

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

TOWN COUNCIL AGENDA BRIEFING MEETING MINUTES

October 08, 2018 – 4:00 P.M. – Troutman Town Hall

Presiding: Mayor Teross W. Young, Jr.

Council Members Present: 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; Kimberly H. Davis, Town Clerk; Steven H. Shealy, Finance Director; Matthew A. Selves, Police Chief; Erika G. Martin, Planning Director; Emily M. Watson, Parks and Recreation Coordinator; Adam K. Lippard, Public Works Manager

Press Present: Debbie Page, SVL Free News
Megan Suggs, Statesville Record and Landmark

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

****Addition: Hold Closed Session Pursuant to General Statutes 143-318.11(a)(5) to Discuss Acquisition of Property; and Pursuant to General Statutes 143-318.11(a)(4) to Discuss Economic Development.
(To follow review of proposed agenda items for October 11, 2018)***

*Upon motion by Council member Bryant, seconded by Council member Jablonski, and unanimously carried, agenda addition of closed sessions as stated above was approved.

III. MISCELLANEOUS BUSINESS

A. Business from Council and Mayor

1. Introduction and welcome of the Towns newest Record and Landmark reporter, Ms. Megan Suggs.
2. Council member Bryant expressed concern regarding the trimming of trees around town by the company Asplundh, who is contracted by Duke Energy, and asked if the Town has any control regarding the trimming. Council member Troutman responded “absolutely none”. Comments were made that Town residents are upset regarding how the trees are being cut back. Town Manager Justin Longino commented that the company claims to have arborist on staff to advise how the trees should be cut back, and stated that he will be contacting Duke Energy with input.
3. Council member Bryant commented that he, Town Manager Longino, representatives from Economic Development and the County, and Debbie Page from Statesville Free News experienced a very positive meeting with Saddle Creek management at their facility on Old Murdock Road. In referencing the article in the Statesville Free News online, he suggested that everyone take time to read it.

4. Mayor Young asked about the repair to Eastway Drive following the valve repair. Public Works Manager Adam Lippard responded that the repair should happen this week. They are waiting on the concrete company to first fix the curb.
5. Mayor Young reminded everyone of the upcoming elections next month (November 6th). He stated that absentee voting began on September 22nd and continues through October 30th, and voter registration is through October 12th. He encourage all to vote stating that the election has a quite significant ballot. Mayor Young requested that the voter information be added to the Town's website and Facebook.
6. Council member Jablonski inquired if the Code Enforcement Officer is canvassing the Town. Ms. Martin stated that he is trying since Council request that he be more proactive. Council member Henkel asked how many hour a week the Code Enforcement Officer works. Ms. Martin responded that he is only here one day a week on Tuesdays. Council member Henkel asked Finance Director Steve Shealy how many hours a week is he turning in. Mr. Shealy responded that he does not turn in a timesheet; his service is contract basis through Centralina Council of Governments (CCOG). Per request of several council members, staff will request actual work time verses drive time, etc. from CCOG. Council member Bryant asked if the monthly 311 report regarding Code Enforcement /complaints, and their status be included in Council's monthly meeting packet. ****Staff to include the monthly 311 report in Council's monthly meeting packet.**
7. Council member Jablonski questioned if the parking ordinance is in effect. Police Chief Selves responded that it is and officers have been writing tickets. He stated they are tracking payment of the citations. Some have been paid, but there has been several that has went past 15 days of who will be receiving letters. Information regarding the parking ordinance has went out in the Town's newsletter "Whistle Stop" and is on the website. Chief Selves stated that during the 1st month, only warning tickets were issued.

B. Business from Staff

1. Party in the Park, Saturday, October 13th from 6pm-9pm.
2. South Iredell High School (SIHS) Homecoming Parade tonight at 6pm.
3. Town Manager Longino commented that McCoy's is still in the process of picking up leaf and limbs today. They are currently in Inglewood and will reach Falls Cove tomorrow. Council member Bryant commented that there are three leaf pickups scheduled for October. In effort of a cost saving measure, Council member Henkel stated (with Council member Bryant in agreement) that 3 pickups in October is obsessive, and suggested that the extra pickups that are scheduled for October be pushed back to November when the leaves really start fall. Town Manager Longino responded that staff will review the schedule and revise as needed.
4. Town Manager Longino stated that Mayor Pro Tem Henkel will be chairing the October 11th meeting in the absence of Mayor Young.

IV. REVIEW AGENDA ITEMS PROPOSED FOR REGULAR MEETING OF OCTOBER 11, 2018,

(Justin Longino, Town Manager)

*****See Draft Agenda *****

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

Consent Agenda Items

Items 8, 9, and 10 Facades

Planning Director Erika Martin stated that Item 8, Fire Department's façade meets code. Items 9, 10 did not quite meet the ordinance, but the ordinance does allow the Design Review Board (DRB) to recommend alternatives; therefore, the two alternative designs were recommended by DRB. The alternative design for Troutman Walk Townhouses proposed on Lytton Street is to allow the side of the building to front Lytton Street.

She explained that the site layout does not allow the building to be turned to face Lytton Street. DRB recommends approval of the alternative as long as there is landscaping along that side. Item 10, Safe Harbour Storage alternative design is also recommended for approval by the DRB. The alternative design has to do with using metal on the center portion of the mini storage building that is proposed at Westmoreland Road and Hwy 21. Council member Jablonski pointed out that the sketch presented in Council's packets of the townhomes is not correct. Ms. Martin stated that she agrees it is off, and will have to be modified slightly, but it is the site layout that would have met code if it was turned to face Lytton Street. Council member Bryant stated that he understands that they cannot turn the entire building to face Lytton Street; then asked if there were any discussion in having only the first townhouse turn to face Lytton Street. It was confirmed that there were none. A discussion was held regarding how tight of a space (15') is for landscaping/berms. Council member Bryant suggested that Ms. Martin present the idea of turning the first townhome unit to face Lytton Street to the developer and requested removing consideration of the alternative design for the townhouses from the consent agenda and adding it to the regular agenda allowing Ms. Martin such time to do so. He continued to state that with the Town's Strategic Master Plan just around the corner, Lytton Street plays a very important part in the future growth of the Town. Council was in agreement to remove the alternative façade design for Troutman Walk Townhouses from the Consent Agenda and add it to the regular agenda as the first item under New Business.

Presentation

Item 13. Presentation of Draft Strategic Master Plan

Council member Jablonski commented that the maps are hard to understand/read. Mayor Young asked Planning Director Martin to provide Council with larger maps, and provide extra for any interested parties of the public. Ms. Martin stated that Stantec has advised that any of the maps the Town wants can be pulled out of the plan and made larger.

New Business Items

Item 19. Rezoning Request (CZ-I-18-02) Project Name: Limelights, 1.15 acres +/-, located at 694 S. Main St., PIN 4741509567 from Light Industrial to Conditionally Zoned Office and Institutional

Council member Bryant made a generic comment that the Town currently has no provisions in its Unified Development Ordinance for Airbnb's and he hopes that Council would evaluate what they want the ordinance to look like before they approve anything that may or may not fit said ordinance when its finalized.

*** IV. (a). ADDITION TO THE AGENDA:**

CALL FOR CLOSED SESSION PURSUANT TO NCGS 143-318.11(a)(5) TO DISCUSS ACQUISITION OF PROPERTY; AND PURSUANT TO NCGS 143-318.11(a)(4) TO DISCUSS ECONOMIC DEVELOPMENT

Mayor Young called for a closed session pursuant to NC General Statute 143-318.11(a)(5) to discuss acquisition of property; and NCGS 143-318.11(a)(4) to discuss economic development.

Along with Town Council, Mayor Young asked that Justin Longino, Town Manager; Kimberly Davis, Town Clerk; Steven H. Shealy, Finance Director; Adam K. Lippard, Public Works Manager; and Erika G. Martin, Planning Director to join the Closed Session.

*Upon motion by Council member Williams, seconded by Council member Henkel, and unanimously carried, approved to hold a closed session pursuant NCGS 143-318.11(a)(5) to discuss acquisition of property; and pursuant NCGS 143-318.11(a)(4) to discuss economic development.

Mayor Young Opened the Closed Session.

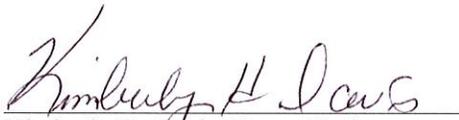
****MINUTES OF CLOSED SESSION HAVE BEEN SEALED UNTIL SUCH TIME PUBLIC INSPECTION WILL NO LONGER FRUSTRATE THE PURPOSE OF THE CLOSED SESSION****

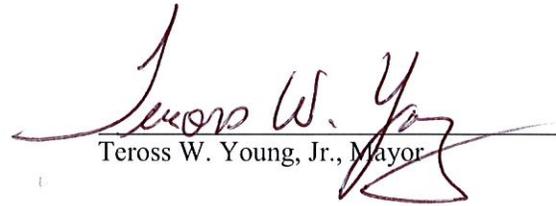
Closing of Closed Session and Reconvene Open Session

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

V. ADJOURNMENT

*Upon motion by Council member Troutman, seconded by Council member Jablonski, and unanimously carried, Agenda Briefing Meeting of October 08, 2018 was adjourned at 6:20 p.m.


Kimberly H. Davis, Town Clerk


Teross W. Young, Jr., Mayor

- (*) Motion
- (*) Addition to the Agenda

