



**TOWN OF GRANITE QUARRY
BOARD OF ALDERMEN
REGULAR MEETING MINUTES
Monday, August 8, 2022
6:00 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, Town Attorney Chip Short, Finance Officer Shelly Shockley, Fire Chief / Public Works Director Jason Hord, Interim Planner Bill Bailey, Police Chief Mark Cook

Call to Order: Mayor Barnhardt called the meeting to order at 6:00 p.m.

Moment of Silence: Mayor Barnhardt led a moment of silence.

Pledge of Allegiance: The Pledge of Allegiance was led by Mayor Barnhardt.

1. Approval of the Agenda

ACTION: Alderman Costantino made a motion to approve the agenda. Alderman Cress seconded the motion. The motion passed 4-0.

2. Approval of the Consent Agenda

A. Approval of the Minutes

1) Regular Meeting July 11, 2022

B. Departmental Reports (*Reports in Board packet*)

C. Financial Reports (*Reports in Board packet*)

D. Zoning Board of Adjustment Rules of Procedure Updates

E. Termination of State of Emergency

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

3. Citizen Comments – There were no citizen comments.

4. Town Manager's Update

Manager Smith shared that a request for sponsorship was received today from the Granite Quarry Civitan Club for the Fiddlers Convention. Last year the Board waived the Funding of Non-Profit Organizations Policy to fund the request for the same \$100 amount the Board has given for the last several years. The \$100 was earmarked in this year's budget. He asked for Board direction on whether they wanted to go ahead with the \$100 sponsorship now or wait and add the request to next meeting's agenda.

ACTION: Mayor Pro Tem Linker made the motion to approve (*\$100 sponsorship of the Fiddlers Convention*). Alderman Costantino seconded the motion. The motion passed 4-0.

Manager Smith gave kudos to Finance Officer Shockley for her work on the town's finances. The auditor praised her saying that the town is no longer working on getting finances straightened out but is now creating a model for others.

Manager Smith referred to the Preliminary Budget vs. Revenue document included in the agenda packet that he was asked to prepare. The document showed pre-audited figures. Alderman Shelton had questions about information on the document including the restricted police funds. Manager Smith responded that they were that was the unspent balance of the police budget. Alderman Shelton stated he thought the Board had amended the Agreement to unrestrict those funds after the significant surplus year. Manager Smith explained that the Towns agreed to not automatically reappropriate the full amount of unspent funds each year, which was overinflating the budget, but the funds were established in the Restricted Intergovernmental grouping in the budget. Whether we can unrestrict them fully is one of the things the Town hopes to address in the JPA Agreement / Formula Review goal.

Manager Smith stated that the strategic planning goals and project tracking sheet were included in the agenda packet. He stated if it helps put into context why we say no more than 3-5 goals, that a similar Strategic Planning process he is involved with using consultants has taken around 15 months and he thinks was about \$50,000. And that is just one of the goals on the tracking list we are trying to take on in-house with much less resources than our peer municipalities. He encouraged the Board to keep the number of goals manageable for us to be able to accomplish them. Mayor Barnhardt stated she liked the project tracking sheet and thought it was a great tool to use every month to show the Board all of the goals and what was being achieved.

Manager Smith gave kudos to the Mayor and Mayor Pro Tem for speaking at the Rowan Municipal Association meeting. There were many common concerns so, barring objection, staff will reach out to the person Chairman Edds recommended, the headhunter for many site selection consultants, as well as a few people who could speak on the staffing and workforce turnover. Manager Smith stated municipalities would be polled to see if they would be willing to pay over the amount of the meal to help cover the cost some speakers charge.

Mayor Pro Tem Linker questioned the grant-related expenditures in the Financial Reports. Finance Officer Shockley clarified it was a transfer to the general fund.

Old Business

5. Public Hearing

Ord 2022-09 Site Plan Review Process

A. Staff Presentation

Planner Bailey shared that he had been tasked with looking at the way the town processed site plans and major subdivisions. The current process involves the Planning Board and Board of Aldermen and is allowed by 160D but discouraged. The ideal process would be that the specific requirements

would be laid out in the ordinances and professional staff would check to make sure all requirements were met. The proposed amendments would base the review on the ordinance. This would be a technical rather than political review.

Alderman Costantino questioned who would make the decision. Planner Bailey stated the final decision would be made by staff based on the ordinance. Mayor Barnhardt asked if it was N-Focus's professional opinion that it would be wise to make this change before the CLUP and UDO updates were made. Planner Bailey deferred to N-Focus CEO Rick Flowe. Mr. Flowe stated it was a "reasonable band-aid". He went on to state the Board should adopt what was recommended to get the decision out of the subjective arena. He stated when Board members are asked to make legislative decisions, they are wearing an administrative hat and any decision they made would be appealable.

Planning Board Chairman Richard Luhrs passed out a handout (*attached*) to the Board and stated he would like to read it into record. He spoke about the reasoning for the Planning Board decision including that none of the Technical Review Committee members were residents of the town.

B. Public Hearing

1) **Opened:** Mayor Barnhardt opened the public hearing at 6:45 p.m.

- There were no public comments.

2) **Closed:** Mayor Barnhardt closed the public hearing at 6:45 p.m.

C. Board Discussion and Decision

Board discussion included a question from the Mayor on whether a board member could sit on the Technical Review Committee (TRC). Attorney Short stated that they could. Manager Smith reminded the Board about board member's non-technical input into technical discussions in the past that caused major enough issues that the Board directed no board member be involved in that aspect of development discussions. Mayor Barnhardt recognized Mr. Flowe who restated that the amendment would remove elected and appointed board members from administrative decisions. He stated he had seen the Planning Board serve as one arm of the TRC that would provide input back to the TRC, just without making a formal vote.

Alderman Shelton stated he would like to say no today and have this brought back up after amendments were made to the UDO in the future. Mayor Barnhardt stated a desire to see the item tabled until a decision on CLUP and UDO updates had been made.

ACTION: Alderman Costantino made a motion to table the item. The motion died for lack of a second.

There were questions on how long the item should be tabled. The Board decided by consensus to revisit the item again after item 9: CLUP / UDO Options on tonight's agenda.

6. Adoption

Bicycle and Pedestrian Plan

Staff asked that the Board adopt the Bicycle and Pedestrian Plan with any changes based on the DOT review.

ACTION: Alderman Costantino made a motion to approve (*the Bicycle and Pedestrian Plan with any changes based on the DOT review*). Mayor Pro Tem Linker seconded the motion. The motion passed 3-1 with Alderman Shelton opposed.

Alderman Shelton stated they were being asked to vote on the plan while still waiting for DOT comments.

7. Discussion Strategic Planning Goals

Manager Smith shared the slides for the draft version of the Strategic Planning Goals that were included in the agenda packet. Indicators of progress were added. He requested feedback or approval of the Goals and Implementation Strategies final draft. The next step will be to finalize the core values.

ACTION: Alderman Costantino made a motion to approve (*the Goals and Implementation Strategies final draft*). Alderman Shelton seconded the motion. The motion passed 4-0.

8. Discussion Project Work Plan Priorities

Manager Smith summarized that the Board asked for the project tracking sheet to be placed back on this agenda for Board review and prioritization. Mayor Barnhardt stated having the PARTF grant in place and moving forward with park plans was important to her. She added that she was also interested in prioritizing finding the best fit for platforms for the town with social media.

Manager Smith stated currently it was an overly ambitious list, so staff was trying to prioritize the projects that are already in motion. Once a game plan was in place, staff will bring the list back to the Board and ask what can be cut.

9. Discussion CLUP / UDO Proposal Options

Mayor Barnhardt asked that the CLUP / UDO Proposal Options be added to the August agenda for discussion. She stated there was board contingency funding and that the payment could be made over the course of two fiscal years.

Attorney Short stated that putting the process (*Item 5 Site Plan Review Process*) in place that was being discussed would relieve the Board of liability, but it was assuming that the town had done all the planning that it needed to do. He stated he would like to see the proposal passed but didn't believe the town was ready for that. He stated that the ideal situation would be that an applicant could put everything on an application and then a list could be checked off.

Alderman Shelton stated that it (CLUP / UDO) should be funded with a budget amendment and not the full Board Contingency. It could be funded with funds freed up by ARPA.

The Town Manager's memo from 7/11/2022 that was included in the August agenda packet as well identified the three options from the N-Focus proposal:

- Option A: Comprehensive Land Use Plan only \$39,800.00
- Option B: Unified Development Ordinance \$34,600.00
- Option C: Joint Project (CLUP & UDO) \$65,500.00 (noted this would be a 12% discount)

The Town Manager's memo also stated that "should the BOA choose to, it could therefore move/add the \$22,037 originally budgeted for the Civitan payout to the \$40,331 Contingency and have \$62,368 toward the \$65,500 Option C (-\$3,132)."

Alderman Costantino stated the town had a lot going on and needed to do this.

ACTION: Alderman Costantino made a motion to approve it (*CLUP / UDO updates*). Mayor Pro Tem Linker seconded the motion. The motion passed 4-0.

During discussion before the vote Alderman Shelton asked if it should be done piecemeal (*Options A or B*) or at one time (*Option C*). Mayor Barnhardt, Mayor Pro Tem Linker, and Alderman Costantino stated that it shouldn't be done in pieces. Alderman Shelton asked if the motion should be amended to include the funding source. Mayor Barnhardt stated a budget amendment would be brought back before the Board and that the motion was just for staff to take action.

Item 5 was revisited per the Board's earlier vote.

ACTION: Alderman Shelton made a motion to accept the Planning Board's recommendation to disprove (*Ordinance 2022-09 amending the site plan approval process*) and adopt the Statement of Consistency and Reasonableness as presented. Alderman Costantino seconded the motion.

Attorney Short suggested that no action had to be taken. Alderman Shelton rescinded his motion. No action was taken.

Attorney Short left the meeting at 7:24 p.m.

New Business

10. Discussion Town Square

Manager Smith shared a presentation that showed key points from the Downtown Master Plan and DOT's recommendation as well as the challenges and takeaways on the town square project.

Staff requested that the Board receive the presentation, review, and confirm key "must haves" for any improvements to the Town Square infrastructure.

11. Proclamation National Day of Service and Remembrance

Mayor Barnhardt acknowledged the proclamation for National Day of Service and Remembrance.

12. Board Comments

- Alderman Costantino made a statement that he would like to see sculptures around town like in Salisbury.

13. Announcements and Date Reminders

A.	Wednesday	August 10	5:00 p.m.	Centralina Board of Delegates Meeting
B.	Thursday	August 11	6:00 p.m.	Community Appearance Commission
C.	Monday	August 15	5:00 p.m.	Parks, Events and Recreation Committee
D.	Monday	August 15	5:30 p.m.	Zoning Board of Adjustment
E.	Tuesday	August 16	3:30 p.m.	Revitalization Team
F.	Thursday	August 18	9:30 a.m.	BoA Special Meeting – Strategic Planning
G.	Wednesday	August 24	5:30 p.m.	CRMPO TAC Meeting
H.	Monday	September 6	6:00 p.m.	Planning Board
I.	Thursday	September 8	6:00 p.m.	Community Appearance Commission

Adjournment

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

The meeting ended at 7:39 p.m.

Respectfully Submitted,

Aubrey Smith

Town Clerk