



**TOWN OF GRANITE QUARRY
BOARD OF ALDERMEN
SPECIAL CALLED MEETING
BUDGET WORKSHOP
Monday, April 22, 2024
3:00 p.m.**

Call to Order

Mayor Barnhardt

1. Approval of the Agenda

2. Ordinance

Zoning Map Amendment 2024-04-08 Troutman

A. Staff Summary

B. Board Discussion and Decision

ACTION REQUESTED: Motion to adopt Ordinance ZMA-2024-04-08.

3. Ordinance

Zoning Text Amendment 2024-04-08 Food Trucks

A. Staff Summary

B. Board Discussion and Decision

ACTION REQUESTED: Motion to adopt Ordinance ZTA-2024-04-08.

4. Direction

Town Manager Search Process

ACTION REQUESTED: Board direction is requested regarding the timeline and next steps for the Town Manager search process.

5. Discussion

FY 24-25 Budget

Adjournment

Agenda Item Summary

Budget Workshop

April 22, 2024

Agenda Item 2

**Zoning Map Amendment
2024-04-08**

Summary:

Planning, Zoning, and Subdivision Administrator Richard Flowe will present on the proposed amendments to the Zoning Map as recommended by the Planning Board at its March 4, 2024 meeting.

The public hearing for the ordinance was held April 8, 2024.

Attachments:

- Ordinance ZMA-2024-04-08
- Troutman Site Plan for TNDO

Action Requested:

Motion to adopt Ordinance ZMA-2024-04-08

Motion Made By:

- Doug Shelton
- John Linker
- Laurie Mack
- Rich Luhrs

Second By:

- Doug Shelton
- John Linker
- Laurie Mack
- Rich Luhrs

For:

- Doug Shelton
- John Linker
- Laurie Mack
- Rich Luhrs

Against:

- Doug Shelton
- John Linker
- Laurie Mack
- Rich Luhrs

In case of tie:

Mayor Brittany Barnhardt

- For
- Against

**AN ORDINANCE AMENDING THE GRANITE QUARRY DEVELOPMENT
ORDINANCE
OF THE TOWN OF GRANITE QUARRY, NORTH CAROLINA**

Ordinance #ZMA-2024-04-08

BE IT ORDAINED by the Mayor and Council of the Town of Granite Quarry, North Carolina that the Official Zoning Map of the Granite Quarry Development Ordinance be amended in accordance with Article 5 of G.S. 160D as follows:

Part 1. Consistency with Adopted Comprehensive Plan.

The Council finds that the zoning map amendment to the property of Stout David Aaron 301 Augusta Ct., New Bern, NC 28562-2910, being the owner of the certain land areas hereinafter described as Rowan County Tax Parcels 648 1010000001 and 648 1010000002 and illustrated in Attachment “A” attached hereto, establishing a zoning designation in accordance with G.S. 160D-604(a) of “Traditional Neighborhood Development Overlay” (TNDO-CZ) with the conditions attached hereto in Attachment “B” is consistent with the Town’s 2040 Comprehensive Land Use & Master Plan’s (the Plan) Future Land Use Map (FLUM), as required by G.S. 160D-605(a).

Part 2. Statement of Reasonableness.

This amendment is reasonable because the subject property allows for the growth and expansion of neighborhoods supporting the local economic base of the Town while improving access to quality open spaces and environmental amenities to improve the quality of life for Granite Quarry residents.

Part 3. Designation of Zoning Designation.

That Rowan County Tax Parcels 648 1010000001 and 648 1010000002, as shown in Attachment “A” attached hereto shall be designated “Traditional Neighborhood Development Overlay District Conditional Zoning” (TNDO-CZ) on the Official Zoning Map and the conditions establishing both rights and limitations as shown in Attachment “B” attached hereto shall hereafter be applicable to the subject land areas.

Part 4. Effective Date.

This Ordinance shall be effective immediately upon its adoption.

Adopted this 22nd day of April 2024.

s/ _____
Brittany H. Barnhardt, Mayor

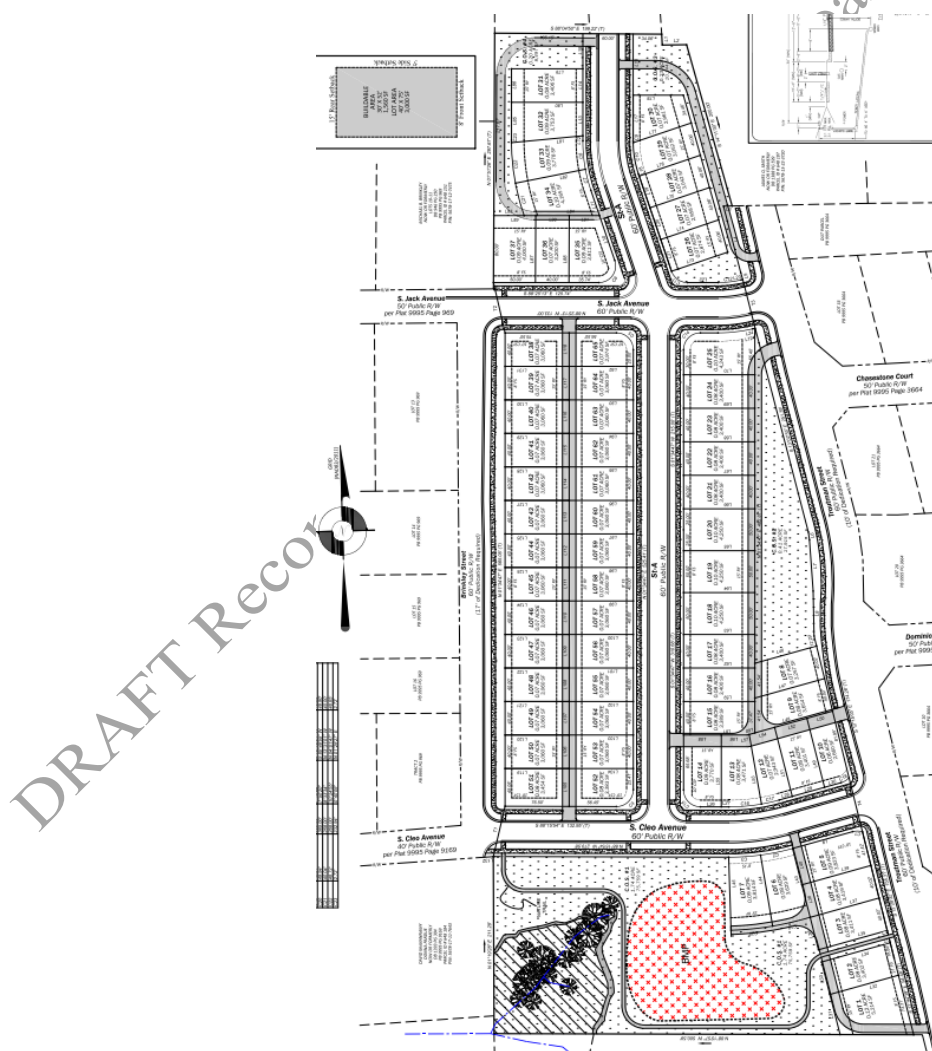
s/ _____
Aubrey Smith, Town Clerk

Attachment "B"

Conditions applicable to the property designated by this Ordinance:

1. Only the uses listed in Table 8.1 of the Granite Quarry Development Ordinance (GQDO) for the Single-Family Residential Districts are eligible in the "Traditional Neighborhood Development Overlay District Conditional Zoning" (RMST-CZ) created herein.
2. The general schematic development plan appearing below establishes general layout of lots and parcels, maximum density, location of open space, placement of privately maintained public access and utility easements, placement of future public streets, and connectivity patterns with existing streets in the vicinity.
3. Dimensional criteria is established as shown on the general schematic development Site Plan attached hereto and made a part of this Ordinance and as shown on the excerpt appearing below.

General Schematic Development Site Plan



Trotman Street Rezoning Plan
 Development Standards
 January 21, 2024

- GENERAL PROVISIONS**
 - These development standards form a part of the Rezoning Plan associated with the Rezoning Petition filed by S & M Finance Group, LLC (the "petitioner") to accommodate the development of a residential community on an approximately 10.15 acre site located on the west side of Trotman Street (the "Site"). The Site is comprised of Tax Parcel Nos. 648-1001000001, and 648-1001000002.
 - The development and use of the Site will be governed by the Rezoning Plan, these development standards and the zoning ordinance of the Town of Granite Quarry, North Carolina (the "Ordinance").
 - The development standards establish more stringent standards, the regulations established under the Ordinance for the TND zoning district shall govern the development and use of the Site.
 - The development and uses depicted on the Rezoning Plan are schematic in nature and are intended to depict the general arrangement of uses and improvements on the Site. Accordingly, the ultimate layout, locations and sizes of the development and site elements depicted on the Rezoning Plan are graphic representations of the proposed development and site elements, and they may be altered or modified in accordance with the setback, yard and buffer requirements set forth on this rezoning plan and the development standards, provided, however, that any such alterations and modifications shall not materially change the overall design intent depicted on the rezoning plan. Alterations and modifications shall be in accordance with Granite Quarry Code of Ordinances.
- PERMITTED USES/DEVELOPMENT LIMITATIONS**
 - The Site may only be devoted to a residential community containing a maximum of 67 single family attached dwelling units and to any incidental and accessory uses relating thereto that are allowed in the TND zoning district.
- TRANSPORTATION**
 - Vehicular access points to the Site shall be as generally depicted on the Rezoning Plan. The placement and configuration of the vehicular access points are subject to any minor modifications required to accommodate final site and construction plans and to any adjustments required for approval by the North Carolina Department of Transportation ("NCDOT").
 - The design of the internal public street, the internal vehicular circulation areas and the driveways may be modified by the petitioner to accommodate changes in traffic patterns, parking layouts and any adjustments required for approval by NCDOT and Granite Quarry in accordance with applicable published standards.
 - Prior to the issuance of a certificate of occupancy for the first new building constructed on the Site, the petitioner shall dedicate and convey to NCDOT as applicable (subject to a reservation for any necessary utility easements) those portions of the Site located immediately adjacent to Trotman Street and Brinkley Street as required to provide right of way from the existing centerline of both streets to that point on the Site that is depicted on the Rezoning Plan to the extent that such right of way does not already exist.
 - NCDOT, as applicable, via its simple conveyance, any additional right of way indicated on the Rezoning Plan as right of way to be dedicated, and the additional right-of-way will be dedicated prior to the issuance of a certificate of occupancy for the first new building constructed on the Site. The petitioner will provide a permanent sidewalk easement for any of the proposed sidewalks along the public streets located outside of the right-of-way. The permanent sidewalk easement will be located a minimum of two (2) feet behind the sidewalk and Granite Quarry, as applicable.
 - All public roadway improvements will be subject to the standards and criteria of NCDOT and Granite Quarry, as applicable, to the roadway improvements within their respective road system authority. It is understood that such improvements may be undertaken by the petitioner on its own or in conjunction with other development or roadway projects taking place within the broad Granite Quarry area, by way of a private/public partnership effort or other public sector project support.
- ARCHITECTURAL STANDARDS**
 - The maximum height of any building constructed on the Site shall be governed by the Ordinance.
 - The actual widths of the single family attached dwelling units to be constructed on the Site may vary from the widths depicted on the Rezoning Plan.
 - Pitched roofs, if provided, shall be symmetrically sloped no less than 5:12, except that roofs for porches and attached sheds may be no less than 2:12, unless a flat roof architectural style is employed.
 - Each single family attached dwelling unit shall have a covered front stoop. The minimum depth of the front stoop shall be 2 feet and the minimum width of the front stoop shall be 2 feet. The front stoop shall be covered by an awning, canopy, roof extension or other architectural feature chosen by the petitioner.
 - Walkways shall be provided to connect all residential entrances to sidewalks along public and private streets.
- STREETS/STREETSCAPE**
 - All streets and streetscape will be comply with Article 13 of the Granite Quarry Code of Ordinances.
 - All Lots will be accessed through rear entry drives off private alleyways.
- ENVIRONMENTAL FEATURES**
 - Development of the Site shall comply with the Granite Quarry Code of Ordinances.
 - The location, size and type of storm water management systems depicted on the Rezoning Plan are subject to review and approval as part of the full development plan submittal and are not implicitly approved with this rezoning. Adjustments may be necessary in order to accommodate actual storm water treatment requirements and natural site discharge points.
- AMENITY AREAS**
 - Amenity areas with seating shall be provided on the Site as depicted on the Rezoning Plan.
- AMENDMENTS TO THE REZONING PLAN**
 - Future amendments to the Rezoning Plan (which includes these development standards) may be applied for by the then Owner or Owners of the Site in accordance with Granite Quarry Code of Ordinances.
- BINDING EFFECT OF THE REZONING DOCUMENTS AND DEFINITIONS**
 - If this Rezoning Petition is approved, all conditions applicable to the use and development of the Site imposed under these development standards and the Rezoning Plan will, unless amended in the manner provided under the Ordinance, be binding upon and inure to the benefit of the petitioner and the current and subsequent owners of the Site and their respective successors in interest and assigns.
 - Throughout these development standards, the term "petitioner" shall be deemed to include the heirs, devisees, personal representatives, successors in interest and assigns of the petitioner or the owner or owners of the Site from time to time who may be involved in any future development thereof.
 - Any reference to the Ordinance herein shall be deemed to refer to the requirements of the Ordinance in effect as of the date this Rezoning Petition is approved.

Site Development Data

Tax Parcel No.: 648-1010000002 & 648-1010000001
 Total Acreage: 10.15 acres / 442,158 sf (per Survey)

Zoning: SFR-3
 Existing: SFR-3
 Proposed: TND

Existing Land Use: Single Family Residential
 Proposed Land Use: Single Family Residential

No. of Lots Allowed by Current Zoning: 442,158 sf / 11,600 sf = 38 Lots
 No. of Lots Allowed by Proposed Zoning: 442,158 sf / 3,960 sf = 111 Lots
 Proposed Density = 64 Dwelling Units per Acre (DU/AC)

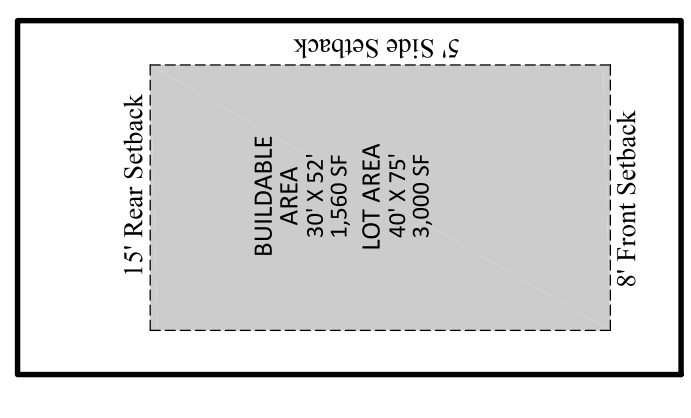
Open Space Required: 0.50 ac / 22,107 sf (5% of Total Project)
 Open Space Provided: 2.06 ac / 90,049 sf (20.3% of Total Project)
 Open Space will comply with the Granite Quarry Code of Ordinance Article 21

FEMA Map Number: 37105678003
 FEMA Effective Date: June 16, 2009

Proposed Yard Requirements:
 Minimum Lot Area: 2,600 SF
 Minimum Front Setback: 8'-12" (Each house varied by a minimum of 1.5' from next house)
 Minimum Side Setback: 4'
 Minimum Rear Setback: 10'
 Minimum Side Setback: 15'

General Notes:
 1. Base information obtained from survey from Metrolina Land Surveying, Inc. dated 9/11/2023 and Rowan County GIS.
 2. Stream/Wetland information shown is based on preliminary information used from Rowan County GIS data. For purposes of this Rezoning Plan, any potential stream features and wetland areas shown on the plan are to be considered preliminary and may be revised once all appropriate jurisdictional boundaries are surveyed and verified with acceptable levels of accuracy.

TYPICAL LOT & BUILDING PAD (N.T.S.)



LINE	SECTIONS	DISTANCE
1	S 27° 24' 15" W	71.71
2	S 89° 58' 15" W	59.90
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CURVE	ARC LENGTH	CHORD	CHORD BEARING	CHORD ANGLE	CHORD DISTANCE
1	30.00	29.99	N 89° 58' 15" E	89.98	29.99
2	30.00	29.99	N 89° 58' 15" E	89.98	29.99
3	30.00	29.99	N 89° 58' 15" E	89.98	29.99
4	30.00	29.99	N 89° 58' 15" E	89.98	29.99
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 - The Rezoning Plan as depicted on the Site shall be dedicated, and the additional right of way will be dedicated prior to the issuance of a certificate of occupancy for the first new building constructed on the Site. The dedication will provide permanent sidewalk easement for any of the proposed sidewalks located along the public streets located outside of the right of way of the sidewalk easement. The sidewalk easement will be a minimum of 40 feet behind the sidewalk where feasible.
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 - The location, size and type of storm water management systems depicted on the Rezoning Plan are subject to review and approval as part of the full development plan submittal and are not implicitly approved with this rezoning. Adjustments may be necessary in order to accommodate actual storm water treatment requirements and natural site discharge points.
- AMENITY AREAS
 - Amenity areas with seating shall be provided on the Site as depicted on the Rezoning Plan.
- AMENDMENTS TO THE REZONING PLAN
 - Future amendments to the Rezoning Plan (which includes these development standards) may be applied for by the then Owner or Owners of the Site in accordance with Granite Quarry Code of Ordinances.
- BINDING EFFECT OF THE REZONING DOCUMENTS AND DEFINITIONS
 - If this Rezoning Petition is approved, all conditions and definitions in the Rezoning Plan shall be binding upon and inure to the benefit of the petitioner and the current and subsequent owners of the Site and their respective successors in interest and assigns.
 - Throughout these development standards, the term "petitioner" shall be deemed to include the heirs, devisees, personal representatives, successors in interest and assigns of the petitioner or the owner or owners of the Site from time to time who may be involved in any future development thereof.
 - Any reference to the Ordinance herein shall be deemed to refer to the requirements of the Ordinance in effect as of the date this Rezoning Petition is approved.

Site Development Data

Tax Parcel No.: 648-1010000001 & 648-1010000002
Total Acreage: 10.15 acres / 442,158 sf (per Survey)

Zoning: SFR-3
Proposed: TND

Existing Land Use: Single Family Residential
Proposed Land Use: Single Family Residential

No. of Lots Allowed by Current Zoning: 442,158 sf / 11,600 sf = 38 Lots
No. of Lots Allowed by Proposed Zoning: 442,158 sf / 3,960 sf = 111 Lots
Proposed Density = 64 Dwelling Units per Acre (DU/AC)

Open Space Required: 0.50 ac / 22,107 sf (5% of Total Project)
Open Space Provided: 2.06 ac / 90,049 sf (20.3% of Total Project)

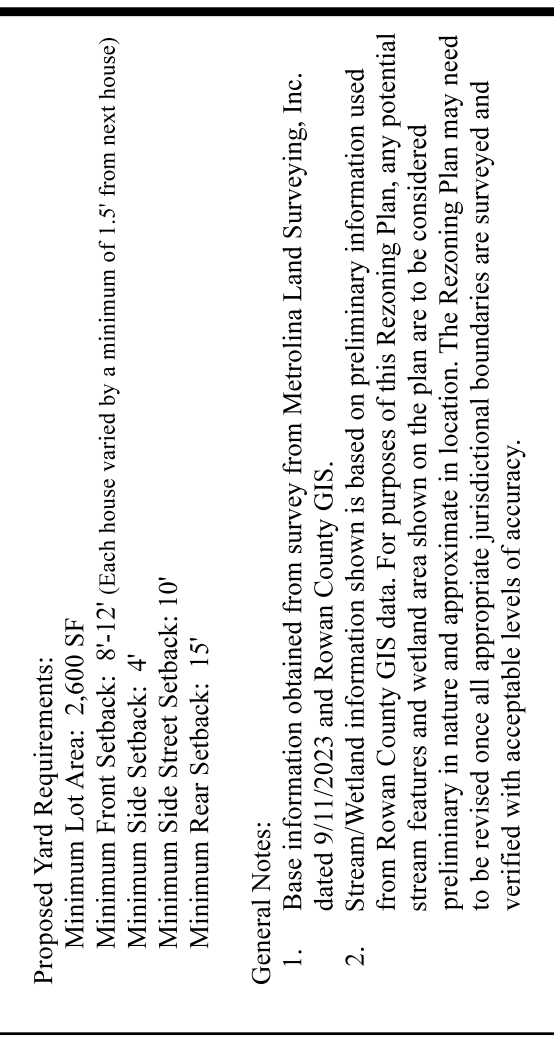
Open Space will comply with the Granite Quarry Code Ordinance Article 21

FEMA Map Number: 37105679003
FEMA Effective Date: June 16, 2009

Proposed Yard Requirements:
Minimum Lot Area: 2,600 SF
Minimum Front Setback: 8'-12" (Each house varied by a minimum of 1.5' from next house)
Minimum Side Setback: 4'
Minimum Rear Setback: 10'
Minimum Side Street Setback: 15'

General Notes:
1. Base information obtained from survey from Metrolina Land Surveying, Inc. dated 9/11/2023 and Rowan County GIS.
2. Stream/Wetland information shown is based on preliminary information used from Rowan County GIS data. For purposes of this Rezoning Plan, any potential stream features and wetland areas shown on the plan are to be considered advisory and may need to be revised once all appropriate jurisdictional boundaries are surveyed and verified with acceptable levels of accuracy.

TYPICAL LOT & BUILDING PAD (N.T.S.)



LINE	BEARING	DISTANCE	AREA
1	S 77° 24' 10" W	71.71	1,000.00
2	S 77° 24' 10" W	71.71	1,000.00
3	S 77° 24' 10" W	71.71	1,000.00
4	S 77° 24' 10" W	71.71	1,000.00
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THE ONLY TABLE

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Agenda Item Summary

Budget Workshop

April 22, 2024

Agenda Item 3

**Zoning Text Amendment
2024-04-08**

Summary:

Planning, Zoning, and Subdivision Administrator Richard Flowe will present on the proposed amendments to the Granite Quarry Development Ordinance as recommended by the Planning Board at its March 4, 2024 meeting.

The public hearing for the ordinance was held April 8, 2024.

Attachments:

- Ordinance ZTA-2024-04-08
- Article 15 with strikethroughs

Action Requested:

Motion to adopt Ordinance ZTA-2024-04-08

Motion Made By:

Doug Shelton
John Linker
Laurie Mack
Rich Luhrs

Second By:

Doug Shelton
John Linker
Laurie Mack
Rich Luhrs

For:

Doug Shelton
John Linker
Laurie Mack
Rich Luhrs

Against:

Doug Shelton
John Linker
Laurie Mack
Rich Luhrs

In case of tie:

Mayor Brittany Barnhardt

For

Against

AN ORDINANCE AMENDING
THE “GRANITE QUARRY DEVELOPMENT ORDINANCE”
OF THE TOWN OF GRANITE QUARRY, NORTH CAROLINA

Ordinance Number ZTA-2024-04-08

WHEREAS, on June 30, 2023, the Town Board of Aldermen’s newly adopted Granite Quarry Development Ordinance, also known as the GQDO, became fully effective; and,

WHEREAS, the amendment of the GQDO to certain Temporary use standards are well balanced with the permanent uses by increasing frequencies for such uses is both consistent with the adopted *Town Plan 2040* by continuing to meet the adopted goals of *Town Plan 2040* emphasizing *Goal 1: Maintain Small-Town Character*, and *Goal 4: Foster Managed Growth* while striving to create a balanced economic environment for all local businesses; then,

THEREFORE, BE IT ORDAINED by the Town Board of Aldermen that the Granite Quarry Development Ordinance be amended as follows:

PART 1. Article 15 is hereby amended to read as it appears on the following pages:

PART 2. This Ordinance shall become effective at 12:01 AM EST on April 23, 2024.

ADOPTED on this the 22nd day of April 2024.

s/ _____

Brittany H. Barnhardt, Mayor

s/ _____

Aubrey Smith, Town Clerk

ARTICLE 15

SPECIAL EVENTS AND TEMPORARY STRUCTURES

15.1 General standards and limitations

It is the purpose of this section to provide specific guidelines and standards for special events and temporary structures. A special event or temporary structure allowed in a particular zoning district shall be treated as a use with additional standards and shall comply with all listed requirements for such event or structure as set forth in sections 15.2 and 15.3 below. These standards do not regulate events sponsored by the Town of Granite Quarry.

15.2 Requirements for Special Event and Temporary Structure Permits

The *Planning, Zoning & Subdivision Administrator* shall issue a permit only upon finding that the proposed special event and/or temporary structure(s) satisfies the following requirements:

- (1.) The special event and/or temporary structure is permitted under subsection 15.3 below.
- (2.) The property contains sufficient space to support the special event and/or temporary structure.
- (3.) Parking is deemed adequate to accommodate the proposed special event and/or temporary structure in addition to required parking for any permanent use or uses also located at the site.
- (4.) The special event and/or temporary structure will not create hazardous vehicular or pedestrian traffic conditions and adequate space is provided for access and maneuvering.
- (5.) Adequate sanitary facilities, utility, drainage, refuse management and similar necessary facilities and services will be available to serve employees, patrons and/or participants.
- (6.) Security personnel and safety precautions are provided.
- (7.) All permits required by applicable construction codes have been made and occupancy approved by the agency charged with enforcing such regulations.
- (8.) Special events are allowed to encroach within required building setbacks, but cannot be located within required buffers, street tree planting strips, or other required landscaped areas. Temporary structures must comply with minimum setback requirements of the zoning districts in which they are located.
- (9.) The temporary structure is in compliance with all other applicable requirements, including applicable setback requirements of Article 8.

15.3 Special Events and Temporary Structures Allowed.

The special events and temporary structures may be established in the districts designated in Table 15.1 in accordance with the requirements in Section 15.2 and the additional standards included and/or referenced in Table 15.1 of this Ordinance.

TABLE 15.1 – Special Events & Temporary Structures (*Amended ~~January~~ April 8, 2024*)

Special Event and/or Temporary Structure(s)	Maximum Duration <i>See note 5.</i>	Maximum Frequency <i>See note 5.</i>	Districts	Permit Required	Additional Standards
Christmas trees, pumpkins or other seasonal material sales/events by: commercial vendors	45 days <i>See note 5.</i>	5 per calendar year <i>See note 5.</i>	“AG”, “MU”, “MS”, “CIV”, “C-52”	Yes	Not permitted within public right-of-way
Christmas trees, pumpkins or other seasonal material sales/events by: institutional and/or registered non-profit organizations 501C(3)					
Construction containers	During active building permit	During active building permit	All districts	No	See note 1 appearing below this table
Events of public interest on private property	4 days <i>See note 5.</i>	<i>See note 5.</i>	“AG”, “MU”, “MS”, “CIV”, “C-52”	Yes	See notes 2 & 5 appearing below this table

Market, Tailgate - Fresh Foods	1 day	60 per calendar year	“AG”, “MU”, “MS”, “CIV”, “C-52”	See Note 6 below this table	Not permitted within public right-of-way per note 6 below this table
Food Trucks	1 day	104 <u>for 1-year following issuance of permit per calendar year</u> (Amended January 8, 2024)	All, see note 6 below this table	See Note 6 below this table	Not permitted within public right-of-way per note 6 below this table
Model home or real estate sales office	1 year	N/A	“AG”, “SFR”, “RMST”, MU”	Yes	See note 3 appearing below this table
Outdoor bazaars and retail sales, with temporary structure(s)	7 days <u>See note 5.</u>	2 per calendar year <u>See note 5.</u>	“AG”, “MU-2”, “MS”, “CIV”, “C-52”	No	Not permitted within public right-of-way
Outdoor sidewalk and retail sales, without temporary structure(s)	unlimited	unlimited	“AG”, “MU-2”, “MS”, “CIV”, “C-52”	No	Sidewalks must have a minimum 5’-0” travel-way clear of obstructions at all times. All products and advertising shall be limited to the area directly in front of the sponsoring vendor during business hours

Temporary portable office	1 year	N/A	All districts	Yes	See note 4 below this table
Storage container, portable on demand (POD)	90 days	2 per calendar year	All districts	No	See note 1 appearing below this table
Yard sales	3 days <u>See note 5.</u>	3 per calendar year <u>See note 5.</u>	All districts	No	See Article 17 of this Ordinance for Sign Regulations

NOTES:

(1.) Construction and storage containers. Construction and storage containers are not intended to be used for long-term on-site storage and any such use in any zoning district except Industrial (IND) is expressly prohibited. Construction containers shall be allowed as a temporary use while a valid building permit is in effect for the construction project. Storage containers shall be allowed as a temporary use when in compliance with the following standards:

- (a.) Each container shall be in compliance with any applicable sign regulations.
- (b.) In residential districts, portable on-demand (POD) storage units may be located for a period of time not to exceed ninety (90) consecutive days in duration from the time of delivery to the time of removal, two times per calendar year, provided they are placed in a location where sight visibility is not obstructed. Further, these units shall be located in a manner which does not hinder access to the site or to off-street parking spaces.
- (c.) In all non-residential districts, portable on-demand storage units may be located for a period of time not to exceed ninety (90) consecutive days in duration from the time of delivery to the time of removal, up to two times per calendar year, provided they are placed on a paved surface and do not obstruct sight visibility. Further, these units shall be located in a manner which does not hinder access to the site or to off-street parking spaces. Multiple units may be used at one time.

(2.) Event of public interest. An event of public interest is a special event involving the expected congregation of 100 or more persons at any one event. An event of public interest includes, but is not limited to: picnics, dinner dances, fund raisers, haunted houses, outdoor concerts, auctions, carnivals, fairs, tent revival meetings, and supervised public display of fireworks. An event of public interest shall be subject to the following standards:

- (a.) All activities and uses shall be limited to the dates and hours of operation specified in the permit.
- (b.) Traffic control shall be arranged by the operators of the event in accordance with the

requirements of the Town of Granite Quarry Police Department and/or the Rowan County Sheriff's Office, as applicable.

- (c.) Public parking for the exclusive use of the facility/event shall be provided and a stabilized drive to the parking area shall be maintained. It is the responsibility of the operators to guide traffic to these areas. No parking shall be permitted on any road or public right-of-way except as allowed by the temporary use permit.
 - (d.) The site shall be cleared of all debris within twenty-four (24) hours after the closing of the event and cleared of all temporary structures within three (3) days after closing of the event.
 - (e.) An approved public safety plan identifying the means by which public safety will be ensured during the conduct of the special event shall be required for an event of public interest. If the public safety plan is violated or if unforeseen circumstances arise that result in the special event becoming a threat to the public health, safety or welfare, authorized personnel from the Town of Granite Quarry Police Department shall have the right to order the event to be closed.
- (3.) Model home or real estate sales office. A model home sales office shall be allowed within a new residential development of more than eight units or lots, subject to approval by the *Planning, Zoning & Subdivision Administrator* as a temporary structure, subject to the following:
- (a.) There is no more than one temporary real estate sales office in the development.
 - (b.) Model home sales office may be approved for a period of up to one year or when all units are sold to resident owners, whichever occurs first. This period may be extended for additional six-month periods, for good cause shown, upon approval of a written request for such an extension by the *Planning, Zoning & Subdivision Administrator*. The request shall be submitted to the *Planning, Zoning & Subdivision Administrator* at least 30 days prior to the expiration of the special event/temporary use permit.
 - (c.) No sleeping quarters are permitted within the model home or sales office during the period for which the structure is used for sales.
- (4.) Temporary portable office. A temporary portable office may be placed on a property to serve as the following:
- (a.) Temporary offices for construction and security personnel during the construction of a development for which the Town of Granite Quarry has issued either/or a zoning permit and/or approved preliminary plat, and/or a building permit.
 - (b.) Disaster relief and/or emergency management related uses including medical facilities. Temporary portable offices for emergency relief and/or management may be approved for a period of up to one year. This period may be extended for additional six-month periods, for good cause shown, upon approval of a written request for such an extension by the *Planning, Zoning & Subdivision Administrator*.

- (5.) Required Interval between Events. A minimum of ~~forty (40)~~two (2) consecutive days are required before recurrence of the same event to qualify as a Temporary Use. Uses found not in compliance with applicable limitations on duration and/or frequency shall be considered permanent and subject to applicable standards and specifications for permanent uses in accordance with this Ordinance.
- (6.) Market, Tailgate - Fresh Foods & Food Trucks. *(Amended April 8, 2024)*
- (a.) Food Trucks serving prepared foods must ~~provide post both~~ a current health certificate and a copy of the Zoning Permit upon request in a conspicuous place upon the vehicle.
 - (b.) No permit required if invited by the Town for special events; however, location criteria of this Article remain applicable.
 - (c.) May locate within designated on-street parking areas within public right-of-way during special events sponsored by the Town.
 - (d.) For locations on private property a no-cost permit valid for one-year is required along with written proof of property owner's permission if not invited by the Town.
 - (e.) Standards for Food Trucks in residential districts:
 - (i.) A property owner may sponsor a Food Truck to ~~eater~~cater for a private event on private property.
 - (ii.) A property and/or homeowners association may sponsor a Food Truck on common area property such as a clubhouse, pool facility, and/or park owned by the association.
 - (f.) Food Trucks may be disqualified from participation in local events upon finding by the Town Board of Aldermen of either or both of the following:
 - (i.) Vendors become a nuisance by ~~increasing frequencies at locations~~generating one or more complaints from non-competing persons and/or entities all over the community, both supported and unsupported.
 - (ii.) Vendors become an itinerant merchant and poach activity to a point of generating complaints from brick & mortar businesses.

Agenda Item Summary

Budget Workshop

April 22, 2024

Agenda Item 4

Summary

On March 20, 2024 the Board heard from Geraldine Gardner, Executive Director of Centralina, regarding services available for Town Manager search assistance. Ms. Gardner emphasized the importance of clearly communicating about the process as well as the importance of sticking to an expeditious timetable.

Attachment

- Centralina’s 3/20/24 TM Search Briefing presentation

Action Requested:

Board direction is requested regarding the timeline and next steps for the Town Manager search process.

Town Manager Search Process

Motion Made By:	
Doug Shelton	<input type="checkbox"/>
John Linker	<input type="checkbox"/>
Laurie Mack	<input type="checkbox"/>
Rich Luhrs	<input type="checkbox"/>
Second By:	
Doug Shelton	<input type="checkbox"/>
John Linker	<input type="checkbox"/>
Laurie Mack	<input type="checkbox"/>
Rich Luhrs	<input type="checkbox"/>
For:	
Doug Shelton	<input type="checkbox"/>
John Linker	<input type="checkbox"/>
Laurie Mack	<input type="checkbox"/>
Rich Luhrs	<input type="checkbox"/>
Against:	
Doug Shelton	<input type="checkbox"/>
John Linker	<input type="checkbox"/>
Laurie Mack	<input type="checkbox"/>
Rich Luhrs	<input type="checkbox"/>
In case of tie:	
Mayor Brittany Barnhardt	
For	<input type="checkbox"/>
Against	<input type="checkbox"/>



CENTRALINA
REGIONAL COUNCIL

Granite Quarry Manager Recruitment

Board Briefing

Agenda

1. Centralina's approach
2. Overall Process
Review and Options
Discussion
3. Cost, Timeline & Next
Steps

Our Approach

- Neutral, 3rd Party Facilitators and Subject Matter Experts
- Motivated to secure top talent for our members
- Understanding complex dynamics of local government management *in our region*
- Built-in network for new manager upon arrival

Recent Clients

- City of Mt. Holly Manager Recruitment – 2024
- Town of Wadesboro – on-call technical support for manager recruitment - 2024
- City of Kings Mountain Fire Chief Recruitment and Selection – 2024
- City of Gastonia Police Chief Recruitment and Selection – 2023
- Town of Troutman Manager Recruitment and Selection – 2019

Item 1

Process Review & Options Discussion

Process Overview & Objectives

- **Prepare**
 - Clear job expectations and requirements, competitive salary range
- **Post & Market**
 - Compelling marketing materials and approach for recruitment (NC, SE and/or National)
- **Receive & Screen**
 - Qualified & exceptionally qualified candidates identified
- **Initial Evaluation**
 - Top candidates identified for initial interview
- **Interview & Assessment**
 - Assessment process (options) used to select top candidate for offer
- **Background, Reference & Offer**
 - Competitive offer made to candidate with clear background and reference checks

Phase 1: Prepare & Post

Complementary Services

1. Define position and develop review criteria (Joint)
2. Review comparable salary range (Centralina)
3. Prepare advertisements, marketing materials and recruitment plan (Centralina drafts; Town approves)
4. Post and disseminate job opportunity (Joint)

Phase 2: Receive & Screen

Complementary Services

1. Receive resumes and send acknowledgement notification to applicants. (Centralina)
2. Screens applicants to criteria, vet credentials and sorts candidates into three categories: Exceptionally qualified; Qualified; Not qualified. (Centralina)
3. Develops scoring sheet and evaluation package for next phase. (Centralina)

Phase 3: Initial Evaluation Overview

Complementary Services

1. Evaluators individually review and score “exceptionally qualified” candidates using criteria developed in phase 1.
 - Individual evaluator scores compiled by Centralina.
2. Evaluators review compiled score and select a pool of candidates for interviews.
 - Centralina facilitates the selection meeting.

Options for “Evaluators” - > Full Board or Selection Committee

Initial Evaluation Option 1: Full Board

1. Full Board participates in “Exceptionally Qualified” applicant review and scoring. Scores are compiled by Centralina.
2. Full Board meets for the consensus and selection meeting: review scores and select candidate pool.

Opportunities:

- Full Board scores and provides input
- Reduces number of meetings

Considerations: Additional time commitment to review and score; Board meeting w/ closed session has noticing requirements

Initial Evaluation Option 2: Committee

1. Selection Committee formed and they review and score “Exceptionally Qualified” applicants. Scores are compiled by Centralina.
2. Selection Committee meets to review scores and make a recommendation of an initial candidate pool.
3. Full Board meets to review committee’s recommendation and confirm candidate pool for interviews.

Opportunities: Committee can evaluate candidates on an ongoing basis; flexibility to meet Board members where they are

Considerations: Additional meeting in the process; limited full Board input into the initial scoring; Board meeting w/ closed session has noticing requirements

Phase 4: Candidate Assessment

Complementary & Optional Services

Included Services:

- Candidate interviews – top 5
 - Preparation and day of logistics supported by Centralina.
 - Interview questions and scoring sheets
 - Centralina facilitates the interview process and debrief meeting.
- Facilitated debrief and candidate selection

Optional Services

- **Initial Phone Screen**
- **Second Interview / Finalist Round**
- **Assessment Center**

Option 1: Additional Interviews

- Add phone screen of “Exceptionally qualified” applicant pool prior to Board selection of candidate pool for interviews.
 - *Recommend selection committee or Board representative only*
- Add second interview/finalist interview
 - *Full Board or a combination of Board and Dept. Leadership*

Option 2: Assessment Center

- *What Is It?* Finalists participate in a battery of job-related activities that are reviewed and scored by a panel of assessors
- *Who Is Involved?* Typically, assessors are peer managers. Can be designed to include Councilmembers, Dept. directors or staff, community partners
- *Benefits?*
 - Benefit from outside perspectives on candidates
 - Reveal other strengths and weakness not observed in interviews alone
 - Give other stakeholders a role in the process
- *What Types of Activities?*
 - Panel interview (Board, could include Dept. leadership)
 - Formal Presentation (topic given in advance)
 - Mock Scenario Response (topic not given in advance)

Additional Screening & Support

1. Management & Personality Profile Assessments
2. Reference checks
3. Background check
4. Formal offer letter and negotiations

Draft Timeline: Complementary

Steps in the Process	Estimated Time to Complete
Process Launch and Preparations (Tasks 1 to 3)	Two weeks after notice to proceed
Position Open (Task 4)	30 days for initial posting
Centralina Screening and Client Scoring of Candidates (Task 5)	14 days following position close
Initial Interviews (Task 6)	2 weeks
References, Background Check and Offer (Client Led)	2 weeks
<i>10-12 Weeks for Recruitment Process – Preparing to Extending Offer</i>	

Draft Timeline: Optional Services

Steps in the Process	Estimated Time to Complete
Process Launch and Preparations (Tasks 1 to 3)	Two weeks after notice to proceed
Position Open (Task 4)	30 days for initial posting
Centralina Screening and Client Scoring of Candidates (Task 5) & Optional Phone Screen of Candidate	14 days following position close
Initial Interviews (Task 6)	2 weeks
Optional Second Interview or Assessment Center	2 weeks
References, Background Check and Offer (Centralina Facilitated)	2 weeks
<i>12- 14 Weeks for Recruitment Process – Preparing to Extending Offer</i>	



THANK YOU

704-372-2416 | info@centralina.org | 10735 David Taylor Drive,
Suite 250, Charlotte, NC 28262 | www.centralina.org