

MINUTE BOOK XXIV, PAGES 82-89
TROUTMAN TOWN COUNCIL REGULAR MEETING MINUTES
JULY 09, 2015

The regular meeting of the Town of Troutman Town Council was held in the Troutman Town Hall, 400 North Eastway Drive, North Carolina on Thursday, July 09, 2015 at 7:00 p.m. with the Mayor Elbert H. Richardson's presiding.

Council Members Present: Betty Jean Troutman, Sally P. Williams, W. Paul Henkel, Judy Jablonski

Council Members Absent: Teross W. Young

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

Press Present: James McNally, Statesville Record and Landmark
David Vieser, Charlotte Observer

MAYOR ELBERT H. RICHARDSON CALLED THE MEETING TO ORDER

ITEM 1. MAYOR RICHARDSON WELCOMED VISITORS AND GUESTS

ITEM 2. INVOCATION

In the absence of Elder Lewis Taylor, Kingdom of Life Ministries, Mr. Jasper Farmer delivered the invocation.

ITEM 3. PLEDGE OF ALLEGIANCE

ITEM 4. ADJUSTMENTS TO THE AGENDA

None

ITEM 5. APPROVAL OF AGENDA

Upon motion by Council member Troutman, seconded by Council member Henkel, and unanimously carried, agenda for the regular meeting of July 09, 2015 was approved as presented.

RECOGNITIONS, PRESENTATIONS AND COMMUNITY EVENTS

ITEM 6. BUSINESS SPOTLIGHT – Bojangles', (Mayor Richardson)

In the absence of Council member Young, Mayor Richardson introduced Bojangles as the Business Spotlight for the month of July. Mayor Richardson gave a background history of how the business originated. Established by Jack Fulk and Richard Thomas, they predicted rising consumer demand for good food served in a quick-service environment and based their concept on three attributes: distinctive flavor; wholesome, high-quality, made-from-scratch products; and a fun, festive restaurant design with fast and friendly service. Bojangles' Famous Chicken n' Biscuits began in 1977 in Charlotte, NC. Today, Bojangles' operates about 500 locations with restaurants in North and South Carolina, Georgia, Tennessee, Florida, Alabama, Mississippi, Virginia, Maryland, Pennsylvania, Washington D.C, and three locations in Roatan, Honduras. Advent International manages Bojangles' locations and maintains restaurant headquarters in Charlotte, NC. The Troutman Bojangles', located at 1066 Charlotte Hwy., opened their doors on July 30, 2012. Bojangles' pride themselves as being part of the community. They have approximately 30 employees and 6 managers. Bojangles' host Share Nights where they partner with local schools, churches and other non-profits giving 10% back

to the non-profit. On July 18th, Bojangles' will be hosting a Community Appreciation Day. There will be face painting, music, Fire and Police providing safety information as well as other games.

The Troutman Store Hours are as follows: Monday-Saturday 6:00am - 10:00pm, and Sunday 7:00am - 10:00pm.

Mayor Richardson presented Bojangles' with a Certificate of Recognition for being an outstanding corporate partner and supporting Troutman town events.

ITEM 7. INDEPENDENCE DAY FESTIVITIES, (*Ann Bailie, Town Manager*)

Town Manager Ann Bailie publically thanked key people that worked to make the Troutman Independence Day Festivities a success. Independence Day Parade: Chuck Gallyon, Parade Chairman; Angela Hoover for managing the entries and lineup; Donna Swicegood for articles in the paper; Todd Hardy, Troutman Public Works; Police Chief Matthew Selves for public safety; and all participants including the Mayor and Council members who rode in the parade. She thanked the Rotary Club of Troutman for sponsorship and coordination of the festival with special thanks to Pam Navey for stepping in at the last minute to coordinate the day of activities; Joel Settle, Pastor of Watermark Church who handled the kids Zone; and Ted Delisi for handling parking; Geni O'Toole who prepared promotional material for all 3 events; and all community members who staffed the event including: Juli Moore – Troutman Branch Library Manager, Parks & Rec. Committee Chair Justin Longino and council members Paul Henkel and Teross Young. Town Manager Bailie thanked Town Clerk Kim Davis for coordinating the fireworks display; and Troutman's entire Public Works Department and Police Department for their all day and all night attention to operations and security.

Town Manager Bailie read aloud a letter from North Carolina Governor Pat McCrory commending the Town, volunteers, and participants of the parade in observing this country's birthday and honoring the military, both past and present.

ITEM 8. NATIONAL NIGHT OUT, (*Matthew Selves, Police Chief*)

In efforts of reaching out to the community, Police Chief Matthew Selves announced that the Town of Troutman will sponsor National Night Out (NNO) on August 4, 2015 from 6pm to 8:30pm at the Troutman ESC Park. Signs advertising the event have been put up around town. To date, the event has 45 to 50 participants in the event that include the library, schools, restaurants (free food), local businesses, and local and county emergency and safety personnel/agencies. Rain date is August 6th.

STANDING REPORTS

ITEM 9. TROUTMAN ESC PARK MONTHLY UPDATE, (*Justin Longino, Parks and Recreation Committee Chair*)

Committee Chair Justin Longino presented the following monthly report:

• **Troutman Farmers Market**

The Farmers Market is open on Thursdays from 3:30pm-6:30pm. The next program, in addition to the regular vendors, is building bird houses, sponsored by Lowe's Home Improvement on July 23rd from 4pm-5pm.

• **Independence Festival**

The Parks and Rec Committee had a table at the Independence Festival thanks to the Rotary Club who did a fantastic job with the entire event. People stopped by to talk and some money was raised for the pavilion.

• **Pavilion**

Item 20 on tonight's agenda pertains to the Park Pavilion. The committee has worked diligently in their efforts to fundraise for this project and requested the Council's support in moving forward with construction.

- **Wendy's Night**

Wendy's night is Thursday, July 27th from 5pm-8pm, 20% of all dine-in and carry-out proceeds go to the park.

(Copied in full, Park Financial Summary Ending June 2015 is file on CD titled: "Town Council Supporting Documents" dated July 6th, and July 9th, 2015 in CD Book #1 titled, "Town Council Supporting Documents")

ITEM 10. J. HOYT HAYES MEMORIAL TROUTMAN LIBRARY, (Juli Moore, Troutman Branch Manager)

Ms. Juli Moore, Troutman Library Branch Manager presented the following monthly library report including past and upcoming events to be held:

- In June 2015, the library was visited by 5,030 patrons, and circulation continues to increase over last year.
- Summer Reading Program has been successful: 250+ attended the kick-off and over 300+ have registered for the program.
- The vacant full time position at the Troutman Library has been filled by Rebecca Lopez. Ms. Lopez's first day of employment will be July 13, 2015, and her part-time position she is vacating will be posted soon.
- The first day of the Career & Technology Lab will be on Thursday, September 10, 2015 at 2pm by Juanita Norman from Goodwill Industries of Northwest NC. One class per month will be held through May of 2016.
- Mr. Ben Mull of Mitchell Community College will be teaching computer classes on the Thursdays that the Library is not in use for the Career and Technology Lab.
- Quarterly meeting Troutman Friends of the Library will be held on Thursday, July 23rd at 6pm. All are invited to attend.
- Ms. Moore announced that she has inherited the community garden. She asked if anyone knows of a Boy Scout or Girl Scout working toward their eagle or gold award interested in finishing the garden to please get in touch with her.
- Ms. Moore stated that Steve Rimmer, Troutman Friends of the Library President will be giving the Library's monthly report at the August Town Council meeting in her absence.
- Invitation: Grand Reopening of Goodwill's Workforce Development Center, Wednesday, July 29th, 10am-noon at 124 Fourth Crescent Place, Statesville, next to Home Depot. Light refreshments will be served. The Development Center will offer Crosby Scholars college access program, state-of-the-art meeting space, e-commerce operations, veteran services, skills training classes in partnership with Mitchell Community College, and career services for job seekers.

COMMENTS FROM VISITORS AND GUESTS: *The public is invited to address the Board with comments or concerns. The comment period is limited to three (3) minutes per individual.*

Mr. Richard Jablonski, Town of Troutman Design Review Board Chairman addressed the Town Council stating that the Design Review Board has many years of experience in design, building residential and commercial structures, and common sense. He personally requested that Council vote no to a proposed architectural overseer and let the Design Review Board do the task they were appointed to do.

CONSENT AGENDA: *Items on the Consent Agenda are considered to be routine by the Town Council and will be approved with one motion. There will be no separate discussion on these items unless the Mayor or a Council member so requests, in which event, the item will be removed from the Consent Agenda and considered as the first item under New Business.*

ITEM 11. MINUTES OF AGENDA BRIEFING OF JUNE 08, 2015

ITEM 12. MINUTES OF REGULAR MEETING OF JUNE 11, 2015

ITEM 13. MINUTES OF CLOSED SESSION OF JUNE 11, 2015

ITEM 14. CONSIDER RESOLUTION 11-15 TITLED: “RESOLUTION AUTHORIZING AMENDMENTS TO TOWN POLICIES, ORDINANCES, AND OTHER DOCUMENTS TO REFLECT CHANGE IN NAME OF THE GOVERNING BOARD”

ITEM 15. RECEIVE LINE ITEM TRANSFER REPORT FROM TOWN MANAGER

ITEM 16. ACCEPT RESIGNATION OF ALISON STROUD FROM PARKS AND RECREATION COMMITTEE

Upon motion by Council member Jablonski, seconded by Council member Troutman, and unanimously carried, consent agenda items were approved as presented.

(Copied in full, Resolution 11-15 is filed in Resolution Book IV, Page 14)

(Copied in full, Resolution 11-15, Change Order, line item transfer report is filed on CD titled: “Town Council Supporting Documents” dated July 6th, and July 9th, 2015 in CD Book #1 titled, “Town Council Supporting Documents”)

NEW BUSINESS

ITEM 17. PRESENTATION OF US HWY 21/NC 115 CORRIDOR STUDY, (Jonathan Guy, Kimley-Horn)

Using a power point presentation, Mr. Jonathan Guy of Kimley-Horn presented findings of the US Hwy 21/NC 115 Corridor Study from Old Mountain Rd/Murdock Rd. to I-77 Exit 42 giving a project overview of existing conditions, data collected, results from the symposium, and next steps to be taken in moving forward. Existing conditions included detailed information in collecting traffic data (daily number and types of vehicles and trucks, speeds, 3 years of crash data). He reviewed findings from the community symposium held on April 13, 2015, held to help create a community wide vision for the US Hwy 21/NC 115 corridor. In attendance were Town Council members, public safety officials, school officials, developer/business owners, bicycle/pedestrian planners, town staff and community members. Mr. Guy shared the following priorities of the community resulting from the symposium: congestion, safety, bicycle friendly, pedestrian friendly, economic vitality, and neighborhood.

Mr. Guy stated that Phase 1 of the project is complete. Next steps is completion of a summary and action plan for the next study for the town to keep; then coordinate with North Carolina Department of Transportation (NCDOT) and Charlotte Regional Transportation Planning Organization (CRTPO) for funding of Phase 2 Corridor Study. Town Planning Director Erika Martin informed Council that Phase 2 is already funded through CRTPO, that once she returns from maternity leave she will move forward with the required bidding process for Phase 2 of the study.

ITEM 18. CONSIDER APPROVAL OF COMPREHENSIVE SIGN PACKAGE FOR THE CHARLES CENTER, (Erika Martin, Planning Director)

Planning Director Erika Martin presented the Charles Center’s request of a Comprehensive Sign Package. Specifically, a 25' filling station sign and a 20' multi tenant sign. In addition to their request, staff recommends approval of a future second multi tenant sign as the need arises, and requirement that all free standing signage within the development use the same brick color and decorative cap design as proposed tonight. She stated that Council's concern of the location of the filling station sign and multi tenant sign was relayed to the applicant. Mr. Paul Kohier, Dowell & Co., and Nimesh Amin, owner of the Citco were present. In expressing concerns regarding the proposed location of the signage, Council member Henkel requested the applicant consider moving the location closer to Hwy 21 and to the other side of Julian Place, closer to the interstate due to the proximity of existing signage. The applicant has no problem with the request.

Upon motion by Council member Henkel, seconded by Council member Williams, and unanimously carried, sign package as amended above, and staff’s additional recommendations were approved.

(Copied in full, staff report and sign package info. is filed on CD titled: "Town Council Supporting Documents" dated July 6th, and July 9th, 2015 in CD Book #1 titled, "Town Council Supporting Documents")

ITEM 19. CONSIDER ALTERNATIVE DESIGN PROPOSALS, (Martin)

a. CR Onsrud: Industrial Building #2; Technology Drive

Planning Director Erika Martin stated that CR Onsrud has requested the approval of three design alternatives for their proposed 54,000 sq. ft. building #2. The town's Unified Development Ordinance (UDO) requires buildings to be parallel to the street. The first alternative is to allow a non-parallel street alignment of the building due to the curvature of the cul-de-sac and drainage basin location. Staff and the Design Review Board recommend approval of this alternative.

The second request is to allow HVAC units on the front of the building for technical reasons. The UDO requires mechanical equipment to be located on the rear or side yard and screened from view. The Design Review Board recommends approval of this alternative provided the duct work is painted to match the exterior of the building and evergreen plantings are used as screening. The applicant has agreed to this. Staff recommends confirmation that the HVAC units must be located on the front of the building for technical reasons from an outside HVAC expert, if confirmed, Staff recommends the evergreen screening and painting as proposed.

The third request is to allow the front of Building #2 to be 100% metal, which in Staff's opinion does not uphold the spirit of the UDO when considering design alternatives. The UDO only permits up to 50% of an industrial building to use metal on the front façade. It further requires accessory buildings to be clad in materials similar in appearance to the principal structure. Staff has suggested at minimum, creating a focal point at the employee entrance of building #2 that is similar in materials and style to the main office. Staff does not recommending approval of 100% metal. If the Council wishes to allow 100% metal, Staff recommends a text amendment to generally allow metal for industrial buildings. The Design Review Board recommends 100% metal.

CR Onsrud Inc. Architect Thomas Moore addressed the board on behalf of the Onsrud's stating that due to the nature of the secondary building, the topography of the site, variation cost, and the proposed heavy landscaping that Council consider approval of the alternative design as proposed.

Upon motion by Council member Henkel, seconded by Council member Jablonski, and carried, approved to accept the Design Review Board's recommendation allowing variations with conditions.

Yeas: Henkel, Jablonski, Troutman, Young

Noes: Williams

b. Jones: Residential Accessory Building; 441 East Monbo Road

Planning Director Erika Martin presented an alternative design request for Larry and Rhonda Jones to construct a 3 door residential accessory building on their East Monbo Road property. The town's UDO requires accessory structures with 2 or more doors to be turned away from the road. However, the lay of the land does not allow for entrance from the east without additional site work. The Jones' would like to work with the land, and have committed to planting evergreens; such as, Nellie Stevens hollies, needlepoint hollies, or similar plantings that will create a 20' tall by 8' wide landscaping buffer at maturity. Staff and the Design Review Board recommend approval of this request.

Ms. Rhonda Jones addressed Council stating that the land also has a natural buffer area and due to the topography of the land the building will set lower than the road.

Upon motion by Council member Jablonski, seconded by Council member Troutman, and unanimously carried, approved alternative design 1 as proposed with landscaping buffer as defined.

c. Sign Shop: Industrial Accessory Building; 167 New Street

Planning Director Erika Martin stated that Sign Shop owners Aaron Larson and wife are requesting more than 50% metal on their proposed mini storage industrial building. The Design Review Board (DRB) recommends approval with a 4' brick veneer base, sandstone metal above, plantings on the front, and addition of a front door. Staff encouraged the Sign Shop to develop a proposal that compliments their existing building. Following the DRB meeting and Staff feedback, the Sign Shop prepared several revisions for consideration this evening. Staff recommends Revision 4 which uses the same coloring, lighting, and styling of the Sign Shop. The Sign Shop is requesting approval of Revision 5 to blend the building in with the surrounding area (staff is not opposed to revision 5).

Sign Shop owner Aaron Larson addressed the Council explaining that the purpose of the building is strictly warehouse storage space with no electricity or water. The business continues to grow and he envisions expansion in several years. Planning Director Martin stated that Council is only considering approval of the front (design) of the building.

Upon motion by Council member Troutman, seconded by Council member Jablonski, and unanimously carried, approved owners choice of alternative design 4 or 5 as presented.

(Copied in full, staff report and alternative designs is filed on CD titled: "Town Council Supporting Documents" dated July 6th, and July 9th, 2015 in CD Book #1 titled, "Town Council Supporting Documents")

ITEM 20. TROUTMAN ESC PARK PAVILION

a. Consider Recommendation from Parks & Recreation Committee to Proceed with Construction of Park Pavilion, (Sally Williams, Council Member/Liaison to Parks & Rec Committee)

On behalf of the Parks and Recreation Committee, Council member Williams requested Council to consider funding the remaining \$100,000 needed to proceed with the Troutman ESC Park Pavilion. Town Engineer Benjie Thomas' estimated total cost for construction is \$237,000. Currently, two thirds (\$159,104) of the necessary funds have been raised. Outstanding verbal commitments/pledges will be secured by obtaining written commitments.

Upon motion by Council member Troutman, seconded by Council member Jablonski, and unanimously carried, approved request of \$100,000 to proceed with pavilion construction as presented.

b. Consider Recommendation from Parks & Recreation Committee to Issue Requests for Proposals (RFPs) for Design and Administration Services for Pavilion Project, (Williams)

On behalf of the Parks and Recreation Committee, Council member Williams requested that Town Council authorize Town Manager to request proposals from architects to provide design and administration services for the pavilion project.

Upon motion by Council member Jablonski, seconded by Council member Troutman, and unanimously carried, approved authorization of Town Manager to issue requests for proposals (RFPs) to architectural firms for design and administration services for this project.

c. Consider Resolution 09-15 titled: "Resolution Exempting Park Pavilion from Provisions of G.S. 143-64.31 and Providing Authorization to Grant Exemptions for Future Projects", (Baillie)

Town Manager Ann Baillie stated that since Council has approved the issuance of RFPs for design services to construct the pavilion, unless a local government exempts itself, state law (Mini-Brooks Act) requires that architects, engineers and surveyors (design services) be secured through a qualifications based selection (QBS) process without regard to the cost of the services. If the estimated cost of the services is less than \$50,000, a local government may exempt itself from using the QBS process and may consider fee schedules in hiring design services. The estimated cost for design

services for the Pavilion project is \$26,500. Resolution 09-15 exempts the Town from using the QBS process for the pavilion project; it also authorizes staff to grant future exemptions as necessary in securing design services which will enable us to quickly secure cost effective technical expertise as necessary.

In response to a question from Council member Jablonski regarding the exemption, Town Manager Bailie explained that even though governing board approval is not legally required, depending on the circumstances, it may be advisable to bring such request to the Council.

Upon motion by Council member Williams, seconded by Council member Henkel, and unanimously carried, Resolution 09-15 titled: "*Resolution Exempting Park Pavilion from Provisions of G.S. 143-64.31 and Providing Authorization to Grant Exemptions for Future Projects*" was approved.

(Copied in full, Resolution 09-15 is filed in Resolution Book IV, Page 11)

(Copied in full, Resolution 09-15, probable cost options, and pavilion sketch is filed on CD titled: "Town Council Supporting Documents" dated July 6th, and July 9th, 2015 in CD Book #1 titled, "Town Council Supporting Documents")

ITEM 21. LYTTON/PATTERSON STREETS IMPROVEMENTS PROJECT

a. Consider Resolution 10-15 titled: "*Resolution Authorizing the Filing of an Application for Approval of a Financing Agreement (Street/Sewer/Storm Water Improvements) Authorized by North Carolina General Statute 160A-20, (Steve Shealy, Finance Director)*"

Finance Director Steve Shealy stated that approval of the proposed resolution is required by the Local Government Commission (LGC). The resolution describes the project, explains why the project is necessary, and authorizes staff to proceed with filing an application for borrowing funds.

Upon motion by Council member Henkel, seconded by Council member Williams, and unanimously carried, Resolution 10-15 titled: "*Resolution Authorizing the Filing of an Application for Approval of a Financing Agreement (Street/Sewer/Storm Water Improvements) Authorized by North Carolina General Statute 160A-20*" was approved.

(Copied in full, Resolution 10-15 is filed in Resolution Book IV, Page 14)

(Copied in full, Resolution 10-15 is filed on CD titled: "Town Council Supporting Documents" dated July 6th, and July 9th, 2015 in CD Book #1 titled, "Town Council Supporting Documents")

b. Consider Ordinance 07-15 titled: "*Ordinance to Establish the Lytton/Patterson Streets Improvement Capital Project Fund*", (Shealy)

Finance Director Steve Shealy explained that establishing a Capital Project Ordinance is a standard procedure in setting aside a fund to collect receipts of the financing and disburse the receipts to carry out the project.

Upon motion by Council member Troutman, seconded by Council member Williams, and unanimously carried, Ordinance 07-15 titled: "*Ordinance to Establish the Lytton/Patterson Streets Improvement Capital Project Fund*" was approved.

(Copied in full, Ordinance 07-15 is filed in Ordinance Book 8, Page 81)

(Copied in full, Resolution 10-15 is filed on CD titled: "Town Council Supporting Documents" dated July 6th, and July 9th, 2015 in CD Book #1 titled, "Town Council Supporting Documents")

ITEM 22. APPOINTMENTS OF TROUTMAN BOARDS AND COMMITTEES, (Davis)

a. Board of Adjustment, (1 position, in-town alternate)

Council member Troutman nominated Charles Delnero to fill the in-town alternate position.

Upon motion by Council member Troutman, seconded by Council member Jablonski, and unanimously carried, approved appointment of Charles Delnero as in-town alternate to the Town of Troutman Board of Adjustment.

b. Parks and Recreation, (3 positions)

Council member Williams nominated Parks and Recreation Committee alternate John Larew to fill the unexpired term of Alison Stroud, and Tamera LaBelle to fill the alternate position of John Larew.

Upon motion by Council member Williams, seconded by Council member Henkel, and unanimously carried, approved appointments of John Larew and Tamera LaBelle to the Town of Troutman Parks and Recreation Committee to the positions as stated above.

(Copied in full, applications to serve is filed on CD titled: "Town Board Supporting Documents" dated July 6th, and July 9th, 2015 in CD Book #1 titled, "Town Board Supporting Documents")

ITEM 23. COMMENTS FROM MAYOR AND TOWN COUNCIL

None

ITEM 24. COMMENTS FROM TOWN MANAGER, (Bailie)

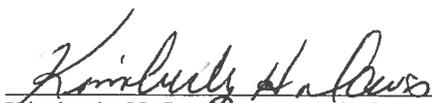
Planning Director Erika Martin recognized Mr. David Kilson with NCDOT who has been following the town's Hwy 21/115 Study and has been a great asset in keeping the town updated regarding transportation projects.

Mr. Kilson updated Town Council regarding the CRTPO meeting that was held today. He advised of the most recent changes in how highways are funded in NC, spoke on the 2016-2025 program of how projects are prioritized and scored. Mr. Kilson commented that the Flowerhouse Loop re-alignment will move forward and that the Hwy 21/115 study will definitely help will the future project of Hwy 21 from Cedar Lane to Moose Club Road.

Town Manager Ann Bailie announced that this is the last meeting for Planning Director Erika Martin before her maternity leave and that the Town will miss her.

ITEM 25. ADJOURNMENT

Upon motion by Council member Troutman, seconded by Council member Williams, and unanimously carried, the July 09, 2015 Town Council meeting was adjourned at 8:30 pm.


Kimberly H. Davis, Town Clerk


Elbert H. Richardson, Mayor

