUW at the national level.	NA	NA	no	NO
Joyce Daye	SAC	N/A	11 years	Following my second two-year appointment on the Senior Advisory Committee, which will expire in December 2019, I am excited and eager to continue the process of developing programs, trips and growth for the seniors in my community. This past appointment has been both knowledgeable and fulfilling and I would love to resume as a part of this viable committee.	The committee's responsibility is to listen closely to concerns and ideas from the seniors in the community and the community at large. I hope to continue to participate in decisions and implement decisions for the overall growth of our community and, to be responsive to the needs and interests of others in our town.	For the past four years, I have been a member of the Senior Advisory Committee of the Morrisville Town Council, which I have enjoyed tremendously and wish to continue. My participation on the committee has afforded me the opportunity to listen closely to concerns and ideas from my peers, and to participate in making things happen. My goal is to be responsive to the needs and interests of others, and I have ideas and energy to contribute in that regard. Also, in the past two years I have actively volunteered at "The Caring Place," a transitional housing program that assists homeless families with children to recover from homelessness and become housed. I currently serve in several capacities as an office assistant, program partner mentoring families, and I also assist on the selection committees.	N/A	Have attended meetings for the Senior Advisory Committee for the past 4 years.	yes	N/A
Gerard Falzon	Board of Adjustment	PRCRAC	20 years	I believe that I have the proper temperament, dependability, education, and work experiences to serve on the Board of Adjustments in order to improve the quality of life here in Morrisville.	The primary responsibility of the Board of Adjustment is to resolve disputes between the Town government and the citizens / business owners in a fair manner such business owners and citizens can gain clarity and stability with regards to land development policy in order to assist in their investment decisions.	BOA member since 2008.	BOA	Yes.	yes	None.
Jim Gillis	PRCRAC	PRCRAC	18 years	Been a member for several years and would like to continue to represent the citizens of Morrisville	Help steer the Town of Morrisville on a positive course as the best place in Wake County to live.	Served on the Parks and Recreation Advisory Committee for several years. Attend board meetings and volunteer at special events around town.	N/A	yes, have attended in the past for special presentations and for special concerns	yes	N/A
Archana Gopal	PRCRAC	PRCRAC	4 years			My husband is a member of the planning board, and I get to know details about it from him and give some ideas too.	N/A	N/A	no	N/A
Rick Keil	PZB	PRCRAC	23 years	I think my career in commercial development would be would be beneficial to the Planning and Zoning board. In regard to parks and recreation, I spend a lot of time outdoors and frequent many of the parks in Morrisville and Cary.	Morrisville is obviously in the center of growth for this area and as a long time resident, I would like to help with decisions related to future planning.	N/A	N/A	N/A	no	N/A

Kim Knox	PRCRAC	PSAC	15 years			I served on the Parks, Recreation and Cultural Center previously until my work obligations began requiring a greater portion of my time. Now, I am seeking to resume a role as an advocate for community enrichment and sustainability. Dedicated to service, I seek out opportunities conducive to providing thoughtful and amicable solutions. I see my role in the community is to work with the collective body to provide objective resources for the well being of our Town's citizens. My objective participation on the committee will be to create positive experiences that will contribute to the long-term fulfillment of the community and to facilitate quality interactions within the community.	PRCRAC	Yes	yes	N/A
Linda Lyons	SAC	N/A	60 years	I am now serving on the Senior Committee and would like to continue.	To enhance living for the seniors in the town of Morrisville.	Town Council and Senior Advisory board	Town Council and SAC	Senior Advisor board	no	N/A
Renee McCoy	SAC	PSAC	Recently moving to Morrisville from Durham, NC.			Community involvement has been limited to volunteer work at non-profitable charitable organizations.	N/A	Yes, years ago. My experience was solely as a spectator.	no	N/A
Josh Michael	PZB	PSAC	7 years	I think I could be an asset to the Planning Board in Morrisville. Living in this area for the past 7 years, I have witnessed growth that has put a strain on our roads and schools. Morrisville has the opportunity to implement equitable solutions for this growth so that our community can thrive in the long term. I am also finishing my degree as a returning student to UNC-Chapel Hill at the age of 40. My focus has been in the Urban Planning Department and I have taken a specific interest in transportation, which has been tough for Morrisville with the recent growth.	I think being fair and thoughtful is the primary responsibility. Weighing in on something with no preconceived ideas or influence from outside sources.	I have managed restaurants in RTP and been part of several donations to local groups. I also engage in thoughtful conversation about Morrisville's trajectory with my neighbors and through various outlets.	N/A	N/A	no	N/A
Trena Mitchell	BOA	PRCRAC	2 years			N/A	N/A	N/A	no	N/A
Swati Modi	PRCRAC	MESC	12 years			Most recent: HOA board member (secretary) in Sands V community, Carolina Beach NC 2026-2018.	N/A	N/A	no	N/A
Aastha Naik	MPEAC	PZB	5 years	It has always been a dream of mine to raise my family in Morrisville. I recently became a new parent. I would like to get more involved in our community and the education of the youth.	Board meetings, and involvement in the committee is imperative. I have previously been on the parks and rec committee for a very short duration but could not continue because I had all my prenatal doctors appointments scheduled the same day of the meeting. I would like to correct that going forward.	I volunteer from time to time as much as I can. In the past this has been through junior achievement, RTP vibha, and The Food Bank.	PRCRAC	Yes- It was very broad with several ideas discussed. Very engaging actually and very inclusive of all members present	no	No
Ram Rimal	PZB	MPEAC	2 years	Education and how we plan our town is going to be pressing issue for us in coming years. I would like to contribute on that conversation.	Would like to help town to make decision based on data. I have background of working in data and I would like to help town when possible.	We have formed neighborhood watch group in our community. I was actively involved on that process	N/A	No	no	I'm going to run for Town Council. I'm not sure if that would be a Col.
Chris Robuck	PZB	BOA	3 years	As an alternate on the PZB, I see the importance of having a technical background to efficiently work with other board members, developers, and the city. Having the ability to read drawings, comprehend city strategy/goals, and the application 700+ NC standards and regulations (government mandated-vs- administrative) to proposed plans makes it possible to propose the appropriate probing questions and input	Support the approved Morrisville Strategy and goals. Provide the proper level of checks and balances to review projects and provide a forum for community input. Adhere to the NC standards and, when requested, provide coordinated board feedback to the city planner on potential improvements and revisions to processes or standards.	PZB Alternate (Morrisville) , Board of Adjustment(Morrisville), Chair of Board of Ethics(Chicago area), President of Sherman Plaza HOA, 250 units (Chicago area), Industrial emergency training/incident command (chemical release, fire, and flooding)	PZB	yes	yes	N/A
Nitin Saboo	PZB	PRCRAC	1.5 years	As a resident of Morrisville, I am deeply invested in ensuring that the town grows in a sustainable way. I have lived in SF and NYC, two big cities and have realized how deeply I love the small town feel of Morrisville community, while it still attracts top talents in the country.	To ensure proper land use and best design for a small but growing town.	Volunteering with the community garden at the farmer's market. Frequent farmers market attendee Morrisville Spring fest Attended town meetings about transit planning	N/a	Yes, attended the town meeting about transit planning.	no	N/A
Jessica Sligar	PZB	MESC	8 years	I enjoy working with people and I love seeing how Morrisville has grown over the years. I would like to contribute to that. I have a personal interest in topics such as public transportation and helping to promote areas in which citizens can walk, and get around easily without depending on their own vehicles.  I also would like to continue to learn more about our community, and how it the growth is determined. It's an exciting time to live here!	I view the responsibility of the board as being the representatives of the people. Everyone has different views and the committee has a chance to organize some ideas to present to the Council. This gives the Council a better idea of the needs of the people and a place to start when making decisions.	I've been the Vice President of the Grace Park HOA for several years. I also have been teaching at the Taylor YMCA for over 10 years (as a side job, I'm also a chemist). I'm also involved with the Epilepsy Foundation.  On a side note, I am currently taking Morrisville 101.	N/A	I've watched online.	no	No
Jennette Thompson	PSAC	PRCRAC	5 years			Donations to homeless shelters. Advocate for the underdog.	N/A	N/A	no	No

Tim Toterhi	PZB	PMAC	15 years	<p>During my last term I've been impressed with the town staff's knowledge and dedication to this work. It's rewarding to help contribute to staff assessments and have that advice help shape council's decision making. I've been equally impressed with the efforts and insights of my fellow board members. I believe I bring an alternate perspective on many issues that pushes us to review topics from a different angle. I'd like to continue my involvement in PNZ to ensure all that we continue to balance excellent historical approaches with alternative perspectives i.e. nimble, corporate-based PM and HR minded solutions.</p>	<p>An an advisory group, our role is to first understand the recommendations of staff and then challenge that work to confirm alignment with both agreed objective criteria and the more subjective vision and guiding principles of the town's strategic plans. Together our input informs and influences town council's decisions on various PNZ matters. I see a secondary responsibility of challenging our various processes, including the criteria by which we make our recommendations so that we can either confirm excellence of prior dealings or seek to improve operations.</p>	<ul style="list-style-type: none"> <li>•PNZ board 1 term</li> <li>•Volunteer at BBBS as a mentor</li> <li>•Sat on HOA board for a rental unit</li> <li>•Provide pro-bono coaching hours for career management</li> <li>•Authored safety book with proceeds going to RAINN</li> </ul>	PNZ	Yes	no	N/A
Vikas Vashisht	PZB	PRCRAC	13 years	<p>I am interested in developing the town and make a difference. I bring in a lot of experience in a wide variety of areas. I have a strong technical background working full time as a technical leader at Cisco systems. I have interest in real estate and have a Realtor license. I also have interest in soccer and coach recreational teams. I have coached in Morrisville and currently coaching in NCFC.</p> <p>I will like to be engaged in making Morrisville better town for all its residents.</p>	<p>Staying engaged in town development and make positive impact on town development.</p>	<p>I have been coaching kids soccer on and on and off basis. I have organized several events at Cisco. I give a lot of time as a volunteer in various organizations through and outside Cisco.</p>	N/A	N/A	no	N/A

<b>Sarah Wackerhagen</b>	MPEAC	MESC	8 years	I care about education, I work in an educational research setting. I can contribute my knowledge and passion to children in the town of Morrisville.	The primary responsibility of the committee is to advise the town council on best educational practices and the needs of our students. I am happy to support all goals and objectives set forth by the committee for the benefit of our children.	I regularly volunteer at Wake County SPCA	N/A	N/A	no	N/A
<b>Nina Weiland</b>	SAC	SAC	18.5 years	I am a current member of the SAC and an active member of the Senior Community here in Morrisville. I wish to be apart of the committee, so that I can share insights as a senior and contribute to the betterment of our town.	I believe the primary responsibility of a member would be to attend meetings regularly, have an open mind, and collaborate with others to attain goals that are related to our senior communities needs and wants.  I hope to share my ideas, and experience living here in Morrisville, so that positive changes could be accomplished for both senior and non-senior members of our town. I want to represent my neighbors and friends to ensure that the voice of the senior community is heard.	I am a current member of the SAC and was previously a member of my community's HOA for eight years. I volunteered at St. Michael's Church and have assisted in cleaning the streets within Morrisville.	SAC	Yes - Member of the SAC	no	N/A
<b>Michelle Wright</b>	MESC	N/A	12 years	I enjoy volunteering my services to my community. I also would like to offer my professional experience as an environmental engineer to this advisory board.	The board provides guidance and recommendations to the Town Council regarding topics related to environmental and stormwater issues. I hope that MESC can continue to develop a framework and recommendations to the Town for a Sustainability Plan consistent with Town and NC goals. I would like to continue to expand the community outreach/education programs to broaden knowledge and participation in town environmental and stormwater programs.	Town of Morrisville Environmental and Stormwater Advisory Committee member, Jan 2018 to present. Girl Scout leader for 12 years. WCPSS volunteer and PTSA member 16 years. Horse and Buddy Therapeutic Riding program volunteer 2 years. Durham Rescue Mission annual event volunteer, 4 years. St Francis of Assisi Church transportation Ministry, 2018 to present.	MESC	MESC monthly meetings	no	Na
<b>Rishi Zalani</b>	PZB	PMAC	2.5 years	Morrisville needs better planning as city .	Making sure Morrisville town is meeting people's requirements.	Volunteer as needed anywhere and everywhere.	NA	NA	yes	No
<b>Andres Zambrano</b>	PRCRAC	MPEAC	2 years	I have always being passionate with the idea of giving back to the community, being part of the Parks and Recreation board is a perfect platform to connect with the community in a meaningful way. I believe I would be a great asset in suggesting / planning and executing cultural programs and events for the town of Morrisville.	Some of the primary responsibilities that I foresee as part of the board is to channelize in the right direction multiple initiatives that would add value to the quality of life of the Morrisville community. Also, to plan and organize events and programs that would expose and engage the community to a diverse cultural repertoire of activities, enhancing our understanding of diversity.	I have had the opportunity to lead several service projects in various communities such as providing assistance to refugees, organizing free medical camps for the homeless through the Sathya Sai Organization, event planning for fundraising, etc.	N/A	N/A	no	

Name	1st choice	2nd choice	How long have you been a resident of Morrisville?	Why do you want to serve on the board/committee(s) you have specified?	What do you see as the primary responsibilities of the board/committee(s)? What do you hope to accomplish as a member of the board/committee(s)? If none, please indicate N/A.	Please describe your community involvement/participation experience. If none, please indicate N/A.	Have you served on other Town boards/committees? If no, please indicate N/A.	Have you attended any previous board/committee meetings? Please share your experience. If no, please indicate N/A.	Have you completed Morrisville 101?	Do you have any personal or business interests that could create a conflict of interest (real or perceived), if you are selected for appointment to your preferred board/committee? (If no, indicate N/A. If yes, please explain.)
Sanjay Acharya	PZB	N/A	17 years	Ensure there is systematic town development that addresses the day to day challenges of its residents.	As a member of the board I see my responsibility to be that of a critically reviewer and help refine of various long and short term development plans to ensure these plans align with the towns goals and address citizen concerns. I hope to ensure all developmental activities in the town benefit the great good of the town and all its citizens.	1) Member of the Planning and Zoning Board since Feb 2018 2) Executive Board Member of The Carolinas, a non-profit organization fostering entrepreneurship. 3) Lead Sanskar Academy's Discover India program for middle & high school students. Program focuses on exploring geography, history and opportunities. 4) Mentor MBA & Graduate student at NC State University and UNC Chapel Hill. 5) As part of IBM Corporate Services Corp. provided pro-bono consulting service to help transform Phuket into the first smarter city in Thailand.	PZB	Attended most of the PZB for the last year and half. Learned a lot about the legal constrain the town has to operate with in. The staff take lot of effort to ensure the board has all the information to make informed decisions. Perhaps communication can be improved further to remove any negative perceptions the towns citizens may have about the various development activities.	yes	N/A
Valerie Bednarz	PSAC	N/A	15 years			Previous involvement on PSAC. Was out ill part of 2018 and would like to join again.	PSAC	Public Safety Committee	no	N/A
Yonatan Belayhun	BOA	MESC	5 years	To get more involved with the community and also looking to get experience in local offices.	To make the best decision that helps the town and its people.	Church Volunteer and YMCA Summer camp volunteer.	N/A	N/A	no	N/A
Patricia Buchanan	MESC	PSAC	4 years	As a member of Carpenter Park HOA Board, I have a responsibility to be informed about things which have the potential to impact the association and our community. I also want to give back to my community by serving in whatever capacity I can.	To work together for the good of the community, share ideas and be open to new ideas and suggestions. I hope that, by being a member of one of the above committees, I become more knowledgeable of the needs of our community and help identify solutions to those needs. I also hope to identify ways in which my HOA can better address the environmental needs of our community.	Currently a board member of Carpenter Park SF HOA. Also a member of Cary Gallery of Artists Cooperative in Cary.	SAC	Yes.	yes	N/A
Janet Bunger	SAC	MESC	1 year	I participate in the Flex and Balance class and have attended at least one other. I have volunteered to start a book club and have suggested a day trip which Ryan has now added! YEA	I would like to have a robust senior program. Anything I can help to do that would be wonderful.	I moved here in July 2018. I have been on a HOA board and have served in leadership positions in other organizations. I have a finance background. I am just finishing being the Finance Vice Chair for AAUW at the national level.	NA	NA	no	NO
Joyce Daye	SAC	N/A	11 years	Following my second two-year appointment on the Senior Advisory Committee, which will expire in December 2019, I am excited and eager to continue the process of developing programs, trips and growth for the seniors in my community. This past appointment has been both knowledgeable and fulfilling and I would love to resume as a part of this viable committee.	The committee's responsibility is to listen closely to concerns and ideas from the seniors in the community and the community at large. I hope to continue to participate in decisions and implement decisions for the overall growth of our community and, to be responsive to the needs and interests of others in our town.	For the past four years, I have been a member of the Senior Advisory Committee of the Morrisville Town Council, which I have enjoyed tremendously and wish to continue. My participation on the committee has afforded me the opportunity to listen closely to concerns and ideas from my peers, and to participate in making things happen. My goal is to be responsive to the needs and interests of others, and I have ideas and energy to contribute in that regard. Also, in the past two years I have actively volunteered at The Caring Place, a transitional housing program that assists homeless families with children to recover from homelessness and become housed. I currently serve in several capacities as an office assistant, program partner mentoring families, and I also assist on the selection committees.	N/A	Have attended meetings for the Senior Advisory Committee for the past 4 years.	yes	N/A
Gerard Falzon	Board of Adjustment	PRCRAC	20 years	I believe that I have the proper temperament, dependability, education, and work experiences to serve on the Board of Adjustments in order to improve the quality of life here in Morrisville.	The primary responsibility of the Board of Adjustment is to resolve disputes between the Town government and the citizens / business owners in a fair manner such with regards to land development policy in order to assist in their investment decisions.	BOA member since 2008.	BOA	Yes.	yes	None.
Jim Gillis	PRCRAC	PRCRAC	18 years	Been a member for several years and would like to continue to represent the citizens of Morrisville.	Help steer the Town of Morrisville on a positive course as the best place in Wake County to live.	Served on the Parks and Recreation Advisory Committee for several years. Attend board meetings and volunteer at special events around town.	N/A	yes, have attended in the past for special presentations and for special concerns.	yes	N/A
Archana Gopal	PRCRAC	PRCRAC	4 years			My husband is a member of the planning board, and I get to know details about it from him and give some ideas too.	N/A	N/A	no	N/A
Rick Keil	PZB	PRCRAC	23 years	I think my career in commercial development would be beneficial to the Planning and Zoning board. In regard to parks and recreation, I spend a lot of time outdoors and frequent many of the parks in Morrisville and Cary.	Morrisville is obviously in the center of growth for this area and as a long time resident, I would like to help with decisions related to future planning.	N/A	N/A	N/A	no	N/A

Kim Knox	PRCRAC	PSAC	15 years			I served on the Parks, Recreation and Cultural Center previously until my work obligations began requiring a greater portion of my time. Now, I am seeking to resume a role as an advocate for community enrichment and sustainability. Dedicated to service, I seek out opportunities conducive to providing thoughtful and amicable solutions. I see my role in the community is to work with the collective body to provide objective resources for the well being of our Town's citizens. My objective participation on the committee will be to create positive experiences that will contribute to the long-term fulfillment of the community and to facilitate quality interactions within the community.	PRCRAC	Yes	yes	N/A
Linda Lyons	SAC	N/A	60 years	I am now serving on the Senior Committee and would like to continue.	To enhance living for the seniors in the town of Morrisville.	Town Council and Senior Advisory board	Town Council and SAC	Senior Advisor board	no	N/A
Renee McCoy	SAC	PSAC	Recently moving to Morrisville from Durham, NC.			Community involvement has been limited to volunteer work at non-profitable charitable organizations.	N/A	Yes, years ago. My experience was solely as a spectator.	no	N/A
Josh Michael	PZB	PSAC	7 years	I think I could be an asset to the Planning Board in Morrisville. Living in this area for the past 7 years, I have witnessed growth that has put a strain on our roads and schools. Morrisville has the opportunity to implement equitable solutions for this growth so that our community can thrive in the long term. I am also finishing my degree as a returning student to UNC-Chapel Hill at the age of 40. My focus has been in the Urban Planning Department and I have taken a specific interest in transportation, which has been tough for Morrisville with the recent growth.	I think being fair and thoughtful is the primary responsibility. Weighing in on something with no preconceived ideas or influence from outside sources.	I have managed restaurants in RTP and been part of several donations to local groups. I also engage in thoughtful conversation about Morrisville's trajectory with my neighbors and through various outlets.	N/A	N/A	no	N/A
Trena Mitchell	BOA	PRCRAC	2 years			N/A	N/A	N/A	no	N/A
Swati Modi	PRCRAC	MESC	12 years			Most recent: HOA board member (secretary) in Sands V community, Carolina Beach NC 2026-2018.	N/A	N/A	no	N/A
Aastha Naik	MPEAC	PZB	5 years	It has always been a dream of mine to raise my family in Morrisville. I recently became a new parent. I would like to get more involved in our community and the education of the youth.	Board meetings, and involvement in the committee is imperative. I have previously been on the parks and rec committee for a very short duration but could not continue because I had all my prenatal doctors appointments scheduled the same day of the meeting. I would like to correct that going forward.	I volunteer from time to time as much as I can. In the past this has been through junior achievement, RTP vibha, and The Food Bank.	PRCRAC	Yes- It was very broad with several ideas discussed. Very engaging actually and very inclusive of all members present	no	No
Ram Rimal	PZB	MPEAC	2 years	Education and how we plan our town is going to be pressing issue for us in coming years. I would like to contribute on that conversation.	Would like to help town to make decision based on data. I have background of working in data and I would like to help town when possible.	We have formed neighborhood watch group in our community. I was actively involved on that process	N/A	No	no	I m going to run for Town Council. I m not sure if that would be a Col.
Chris Robuck	PZB	BOA	3 years	As an alternate on the PZB, I see the importance of having a technical background to efficiently work with other board members, developers, and the city. Having the ability to read drawings, comprehend city strategy/goals, and the application 700+ NC standards and regulations (government mandated vs. administrative) to proposed plans makes it possible to propose the appropriate probing questions and input	Support the approved Morrisville Strategy and goals. Provide the proper level of checks and balances to review projects and provide a forum for community input. Adhere to the NC standards and, when requested, provide coordinated board feedback to the city planner on potential improvements and revisions to processes or standards.	PZB Alternate (Morrisville) - Board of Adjustment (Morrisville), Chair of Board of Ethics (Chicago area), President of Sherman Plaza HOA, 250 units (Chicago area), Industrial emergency training/incident command (chemical release, fire, and flooding)	PZB	yes	yes	N/A
Nitin Saboo	PZB	PRCRAC	1.5 years	As a resident of Morrisville, I am deeply invested in ensuring that the town grows in a sustainable way. I have lived in SF and NYC, two big cities and have realized how deeply I love the small town feel of Morrisville community, while it still attracts top talents in the country.	To ensure proper land use and best design for a small but growing town.	Volunteering with the community garden at the farmer's market. Frequent farmers market attendee. Attended town meetings about transit planning	N/A	Yes, attended the town meeting about transit planning.	no	N/A
Jessica Sligar	PZB	MESC	8 years	I enjoy working with people and I love seeing how Morrisville has grown over the years. I would like to contribute to that. I have a personal interest in topics such as public transportation and helping to promote areas in which citizens can walk, and get around easily without depending on their own vehicles. I also would like to continue to learn more about our community, and how it the growth is determined. It's an exciting time to live here!	I view the responsibility of the board as being the representatives of the people. Everyone has different views and the committee has a chance to organize some ideas to present to the Council. This gives the Council a better idea of the needs of the people and a place to start when making decisions.	I've been the Vice President of the Grace Park HOA for several years. I also have been teaching at the Taylor YMCA for over 10 years (as a side job, I'm also a chemist). I'm also involved with the Epilepsy Foundation. On a side note, I am currently taking Morrisville 101.	N/A	I've watched online.	no	No
Jennette Thompson	PSAC	PRCRAC	5 years			Donations to homeless shelters. Advocate for the underdog.	N/A	N/A	no	No

Tim Toterhi	PZB	PMAC	15 years	<p>During my last term I've been impressed with the town staff's knowledge and dedication to this work. It's rewarding to help contribute to staff assessments and have that advice help shape council's decision making. I've been equally impressed with the efforts and insights of my fellow board members. I believe I bring an alternate perspective on many issues that pushes us to review topics from a different angle. I'd like to continue my involvement in PZB to ensure all that we continue to balance excellent historical approaches with alternative perspectives i.e. nimble, corporate-based PM and HR minded solutions.</p>	<p>An advisory group, our role is to first understand the recommendations of staff and then challenge that work to confirm alignment with both agreed objective criteria and the more subjective vision and guiding principles of the town's strategic plans. Together our input informs and influences town council's decisions on various PZB matters. I see a secondary responsibility of challenging our various processes, including the criteria by which we make our recommendations so that we can either confirm excellence of prior dealings or seek to improve operations.</p>	<ul style="list-style-type: none"> <li>■ PZB board 1 term</li> <li>■ Volunteer at BBBS as a mentor</li> <li>■ Sit on HCA board for a rental unit</li> <li>■ Provide pro-bono coaching hours for career management</li> <li>■ Authored safety book with proceeds going to RAINN</li> </ul>	PNZ	Yes	no	N/A
Vikas Vashisht	PZB	PRCRAC	13 years	<p>I am interested in developing the town and make a difference. I bring in a lot of experience in a wide variety of areas. I have a strong technical background working full time as a technical leader at Cisco systems. I have interest in real estate and have a Realtor license. I also have interest in soccer and coach recreational teams. I have coached in Morrisville and currently coaching in NCFC.</p> <p>I will like to be engaged in making Morrisville better town for all its residents.</p>	<p>Staying engaged in town development and make positive impact on town development.</p>	<p>I have been coaching kids soccer on and on and off basis. I have organized several events at Cisco. I give a lot of time as a volunteer in various organizations through and outside Cisco.</p>	N/A	N/A	no	N/A

Sarah Wackerhagen	MPEAC	MESC	8 years	I care about education. I work in an educational research setting. I can contribute my knowledge and passion to children in the town of Morrisville.	The primary responsibility of the committee is to advise the town council on best educational practices and the needs of our students. I am happy to support all goals and objectives set forth by the committee for the benefit of our children.	I regularly volunteer at Wake County SPCA	N/A	N/A	no	N/A
Nina Wolland	SAC	SAC	18.5 years	I am a current member of the SAC and an active member of the Senior Community here in Morrisville. I wish to be apart of the committee, so that I can share insights as a senior and contribute to the betterment of our town.	I believe the primary responsibility of a member would be to attend meetings regularly, have an open mind, and collaborate with others to attain goals that are related to our senior communities needs and wants. I hope to share my ideas, and experience living here in Morrisville, so that positive changes could be accomplished for both senior and non-senior members of our town. I want to represent my neighbors and friends to ensure that the voice of the senior community is heard.	I am a current member of the SAC and was previously a member of my community's HOA for eight years. I volunteered at St. Michael's Church and have assisted in cleaning the streets within Morrisville.	SAC	Yes - Member of the SAC	no	N/A
Michelle Wright	MESC	N/A	12 years	I enjoy volunteering my services to my community. I also would like to offer my professional experience as an environmental engineer to this advisory board.	The board provides guidance and recommendations to the Town Council regarding topics related to environmental and stormwater issues. I hope that MESC can continue to develop a framework and recommendations to the Town for a Sustainability Plan consistent with Town and NC goals. I would like to continue to expand the community outreach/education programs to broaden knowledge and participation in town environmental and stormwater programs.	Town of Morrisville Environmental and Stormwater Advisory Committee member, Jan 2018 to present. Girl Scout leader for 12 years. WCPSS volunteer and PTSA member 16 years. Horse and Buddy Therapeutic Riding program volunteer 2 years. Durham Rescue Mission annual event volunteer, 4 years. St Francis of Assisi Church transportation Ministry, 2018 to present.	MESC	MESC monthly meetings	no	Na
Rishi Zalani	PZB	PMAC	2.5 years	Morrisville needs better planning as city.	Making sure Morrisville town is meeting people's requirements.	Volunteer as needed anywhere and everywhere.	NA	NA	yes	No
Andres Zambrano	PRCRAC	MPEAC	2 years	I have always being passionate with the idea of giving back to the community, being part of the Parks and Recreation board is a perfect platform to connect with the community in a meaningful way. I believe I would be a great asset in suggesting / planning and executing cultural programs and events for the town of Morrisville.	Some of the primary responsibilities that I foresee as part of the board is to channelize in the right direction multiple initiatives that would add value to the quality of life of the Morrisville community. Also, to plan and organize events and programs that would expose and engage the community to a diverse cultural repertoire of activities, enhancing our understanding of diversity.	I have had the opportunity to lead several service projects in various communities such as providing assistance to refugees, organizing free medical camps for the homeless through the Sathya Sai Organization, event planning for fundraising, etc.	N/A	N/A	no	



Morrisville  
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**BALLOT FOR ADVISORY BOARDS/COMMITTEE APPOINTMENT: FALL 2019**

Place an "x" next to any applicant's name you wish to be appointed/reappointed.  
Please print and sign your name at the bottom of the page.

**Board of Adjustment (BOA)**

**1 Seat Available (alternate) (three-year term)**

**SELECT 1**

<b>Applicant</b>	<b>Additional Information</b>	<b>Current Appointment</b>
Yonatan Belayuhun	<i>also applying for MESC</i>	
Gerard Falzon (Regular)(exp. term)	<i>also applying for PRCRAC</i>	<i>BOA (term expiring Dec 31)</i>
Trena Mitchell	<i>also applying for PRCRAC</i>	
Aastha Naik	<i>also applying for PMAC, PRCRAC and PZB</i>	
Chris Robuck	<i>also applying for PZB</i>	PZB Alternate

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_



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**BALLOT FOR ADVISORY BOARDS/COMMITTEE APPOINTMENT: FALL 2019**

Place an "x" next to any applicant's name you wish to be appointed/reappointed.  
Please print and sign your name at the bottom of the page.

**Morrisville Environment and Stormwater Committee (MESC)**  
**3 Seat Available (two-year term)**

**SELECT UP TO 3**

<b>Applicant</b>	<b>Additional Information</b>	<b>Current Appointment</b>
Yonatan Belayuhun	<i>also applying for BOA</i>	
Patricia Buchanan	<i>also applying for PSAC</i>	
Janet Bunger	<i>also applying for SAC</i>	
Swati Modi	<i>also applying for PRCRAC</i>	
Jessica Sligar	<i>also applying for PZB</i>	
Sarah Wackerhagen		
Michelle Wright (exp. term)		<i>MESC (term expiring Dec 31)</i>

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_



**Morrisville**  
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**BALLOT FOR ADVISORY BOARDS/COMMITTEE APPOINTMENT: FALL 2019**

Place an "x" next to any applicant's name you wish to be appointed/reappointed.  
Please print and sign your name at the bottom of the page.

**Parks, Recreation and Cultural Resources Advisory Committee (PRCRAC)**  
**3 Seats Available (two-year terms)**

**SELECT UP TO 3**

<b>Applicant</b>	<b>Additional Information</b>	<b>Current Appointment</b>
Gerard Falzon	<i>also applying for BOA</i>	<i>BOA (term expiring Dec 31)</i>
Jim Gillis		
Archana Gopal		
Rick Keil	<i>also applying for PZB</i>	
Kim Knox	<i>also applying for PSAC</i>	
Trena Mitchell	<i>also applying for BOA</i>	
Swati Modi	<i>also applying for MESC</i>	
Aastha Naik	<i>also applying for BOA, PMAC and PZB</i>	
Nitin Saboo	<i>also applying for PZB</i>	
Jennette Thompson	<i>also applying for PZB and PSAC</i>	
Vikas Vashisht	<i>also applying for PZB</i>	
Andres Zambrano		

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_



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**BALLOT FOR ADVISORY BOARDS/COMMITTEE APPOINTMENT: FALL 2019**

Place an "x" next to any applicant's name you wish to be appointed/reappointed.  
Please print and sign your name at the bottom of the page.

**Performance Measures Advisory Committee (PMAC)**  
**4 Seat Available (two-year term)**

**SELECT UP TO 3**

<b>Applicant</b>	<b>Additional Information</b>	<b>Current Appointment</b>
Aastha Naik	<i>also applying for BOA, PRCRAC and PZB</i>	
Tim Toterhi	<i>also applying for PZB</i>	<i>PZB (term expiring Dec. 31)</i>
Rishi Zilani	<i>also applying for PZB</i>	

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_



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**BALLOT FOR ADVISORY BOARDS/COMMITTEE APPOINTMENT: FALL 2019**

Place an "x" next to any applicant's name you wish to be appointed/reappointed.  
Please print and sign your name at the bottom of the page.

**Planning and Zoning Board (PZB) REGULAR SEAT**  
**1 Seat Available (Regular seat) (three-year terms)**

**SELECT 1**

<b>Applicant</b>	<b>Additional Information</b>	<b>Current Appointment</b>
Sanjay Acharya (exp. term)		<i>PZB Regular (term expiring Dec. 31)</i>
Rick Keil	<i>also applying for PRCRAC</i>	
Josh Michael	<i>also applying for PSAC</i>	
Aastha Naik	<i>also applying for BOA, PRCRAC and PMAC</i>	
Ram Rimal		
Chris Robuck	<i>also applying for BOA</i>	<i>PZB Alternate</i>
Nitin Saboo	<i>also applying for PRCRAC</i>	
Jessica Sligar	<i>also applying for MESC</i>	
Jennette Thompson	<i>also applying for PRCRAC and PSAC</i>	
Tim Toterhi (exp. term)	<i>also applying for PMAC</i>	<i>PZB ETJ (term expiring Dec. 31)</i>
Vikas Vashisht	<i>also applying for PRCRAC</i>	
Rishi Zalani	<i>also applying for PMAC</i>	

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_



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**BALLOT FOR ADVISORY BOARDS/COMMITTEE APPOINTMENT: FALL 2019**

Place an "x" next to any applicant's name you wish to be appointed/reappointed.  
Please print and sign your name at the bottom of the page.

**Planning and Zoning Board (PZB) ETJ SEAT**  
**1 Seat Available (ETJ seat) (three-year terms)**

**SELECT 1**

<b>Applicant</b>	<b>Additional Information</b>	<b>Current Appointment</b>
Sanjay Acharya (exp. term)		<i>PZB Regular (term expiring Dec. 31)</i>
Rick Keil	<i>also applying for PRCRAC</i>	
Josh Michael	<i>also applying for PSAC</i>	
Aastha Naik	<i>also applying for BOA, PRCRAC and PMAC</i>	
Ram Rimal		
Chris Robuck	<i>also applying for BOA</i>	<i>PZB Alternate</i>
Nitin Saboo	<i>also applying for PRCRAC</i>	
Jessica Sligar	<i>also applying for MESC</i>	
Jennette Thompson	<i>also applying for PRCRAC and PSAC</i>	
Tim Toterhi (exp. term)	<i>also applying for PMAC</i>	<i>PZB ETJ (term expiring Dec. 31)</i>
Vikas Vashisht	<i>also applying for PRCRAC</i>	
Rishi Zalani	<i>also applying for PMAC</i>	

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_



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**BALLOT FOR ADVISORY BOARDS/COMMITTEE APPOINTMENT: FALL 2019**

Place an "x" next to any applicant's name you wish to be appointed/reappointed.  
Please print and sign your name at the bottom of the page.

**Planning and Zoning Board (PZB) ALTERNATE SEAT**  
**1 Seat Available (Alternate seat) (three-year terms)**

**SELECT 1**

<b>Applicant</b>	<b>Additional Information</b>	<b>Current Appointment</b>
Sanjay Acharya (exp. term)		<i>PZB Regular (term expiring Dec. 31)</i>
Rick Keil	<i>also applying for PRCRAC</i>	
Josh Michael	<i>also applying for PSAC</i>	
Aastha Naik	<i>also applying for BOA, PRCRAC and PMAC</i>	
Ram Rimal		
Chris Robuck	<i>also applying for BOA</i>	<i>PZB Alternate</i>
Nitin Saboo	<i>also applying for PRCRAC</i>	
Jessica Sligar	<i>also applying for MESC</i>	
Jennette Thompson	<i>also applying for PRCRAC and PSAC</i>	
Tim Toterhi (exp. term)	<i>also applying for PMAC</i>	<i>PZB ETJ (term expiring Dec. 31)</i>
Vikas Vashisht	<i>also applying for PRCRAC</i>	
Rishi Zalani	<i>also applying for PMAC</i>	

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_



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**BALLOT FOR ADVISORY BOARDS/COMMITTEE APPOINTMENT: FALL 2019**

Place an "x" next to any applicant's name you wish to be appointed/reappointed.  
Please print and sign your name at the bottom of the page.

**Public Safety Advisory Committee (PSAC)**

**3 Seats Available (two-year terms)**

**SELECT UP TO 3**

<b>Applicant</b>	<b>Additional Information</b>	<b>Current Appointment</b>
Valerie Bednarz		
Patricia Buchanan	<i>also applying for MESC</i>	
Kim Knox	<i>also applying for PRCRAC</i>	
Renee McCoy	<i>also applying for SAC</i>	
Josh Michael	<i>also applying for PZB</i>	
Jennette Thompson	<i>also applying for PRCRAC and PZB</i>	

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_



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**BALLOT FOR ADVISORY BOARDS/COMMITTEE APPOINTMENT: WINTER 2018**

Place an "x" next to any applicant's name you wish to be appointed/reappointed.  
Please print and sign your name at the bottom of the page.

**Senior Advisory Committee (SAC)**  
**4 Seat Available (two-year terms)**

**SELECT UP TO 4**

<b>Applicant</b>	<b>Additional Information</b>	<b>Current Appointment</b>
Janet Bunger	<i>also applying for MESC</i>	
Joyce Daye (exp. term)		<i>SAC (term expiring Dec 31)</i>
Linda Lyons (exp. term)		<i>SAC (term expiring Dec 31)</i>
Renee McCoy	<i>also applying for PSAC</i>	
Nina Weiland (exp. term)		<i>SAC (term expiring Dec 31)</i>

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

# Town Council Agenda Item Report

Agenda Item No. 2019-273-0

Submitted by: Giselle Rodriguez

Submitting Department Public Works

Meeting Date: November 12, 2019

## **SUBJECT**

Pugh House Update

Giselle Rodriguez, PE, Public Works Director

## **Recommendation:**

## **Updates/History of Briefing:**

NOT APPLICABLE

## **Executive Summary and Background Information:**

As part of the current budget Town Council appropriated \$75,000 for the second phase of the renovations at the Pugh House. These renovations included the removal and remediation of the asbestos, initiation of site evaluation and architectural/engineering design work to return facility to future use. The asbestos removal and remediation has been completed. An architect was hired and the building has been measured and evaluated. Upon consideration of the findings, staff has identified multiple options for this historic facility in order to define the future use. The architectural/engineering design work is driven by the future use desired. These options are:

1. List the property for sale "as is" to explore the interest of potential buyers
2. Upfit the interior for a residential use
3. Upfit the facility and the site for a commercial use
4. Install a Landmark Sign that highlights the historic significance of the property without interior renovations.
5. Donate the facility to the Historic Preservation

Staff will present the data collected and discuss each of these opportunities with Town Council to facilitate an informed decision about the next step with this Town owned facility (See ATTH01 Pugh House Update Presentation). A floor plan drawing (ATTH02) along with interior pictures (ATTH03) has also been provided.

## **Advisory Board/Committee Review:**

None

## **Insert Date of Advisory Board/Committee Review:**

## **Advisory Board/Committee Recommendation and/or Vote:**

## **Potential Options:**

1. List the property for sale "as is" to explore the interest of potential buyers

2. Upfit the interior for a residential use
3. Upfit the facility and the site for a commercial use
4. Install a Landmark Sign that highlights the historic significance of the property without interior renovations.
5. Donate the facility to the Historic Preservation

**Staff Recommendation:**

Staff recommends that the property be listed or sale "as is" to explore the interest of potential buyers.

**ATTACHMENTS**

- [2019-273-0 ATTH01 Pugh House Update Presentation.pdf](#)
- [2019-273-0 ATTH02 Pugh House Floor Plan.pdf](#)
- [2019-273-0 ATTH03 Pugh House Interior Pictures.pdf](#)



Morrisville Historic Landmark

# Pugh House – 103 Page St

Town Council Work Session  
November 12, 2019

# Background

- Pugh House – Historic property owned by the Town
- Exterior renovation completed in 2018



# Vicinity Map – 103 Page St



# Current Status

✓ FY20 Appropriation - \$75,000

Asbestos removal & other minor interior remediation	✓
Initiation of site evaluation (including parking capacity and environmental review)	✓
Architectural/engineering design work to return facility to future use	

***Strategic Plan Connection:  
Goal 3: Engaged, inclusive community  
Obj. 3.3: Effectively maintain assets and  
make the most of existing resources.***



# Moving forward

Asbestos removal & other minor interior remediation	✓
Initiation of site evaluation (including parking capacity and environmental review)	✓
Architectural/engineering design work to	

Architectural/engineering design work to return facility to future use



□ What is the future use?

- Code requirements are based on future use
  - Building code, UDO



# What do we know...

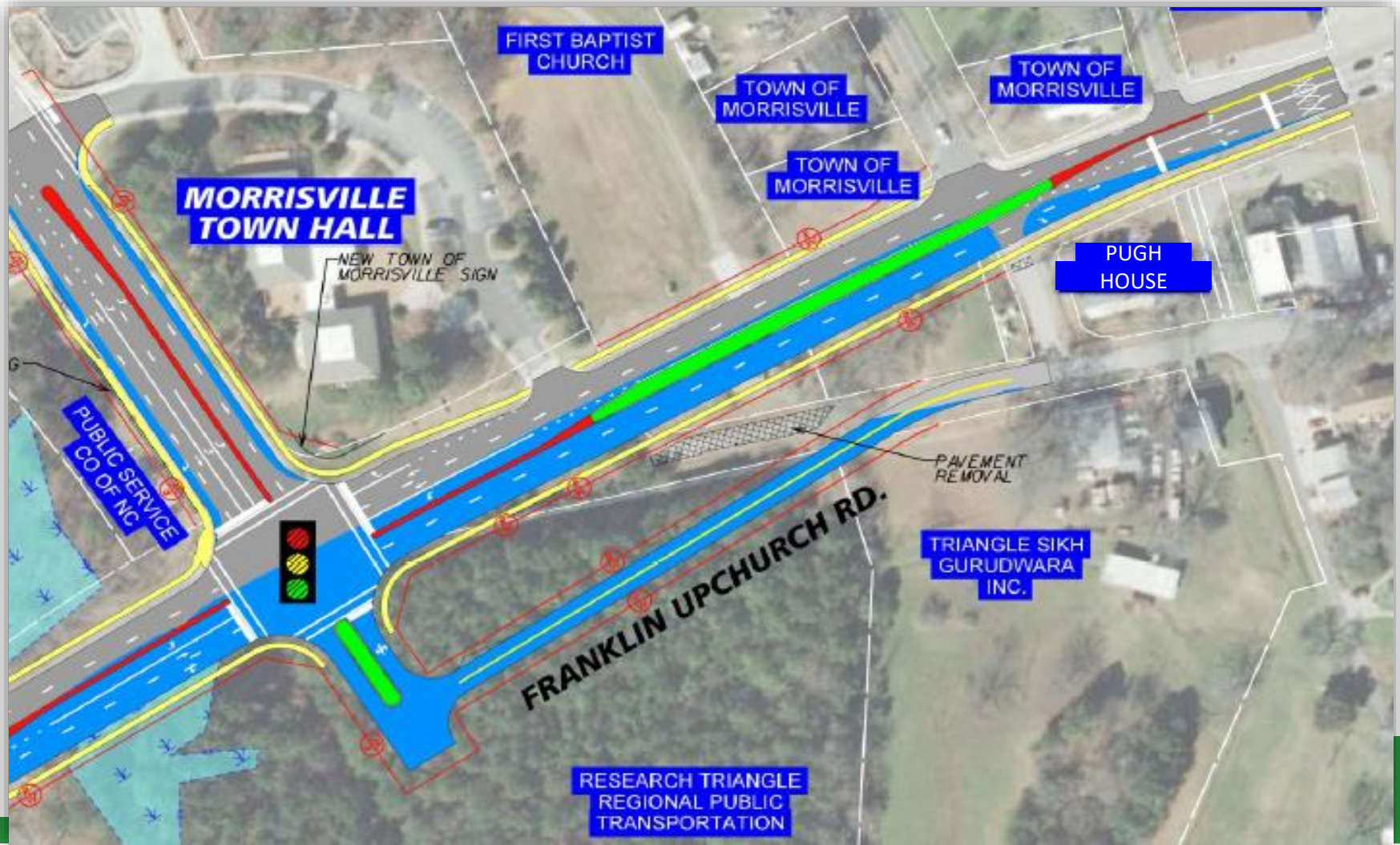
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- Building Size - 2,296 SQFT
- Land size - 0.25 acres
- Wake County Tax Record Value
  - Building Value - \$128,214
  - Land Value - \$80,000
  - Total Tax Record Value - \$208,214
- Zoning – Historic Crossroad Village (HCV)
  - Offices, government services and administrative offices not currently allowed
  - Small-scale retail, B&B, restaurants, and office uses are allowed



# What do we know...

- Morrisville Carpenter Project impact



# Unique Opportunities



*“As is”*



Residential



Commercial



Donate



Landmark



# Unique Opportunities



- Engage a Broker with historic property experience
- Define listing strategy
- Define market value
- Explore interest of potential buyers
- Historic restrictions transfer with the sale
- National registry – Historic preservation tax credits (only available for private entity)



# Unique Opportunities



Residential



- Upgrade to Building Code
- New HVAC
- New Electrical
- Upgrade Plumbing
- Sewer/Water connection
- Concrete driveway
- Cost to upfit
  - \$250,000



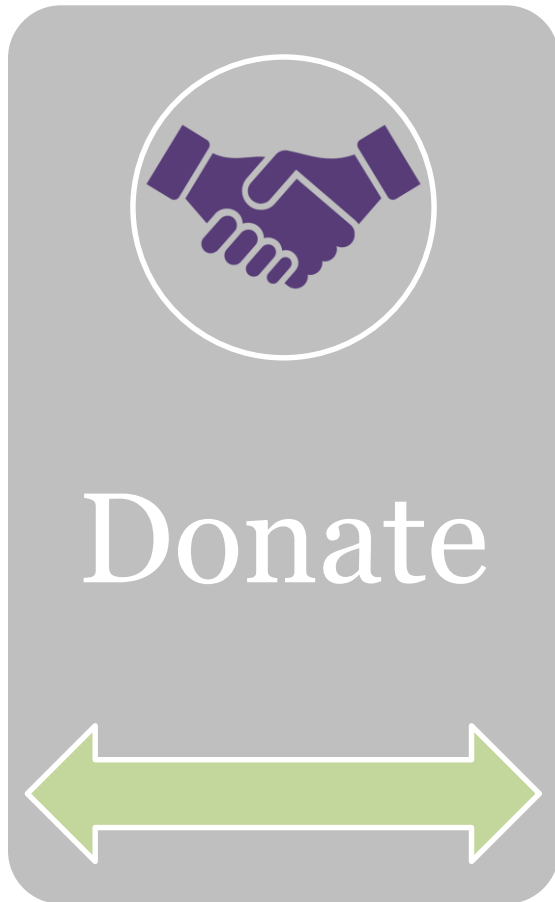
# Unique Opportunities



- Upgrade to Building Code
- HVAC, Electrical, Plumbing
- Fire alarm
- Sewer/Water connection
- Accessibility compliance
  - To include elevator
- Street closure and adjacent lot
- Parking + ADA
- Sidewalks and ramps
- Landscaping
- Cost to upfit
  - \$600,000



# Unique Opportunities



- Historic Preservation Organization
  - Apply for grants
  - Tax incentives not available to public ownership
  - They decide future use/renovations



# Unique Opportunities



Landmark



- Install a Landmark Sign
  - Highlight historic significance of the property
  - No interior renovations.



# Recommendation

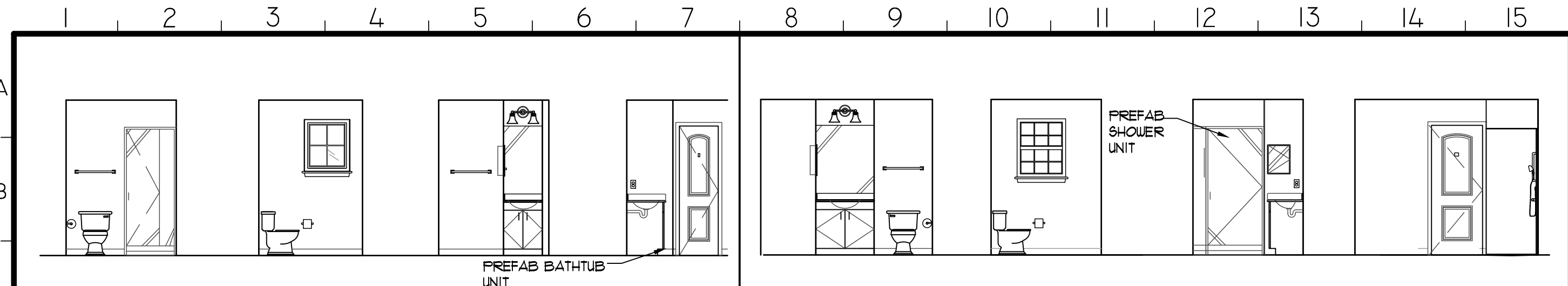


- Engage a Broker with historic property experience
- Define listing strategy
- Define market value
- Explore interest of potential buyers
- Historic restrictions transfer with the sale
- National registry – Historic preservation tax credits (only available for private entity)



# Discussion

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C01 Bath 110 SCALE: 3/16" = 1'-0" C08 Bath 103

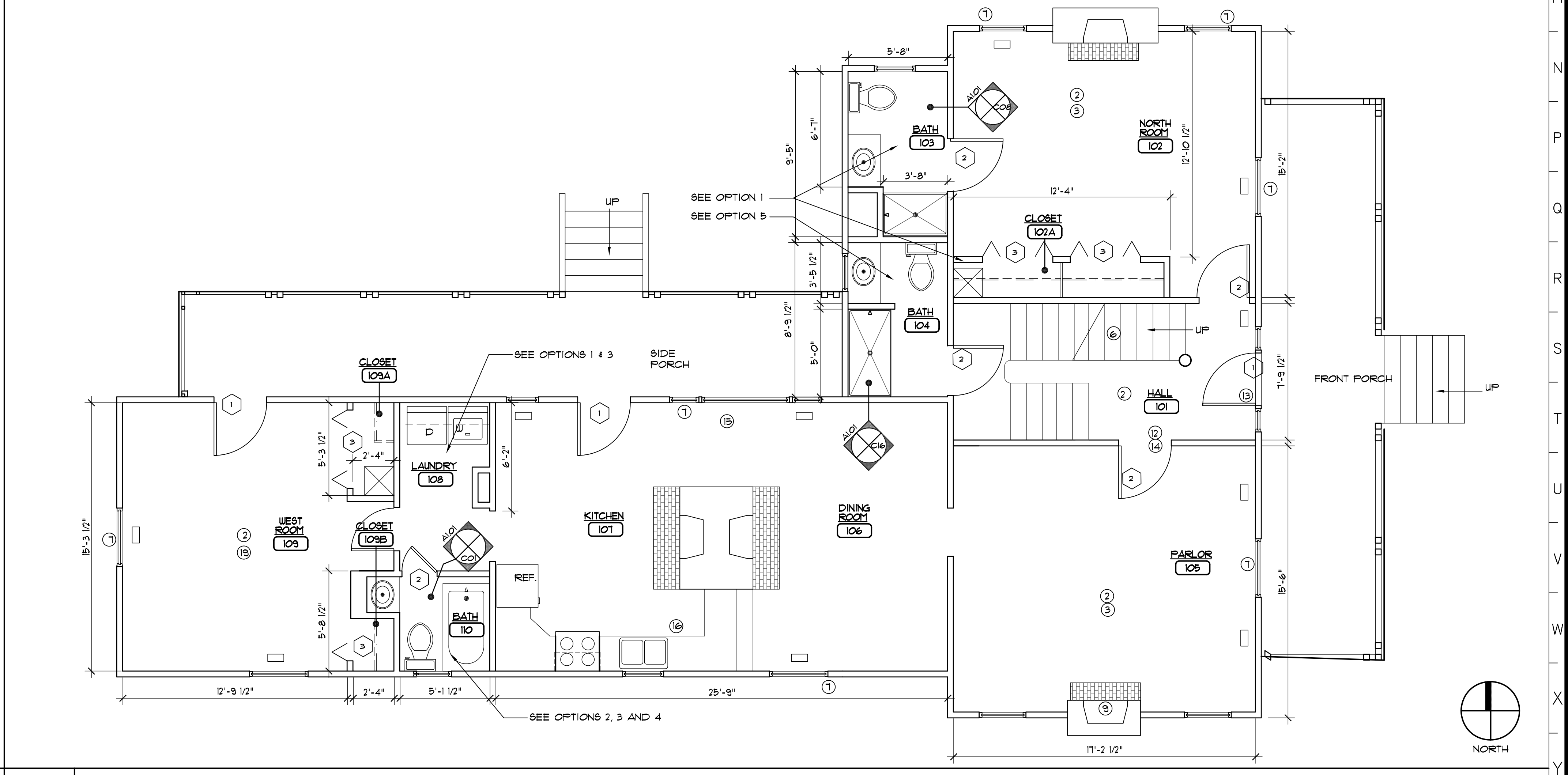
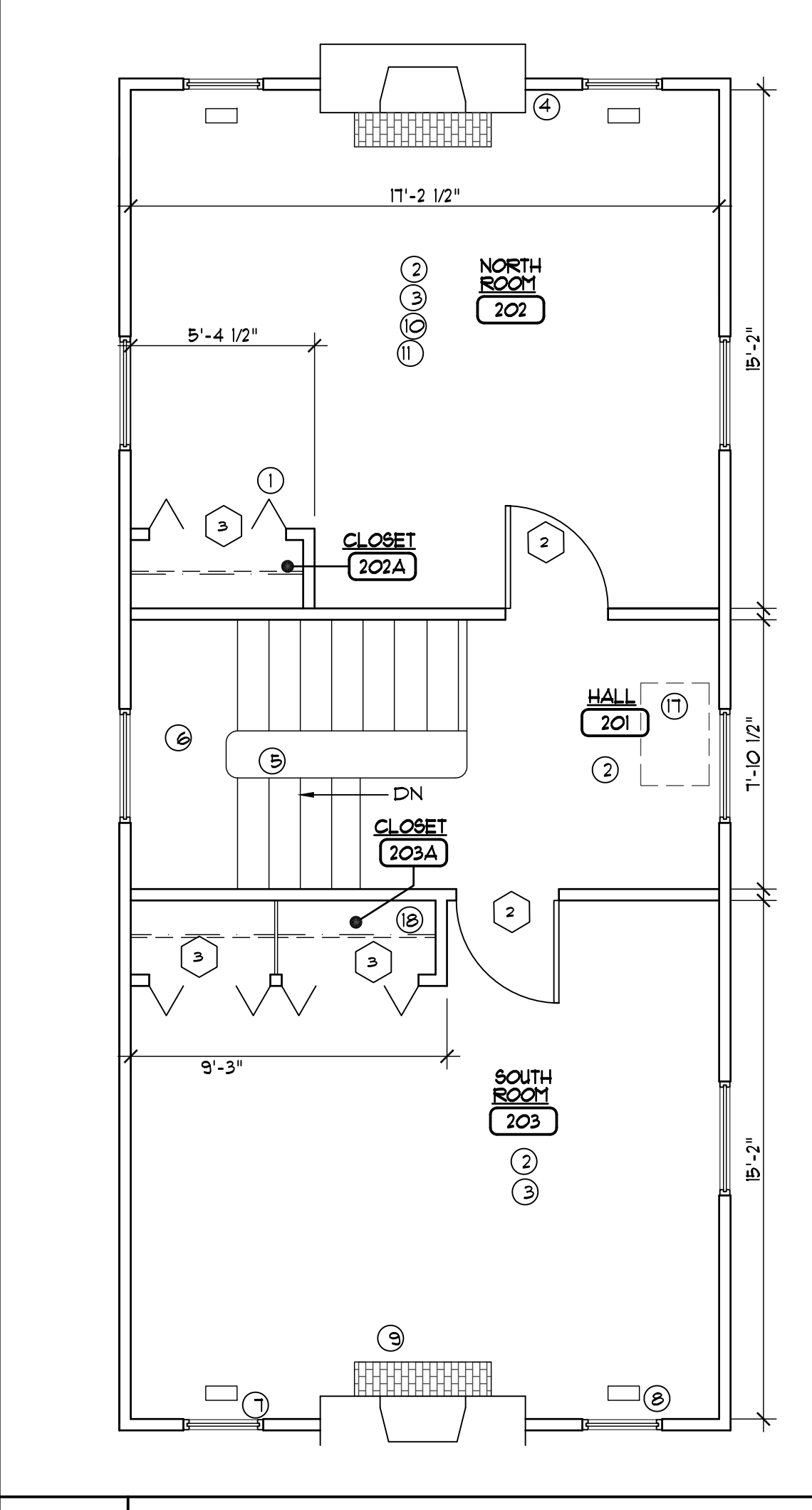
<p>SOLID WOOD EXTERIOR DOOR 1 3'-0" x 6'-8"</p> <p>WOOD INTERIOR DOOR 2 3'-0" x 6'-8" 2A 2'-0" x 6'-8"</p> <p>WOOD LOUVERED BI-FOLD DOOR 3 1'-6" x 6'-8" 3A 1'-0" x 6'-8"</p>	<p>APC ACOUSTIC PANEL CEILING BD BOARD C CARPET CL CENTER LINE CB CEMENTITIOUS BOARD CJ CONTROL JOINT CT CERAMIC TILE D DRAWER DN DOWN DS DOWN SPOUT EP EPOXY PAINT EWC ELECTRIC WATER COOLER EK EXISTING EJ EXPANSION JOINT FE FIRE EXTINGUISHER FF FINISH FLOOR FG FULL GLASS FD FLOOR DRAIN</p> <p>GYP GYPSUM GYP BD GYPSUM BOARD L LINEN CLOSET LAV LAVATORY LVR LOUVER MC MEDICINE CABINET MECH MECHANICAL MT MARBLE THRESHOLD NIC NOT IN CONTRACT NTS NOT TO SCALE O/H OVER HEAD OPP OPPOSITE P PAINT FT PAPER TOWEL SC SEALED CONCRETE SIM SIMILAR SS STAINLESS STEEL</p> <p>TB TOWEL BAR TYP TYPICAL T.P. TOILET PAPER U.ON. UNLESS OTHERWISE NOTED V VINYL (SHEET) V.P. VINYL PLANK VCT VINYL COMPOSITION TILE WD WOOD WH WATER HEATER</p>
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G01 DOOR ELEVATIONS G07 ABBREVIATIONS

NO.	ROOM NAME	FLOOR	BASE	TRIM	WALLS	CEILING	REMARKS
101	HALL	WOOD	PT	-	GB - PT	GB-PT	-
102	NORTH RM	WOOD	PT	-	GB - PT	GB-PT	-
102A	CLOSET	WOOD	PT	-	GB - PT	GB-PT	-
102B	CLOSET	WOOD	PT	-	GB - PT	GB-PT	-
103	BATH	VINYL	PT	-	GB - PT	GB-PT	-
104	BATH	VINYL	PT	-	GB - PT	GB-PT	-
105	PARLOR	WOOD	PT	-	GB - PT	GB-PT	-
106	DINING	LVP	PT	-	GB - PT	GB-PT	-
107	KITCHEN	LVP	PT	-	GB - PT	GB-PT	-
108	LAUNDRY	LVP	PT	-	GB - PT	GB-PT	-
109	WEST ROOM	WOOD	PT	-	GB - PT	GB-PT	-
109A	CLOSET	WOOD	PT	-	GB - PT	GB-PT	-
109B	CLOSET	WOOD	PT	-	GB - PT	GB-PT	-
110	BATH	LVP	PT	-	GB - PT	GB-PT	-
201	HALL	WOOD	PT	-	GB - PT	GB-PT	-
202	NORTH ROOM	WOOD	PT	-	GB - PT	GB-PT	-
202A	CLOSET	WOOD	PT	-	GB - PT	GB-PT	-
203	SOUTH ROOM	WOOD	PT	-	GB - PT	GB-PT	-
203A	CLOSET	WOOD	PT	-	GB - PT	GB-PT	-

M01 LEGEND M05 ROOM FINISH SCHEDULE M27 GENERAL NOTES

- INSTALL LOUVER BI-FOLD DOORS.
- SAND, STAIN & SEAL WOOD FLOORS AND WOOD THRESHOLDS.
- FINISH INSTALLING SHOE MOLDING.
- PATCH HOLE IN WALL.
- INSTALL FINISH TRIM ON STAIR EDGE UPON COMPLETION OF GB INSTALLATION & CEILING UNDER STAIRS.
- SAND, STAIN AND SEAL WOOD TREADS AND LANDING.
- CRACKED WINDOW.
- REPLACE UPPER WINDOW SASH AS IT DOES NOT FIT OR MATCH ADJACENT WINDOWS.
- INSTALL FIREPLACE DOORS.
- INSTALL 1/2" GYP. BD. ON EXISTING FURRING STRIPS AT CEILINGS - GENERAL NOTE APPLIES TO ALL CEILINGS.
- INSTALL CROWN MOLD UPON COMPLETION OF CEILING GB ON CEILINGS - GENERAL NOTE APPLIES TO ALL CEILINGS.
- INSTALL WOOD THRESHOLD.
- REPAIR CRACKED ETCHED GLASS PANEL IN DOOR.
- REMOVE METAL TRANSITION STRIP, FLOOR MATERIAL, ALL RESIDUE, SAND & PREPARE FLOOR FOR NEW FINISH.
- CLEAN, SAND, AND REPAINT CABINETS.
- INSTALL INSULATED ATTIC ACCESS CAP.
- IDENTIFY BLACK HOSE. REMOVE & PATCH WALL ACCORDINGLY IF NOT REQUIRED.
- REMOVE ACOUSTICAL CEILING PANELS AND INSTALL NEW 1/2" GB.



Y01 KEYED NOTES Y05 SECOND FLOOR PLAN SCALE: 1/4" = 1'-0" Y11 FIRST FLOOR PLAN - Existing SCALE: 1/4" = 1'-0"

- INTERIOR DIMENSIONS ARE FROM FACE OF WALLS.
- INSTALL BLOW-IN INSULATION IN ATTIC TO ACHIEVE R-38.
- INCREASE CRAWL SPACE INSULATION TO MEET UNIFORM R-15.
- INSTALL SEALANT AND CAULK AT ALL WINDOWS & EXTERIOR DOORS.
- INSTALL CHIMNEY CAPS.
- INSTALL WALL DOOR STOPS AT ALL LOCATIONS EXCEPT WHEN WALL IS NOT AVAILABLE.
- CLEAN ALL LOUVERED CLOSET DOORS AND SEAL.
- REPAINT ALL PAINTED SURFS.
- SAND, STAIN, AND SEAL ALL WOOD FLOORS. UPON COMPLETION, INSTALL MISSING BASE BOARD AND/OR SHOE MOLDING.
- REMOVE ALL FLOOR MATERIAL INCLUDING GLUE IN BATHROOMS, KITCHEN, AND LAUNDRY. PREPARE UNDERLAYMENT TO RECEIVE NEW FLOORING. REFER TO FINISH SCHEDULE FOR NEW MATERIAL.
- REPLACE ALL WALL PANELING WITH 1/2" GYPSUM BOARD.
- REMOVE ALL WALL COVERING AND PREPARE WALLS FOR NEW PAINT.
- INSTALL 1/2" GB ON ALL FURRING STRIPS AT CEILINGS. BATHROOMS AND LAUNDRY ROOMS SHALL RECEIVE MOISTURE RESISTANCE GB. UPON COMPLETION OF GB, INSTALL CROWN MOLD.
- ALL WALLS AND CEILINGS TO RECEIVE NEW PAINT. BATHROOMS SHALL RECEIVE SEMI-GLOSS PAINT FINISH. ALL OTHER WALLS SHALL HAVE SATIN PAINT FINISH. CEILINGS TO RECEIVE FLAT PAINT FINISH. DOORS TO RECEIVE SEMI-GLOSS PAINT. OWNER TO VERIFY COLORS PRIOR TO PURCHASE.
- REPLACE EXISTING RANGE HOOD, RANGE AND REFRIGERATOR.
- INSTALL AUTOMATIC FIRE SUPPRESSION CANISTER ON UNDERSIDE OF RANGE HOOD.
- KITCHEN CABINETS TO BE CLEANED AND PREPARED TO RECEIVE NEW PRIMER AND INSL-X CABINET COAT PAINT.
- REMOVE EXISTING CURTAINS & INSTALL NEW LOUVER BLINDS.
- REPLACE ALL BATHROOM FIXTURES AS NOTED.
- ALL DOMESTIC WATER LINE CUT-OFF VALVES SHALL HAVE METAL HANDLES. OFFSET TOILET FLANGES ARE PROHIBITED.
- ALL BATHROOM SHALL HAVE AN EXHAUST FAN/LIGHT COMBINATION RATED TO 10 CFM VENTED TO THE EXTERIOR OF THE BUILDING USING HARD DUCTWORK ALONG THE SHORTEST RUN POSSIBLE. THE EXHAUST FAN SHALL BE WIRED TO RUN WHENEVER THE BATHROOM LIGHT IS ON. VANITY LIGHTS TO BE WIRED TO SEPARATE SWITCH.
- ALL ELECTRICAL DEVICE COVER PLATES SHALL BE WHITE. USE OVERSIZED PLATES WHEN NECESSARY TO COMPLETELY COVER OPENINGS.
- PROVIDE ARC-FAULT DETECTION ELECTRICAL DEVICES IN ALL ROOMS THAT CAN BE USED AS BEDROOMS.
- ALL TELEPHONE LINES SHALL BE TONED AND PROPERLY TAGGED.

**Jill B. Smith Architect, PA**  
 PO Box 18161 Raleigh, NC 27619-8161  
 Phone: 919 807 1111 Fax: 919 232 5038  
 info@jillsmitharchitect.com

**Pugh House House Repairs**  
 MORRISVILLE, NC  
 CLIENT: TOWN OF MORRISVILLE

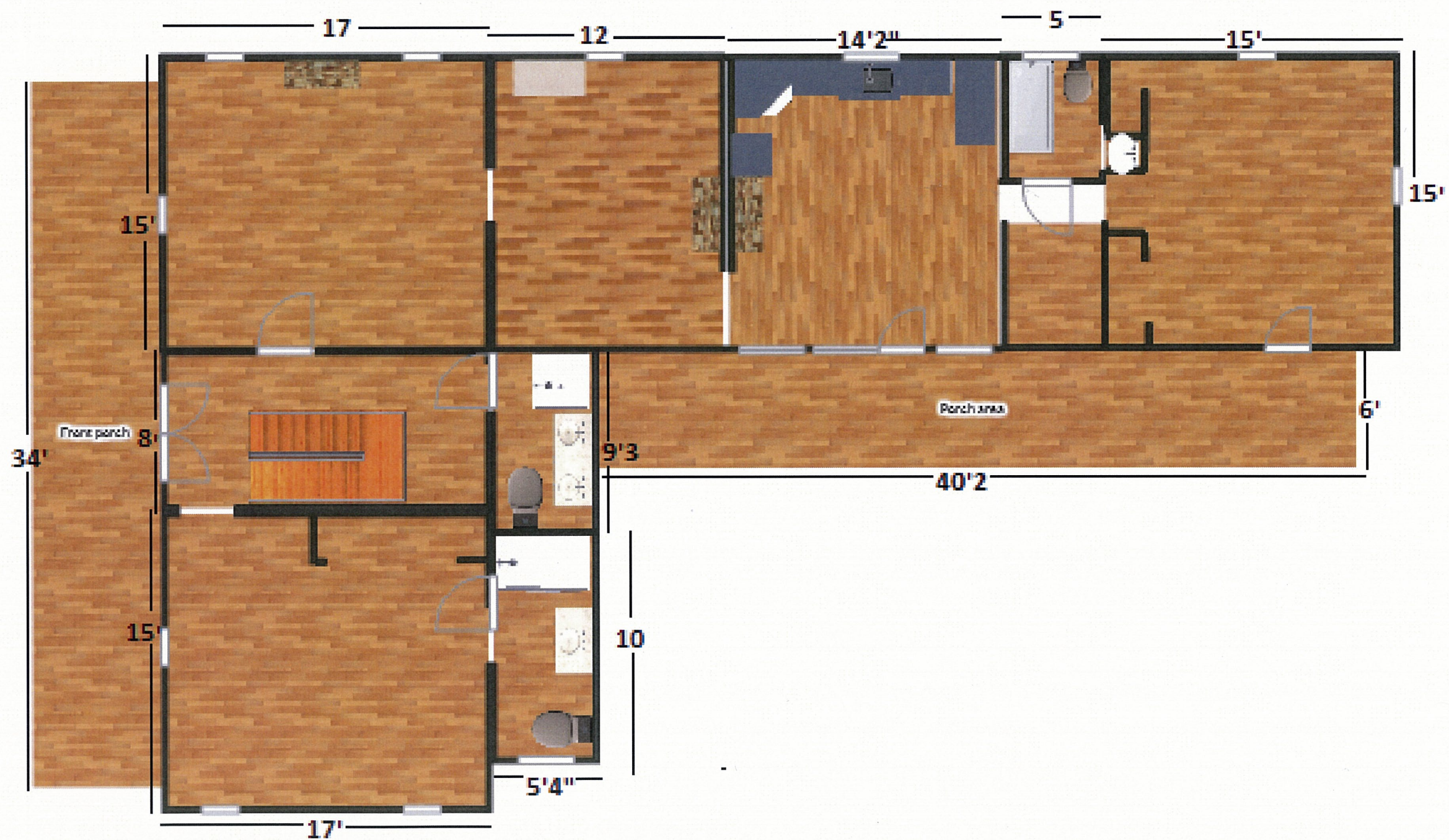
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 DWG NO: A101  
 DRAWN BY: REB/JS  
 DATE: 08/15/2019

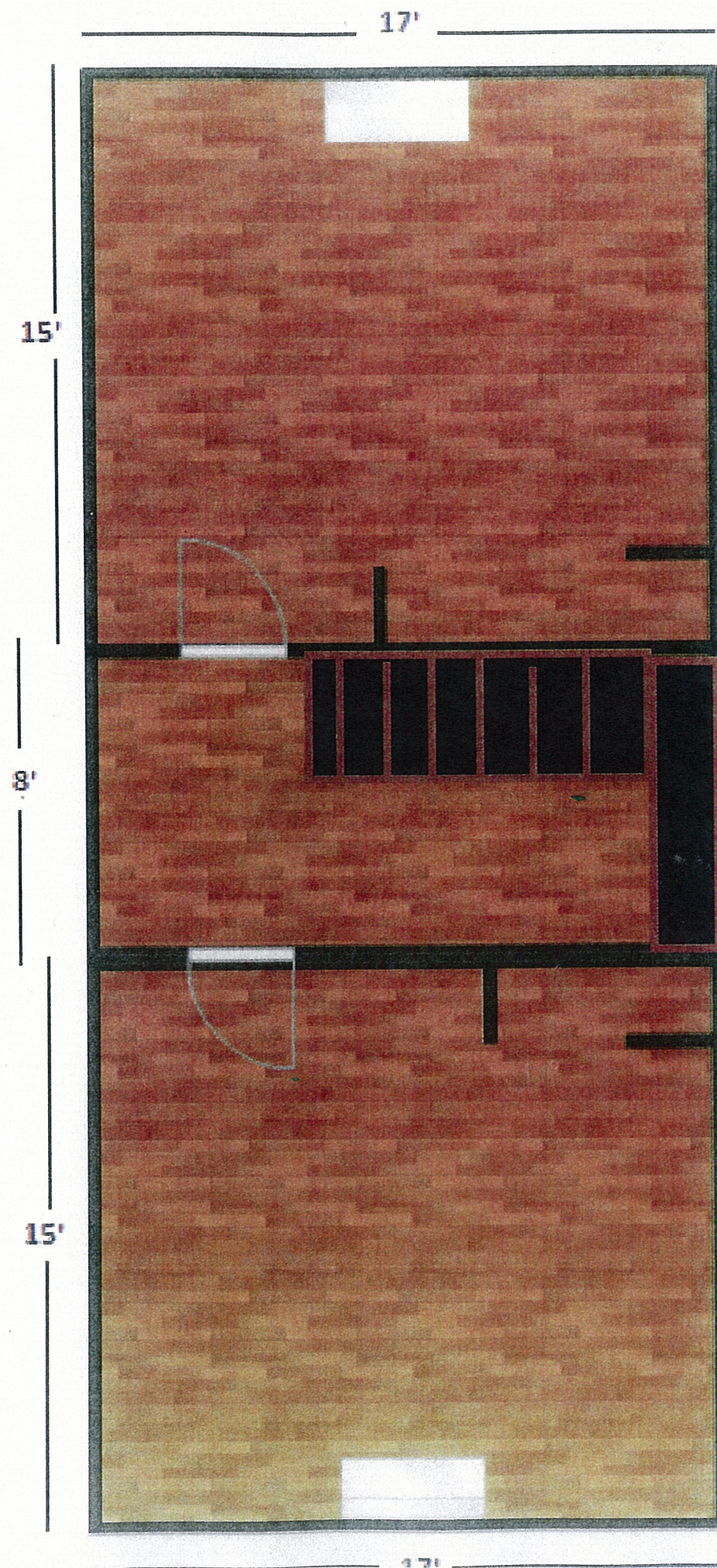
REVISIONS

Plans, Notes Schedules & Interior Elevations

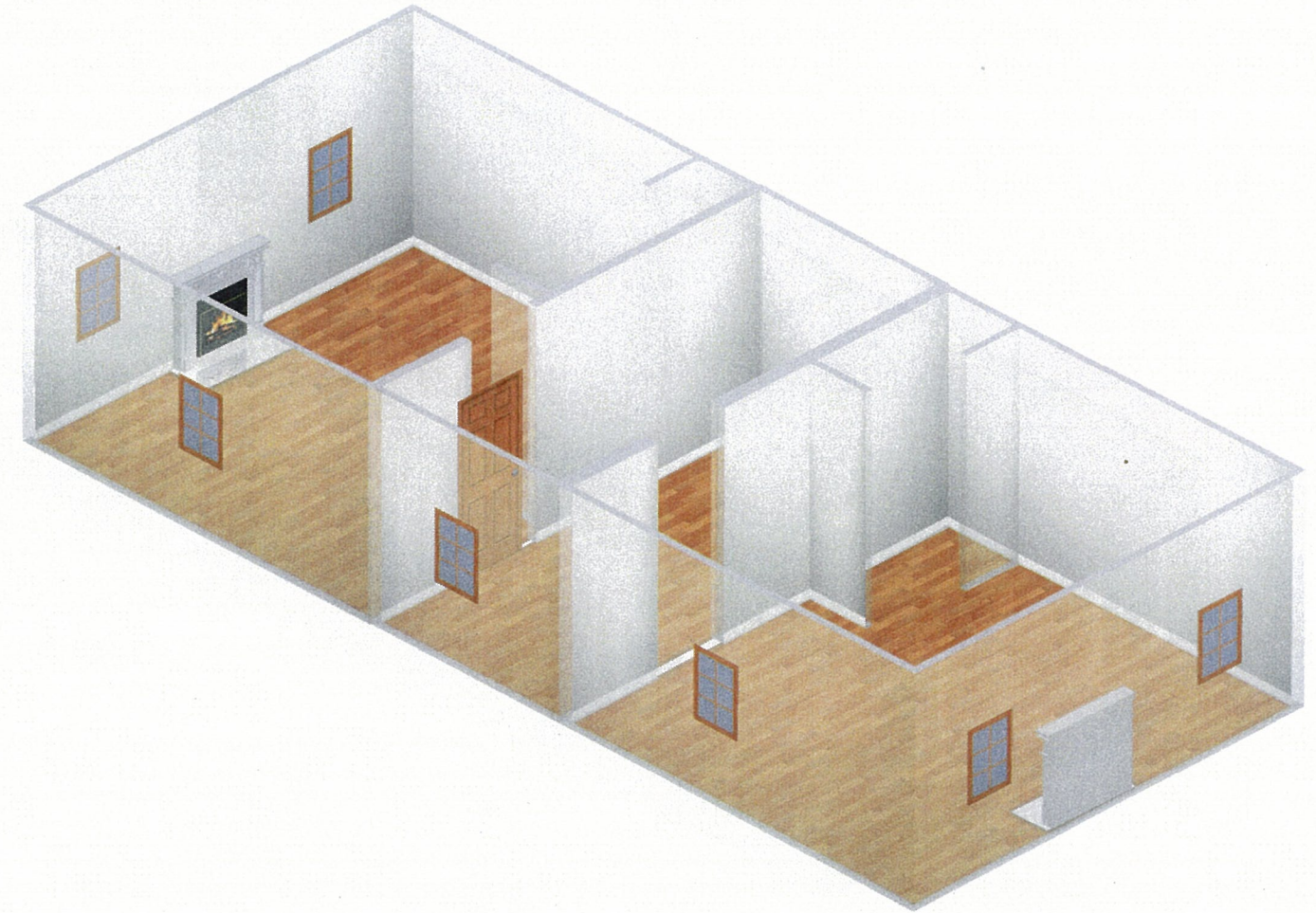
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Pugh House  
First Floor Dimensions



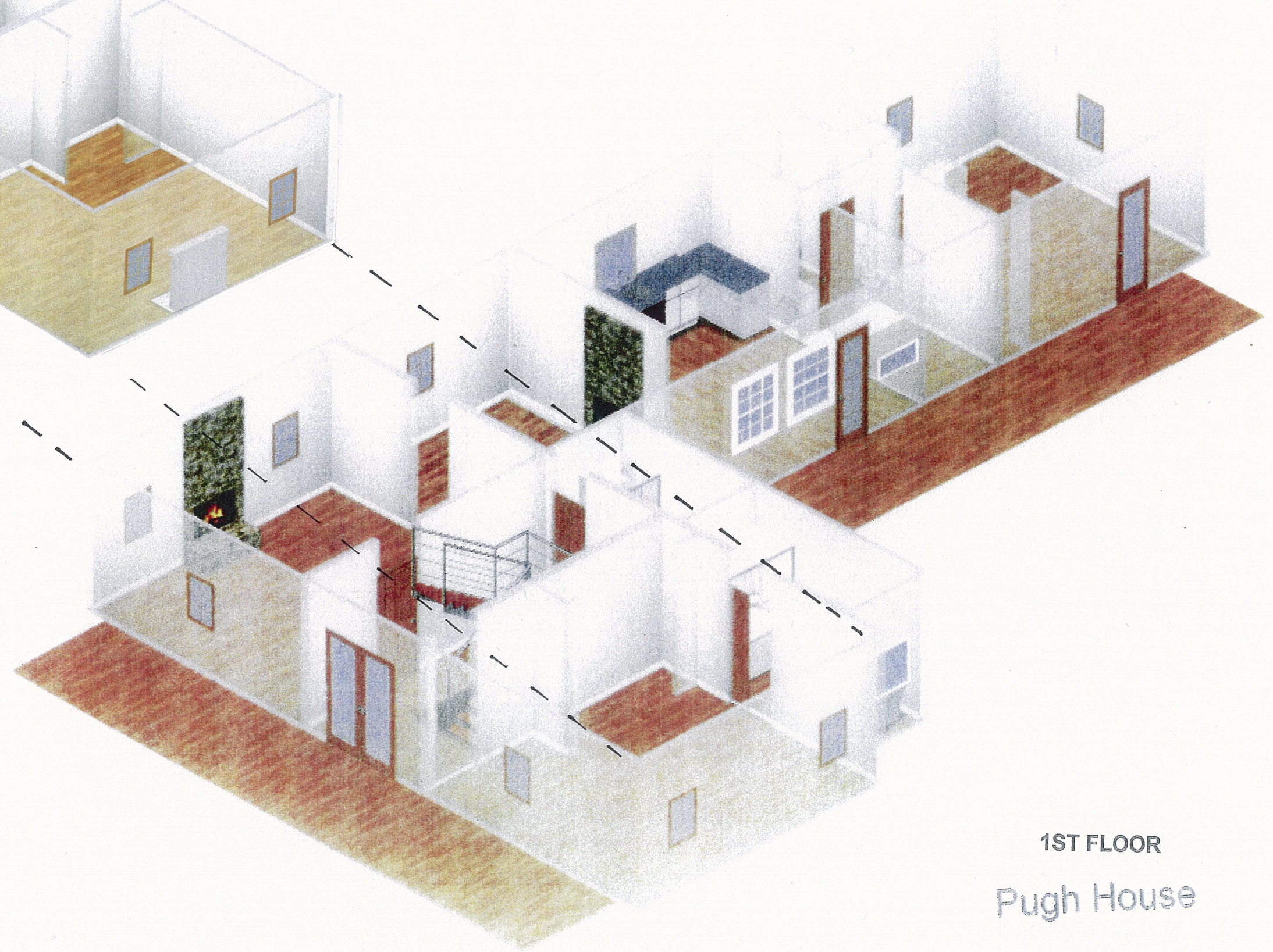
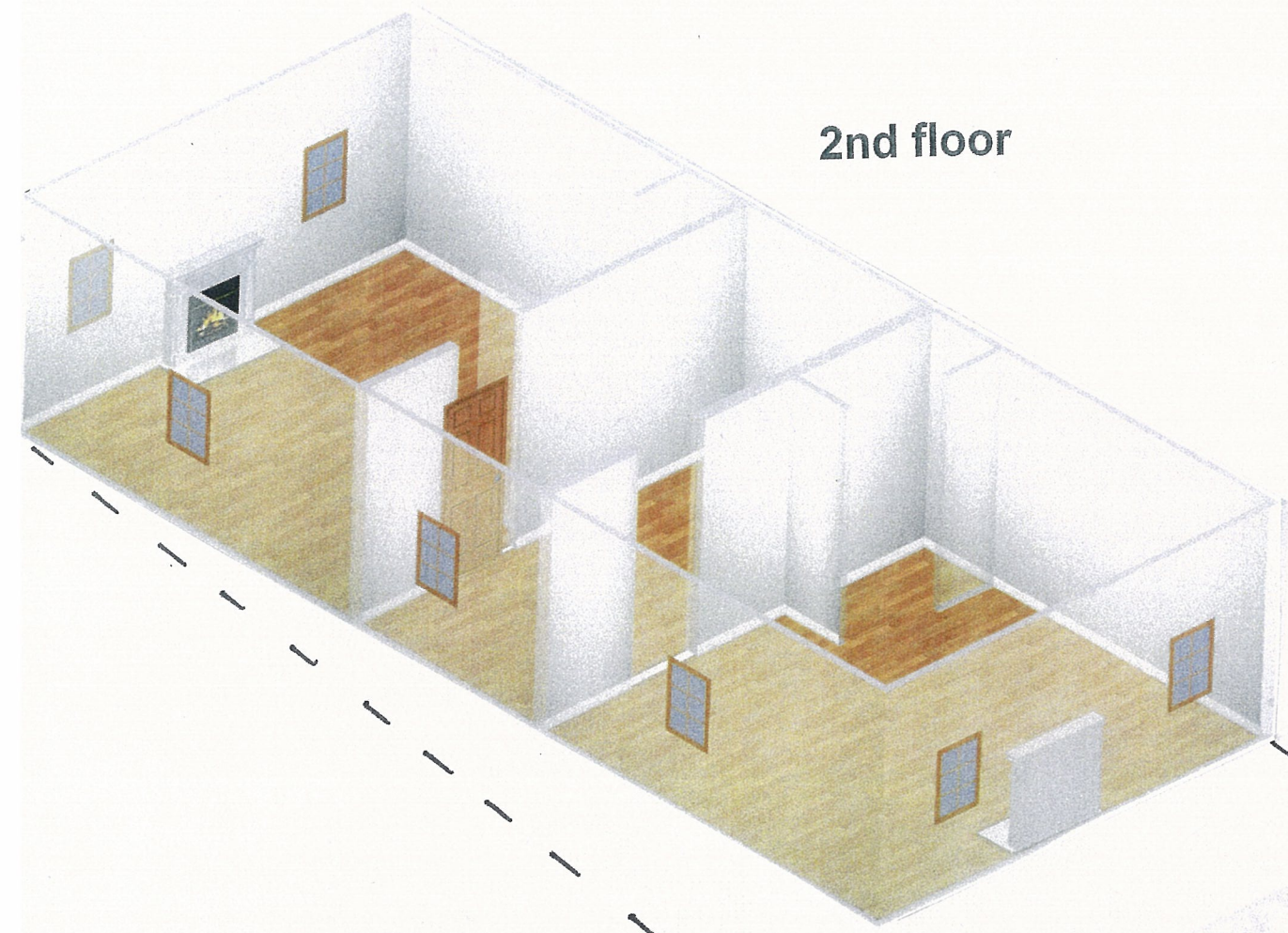


2nd floor



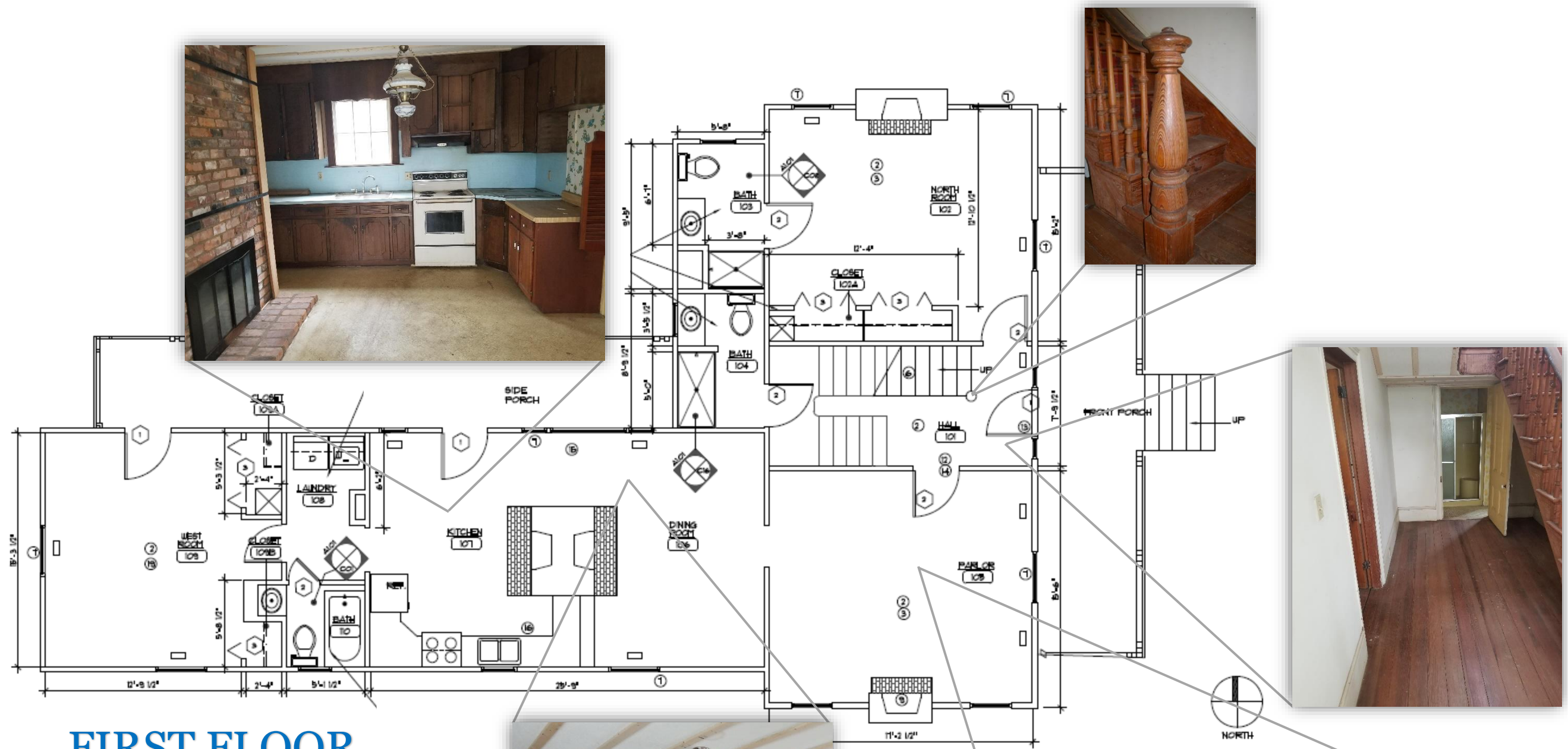
Pugh House

2nd floor

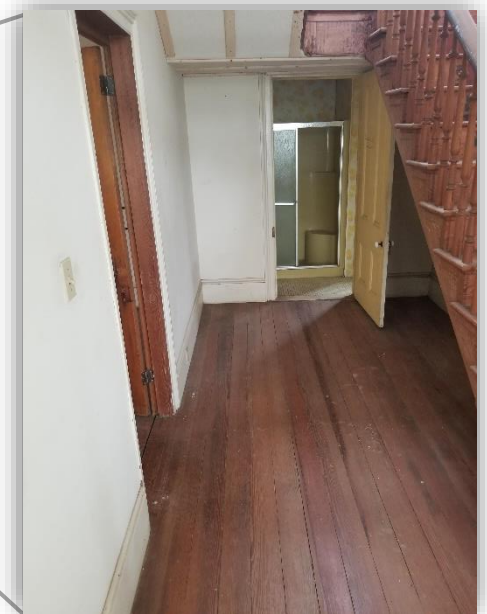


1ST FLOOR

Pugh House

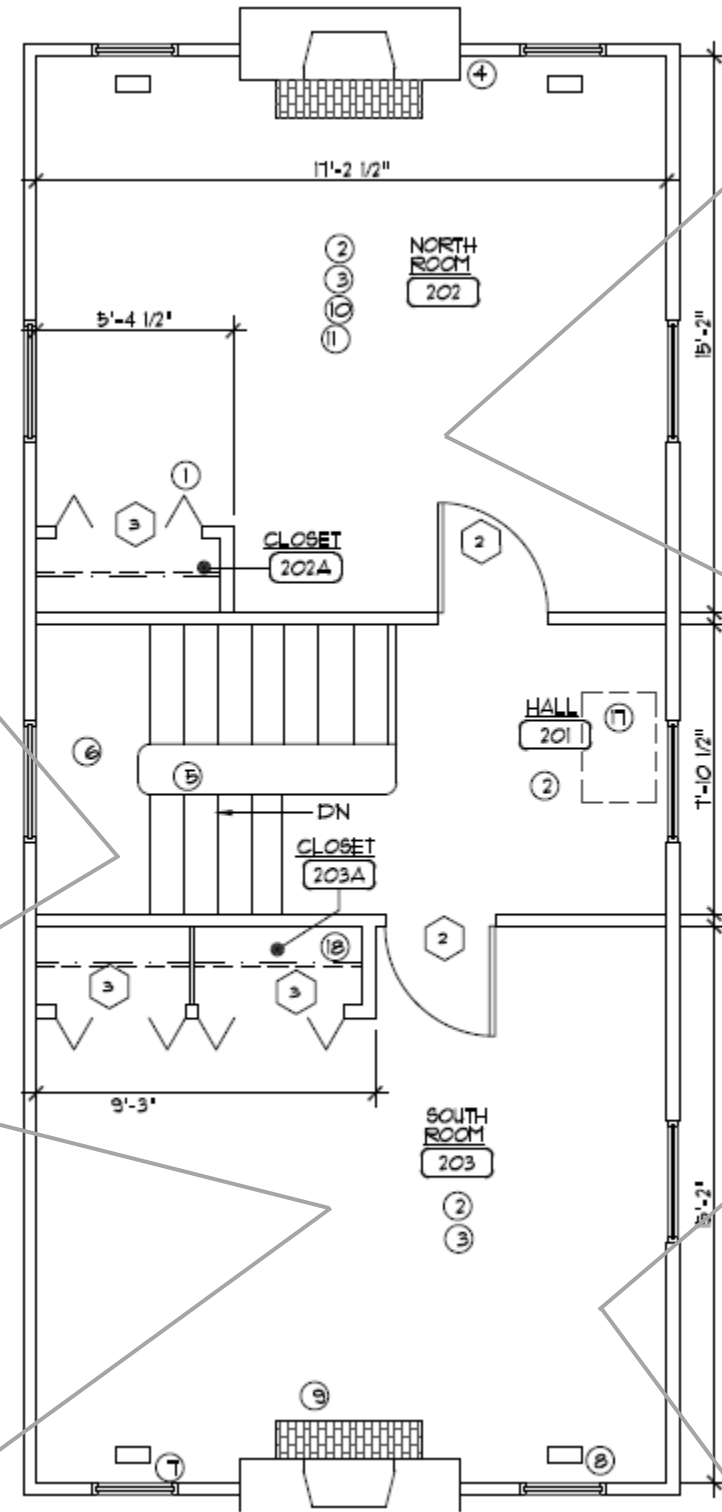


**FIRST FLOOR**



2019-273-0 ATTH03

PUGH HOUSE INTERIOR PICTURES



**SECOND FLOOR**

# Town Council Agenda Item Report

Agenda Item No. 2019-229-0

Submitted by: Jeanne Hooks

Submitting Department Administration

Meeting Date: November 12, 2019

## **SUBJECT**

Capital Investment Plan (CIP) Policy and Prioritization (Continued)

Jeanne Hooks, Assistant to the Town Manager

## **Recommendation:**

Continued Discussion from previous work sessions to develop CIP Placeholder Policies and for the purposes of planning for a future Bond Referendum in 2020.

## **Updates/History of Briefing:**

October 21: Council received a refresh on 2018 Parks Master Plan reviewing the evaluation and analysis, community engagement and updated project concepts for Crabtree Creek Nature Park and Morrisville Community Park Phase 3 that relate to the adopted CIP/Budget. Staff provided a draft of Placeholder Policy Summaries synthesizing Staff's interpretation of Council's input. On November 12 work session, Staff could address any questions and facilitate continued discussion.

October 8: Discussion of the Paired Comparison summaries began, with a primary focus on placeholders. There are no new attachments for the October 21 work session.

September 24: Staff continued to review compiled information for policy development and prioritizations relating to CIP and Bond Referendum planning. Staff provided a summary of CIP Placeholder input and refreshed discussion relating to Town Center.

September 23: Town Council continued the CIP and Bond Referendum discussion. Staff began reviewing information obtained through policy development and prioritization tools focusing on areas of agreement and areas needing more discussion. Staff provided a compiled Bond Policy Summary, Eisenhower compiled summary and the CIP Rankings summary.

## **Executive Summary and Background Information:**

Town Council is developing policy for several Capital Investment Program (CIP) categories and considering prioritization of existing projects and project alternatives/options that have been discussed during other CIP or strategic work sessions.

Town Council previously received policy development and project authorization tools to assist in gathering individual input that has been compiled to determine trends and evaluate alignment of the collective feedback regarding where Town Council agrees and where additional discussion may enhance future decision making. Council and Staff continue to review the compiled information for the purposes of policy and placeholders development.

At the November 12 work session, Staff will outline some community engagement strategies for a future Bond Referendum for Council to consider. Additionally, Staff will facilitate any follow-up questions or discussion from Council on Placeholder Policy input and next steps. Draft Placeholder Policy summaries were provided at the last work session for Council to review. All other previously provided materials are attached to those agenda work sessions held on September 23 and 24, October 8 and 21, any updated information is attached here.

**Attachments:**

Eisenhower Compiled Sorted Updated 930

Eisenhower Complied Updated 930

Rankings Complied Updated 930

Paired Comparison Summaries 1001

CIP Placeholder Policy Input Updated 930

CIP Placeholder Policy Summaries Synthesized Draft 1021

20191021 Council Work Session Master Plan and CIP

Survey Results Facilities

Bond Referendum Planning - Community Engagement New Update 1112

**Advisory Board/Committee Review:**

None

**Insert Date of Advisory Board/Committee Review:**

**Advisory Board/Committee Recommendation and/or Vote:**

None

**Potential Options:**

Discussion and Policy and Prioritization Guidance and Direction to advance CIP and future Bond Referendum decisions and recommendations.

**Staff Recommendation:**

Discussion and Policy and Prioritization Guidance and Direction to advance CIP and future Bond Referendum decisions and recommendations.

**ATTACHMENTS**

- [Eisenhower Compiled Sorted Updated 930.pdf](#)
- [Eisenhower Compiled Updated 930.pdf](#)
- [Rankings Compiled Updated 930.pdf](#)
- [Paired Comparison Summaries 1001.pdf](#)
- [CIP Placeholder Policy Input.Updated 930.pdf](#)
- [CIP Placeholder Summaries Synthesized Draft 1021.pdf](#)
- [20191021 Council Work Session Master Plan and CIP.pdf](#)
- [Survey Results Facilities.pdf](#)
- [BOND REFERENDUM PLANNING - COMMUNITY ENGAGEMENT NEW Update 1112.pdf](#)

**CIP PRORITIZATION EXERCISE  
"EISENHOWER" PRIORITIZATION**

**COLLECTIVE FEEDBACK**

**30-Sep-19**

NOTE: The information contained here is provided for illustrative and discussion purposes only. The information has not been approved by the Town Council and does not constitute any sort of official action by the Town. The information contained herein is not warranted or guaranteed by the Town, its employees or agents as to its completeness or accuracy. It does not necessarily reflect the assumptions, views, opinions, or official positions of the Town with respect to the matters outlined herein. The Town may in the future issue other communication or documentation that is inconsistent with, and/or reached different conclusions from, the information presented here.

<b>PROJECT</b>	<b>Critical and Do Now</b>	<b>Not Critical, but Do Now</b>	<b>Critical, but Do Later</b>	<b>Not Critical and Do Later</b>
Airport Boulevard Extension	6			
Cedar Fork District Park Field Improvements	1		1	4
Cedar Fork District Park General Improvements	2	2		2
Cedar Fork Elementary Field			2	4
Church Street North Bypass	1		2	3
Crabtree Creek Nature Park		2	2	2
Crabtree Hatcher Creek- South Loop		2	2	2
Dog Park		1		5
Fire Administrative Offices (HQ) (1)			2	4
Fire Station #2 Relocation	6			
Future Town Park Sites	3	1	1	1
International Drive Extension	1		1	4
Intersection Improvements (1)	3		1	2
Morrisville Community Park Phase 3	3	1	1	1
Municipal Building - Multi Purpose (1)	1	1	1	3
Municipal Building - Town Hall (1)	1			5
NC54 (1)	5		1	
NCDOT Project Betterments (1)	3	1	2	
North West Fire Station			3	3
Other Traffic Congestion Mitigation Projects (1)	2		2	2
Page Historic Homesite		2		4
Park West Fire Station	4			2
Police Headquarters (1)	1	1	1	3
Public Transit (1)	4		2	
Public Works Facility	6			
Sawmill Creek	1			5
Senior Activity Center	4	1		1
Sidewalk Segments (1)	4	1		1
Town Center Parking Lot		2	2	2
Town Center Recreation Center			2	4
Town Green		2	3	1
Train Depot	1		1	4

(1) Currently not a part of an approved CIP, but an area of Town Council focus

**CIP PRORITIZATION EXERCISE  
"EISENHOWER" PRIORITIZATION**

COLLECTIVE FEEDBACK

30-Sep-19

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<b>PROJECT</b>	<b>Critical and Do Now</b>	<b>Critical, but Do Later</b>	<b>Not Critical, but Do Now</b>	<b>Not Critical and Do Later</b>
Airport Boulevard Extension	6			
Cedar Fork District Park Field Improvements	1	1		4
Cedar Fork District Park General Improvements	2		2	2
Cedar Fork Elementary Field		2		4
Church Street North Bypass	1	2		3
Crabtree Creek Nature Park		2	2	2
Crabtree Hatcher Creek- South Loop		2	2	2
Dog Park			1	5
Fire Administrative Offices (HQ) (1)		2		4
Fire Station #2 Relocation	6			
Future Town Park Sites	3	1	1	1
International Drive Extension	1	1		4
Intersection Improvements (1)	3	1		2
Morrisville Community Park Phase 3	3	1	1	1
Municipal Building - Multi Purpose (1)	1	1	1	3
Municipal Building - Town Hall (1)	1			5
NC54 (1)	5	1		
NCDOT Project Betterments (1)	3	2	1	
North West Fire Station		3		3
Other Traffic Congestion Mitigation Projects (1)	2	2		2
Page Historic Homesite			2	4
Park West Fire Station	4			2
Police Headquarters (1)	1	1	1	3
Public Transit (1)	4	2		
Public Works Facility	6			
Sawmill Creek	1			5
Senior Activity Center	4		1	1
Sidewalk Segments (1)	4		1	1
Town Center Parking Lot		2	2	2
Town Center Recreation Center		2		4
Town Green		3	2	1
Train Depot	1	1		4

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**CIP PRORITIZATION EXERCISE  
RANK ORDER**

COLLECTIVE FEEDBACK

30-Sep-19

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PROJECT	Average Rank Order	Total Points	RAW RANKING/ FREQUENCY	Dispersion
Fire Station #2 Relocation	2.0	12	1,1,1,2,3,4	3
Airport Boulevard Extension	3	18	1,2,2,2,3,8	7
Public Works Facility	5.7	34	2,5,5,5,8,9	7
Morrisville Community Park Phase 3	6.8	41	4,5,6,6,8,12	8
Senior Activity Center	7.2	43	4,5,6,7,7,14	10
NC54 (1)	8.0	48	1,1,10,10,11,15	14
Future Town Park Sites	10.3	62	2,3,9,15,15,18	16
NCDOT Project Betterments (1)	11.7	70	5,6,9,11,14,25	20
Intersection Improvements (1)	12.2	73	3,4,7,10,22,27	24
Other Traffic Congestion Mitigation Projects (1)	12.5	75	6,8,10,11,17,23	17
Public Transit (1)	13.8	83	6,11,12,16,19,19	13
Cedar Fork District Park General Improvements	14.8	89	3,13,13,17,18,25	22
Sidewalk Segments (1)	15.3	92	8,9,13,16,22,24	16
Park West Fire Station	15.5	93	3,7,10,18,23,32	29
Town Green	16.0	96	12,12,14,17,20,21	9
Crabtree Creek Nature Park	16.5	99	4,11,16,16,25,27	23
Cedar Fork District Park Field Improvements	17.8	107	4,12,15,24,25,27	23
Crabtree Hatcher Creek- South Loop	19.0	114	10,13,17,22,22,30	20
Municipal Building - Town Hall (1)	20.0	120	9,11,21,23,27,27	20
Municipal Building - Multi Purpose (1)	20.2	121	7,19,20,21,26,28	21
Cedar Fork Elementary Field	20.5	123	14,14,19,22,26,28	14
North West Fire Station	20.8	125	14,18,20,23,24,26	12
Town Center Parking Lot	20.8	125	12,17,20,21,27,28	16
International Drive Extension	21.2	127	7,8,23,28,30,31	24
Town Center Recreation Center	21.5	129	13,13,21,25,28,29	16
Police Headquarters (1)	23.0	138	16,18,19,25,30,30	14
Sawmill Creek	23.2	139	16,19,20,22,31,31	15
Dog Park	24.2	145	17,18,23,26,29,32	15
Page Historic Homesite	24.2	145	9,24,24,27,30,31	22
Church Street North Bypass	24.5	147	15,15,26,28,31,32	17
Fire Administrative Offices (HQ) (1)	26.5	159	20,24,26,29,29,31	11
Train Depot	29.3	176	21,29,30,32,32,32	11

(1) Currently not a part of an approved CIP, but an area of Town Council focus

**CIP PRORITIZATION EXERCISE  
 PAIRED COMPARISON PRIORITY SELECTION  
 PLACEHOLDER CATEGORIES \***

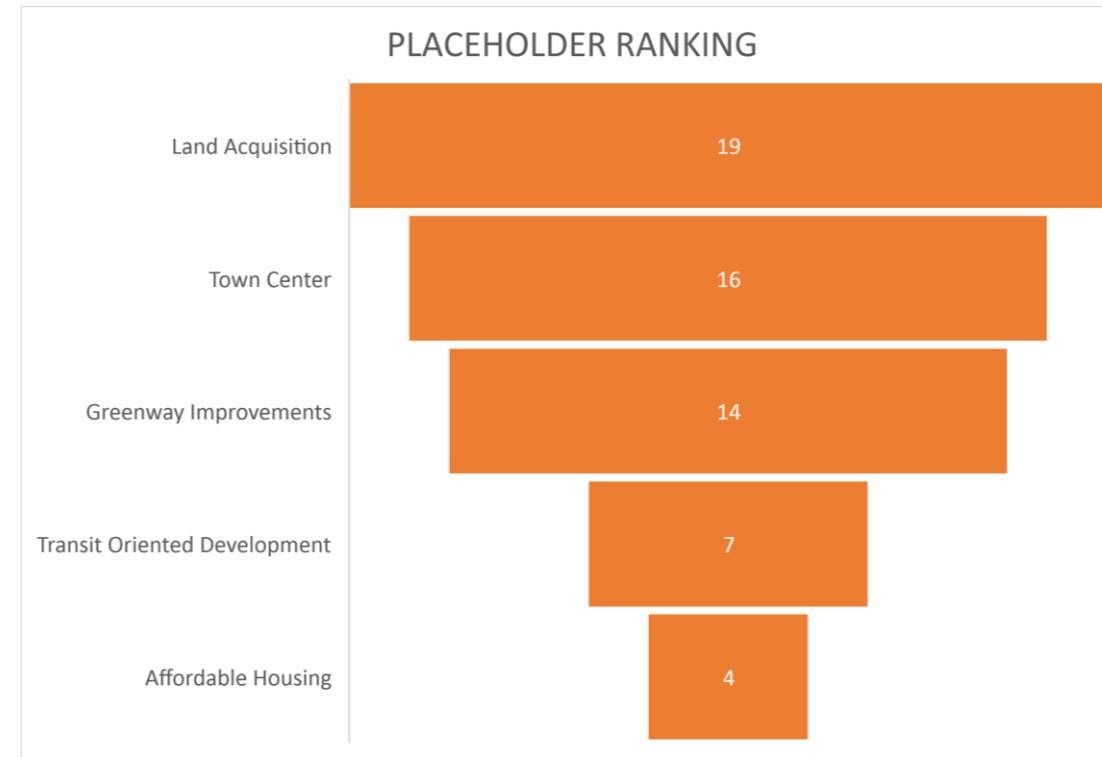
**Instructions:**

For each white block, compare the Vertical (alphabetical) choice with the Horizontal (numerical) choice.

Select EITHER the number or letter that reflects your HIGHER priority.

For example, if Land Acquisition (Column C) is a higher priority to you than Greenways (Row 2), mark the box "C"

		A	B	C	D	E
OPTION		Affordable Housing	Greenway Improvements	Land Acquisition	Transit Oriented Development	Town Center
1	Affordable Housing		B, B, B, 1 B B	C, C, C, C,C,C	D,1, D, D, 1,D	E,E, E, E, 1,E
	Greenway Improvements			C,C, C, 2, C,C	2, 2, 2, 2,2, D	E,E, 2, E, 2, 2
3	Land Acquisition				3,3, 3, D, 3, 3	E,3 E, E, 3,3
	Transit Oriented Development					E, E, E, E,E,4
5	Town Center					



**Do you have other placeholders that need considered?**

A capital fund for the eventual match we will need to widen 54 from border to border.

Public Transit. Affordable Housing Land Banking.

**What factors influenced your selection?**

Site control will be key to influencing Morrisville's eventual end state build out, our options become more limited daily.

We have invested in the infrastructure for the Town Center, so now we need to find a viable partner to build our vision. I'd like to see TOM receive a return on this investment and our citizens enjoy a vibrant Town Center gathering place.

The County is looking for partners for transit and affordable housing. We need to move more quickly to partner before the money runs out.

Stronger focus on Town Center. We need to make this happen. Connectivity very important. I still want affordable housing, but we have to balance this against other needs.

While affordable housing is very important, connecting greenways is connecting communities and that's the fabric binder for live connected.

**Other Comments/Input**

Town center and land acquisition are linked, in order to continue town center we need to secure total site control. This site control will also allow us the opportunity to consider including affordable housing as part of town center.

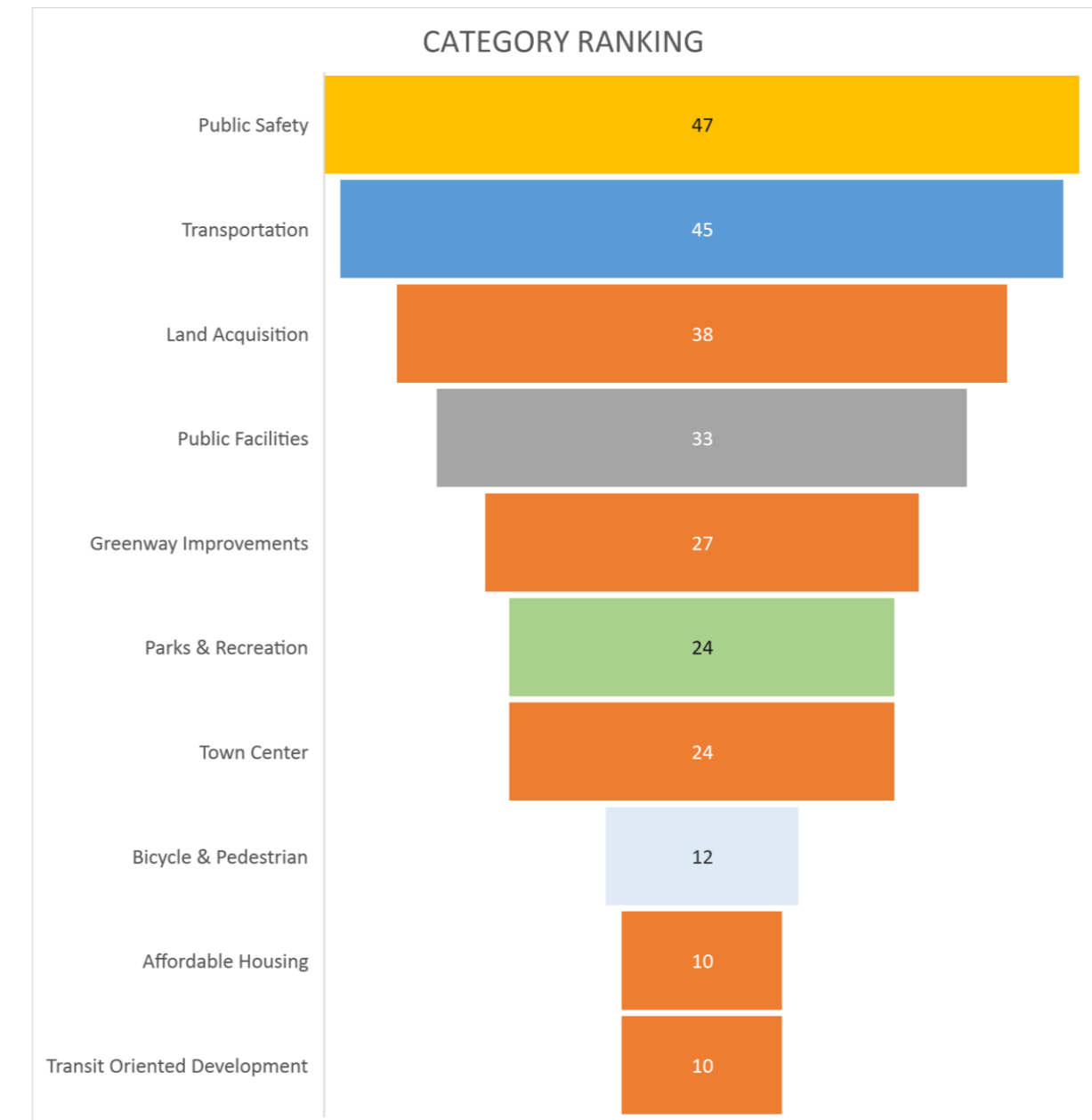
Town Center/TOD should start.

\* Note - Placeholder Categories do not currently have identified projects associated with each category pending policy development.

**CIP PRORITIZATION EXERCISE  
 PAIRED COMPARISON PRIORITY SELECTION  
 ALL CATEGORIES**

**Instructions:**  
 For each white block, compare the Vertical (alphabetical) choice with the Horizontal (numerical) choice.  
 Select EITHER the number or letter that reflects your HIGHER priority.  
 For example, if Land Acquisition (Column C) is a higher priority to you than Greenways (Row 2), mark the box "C"

		A	B	C	D	E	F	G	H	I	J
	OPTION	Bicycle & Pedestrian	Parks & Recreation	Public Facilities	Public Safety	Transport-ation	Affordable Housing	Greenway Improvements	Land Acquisition	Transit Oriented Development	Town Center
1	Bicycle & Pedestrian		B, 1, B, 1, B,B	C, C, C, C,C,C	D, D, D, D,D,D	E, E, E, E,E,E	F, F, 1, 1,1,1	G, G, G, 1,G,G	H, H, H, 1,H,H	1, 1, 1,1 1,1	J, J, J, J,1,J
2	Parks & Recreation			2, C, 2, C,C,C	D, D, D,D, 2,D	E, E, 2, E,E,E	2, F, 2, 2,2,2	2, G, G,G, 2,G	H, H, H,2, H,H	2, 2, 2,1 2,2	J, J, 2, 2,2,J
3	Public Facilities				D, D, D,3, D,3	E, 3,E, E,E,E	3, F, 3, 3,3,3	G, 3, G, 3,G,3	H, H, 3,3, H,H	3, 3, 3, 3,3,3	J, J, 3, 3,3,3
4	Public Safety					4, 4,4,E, 4, 4	4, 4, 4, 4,4,4	4, 4, 4, 4,4,4	4, H, 4,4, H,H	4, 4, 4, 4,4,4	4, 4, 4, 4,4,4
5	Transportation						5, 5, 5, 5,5,5	5, 5, 5, 5,5,5	5, H, 5,5, H,5	5, 5, 5, 5,5,5	5, 5, 5, 5,5,5
6	Affordable Housing							G, G, G, G,G,G	H, H, H,6, H,H	1, 6, 6, 6,6,1	J, J, J, J,6, J
7	Greenway Improvements								H, H, H,7, H,H	7, 7, 7, 7,7,1	J, J, J, 7,7,7
8	Land Acquisition									8, 8, 8,1, 8, 8	8, 8, J,J, 8,8
9	Transit Oriented Development										J, J, J, 9,J,9
10	Town Center										



**Do you have other placeholders that need considered?**

No.  
 Public Transit.

**What factors influenced your selection?**

I believe public safety is a high priority followed by transportation as a high need.  
 We need to land bank for future municipal projects. We need to focus on public safety.  
 Priority to land, parks, safety.

**Other Comments/Input**

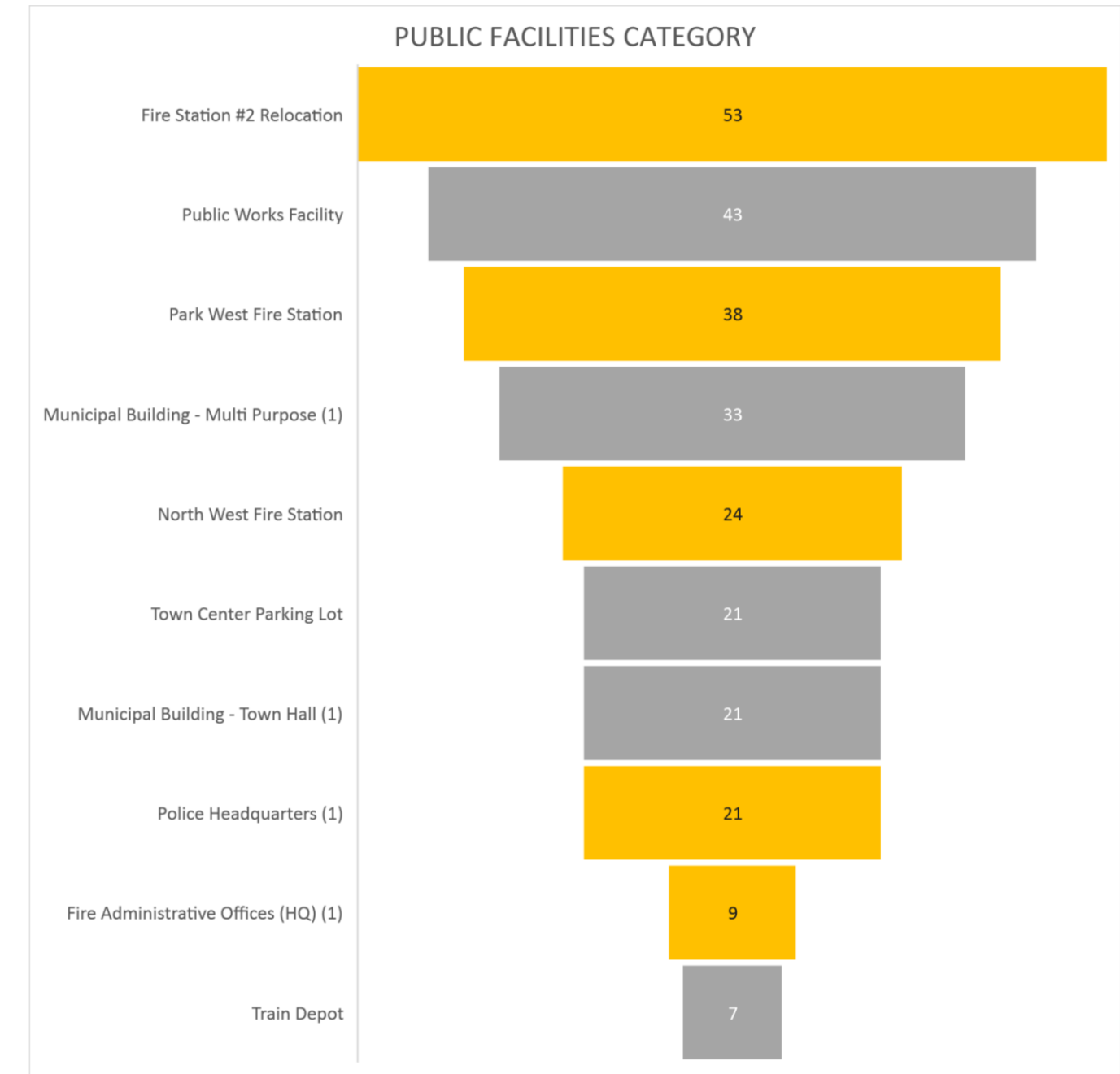
\* Note - Placeholder Categories do not currently have identified projects associated with each category pending policy development.

**CIP PRORITIZATION EXERCISE  
 PAIRED COMPARISON PRIORITY SELECTION  
 PUBLIC FACILITIES CATEGORY (Including Public Safety)**

**Instructions:**  
 For each white block, compare the Vertical (alphabetical) choice with the Horizontal (numerical) choice.  
 Select EITHER the number or letter that reflects your HIGHER priority.

		A	B	C	D	E	F	G	H	I	J
	OPTION	Public Works Facility	Town Center Parking Lot	Train Depot	Municipal Building - Town Hall (1)	Municipal Building - Multi Purpose (1)	Fire Station #2 Relocation	Park West Fire Station	North West Fire Station	Police Headquarters (1)	Fire Administrative Offices (2)
1	Public Works Facility		1, 1, 1, 1, 1, 1	1, 1, 1, 1, 1, 1	1, 1, 1, 1, 1, 1	1, 1, 1, 1, 1, 1	F, F, F, F, F, F	G, 1, G, G, G, 1	1, 1, H, 1, 1, 1	1, 1, 1, 1, 1, 1	1, 1, 1, 1, 1, 1
2	Town Center Parking Lot			2, 2, 2, 2, C, 2	2, D, 2, D, D, D	E, E, E, E, E, E	F, F, F, F, F, F	G, 2, G, G, G, 2	H, 2, H, 2, H, 2	2, I, 2, I, 2, 2	2, J, 2, 2, 2, 2
3	Train Depot				D, D, D, D, 3, D	E, E, E, E, E, E	F, F, F, F, F, F	G, 3, G, G, G, G	H, 3, H, H, H, H	I, I, I, I, 3, I	J, 3, J, J, 3, J
4	Municipal Building - Town Hall (1)					E, E, E, E, E, E	F, F, F, F, F, F	G, 4, G, G, G, 4	H, 4, H, H, H, 4	I, I, 4, I, 4, 4	J, 4, 4, 4, 4, 4
5	Municipal Building - Multi Purpose (1)						F, F, F, F, F, F	G, 5, G, G, G, G	5, 5, H, 5, H, 5	5, 5, 5, I, 5, 5	5, 5, 5, J, 5, 5
6	Fire Station #2 Relocation							6, 6, 6, G, 6, 6	6, 6, 6, 6, 6, 6	6, 6, 6, 6, 6, 6	6, 6, 6, 6, 6, 6
7	Park West Fire Station								7, H, 7, 7, 7, 7	7, I, 7, 7, 7, 7	7, J, 7, 7, 7, 7
8	North West Fire Station									8, I, 8, I, 8, I	8, J, 8, 8, 8, 8
9	Police Headquarters (1)										9, 9, 9, 9, 9, 9
10	Administrative Offices (HQ) (1)										

(1) Currently not a part of an approved CIP, but an area of Town Council focus



**Do you have others projects in this category to add?**

No.

**What factors influenced your selection?**

Public safety first priority, then public works which has been accepted as a town need, then town center development while we make do with current staffing facilities.

I believe we need to replace Fires Station #2 ASAP. We also need to upgrade / replace our Public Works facility. The Town needs a multipurpose building.

Fire Station locations to improve response time in a growth community is a priority. Multi-use buildings are appealing. A tourist/historic Train Depot does not rise to the top - we have more pressing needs.

Public works/FD/Last municipal.

**Other Comments/Input**

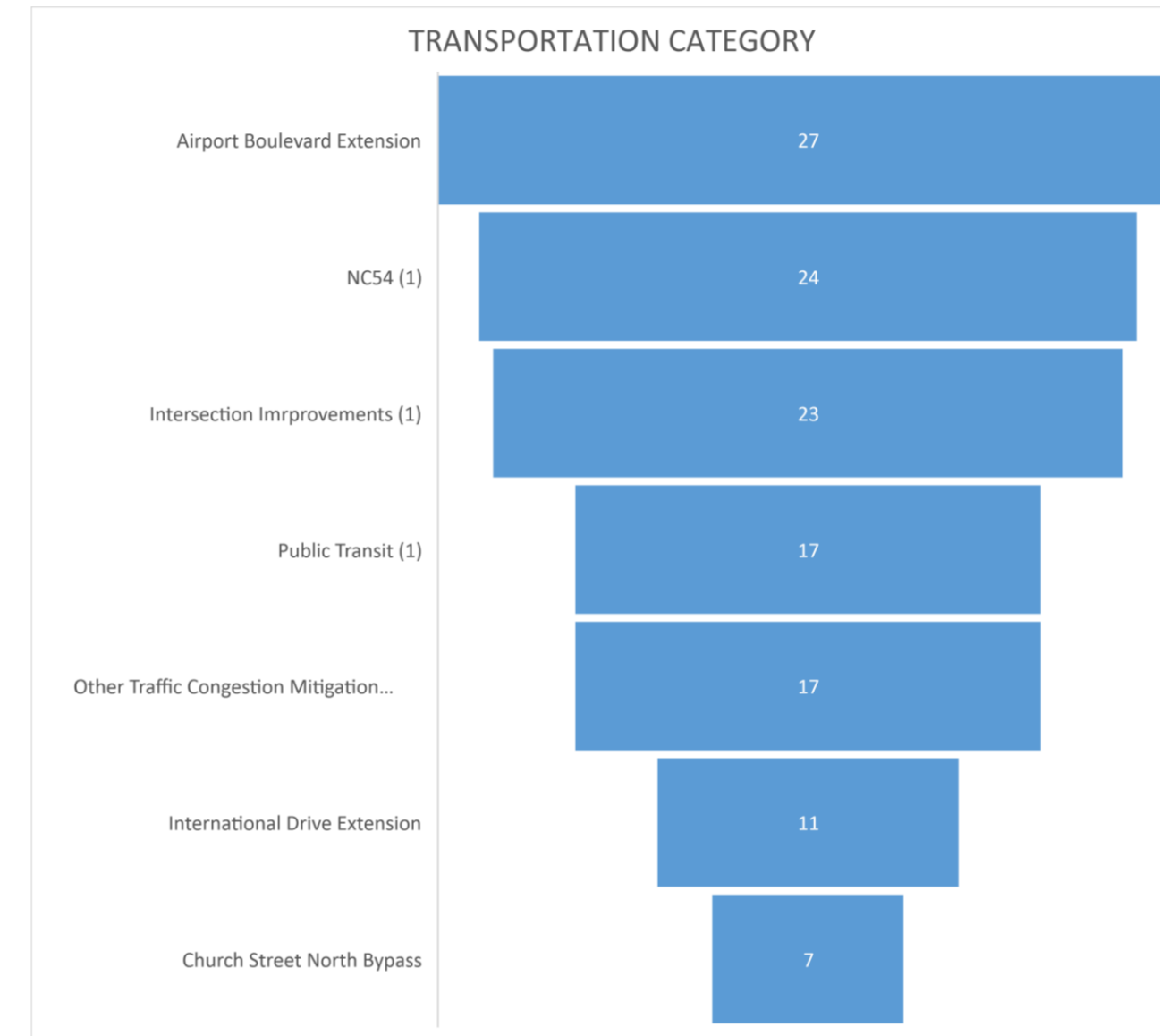
I was thinking of the Municipal Building - MultiPurpose as the Community Center to anchor a later phase of town center core development.

**CIP PRORITIZATION EXERCISE  
 PAIRED COMPARISON PRIORITY SELECTION  
 TRANSPORTATION CATEGORY**

**Instructions:**  
 For each white block, compare the Vertical (alphabetical) choice with the Horizontal (numerical) choice.  
 Select EITHER the number or letter that reflects your HIGHER priority.

		A	B	C	D	E	F	G
	OPTION	Airport Boulevard Extension	International Drive Extension	Church Street North Bypass	Intersection Improvements (1)	Public Transit (1)	Other Traffic Congestion Mitigation Projects (1)	NC54 (1)
1	Airport Boulevard Extension		1, B, 1, 1, 1, 1	1, 1, 1, 1, 1, 1	1, 1, D, 1, D, 1	1, E, 1, 1, 1, 1	1, F, F, 1, F, 1	G, 1, 1, G, 1, 1
2	International Drive Extension			2, 2, C, C, 2, 2	D, 2, D, D, D, 2	E, E, 2, E, E, E	F, 2, F, F, F, F	G, 2, 2, G, G, G
3	Church Street North Bypass				D, 3, D, 3, D, D	E, E, 3, E, E, E	F, 3, F, F, F, F	G, 3, G, G, G, G
4	Intersection Improvements (1)					4, E, 4, 4, 4, 4	4, 4, 4, F, 4, 4	G, 4, 4, G, 4, G
5	Public Transit (1)						F, 5, F, 5, 5, F	G, 5, 5, G, G, G
6	Other Traffic Congestion Mitigation Projects (1)							G, G, G, G, G, G
7	NC54 (1)							

(1) Currently not a part of an approved CIP, but an area of Town Council focus



**Do you have others projects in this category to add?**

**What factors influenced your selection?**

Airport Blvd is a committed project which has potential to bringing town closer to NC54 progress. After that intersection improvements and other traffic congestion are quickest bang for buck to benefit the largest number of commuters.

The Town needs to champion improving the road network. That is via Airport Blvd, International drive, Church St Bypass. NCDOT is aware of NC54 expansion, but only Morrisville can champion and sponsor the smaller but essential road connections.

Improvements to NC54 is important, comes with a large price tag & complications. As we work to obtain funding for NC54 we can accomplish some of these other projects that will provide congestion relief.

Focus on NC 54, and any projects that help us with connectivity across Town.

54 Mitigations and then public transit.

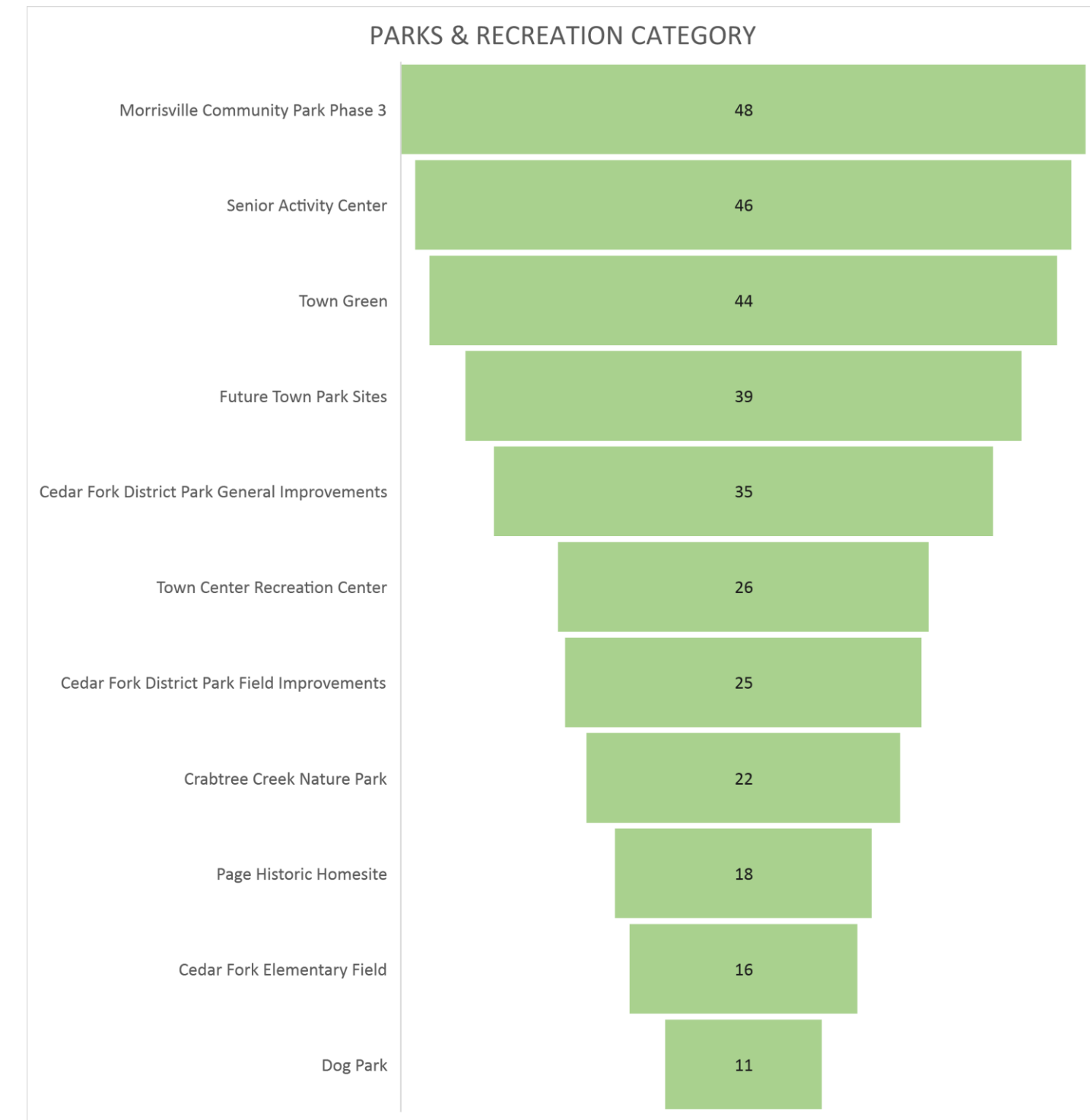
**Other Comments/Input**

Widening 54 sooner rather than later is key to addressing our congestion woes. Devoting additional resources and creating a reserve to accelerate this goal is fundamental to demonstrate commitment to improving this corridor.

**CIP PRORITIZATION EXERCISE  
 PAIRED COMPARISON PRIORITY SELECTION  
 PARKS & RECREATION CATEGORY**

**Instructions:**  
 For each white block, compare the Vertical (alphabetical) choice with the Horizontal (numerical) choice.  
 Select EITHER the number or letter that reflects your HIGHER priority.

		A	B	C	D	E	F	G	H	I	J	K
	OPTION	Cedar Fork Elementary Field	Cedar Fork District Park Field Improvements	Cedar Fork District Park General Improvements	Future Town Park Sites	Crabtree Creek Nature Park	Dog Park	Morrisville Community Park Phase 3	Town Center Recreation Center	Page Historic Homesite	Senior Activity Center	Town Green
1	Cedar Fork Elementary Field		B, B, 1, B, B, B	C, C, C, C, C, C	D, D, 1, D, D, D	1, E, E, 1, 1, 1	1, F, 1, 1, 1, 1	G, G, G, G, G, G	H, H, H, H, 1, H	1, I, I, I, 1, 1	J, J, J, J, J, J	K, K, K, K, 1, K
2	Cedar Fork District Park Field			C, C, 2, 2, C, C	D, D, D, D, D, 2	2, E, E, E, E, 2	2, 2, F, 2, 2, 2	G, 2, G, G, G, G	H, 2, H, H, 2, 2	2, I, I, 2, 2, 2	J, J, J, J, J, 2	K, K, K, K, 2, K
3	Cedar Fork District Park General Improvements				D, D, D, 3, D, 3	3, E, E, 3, 3, 3	3, 3, F, 3, 3, 3	G, 3, G, G, 3, G	H, 3, 3, H, 3, 3	3, I, 3, 3, 3, 3	J, J, J, J, 3, 3	K, K, K, K, 3, K
4	Future Town Park Sites					4, 4, E, 4, 4, 4	4, 4, F, 4, 4, 4	G, 4, G, G, 4, 4	4, 4, H, H, 4, 4	4, I, I, 4, 4, 4	4, J, J, J, 4, J	K, 4, K, K, 4, K
5	Crabtree Creek Nature Park						F, 5, 5, 5, 5, F	G, 5, G, G, G, G	H, 5, 5, H, 5, H	I, I, 5, I, 5, 5	J, J, 5, J, J, J	K, K, 5, K, K, K
6	Dog Park							G, 6, G, G, G, G	H, 6, H, H, H, 6	6, I, I, I, I, 6	J, J, J, J, J, J	K, K, K, K, K, K
7	Morrisville Community Park Phase 3								7, H, 7, 7, 7, 7	7, I, 7, 7, 7, 7	7, J, 7, 7, 7, 7	7, K, 7, 7, 7, 7
8	Town Center Recreation Center									8, I, 8, 8, 8, 8	8, J, J, J, J, J	K, K, K, K, K, K
9	Page Historic Homesite										J, J, J, J, J, J	K, 9, K, K, K, K
10	Senior Activity Center											K, 10, 10, 10, 10, K
11	Town Green											



**Do you have others projects in this category to add?**

Project associated with developing alternatives to determine best use of the "Carrington Property" for parks and rec use and programming.

Veterans Memorial.

**What factors influenced your selection?**

I would like to fulfill our commitment to completing MSV Comm Park phase 3 then concentrate on town center progress. Obtaining site control (land acquisition) for future town park sites will be important and must be balanced with current needs before all the potential sites are gone.

I feel strongly that we need a Senior Activity Center. I believe we need to land bank for future parks. We need to add a Nature Park that minimally removes trees.

Some of these projects when compared to another are low hanging fruit - will be quicker to accomplish.

Land, more audience, seniors.

**Other Comments/Input**

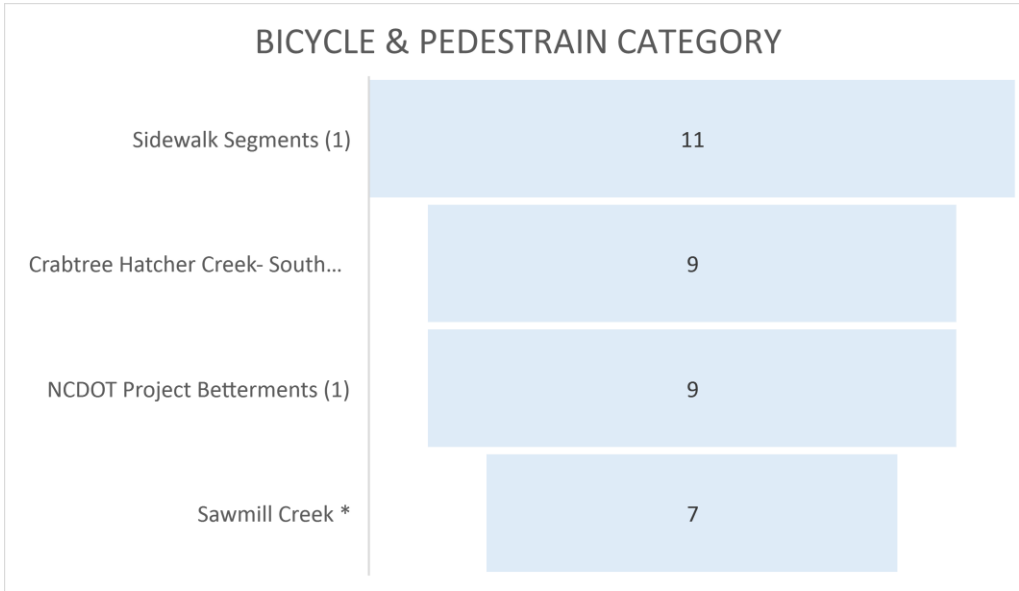
I am in favor of more parks but I am not in support of using resources to develop Crabtree Creek Nature Park at this time. I believe the current plans duplicate the existing amenities which are a few steps away along the Crabtree Hatcher Creek Greenway and that the nearby playground on Keybridge drive should be considered a partnership opportunity with Arium Apartments to perhaps manage/maintain it in exchange for the playground/play structure becoming a public amenity.

**CIP PRORITIZATION EXERCISE  
 PAIRED COMPARISON PRIORITY SELECTION  
 BICYCLE & PEDESTRIAN CATEGORY**

**Instructions:**

For each white block, compare the Vertical (alphabetical) choice with the Horizontal (numerical) choice. Select EITHER the number or letter that reflects your HIGHER priority.

		A	B	C	D
	<b>OPTION</b>	<b>Crabtree Hatcher Creek- South Loop</b>	<b>Sawmill Creek *</b>	<b>NCDOT Project Betterments (1)</b>	<b>Sidewalk Segments (1)</b>
<b>1</b>	<b>Crabtree Hatcher Creek- South Loop</b>		1, 1, 1, 1, B, B	C, 1, 1, 1, C, C	D, 1, D, 1, D, D
<b>2</b>	<b>Sawmill Creek *</b>			C, 2, 2, 2, C, C	D, D, 2, D, D, 2
<b>3</b>	<b>NCDOT Project Betterments (1)</b>				3, D, D, D, 3, 3
<b>4</b>	<b>Sidewalk Segments (1)</b>				



\* Sawmill Creek includes both the Greenway and Stream Restoration  
 (1) Currently not a part of an approved CIP, but an area of Town Council focus

**Do you have others projects in this category to add?**

Is the bike ped along town hall drive still under consideration? Support for Triangle Bikeway.

I want to see additional greenway segments built but I also want to complete and add to the greenway segments we have today. This will offer longer, well connected greenways.

We get matching funds from NCDOT and it will help our taxes go longer.

**What factors influenced your selection?**

NCDOT betterments are time sensitive and single opportunity. The others are more under our control and I believe addressing sidewalk segments sooner rather than later is important. I believe Sawmill is more long term and subject to development which is less under our influence/control.

**Other Comments/Input**

Orphaned sidewalk segments and missing sidewalk links should be a priority.

## **TOWN CENTER Policy Input Staff Summary**

**Name: Combined**

**1. In your own words, what are we trying to accomplish? What is the desired result? (Goals/Objectives)**

- I am interested in town investments and partnerships which will lead to the creation of a destination for residents and visitors to live, shop and play. A new heart for the Heart of the Triangle. Residential above retail including restaurants, greenspaces and a lot of attractive walkable areas.
- We are trying to build the “heart” of our town. This heart is a place to gather, to explore, to learn, to laugh, to play, to share, and to live. A Town Green is needed to gather, share, play, and explore. A mix of Municipal buildings, small businesses, and living spaces will be the center of activity. This area would be ideal for some affordable housing units.
- To create a vibrant gathering place that includes residential, retail, commercial, public facilities, and a gather space for TOM events.
- Our Town Center plans have taken too long since we have not been able to commit to a vision that we can all agree on. I think we have all come together to back the recent scenario put forth, and we now need to build on a shared, long term vision for the Town.
- Leverage past and current funding to attract new development. Consider a BID reverse, as Cary does. Incorporate as many new town infrastructure projects as possible vice business subsidy to build here. As we found out with the town’s “ 2005 town center plan for attracting tourism in our town center and leaving very low density to our 18 month DFI developer search, the town leadership and voters will only spend so much to accomplish these goals of a central gathering place called a downtown. Let the marketplace dictate the location. Lessons learned the DFI developer wanted \$10 million to locate there and the 2005 plan relied on county

tourism dollars and no density. Both plans proved not viable. Leverage more open space and Sawmill greenway and nature Park to attract more residents and developers to a walkable and more livable concept that residents can get behind in a bond referendum, in raising property taxes.

- A downtown where we have a place for live work and after work and weekend going place.

**2. Why does this matter? Why is it important? [If not important, state that as well] (Principles/Values)**

- A place for our residents to gather that belongs to them. Park West is nice, but it does not belong to them, it is a shopping center. Town Center will provide a sense of hometown and pride of ownership for our residents.
- Every Town needs a center, a heart. It gives the Town an identity. Who ARE we? Live Connected. Live Well – is our motto. We need to have a sense of place. Right now, for me, the Fire Station #1 and Town Hall is the downtown. We can do so much more. We are so much more.
- A vibrant Town Center will offer a destination for citizens and an identity for Morrisville.
- We need a central destination in our Town for families and citizens to gather, work, play, and to be able to live close to where the heart of the Town is. I think we have a great model to follow when you look at the Town of Cary.
- A place which we can meet and we all be proud of our town image and identity.

**3. What issue or problem exists, and/or what issue/problem are we trying to solve/make better? (Issues)**

- We do not have site control or enough civic facilities to meet the needs of our residents. More park space near retail will create a more family friendly atmosphere and encourage socialization and lingering which will serve to build our community. Our current parks are good for picnics and events but without nearby food options our parks are perhaps a bit underutilized. An issue I would like to see addressed is our lack of a place for families to gather and spend hours, a space with a sense of place, a town green.

- The issue is that “Morrisville” is a town that grew too rapidly and now there is no center or downtown. The proposed downtown has limited road access and the buildings will not be highly visible from a major road such as Morrisville-Carpenter, McCrimmon, or NC-54. This makes the proposed downtown site a bigger risk for developers as the volume of car and foot traffic is necessary for the businesses to be viable.
- Offer a destination place for citizens to gather, shop, eat, and find entertainment options.
- Until now, there has been a lack of commitment from Council to take the giant leap forward pursue a Town Center vision and a reluctance to have high density residential in the Town Center. We cannot have a downtown without rooftops, and also will need to step up and invest in parking.
- Able to attract commercial/builders and site location and site control for bigger picture area.

**4. Do you have ideas/options of ways to address this issue/problem already identified? (Define/Assess Options)**

- I am interested in collaborating for a design and concept to create a vibrant gathering place. I believe our council understands that to do so will take additional investment to attract a developer and retail establishments to the area we have chosen. I believe it will be important to emphasize the positives of having a central, vibrant gathering place for our residents and not be dissuaded by those who will oppose the project due to additional residents and the additional cars which will be added to our transportation network. Sharing successful examples such as Suwannee Georgia may help us in this effort.
- 1. The Town should consider investing more municipal buildings (new Town Hall? Police Station?) in the downtown and that will help anchor the area. Current buildings that are closer to the street may be leased or reconfigured. Phase II of the downtown project should be reviewed again for timing and purpose. 2. The Town Green should be in the first phase. This will help support public needs for gathering spaces. 3. Parking needs and public transit to the downtown should be considered as

this is a critical need today. 4. The Town should consider that some of the living spaces be “affordable”. This can be through smaller single-family homes or town homes.

- I like the plans we have seen during the Land Use Plan Update process. It is imperative that we find a good development partner that we are comfortable working with to bring this vision to reality.
- We need to defer to the experience of consultants like DFI, and the development community on what the components of a successful Town Center project would be. Moving forward, we need to ensure that start with a demonstration project, that is the first step in the long-term vision.
- How to secure the land.

**5. Is this a short-term, medium-term or long-term project? (Action Steps)**

- Short term and ongoing.
- Short Term – Expand scope of project to include municipal buildings and phase II amenities such as town green. Medium Term – Identify and obtain private partner. Include affordable units in living areas. Enhance public access. Work with Morrisville Chamber to encourage business engagement. Long Term – Enhanced Parking options. More public and business engagement.
- Short-term
- I view the Town Center as all three. In the short term, we need to agree on a demonstration project, and then the next step is for us to focus on the medium- and long-term vision. Our plan needs to be one that is progressing and moving forward.
- Have a demonstration project and let the developers see what best we can fill the businesses and commercial component of it.

**6. What information do YOU need to discuss this topic further?**

- I am ready to continue working with our current consultant to explore next steps to implement the Alternative B concept.

- Town Council needs to discuss and agree upon the current downtown proposal (3D computer model) with the mixed use / density and municipal attributes. Town Council needs to better understand how the road network and access to the downtown area will work. This may only be possible after Morrisville-Carpenter Road construction is complete. \_\_\_Town Council must agree on “investment” – whether it is a Bond or a General Fund item. Finally, a parking structure should be reviewed again, but not until after the general density and purposes are agreed.
- At this point in time, we need to continue to work with the staff on the process. I need a summary of Town Center costs and a synopsis of all of the scenarios we have been presented over the past five years.
- How to address parking lot issue.

**OTHER COMMENTS:**

- When we secure site control Affordable housing may be a suitable option for portions of the town center development, in the town home portion or through voluntary units provided by the chosen development partner.
- There are many competing priorities in Morrisville for Capital dollars – the Downtown does not need to be mutually exclusive of those competing priorities. We may be able to include some of those needed assets in our design (such as municipal buildings) and therefore improve overall quality for the town.

**Town Council Homework  
CIP Policy Development  
Compiled Feedback**

**AFFORDABLE HOUSING**

**Name: Combined**

**1. In your own words, what are we trying to accomplish? What is the desired result? (Goals/Objectives)**

- Provide affordable housing for those who wish to both live and work in Morrisville, especially those who work on town staff or for the Wake County Public School System. I am interested in exploring a metric tied to the percentage of town staff or WCPSS employees who could rent or own in Morrisville given their current household incomes and then setting a goal to increase that percentage incrementally.
- I would like to establish a policy that defines the target populations and housing types that the Town of Morrisville is supporting. It would also provide a set of options and incentives that can be used to encourage Affordable Housing creation and retention. The Policy would state what population we are focusing on, but it should be worded in a way to offer flexibility. Land Banking would be a component of this policy. Public Transit would have a weight on affordable housing consideration. (Access to transportation lowers barriers for all residents).
- Morrisville needs the results of the Affordable Housing study before we know if this will rise to the level of a CIP project. My hope is that the Affordable Housing study will include options to incent developers to include affordable housing in their residential projects.
- Our Council is working to establish a clearly, defined affordable housing policy. Our desired result is to take the information provided by our Consultant, to clearly define how much of a percentage of our housing stock do we want to provide for affordable housing.

- Update our current “work force” efforts found in the TOD work done years back. Suggest now after getting the consultants ideas; the town use an RFP process to see what the various non-for profits in our regional can do with the town leveraging our 3-5 acres.
- A policy by which the town implements a certain structure. Goals are partnership or town \$\$ or what is the mix need to kick start this effort.

**2. Why does this matter? Why is it important? [If not important, state that as well] (Principles/Values)**

- Being able to live close to where you work helps to build community. Living on the same block as your elementary school teacher or a local firefighter helps create a sense of hometown. In addition, it anecdotally reduces commute times and makes it more likely to walk bike or use other micro mobility options to reduce environmental impacts and serves to improve resident health and wellbeing.
- I believe we should have housing stock in the town that allows individuals to live here at every phase of their life – childhood, young adult, middle age, seniors.
- Yes, affordable housing is important. The citizens that want to live in Morrisville because they work here but cannot afford to live in Morrisville should be our target.
- I agree with our Mayor Pro Tem that affordable housing can be offered as a staff retention tool, with a focus on first responders, fire, police, etc. I also think that we can have a policy that supports providing affordable housing for our Veterans.
- Fits into the bigger regional picture and support our town mission on inclusive and diversity. Target Senior, single or family affordable housing in one building?
- While the per capita income is high we also have to look into the people cannot afford.

**3. What issue or problem exists, and/or what issue/problem are we trying to solve/make better? (Issues)**

- Morrisville’s location has led to rapid development to meet the needs of those with high paying technology-oriented jobs in the Greater Morrisville Region. This market tendency has priced many lower salaried households out of home ownership, who

would otherwise be able to buy if not for the high demand elevating home prices. If we believe that there is benefit to having staff/teachers/other identified groups able to live in Morrisville we may need to have ongoing resources dedicated to creating sustainable affordable housing options for them.

- Living and working in the town of Morrisville strengthens our community. Unfortunately, we have found that most people working Morrisville live outside the Town. This is due to a variety of factors including housing affordability. Morrisville has a lack of affordable single-family homes (under \$250K). Rent for local government workers (including town staff, teachers, country workers) requires a significant % of their income in Morrisville. Many young adults and seniors cannot afford to live in the town, and they find housing elsewhere. \_\_\_The Goal of the Affordable Housing Policy would be to lower barriers for government workers, young adults and seniors to live in the town.
- We pride ourselves on being a diverse and inclusive town. We should be involved in making Morrisville an inclusive town for all as it relates to housing. The number of people that cannot afford to live here will increase over time unless we begin addressing the issue.
- Inclusive neighborhoods is one of our Strategic Goals. We need to have affordable housing in our Town that supports this goal. I have spoken to our own police officers and firefighters,
- Wish the TC doesn't lose focus on the homeownership side of it affordable housing. The various non for-profit organizations provide programs on this and what it takes to own a home. DHIC for example does this.
- How much to allocate and how to make a transparent policy.

**4. Do you have ideas/options of ways to address this issue/problem already identified? (Define/Assess Options)**

- Master lease agreements may provide a means to provide a subsidy to address the gap between market rates and affordable rents for non-ownership options. I believe the development community is beginning to understand that the town's leadership looks favorably upon voluntary affordable housing opportunities and that

recognition may continue to provide some units. If council wishes to prioritize land acquisition, there may be parcels which can be donated to a non-profit organization in a partnership arrangement in which affordable housing is created.

- Housing options may include forgiving some fees to developers that include affordable units; donating town owned land to allow developer to build affordable units. Working with other government agencies to expand affordable options in the town. Providing grants to town employees that wish to live in the town limits.
- I would like to see us start with public servants first, specifically TOM employees. Offering incentives for TOM employees to live (rent or own) in Morrisville could also be a recruitment & retention tool.
- I think the best option for us at this time is to work with Wake County, to have our Town play a more active role to be a part of the Wake County Affordable Housing discussion, including grants, partnerships with developers, etc.
- The town isn't big enough to run a program or fund it outside to of a land grant.
- Make a commitment to X number of \$\$ and then start slow and see how we get and change or modify as we fit later.

**5. Is this a short-term, medium-term or long-term project? (Action Steps)**

- Master leases and voluntary affordable during rezoning requests can be an ongoing effort starting in the short term. Land acquisition and collaborative partnerships may be more medium- and long-term projects.
- Short Term goal is to establish a policy and land bank. Medium Term is to identify projects that support the policy. Long Term is to ensure and track affordable housing options.
- Short - Medium term (depends on the definition)
- At this point in time, I do believe that this is a long-term project. Action Steps are as follows: 1) Work Sessions on how we arrive at an Affordable Housing Policy as a recruitment and retention tool for our staff.
- Start small. See the results and take next steps.

**6. What information do YOU need to discuss this topic further?**

- Additional data about the demographics of the populations the council may wish to target and the financial gap which needs to be addressed to assist those populations afford rental or ownership within Morrisville. A following step would be exploration of citizen engagement to determine the appetite of our stakeholders to have their tax dollars used to address this challenge in order to be able to consider their level of support during the decision-making process.
- I believe we need to agree as a council on our primary target population and also our target affordable options for the town. Does the Town Council want all affordable houses to be single family homes? Does the Town Council embrace affordable apartments in the mix? Once we agree on the targets, we can develop strategies to meet these targets.
- What incentives do other municipalities offer for their employees to own a home or rent in their town? What criteria do they use? What are the rates of success? Failure?
- More market data, and more work with the consultant to decide what our unique style can be. I want to see if Towns of our size, demographics, have been able to establish and implement an affordable housing plan. Can we have a policy without investing a considerable amount of upfront investment or is this unrealistic?
- How other towns with our budget and per capita income have done and good examples. We have to compare real examples to match our town.

**OTHER COMMENTS:**

- The Town Council has a grant via Wake County that can be used to acquire land for affordable housing. I believe we need to prioritize this grant so we will not lose this opportunity.

**Town Council Homework  
CIP Policy Development  
Compiled Feedback**

**GREENWAY IMPROVEMENTS**

**Name:** Combined

**1. In your own words, what are we trying to accomplish? What is the desired result? (Goals/Objectives)**

- I believe Morrisville would benefit greatly from a greenway network which would connect all portions of town so that a resident or visitor can safely walk, bike or use other non-automobile options to get anywhere they wish. I recognize that greenways may not meet this goal so they may need to be augmented with side paths, sidewalks etc. to complete the network.
- We are trying to: Connect the residents and business throughout Morrisville; connect Morrisville to other communities (e.g. Tobacco Trail); improve safety on greenways via surface, access, signage, signalized improvements.
- Fund more greenway projects to offer a recreation amenity and an alternative mode of transportation.
- Connect all neighborhoods in Morrisville to our Greenway system in an effort to truly be a Town where citizens can walk and bike all across Town. Also, Living well means being healthy, and more greenways will result in a healthier population as folks are walking and biking more. LIVE CONNECTED/LIVE WELL
- Town Mission of a healthier and connected community. Offers options to our residents on travel, the town won grants for Hatcher/Crabtree greenway with the idea citizens would use the greenway to get to and from work for example. Connect neighborhoods for greater community feel and use the hub/spoke model to connect to Cary's & RTP systems.
- Idea is to connect all parks and town facilities by greenways.

**2. Why does this matter? Why is it important? [If not important, state that as well] (Principles/Values)**

- A community which is able to safely walk or bike is more likely to use non-automobile transport and have the opportunity to enjoy a healthier lifestyle. Being out on greenways and nature allows for more personal connection to nature and to fellow residents and may serve to build personal connections and a stronger community.
- Greenways offer access to our town assets, communities, and businesses. Greenways offer bike and pedestrian options to moving around the Town and nearby communities. Less cars on the road. Greenways offer health benefits and enhanced quality of life.
- This is important for our citizens quality of life, reducing reliance on a car, and encouraging a healthy community.
- We need to truly be a Town where we are showcasing the Connectivity and Well Part of our Brand. Health and quality of life for our community.
- A sense of community connectivity and healthy living.

**3. What issue or problem exists, and/or what issue/problem are we trying to solve/make better? (Issues)**

- Our UDO provides for developers to build the greenways and sidewalks in our plans but development which preceded this requirement has led to many gaps in our sidewalk system and as yet undeveloped parcels where greenways are planned must await development for greenway completion unless there is council support to assume that expense sooner.
- We are trying to connect the entire town. Some greenways sections do not connect – Breckenridge, Kitts Creek, etc. Crossing major roadways like Davis Drive, McCrimmon, and NC 54 are difficult. Innovative solutions are needed.
- Make it easier for citizens to shop, get to amenities (library, MAFC, parks...), church, and other places around town without having to use a car. Offer option for residents to access their place of employment without having to use a car. Increase the options

for recreation (walking, bike riding) for residents and businesses. Offer amenity for healthy lifestyle.

- Certain larger neighborhoods cannot connect across Town without a road connection, i.e., Breckenridge, Providence, and Kitt Creek.
- Get to point the whole town all neighborhoods are connected.
- Orphan connectivity needed. Be proud of what we have achieved.

**4. Do you have ideas/options of ways to address this issue/problem already identified? (Define/Assess Options)**

- Council can allocate resources to complete greenways and sidewalk gaps now at town expense. For the undeveloped parcels with sidewalks or greenways to be built it may be worth exploring a local bill to authorize the town to build per the adopted plan and assess the property owner the cost, perhaps to be collected upon development of the parcel. The rationale may be that the amenity will be at developer expense when the parcel is developed and by constructing the greenway now it is less expensive and the town's residents, and nearby parcels, enjoy the benefits of the connected greenway network sooner rather than later.
- We need to select new greenway segments and expand the Morrisville Network. We should try to select both a smaller segment and larger segment to ensure that can continue to enhance network over time.
- Execute on our greenway plans.
- Our greatest option to increase investment in greenways is to continue to partner with developers to invest in our greenways, and to have more conditional rezonings, where we can see our partnerships with developers really grow. I also would like to see our Payment in Lieu Parks Fee increase and re invested into our greenway system.
- Leverage funding from town, developers, state and federal grants, LAPP.
- Create a priority list.

**5. Is this a short-term, medium-term or long-term project? (Action Steps)**

- This is a short-term project (I think of short term as being in 5 years or less, medium being between 5 and 15 years, and long term being 15 years or more).
- Short term – prioritize greenway projects. Medium Term – see options to connect greenway stubs. Long – Maintain greenways.
- Short-Medium term.
- Medium- and short-term project.
- Sawmill creek greenway all three time frames.

**6. What information do YOU need to discuss this topic further?**

- A listing of not yet completed greenway segments and the costs associated with the completion of each and the barriers to completion. An assessment of what would need to be constructed in order to have full connectivity to all portions of town via greenway or side path, or failing that sidewalks (which are not designed for bicycle use atm,) A fresh list of sidewalk projects and the estimated costs/barriers to completion of each. The amount of funds remaining in our sidewalk fund. Amount of funds remaining in Parks PIL, estimate of any upcoming share of town expenses to complete Crabtree Hatcher Creek greenway connection.
- The Town Council needs to prioritize greenway projects and allocate an amount of money that can be spent annually for projects.
- A list of potential greenway additions, and their cost.
- Linking Sawmill greenway and nature park to our “emerging town center”, and hub and spoke model. Leveraging those funds vice giving developers a financial break to invest in our
- A list of future greenways and \$\$ and how to plan for it.

**OTHER COMMENTS:**

- In order to gain maximum benefit from our greenway system I believe we should consider devoting some resources to educating residents about park and ride/walk options at our greenway trailheads and perhaps devote some resources to enhancing/enlarging trailhead public parking. (Crabtree Crossing entrance comes to mind and there may be other opportunities as well.)\_\_I am interested in eliminating the existing gaps in our sidewalk/greenway network before duplicating current

connections, for this reason I do not support Crabtree Hatcher Creek-South Loop as a near term project since there already exists an adequate sidewalk on one side of the street from Morrisville Parkway to the greenway trailhead at the end of Crabtree Crossing Parkway.

- Morrisville does not have a lot of roads with bike lanes and so greenways are the only safe alternative for casual bike riders. Maybe Town Council should readdress the Bike Lane challenge. This would require the purchase of additional right of way at the start of a new road project. These bike lanes may also be considered a betterment – and so funding must be identified and included in planning of future projects.

**Town Council Homework  
CIP Policy Development  
Compiled Feedback**

**LAND ACQUISITION**

**Name: Combined**

**1. In your own words, what are we trying to accomplish? What is the desired result? (Goals/Objectives)**

- To obtain site control of the rapidly dwindling stock of undeveloped parcels in Morrisville. I am interested in the town having the land necessary to complete the town center vision and to have enough land to meet the recommendations of the approved parks and rec master plan and then some in case our end state population projections are too low. The desired result would be a complete town center and a park or civic open space within a ten-minute walk for each residential address in Morrisville.
- Land Acquisition would be performed for future public use. Uses may include parks, public facilities, town offices, affordable housing, town center.
- Land acquisition is important to: Increase our parks, greenway and open space amenities for citizens. Preserve right of way for future road improvement projects. Build TOM facilities to meet current & future needs.
- We need to ensure that we get more Site Control for our Town Center. I would also like us to bank land for more parks and open space. In addition, land acquisition and land banking can help us in our needs for more schools.
- My top priority, the staff town has id'ed numerous requirements for added work and community space, public safety, administrative, new TC chambers, community center, senior center, etc.
- To be strategic and get good parcels of land before the developers take it away.

**2. Why does this matter? Why is it important? [If not important, state that as well] (Principles/Values)**

- It will be difficult if not impossible to create a town center destination without a significant amount of contiguous land. Our town center will help us strengthen our community in numerous ways. Parks provide numerous quality of life enhancements, I am interested in providing as many parks and recreational programming opportunities as possible in order to attract and retain a healthy, engaged citizen population.
- The size for the Town of Morrisville is now defined. “Growth” must now come from development or re-development. Land prices continue to increase. If the Town does not acquire land for current or future projects, then there will be very little enhancement of town assets for our community. We are growing rapidly and need to be able to better serve the increased number of residents and businesses.
- As properties across town are developed, it becomes more important to land bank properties for future TOM use.
- More potential to execute on a larger Town Center vision. More land would enable us to pursue a larger vision. We have a lack of Open Space in the town.
- To be ahead of the game and land bank for parks, fire stations and town facilities.

**3. What issue or problem exists, and/or what issue/problem are we trying to solve/make better? (Issues)**

- We do not have site control and land values continue to rise; we are competing with the private market for limited parcels. An ancillary benefit of securing more land for town use is that those parcels will not be developed and add population which exacerbates to the stresses already being placed on our road and educational infrastructure. People moved to Morrisville and want it to stay as is, that is not possible since so much can be developed by right, but we can invest in a future which has more parks.
- Issue – The amount of land in Morrisville is finite. The amount of land suitable for development decreases every day. Land prices continue to rise. If the Town does not

acquire land for future uses, then it will not be able to maintain the high level of service for its residents and businesses.

- We need to make sure we have the adequate amount of land in the right locations to meet our needs. Fire Station #2 relocation is a good example of this. Finding a suitable location to meet response time needs is critical.
- It is more of an issue of more open space and parks in Morrisville. I hear from many citizens that we have overdeveloped, and they really value parks and more open spaces to gather. I think we need to bank more land, even for future schools, like a High School.
- Reconciling those large area needs and trying to fit those requirements in how many acres? Construct those new buildings and still maintain town services and functions.
- Not much land and \$\$ investment will go up. We need to use every opportunity we get.

**4. Do you have ideas/options of ways to address this issue/problem already identified? (Define/Assess Options)**

- Aggressively pursue available parcels and be willing to hold them until we believe we have purchased all we need to fulfill our long-term planning needs and then begin developing them. Some can be for town center, some for parks and open space, some for affordable housing and some for future TOD.
- Wake County has grants available for the purchase of land for affordable housing and grants available for transit related uses. Morrisville should investigate these opportunities in addition to other grant sources to help maximize its land banking program.
- Purchasing suitable properties (this could be a good bond referendum item) sooner than later will help.
- I think the best option is for us to continue to look at land along Church Street, and McCrimmon Parkway for land acquisition. Anything along or close to Town Hall Drive as well.
- MOU/Have agreements with potential land owners of right of first refusal.

**5. Is this a short-term, medium-term or long-term project? (Action Steps)**

- All of the above, buy now, and on an ongoing basis.
- Short term- Investigate and act on Wake Counties grants for affordable housing land. Consider expanding land acquisition for future parks and municipal activities. Medium – develop land as best suited. Long term – trade or sell parcels as needed to maximize town assets.
- Short term
- I view this as a more Long-Term Project.
- Use bond to get land. The inflation will only go higher and we will spend a lot more later.

**6. What information do YOU need to discuss this topic further?**

- List and prices of available parcels in town from which to prioritize perhaps in the same way that our sidewalk prioritization has been structured.
- Need better understanding of how much land actually costs these days. Need to agree with Town Council on where are the primary areas for land banks.
- A list of TOM needs (short term and long term) that will require additional property. How much land will TOM adopted plans require in order to be fully executed (i.e. Parks & Recreation Master Plan)? What is the potential of the properties TOM does own to meet these needs?
- I need a list of parcels of land available for purchase in Morrisville, and also a list from staff on which areas of land would be where we should focus our efforts on.
- Cost benefit analysis /ROI on various available courses of action in #3.
- All land parcels available where we could possibly acquire.

**OTHER COMMENTS:**

- I am also interested in a comparison with Cary and Apex and how Cary in particular has so much more capacity than we do to provide more services, have more assets, and more ongoing investment. It appears that Cary is structured differently

financially somehow than we are. This may need to be a pretty deep dive though and may require outside assistance.

- Land prices are increasing all the time. Need to move quickly on this policy.

**Town Council Homework  
CIP Policy Development  
Compiled Feedback**

**TRANSIT ORIENTED DEVELOPMENT**

**Name: Combined**

**1. In your own words, what are we trying to accomplish? What is the desired result? (Goals/Objectives)**

- To facilitate the planned smart growth development of the land around the planned commuter rail/transit station near NC54 and McCrimmon Parkway.
- We are trying to establish a network of transit options to aid residents and visitors move around Morrisville as well as to other communities within the region. We must maximize opportunities with Go Cary and Go Triangle. We must agree on the target populations we hope to service – professionals, students, seniors, young families and then create a framework that supports their needs. Transit may include on demand buses, routed buses, and shared rides.
- My vision for the Transit Oriented Development (TOD) site is to create a vibrant activity center that supports a commuter rail station. This site should integrate transportation and lifestyle options for citizens. The TOD should offer affordable housing as well as a variety of residential options (condo, town house...), retail, and greenspace.
- In an effort to support additional vibrant, walkable, area of Town, it is very important that the Town of Morrisville move forward and execute on Transit Oriented Development.
- Allows the flexibility and control the towns needs to attract and sustain the necessary tax base required for needed high density development around a TOD as witnessed in other cities who have done this from towns around Atlanta (the staff/TC looked at in developing the TOD overlays) to around DC. Our town history started as a rail

stop what better way to connect to that history and grow within our triangle region and modernize in attracting the next generation into MSV.

- To have a vibrant area with all mixes of uses in this area.

**2. Why does this matter? Why is it important? [If not important, state that as well] (Principles/Values)**

- Without a plan the land around the transit station may develop haphazardly which would generate less tax revenue and be a lost opportunity to have a “second downtown” destination. There may also be an opportunity to promote social equity and affordable housing as part of the TOD.
- As our area grows, our road network cannot support all of the vehicles. Sharing rides, public transportation, bike/ped must all be included to ensure balance within our urbanized communities. We must create a culture where sharing transportation is not only good for the community, but for the individual.
- A commuter rail station in Morrisville is important for citizens to have access to the future transit network in the Triangle. It is also important to offer an alternative mode of transportation to our citizens. In order for this commuter rail station to be successful, supporting development needs to be in place.
- With Train Stop - imminent

**3. What issue or problem exists, and/or what issue/problem are we trying to solve/make better? (Issues)**

- We do not have site control and NC54 is still two lanes in that area. Traffic congestion continues to be an issue in the area and there is still uncertainty regarding the timing of the transit station construction. A well-planned station and surrounding development may help traffic flow through the area, provide affordable housing and a place for residents to live and provide the choice to forego use of their cars to commute.
- Our roads are full. We must seek alternate ways to help people move around the region.

- Offer alternative transportation options for our citizens. Highest and best use for a brown field.
- Today, much of our residential development is not closer to shops, retail, and office (except Park West, Grace Park). I think it is very important for us to be a place millennials think about living and working in, if really establish more transit-oriented development, around our bus and transit stops. I think the train depot can be a catalyst for this type of development.
- Smart, balanced growth. Infrastructure Funding. Tiger grant funding for commuter rail and bus station.
- Council consensus of getting it and timing of it.

**4. Do you have ideas/options of ways to address this issue/problem already identified? (Define/Assess Options)**

- Leave the zoning as is for now and when we have more certainty regarding the progress of the wake transit plan and a commitment to having BRT all the way to the TOD revisit our existing TOD plan and begin acquiring site control.
- Morrisville should try on demand buses to better understand the needs of our residents. Morrisville should partner with Go Cary to expand their bus routes to Morrisville. I often see the buses moving through Morrisville now, we need to understand the costs associated with expanded bus routes. We should work with Wake County and find out how many individuals use their on-demand bus services for disabled and seniors in our community.
- I think the best way we can set this up is for us to continue to focus on development investment along the McCrimmon Corridor and to explore any additional opportunities to work with Go Triangle and other transit agencies.
- Plan and execute it without postponing.

**5. Is this a short-term, medium-term or long-term project? (Action Steps)**

- long term. See steps in number 3.
- Short term – Create pilot with on demand bus to understand current passenger needs. Identify start up and carrying costs for expanded Go Cary bus routes. Medium

– fund a Morrisville route or bus. Long Term – enhance and sustain a transit network in Morrisville.

- Medium – Long term
- At this point in time, I would view this as more of a Long-Term Project. Action Steps are to work with Go Triangle to finalize train stop in Morrisville, and to work with developers to explore innovative partnerships.
- Have an agreement with land owner for right of first refusal.

**6. What information do YOU need to discuss this topic further?**

- I look forward to my colleagues' thoughts on this topic.
- I need to know costs for Go Cary and on demand buses. Is Morrisville eligible for transit grants from Wake County? How soon can we initiate a pilot?
- I would like us to have a TOD work session this year or early next year, focusing on our options and plans.
- How much land we need and usable and cost of it for planning.

**OTHER COMMENTS:**

- I think Morrisville may miss out on some Wake County Transit money if we do not move on this policy.

## **TOWN CENTER Policy Input Staff Summary**

### **GENERAL OVERVIEW:**

- Town Council has desire to move forward

### **Goals/Objectives:**

- Destination for residents and visitors
  - Gathering Place /TOM Events
  - Live, Shop, Play
  - Restaurants, Green, Walkable, Public and Private Amenities
  - Inclusion of Affordable Housing Component
  - Place to Go on Weekends
- Commit to Vision (Land Use Alt B)
- Public Private Partnership
  - How to fund
  - Financing Mechanisms (BID/Bonds)

### **Principles/Values:**

- Hometown/Pride of Ownership
- Identity/Sense of Place
- Vibrant Destination
- Image

### **Issues:**

- Site Control Needs
- Need for Civic Facilities
- Attracting Commercial Builder
- Developer Risk (Location/Road Access/Visibility)
- Lack of Town Council Commitment to Move Forward
- High Density Residential (May be resolved with Land Use Plan Alternate B)
- Investment in Parking

### **Define/Assess Options:**

- Design collaboration
- Share successful examples (Cary, Suwannee)

- Invest in municipal buildings to help anchor area
- Review Phase 2 (timing/purpose)
- Secure Land
- Parking/transit
- Affordable housing component
- Need to be comfortable with development partner

### **Action Steps:**

- Short-term (decision)
- Expand Scope of Project
- Business and Resident Engagement
- Enhanced Parking Options (long-term)
- Have Demonstration Project

### **Information Needs:**

- TC discussion and agreement on current proposal
- Understanding of road network/access
- How to Address Parking Lot Issue
- Bond or General Fund Investment
- Summary of Costs
- Synopsis of Scenarios

### **Other Input/Comments:**

- Integration of Sawmill Greenway/Nature Park
- Phased Parking
- Affordable Housing Options thru Site Control
- Competing Priorities for Capital Dollars/Not Mutually Exclusive

### **TOWN CENTER NEXT STEPS:**

- Land Use Plan Drafting
- Site Control Discussion
- Demonstration or Phasing
- CIP Work Session – Town Center Components
- Financing Discussion
- Town Center Concept “Refresh” – November/December?
- RFQ

## **AFFORDABLE HOUSING Policy Input Staff Summary**

### **General Overview:**

- Town Council has overall interest in establishing policy.

### **Goals/Objectives:**

- Complete Study to:
  - Define Population Targets
  - Identify Housing Types
  - Understand Incentive Options
- Establish Policy to include:
  - Flexibility
  - Incentives for Creation & Retention
  - Land Banking; Town Land Donation
  - Public Transit Component
- Targets:
  - Local, County & School System Staff to Live and Work in Morrisville
  - Rent to Own Metrics
  - Percentage Housing Stock
  - Retain Staff
- Update TOD “Work Force” Definition
- Use RFP Attract Non-Profits
- Leverage Town Land

### **Principles/Values:**

- Inclusive and Diverse Populations Targets
  - Seniors, Single and Families
  - Staff Retention Tool
  - Public Safety & Veterans
  - All Life Phases
- Workforce Housing, Walkable, Mobility Options
- Sense of Hometown

### **Issues:**

- Identifying Partnerships Non-Profits
- Homeownership Low Income Households (adults & seniors)
- Inclusive Neighborhoods
- Few Single-Family Homes under \$250K
- High Rent
- Growing Need if Not Addressed

- Level of Resource Dedication/Transparency

### **Define/Assess Options:**

- Master Lease Agreements or Subsidies
- Potential for Voluntary Developer Offered Options
- Land Acquisition Prioritization
- Types of Partnerships (Other Agencies, Developers, Non-Profits)
- Incentive Options (Donation Land, Forgiving Development Fees, Employee Grants/Recruitment and Retention)
- Active Role with Wake County Affordable Housing
- Funding Level Commitment Beyond Land Grant
- Start Small/Assess/Modify

### **Action Steps:**

- Short-term – Establish Policy
- Develop Master Lease Agreements
- Determine Viability of Voluntary Conditions During Rezoning Request
- Identify Future Projects
- Land Bank
- Define Short-term and Long-term Goals

### **Information Needs:**

- Demographic Data on Population (ownership, renters, per capita income)
- Methods of Citizen Engagement – Determine Interest/Support
- Need Council Consensus on Primary Targets/Options
- Other Municipal Program Comparisons (Incentives, Criteria, Success/Failure Rates)
- Finish Work with Consultant – What is Realistic

### **Other Input/Comments:**

- Town Council has a grant via Wake County that can be used to acquire land for affordable housing. Need to prioritize to not lose opportunity.

### **Next Steps:**

- Complete Work with Consultant to Understand Options/Opportunities
- Identify Short-term and Long-term Goals
- Discuss Level of Funding/Land Commitment
- Establish Policy

# **GREENWAY IMPROVEMENTS**

## **Policy Input Staff Summary**

### **General Overview:**

- Town Council has interest in developing a Greenways network system.

### **Goals/Objectives:**

- Develop a Greenway Network
  - Walkable, Bike & Non-Automobile Alternatives
  - Connect Town, Businesses, Residents, All Neighborhoods
  - Connect to Other Greenway Systems/Sidewalks
- Improve Safety – Surface, Access, Signage/Signalization
- Fund More Greenway Projects
- Healthier/Connected Community

### **Principles/Values:**

- Safe Non-Automotive Options - Get Around Town
- Health and Quality of Life
- Connect to Nature, People, Businesses, Town Amenities, Sense of Community
- Less Cars on Roads
- Showcase Connectivity

### **Issues:**

- Gaps (Sidewalks/Greenway Systems)
- Lack of Connections to Neighborhoods, Amenities and Across Town
- Citizens Car Dependent

### **Define/Assess Options:**

- Town Resource Allocation Now
  - Complete Greenway Plans
  - Less Expensive Today
- Funding Ideas
  - Explore Local Bill – Property Assessment
  - Increase Parkland Payment in Lieu Fee to Invest in Greenways
  - Leverage Grant Opportunities and Other Funding Sources
- Expand Network - Create Priority List
- More Conditional Rezoning - Partner with Developers
- Focus on Sawmill Creek and Nature Park in Town Center

### **Action Steps:**

- Define Short-term, Medium-term and Long-term Goals
- Council Needs to Prioritize Greenway Projects
- Establish Policy

### **Information Needs:**

- List of Pending Greenway Segments & Sidewalk Projects
  - Estimated Cost of Each and Cost of Full Connectivity
  - Barriers to Complete
- Available Fund Balance of Sidewalk Fund & Parkland Payment in Lieu Funds
- Outstanding Expenses Crabtree Hatcher Creek Greenway Project
- Discuss Fund Allocations Annually
- Partner with Developers

### **Other Input/Comments:**

- Gain maximum benefit by devoting some resources to educating residents about park and ride/walk options at greenway trailheads. Enhance and enlarge trailhead public parking. Eliminate existing gaps in sidewalks/greenway network before duplicating current connections – I do not support Crabtree Hatcher Creek – South Loop as a near term project. There is adequate sidewalk on one side of the street.
- Readdress the bike lane challenge by purchasing additional right of way at the start of a new road project. Bike lanes may be considered a betterment – identify funding and include in planning for future projects.

### **Next Steps:**

- Review Transportation Plan Greenway Criteria, Scoring & Segments Identified
- Prioritize Greenways & Multi-Use Path Segments for Future Funding
- Develop Policy

## **LAND ACQUISITION Policy Input Staff Summary**

### **General Overview:**

- Town Council is interested in moving forward on Land Acquisition, needs policy to agree on framework and key focus.

### **Goals/Objectives:**

- Acquire Land to:
  - Complete Town Center Vision
  - Meet Recommendations of Parks Master Plan (Parks & Open Space)
  - Other Future Uses - Public Facilities (including town offices, public safety, administrative), Senior Center, Community Space, Affordable Housing and Greenways,
  - Preserve Right-of-Way Future Road Improvements
- Help with Future Schools
- Secure Land Now

### **Principles/Values:**

- Town Center and Parks & Recreational Programming Attract and Retain Healthy, Engaged Citizens
- Land Acquisition Key Larger Town Center Vision,
- Acquire Land Now for Current and Future Projects – Before it is Gone
- Growth Driven Needs to Better Serve Community (open space, fire stations, parks & town facilities)

### **Issues:**

- Land Prices Continue to Increase
- Limited Parcels Available – Competing with Private Market
- Lack of Site Control for Key Projects
- Maintain High Level of Services
- Fire Station 2 Relocation
- More Open Space, Parks, Space to Gather
- Future High School

### **Define/Assess Options:**

- Identify Available Land – Aggressively Pursue – Develop Long-term Plans
  - Town Center
  - Parks and Open Space
  - Affordable Housing and TOD

- Target Land Church Street, McCrimmon Parkway, Town Hall Drive
- Assess Grant Options (affordable housing or transit)
- Viable Bond Item – Now
- Use of MOU Agreements – First Right Refusal

### **Action Steps:**

- Council Needs to Discuss and Define Consensus:
  - Land Acquisition is Short, Medium and Long Term
  - Buy Land Now – Ongoing Basis
  - Investigate/Act Now - Wake County Grants for Affordable Housing
  - Short-term
  - More a Long-term Project
  - Use Bond Now – Inflationary Impact Long-term

### **Information Needs:**

- Available Parcels to Prioritize (estimated values)
- Identify Primary Areas
- TOM Needs (Short & Long Term) – Master Plans
- Current List of Town Owned Property and Potential Uses
- Cost Benefit Analysis

### **Other Input/Comments:**

- Comparison with Cary and Apex. How does Cary more capacity than Morrisville to provide services, assets, and ongoing investment. It appears Cary is structured financially different than Morrisville.
- Land prices are increasing all the time. Need to move quickly on this policy.

### **Next Steps:**

- Refresher on Parks Master Plan Goals and Community Engagement
- Develop a Land Acquisition Policy

## **TRANSIT ORIENTED DEVELOPMENT Policy Input Staff Summary**

### **General Overview:**

- Town Council needs to discuss and come to consensus on short and long-term goals as it relates to TOD and future Transit programs in Morrisville.

### **Goals/Objectives:**

- Facilitate Smart Growth – TOD
  - Activity Center/Density & Mixed Uses
  - Integrated Vibrant Lifestyle/Modernization
  - Affordable Housing/Residential Variety
  - Walkable/Greenspace
  - Future Tax Base Growth
- Establish Network of Transit Options/Opportunities – Regional
  - Support Commuter Rail
  - Go Cary/Go Triangle/On-Demand/Shared Rides
  - Target Populations – Support Needs
- Connect to History

### **Principles/Values:**

- Planned Land Use – Maximize Future Tax Base – Support Future Commuter Rail
- Balanced Growth
- Second Downtown Destination
- Promote Social Equity
- Culture and Access to Alternative Modes – Train Stop Imminent

### **Issues:**

- Lack of Site Control - Avoid Haphazard Development
- Infrastructure Issues (NC54), Traffic Congestion, Need Alternative Modes Transportation
- Uncertain Timing of Transit Station
- Brown Field Constraints – Best Use
- Proximity to Shops, Retail & Offices to Transit
- Funding Options
- Need Council Consensus – Level of Commitment/Timing to Execute

### **Define/Assess Options:**

- Revisit TOD Plan

### Wake Transit Plan in Progress

Level of Commitment: BRT, Site Control, to TOD

- Assess Transit Options, Potential Ridership & Cost – Partnerships with Other Transit Agencies
- Continue Development Investments – McCrimmon Corridor
- Determine Plans to Execute

### Action Steps:

- Develop Understanding of Citizen Needs
- Explore Pilot Programs & Other Partnerships– On Demand Bus, Expanded Go Cary Routes
- Work with Go Triangle – Finalize Train Stop in Morrisville
- Discuss Future Funding to Develop Morrisville Routes/Bus Services
- Long-term Sustain Transit Network Once Created
- Medium to Long-term Project
- Viewed as Long-term Project
- TOD Landowner Agreement – Right First Refusal

### Information Needs:

- Council Discussion – TOD Work Session (Focus on Options & Plans)
- Costs for Go Cary and On Demand Buses
- Eligibility for Transit Grants
- Viability to Initiate Pilot Program
- Understanding of Usable Land in TOD area, Cost

### Other Input/Comments:

- Morrisville may miss out on some Wake County Transit money if we do not move on this policy.

### Next Steps:

- Receive Public Transit Final Study
- Receive Additional Recommendations on TOD Site Through LUP Update
- Understand Go Triangle's Future Position on Commuter Rail
- Develop Policy Framework Around Transit Oriented Development (Transit, Buses and/or Commuter Rail – Regional and Local)

# **Parks, Recreation & Cultural Resources Master Plan Refresh**

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**Town Council CIP & Bond Work Session  
October 21, 2019**

# 2018 Parks and Recreation Master Plan

- Consultant contracted to update the 2011 Parks and Recreation Master plan.
- Evaluation of facilities, programs and operations.
- Benchmarking Analysis
- Community engagement and input through various various channels.



# Community Engagement

- Public Open House at Cedar Fork Community Center
- Public input booths:
  - Springfest
  - July 3<sup>rd</sup> Fireworks
- Resident Survey
  - Statistically Valid



# Public Input and Review

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- Work sessions
  - Staff, Town Council & PRCR Advisory Committee
- Online Portal
  - Draft plan posted public review & comment
- March 29 - PRCR Advisory Committee
  - Review & input
- April 10 – Council Meeting
  - Public Open House
  - Public Comment
  - Council review
- April 12 - Planning and Zoning Board
  - Review & input
- April 24 – Council Final Review & Approval

# Public Information Summary

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- Next Week In Morrisville to 1,671 email addresses – April 6
- Two other rounds of emails sent to over 9,800 households
- Signage and flyers posted in facilities and high traffic park locations
- Social media outreach

# Public Information Summary

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- Social Media Outreach:
  - Town Facebook page 1,818 people reached
  - Town Twitter account 2,232 impression
  - Town Instagram 855 people reached
  - Nextdoor 1,503 impressions
  - 919 Blog posting
  - Dept. Twitter account 2,082 impressions
  - Dept. Facebook paid ad 8,836 people reached

# Citizen Survey – Facility Investment

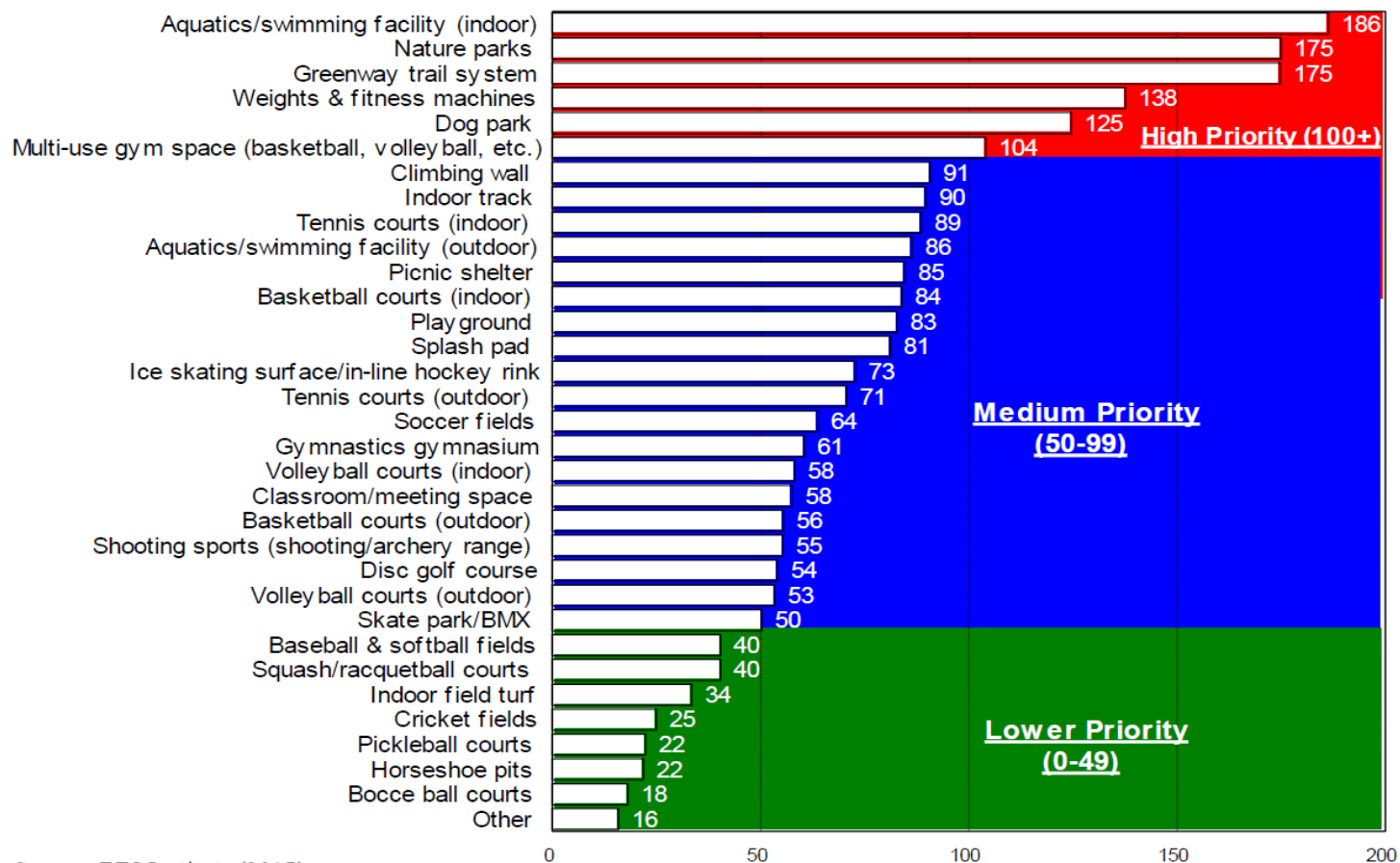
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Priority Investment Rating (PIR) Identified Six Top Investment Priorities:

- Aquatics/swimming facility (indoor) (PIR 186)
- Nature parks (PIR 175)
- Greenway trail system (PIR 175)
- Weights & fitness machines (PIR 138)
- Dog park (PIR 125)
- Multi-use gym space (basketball/volleyball, etc.) (PIR 104)

# Citizen Survey – Facility Investment

## Top Priorities for Investment Facilities/Amenities Based on the Priority Investment Rating



Source: ETC Institute (2017)

# Concept Plans Validation

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- Master plan included review & updates for consistency with the new master plan:
  - Morrisville Community Park
  - Crabtree Creek Nature Park
- Provided revised concepts that reflect recommendations of the new plan & past approved concept plans
- These plans were the basis for the current CIP project descriptions.

# Morrisville Community Park

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- Objective: Develop new recreation amenities & connect adjacent communities to the park & the greenway system
- No change from previous planning efforts
- Program:
  - 4 tennis courts and shelter
  - Outdoor fitness stations
  - Paved and natural surface walking trails
  - Connection to adjacent residential neighborhoods

# Morrisville Community Park

Concept Cost Estimate:  
\$1,843,000



# Crabtree Nature Park

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- Objective: Provide passive recreation opportunities specifically intended to connect users with nature as supported by community input from the comprehensive plan
- Updates:
  - Removed staffed nature center from original concept
- Program:
  - Combined picnic shelter and restrooms
  - All-inclusive playground
  - Boardwalk with interpretive signage and educational opportunities
  - Demonstration & sensory garden
  - Natural and paved surface trails
  - Infrastructure: utilities, storm water, parking

# Crabtree Nature Park

Concept Cost Estimate:  
\$3,711,153



# Cedar Fork District Park

- The master plan recommends limited upgrades for Cedar Fork District Park:
  - Flood prone area & flood plain restrictions
    - No new structure recommended
  - Land owned by Wake County
    - Part of Lake Crabtree Storm Water Management Plan



# 2018 Parks and Recreation Master Plan

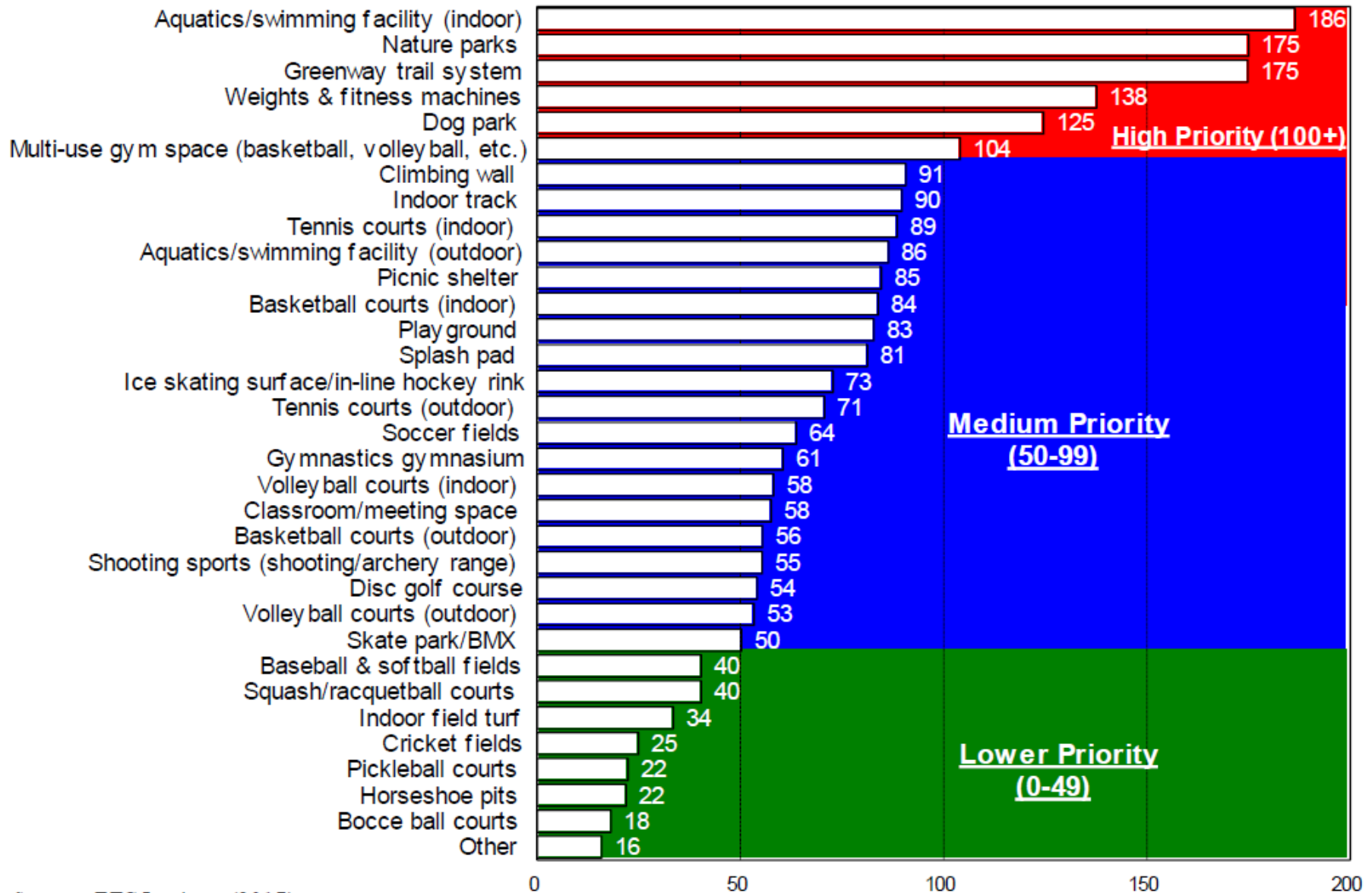
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**For more information:**

**[www.townofmorrisville.org/parksmasterplan](http://www.townofmorrisville.org/parksmasterplan)**

**Questions?**

# Top Priorities for Investment Facilities/Amenities Based on the Priority Investment Rating



Source: ETC Institute (2017)



Morrisville

Live connected. Live well.

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# Town Council CIP & Bond Work Session

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November 12, 2019

# Community Engagement Strategies

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Common Practices for Bond Referendum Planning

# Levels of Typical Engagement

## Inform

- One Way Communication
- To Keep Informed
- Information in Timely Manner
- Educate

## Listen & Consult

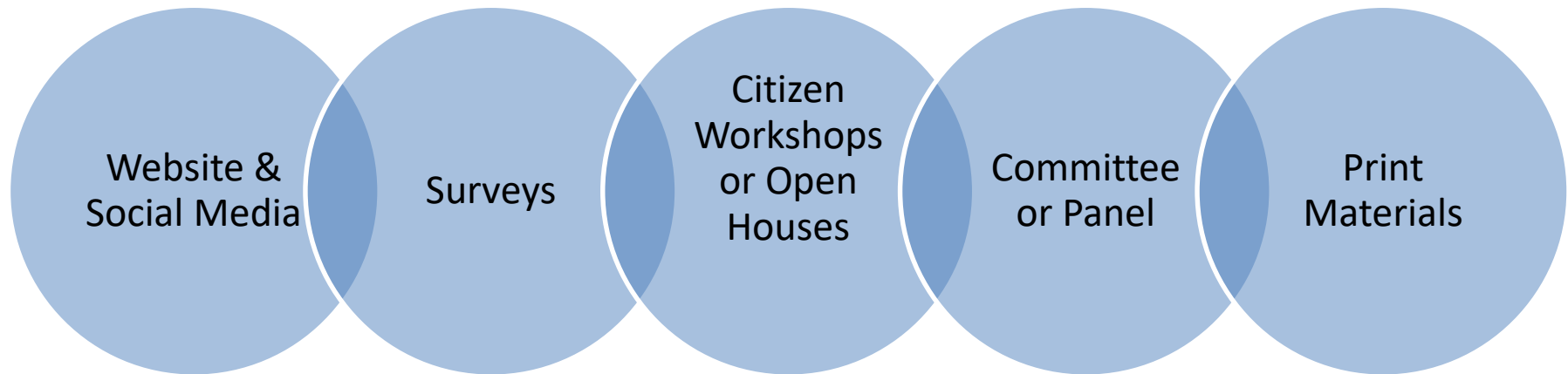
- Two Way Communication
- Engage Q&A
- Share Information & Obtain Feedback
- Listen & Acknowledge

## Involve & Collaborate

- Work Together
- Idea Generation
- Interest Impacts Outcome
- Buy-In & Understanding

# Common Types of Practices

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# Website & Social Media

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## Pros

- Quick Accessible Source
- Cost-Effective
- Consistent Feed of Information
- Broad Audience Reach Potential
- Can Lead to Face-to-Face Interactions
- Complements Other Engagement Vehicles

## Cons

- One Way Communication
- Not Interactive
- Less Interpretation Control
- Redundancy/  
Dominant Posters
- Requires Monitoring

# Surveys

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## Pros

- Cost-Effective
- Easy Technology Application
- Broad Audience Reach Potential
- Data Analysis
- Control Input Redundancy
- Complements Other Engagement Vehicles

## Cons

- Can Over Use
- Not Interactive
- Less Interpretation Control
- Potential Response Bias
- Takes Time to Administer

# Workshops & Open Houses

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## Pros

- Broad Audience Reach Potential
- Interactive Exchange of Information & Input
- Incorporation of Visual Aids
- Face-to-Face Communication
- Participants Motivated
- Flexibility of Use
- Builds Better Understanding

## Cons

- No Guarantees Who/How Many Show Up
- Repeat Attendees – Skew Feedback
- Takes Time to Develop/Administer
- Difficult to Gauge Community Majority

# Committee or Panel

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## Pros

- Continuity of Membership
- Pooling of Opinions
- Participants Motivated
- Builds Better Understanding
- Citizen Involved Process

## Cons

- Cost Inefficiencies
- Ineffective in Certain Situations
- Takes Time to Administer/Support
- Difficult to Gauge Community Majority
- Limited Outreach
- Perceived Inaction

# Print Materials

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## Pros

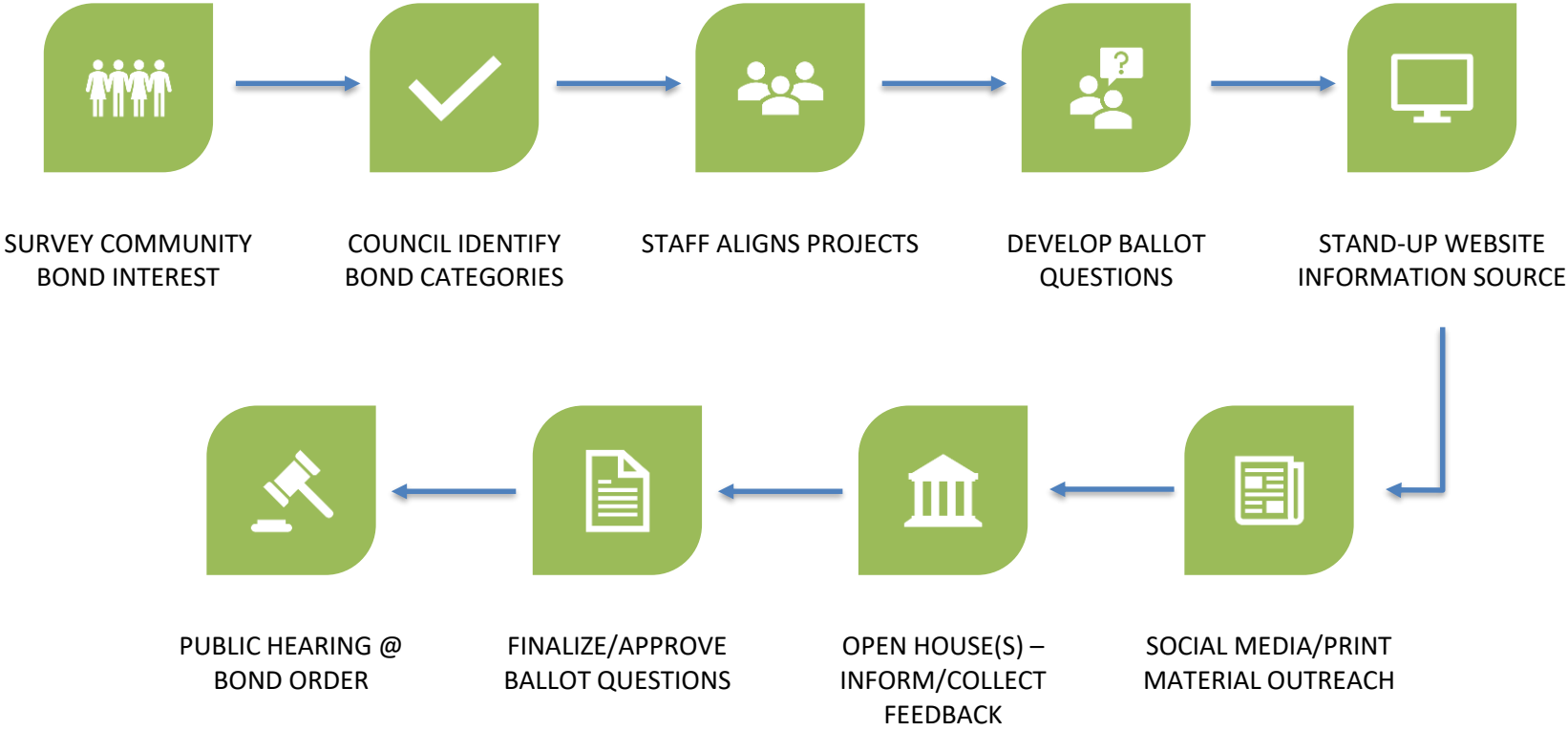
- Content Control
- Broad Audience Reach Potential
- Can Lead to Face-to-Face Interactions
- Incorporation of Visual Aids
- Complements Other Engagement Vehicles

## Cons

- Cost Inefficiencies
- One Way Communication
- Not Interactive
- Less Interpretation Control

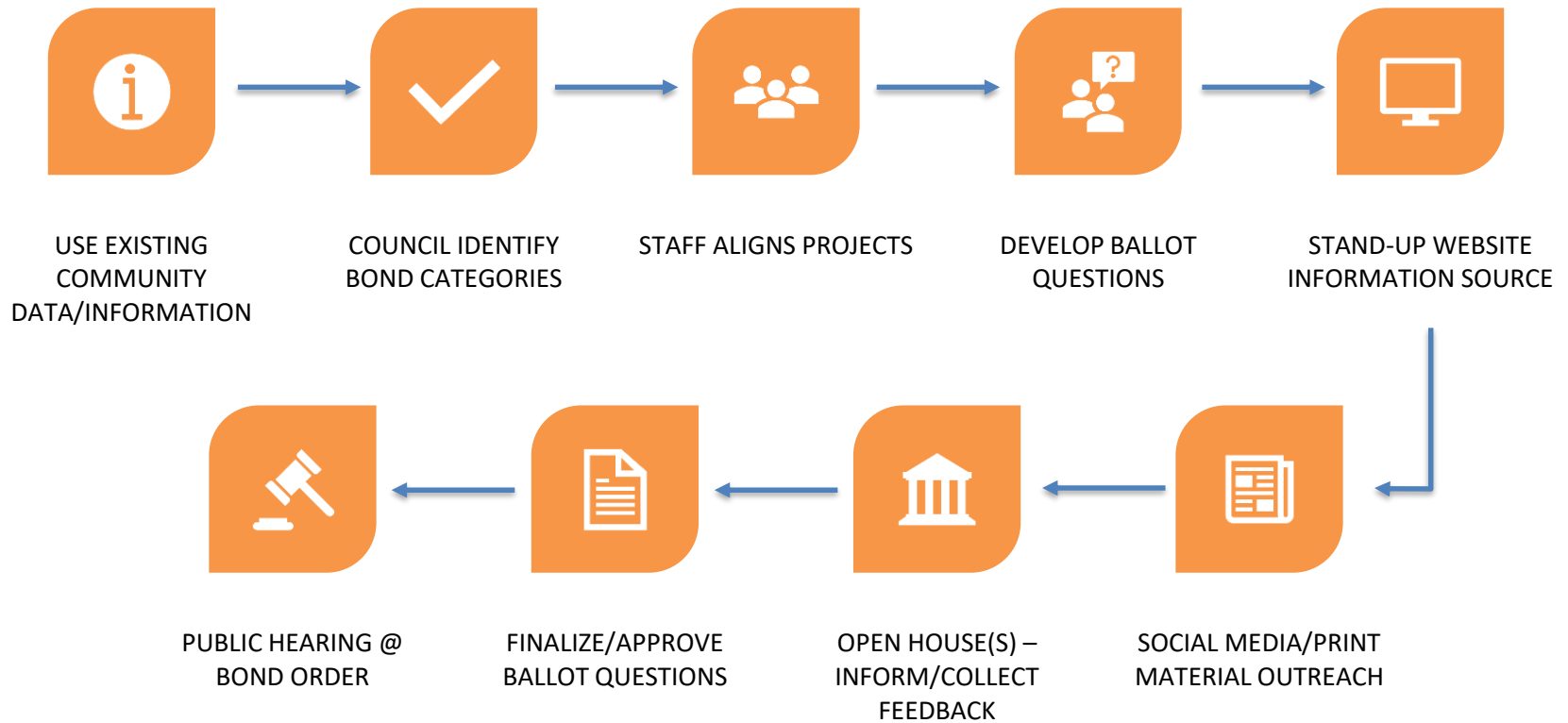
# Sample Engagement Plan

## Option 1



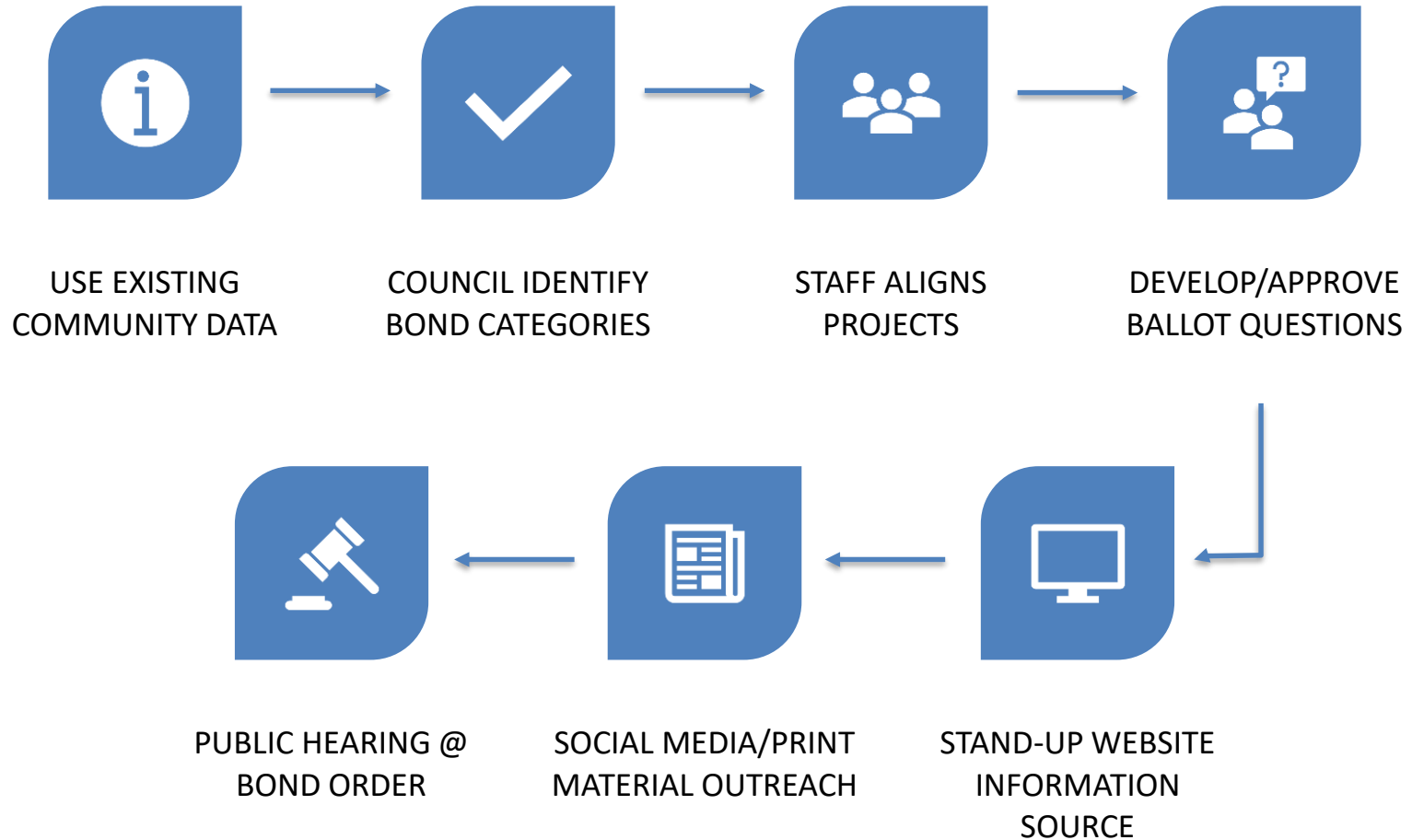
# Sample Engagement Plan

## Option 2



# Sample Engagement Plan

## Option 3



# Staff Recommends Option 2

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- Recognizes Citizen Input from 2017 Survey
- Recognizes Citizen Engagement from Adopted Plans
- Provides Citizen Engaged Opportunity that Informs Council's Decision
- Allows for Education and Outreach for Bond Referendum & Council's Vision

# Potential Bond Timeline

(Based on Option 2)

Preliminary Phase

- Jan - Bond Category Identification
- Jan/Feb - Staff Aligns Projects/Cost Analysis
- Mar – Work Session Develop Ballot Questions
- Mar – Communications Plan –Inform/Collaborate
- Apr – Open Houses (may include Survey Tool)
- May – Finalize Ballot Questions
- Jun – Preliminary Discussions LGC

Formal Phase

- Jul – Resolution Proposed Ballot Questions & LGC Notice of Application
- Aug – Public Hearing/Adoption of Ballot Resolution
- Aug – Communications Plan – Inform/Educate
- Aug/Sep – Publish Public Notice Twice (45-50 Days Prior)
- Sep - Pre-Meeting Open Houses
- Nov – Bond Referendum Vote