



**TOWN OF GRANITE QUARRY
BOARD OF ALDERMEN
SPECIAL CALLED MEETING
Continuation of Recessed April 11, 2022, Meeting
Monday, April 18, 2022
3:00 p.m.**

Present: Mayor Brittany Barnhardt, Mayor Pro Tem John Linker, Alderman Jim Costantino, Alderman Kim Cress, Alderman Doug Shelton

Staff: Town Manager Larry Smith, Town Clerk Aubrey Smith

Guests: NFocus representatives Rick Flowe, President & CEO, and Tom Weitnauer, AICP

Call to Order: Mayor Barnhardt opened the meeting at 2:58 p.m.

ACTION: Mayor Pro Tem Linker made a motion to come out of recess. Alderman Shelton seconded the motion. The motion passed 4-0.

1. Approval of the Agenda

ACTION: Mayor Pro Tem Linker made a motion to approve the agenda. Alderman Shelton seconded the motion. The motion passed 4-0.

2. Discussion

Comprehensive Plan Update

NFocus President & CEO Rick Flowe addressed the Board regarding statutory changes that require a Comprehensive Land Use Plan and future land use map. Mr. Flowe shared that NFocus's approach was to create a "win" situation for citizens, businesses, natural resources, town leadership, and those looking to invest in the town. There was discussion regarding different options for Granite Quarry including 1) creating a Comprehensive Land Use Plan (CLUP), 2) creating a Unified Development Ordinance (UDO), or 3) creating both the CLUP and UDO.

Mr. Flowe discussed with the Board the differences between a zoning map, which should show a picture of the existing zoning, and a future land use map, which would show what the Board wants the town to look like. Mr. Flowe suggested Granite Quarry might benefit from having NFocus first create a future land use map and then conduct a critical review of the current plan. A timeline for this to occur after July 1, 2022, could be 30-60 days.

ACTION: Alderman Shelton made a motion that the Board recess for a short break. Alderman Costantino seconded the motion. The motion passed with all in favor.

The Board recessed at 4:31 p.m.

ACTION: Alderman Costantino made a motion that the Board come out of recess. Alderman Shelton seconded the motion. The motion passed with all in favor.

The Board returned from recess at 4:37 p.m.

3. Discussion Parks and Recreation Master Plan

Alderman Shelton stated concerns with the cost of implementing the plan “as-is”. He stated he felt it was too ambitious for the size of the town. He shared he was in favor of improving the parks and becoming ADA compliant but didn’t want to pass another document that wouldn’t be pursued.

The Board discussed that an advantage of having the plan would be the opportunity to qualify for grants and that the plan would offer a menu of projects from which to choose. Manager Smith stated that the plan was based on community feedback and provided rough costs for strategic planning purposes. Mayor Barnhardt reminded the Board that the projects and the direction would be decided by the Board.

ACTION: Alderman Costantino made a motion to pass (*adopt the Parks and Recreation Master Plan*). Mayor Pro Tem Linker seconded the motion. The motion passed 4-0. Mayor Pro Tem Linker, Alderman Costantino, and Alderman Cress voted in favor and Alderman Shelton stated he was abstaining which counts as an affirmative vote. *160A-75(a)*

4. Update on Candidates NCLM Board of Directors

The slate of candidates for the NCLM Board of Directors as selected by the NCLM Nominating Committee was shared with the Board. The Board was asked to vote “Yes” or “No” on the full slate of candidates.

ACTION: Mayor Pro Tem Linker made a motion to vote “Yes” on the full slate of candidates presented by the NCLM nominating committee. Alderman Cress seconded the motion. The motion passed 4-0.

5. Review Core Values, Strategic Goals, Communication Guidelines

Manager Smith handed out updated versions of the drafted core values and strategic goals along with a summary. The Board was asked to review the documents and provide feedback.

The Board discussed trash in the parks over the weekend and the continued need to explore options to have trash picked up over holidays and long weekends. Manager Smith asked that Board and community members continue to call extension 213 and leave a message regarding any issues at the parks, which sends an alert to Public Works staff of the message.

Adjournment

ACTION: Alderman Costantino made a motion to adjourn. Mayor Pro Tem Linker seconded the motion. The motion passed 4-0.

The meeting was adjourned at 5:09 p.m.

Respectfully Submitted,

Aubrey Smith

Town Clerk

April 18, 2022

Town of Granite Quarry
Attn: Larry Smith, Town Manager
417 Sherwood Avenue
Granite Quarry, NC 28584

Dear Larry,

On behalf of N-Focus, Inc. I am pleased to submit our Proposal & Statement of Qualifications to update, incorporate, and build upon the Town's current Comprehensive Land Use Plan (CLUP) originally adopted 2000 and Unified Development Ordinance adopted November 2016, in compliance with the requirements of N.C.G.S. 160D to meet current & future needs of the Town in terms of land use & development goals through 2050.

Here are some statements about us for perspective:

- N-Focus has been in business since 2002
- ***N-Focus works exclusively for NC Local Governments***
- We are a common-sense, no-frills company focusing on the true needs of our clients, with an understanding and appreciation of budget constraints.
- N-Focus offers its clients over 700 years combined experience with a knowledgeable, skilled staff handling most work in-house.
- We are results oriented in what we term the 5-winners: ***Citizens, Businesses, Environment, Leadership, and Those seeking to invest in your community.***

Because of this, we feel we are uniquely qualified to both lead this process to ensure buy-in by the community and deliver products focusing on the direction of planning for the community for many years into the future.

Our team has prepared an approach and schedule we feel is responsive to the Town's needs for the update of its CLUP incorporating demographic, geographic and other relevant information, and engaging citizens & other stakeholders in a meaningful way.

We believe the CLUP should not only reflect the collective vision for growth of the Town of Granite Quarry's citizenry in 2022, but also provide guidance to citizens, businesses, property owners, and leadership, as well as ***entice investment from the private sector.***

The CLUP will incorporate pertinent data and policies previously adopted by the Town and will:

1. Guide future land use development activities in the Town of Granite Quarry setting standards for the built environment;
2. Serve as a blueprint for future capital improvements providing an investment strategy for the Town of Granite Quarry;
3. Provide effective growth management policies that guide decisions about development; and
4. Address the needs around the Town of Granite Quarry's growth areas

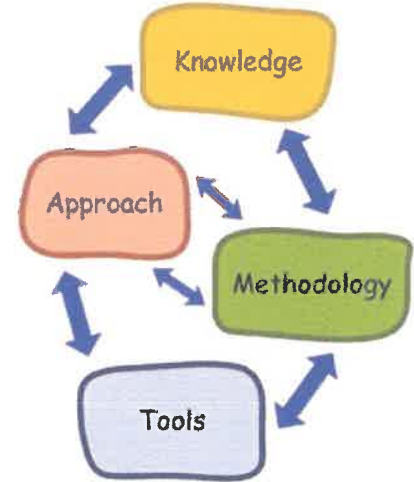
Thank you for the opportunity to submit and your consideration of our proposal.

Patti Rader

Patti Rader
Manager & COO
PRader@NFocusPlanning.org

N-Focus is pleased to submit this proposal to work with the staff, Board of Alderman, planning board, citizens, and businesses of the Town of Granite Quarry to assist in the development of a **Comprehensive Land Use Plan, hereinafter known as "CLUP"** and the development of a **Unified Development Ordinance, hereinafter known as "UDO"**, which will incorporate and update all plans and pertinent policies previously adopted by the Town to:

1. Guide future land use development activities in the Town setting standards for the built environment;
2. Serve as a blueprint for future capital improvements providing an investment strategy for the Town; and
3. Provide effective growth management policies to guide decisions about development.



OPTION 1. CREATE COMPREHENSIVE LAND USE PLAN (CLUP)

N-Focus will:

- a) Develop a timeline for the completion of the CLUP
- b) Assist the Town in preparing & implementing a community outreach strategy
- c) Provide for periodic meeting(s) and/or call(s) with staff
- d) Make final presentations to Planning Board & governing board for adoption
- e) Provide the new CLUP in an electronic format for website; and sending to developers

SUBSTANTIVE TASKS INCLUDE:

TASK 1. PROJECT ORIENTATION AND SCOPING SESSION(S)

N-FOCUS will:

- a) Meet with jurisdiction staff for initial project orientation, scoping, communication logistics, and scheduling (including staff availability/accessibility for requests for meetings, review of draft documents, coordination on formal public review processes, etc.); and
- b) Obtain information about map resources available to allow N-FOCUS to begin preparing the PLAN Map(s) and identify specific mapping features which will need to be incorporated into the final product.

TASK 2. BACKGROUND RESEARCH & ANALYSIS

N-FOCUS will:

- a) Collect and analyze socioeconomic, geographic, and other data to include pertinent population, housing, economic, and other background data, citing key issues and trends to serve as the information base of the CLUP;
- b) Review planning policy documents previously adopted by the Town to identify:
 - 1) Policies that have worked well and should continue; and
 - 2) Policies that have been counterproductive, had unintended consequences, or otherwise not served the Town well.
- c) Identify policies addressing issues of concern to Local Government (per discussions with Town staff and stakeholders); and
- d) Review anticipated specific CLUP needs.

TASK 3. PUBLIC ENGAGEMENT

While conducting the document & policy review above, N-FOCUS will take steps to engage the public under the broad outlines agreed to in our initial meeting with Town staff. Substantive features of the **Public Participation Plan** will include the following:

- a) **Varying approaches that draw on various media**, including the Town’s existing tools – website, newsletter, utility bills, Facebook page, etc. N-Focus will prepare all content for Staff’s review. Town Staff will be responsible to post digital content for **online survey** and if hard copies are also desired, Town staff will print, distribute, and collect hard copy surveys.
- b) Efforts to ensure opportunities are available to citizens, businesses, civic groups, landowners, and investors;
 - i. **Face-to-Face interviews** with up to ten (10) businesses within the Town of Granite Quarry corporate limits of the Local Government. Interviews will not be previously scheduled but will be conducted on a drop-in basis for businesses that are open during N-Focus visits at the businesses’ location.
 - ii. **One-on-one conversations** with up to five (5) stakeholder groups will be used as appropriate to ensure a valid cross-section of stakeholders has both an awareness of the project and opportunities to provide input. Town staff to identify names and organizations for N-Focus to contact for input.
 - iii. **Public input session(s)** are anticipated; one to gather input and a second to present the results.
- c) Development of a vision for the community, with goals & objectives within the first draft of the CLUP.

NOTE: Due to the COVID/CORNAVIRUS

Precautions will be taken, and in-person meetings may need to be replaced with virtual.

TASK 4. DRAFT CLUP and CLUP IMPLEMENTATION STRATEGY

As N-FOCUS obtains information through its public engagement process and the review of previously adopted planning documents, N-FOCUS will begin compiling the information into a Draft Plan document document.

N-FOCUS will:

- a) Prepare the initial draft CLUP, including:
 - i. Vision Statement, Goals & Objectives (drawing largely from public engagement process); and
 - ii. Major Elements of the CLUP
 - 1) Why Plan Our Town?
 - 2) About Granite Quarry
 - 3) Community Profile
 - 4) Natural, Cultural & Historic Resources
 - 5) Voice of the Community – Businesses, Citizens, and Stakeholders
 - 6) Economic Development
 - 7) Infrastructure
 - 8) Planning & Development (including Future Land Use & Growth Opportunities Maps)
 - 9) Blueprint for Granite Quarry – Summary and Plan Implementation
- b) Incorporate a strategy to both **limit Public Investment and to leverage Private Investment** & stimulate Growth within the Catalyst Areas identified during the CLUP process;
- c) Submit the initial draft CLUP for internal staff review;
- d) Incorporate staff comments into a revised “Draft CLUP”;
- e) Present the Draft to the Planning Board in a public information meeting to present the “Draft CLUP” & request formal recommendation by the Planning Board; and
- f) Post the Draft online on the Town’s website.

TASK 5. FINAL CLUP

N-FOCUS will incorporate changes if any, into the Draft CLUP as recommended by the Planning Board and submit **“Final Draft Comprehensive Land Use Plan”** to the Governing Board at a public legislative hearing. After Board action, N-FOCUS will prepare the final documents as identified.



OPTION 2. CREATE “UNIFIED DEVELOPMENT ORDINANCE” (UDO)

N-Focus will:

- a) Develop a timeline for the creation of a Unified Development Ordinance (UDO);
- b) Prepare drafts & present at work sessions. We recommend monthly sessions with Planning Board throughout drafting phase for better understanding, absorption and dissemination;
- c) Provide for periodic meeting(s) and/or call(s) with staff;
- d) Create new land use, development, subdivision & site plan review processes;
- e) Develop new open space, landscape, parking, tree protection, water quality, signage, procedural and district standards & specifications;
- f) Make final presentations to Planning Board & Governing Board for public hearing & adoption; and
- g) Provide the new ordinance in PDF format for posting on Town’s website; and sending to developers.

TASK 1. PROJECT ORIENTATION AND SCOPING SESSION(S)

N-FOCUS will:

- a) Meet with jurisdiction staff for initial project orientation, scoping, communication logistics, and scheduling (including staff availability/accessibility for requests for meetings, review of draft documents, coordination on formal public review processes, etc.).

TASK 2. BACKGROUND RESEARCH & ANALYSIS

N-FOCUS will identify policies addressing issues of concern to the Local Government (per discussions with Town staff;

TASK 3. DRAFT UDO

N-FOCUS will:

- a) Prepare a “Reading Guide”, sample herewith attached, to assist the Planning Board and governing board in reviewing the draft materials. Articles will be introduced & reviewed in a series of Planning Board workshops in three categories, each containing multiple articles. These include:
 - 1) Administrative & Procedural
 - 2) State & Federal Mandates or Equivalent
 - 3) Standards & Specifications for Creating Local Government’s Character shown in the New CLUP
- b) Incorporate comments from the Planning Board workshops into a revised “Draft UDO”; and
- c) Cause the Draft to be posted online on the Town’s website.

Governing Board Members are encouraged to attend Planning Board workshops. The formal Planning Board recommendation concludes this step of the process.



TASK 4. FINAL UDO

N-FOCUS will:

- a) Incorporate changes into the Draft UDO as recommended by the Planning Board.
- b) Submit a recommended ***“Final Draft UDO”*** to the governing board; and
- c) Make one presentation to the governing board and attend a second meeting when a public hearing and/or vote for adoption is scheduled.

After Board action, N-FOCUS will prepare the final documents as identified.

- **N-FOCUS WILL CONDUCT STAFF TRAINING AFTER ADOPTION AT NO COST.**
- **N-FOCUS WILL PROVIDE TWO (2) YEARS ONGOING ADMINISTRATIVE SUPPORT FOR STAFF AT NO COST.**

OPTION 3. CREATE “COMPREHENSIVE LAND USE PLAN (CLUP) & “UNIFIED DEVELOPMENT ORDINANCE” (UDO)

N-Focus will perform services described in both Options A. & B. above

TIMELINE

Our work can be completed within a ten – twelve (10-12) month period.

FEES & COSTS

OPTION A. – COMPREHENSIVE LAND USE PLAN (CLUP)

The fee shall be Thirty-Nine Thousand Eight Hundred-no/100’s **(\$39,800.00)**.

OPTION B. – UNIFIED DEVELOPMENT ORDINANCE (UDO)

The fee shall be Thirty-Four Thousand Six Hundred and no/100’s **(\$34,600.00)**.

OPTION C. – JOINT PROJECT (CLUP & UDO)

Discounted 12%

The fee shall be Sixty-Five-Thousand Five Hundred and no/100’s **(\$65,500.00)**.

Initials: _____

1. A Payment Schedule will be negotiated. Payments can be made over **multiple fiscal periods**.
2. Our fees are inclusive of all personnel costs including but not limited to salary, benefits, taxes, professional development & certifications, cellular communications, travel, and management cost. Printing and reproduction shall be provided by the Town. Any direct expenses (i.e.: printing, postage, etc.) provided by N-Focus personnel on behalf of the Town, shall be reimbursed at actual cost plus seven (7%) percent.
3. Costs associated with incidentals (not consulting fees) for community-based meetings including, but not limited to, printing/reproduction of documents, advertising, and deliverables shall be borne by the Town of Granite Quarry or, if expended by N-Focus, shall be reimbursed at actual cost plus seven (7%) percent and applied to the allowance identified herein above.
4. Travel cost to and from the Town of Granite Quarry by N-Focus personnel is included in the fee above. Travel by N-Focus personnel on behalf of the Town of Granite Quarry to perform inspections within the Town, or attend meetings outside the Town, shall be reimbursed at the current IRS Standard Mileage Rate.
5. Travel cost to and from the Town of Granite Quarry plus time attending meetings that are not convened for lack of a quorum shall be considered Out of Scope and are subject to the discounted hourly rate in the amount of One Hundred Fifty and no/100's (\$150.00) dollars.
6. Services beyond the Scope as defined which may be requested by the Town of Granite Quarry are subject to the discounted hourly rate in the amount of One Hundred-Fifty and no/100's (\$150.00) dollars and shall be invoiced by the hour monthly and billed in quarter-hour increments. Travel time to and from the Town of Granite Quarry by N-Focus personnel to perform additional services are subject to the discounted hourly fee stated herein.
7. Modifications after Planning Board approval and recommendation shall be billed at the hourly rate quoted herein above.

A READING GUIDE: TOWN of GRANITE QUARRY DEVELOPMENT ORDINANCE (UDO)

Administrative & Procedural

- Article 1 Purpose & Authority
- Article 3 Definitions
- Article 4 Planning Board & Board of Adjustments
- Article 5 Amendments
- Article 6 Variances & Appeals
- Article 7 Permits & Procedures
- Article 14 Flexible Development Standards
- Article 22 Non-conformities
- Article 23 Administration & Enforcement

State & Federal Mandates or Equivalent

- Article 18 Flood Damage Prevention
- Article 19 Watershed Protection
- Article 20 Erosion & Sedimentation Control

Standards & Specifications for Creating Granite Quarry's Character

- Article 13 Streets
- Article 16 Subdivisions
- Article 15 Special Events & Temporary Structures
- Article 2 General Standards & Specifications (for all Districts)
- Article 11 Landscape Requirements & Tree Protection
- Article 12 Parking
- Article 17 Sign Regulations
- Article 21 Open Space
- Article 9 Building & Lot Type Standards
- Article 10 Uses w/ Additional Standards & Conditional Uses
- Article 8 Zoning Districts

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Section C. ACCEPTANCE

Patricia A. Rader

Patricia A. Rader, Manager
N-Focus, Inc.

April 18, 2022

Date

Option A.: _____ Initials: _____

Option B.: _____ Initials: _____

Option C.: _____ Initials: _____

ACCEPTED on behalf of Local Government by:

Signature

Date

Printed name of authorized person signed above

Seal of Local Government

ATTEST:

Clerk to the governing board/council of
Local Government

Date

PRE-AUDIT:

This document has been pre-audited in accordance with applicable North Carolina General Statute.

Finance Officer

Date