

**MINUTE BOOK XXIII, PAGES 15-20
TROUTMAN TOWN BOARD REGULAR MEETING MINUTES
FEBRUARY 11, 2014**

The regular meeting of the Board of Aldermen for the Town of Troutman was held in the Troutman Town Hall, 400 North Eastway Drive, North Carolina on Thursday, February 11, 2014 at 7:00 p.m. with the Mayor Elbert H. Richardson's presiding.

Aldermen Present: Betty Jean Troutman, Sally P. Williams, W. Paul Henkel, Teross W. Young

Aldermen Absent: J.T. Jablonski

Staff Present: Town Manager, Ann G. Bailie; Town Clerk, Kimberly H. Davis; Finance Director, Steven H. Shealy; Planning Director, Erika G. Martin; Police Chief, Matthew A. Selves; Public Works Manager, Adam K. Lippard; Town Attorney, Gary W. Thomas

Press Present: John Hamlin, Statesville Record and Landmark
David Vieser, Charlotte Observer

- a. MAYOR ELBERT H. RICHARDSON CALLED THE MEETING TO ORDER**
- b. MAYOR RICHARDSON WELCOMED VISITORS AND GUESTS**
- c. MOMENT OF SILENCE FOLLOWED BY THE PLEDGE OF ALLEGIANCE**
- d-f. APPROVAL OF REGULAR MEETING MINUTES OF JANUARY 09, 2014; AGENDA BRIEFING MINUTES OF JANUARY 06, 2014; AND PLANNING WORKSHOP OF JANUARY 06, 2014**

Upon motion by Alderman Young, seconded by Alderman Troutman, and unanimously carried, Regular Meeting Minutes of January 09, 2014; Agenda Briefing Minutes of January 06, 2014; and Planning Workshop of January 06, 2014 were approved as submitted.

g. ADJUSTMENTS TO THE AGENDA

None

h. APPROVAL OF AGENDA

Upon motion by Alderman Troutman, seconded by Alderman Young, and unanimously carried, agenda for the regular meeting of February 11, 2014 was approved as submitted.

i. BUSINESS SPOTLIGHT – Troutman Business Council, (Alderman Teross Young)

Alderman Young spotlighted the Troutman Business Council (TBC) formed in January 2014 as a result of the merging of Troutman Area Council and Small Town Main Street Program. Ms. Jan Comer is the 2014 Chair of the TBC. He stated that the TBC is committed to preserving and growing the Town's downtown. The council's current initiatives include downtown beautification, and the recruitment and retention of businesses. To become an active member or learn more about the TBC, visit their website at www.statesvillechamber.org/pages/TroutmanBusinessCouncil.

STANDING REPORTS:

ITEM 1. TROUTMAN ESC PARK MONTHLY UPDATE, (Alderman Sally Williams, Parks and Recreation Committee Member)

Alderman Williams presented the following Troutman ESC Park monthly update to the Board in the absence of Parks and Recreation Committee Chair Carrie Harrison:

- Pavilion Subcommittee meeting, Monday, February 17, 2014 to discuss possible in-kind donations from local businesses and grant opportunity for the pavilion.
- 5K Training Program is underway with 7 participants. Training Coordinator-Angela Pless. Program takes place on Monday nights on the Greenway, and Saturday mornings at the Troutman ESC Park.
- Troutman Parks and Rec. Committee Chair Carrie Harrison and Town of Troutman Planning Director Erika Martin will be on air on Monday February 17, 2014 from 11:00 a.m. to 12 noon promoting Troutman Parks and Recreation, Troutman ESC Park, and Sprint into Spring 5K.
- Sprint into Spring- \$5,350 has been secured for the event with \$500 in sponsorship pending. Currently there are 75 registered participants. Proceeds to go Troutman ESC Park. Event coordinators relayed their gratitude in being allowed to hang the event banners at the Town Depot.
- 3rd Annual ESC Golf Tournament-To be held at Lakewood Golf Course on Saturday, April 26, 2014. Shotgun start at 1:00 p.m. and conclude with dinner and prizes. Event coordinator-Alderman Sally Williams is seeking sponsorships and donations for door prizes.

(Copied in full, park financial report is filed on CD titled: "Town Board Supporting Documents" dated February 10th and 11th, 2014 in CD Book #1 titled, "Town Board Supporting Documents")

NEW BUSINESS:

ITEM 2. APPROVAL TO AMEND PARKS AND RECREATION TRUST FUND (PARTF) GRANT PROJECT, (Erika G. Martin, Planning Director)

Planning Director Erika G. Martin addressed the Board with a recommendation from the Troutman Parks and Recreation Committee that the Town request an amendment to the PARTF Grant to remove the pavilion. This would allow the Town to close out the grant. The Town has provided three (3) recreational amenities and has spent well over \$500,000 on Phase 1 of the park (as required through the grant). Removal of the pavilion will also allow the Parks and Recreation Committee time to continue fundraising for the "grand" pavilion.

Upon motion by Alderman Henkel, seconded by Alderman Williams, and unanimously carried, approved amendment to the scope of the PARTF grant project that eliminates construction of the pavilion.

(Copied in full, project cost spreadsheet and park map is filed on CD titled: "Town Board Supporting Documents" dated February 10th and 11th, 2014 in CD Book #1 titled, "Town Board Supporting Documents")

ITEM 3. PRESENTATION OF THE TOWN OF TROUTMAN 2012-2013 BUDGET YEAR AUDIT, (Meg Carter, Martin Starnes and Associates, CPAs, P.A.)

Ms. Meg Carter with Martin Starnes and Associates presented the Town of Troutman 2012-2013 budget year audit review through a Power Point presentation highlighting that the Town has received an *Unmodified Opinion* otherwise formerly known as an Unqualified Opinion, meaning "good", clean audit; the very best opinion to be given for an audit. She highlighted that at the end of the fiscal year the Town's *General Fund* (primary operating fund) totaled \$996,684, and explained that the Town's *Fund Balance* totaled \$1,170,062 and decreased approximately \$25,000 from prior year.

The Town's *Available Fund Balance* for 2013 totals \$947,070 and increased from prior year. Ms. Carter explained that the Local Governing Commission (LGC) requires towns to have an unreserved Fund Balance of 8% (one month of reserves) in order to pay expenses in case something catastrophic should happen; Troutman's available fund balance stands at 37.8% up from last year by 16%.

(Copied in full, audit report, compliance letters, and power point presentation is filed on CD titled: "Town of Troutman Supporting Documents" dated February 10th and 11th, 2014 in CD Book #1 titled, "Town Board Supporting Documents")

ITEM 4. PROPOSED TEXT AMENDMENT TO UNIFIED DEVELOPMENT ORDINANCE (UDO) CHAPTERS 3, 4, 5 AND 6 REGARDING DENSITY, (TA-14-01), (Martin)

a. Call for a Public Hearing

Mayor Richardson opened the Public Hearing

Planning Director Erika G. Martin presented the proposed text amendment stating that the amendment aims to balance recent community concerns that net density or clustering is allowed by right in the Suburban Residential district and recent inquiries about multifamily developments. The proposed amendment is as follows:

Part A, deletes language about clustering by right. Clustering remains an option through conditional zoning. Planning Board unanimously approved a positive recommendation.

Part B, adds Single Family attached to the permitted use table. Single family attached homes are attached dwelling units on their own lot of record. Typically, a townhome is where you own the land beneath you and between the walls. Single family attached homes are less likely to be rental units, which is why staff recommends them with a special use permit in the town residential, neighborhood center, and office and institutional districts and by right in the highway business, central business, and mixed residential districts. Planning Board unanimously approved a positive recommendation.

Part C, allows Multi Family which are 3 or more attached units under single ownership. It could be townhomes, apartments, condos, etc. This type of use is proposed by right in the highway business, central business, and mixed residential districts and with a special use in the office and institutional and neighborhood center districts. Planning Board unanimously approved a positive recommendation.

Part D, allows mixed use (lower floor-commercial use, upper stories-residential use. This type of use is proposed by right for highway business, central business, mixed residential, office and institutional, and neighborhood center districts. Planning Board unanimously approved a positive recommendation.

Part E, is simply a housekeeping revision to delete the Planned Unit Development (PUD) column as the UDO states that what is allowed in office and institutional , neighborhood center , and central business may be considered for PUDs. Planning Board unanimously approved a positive recommendation.

Part F, preserves prime real estate along I-77 and boulevards for commercial uses in commercial districts. Planning Board unanimously approved a positive recommendation.

Part G, ensures multifamily or single family attached buildings are high quality by requiring: quality design, recessed garages or no garages on the front of units, primary front to be functionally designed as a front, masonry along the foundation, fronts with plenty of windows, doors, etc., and each building to have 6 design elements. Planning Board unanimously approved a positive recommendation.

Part H, rids the UDO of the net density language and requires 30% open space in the RS district. Planning Board unanimously approved a positive recommendation. Planning Board unanimously approved a positive recommendation.

Part I, requires 10% open space in the more urban districts of HB, NC, CB for developments including residential. Planning Board recommended approval with a 5-1 vote.

Part J, allows densities between 4 and 24 units per acre, with the highest density granted to the Central Business district. Per an assessor with the County, a one acre site with a 2,000 sq ft home would have a \$200,000 valuation, while that same acre with 12 apartments would have a value of \$660,000. The result would create properties of higher value and increase the population, both resulting in more revenue for the Town.

Part K, Staff proposes eliminating the net density language, so ½ acre would be the minimum lot size. The Planning Board unanimously recommended increasing the lot size for RS from ½ acre to 1 acre. While one acre would preserve large lots and force growth to the core of Troutman and Exit 42, it would also create non-conforming lots and neighborhoods and diminish the potential by at least half of a return on the investment to the millions of dollars spent by Troutman putting in water and sewer. It would also be more expensive to provide services in these areas. Staff recommended that following the adoption of the land use plan, the town create a new one acre district and rezone some existing areas to the new district. Staff does not recommend a changing the minimum lot size for the RS district to 1 acre.

Part L, is a housekeeping revision. The UDO currently allows higher intensity development to only have 15' of street right of way, but typically requires a 20-24' driveway and single family lots to have 35' of street frontage, but typically only requires a 10'-12' drive. So, this would require 20 ft. street frontage for one-way traffic and 30 ft. for two way traffic to better align with the driveway requirements. Planning Board unanimously approved a positive recommendation.

Part M, provides clarifications and assigns setbacks based on district type. Planning Board unanimously approved a positive recommendation.

Part N, deals with the height of multifamily, single family attached, and mixed use buildings. The UDO allows up to 50' in most cases, Troutman's fire department's ladder trucks can go up to 100'. The Planning Board and Staff recommended 2-3 stories based on district, with a max height of 50'.

Commercial Real Estate Developer, Jim Merrifield who is currently under contract to develop a parcel on US Hwy 21 about ½ mile below Lowe's in Troutman spoke in favor of the proposed text amendment stating that the proposed amendment covers all the bases necessary to create workable multi-family development and would be beneficial for the Town in fostering commercial growth, employment, and tax growth. He stated that the amendment requires high quality development and design. He stated that the one area of the proposed amendment that would be difficult to work with is the maximum density for multi-family development in Highway Business and Residential Mixed Use at the proposed 8 units per acre. Mr. Merrifield recommended a minimum of 12 units per acre (by-right) in order to create more new investment.

Mayor Richardson commented that at the Board's Agenda Briefing, pictures and charts were used during the review of the proposed text amendment that were unavailable to the Planning Board at the time of their recommendation, therefore Mayor Richardson entertained a motion to continue this Public Hearing along with Ordinance 02-14, and the companion Statement of Consistency until this Board's regular scheduled meeting on March 13, 2014 at 7:00 p.m. in order to share all the information now known with the Planning Board for their consideration and recommendation back to this Board.

Alderman Henkel made the motion, seconded by Alderman Young, to approve the proposed text amendment with the exception of categories J, K, and N by adopting Ordinance 02-14, and further moved that the categories J, K, and N be continued and return to the Planning and Zoning Board for consideration and recommendation to this Board at the March 13, 2014 meeting. Upon clarification of the desire of the Board and the intent of continuing the Public Hearing, Alderman Henkel along with Alderman Young's second amended the above motion as follows:

Upon motion by Alderman Henkel, seconded by Alderman Young, and unanimously carried, approved to continue the entire proposed text amendment and remand the proposed amendment back to the Town's Planning Board for their consideration and recommendation to be returned to the Town Board with a recommendation at the March 13, 2014 meeting.

(Public Hearing sign in sheet is attached to and made part of these minutes)

(Copied in full, public hearing notice is attached to these minutes)

(Copied in full, proposed Ordinance 02-14, staff report, text changes, district descriptions, and current zoning map is filed on CD titled: "Town Board Supporting Documents" dated February 10th and 11th, 2013 in CD Book #1 titled, "Town Board Supporting Documents")

ITEM 5. ADOPTION OF POLICY #38 TITLED: "*POLICY GOVERNING THE USE OF DEPOT PARK FACILITY*", (Bailie)

Town Manager Bailie informed the Board that due to a request to rent the Depot for a fundraiser activity in April, and because the Town currently has no policy or fee schedule in effect for Depot Park, Policy #38 (created with Board input) is presented for consideration. Policy highlights: Depot hours- 6 a.m.-10 p.m.; Fees: Non-refundable administrative fee of \$10; Rental fees-Town residents and businesses \$5, Non-town citizens and businesses \$10, Refundable cleaning and maintenance deposit-\$50, and several optional service fees. The policy also addresses the use promotional signs and banners regarding the event, along with disposal of trash.

Upon motion by Alderman Troutman, seconded by Alderman Young, and unanimously carried, Policy #38 titled: "*Policy Governing the Use of Depot Park Facility*" was approved.

(Copied in full, Policy #38 is filed in Policy Manual 1 and on CD titled: "Town Board Supporting Documents" dated February 10th and 11th, 2013 in CD Book #1 titled, "Town Board Supporting Documents")

ITEM 6. APPROVAL OF INTEGRATING FALL'S PARK WATER LINE LOOP WITH MORRISON FARM ROAD EXTENSION, (Bailie)

Town Manager Bailie stated that developers of Fall's Park, a proposed subdivision off Morrison Farm Road, have requested that the Town approve incorporating the Fall's Park waterline in the Town's Morrison Farm Road project. She explained that there could be advantages and cost savings for both parties. The developer would pay all cost up front. Town Engineer Benjie Thomas is in agreement with the proposal. If the Board agrees, a formal contract outlining conditions would be prepared by the Town's attorney.

Upon motion by Alderman Henkel, seconded by Alderman Williams, and unanimously carried, approved integrating Fall's Park waterline with the Town's Morrison Farm Road water line extension project.

(Copied in full, map of water lines is filed on CD titled: "Town Board Supporting Documents" dated February 10th and 11th, 2013 in CD Book #1 titled, "Town Board Supporting Documents")

ITEM 7. COMMENTS FROM VISITORS AND GUESTS

None

ITEM 8. COMMENTS FROM MAYOR AND BOARD OF ALDERMEN

None

ITEM 9. COMMENTS FROM TOWN MANAGER

➤ Reminders:

- Annual Planning Retreat- Saturday, February 15, 2014 at Fox Den Country Club, 175 Clubhouse Road, Statesville, NC beginning at 8:00 a.m. with a continental breakfast. Retreat at 8:30 a.m. and to conclude by 4 to 4:30 p.m. Facilitators: Jim Processor and Bob Henderson, Centralina Council of Governments.
- Essentials of Municipal Government- Wednesday, February 19th and Thursday, February 20th, 2014 in Hickory.

- Possible Inclement Weather: Major Snow Storm Forecasted Wednesday – Thursday. Town Hall to be open at regular time tomorrow (Wednesday) and will close as needed. Public Works Manager Adam Lippard and Police Chief Matthew Selves updated the Board regarding departmental winter storm preparations.

ITEM 10. ADJOURNMENT

Upon motion by Alderman Troutman, seconded by Alderman Henkel, and unanimously carried, the February 11, 2014 Board of Aldermen meeting was adjourned at 7:55 p.m.

Elbert H. Richardson, Mayor

Kimberly H. Davis, Town Clerk