

**TOWN OF TROUTMAN
400 NORTH EASTWAY DRIVE
TROUTMAN, NORTH CAROLINA**

TOWN COUNCIL AGENDA BRIEFING MEETING MINUTES

July 09, 2018 – 4:00 P.M. – Troutman Town Hall

Council Members Present: Mayor Teross W. Young, Jr.; Mayor Pro Tem W. Paul Henkel; Judy Jablonski, Sally P. Williams; James K. Troutman; Paul R. Bryant

Council Members Absent: None

Staff Present: Justin E. Longino, Town Manager; Steven H. Shealy, Finance Director; Kimberly H. Davis, Town Clerk; Matthew A. Selves, Police Chief; Erika G. Martin, Planning Director; Emily M. Watson, Parks and Recreation Coordinator; Adam K. Lippard, Public Works Manager; Gary W. Thomas, Town Attorney

Press Present: Debbie Page, SVL Free News

Others: (Sign-In sheet is attached to these minutes)

I. MAYOR TEROSS W. YOUNG, JR. CALLED THE MEETING TO ORDER

II. ADJUSTMENT(S) TO THE AGENDA BRIEFING AGENDA

None

III. MISCELLANEOUS BUSINESS

A. Business from Council and Mayor

Council Comments:

Mayor Young:

- Welcomed Council member Troutman back following recovery from an illness.
- Expressed appreciation to Town Manager Longino and staff for their involvement in the Independence Day Parade and Festivities including the Public Work Department, Troutman Police Department and all other Law Enforcement Agencies and Fire Departments, Chuck Gallyon and the Troutman Terrific's, Troutman Rotary Club, Troutman Business Council and all participants.

1. Discuss High Density Permit Request for Baynes Property Located at 354 S. Main Street

Council member Bryant personally thanked Mr. Baynes for investing in the Town and once the project is implemented, he hopes it will be everything that he wants it to be from a profitability standpoint. He explained that the current town ordinance does not allow for duplexes on 1/3 acre lots and no one can guarantee that it will be allowed in the new ordinance. He stated that Council's options are to table the request again, approve it, or deny it, and if it goes to a vote it will be 1 year before Mr. Baynes can come back before Council. Town Attorney Gary Thomas advised Council that the 1 year requirement is only for rezoning's. Mr. Baynes spoke of a provision in the current ordinance that if the lots were 9,000 sq. ft. or larger it could possibly be a high density designation. Planning Director Martin addressed the statement by

stating the current ordinance does allow 9000 sq. ft. lots, but the use of duplexes is not allowed in the current ordinance. Duplexes would be allowed in the new ordinance if adopted as currently proposed, but a high density permit would still be needed due to the watershed to subdivide property.

Council member Henkel voiced that he is not inclined to vote for high density at this time. Council member Williams asked Mr. Baynes how he felt about Council tabling his request until after the new UDO is adopted. Mr. Baynes responded it will tie him up and put a hold on everything because he cannot sell the house unless the property is subdivided. Ms. Martin stated that staff and engineering's recommendation is to allow the subdivision to occur contingent upon approval of site plan, but hold the permitting of anything residential until the new ordinance is adopted.

Ms. Martin explained that under the current UDO ½ acre lots is the minimum lot size inside the watershed unless a high density permit is approved. Council member Bryant stated that under the current UDO Mr. Baynes can subdivide into three lots (of 9000 sq. ft.), but duplexes would not be allowed. Ms. Martin stated yes, but a high density permit would still be needed.

An alternative option of subdividing into two lots was discussed with Mr. Baynes stating that if the best way for him to proceed is to divide the property into two lots, meeting the ½ acre standard, he then could move forward in selling the lot with the house and hold the other piece of land until the new UDO is adopted. Ms. Martin commented that a subdivision of two ½ acre lots can be approved on a staff level.

No action needed by Council.

(Copied in full, site plan is filed on CD titled: "Town Council Supporting Documents" dated July 9th, and July 12th, 2018 in CD Book #1 titled: "Town Council Supporting Documents")

B. Business from Staff

1. Town of Troutman Branding Overview

Town Manager Justin Longino presented to Council a draft document outlining strategies in consolidating current methods of promoting and marketing Troutman and the Troutman brand. The documents also outlined costs and revenues, time invested, and potential improvements. He stated he hopes that the document can help in making future decisions in considering new proposals and promoting of the Town.

Council member Henkel asked what area of the budget would new marketing methods and branding methods be funded. Town Manager Longino responded that it varies per proposal. The WSIC or the Statesville Free News would be spotlighting different departments; therefore, funds would come out of departmental budgets. Economic development is another area of the budget that could be feasibly used for funding.

Council member Bryant asked how staffs time is compensated for participating in after hour events. Town Manager Longino responded that time is compensated and disbursed differently depending on whether the employee is hourly or salaried. Hourly employees receive time and a half in comp time, and salaried employees are 1 to 1 in comp time. He explained that upon employee request and Manager approval employees can receive the time as pay verses comp time.

(Copied in full, branding overview packet is filed on CD titled: "Town Council Supporting Documents" dated July 9th, and July 12th, 2018 in CD Book #1 titled: "Town Council Supporting Documents")

2. Discussion Regarding Previously Proposed Ordinance 15-18 Titled: “*Ordinance Regarding Parking Along The Streets Of Barium Seasons Village*”

Police Chief Matthew Selves stated that he is currently working to establish one general ordinance combining and updating all Town of Troutman street parking ordinances together creating consistency, incorporating state laws, and updating parking fines and penalties. He expressed dislike of parking on one side of a street due to amount of signs that would be needed and the cost to the Town suggesting that parking not be allowed on any Town street. He stated that he will proposing the ordinance next month for Council’s consideration. Collection of fines was briefly discussed.

Mayor Young commented that there are new residents that come from communities that fully allow parking on the streets, and there are communities that encourage parking on the street if within designated areas. Chief Selves stated that there are not a lot of issues with street parking with the Town’s older neighborhoods; issues are mostly occurring within the newer neighborhoods. The smaller the lots, the smaller the driveways; therefore, more on street parking. Mayor Young stated that in writing the entire Town needs be taken into consideration, including density and narrow streets as not to impede the flow of traffic. Council member Henkel stated that he is not so sure that the Town can come up with a one size fits all ordinance. He continued by stating that Barium Season Village has address the Council with a unique situation with identifiable problems that the Town needs to address one way or another by Council’s next meeting. Planning Director Erika Martin to inform Barium Seasons Village HOA that Police Chief Selves is working on a Town wide ordinance for Council’s consideration in August. Mayor Young suggested that Barium Seasons Village HOA and other HOA’s in town limits have the opportunity to provide input.

3. Memorandum of Understanding with Iredell County for Temporary Administration and Enforcement of Zoning, (MOU 16-18)

Town Manager Justin Longino stated that the proposed MOU allows Planning Director Erika Martin to step aside when necessary due to conflict of interest or appearance of a conflict of interest, allowing the County to provide zoning services for the Town. Council member Bryant stated that he can see where the agreement is necessary from time to time; then asked who makes the determination that there is a conflict and how appearance is defined. Planning Director Martin stated that there is a pending issue currently, expressing the need to step aside. She stated that in the past she has consulted with the National Association of Certified Planners, and/or Certified colleagues with the County. Council member Bryant asked if it would be unreasonable to establish an internal panel as part of the decision making process consisting of Town Manager, Mayor, and legal counsel. In clarifying “appearance of a conflict of interest” Ms. Martin stated that the planning code of conduct, unlike other codes of conduct, states that she should avoid the “appearance of” a conflict. Town Attorney Gary Thomas advised that in establishing the suggested panel, it would be a matter of town policy and that the MOU would not need to be amended.

Mayor Young requested that Town Manager Longino draft a “Conflict of Interest Policy” including guidelines in proceeding forward. He suggested that such policy could pertain to all employees and be inserted into the newly proposed personnel policy for Council’s consideration.

*Upon motion by Council member Henkel, seconded by Council member Williams, and unanimously carried, MOU with Iredell County for temporary administration and enforcement of zoning was approved.

(Copied in full, MOU 16-18 is filed in MOU Book 1)

(Copied in full, MOU 16-18 is attached to these minutes and is filed on CD titled: "Town Council Supporting Documents" dated July 9th, and July 12th, 2018 in CD Book #1 titled: "Town Council Supporting Documents")

4. Set Date for Pavilion Dedication

Town Manager Justin Longino stated that the plaque for the pavilion dedication in honor of John Larew has arrived asking if Council wishes to set a date for the dedication. He informed Council that the Rotary Club would like to plant a tree in honor of Mr. Larew, therefore he would like the tree planted and have it dedicated at the same time as the plaque. Council member Jablonski suggested to wait after September in hopes that most vacations have been taken. Mayor Young suggested the dedication be held on October 13th, the same day of, but prior to the Party in the Park festivities in order to promote to as many people as possible. Town Manager to verify date with Ms. Janice Larew and the Rotary Club. Council member Henkel suggested the Town also do a dedication of some kind in regards to the Town golf cart previously owned by Mr. Larew.

IV. REVIEW AGENDA ITEMS PROPOSED FOR REGULAR MEETING OF JULY 12, 2018, *(Justin Longino, Interim Town Manager)*

****See Draft Agenda ****

Staff was present to address any questions or concerns pertaining to the agenda.

Consent Agenda:

Item 10. Annexation Request AX-18-03 (Elmore & Blackwelder); and Item 11. Annexation Request AX-18-04 (Johnson & Cloud) – Request for approval of Resolutions directing the Clerk to Investigate a Petition of Annexation, Approval of the Clerk's Certificate of Sufficiency, and Adoption of Ordinances setting a Public Hearing date on question of "contiguous" annexation for August 9, 2018.

Item 12. ICATS Service Center Letter of Support

Planning Director Erika Martin explained that ICATS has requested approval of a letter of support for a multi-million dollar federal BUILD ("Better Utilizing Investments to Leverage Development") grant to build an ICATS operation center in Troutman that will also serve as a maintenance facility. Discussion was held regarding feasible locations for the facility.

Item 13. Troutman Logo Guide

Town Manager Justin Longino stated that the guide shows specific color and layout/alignment of the paddle logo. The logo received positive feedback from the Wayfinding Committee, and fits in nicely with the Town branding. Approval of the logo guide will allow the Town to approve usage of the logo by businesses in an effort to promote Troutman. Mayor Young expressed concern regarding whether the Town has received permission to use Lake Norman State Park's name and picture. Town Manager Longino to verify with Mr. Buzz Bizzell of Bizzell Designs before Thursday's night meeting. Mayor Young questioned the color that will be on the Town's water tank. Town Manager Longino to also verify the color with Mr. Bizzell. Planning Director Martin stated that the color the Troutman Business Council recommended was Navy.

Item 14. Revisions to Verizon Water Tank Lease Agreement

Town Manager Justin Longino stated that Verizon is pushing the commencement date of the water tank lease to September 2019. In the revision to the lease agreement, language has been added stating that the Town is to

receive a signing bonus of \$12,000 which is the same amount that the Town would have received and has budgeted for, if the agreement would have started this year on the original date of August 2018.

Item 15. Brookside Subdivision Preliminary Plat

Planning Director Erika Martin explained a slight change (entering the subdivision off Massey Street) that removed the two cul-de-sac areas that branched off stating that there is still the same number of lots overall along with more open space being provided along Georgie Street and Massey Street. She stated that the plat meets all requirements per the ordinance; next stage would be construction documents. Ms. Martin continued by informing Council that the plat went before the Planning Board as “information only” but due to recent legislative changes no recommendation was made. Town Attorney explained that as long as a 40 ft. wide street is required, it is considered non-discretionary; if a 30-40 ft. street is required, it is considered discretionary which requires a quasi-judicial hearing. Therefore, as long as specific specifications are being verified, it is considered non-discretionary.

Standing Reports:

Addition: Troutman ABC Store Quarterly Report

New Business:

Item 18. Ordinance for an Annexation Boundary Agreement

Town Manager Justin Longino stated that in speaking with Mooresville Town Manager David Treme, Mooresville would like to have additional time to review the proposed ordinance. Council can hold the public hearing, but it has been requested by Mooresville to table adoption of the ordinance following the closure of the public hearing.

Item 19. Consider Adoption of a Town of Troutman Personnel Policy

Town Manager Justin Longino stated that Centralina Council of Governments (CCOG) assisted in updating the policy. Cost: \$250. The new policy incorporates other town policies which are listed under Appendix. Town Council was in agreement to remove from the agenda for additional review time. Bring back for discussion at the Council’s August Agenda Briefing meeting. Mayor Young requested a relined version of the proposed changes for comparison.

Item 20. Consider Amendments to the Town of Troutman Position Classification Policy (Policy #18)

Town Council was in agreement to remove from the agenda for additional review time. Bring back for discussion at Council’s August Agenda Briefing meeting. Staff to provide the relined version of the proposed changes for Council’s review.

Item 21. Board and Committee Appointments

a. New appointment of an Inside Alternate member to the Planning and Zoning Board

Planning Director Martin stated that the Planning Board did not make a recommendation, and has voted to discontinue the recommendation process. However, Planning and Zoning Board has expressed that they would like to have only one real estate agent on the board at a time. Mayor Young asked that that applications be uniform, and updated to reflect a one (1) year effective date, correct meeting days and time, and that the job descriptions/responsibilities of boards and committees be updated and expanded to reflect desired membership qualifications.

Council was in agreement to remove Item 21.a from the agenda, requesting to interview applicants at their August Agenda Briefing. Appointment to be considered at the August 9th Town Council meeting.

V. CALL FOR CLOSED SESSION PURSUANT TO NCGS 143-318.11(a)(5) TO DISCUSS ACQUISITION OF PROPERTY

Mayor Young called for a closed session pursuant to NC General Statute 143-318.11(a)(5) to discuss acquisition of property.

*Upon motion by Council member Henkel, seconded by Council member Williams, and unanimously carried, approved to hold a closed session pursuant to NCGS 143-318.11(a)(5) to discuss acquisition of property.

Council member Troutman was excused from the meeting.

Mayor Young Opened the Closed Session.

Along with Town Council, Mayor Young asked that Town Manager, Justin Longino; Town Clerk, Kimberly Davis, Erika G. Martin, Planning Director; Steven H. Shealy, Finance Director; Gary W. Thomas, Town Attorney to join the Closed Session.

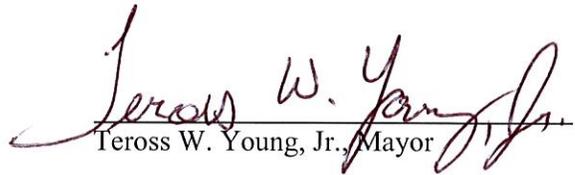
*****MINUTES OF CLOSED SESSION HAVE BEEN SEALED UNTIL SUCH TIME PUBLIC INSPECTION WILL NO LONGER FRUSTRATE THE PURPOSE OF THE CLOSED SESSION*****

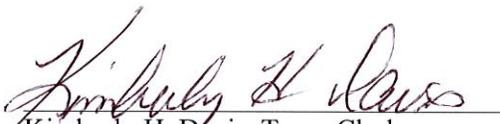
Closing of Closed Session and Reconvene Open Session

*Upon motion by Council member Henkel, seconded by Council member Williams, and unanimously carried, approved to reconvene open session.

VI. ADJOURNMENT

*Upon motion by Council member Jablonski, seconded by Council member Henkel, and unanimously carried, Agenda Briefing Meeting of July 09, 2018 was adjourned at 6:50 p.m.


Teross W. Young, Jr., Mayor


Kimberly H. Davis, Town Clerk



(*) Motion