

7. Discussion **Strategic Planning Goals**
ACTION REQUESTED: Feedback or approval of the Goals and Implementation Strategies final draft.

8. Discussion **Project Work Plan Priorities**

9. Discussion **CLUP / UDO Proposal Options**

New Business

10. Discussion **Town Square**
ACTION REQUESTED: Receive presentation, review and confirm key “must haves” for any improvements to the Town Square infrastructure.

11. Proclamation **National Day of Service and Remembrance**

12. Board Comments

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

Adjourn

Agenda Item Summary

Regular Meeting

August 8, 2022

Agenda Item 1

Summary:

The Board may discuss, add, or delete items from the Regular Meeting agenda.

Action Requested:

Motion to adopt the August 8, 2022 Board of Aldermen Meeting Agenda (as presented / as amended).

Approval of Agenda

Motion Made By:

Jim Costantino
Kim Cress
John Linker
Doug Shelton

Second By:

Jim Costantino
Kim Cress
John Linker
Doug Shelton

For:

Jim Costantino
Kim Cress
John Linker
Doug Shelton

Against:

Jim Costantino
Kim Cress
John Linker
Doug Shelton

In case of tie:

Mayor Brittany Barnhardt

For
Against

Agenda Item Summary

Regular Meeting
August 8, 2022
Agenda Item 2

Summary:

The Board may discuss, add, or delete items from 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 Amendments

E. Termination of State of Emergency

Action Requested:

Motion to approve the consent agenda (as presented / as amended).

Approval of Consent Agenda

Motion Made By:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

Second By:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

For:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

Against:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

In case of tie:

Mayor Brittany Barnhardt

- For
- Against



**TOWN OF GRANITE QUARRY
BOARD OF ALDERMEN
REGULAR MEETING MINUTES
Monday, July 11, 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, Firefighter Tyler Bennett, Firefighter Allen Bennett

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: Mayor Pro Tem Linker 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 June 13, 2022
- 2) Recessed Meeting June 16, 2022
- 3) Strategic Planning Meeting June 27, 2022

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

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

D. Committee Reappointments (*as recommended by each committee*)

E. Centralina Charter Ratification

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

3. Citizen Comments

- Marilyn Michael of 1309 Wrenwood Court asked how much notice Nest had to give before pulling their rezoning from August's agenda. Mayor Barnhardt responded that the applicant could pull the

application at any time but advised that Mrs. Michael could reach out to town staff for the most up-to-date information. Mrs. Michael also stated that the Fire Department responded to a call last week at her house and the firefighters did an excellent job.

4. Town Manager's Update

Manager Smith called upon Chief Hord to recognize Firefighter Tyler Bennett who recently graduated with his FF 1 & 2 certifications through RCCC. Tyler was also awarded the Justin Monroe Service Above Self award. Tyler has lived in Granite Quarry his whole life. His father, Firefighter Allen Bennett, has been a firefighter with Granite Quarry for 17 years.

Manager Smith gave kudos to Finance Officer Shockley for her work on the pre-audit and financial statement preparation. Manager Smith ran through the strategic plan's goal statements and strategies. He asked the Board to review the draft and think about what success would look like for each of the objectives and to then relay that information to him.

Manager Smith shared the project goal sheets for administrative tasks and the Board's goals and priority projects. He asked that Board members look at the worksheet and decide what the Board would like to prioritize, ideally 3-5 goals. Mayor Barnhardt asked if the project work plan decisions could be added to the August agenda.

Old Business

5. Discussion

CLUP / UDO Proposal Options

Mayor Barnhardt stated that the information and summary were included in the packet. She stated that she believed all Board members felt the CLUP and UDO rewrite was important, but would have to wait on the funding.

New Business

6. Presentation

Bicycle and Pedestrian Plan Draft

The draft version of the Bicycle and Pedestrian Plan was included in the agenda packet. Nat Heyward of Kimley-Horn presented an overview and background information for the plan and asked that the Board review and send in questions and comments. All comments will be sent back to Kimley-Horn who will then pass the draft plan and comments on to the DOT for their review. The plan will be presented to the Board for adoption at the August meeting.

7. Public Hearing

Ord 2022-06 UDO Text Amendment/Correction

A. Staff Presentation

Clerk Smith

Clerk Smith shared this was a technical change to remove Electronic Gaming from all zoning classifications but HI, which was the intent of previous ordinances.

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

ACTION: Mayor Pro Tem Linker made a motion to adopt Ordinance 2022-06 to correct the UDO's Permitted Table of Uses and adopt the Statement of Consistency and Reasonableness as presented. Alderman Costantino seconded the motion. The motion passed 4-0.

8. Discussion

Site Plan Approval Process

Manager Smith stated that at its March 25, 2021 meeting the Board of Aldermen discussed whether it should be reviewing the site plans for major subdivisions and making final determinations. The former planner created a memo stating his recommendation, and after the Board met with N Focus on 4/18/2022 and enquired further about best practices regarding these kinds of growth reviews, Planner Bailey wrote a memo summarizing the current process and his recommendation that the reviews indeed come back to the Board of Aldermen instead of the Planning Board as well. Manager Smith asked that, if the Board would like to go with the recommendation, that they give that direction. The change would then be taken before the Planning Board at their August meeting before coming back to the Board of Aldermen. There was Board consensus to give that direction.

9. Ordinance Amendment

Peddlers

Alderman Costantino questioned whether there had been issues with peddlers. Mayor Barnhardt shared that there had been an issue in her neighborhood with multiple people going door-to-door several times a night even with no solicitation signs posted. She stated there had been complaints and concerns voiced by multiple citizens. Alderman Cress stated that the police had increased their presence in the town and were doing an outstanding job with patrol. He felt the increased police presence may be a deterrent to solicitors.

ACTION: Mayor Pro Tem Linker made a motion to adopt Ordinance 2022-07 to amend the Town’s peddler regulations. Alderman Cress seconded the motion. The motion passed 4-0.

10. Board Comments

- Mayor Pro Tem Linker stated he and the mayor agreed social media was an important part of the strategic goal for communication and thought it should be included in the goal. Mayor Barnhardt stated newsletters would be useful as well. Manager Smith pointed out where both those areas were covered in the Community Engagement / Communications slide within the strategic plan.
- Alderman Shelton stated community engagement was important for items like committees and the implementation of plans.
- Mayor Pro Tem Linker asked that a date be set for ARPA funds discussion. By Board consensus, the meeting was set for August 18, 2022 at 9:30 a.m.
- Alderman Costantino stated that the seal in the Board Room looked fantastic.

11. Announcements and Date Reminders

A.	Thursday	July 14	6:00 p.m.	Community Appearance Commission
B.	Monday	July 18	5:00 p.m.	Parks, Events and Recreation Committee
C.	Monday	July 18	5:30 p.m.	Zoning Board of Adjustment
D.	Tuesday	July 19	3:30 p.m.	Revitalization Team
E.	Thursday	July 28	6:00 p.m.	Rowan Municipal Association – Trinity Oaks
F.	Monday	August 1	6:00 p.m.	Planning Board

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 6:59 p.m.

Respectfully Submitted,

Aubrey Smith

Town Clerk

Planning Department Monthly Report July 2022

Permits

- 7** Permit Applications
 - 7** Permits approved
 - 00** Permits denied

Date	Address	Permit	Status
7/7	1020 Loganberry Ln	Zoning Permit – New SFR	Issued
7/7	1008 Loganberry Ln	Zoning Permit – New SFR	Issued
7/21	106 Coley Rd	Zoning Permit – Shed & Home Occupation	Issued
7/25	604 W Bank St	Zoning Permit – rooftop solar panels	Issued
7/25	215B N Salisbury Ave	Zoning Permit – commercial upfit	Issued
7/25	1005 Timber Run Dr	Zoning Permit – residential remodel	Issued
7/25	103 Carriage Ln	Zoning Permit – home occupation	Issued

Planning/Zoning Inquiries

Date	Inquiry	Zoning	Comments
7/11	Possible accessory dwelling	RL	Provided information
7/11	Possible long-term vehicle storage	RL	Provided Information
7/11	Rezoning from RL-RH	RL	New Life 354 186
7/11	Rezoning from RL-RM	RL	066 047
7/21	Possible Subdivision	RL	533 N Main St

Planning Board. Met 7/5/22 - Discussed a technical change to the Table of Uses in the UDO.

Zoning Board of Adjustment. Did not meet in July.



Alliance Code
Enforcement LLC

PROTECTING QUALITY OF LIFE
Monthly Report
Town of Granite Quarry

Updated
July 5, 2022, 2022

ADDRESS	VIOLATION	STATUS
308 Legion St	JP	8/10
518 Railroad St	MH	8/10
518 S Main St	JP/JV	8/10
602 S Main St	JP	ABATED
PID: 5677-05-19-5565	JP	ABATED
111 W Lyerly St	MH	8/16
504 S Salisbury Ave	MH	Burn Scheduled
720 S Salisbury Ave	ZV	8/20
1280 Dunns Mtn Rd	ZV	8/20
1190 Summer Ln	MH/JP/JV	8/20
315 N Oak St	MH/OL	8/10
225 Hill St	JV	Hearing will be scheduled
344 Brookwood Dr	MH/OL	Hearing will be scheduled
626 S Main St	JV	ABATED
106 Coley Rd	ZV	ABATED
320 N Salisbury Ave	JP/JV	ABATED
720 S Main St	ZV	Hearing will be scheduled
302 W Peeler St	JV	8/20
301 N Cleo Ave	OL	ABATED
723 N Salisbury Ave	OL	ABATED
341 Brookwood Dr	JP/OL	8/10
107 N Walnut St	ZV	ABATED
221 S Oak St	MH	8/27
1207 S Claiborne Rd	OL	8/13
1211 S Claiborne Rd	OL	8/13
617 Pine Hill Dr	JV	8/13
823 Pine Hill Dr	JV	8/13
722 Pine Hill Dr	JV	8/13
117 E Kerns St	JV	ABATED
503 Rown St	JV	8/13
118 S Walnut St	JV	ABATED



Alliance Code
Enforcement LLC

Monthly Report
Town of Granite Quarry

Updated
July 5, 2022, 2022

Monthly Highlights

- MH – Minimum Housing / JV – Junk Vehicle / JP – Junk Pile / ZV – Zoning Violation / AC – Animal Complaint / OL – Overgrown Lot
- 21 Total cases open
- 15 cases were opened in June
- 14 Notices of Violation have been prepared & sent.
- 10 Abatements during the month of June
- Hearings were held on the 27th. Some of those violations have been abated and progress has been made on many others.
- Contact was made with numerous property owners and abatement efforts are already being made.
- Additional hearings will be scheduled in the coming weeks
- Progress has been made at 111 W Lyerly St and 1190 Summer Ln

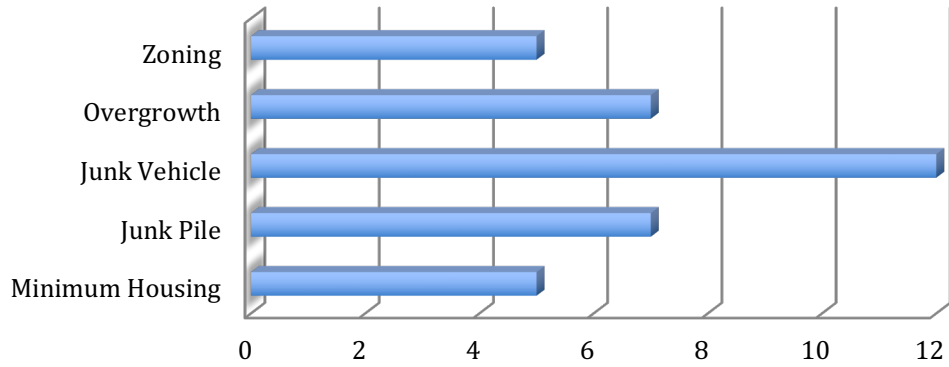


Alliance Code
Enforcement LLC

PROTECTING QUALITY OF LIFE
Monthly Report
Town of Granite Quarry

Updated
July 5, 2022, 2022

Violations by the Numbers



	Minimum Housing	Junk Pile	Junk Vehicle	Overgrowth	Zoning
■ Violations by the Numbers	5	7	12	7	5



Granite Quarry-Faith Joint Police Authority

P.O. Box 351 • 143 North Salisbury Ave, Granite Quarry, NC 28072
Office: (704)279-2952 • Fax: (704)279-6648



Police Department Report

August 2022

- Call volume report for the month of July 2022:
 - Date of Report: 08/01/2022
 - Total calls for service/activities – 1361
 - Calls for service/activities Granite Quarry: 1115
 - Calls for service/activities Faith: 216
 - Incident Reports- 8
 - Arrest Reports- 9
 - Crash Reports- 10
 - Traffic Citations- 65
- See Attached for Total Calls for Service.
- The following is the ending and average mileage for each vehicle by month:

131 Chevy Impala-	End-	77,175
141 Ford Taurus-	End-	82,456
161 Ford Utility-	End-	73,431
171 Ford Utility -	End-	52,799
172 Ford Utility -	End-	86,956
173 Ford Utility -	End-	43,327
181 Ford F150 -	End-	77,360
191 Dodge Durango -	End-	42,076
201 Ford Utility-	End-	23,309
211 Ford Utility-	End-	12,603
212 Ford Utility-	End-	29,414

- Other Information:
 - Drug Collection Box. July 2022: 11.86 pounds collected.
 - July CID Report. 2 Cases assigned; 0 Cases cleared; 15 follow-ups conducted; 94 open assigned cases.
 - Officers completed 43 hours of in-service or continuing education training in July.

GQPD

Number of Events by Nature

CFS July 2022 Granite Quarry

Nature	# Events
102D1 ABUSE	1
103A4 ADMIN (OTHER)	1
104B01 ATM ALARM	2
104C2 COMMERCIAL BURG (INTRUSI	2
104C3 RESIDENTAL BURG (INTRUSI	3
104D2 COMMERCIAL HOLD UP ALARM	1
105C1 ANIMAL-CRUELTY	1
110B2 PAST RESIDENTIAL B&E	1
111B1 PAST DAMAGE TO PROPERTY	1
111B2 PAST MISCHIEF	1
111D1 DAMAGE TO PROPERTY	1
112D2 DECEASED (SUDDEN)	1
113B2 OTHER NOISE COMPLAINT	2
113D1 DISTURBANCE / PHYSICAL	2
113D2 DISTURBANCE / VERBAL	1
114D2 VERBAL DOMESTIC	1
114D3 PHYSICAL FAMILY DOMESTIC	2
115D1 DRIVING UNDER INFLUENCE	1
118D2 FRAUD-FORGERY	1
119D3 HARASSMENT	1
121O2 MENTAL COMMITMENT	1
123B2 RUNAWAY	1
125B1 CHECK WELFARE - ROUTINE	3
125B2 LOCKOUT - ROUTINE	2
125D1 CHECK WELFARE-URGENT	2
129B3 SUSPICIOUS CIRCUM (PAST)	1
129C1 SUSPICIOUS PERSON	4
129C3 SUSPICIOUS VEHICLE	11
129C5 SUSPICIOUS CIRCUMSTANCE	3

Nature	# Events
130C1 THEFT JUST OCCURED	1
131B3 HIT & RUN	2
132C2 HAZARDOUS ROAD CONDITION	1
132O2 TRAFF COMP - INFORMATION	1
133D1 TRESPASSING	3
23B0 OVERDOSE (OVERRIDE)	1
23D1 OVERDOSE (ARREST)	2
32D1 UNKNOWN MEDICAL	1
69D3 COMMERCIAL STRUCTURE FIRE	1
77B1 TRAFFIC ACC - INJURY	1
77B3 TRAFFIC ACC - POSS INJURY	1
77D5 TRAF ACC - MOTORCYCLE	1
911 HANG UP	13
ASSIST MOTORIST	1
ATTEMPT TO LOCATE	1
BURGLARY ALARM	4
BUSINESS OR HOUSE CHECK	917
COMMUNITY PROGRAM	1
DELIVER MESSAGE	10
DOMESTIC PROPERTY PICKUP	1
EVICITION	1
FOLLOWUP	20
FOOT PATROL	3
GENERAL INFORMATION	8
HOLD UP ALARM	1
LAW CALL	1
MISDIAL	4
PARK CHECK	4
REPOSSESSION	1
SUBPOENA SERVICE	1
TRAFFIC CHECK	10
TRAFFIC CONTROL	4

Nature	# Events
TRAFFIC STOP	31
UNAUTHORIZED USE OF CONVEYANCE	2
VEHICLE ACCIDENT PROP DAMAGE	4
WARRANT SERVICE	1
Total	1115

GQPD**Number of Events by Nature**

CFS July 2022 Faith

Nature	# Events
103A2 FOUND PROPERTY	1
104C2 COMMERCIAL BURG (INTRUSI	1
106B3 PAST SEXUAL ASLT-CHILD	1
106D5 ASSAULT IN PROGRESS	1
107B1 ASST OTHER AGENCY-ROUTIN	1
110B2 PAST RESIDENTIAL B&E	1
113D1 DISTURBANCE / PHYSICAL	2
113D2 DISTURBANCE / VERBAL	2
114D4 VERBAL FAMILY DOMESTIC	1
116D1 DRUGS (USE-POSSESSION)	1
123B1 MISSING PERSON	2
125B2 LOCKOUT - ROUTINE	4
127D2 SUICIDE THREAT	2
129B1 SUSPICIOUS PERSON (PAST)	1
129B3 SUSPICIOUS CIRCUM (PAST)	1
129C1 SUSPICIOUS PERSON	2
129C3 SUSPICIOUS VEHICLE	7
130B1 LARCENY (ALREADY OCC)	1
131O2 TRAFFIC - INFORMATION	1
132A1 ABANDONED VEHICLE	1
132C1 SEVERE TRAFFIC VIOLATION	1
77B3 TRAFFIC ACC - POSS INJURY	1
77D8 TRAFFIC ACC - INJURY	1
911 HANG UP	14
9B1 CARDIAC ARREST POSS DOA	1
ASSIST FIRE DEPT	2
BUSINESS OR HOUSE CHECK	143
DELIVER MESSAGE	2
ESCORT FUNERAL OR OTHER	1

Nature	# Events
FOLLOWUP	2
GENERAL INFORMATION	2
MISDIAL	3
SCHOOL SECURITY CHECK	1
SPECIAL EVENT	4
TRAFFIC STOP	3
VEHICLE ACCIDENT PROP DAMAGE	1
Total	216



Town of Granite Quarry Fire Department

Established May 15th, 1950

PO Box 351

www.granitequarrync.gov

Granite Quarry, NC

704/279-5596



Board Report August/2022 Chief Hord

Emergency Calls for Service July 2022

39 calls in district

- 23 - EMS (including strokes, falls, diabetic, CPR and other medical needs)
- 5 - Lines down
- 4 - Vehicle accidents
- 7 - Fire Alarms

13 calls to Salisbury

- 2 - Move up assignment
- 8 - Alarms or cancelled en route
- 3 - Traffic accidents

9 calls to Rockwell Rural

- 3 - EMS
- 2 - Structure fires
- 4 - Cancelled en route

8 calls to Union

- 4 - Cancelled en route
- 2 - Fire alarm
- 2 - Traffic accidents

3 calls to Rockwell City

- 3 - Cancelled en route

4 calls to South Salisbury

- 3 - Fire alarms / waterpoint / cancelled en route
- 1 - Structure Fire

5 calls to Faith

- 2 - Traffic Accidents
- 2 - Fire alarms
- 1 - EMS call

TOTAL – 81

ACTIVITIES

- Daily activities include apparatus & equipment checks, training, station maintenance, pre-plan development, hose and hydrant maintenance, water points, emergency response, public education, inspections, and the assistance of other divisions within the Town of GQ.
- Rigorous cleaning/decontamination, due to suggested COVID response as needed.
- Monthly training included E.M.T continuing education and Joint Training with Faith F.D.
- Multiple days of ladder training, water point training, hose evolutions, extrication tool familiarization, and district familiarization. Weekly shift training/ officer's choice.
- Car Seat Check Station on Thursday from 1 p.m.to 4 p.m. – 3 seats installed/checked.
- Grounds care on Thursdays
- Attended RCCC rookie school graduation for Tyler Bennett
- Hosted east side quarterly training at Mar Rock Quarry
- Assisted Union FD with ISO water point set up

E-571

- Mileage – 18707
- Hours – 1658

E-572

- Mileage – 39666
- Hours – 31574

R-57

- Mileage – 37565
- Hours – 3679

SQ-57

- Mileage – 4308



July Work 2022 Public Works Report

- Normal Maintenance Duties Daily- (parks, cleaning, mowing, edging, service on equipment, limbs & sweeping)
- PM check on generator
- Nature trail maintenance weekly
- Filled various potholes
- Brush cut various right of ways
- Sprayed various right of ways
- Snowplow installed on F350
- Worked with Carolina Rescue for ducks in need
- Participated in safety committee meeting
- Installed flagpole at FD
- Changed water pump on JD X485 mower
- Replaced belts on shop compressor

2007 Ford Truck	Mileage – 63,379	+122 miles
1995 Ford Dump Truck	Mileage – 42,783	+135 miles
2009 Ford Truck	Mileage – 91,823	+93 miles
2019 Ford Truck F350	Mileage – 16,462	+340 miles
2022 Chevy Silverado	Mileage – 2,864	+1,443 miles



Finance Department

Breakdown by Department:
As of July 31, 2022

Department	Budgeted	Encumbered	YTD	
Revenues:	<u>2,960,383</u>		<u>107,248</u>	<u>4%</u>
Total Revenues:	\$ 2,960,383		\$ 107,248	4%
Expenses:				
Governing Body	122,527	-	7,555	6%
Administration	621,023	799	42,820	7%
Public Works	329,175	3,520	32,640	11%
Police	910,616	15,000	88,687	11%
Fire	598,990	10,314	63,413	12%
Streets	126,102	-	10,945	9%
Sanitation	175,000	-	15,096	9%
Parks & Recreation	<u>76,950</u>	<u>275</u>	<u>5,604</u>	<u>8%</u>
Total Expenses	\$ 2,960,383	\$ 29,908	\$ 266,761	10%
Expense to Revenue:				249%

Please see the Budget Vs. Actual Report attached for individual line items

Revenues:					
Account	Budget	YTD	Variance	%	Notes
01-3100-12 Taxes - Budget Year	1,121,777	756	(1,121,021)	0%	
01-3100-17 Tax Penalties & Interest	3,700	120	(3,580)	3%	
01-3101-12 Taxes - Prior Years	7,000	134	(6,866)	2%	
01-3102-12 Vehicle Tax	142,823	13,869	(128,954)	10%	
01-3230-31 Local Option Sales Tax	963,578	84,016	(879,562)	9%	
01-3231-31 Solid Waste Disposal Tax	2,374	-	(2,374)	0%	
01-3316-32 Powell Pave & Patch Funds	89,302	-	(89,302)	0%	
01-3322-31 Beer & Wine - State	12,762	-	(12,762)	0%	
01-3324-31 Utilities Franchise Tax	137,447	-	(137,447)	0%	
01-3330-84 County First Responders	4,020	335	(3,685)	8%	
01-3413-89 Miscellaneous Revenue	2,900	662	(2,238)	23%	
01-3431-41 Police Authority Revenue_Faith	146,000	-	(146,000)	0%	
01-3431-45 Police Report Revenue	100	5	(95)	5%	
01-3431-89 Police Miscellaneous	1,100	276	(824)	25%	
01-3451-85 Property Damage Claims	-	2,700	2,700	100%	1
01-3471-51 Environmental Fee Collection	178,500	-	(178,500)	0%	
01-3491-41 Subdivision & Zoning Fees	5,500	1,625	(3,875)	30%	
01-3613-41 Parks Miscellaneous	21,000	425	(20,575)	2%	
01-3713-33 Sal. Water/Sewer Reimbursement	50,000	-	(50,000)	0%	
01-3831-89 Interest on Investments	3,000	635	(2,365)	21%	
01-3834-41 Park Shelter Rentals (Maint)	3,750	1,675	(2,075)	45%	2
01-3835-80 Police Surplus Items Sold	1,350	-	(1,350)	0%	
01-3835-81 Surplus items Sold	1,000	15	(985)	2%	
01-3837-31 ABC Net Revenue-Co.	11,400	-	(11,400)	0%	
01-3991-99 Fund Balance Appropriated	50,000	-	(50,000)	0%	3
	2,960,383	107,248	(2,853,135)	4%	

Notes:

- 1 Storm damage to Lake Park fence covered by insurance
- 2 Includes GQ Civitans annual rental fee of \$1,200
- 3 Rowan County Fire Dept .25 Cent Appropriation (\$50,000) allocated in 01-4340-29

Governing Body:						
Account	Budget	Encum.	YTD	Variance	%	Notes
01-4110-02 Mayor/Aldermen Salary	18,745	-	-	18,745	0%	
01-4110-09 FICA Expense	1,434	-	-	-	0%	
01-4110-14 Insurance - Workers Comp	50	-	33	17	67%	4
01-4110-18 Professional Services	20,000	-	-	20,000	0%	
01-4110-26 Office Expense	900	-	-	900	0%	
01-4110-31 Training & Schools	900	-	-	900	0%	
01-4110-40 Dues & Subscriptions	13,565	-	5,140	8,425	38%	
01-4110-45 Insurance & Bonds	1,814	-	1,814	-	100%	4
01-4110-60 Special Projects	24,438	-	568	23,870	2%	
01-4110-61 Grants - Nonprofit Grant Program	350	-	-	350	0%	
01-4110-97 Board Contingency	40,331	-	-	40,331	0%	
	122,527	-	7,555	114,972	6%	

Notes:

4 Paid once annually at the beginning of the Fiscal Year

Administration:						
Account	Budget	Encum.	YTD	Variance	%	Notes
01-4120-00 Salaries - Regular	292,500	-	19,137	273,363	7%	
01-4120-03 Salaries - Longevity	850	-	-	850	0%	
01-4120-07 401K Expense	14,625	-	957	13,668	7%	
01-4120-09 FICA Expense	22,442	-	1,433	21,009	6%	
01-4120-10 Retirement Expense	35,584	-	2,178	33,406	6%	
01-4120-11 Group Insurance	37,000	-	2,773	34,227	7%	
01-4120-14 Insurance - Workers Comp	500	-	409	91	82%	5
01-4120-17 Insurance – HRA/Admin Cost	1,200	-	100	1,100	8%	
01-4120-18 Professional Services	81,500	-	5,459	76,041	7%	
01-4120-22 Banquet Expense	1,700	-	-	1,700	0%	
01-4120-26 Office Expense	9,500	-	165	9,335	2%	
01-4120-31 Training & Schools	7,000	799	967	5,234	25%	
01-4120-32 Telephone/Communications	4,500	-	393	4,107	9%	
01-4120-33 Utilities	4,800	-	362	4,438	8%	
01-4120-34 Printing	6,000	-	467	5,533	8%	
01-4120-37 Advertising	3,000	-	-	3,000	0%	
01-4120-40 Dues & Subscriptions	3,300	-	318	2,983	10%	
01-4120-44 Contracted Services	19,500	-	1,956	17,544	10%	
01-4120-45 Insurance & Bonds	5,200	-	5,177	23	100%	5
01-4120-62 Committees - CAC	700	-	-	700	0%	
01-4120-68 Tax Collection	16,775	-	464	16,311	3%	
01-4120-71 Water Line - Principal	51,536	-	-	51,536	0%	
01-4120-72 Water Line - Interest	1,311	-	106	1,205	8%	
	621,023	799	42,820	577,404	7%	

Notes:

5 Paid once annually at the beginning of the Fiscal Year

Public Works:						
Account	Budget	Encum.	YTD	Variance	%	Notes
01-4190-00 Salaries - Regular	134,500	-	9,612	124,888	7%	
01-4190-02 Salaries - Part-Time	45,000	-	3,602	41,398	8%	
01-4190-03 Salaries - Longevity	1,150	-	-	1,150	0%	
01-4190-07 401K Expense	6,725	-	481	6,244	7%	
01-4190-09 FICA Expense	13,820	-	1,011	12,809	7%	
01-4190-10 Retirement Expense	16,455	-	1,094	15,361	7%	
01-4190-11 Group Insurance	25,500	-	1,330	24,171	5%	
01-4190-14 Insurance - Workers Comp	6,500	-	5,876	624	90%	6
01-4190-20 Motor Fuel	16,500	-	1,349	15,151	8%	
01-4190-21 Uniforms	1,600	-	104	1,496	7%	
01-4190-24 Maint & Repair - Bldgs/Grounds	11,000	2,800	1,834	6,366	42%	7
01-4190-25 Maint & Repair - Vehicles	4,500	-	17	4,483	0%	
01-4190-29 Supplies & Equipment	11,000	-	576	10,424	5%	
01-4190-31 Training & Schools	250	-	-	250	0%	
01-4190-32 Telephone/Communications	850	-	45	805	5%	
01-4190-33 Utilities	3,500	-	257	3,243	7%	
01-4190-34 Printing	25	-	1	24	4%	
01-4190-35 Maint & Repairs - Equipment	8,000	-	279	7,721	3%	
01-4190-40 Dues & Subscriptions	200	-	13	187	7%	
01-4190-44 Contracted Services	17,500	720	598	16,182	8%	
01-4190-45 Insurance & Bonds	4,600	-	4,563	37	99%	6
	\$329,175	3,520	32,640	293,015	11%	

Notes:

- 6 Paid once annually at the beginning of the Fiscal Year
- 7 Storm damage to Lake Park fence reimbursed by insurance

Police:						
Account	Budget	Encum.	YTD	Variance	%	Notes
01-4310-00 Salaries - Regular	494,750	-	33,711	461,039	7%	
01-4310-02 Salaries - Part-Time	5,000	-	555	4,445	11%	
01-4310-03 Salaries - Longevity	2,550	-	-	2,550	0%	
01-4310-07 401K Expense	24,738	-	1,686	23,052	7%	
01-4310-09 FICA Expense	38,426	-	2,601	35,825	7%	
01-4310-10 Retirement Expense	64,848	-	4,059	60,789	6%	
01-4310-11 Group Insurance	91,111	-	6,416	84,695	7%	
01-4310-14 Insurance - Workers Comp	10,278	-	8,669	1,609	84%	8
01-4310-20 Motor Fuel	36,000	-	3,024	32,976	8%	
01-4310-21 Uniforms	4,400	-	-	4,400	0%	
01-4310-25 Maint & Repair - Vehicles	6,000	-	-	6,000	0%	
01-4310-26 Office Expense	1,500	-	-	1,500	0%	
01-4310-29 Supplies & Equipment	16,890	-	467	16,423	3%	
01-4310-31 Training & Schools	5,500	-	-	5,500	0%	
01-4310-32 Telephone/Communications	8,000	-	472	7,528	6%	
01-4310-33 Utilities	1,725	-	129	1,596	7%	
01-4310-34 Printing	1,000	-	58	942	6%	
01-4310-35 Maint & Repair - Equipment	2,000	-	-	2,000	0%	
01-4310-40 Dues & Subscriptions	3,650	-	300	3,350	8%	
01-4310-44 Contracted Services	23,250	-	12,541	10,709	54%	9
01-4310-45 Insurance & Bonds	14,000	-	14,000	-	100%	8
01-4310-54 Cap Outlay - Vehicles	50,000	15,000	-	35,000	30%	10
01-4310-55 Cap Outlay - Equipment	5,000	-	-	5,000	0%	
	910,616	15,000	88,687	806,929	11%	

Notes:

- 8 Paid once annually at the beginning of the Fiscal Year
- 9 Includes annual attorney contract and CAD system user fees paid once at the beginning of the Fiscal Year
- 10 Vehicle upfit encumbered

Fire:						
Account	Budget	Encum.	YTD	Variance	%	Notes
01-4340-00 Salaries - Regular	134,000	-	10,490	123,510	8%	
01-4340-02 Salaries - Part-Time	225,000	-	15,781	209,219	7%	
01-4340-03 Salaries - Longevity	2,200	-	-	2,200	0%	
01-4340-07 401K Expense	7,645	-	595	7,050	8%	
01-4340-09 FICA Expense	27,632	-	1,991	25,641	7%	
01-4340-10 Retirement Expense	18,813	-	1,355	17,458	7%	
01-4340-11 Group Insurance	28,000	-	2,043	25,957	7%	
01-4340-14 Insurance - Workers Comp	9,000	-	8,527	473	95%	11
01-4340-17 Firemen's Pension Fund	1,800	-	160	1,640	9%	
01-4340-20 Motor Fuel	8,000	-	635	7,365	8%	
01-4340-21 Uniforms	3,000	-	-	3,000	0%	
01-4340-25 Maint & Repair - Vehicles	10,000	500	3,848	5,652	43%	12
01-4340-26 Office Expense	150	-	-	150	0%	
01-4340-29 Supplies & Equipment	80,000	9,814	9,194	60,993	24%	13
01-4340-31 Training & Schools	2,500	-	-	2,500	0%	
01-4340-32 Telephone/Communications	4,500	-	222	4,278	5%	
01-4340-33 Utilities	6,300	-	480	5,820	8%	
01-4340-34 Printing	275	-	15	260	6%	
01-4340-35 Maint & Repair - Equipment	6,500	-	402	6,098	6%	
01-4340-40 Dues & Subscriptions	3,675	-	66	3,609	2%	
01-4340-44 Contracted Services	10,000	-	609	9,391	6%	
01-4340-45 Insurance & Bonds	10,000	-	7,001	2,999	70%	11
	598,990	10,314	63,413	525,263	12%	

Notes:

- 11 Paid once annually at the beginning of the Fiscal Year
- 12 Intake relief valves on E571
- 13 Rescue 57 items - Fire Stipend

Streets:						
Account	Budget	Encum.	YTD	Variance	%	Notes
01-4510-18 Professional Services	1,000	-	-	1,000	0%	14
01-4510-29 Supplies & Equipment	2,400	-	-	2,400	0%	
01-4510-39 Maint & Repair	10,000	-	1,000	9,000	10%	
01-4510-58 Cap Outlay - Bldg/Infrastructure	9,000	-	7,160	1,841	80%	
01-4510-71 Debt Service - Principal	50,000	-	-	50,000	0%	
01-4510-72 Debt Services - Interest	7,225	-	-	7,225	0%	
01-4510-99 Unappropriated Fund Balance	9,677	-	-	9,677	0%	
01-4511-33 Utilities - Street Lights	36,500	-	2,785	33,715	8%	
01-4511-58 Cap Outlay - Bldg/Infrastructure	300	-	-	300	0%	
	126,102	-	10,945	115,157	9%	

Notes:

14 Snow Plow

Sanitation:						
Account	Budget	Encum.	YTD	Variance	%	Notes
01-4710-44 Contracted Services	175,000	-	15,096	159,904	9%	
	175,000	-	15,096	159,904	9%	

Notes:

Parks & Rec:						
Account	Budget	Encum.	YTD	Variance	%	Notes
01-6130-24 Maint & Repair - Bldgs/Grounds	26,000	-	4,182	21,818	16%	
01-6130-29 Supplies & Equipment	8,400	-	87	8,313	1%	
01-6130-32 Telephone/Communications	1,650	-	-	1,650	0%	
01-6130-33 Utilities	16,900	-	1,135	15,765	7%	
01-6130-44 Contracted Services	1,500	-	-	1,500	0%	
01-6130-62 Committees - PERC	22,500	275	200	22,025	2%	
	76,950	275	5,604	71,071	8%	

Notes:

FEMA Granite Lake Project						
Account	Budget	Encum.	YTD	Variance	%	Notes
<u>Revenues:</u>						
04-3613-26 FEMA Grant	576,286	-	502,170	74,116	87%	
04-3613-36 NC DEM Grant	192,095	-	167,390	24,705	87%	
Total Revenues:	768,381	-	669,560	(98,821)	87%	
<u>Expenses:</u>						
04-6130-18 Professional Services	174,250	8,213	166,037	-	100%	15
04-6130-69 Cap Outlay - Construction	547,619	-	503,524	44,095	92%	16
04-6130-97 Contingency	46,512	-	-	46,512	0%	
Total Expenses:	768,381	8,213	669,560	90,607	88%	

Notes:

15 Awaiting final engineering invoices, entire engineering services contract encumbered

16 Final amounts for construction

ARPA FUND						
Account	Budget	Encum.	YTD	Variance	%	Notes
<u>Revenues:</u>						
07-3301-23 ARPA Funds	959,917	-	959,917	-	100%	
Total Revenues:	959,917	-	959,917	-	100%	
<u>Expenses:</u>						
07-4110-61 Grant Related Expenditures	959,917	-	300,000	659,917	31%	
Total Expenses:	959,917	-	300,000	659,917	31%	

Notes:

Interest on Investments by Month FY 2022-2023

Acct#	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Interest YTD	Invested Balance
Certificates of Deposits:														
XX7779	418.18	-	-	-	-	-	-	-	-	-	-	-	418.18	250,431.38
	418.18	-	-	-	-	-	-	-	-	-	-	-	\$ 418.18	\$ 250,431.38
Money Market Accounts:														
XX9011	126.75	-	-	-	-	-	-	-	-	-	-	-	126.75	1,492,404.58
XX1186	5.32	-	-	-	-	-	-	-	-	-	-	-	5.32	62,649.72
ARPA	19.23	-	-	-	-	-	-	-	-	-	-	-	19.23	659,916.71
	151.30	-	-	-	-	-	-	-	-	-	-	-	\$ 151.30	\$ 2,214,971.01
NC Capital Management Trust:														
XX4319	65.72	-	-	-	-	-	-	-	-	-	-	-	65.72	51,110.62
	65.72	-	-	-	-	-	-	-	-	-	-	-	\$ 65.72	\$ 51,110.62
Totals													\$ 635.20	\$ 2,516,513

* Includes UNRESTRICTED interest in ARPA Fund

Total Invested Balance	\$ 2,516,513
Cash Balance (As of 7/31/22)	\$ 247,590
Minus Outstanding Transactions (As of 7/31/22)	\$ (33,074)
Total Reconciled Cash Balance	\$ 214,515
Minus ARPA Funds	\$ (659,917)
Total Available Funds (Minus Restricted ARPA Funds)	\$ 2,071,112

Agenda Item Summary

Regular Meeting

August 8, 2022

Agenda Item **2D**

ZBA Rules of Procedure

Summary:

The Zoning Board of Adjustment currently has rules of procedure in place that were adopted July 22, 1999. The rules need to be updated but state that amendments must be made by a quorum of the board. A quorum is listed in the outdated rules of procedure as 8 members. The current ZBA has 7 seats, only 5 of which are filled.

Staff is requesting that the Board of Aldermen adopt the proposed updated rules of procedure based on the recommendation from the School of Government’s *Quasi-Judicial Handbook: A Guide for Board Making Development Regulation Decisions* for the ZBA. After adoption, the ZBA will be able to amend the rules of procedure, if any changes are needed, through a majority vote.

Attachments:

- 1999 ZBA Rules of Procedure
- Proposed ZBA Rules of Procedure

Action Requested:

Motion to adopt proposed Zoning Board of Adjustment Rules of Procedure.

Motion Made By:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

Second By:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

For:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

Against:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

In case of tie:

Mayor Brittany Barnhardt

- For
- Against

**RULES OF PROCEDURE
ZONING BOARD OF ADJUSTMENT
GRANITE QUARRY, NORTH CAROLINA**

I. GENERAL RULES

- a. The Zoning Board of Adjustment shall be governed by the terms of ARTICLE 19 of Chapter 160A of the General Statutes of North Carolina and ARTICLE X of the Granite Quarry Zoning Ordinance. All members of the Boards shall thoroughly familiarize themselves with these laws.

II. OFFICERS AND DUTIES

- A. Chairman – The Chairman shall be elected by majority vote of the Zoning Board of Adjustment from among its regular members. This term of office shall be for one year, or until a successor is elected, beginning in July and the Chairman shall be eligible for re-election. Subject to these rules, the Chairman shall decide upon all points of order and procedure, unless directed otherwise by a majority of the Board in session at the time. The Chairman shall appoint any committee found necessary to investigate any matter before the Board.
- B. Vice Chairman – A Vice-Chairman shall be elected by the board from among its members in the same manner and for the same term as the Chairman. The Vice Chairman shall serve as acting Chairman in the absence of the Chairman, and at such time shall have the same powers and duties as the Chairman.
- C. Secretary – A Secretary shall be appointed to the Board, either from within or outside its membership. The Secretary, subject to the direction of the Chairman, shall keep all records, shall conduct all correspondence of the Board, shall arrange for all public notices required to be given, and shall generally supervise the clerical work of the Board. The Secretary shall keep, in a permanent volume, the minutes of every meeting of the Board. These shall be to show the record of all important facts pertaining to each meeting and hearing, every resolution acted upon by the Board, and all votes of members of the Board upon any resolution or upon the final determination of any question, indicating the names of members absent or failing to vote. A Secretary chosen from outside the membership of the Board shall not be eligible to vote upon any matter. Whenever possible, the Secretary should send copies of the minutes of the previous meeting along with the agenda for upcoming meetings to Board members.

III. MEMBERS

- A. Membership on the Zoning Board of adjustment shall be governed by the terms of ARTICLE 19 of Chapter 160A of the General Statutes of North Carolina and ARTICLE X of the Granite Quarry Zoning Ordinance.
- B. Faithful attendance at all meetings of the Board and conscientious performance of the duties required of members of the Board shall be considered a prerequisite of continuing membership on the Board. Any member of the Board who misses three meetings out of any six consecutive meetings will be notified by letter noting his (her) attendance record and asking if he (she) wishes to continue to serve. If the member again misses three meetings out of any six consecutive meetings, he (she) will be asked to resign.
- C. No Board member shall take part in the hearing, consideration, or determination of any case in which he (she) is personally or financially interested.
- D. No Board member shall vote on any matter regarding an application or appeal unless he (she) shall have attended the public hearing on that application or appeal.

- E. Members of the Board will not express individual opinions on the proper judgment of any case with any parties thereto prior to the determination of that case.
- F. Alternate members of the Board shall receive notice of all Board meetings and shall be urged to attend so as to keep abreast of hearings and actions. Regular members, on receiving notice of a meeting which they cannot attend or upon learning that they will be unable to participate in a meeting, shall promptly give notice to the Secretary of the Board that they are unable to attend or to participate. On receiving such notice, the Secretary shall, by the most expeditious means, notify an alternate member to attend.

Assignments of alternate members shall be made by the Chairman from those representing the jurisdiction represented by the absent regular member. At any meeting which they are called upon to attend, alternate members shall have the same powers and duties as regular members.

IV. MEETINGS

- A. Regular Meetings. If necessary, regular meeting of the Zoning Board of Adjustment shall be held on the fourth Thursday of each month at 7:00 p.m. in the Municipal Building; provided, however, that meetings may be held at some other convenient place in the Town if directed by the Chairman in advance of the meeting.
- B. Special Meetings. Special or emergency meetings of the Board may be called at any time by the Chairman. At least twenty-four (24) hours' notice of the time, agenda, and place of special meetings shall be given, by the Secretary or the Chairman, to each member of the Board.
- C. Attendance. Please notify the secretary if you are unable to attend any meeting.
- D. Quorum. A quorum shall consist of eight (8) members of the board, and the Board shall not pass upon any questions relating to an appeal from a decision, order, requirement, or determination of the Zoning Enforcement Officer or an application for a variance or a conditional use when there are less than eight (8) members present.
- E. Conduct of Meetings. All meetings shall be open to the public, subject to these rules.

V. APPEALS AND APPLICATIONS

- A. Types of Appeals. The Zoning Board of Adjustment shall hear and decide all appeals from and review any order, requirements, decision, or determination made by the Zoning Enforcement Officer. It shall also hear and decide all matters referred to it or upon which it is required to pass by the Zoning Ordinance of the Town of Granite Quarry, North Carolina. In deciding appeals, it may hear both those based upon an allegedly improper or erroneous interpretation of the ordinance text or map and those based upon alleged hardship resulting from strict interpretation of the ordinance. The appeals shall be of one or more of the following types:
 - 1. Administrative Review. This function involves hearing and deciding appeals where it is alleged there is error in any order, requirement, decision, or determination made by the Zoning Enforcement Officer in the enforcement of the Ordinance, including interpretation of zoning maps and disputed questions of lot lines or district boundary lines, and similar questions as they arise in the administration of the Zoning Ordinance. Interpretation of the Zoning Ordinance in this manner is the function of the Zoning Board of Adjustment, which is most closely similar to that of the courts. This function involves interpreting the meaning of parts of the Ordinance which are unclear, applying the Ordinance particular fact situations, and, if necessary, correcting any mistakes or abuses of discretion which the Zoning

Enforcement Officer may have made in administering the Ordinance. In so interpreting the ordinance the Zoning Board of Adjustment must not vary the Ordinance.

2. **Conditional Use Permits.** This function involves hearing and deciding on conditional uses as authorized in ARTICLE V., Section 1 of the Zoning Ordinance. The approval shall be in accordance with the principles, conditions, safeguards and procedures specified in the Ordinance.
3. **Determination of Variances.** This function involves hearing and deciding upon appeal in specific cases such variances from the terms of the Ordinance as will not be contrary to the public interest, where, due to special conditions, a literal enforcement of the provisions of the ordinance will, in any individual case, result in practical difficulty or unnecessary hardship. In so doing, the spirit of the ordinance shall be observed, public safety and welfare secured, and substantial justice done.
4. **Procedure for Filing Appeals.** No appeal shall be heard by the Board unless notice thereof is filed within fourteen (14) days after the interested party or parties receive notice of the order, requirement, decision, or determination by the Zoning Enforcement Officer. No application shall be considered by the Board unless a completed application is received at least ten (10) days prior to the next regularly scheduled meeting of the board. All applications shall be made upon the form furnished for that purpose, and all required information shall be provided thereon before an appeal or an application shall be considered as having been filed. Any resident of the area of zoning jurisdiction may appeal from any order or act of the Zoning of zoning jurisdiction may appeal from any order or act of the Zoning Enforcement Officer pertaining to enforcement of the Zoning Ordinance.

B. HEARINGS

1. **Time.** Hearings shall be held at the next regularly scheduled meeting within thirty-six (36) days from the filing of an appeal or application with the Secretary, or at a special meeting.
2. **Notice.** The Board shall give public notice of the hearing by mailing notices of the hearing to the parties to the action at least five (5) days prior to the hearings and also by both of the following means:
 - a. By mailing notices of the hearing to the residents of all properties within 100 feet of the property which is the subject of the action at least five (5) days prior to the hearing; and
 - b. By publishing notice of the hearing in the Salisbury Post at least forty-eight (48) hours prior to the hearing.
3. **Conduct of Hearing.** Any party may appear in person or by agent or by attorney at the hearing. The order of business for each hearing shall be as follows: (1) The Chairman, or such person as he shall direct, shall give a preliminary statement of the case. The Chairman shall swear in the witnesses; (b) the applicant shall present the arguments in support of his case or application; (c) persons opposed to granting the application shall present the arguments against the application; (d) both sides will be permitted to present rebuttals to opposing testimony. Witnesses may be called and factual evidence may be submitted, but the Board shall not be limited to consideration of such evidence as would be admissible in court of law. The Board may, in its discretion, view the premises and obtain additional facts in the matter before arriving at a determination of the case.
4. **Rehearing.** An application for a rehearing may be made in same manner as provided for an original hearing. Evidence in support of the application shall initially be limited to that which is necessary to enable the Board to determine whether there has been a

substantial change in the facts, evidence, or conditions in the case. A rehearing shall be denied by the Board if in its judgement there has been no substantial change in the facts, evidence, or condition in the case. If the Board finds that there has been such a change, it shall thereupon treat the request in the same manner as any other application. An application for a second rehearing cannot be heard within six (6) months from the decision of the first hearing.

C. DECISIONS

1. **Time.** Decisions by the Zoning Board of Adjustment shall be made not more than thirty-six (36) days from the time of the hearing. On all appeals, applications and other matters brought before the Zoning Board of Adjustment said board shall inform, in writing, all of the parties involved of its decisions and the reason therefor.
2. **Form.** Written notice of the decision in a case shall be given to the parties by the Secretary as soon as practicable after the case has been decided. The final decision of the Board shall be shown in the record of the case as entered in the minutes of the Board and signed by the Chairman and the Secretary upon approval of the minutes of the Board. The record shall show the reason for the decision.
 - a. **Variances.** Where a variance is granted, the record shall state in detail any exceptional difficulty or unnecessary hardship upon which the appeal was based and which the Board finds to exist. The decision may reverse or affirm, wholly or partly, or modify the order, requirement, decision, or determination appealed from. The record shall state what, if any, conditions and safeguards are imposed by the board in connection with the granting of a variance.
 - b. **Conditional Use Permits.** Where a conditional use permit is granted, the record shall state any facts supporting findings required to be made prior to the issuance of a permit. The record shall also show in detail any conditions imposed on the issuance of the permit by the Board. If a conditional use permit is denied by the board, the record shall show the reason for denial of the permit.
3. **Expiration of Permits.** Unless otherwise specified, any order or decision of the Board granting a variance or a conditional use permit shall expire if a building permit or a certificate of occupancy for such is not obtained by the applicant within six (6) months from the date of the decision.
4. **Voting at Hearings.** All members of the Zoning Board of Adjustment shall have equal rights, privileges, and duties in all matters pertaining to the regulation of the extraterritorial jurisdiction area and the jurisdictional area within the corporate limits of the Town of Granite Quarry. *total* The concurring vote of four-fifths (4/5) of the members of the Board shall be necessary to reverse any order, requirement, decision, or determination of any administrative official charged with enforcement of the Ordinance or to decide in favor of the applicant on any matter upon which it is required to pass under the Zoning Ordinance or to effect any variation of the Zoning Ordinance.
5. **Public Record of Decision.** The decision of the Board, as filed in its minutes, shall be a public record, available for inspection at all reasonable times.

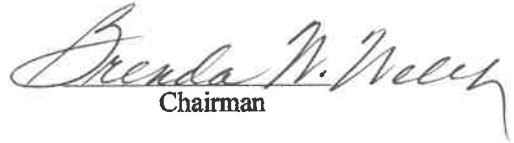
VI. AMENDMENTS

- A. Amendments and changes in these rules of procedure may be made by majority vote at any meeting of the Zoning Board of Adjustment with a seven (7) day notice sent to all Zoning Board of Adjustment members.

Read, approved, and adopted by the Zoning Board of adjustment on the 22nd day of JULY, 1999, the following Board members voting AYE:

These Rules of Procedure, as rewritten and amended, shall become effective this 22 day of JULY, 1999.


Secretary


Chairman

**RULES OF PROCEDURE
ZONING BOARD OF ADJUSTMENT
GRANITE QUARRY, NORTH CAROLINA**

I. GENERAL RULES

The function of the Zoning Board of Adjustment (hereinafter “Board”) is to hear and determine certain quasi-judicial matters under the development regulations of the Town of Granite Quarry; specifically, the Unified Development Ordinance (hereinafter “UDO”).

The Board shall be governed by the terms of Chapter 160D (Local Planning and Development Regulation) of the General Statutes of North Carolina (hereinafter “NCGS”) and by the UDO. The Board shall exercise such additional authority as may be given it under general law, special act, and local ordinance. These Rules of Procedure are intended to supplement and explain procedural provisions and requirements set out in the applicable provisions of law and ordinance.

All members of the Board shall thoroughly familiarize themselves with the statutes and ordinances specified above and these Rules of Procedure.

II. OFFICERS AND DUTIES

A. *Chair.* The Chair shall be a regular member elected by a majority vote of the full membership of the Board (including extraterritorial members). The Chair’s term of office shall be one year, or until a successor is elected, beginning on July 1. The Chair shall decide upon all points of order and procedure, subject to these rules. The Chair shall rule on all objections to the presentation of evidence. Rulings of the Chair may be appealed by a member of the Board to the full Board. The Chair shall appoint any committees found necessary to conduct the business of the Board.

B. *Vice-Chair.* The Vice-Chair shall be a regular member of the Board elected by the Board in the same manner and for the same term as the Chair. The Vice-Chair shall serve as Acting Chair in the absence of the Chair, and at such times the Vice-Chair shall have the same powers and duties as the Chair.

C. *Interim Chair.* In the event neither the Chair nor the Vice-Chair is available for a particular case or meeting, the Board shall elect one of its members to serve as Interim Chair for that case or meeting. At such times the Interim Chair shall have the same powers and duties as the Chair. Should the Chair or Vice-Chair arrive while the Interim Chair is presiding, the Interim Chair shall relinquish all duties with regard to presiding at the earliest point at which such transition may orderly proceed.

D. *Secretary.* The Secretary shall be the appointed Town Planner for the Town of Granite Quarry or their designee. The Secretary, subject to the direction of the Chair and the Board, shall keep all records, conduct all correspondence of the Board, arrange for all public notices required

to be given, notify Board members of pending meetings and their agenda, notify parties to cases before the Board of its decision on such cases, and generally supervise the clerical work of the Board.

The Secretary shall keep in a permanent volume the summary of minutes of every meeting of the Board. These shall show the record of all important facts pertaining to each meeting and hearing, every resolution acted upon by the Board, and all votes of members of the Board upon any resolution or upon the final determination of any question brought before the Board for a vote, indicating the names of members absent or failing to vote. The Secretary shall not be eligible to vote upon any matter.

The Secretary shall provide to every new member of the Board print or electronic copies of all relevant ordinances, these Rules of Procedure and such other educational materials deemed appropriate. The Secretary shall arrange for an orientation for new members and coordinate provision of continuing education for Board members.

E. Clerk. A Clerk may be appointed by the Secretary. The Clerk shall perform such tasks as may be assigned by the Chair or Secretary and shall assist the Secretary generally in the performance of the clerical work of the Board. The Clerk shall not be eligible to vote upon any matter. If a clerk to the Board is not designated, the Secretary shall perform the duties of the Clerk.

III. MEMBERS

A. Regular Members. Regular members receiving notice of a meeting which they cannot attend or upon learning that they will be unable to participate in a particular case shall promptly give notice to the Secretary that they are unable to attend or participate. The member shall, if feasible, provide that notice to the Secretary at least two working days prior to the date of the hearing.

B. ETJ Members. The Board shall have ETJ members appointed as mandated by NCGS 160D-307 (Extraterritorial Representation on Boards). ETJ members shall have the rights to participate in all matters and cases before the Board.

IV. RULES OF CONDUCT FOR MEMBERS

A. Members of the Board may be removed by the Town Board for cause, including violation of the rules stated below. The Board may, after deliberation on the matter, by majority vote request that a member's position be vacated for cause and a replacement member appointed by the Town Board. Where feasible, the Town Board shall notify a member being considered for removal of the reasons for removal and give that member an opportunity to respond.

B. Faithful attendance at all meetings of the Board and conscientious performance of the duties required of members of the Board shall be considered a prerequisite of continuing membership on the Board.-Any regular member who is absent for more than three consecutive

regular meetings or more than half of the regular meetings in a calendar year may lose their status as a Board member. Absence due to sickness, death in the immediate family, or other emergencies of a similar nature shall be recognized as excused absences and shall not affect a member's status on the Board, except that in the event of a long illness or other such cause for prolonged absence the member shall be replaced. The Secretary shall keep a record of attendance and shall provide reasonable notice to any member who is in immediate risk of failing to meet these attendance requirements.

C. Board members shall disclose at the hearing any pertinent facts about a pending case of which they have personal knowledge prior to the hearing. Other than this type of disclosure, a Board member seated for a hearing should not testify at that hearing. A Board member who is recused from a case should avoid testifying as a witness in that hearing if at all feasible.

D. Board members shall not participate in or vote on any quasi-judicial matter in a manner that would violate affected persons' constitutional rights to an impartial decision maker. Impermissible conflicts include, but are not limited to, a member having a fixed opinion prior to hearing the matter that is not susceptible to change; undisclosed *ex parte* communications (discussion of the case outside of the hearing); a close familial, business, or other associational relationship with an affected person; or a financial interest in the outcome of the matter. For purposes of this section, a "close familial relationship" means a spouse, parent, child, brother, sister, grandparent, or grandchild. The term includes step, half, and in-law relationships. Board members shall endeavor to avoid the appearance of impropriety. A member with a potential bias or conflict of interest shall declare that at the opening of the hearing on the matter and shall seek the Board's permission, by majority vote, to be excused from participating in the hearing and decision of the matter.

If an objection is raised to a Board member's participation in a case by a party to the case or by another Board member, at or prior to the hearing or vote on a particular matter, and that member does not seek recusal for themselves, the remaining members shall by majority vote rule on the objection.

When a member is recused, that member shall absent themselves from the hearing room for the duration of the Board's hearing, deliberation, and vote on the matter.

E. Board members shall not discuss any quasi-judicial case with or receive any information about a case from any parties to the case, other Board members, or from other interested persons outside the evidentiary hearing on that case. No Board member shall conduct an investigation or gather facts about the case outside the evidentiary hearing. A Board member may visit the site of a pending case provided the visit is disclosed at the evidentiary hearing. Board members may seek and receive general information about ordinance and planning provisions pertaining to the case from the Chair, the Town Attorney or Town staff (except when a staff member is a party or an adversarial witness), provided any factual queries regarding the pending case itself shall only be made in open session at the evidentiary hearing.

F. Board members shall not vote on the merits of any quasi-judicial matter unless the Board member has either attended the evidentiary hearing on that matter or has thoroughly reviewed the full hearing record for that matter.

G. Board members shall not express individual opinions or judgments regarding a pending quasi-judicial case prior to the determination of that case.

V. MEETINGS

A. *Regular Meetings.* Regular meetings of the Board shall be held on the 3rd Monday of each month at 5:30 PM in the Board Meeting Room of the Town Municipal Building. The Secretary shall make the schedule of regular meetings available to the public and shall post a copy of the schedule on the Town website.

Regular meetings and hearings may be rescheduled by the Chair if a scheduled meeting or hearing cannot be held because of a holiday, weather, lack of a quorum or other unusual circumstance. Notice of a rescheduled meeting shall be provided in the same manner as required for a special meeting.

When an evidentiary hearing will be conducted at a regular or special meeting, all required notices to the parties must be provided within the times set by State law and the UDO.

B. *Special Meetings.* Special meetings of the Board may be called at any time by the Chair in accordance with applicable provisions of the Open Meetings Law, NCGS 143-318.12 (Public Notice of Official Meetings). At least 48 hours' written notice of the time and place of a special meeting shall be given by the Secretary to each member of the Board and to each news organization and person requesting such notice. The notice may be provided by electronic mail. This notice shall also be posted on the Town website.

Special meetings may be called by the Chair as necessary for Board training, work sessions, a heavy workload, or the conduct of Board business.

C. *Cancellation of Meetings.* If there are no quasi-judicial cases to be heard or other business before the Board, if there is a weather emergency or similar situation, or if so many members indicate that they will not be able to attend that a quorum will not be available, the Secretary may cancel a regular meeting by giving written or oral notice to all Board members. If feasible, notice of cancellation shall be made not less than 24 hours before the time set for the meeting. The Secretary shall post a notice of the meeting cancellation at the regular meeting location.

D. *Quorum.* A quorum of the Board, necessary to meet, shall consist of a majority of members, minus any vacant seats. Whenever during a meeting a quorum ceases to be present, if no objection is raised by a member of the Board, the Board may continue to hear evidence and debate but may not vote on any action except to adjourn.

E. *Hearing Deferral and Continuance.* Once a quasi-judicial case has been noticed for hearing, the Board generally expects the case to be heard at that time. An applicant may make a written request to delay consideration of a case to the next scheduled meeting, provided that the

request is received at least 24 hours prior to the scheduled meeting. Except for good cause shown, if an applicant fails to appear at a meeting to prosecute his or her application, and the hearing has been continued one time before, the Board may dismiss the application for failure to prosecute. An application that has been dismissed may be resubmitted upon payment of applicable fees.

The Board may in its discretion continue any hearing when the Board deems that to be reasonable in order to receive additional evidence or to further deliberate. In all instances the Board shall decide cases within a reasonable time.

F. *Voting.* All members shall vote on any issue unless they have been disqualified or excused for one or more of the reasons stated in Section IV. The required vote to issue a variance shall be four-fifths of all members eligible to vote on the matter. If a motion to approve a variance does not receive the affirmative vote of four-fifths of those members eligible to vote, the variance shall be deemed denied. When this occurs, members who did not cast an affirmative vote on granting the variance shall state for the record their rationale for casting a negative vote. The required vote to decide any other quasi-judicial matter shall be a simple majority of all members eligible to vote on the matter.

In all other matters, the vote of a majority of the voting members present shall decide issues before the Board. The Chair votes as any other Board member.

For the purposes of these Rules of Procedure, vacant positions on the Board and members who are disqualified from voting on a quasi-judicial matter for one or more of the reasons stated in Section IV shall not be considered members of the Board for calculation of the requisite majority.

G. *Conduct of Meetings.* All meetings shall be open to the public. Unless the Board determines that its order of business should be other than stated in this paragraph, the order of business at regular meetings shall be as follows:

- i. call to order, roll call and announcements;
- ii. action on minutes of previous meetings, including acceptance of corrections;
- iii. hearing, consideration, and determination of cases;
- iv. reports of committees;
- v. unfinished business;
- vi. new business;
- vii. adjournment.

Without objection from a member, the Chair, or other member presiding at the meeting, may change the order of business, the order in which cases are heard, and rule on requests to withdraw or continue a case. Upon objection, the issue shall be put to a vote of the Board.

H. *Agenda and Meeting Materials.* An agenda for each meeting and hearing shall be prepared by the clerk to the Board and shall be distributed to all members of the Board, applicants with cases to be heard, and any other interested person who has made a written

request to receive an agenda. The agenda shall be distributed prior to regular and special meetings.

Written briefs, documents, letters, and staff reports may be submitted to Board members by the Secretary prior to an evidentiary hearing, provided that any such material is also submitted to all parties to that case at the time they are submitted to the Board members. Staff may establish reasonable deadlines for submission of any such material to be distributed prior to the hearing. Such materials shall be distributed at the same time the meeting agenda is distributed. Any such material shall be part of the hearing record and introduced as documentary evidence at the evidentiary hearing. Board members shall endeavor to review the materials prior to the hearing.

I. *Meeting Recordings.* The Secretary shall make audio or video recordings of each meeting and hearing. Electronic recordings that may be used to generate transcripts for judicial review as needed shall be made of each meeting and shall be held for safekeeping by the Secretary in accordance with record retention policies set by State law and Town ordinance. Any party to a quasi-judicial proceeding may request a verbatim transcript of the evidentiary hearing, with the cost of preparation of the transcript borne by the party making that request. Any person may make an audio or video recording of any Board hearing or meeting, provided it is done in a manner that does not disrupt the hearing or meeting.

J. *Oaths.* All witnesses presenting testimony in evidentiary hearings shall be sworn in. Oaths may be administered by the Chair or the clerk to the Board. An affirmation may be made by any witness with a religious objection to swearing.

K. *Subpoenas.* The applicant, the local government, or any persons with standing under NCGS 160D-1402(c) on a quasi-judicial matter before the Board may make a written request to subpoena for witnesses or to compel the production of evidence. The Chair or, in the chair's absence, anyone acting as chair, shall issue requested subpoenas determined to be reasonable in nature and scope, and not oppressive. The Chair shall rule on any motion to quash or modify a subpoena. The Chair's decisions on subpoenas may be immediately appealed to the full Board. If a person fails or refuses to obey a subpoena, the Board or the party seeking the subpoena may apply to the General Court of Justice for an order requiring that its subpoena be obeyed, and the court shall have jurisdiction to issue these orders after notice to all proper parties.

VI. APPEALS AND APPLICATIONS

A. *Types of Appeals and Applications.*

1. The Board shall hear and decide all appeals from final, binding written decisions or determinations made by the Town Planner as provided in the UDO, and by State statute.
2. The Board shall hear and decide petitions for variances from the zoning ordinance and other such ordinances as provided by the UDO.
3. The Board shall hear and decide special use permits as assigned by the UDO.

4. The Board shall make interpretations of disputed questions of zoning district boundary lines and similar questions that may arise from administration of the development regulations of the Town of Granite Quarry.
5. The Board shall also hear and decide all matters referred to it or upon which it is required to pass by the UDO and any other matters assigned to it by ordinance or by law.

B. *Procedure for Filing Appeals.*

1. An appeal of a decision or determination of the Town Planner shall be filed with the Town Clerk or other such officer as designated by the UDO. The notice of the appeal shall state the grounds for the appeal. No appeal shall be heard by the Board unless the appeal is filed within thirty (30) days of written or constructive notice of the order or determination made by the Town Planner.
2. Applications for variances and special use permits shall be accompanied by a site plan of sufficient size and accuracy to enable the Board to see the precise location and size of the variance and/or nature and location of the special use permit being sought. Such application shall specifically state the type of variance or special use permit sought. Upon submission of an application, the Town Planner shall determine if these requirements are satisfied.
3. All appeals, applications, and any other matter coming before the Board shall be made upon the form designated by the Town Planner for that purpose.
4. All required information shall be complete and all required fees paid before an appeal, application, or other matter shall be considered as having been filed.
5. An applicant may withdraw any appeal, application, or other matter prior to the start of the evidentiary hearing on that matter. A withdrawal shall be made in writing. Upon withdrawal the case is closed. A new application and fee must be submitted if the application is renewed.

C. *Evidentiary Hearings.*

1. *Time.* After receipt of an appeal, application or other matter, the Secretary shall schedule the matter for hearing at the first available regular meeting within thirty (30) days from acceptance of a complete application.
2. *Notice.* The Board shall give notice of evidentiary hearings on quasi-judicial cases by first-class mail to the person whose appeal or application is the subject of the hearing, to the owner of the affected property if the owner did not initiate the hearing, and to the owners of all parcels of land abutting the parcel of land that is the subject of the hearing. The notice shall be posted in the mail at least ten but not more than twenty-five days prior to the date of the hearing. A notice of the hearing shall also be prominently posted on the property that is the subject of the hearing (or the adjacent street right-of-way) in this same time period.

If a hearing is set for a given date and a quorum of the Board is not then present, the hearing shall be continued until the next regular Board meeting by announcement by the Chair without further advertisement. In addition, the Board may, without further advertisement, continue a hearing to a date certain after the hearing has been called to order. The hearing notice shall

include the location of the property subject to the hearing, the general nature of the matter being heard, and the date, time, and location of the hearing.

3. *Conduct of Evidentiary Hearing.* Any party may appear in person, by agent, or by attorney at the hearing. The order of business for hearings shall be as follows:

- (a) the Chair, or such person as the Chair may direct, shall give an opening statement regarding the nature of the hearing and the process that will be followed. The Chair shall poll all Board members participating in the case as to any ex parte communications, bias, or conflicts of interest. Issues regarding standing, participation of Board members in consideration of the case, or other jurisdictional issues shall be addressed. Witnesses to offer testimony will be sworn in;
- (b) The Chair or the staff shall provide a preliminary statement of the case, including a summary of facts and relevant ordinance provisions. Staff shall present the application, supporting materials, staff report, and any other written materials received and distributed prior to the hearing for introduction into the hearing record.
- (c) the applicant shall present evidence and argument in support of the application or appeal taken;
- (d) parties opposed to the application, including the staff from whose determination an appeal is being taken, may present evidence and argument;
- (e) other persons may present relevant evidence;
- (f) staff may be called upon to make a recommendation to the Board concerning requests for special use permits and variances;
- (g) parties may present rebuttal evidence;
- (h) closing statements or summaries may be made by parties to the case and staff; and
- (i) the Board shall deliberate on and make a determination of the case.

Witnesses may be called and factual evidence may be submitted. The Chair must recognize witnesses before they are heard and confirm that they are under oath. The Chair shall allow all witnesses to be heard but may limit testimony or evidence that is irrelevant, repetitive, incompetent, hearsay, or inadmissible opinion testimony. The Chair shall allow the parties to the case to make direct and cross-examination of witnesses and to present rebuttal evidence. The Chair may establish reasonable procedures to assure that is done in a fair, impartial and efficient manner. Board members may ask questions of any witness.

The Board shall not be limited to consideration of such evidence as would be admissible in a court of law, but all decisions must be based on competent, material, and substantial evidence properly placed in the hearing record. Board members may view the premises before arriving at a

decision, but any key facts observed by members shall be disclosed at the hearing and made a part of the record.

Upon completion of the presentation of evidence and recommendation by the staff, Board members shall discuss the case among themselves in open session and may recall any witness to ask further questions and otherwise deliberate among themselves. Board members shall not discuss the case or give opinions on the evidence until initial presentation of the case is completed.

4. *Rehearings.* An application for a rehearing may be made to the Board in the same manner as provided for an original hearing and shall contain evidence that there has been a substantial change in the facts or conditions of the case. The Board may decide to conduct a full evidentiary hearing to consider such application. The application for rehearing shall be denied by the Board if, from the record, it finds that there has been no substantial change in facts or conditions since the Board's initial determination in the case. If the Board finds that there has been a change, it shall thereupon treat the request in the same manner as a new application.

D. Decisions.

1. *Time.* Decisions by the Board shall be made in a reasonable time from the completion of the evidentiary hearing. A decision may not be continued indefinitely.

2. *Motion and Voting.* Voting on an appeal, application, or other matter shall be in accordance with the provisions of the North Carolina General Statutes. A vote on a request for a variance, special use permit, or on an appeal of a staff determination shall be in the form of a motion to approve the request, and such motions shall require a second. A motion made to determine a quasi-judicial matter shall state specifically any conditions desired to be made a part of that decision and shall reference, if appropriate, any documents or maps submitted as part of that application. Any such references made in the motion shall, if approved, be part of the record and decision in that case. The vote of each member shall be recorded. If a requested application is not approved, the members voting not to approve shall state for the record the factual findings and rationale that support their opposition.

3. *Form.* All decisions of the Board on quasi-judicial matters shall be reduced to writing as soon as practicable after the case is decided. The written decision shall reflect the Board's determination of contested facts and the application of the pertinent standards to those facts. The written decision shall be signed by the Chair or other duly authorized member of the Board. After signature, the written decision shall be filed with the clerk to the Board and delivered to the parties.

4. *Effective Date and Filing.* Decisions of the Board on quasi-judicial matters are effective upon filing the written decision with the clerk to the Board and the delivery of the decision to the applicant, the property owner if that entity is not the applicant, and to any other person who filed a written request for a copy of the decision prior to or at the evidentiary hearing on the matter. The decision may be delivered by personal service, first-class mail or electronic mail.

5. *Public Records of Decisions.* The decisions of the Board shall be a public record available for inspection at all reasonable times. All decisions shall be entered into the minutes of the Board. The clerk to the Board shall maintain copies of all written decisions of the Board.

VII. AMENDMENTS

These rules may be amended without prior notice by unanimous vote. Otherwise, consideration of the proposed amendment shall be set over to the next regular meeting.

These Rules of Procedure rescind and replace the current Rules and Procedures of the Town of Granite Quarry’s Zoning Board of Adjustment adopted by the Board on July 22, 1999.

This is to certify that the above rules were adopted by the Board of Aldermen at its meeting duly held on the ____ day of _____ 2022.

Brittany H. Barnhardt, Mayor

ATTEST:

Aubrey Smith, Town Clerk

Agenda Item Summary

Regular Meeting
August 8, 2022
Agenda Item 2E

Termination of SoE

Summary:

On March 20, 2020 Rowan County declared a State of Emergency and Granite Quarry consented to the application of the County’s declaration for Granite Quarry. Rowan County has terminated the State of Emergency and each municipality is able to terminate the State of Emergency at the local level. Attached is the Termination of State of Emergency for Granite Quarry.

Attachments:

- Email from TJ Brown, Deputy Chief of Emergency Services
- Rowan County Termination of State of Emergency
- SB 435
- Granite Quarry’s Termination of State of Emergency

Action Requested:

The Mayor is being asked to sign the termination.

Motion Made By:	
Jim Costantino	<input type="checkbox"/>
Kim Cress	<input type="checkbox"/>
John Linker	<input type="checkbox"/>
Doug Shelton	<input type="checkbox"/>
Second By:	
Jim Costantino	<input type="checkbox"/>
Kim Cress	<input type="checkbox"/>
John Linker	<input type="checkbox"/>
Doug Shelton	<input type="checkbox"/>
For:	
Jim Costantino	<input type="checkbox"/>
Kim Cress	<input type="checkbox"/>
John Linker	<input type="checkbox"/>
Doug Shelton	<input type="checkbox"/>
Against:	
Jim Costantino	<input type="checkbox"/>
Kim Cress	<input type="checkbox"/>
John Linker	<input type="checkbox"/>
Doug Shelton	<input type="checkbox"/>
In case of tie:	
Mayor Brittany Barnhardt	
For	<input type="checkbox"/>
Against	<input type="checkbox"/>

Admin

From: municipalclerk@lists.rowancountync.gov on behalf of Brown, TJ (via municipalclerk list)
<municipalclerk@lists.rowancountync.gov>
Sent: Tuesday, August 2, 2022 9:56 AM
To: LIST - MAYORS; LIST - MUNICIPAL CLERK; LIST - MUNICIPAL MANAGER; Bob Parnell
Cc: Cress, Allen
Subject: Termination of State of Emergency for COVID-19
Attachments: Scm04p10422080117370.pdf; Template Termination of SOE Declaration Revised.docx; S435v3.pdf

Good Morning,

Yesterday afternoon, Chairman Edds executed the attached Termination Order for the State of Emergency that was executed on March 20, 2020. All of the Rowan County Municipalities enacted a Consent to application of County State of Emergency at a similar time frame. If you have not previously taken action to terminate your declaration, you should consider if you desire to terminate your State of Emergency.

I have attached the UNC SOG Template Termination and a copy of the County's Termination Order for your reference/use.

Lastly, I want to make you aware of Session Law 2022-57, also known as SB 435 (attached). This law which went in to effect 07/08/2022 requires that copies of State of Emergency Terminations be submitted in to NC DPS WebEOC. If you will send me a copy of your termination I will get it uploaded to WebEOC for you.

Let me know if you have any questions.

Thanks,



TJ Brown | Deputy Chief
Emergency Services
EMS & Fire Division
2727 Old Concord Rd, Salisbury, NC, 28146-8388
9-1-1 & EM Division
1090 Corporate Center Dr, Salisbury, NC, 28146-8626
[p] 704-216-8918 [c] 704-798-3881 [f] 704-216-7994
www.rowancountync.gov/es

"The single biggest problem with communication is the illusion that it has taken place" - George Bernard Shaw
"Do you want to know who you are? Don't ask. Act! Action will delineate and define you." - Thomas Jefferson

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Greg Edds, Chairman
Jim Greene, Vice-Chairman
Mike Caskey
Judy Klusman
Craig Pierce



Aaron Church, County Manager
Carolyn Barger, Clerk to the Board
John W. Dees, II, County Attorney

Rowan County Board of Commissioners

130 West Innes Street • Salisbury, NC 28144
Telephone 704-216-8180 • FAX 704-216-8195

TERMINATION OF STATE OF EMERGENCY

WHEREAS, on March 20, 2020 at 11:00 am, as Chairman of the Board of Commissioners of Rowan County, I proclaimed a State of Emergency for the Coronavirus Disease 2019 ("COVID-19") public health emergency in the County of Rowan; *and*

WHEREAS, the authorities granted by a State of Emergency Declaration are no longer needed.

NOW, THEREFORE, I hereby terminate the above referenced declaration of a state of emergency and all the restrictions and orders contained therein.

Declared this the 1st day of August, 2022 at 3:00 p.m. and effective the 15th day of August, 2022.

Gregory C. Edds, Chairman
Board of Commissioners

ATTEST:

Carolyn Barger, MMC, NCMCC
Clerk to the Board



**GENERAL ASSEMBLY OF NORTH CAROLINA
SESSION 2021**

**SESSION LAW 2022-57
SENATE BILL 435**

AN ACT TO PROVIDE NOTICE FOR EXPIRATIONS AND TERMINATIONS OF LOCAL PROHIBITIONS, RESTRICTIONS, AND STATES OF EMERGENCY.

The General Assembly of North Carolina enacts:

SECTION 1. G.S. 166A-19.31 reads as rewritten:

"§ 166A-19.31. Power of municipalities and counties to enact ordinances to deal with states of emergency.

...

(e1) Notice of Expiration of Prohibitions and Restrictions. – At the time prohibitions and restrictions imposed pursuant to this section and states of emergency declared pursuant to G.S. 166A-19.22 expire or terminate, the municipality or county shall do the following:

- (1) Post a notice of the expiration or termination of the prohibition or restriction conspicuously on the website of the municipality or county, if the municipality or county has a website.
- (2) Submit a notice of expiration or termination of the prohibition or restriction to the Department of Public Safety WebEOC critical incident management system.

...."

SECTION 2. This act is effective when it becomes law and applies to prohibitions and restrictions imposed and states of emergency declared on or after that date.

In the General Assembly read three times and ratified this the 1st day of July, 2022.

s/ Phil Berger
President Pro Tempore of the Senate

s/ Tim Moore
Speaker of the House of Representatives

s/ Roy Cooper
Governor

Approved 2:04 p.m. this 8th day of July, 2022





TERMINATION OF STATE OF EMERGENCY

WHEREAS, on March 20, 2020, at 2:00 p.m. the Mayor of the Town of Granite Quarry determined and declared that a State of Emergency existed within Granite Quarry; and

WHEREAS, I, Brittany H. Barnhardt, current Mayor of the Town of Granite Quarry, have determined that the conditions constituting a state of emergency no longer exists in the Town of Granite Quarry.

NOW, THEREFORE, I hereby terminate the above-referenced declaration of a state of emergency and all the restrictions and orders contained therein

This declaration is effective immediately.

DECLARED this the 8th day of August 2022 at 6:00 p.m.

Brittany H. Barnhardt, Mayor

ATTEST:

Aubrey Smith, Town Clerk

Town of Granite Quarry
Town Manager's Report
August 2022



1. **PRELIMINARY / PRE-AUDITED FY22 End of Year Budget vs Revenue Projections (Attached)**
Preliminary / pre-audited projections attached as requested. Field audit is underway at time of report, so if we get any additional indications of potential changes to these preliminaries between now and the 8/18/22 scheduled meeting discussion, we'll of course update the Board again then.

2. **Strategic planning / goals, and Project Tracking worksheet**
Huge accomplishment in taking the Plan on *in-house* so far.
Project Tracking sheet (**Handout**) again shows some of the Administrative projects corresponding to the Board's / Governance goals as well.

3. **Committee / Group Reports.**
 - A. **Community Appearance Commission.** Met July 14.
 - Chose Yard of the Month winners (205 Brookwood Dr; 427 De Lara Circle)
 - Discussed continuing Halloween and Christmas decorating contests this year
 - Discussed the 2 existing membership vacancies and a 3rd member just sold her home
 - B. **Parks, Events, and Recreation Committee.** Met July 18.
 - Granite Fest 2022 (October 15). Continued work and assignments on planning for the event, including volunteer and sponsorship recruiting, etc.
 - Several members asked clarification on committee directives and implementing new projects.
 - C. **MPO Technical Coordinating Committee.** July 20 meeting was cancelled.
 - D. **Centralina Regional Managers Meeting.** Met July 20.
 - Legislative priorities updates and Centralina regional updates
 - UNCC overviewed its public & nonprofit management academy programs
 - CCOG up and running in their new offices
 - August meeting will be virtual; September's in-person (restrictions-willing)
 - E. **Revitalization Team.** July 19 meeting was cancelled.
 - F. **Rowan Municipal Association.** Met July 28.
 - 1st meeting in 3 years. All municipalities represented. 48 RSVP'd; 37+1 non-RSVP attended.
 - Areas of Common Interest / Concern:
 - Staffing (workforce turnover, shortages, training)
 - Inflation / projects & operational costs (*"how to continue providing services at a reasonable cost"*)
 - Growth (housing boom, annexation issues, planning for "good" growth)
 - Economic Development (current boom, workforce/training, infrastructure needed to accommodate demand)
 - Opioid Crisis (several mentioned)

Update on programming moving forward.



PRELIMINARY Budget vs. Revenue

Fiscal Year 2021/2022

As of June 30, 2022

Department	Budget 7/1/21	Budget 6/30/22	Actual
Revenues:	<u>2,637,723</u>	<u>2,858,939</u>	<u>3,130,372</u>
Total Revenues:	\$ 2,637,723	\$ 2,858,939	\$ 3,130,372
Expenses:			
Governing Body	54,422	81,259	76,123
Administration	568,053	540,353	514,776
Public Works	339,561	502,183	484,033
Police	751,991	766,491	751,699
Fire	544,429	557,817	541,791
Streets	170,517	177,936	176,086
Sanitation	152,250	153,450	153,440
Parks & Recreation	<u>56,500</u>	<u>79,450</u>	<u>75,611</u>
Total Expenses:	\$ 2,637,723	\$ 2,858,939	\$ 2,773,558

Again, please note these are **PRE-AUDITED** figures

Budget as Adopted	2,637,723
Budget as Amended	<u>2,858,939</u>
Total Increase (Decrease)	\$ 221,216
Actual Revenues	3,130,372
Actual Expenses	<u>2,773,558</u>
	\$ 356,814
less Fire Stipend (appropriated in FY 22/23)	(50,000)
less Restricted Police Funds	<u>(14,792)</u>
	\$ 292,023

Agenda Item Summary

Regular Meeting

August 8, 2022

Agenda Item 5

Site Plan Review Process

Summary:

On 3/25/2021 the Board asked that the Subdivision and Site Plan process be reviewed. During discussion with N Focus on 4/18/22 the Board inquired further about 160D updates and best practices for such development reviews.

Planner Bill Bailey provided the attached memo that summarizes his findings and recommendation. At the meeting 7/11/2022 the Board of Aldermen voted to follow the planner’s recommendation. The proposed amendments are attached.

At its August 1, 2022 meeting, the Planning Board voted to recommend against approval of the amendments.

Attachments:

- Memo from Bill Bailey, CZO, Interim Town Planner
- Proposed Text Amendment
- Statement of Consistency

Action Requested:

Motion (to approve / not to approve) Ordinance 2022-09 amending the site plan approval process and adopt the Statement of Consistency and Reasonableness as presented.

Motion Made By:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

Second By:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

For:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

Against:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

In case of tie:

Mayor Brittany Barnhardt

- For
- Against

Memo

Date: June 23, 2022

To: Larry Smith, Town Manager

From: Bill Bailey, CZO, Interim Town Planner

Re: Review of Subdivisions and Site Plans

Recommendation: Based on the information provided below, revise text to remove the planning board from the process.

Current Conditions:

Current ordinance requirements require major subdivision preliminary plats to be reviewed first by staff then by the planning board:

11.7.5 Major Subdivision Defined.

B. Major Subdivisions follow the Planning Board Approval process. Following the Sketch Plan review by the Administrator, the applicant shall submit a Preliminary Plat. The Preliminary Plat shall be reviewed by Planning Staff and the TRC for completeness, compliance with this Ordinance, and soundness of design. The Preliminary Plat shall then be reviewed by the Planning Board following a public hearing. Following Planning Board approval, Engineering Drawings may be submitted for review in accordance with [Section 12.4](#). Final Plats may be approved after Engineering Drawing approval. Final Plats shall substantially match the Preliminary Plat and Engineering Drawings.

The general statutes allow for our current process and allow other options: **160D-803**.

Review process, filing, and recording of subdivision plats.

(c) The subdivision regulation may provide that final decisions on preliminary plats and final plats are to be made by any of the following:

- (1) The governing board.
- (2) The governing board on recommendation of a designated body.
- (3) A designated planning board, technical review committee of local government staff members, or other designated body or staff person.

If the final decision on a subdivision plat is administrative, the decision may be assigned to a staff person or committee comprised entirely of staff persons, and notice of the decision shall be as provided by G.S. 160D-403(b). If the final decision on a subdivision plat is quasi-judicial, the decision shall be assigned to the governing board, the planning board, the board of adjustment, or other board appointed pursuant to this Chapter, and the procedures set forth in G.S. 160D-406 shall apply.

Analysis:

The current system creates redundancies, adding the planning board review, which may be unnecessary. While the statutes allow this, it adds time and potential uncertainty for an applicant. NCGS 160D-803(a) specifies that all subdivision decisions must follow standards set forth in the ordinance. This means staff AND the planning board are reviewing based only on the codified standards. Therefore, the same review is being done twice.

ORDINANCE NO. 2022-09

**AN ORDINANCE AMENDING TEXT OF THE TOWN OF GRANITE QUARRY'S
UNIFIED DEVELOPMENT ORDINANCE**

**BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE TOWN OF GRANITE
QUARRY:**

Section 1. That Chapter 11. – DEVELOPMENT REVIEW PROCESS Sec. 11.3. - Planning board approval is hereby amended to read as follows:

Delete all of Sec. 11.3 – Planning Board approval.

Section 2. That Chapter 11. – DEVELOPMENT REVIEW PROCESS Sec. 11.7.1.4 *Subdivision Exceptions* is hereby amended to read as follows:

Sec. 11.7.1.4 Subdivision Exceptions

A. The Town Board of Aldermen may authorize exceptions for Subdivisions from any portion of this Ordinance when, in its opinion, undue hardship may result from their strict compliance. ~~The Planning Board shall review the subdivision, hold a courtesy hearing, and make a recommendation to the Town Board of Aldermen to approve, approve with changes, or deny the Preliminary Plat for subdivisions with exceptions.~~ In granting an exception, the Town Board of Aldermen shall hold a public hearing and make the findings required herein, taking into account the nature of the proposed Subdivision, the existing use of land in the vicinity, the number of persons to reside or work in the proposed Subdivision and the probable effect of the proposed Subdivision upon traffic conditions in the vicinity. ~~Planning Board recommendations and~~ Town Board decisions shall be based on:

1. If there are special circumstances or conditions affecting said property such that the strict application of the provisions of this Ordinance would deprive the applicant of the reasonable use of his land; and
2. If the relief is necessary for the preservation and enjoyment of a substantial property right of the petitioner; and
3. If the circumstances giving rise to the need for the relief are peculiar to the subdivision and are not generally characteristic of other subdivisions in the jurisdiction of this Ordinance; and
4. If the granting of the relief will not be detrimental to the public health, safety and welfare or injurious to other property in the area in which said property is situated.

B. Every decision of the Town Board of Aldermen pertaining to the granting of Subdivision exceptions shall be subject to review by the Superior Court Division of the General Courts of Justice of the State of North Carolina by proceedings in the nature of certiorari. Any petition for review by the Superior Court shall be duly verified and filed with the Clerk of Superior Court within 30 days after the decision or recommendation

of the TRC or Town Board of Aldermen is filed in the Office of the Administrator, or after a written copy thereof is delivered to every aggrieved party who has filed a written request for such copy with the Zoning Administrator at the time of the **Town Planning Board's** hearing of the case, whichever is later.

Section 3. That Chapter 11. – DEVELOPMENT REVIEW PROCESS Sec. 11.7.5 *Major Subdivision Defined* is hereby amended to read as follows:

11.7.5 *Major Subdivision Defined.*

- B. ~~Major Subdivisions follow the Planning Board Approval process.~~ Following the Sketch Plan review by the Administrator, the applicant shall submit a Preliminary Plat. The Preliminary Plat shall be reviewed by Planning Staff and the TRC for completeness, compliance with this Ordinance, and soundness of design. ~~The Preliminary Plat shall then be reviewed by the Planning Board following a public hearing. Following Planning Board approval,~~ Engineering Drawings may be submitted for review in accordance with Section 12.4. Final Plats may be approved after Engineering Drawing approval. Final Plats shall substantially match the Preliminary Plat and Engineering Drawings.

Section 4. That Chapter 11. – DEVELOPMENT REVIEW PROCESS Sec. 11.7.5.1 *Approval of Preliminary Plat* is hereby amended to read as follows:

11.7.5.1 Approval of Preliminary Plat.

- B. Notwithstanding, the developer may submit a request to the ~~Planning Board~~ **Board of Aldermen** for a time extension for up to one (1) year for Final Plat submittal. Said request must be submitted to the Administrator prior to the original plat expiration date. No more than one (1) such extension may be granted per subdivision.

Section 5. That Chapter 11. – DEVELOPMENT REVIEW PROCESS Sec. 11.8 – Site plan procedures is hereby amended to read as follows:

Sec. 11.8. - Site plan procedures.

11.8.3 *Major Site Plans.*

~~Major Site Plans follow the Planning Board Approval Process as outlined in Section 11.5.~~ The Major Site Plan shall be reviewed by the Zoning Administrator and the Technical Review Committee for completeness, compliance with this Ordinance, and soundness of design. ~~Following Planning Board approval,~~ Engineering Drawings may be submitted and reviewed in accordance with Section 12.6. Engineering Drawing approval is required prior to the issuance of a Zoning Permit.

Section 6. That Chapter 15. – ADMINISTRATION Sec. 15.6. - Planning Board is hereby amended to read as follows:

Sec. 15.6. - Planning board.

15.6.1 *Authority and Duties.*

The Planning Board shall have the following duties and responsibilities:

~~A. To review and approve or deny requests for Major Subdivision Plans and Major Site Plans.~~

~~B.~~ A.

~~C.~~ B. (*Letters indicating remaining duties will be reassigned*)

Section 7. All ordinances in conflict herewith are repealed to the extent of any such conflict.

Section 8. This ordinance is effective on the _____ day of _____ 2022.

Brittany H. Barnhardt, Mayor

ATTEST:

APPROVED AS TO FORM:

Aubrey Smith, Town Clerk

Carl M. Short, Town Attorney

STATEMENT of CONSISTENCY and REASONABLENESS
for the
ADOPTION of the TOWN of GRANITE QUARRY DEVELOPMENT ORDINANCE
AMENDMENT

WHEREAS, the Granite Quarry Town Board of Aldermen adopted the 2000 Comprehensive Land Use Plan Update on January 6, 2020 hereafter referred to as the “Plan”; and

WHEREAS, the Town Board of Aldermen finds it necessary to modify the Unified Development Ordinance to maintain consistency with the Plan; and

WHEREAS, prior to adopting or rejecting any zoning ordinance or amendment thereto, the Town Board of Aldermen must, in accordance with G.S. 160D-605, adopt a statement describing whether its action is consistent with an adopted comprehensive plan and explain why the Town Board of Aldermen considers the action taken to be reasonable and in the public interest.

THEREFORE, the Town Board of Aldermen hereby finds the adoption of the text amendment to the Unified Development Ordinance **is consistent** with the Plan in that standards, specifications and policies set forth in the new Granite Quarry Unified Development Ordinance (UDO) will support the expansion of the Town of Granite Quarry economy, preserve the character of the Town through practical standards for land use and development, and support the protection of natural resources as required by both Federal and State of North Carolina statutes. The text amendment is deemed reasonable in the way it will facilitate carrying out the goals of the Plan through each of the following:

1. Establish environmentally responsible yet business oriented common-sense principles aimed to protect both the local environment and property rights,
2. Minimize negative impacts on the natural and fiscal resources of Granite Quarry,
3. Minimize negative impacts on local property tax and utility rate payers,
4. Welcome those future residents and businesses seeking to contribute to the success of the Town’s efforts to establish a resilient sustainable and stable local economy,
5. Reinforce the tax base,
6. Expand opportunities for local business success, and
7. Promote the health, safety and welfare of the citizens, businesses, and property owners of Granite Quarry.

Recommended this the 1st day of August 2022

Richard Luhrs, Chair per G.S 160D-604(d)

Adopted this the 8th day of August 2022

Brittany Barnhardt, Mayor per G.S. 160D-605

Attest: _____
Aubrey Smith, Town Clerk

STATEMENT of CONSISTENCY and REASONABLENESS
for the
ADOPTION of the TOWN of GRANITE QUARRY DEVELOPMENT ORDINANCE
AMENDMENT

WHEREAS, the Granite Quarry Town Board of Aldermen adopted the 2000 Comprehensive Land Use Plan Update on January 6, 2020 hereafter referred to as the “Plan”; and

WHEREAS, the Town Board of Aldermen finds it necessary to modify the Unified Development Ordinance to maintain consistency with the Plan; and

WHEREAS, prior to adopting or rejecting any zoning ordinance or amendment thereto, the Town Board of Aldermen must, in accordance with G.S. 160D-605, adopt a statement describing whether its action is consistent with an adopted comprehensive plan and explain why the Town Board of Aldermen considers the action taken to be reasonable and in the public interest.

THEREFORE, the Town Board of Aldermen hereby finds the adoption of the text amendment to the Unified Development Ordinance **is not consistent** with the Plan in that standards, specifications and policies set forth in the new Granite Quarry Unified Development Ordinance (UDO) will support the expansion of the Town of Granite Quarry economy, preserve the character of the Town through practical standards for land use and development, and support the protection of natural resources as required by both Federal and State of North Carolina statutes. The text amendment is deemed reasonable in the way it will facilitate carrying out the goals of the Plan through each of the following:

1. Establish environmentally responsible yet business oriented common-sense principles aimed to protect both the local environment and property rights,
2. Minimize negative impacts on the natural and fiscal resources of Granite Quarry,
3. Minimize negative impacts on local property tax and utility rate payers,
4. Welcome those future residents and businesses seeking to contribute to the success of the Town’s efforts to establish a resilient sustainable and stable local economy,
5. Reinforce the tax base,
6. Expand opportunities for local business success, and
7. Promote the health, safety and welfare of the citizens, businesses, and property owners of Granite Quarry.

Recommended this the 1st day of August 2022

Richard Luhrs, Chair per G.S 160D-604(d)

Adopted this the 8th day of August 2022

Brittany Barnhardt, Mayor per G.S. 160D-605

Attest: _____
Aubrey Smith, Town Clerk

Agenda Item Summary

Regular Meeting

August 8, 2022

Agenda Item 6

Bicycle and Pedestrian Plan

Summary:

The Board is being asked to adopt the Bicycle and Pedestrian Plan presented at the July Board meeting. It is recommended that the plan be adopted with changes made based on the ongoing DOT review.

Motion Made By:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

Second By:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

For:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

Against:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

In case of tie:

Mayor Brittany Barnhardt

For

Against

Action Requested:

Motion to adopt the Bicycle and Pedestrian Plan with any changes based on the DOT review.

Agenda Item Summary

Regular Meeting

August 8, 2022

Agenda Item 7

Strategic Goals

Summary:

The Strategic Plan consists of the Vision Statement, Goals and Implementation Strategies, and Core Values. Vision has been finalized & approved by the Board.

Attached is the final draft of the Goals and Implementation Strategies from the Board’s review and feedback so far (the Project Tracking spreadsheets in the next agenda item correspond to the prioritized strategies of these goals for this year).

If the Board approves of this stage of the draft, our next step toward completing the Town’s Strategic Plan will be to finalize the Core Values draft, which we hope to be able to condense to a final draft form by the September meeting.

Attachments:

- Strategic Planning Draft

Action Requested:

Feedback or approval of the Goals and Implementation Strategies final draft.

Motion Made By:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

Second By:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

For:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

Against:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

In case of tie:

Mayor Brittany Barnhardt

- For
- Against

Strategic Planning



**Vision, Mission, Values,
Strategic Goal-Setting
and Implementation**





Vision

***“Solid as the rock on which it was founded,
Granite Quarry will be a growing,
connected and family-friendly town that
provides a high quality of life for all.”***

Goal Statements



Growth

Prepare for and attract safe, family-friendly, high-quality growth and development

Strategy: Enhance development regulations and municipal services wherever possible to ensure high quality growth and high quality of life



Parks & Recreation

Enhance and advance Town parks and recreational opportunities

Strategy: Begin implementation of Parks & Recreation and Bicycle & Pedestrian Master Plan initiatives while promoting our Town parks



Economic Development

Seek commercial, retail, and industrial retention, growth, and expansion opportunities

Strategy: Utilize master plans and partnering agencies / resources to advance economic development goals



Community Engagement / Communications

Optimize quality of life and placemaking (sense of place / community) through community engagement and streamlined Town communications

Strategy: Streamline information flow both internally and by informing and engaging stakeholders



Growth – Quality Growth, Quality of Life

Goal:

Prepare for and attract safe, family-friendly, high-quality growth and development

Strategy:

Enhance development regulations and municipal services wherever possible to ensure high quality growth and high quality of life

Initiatives:

^ Implementation strategy ◇ *Indicator of Progress*

Enhance development regulations and incentives where possible

^ Update Land Use Plan and Unified Development Ordinance

^ Seek partnership or incentive opportunities (e.g., Development Agreements, incentivizing UDO provisions)

◇ *CLUP / UDO updates substantially completed*

◇ *Proactive development provisions (e.g., incentives for conservation development) considered in CLUP / UDO planning process*

Ensure high-quality planning services and quality of life

^ Continue to recruit for a FT staff planner and/or alternatives to help supplement PT planning services

^ Promote proactive initiatives such as Yard of the Month program, mulch giveaways, etc

◇ *Successful implementation of supplemental or alternative planning services to improve workload, productivity, capacity*

◇ *Increased community engagement in proactive appearance/ comm. dev. activities (see “Community Engagement / Communications”)*

Ensure high-quality public safety services and safe neighborhoods

^ Evaluate JPA Agreement and statistics to ensure model is appropriate & we have adequate resources to provide high-quality service to our residents

^ Unfreeze PD officer position

^ Continue PD risk review & state accreditation process

^ Maintain ISO Class 1 FD rating

◇ *Continue increased visibility and effectiveness of patrols and community interactions*

◇ *Staff the unfrozen PD position*

◇ *NCLM risk review completed; state accreditation underway*

Recruit, retain, and rely on expert staff who can lead us there

^ Establish & integrate vision, core values, goal statements to clarify expectations & guide staff

^ Maintain competitive pay & benefits, professional training and development

^ Promote a positive atmosphere, healthy team working environment, and have fun!

◇ *Vision, core values, goal statements, communication guidelines adopted by Board; integrated into performance evaluations and measurement processes*



Parks & Recreation

Goal:

Enhance and advance Town parks and recreational opportunities

Strategy:

Begin implementing Parks & Rec and Bike & Ped Master Plan initiatives while promoting our Town parks

Initiatives:

^ Implementation strategy	◇ <i>Indicator of Progress</i>
---------------------------	--------------------------------

Begin implementing Master Plans

- ^ Incorporate Parks & Rec and Bike & Ped Master Plans into the CLUP update if possible
- ^ Determine organizational model(s) and/or partnerships available to best implement the Master Plan initiatives (e.g., Steering Committee, “Friends of the Park” or other public-private partnerships); and/or
- ^ Seek interlocal opportunities with Rowan County and City of Salisbury Parks Departments, etc
- ◇ *Organizational model(s) to implement plans determined & approved*
- ◇ *Interlocal partnership opportunities pursued*

Incorporate funding for low-hanging fruit within FY budgets; use grants and supplemental funding (e.g., ARPA) for larger, transformational items

- ^ Pursue Fisher-Turner property acquisition and Coughenour land swap opportunities at Civic Park
- ^ Upgrade cameras/wireless system in Civic and Lake Parks
- ^ Plan ARPA funds, seek partnership and additional funding opportunities for transformational improvements
- ◇ *Prioritized Civic Park acquisitions pursued*
- ◇ *Priority plan projects identified for PARTF, etc grants and upcoming budgets*
- ◇ *PARTF application Spring 2023*

Signature Event

- ^ Continue to grow Granite Fest as the Town’s high quality, annual signature event
- ◇ *Continue debriefs and evaluation of Granite Fest organization model, ways to potentially improve each year*
- ◇ *Increased volunteer participation, community attendance and positive feedback of event (within areas of influence and control of course – i.e., not weather, etc)*



Economic Development

Goal:

Seek commercial, retail, and industrial retention, growth, and expansion opportunities

Strategy:

Utilize master plans and partnering agencies / resources to advance economic development goals

Initiatives:

^ Implementation strategy ◇ *Indicator of Progress*

Downtown Master Plan (DMP)

^ Continue to use DMP principles and recommendations as guide (e.g., branding, placemaking)

^ Update / incorporate DMP in the CLUP update if possible

^ Continue exploring organizational models & partnerships available to help continue implementing Master Plan recommendations (e.g., Downtown Development Assn, Merchants Assn, other public-private partnerships)

◇ *Consider organizational model(s) for revitalization efforts concurrent with Parks & Rec / Bike & Ped organizational model(s)*

Explore downtown improvements

^ Work toward mediating Town Square infrastructure solution with DOT, Duke Energy and other Utilities

^ Target priority streetscape project(s) (e.g., Brinkley Center curb cut, sidewalk issue)

◇ *Some plan/resolution (temporary or permanent) with Town Square signal infrastructure achieved*

◇ *Consider a targeted downtown streetscape project for FY24 Powell Bill project (sooner if current budget, alternative funding, partnership, etc allows)*

Industrial Park opportunities

^ Assist Rowan Economic Dev. Council in proposing & coordinating an Industrial Park sign with Rowan County for its Granite Industrial Park

^ Allow County & EDC to leverage Town parcel within the Industrial Park as incentive for beneficial speculative industrial interests

◇ *Any examples identified by town staff submitted to EDC; encourage EDC to facilitate discussion with County*

Growth/expansion opportunities

^ Be mindful of commercial and industrial expansion opportunities during upcoming discussions, studies and updates

◇ *Consider such growth opportunities during upcoming annexation agreement discussions with Rowan County & City of Salisbury; also with CLUP update*



Community Engagement / Communications

Goal:

Optimize quality of life and placemaking (sense of place/community) through community engagement and streamlined Town communications

Strategy:

Streamline information flow both internally and by informing and engaging stakeholders

Initiatives:

^ Implementation strategy ◇ *Indicator of Progress*

Internal Communication

^ Develop, adopt, and commit to using communication guidelines / “rules of engagement”

◇ *BOA engagement and buy-into development of communication guidelines, ideally with unanimous adoption*

◇ *BOA & Staff committed / actively adhering to communication guidelines*

Establish most efficient & manageable framework for GQ’s networking efforts (e.g., platform, annual meeting/report, newsletters, feet-on-the-street)

^ Continue website news updates, electronic sign messages

^ Review any additional realistic platforms for informing and engaging public within available town resources

◇ *Determine the platform(s) most responsive to verified community needs and available town resources*

◇ *Develop policy/procedures for implementation and management of said platform(s)*

Engage the community

^ Identify and recruit neighborhood captains / community partners

^ Identify and recruit qualified committee volunteers

^ Conduct community surveys on town interests and issues

◇ *Network of “Captains”/partners established*

◇ *Increased community engagement in proactive appearance / community development activities (e.g., YOM, Christmas decorating contest)*

◇ *Increased # of identified volunteer recruits*

◇ *At least one community survey developed and conducted*

Where to go from here?

- ***Review & discuss draft to date. Feedback or Approval.***
- ***Measurement of Objective Achievement***
 - ***“What does success look like”?***
 - ***“What end results need to be met for us to consider this goal successful”?***
- ***SMART goal-setting (Specific Measurable Attainable Realistic Timely)***
- ***Next Step: Core Values (target 9/12/22 meeting)***

PROJECT / GOAL	PRIMARY	TARGET DATE	CORRESPONDING BOA MTG	NOTES	ESTIMATED COST	ACTUAL COST
Strategic Goals / ongoing BOA planning discussions						
Growth						
CLUP & UDO updates (+ proactive dev provisions / incentives)			8/8/22	6/13 mtg:revisit after audit complete. 6/27 mtg:revisit 7/11. 7/11:no action taken. 8/8:Mayor req on agenda again.	\$ 65,500	
<i>Seek out specific opportunities with Strategic Properties</i>						
Staff planner position / supplemental-alt planning services	Larry	8/31/22		7/26 scope discussion w COG re: pilot nonprofit program; COG to draft something by next week.		
JPA Agreement / Formula review	Larry	10/31/22	11/14/22			
Strategic goals/plan, core values, comm. guidelines	Larry	7/11/22	8/8/22	Final drafts to BOA: Strategic goals/plan by 8/8; Core Values by 9/12; Communication guidelines by 10/10		
PB/BOA Major Subdivision/Site Plan reviews (+ 4/18)	Bill	6/29/22	8/8/22	3/25/21 BOA discussion/direction; 4/18/22 BOA/Nfocus; Bill's memo to BOA 7/11. Green light to PB 8/1/22; BOA 8/8/22.		
<i>Town Hall renovation - updated est, loan req/info (+ 6/27)</i>	Larry					
Parks & Recreation						
Adoption of Bicycle and Pedestrian Master Plan	BOA	7/27/22	8/8/22	7/11-Plan presentation to BOA for feedback. 8/8-Scheduled to be presented for BOA adoption.		
Organizational model(s) for implementing master plans,events	Larry	8/31/22	11/14/22	8/31-Staff review/recomm successful model(s) Parks & Rec,Bike & Ped,Downtown Master Plans. 11/14-BOA decision.		
Interlocal partnership opportunities pursued	Jason	10/31/22		Rowan, Salisbury Parks & Rec, etc		
Civic Park - potential land swap	Larry	10/7/22			\$ 6,000	
Civic Park - potential acquisition of Fisher-Turner lot	Larry	10/7/22			\$ 69,916	
Priority plan projects identified for grants, budgeting	BOA	12/31/22	2/17/23	Priority Plan items id'd for ARPA, grants, PARTF, etc by 12/31. Plan items for FY24 budgeting by 2/17/23.		
PARTF Grant Application	Jason	3/15/23		3/15-draft apps for tech review usually due 3/15. 5/1/23-PARTF usually due 1st week of May. Awards late summer/fall.		
Granite Fest: increased volunteer participation,attendance,etc	Aubrey	11/18/22		To evaluate success and update performance goals from Granite Fest 2022		
<i>Legion Building / Community Building</i>	Larry			<i>Options (update, renovate, rebuild)</i>		
Economic Development						
Town Square infrastructure (+ 6/27 by DOT, Duke Energy)	Larry	11/30/22				
<i>Wayfinding signage (+ 6/27)</i>	Larry					
<i>Consider targeted downtown streetscape project (+ 6/27)</i>				<i>"Brinkley Center: revisit DOT,engineer,etc assessments of sidewalk & curb cuts" (+ 6/27) (in addition to Square?)</i>		
Granite Industrial Park sign (+ 6/27)	EDC	8/31/22		EDC lead & County prop. 6/27 discussion: TM to further prioritize assisting EDC in moving this forward.		
<i>Growth/expansion - opportunity areas,infrastructure exts,PB debt</i>				Coincide with CLUP study/updates, SRU engineering/annual extension allotment policy		
<i>Growth/expansion - annexation agreements</i>				+ by 2022 legislative issues. Annex. agreement discussion being guided by Rowan; est discussion sometime ~mid-Aug.		
Community Engagement / Communications						
Develop & adopt communication guidelines/rules of engagement	Larry	10/10/22	12/12/22			
Determine "best fit" platform(s) for Town of GQ	Aubrey			8/1-staff researching/drafting outline of how to move forward		
Develop policy/procedures for imp. & mgmt of platform(s)	Aubrey					
Engage the community initiatives	Aubrey	2/10/23		"Neighborhood captains"/partners network established; increased engagement; at least one comm survey conducted		

Agenda Item Summary

Regular Meeting

August 8, 2022

Agenda Item 9

CLUP / UDO Proposal Options

Summary:

The Board discussed the proposal options for the CLUP and UDO at their June 27, 2022 Strategic Planning meeting. The Board asked that the proposal options be included in the July 11, 2022 agenda packet for further review and/or discussion. No discussion or action was taken.

Mayor Barnhardt asked that this item be placed back on this month's agenda.

Attachments:

- Town Manager Memo from 7/11/2022 Meeting
- NFocus Proposal Document from 4/18/22

Action Requested:
Board discussion.

Motion Made By:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

Second By:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

For:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

Against:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

In case of tie:

Mayor Brittany Barnhardt

- For
- Against

SUMMARY

TO: Board of Aldermen
FROM: Town Manager
RE: **Land Use Plan / Unified Development Ordinance**
DATE: 7/11/2022



4/11/22 BOA Meeting Discussion: Comprehensive Land Use Plan (CLUP) Update

Mayor Barnhardt and Mayor Pro-Tem Linker met with Planner Bill Bailey about the Comprehensive Plan, growth, and possibly amending GQ's zoning districts. Mr. Bailey explained that 160D requires CLUPs to have a future land use map first to guide such zoning decisions. Attorney Short stated this would help accomplish some of the zoning and land use objectives discussed at the last meeting. The Board continued discussion to Monday, April 18th at 3:00pm.

4/18/22 BOA Meeting Summary: CLUP discussion with Rick Flowe of N-Focus

Planner explained that the best way to address Board's concerns were:

1. First, the concerns need to be incorporated within the CLUP (the vision where the Town wishes to be); and then
2. Then staff, the PB, & BOA study/amend zoning districts and ordinances "consistent" with the LUP vision (to accomplish how to get there).

The Board met with N-Focus' owner/CEO Rick Flowe, who discussed GQ's options. He then had his office follow up with a proposal of the options.

4/18/22 N-Focus Proposal **Attached**

Full proposal is attached. In short summary, N-Focus proposed 3 options based on the discussion:

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 <i>(noted this would be a 12% discount)</i>

Budget meetings

Ultimately able to work \$40,331 into the Contingency fund for FY23.

6/16/22 BOA Meeting

BOA consensus to wait on direction for LUP until after audit (when BOA could see what all revenues & potential surpluses were achieved from the FY22).

6/27/22 BOA Meeting

BOA direction to put CLUP proposal options back on the 7/11/22 agenda for consideration.

Additional update: Update from Finance working with Auditor on financial statements - and specifically how to show Civitan Agreement payout based on 2010 Agreement's accounting: the "banked funds" balance was already recognized as an expense in 2010 and thus would not be charged to an expense line again by the reimbursement/payout. It will simply clear out the liability line and bring it back to zero (i.e., it will show as a reduction in cash but not show again as a reduction to fund balance / will not need to be paid out of the FY23 budget).

With that said, 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).

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.

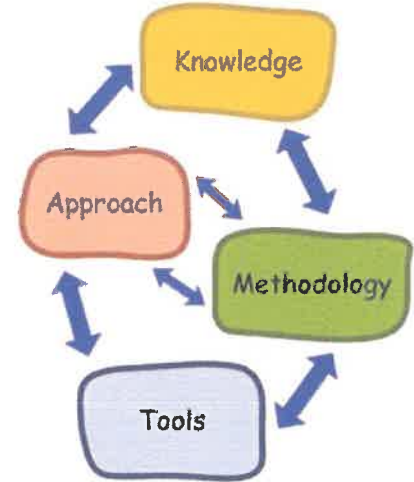
Patti Rader

Patti Rader
Manager & COO
PRader@NFocusPlanning.org

N-Focus, Inc.
315 South Main Street, Suite 200
Kannapolis, NC 28081
704.933.0772
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

Agenda Item Summary

Regular Meeting

August 8, 2022

Agenda Item 10

Town Square

Summary:

NCDOT informed staff late June that it was going to have to move forward with some version of signal upgrades / infrastructure work at the Town Square. Staff facilitated a meeting between DOT and Duke Energy to discuss the fundamental conflicts that have prohibited that part of any Town Square improvements (DOT signals' infrastructure) ever since discussions from the Town's Downtown Master Plan began.

As the Board is well aware, this is not a simple issue. The Town Square has been a high-priority project from the inception of the Downtown Plan, but the complexities involved are what has made any progress GQ has made so far so difficult. We are at a point now, however, where DOT & GQ are going to have to find some answer through to completion.

Staff has been diligently following up in every available moment on the questions and challenges since that meeting's discussion, and is finalizing presentation details for the meeting. For now, a first draft of GQ's "Takeaways" from the Master Plans the Town has adopted is attached. Staff will ask for Board input and/or confirmation of the Town's key "must haves" as we work with DOT, Duke, and the other utilities involved moving forward.

Attachments:

- Takeaways

Action Requested:

Receive presentation, review and confirm key "must haves" for any improvements to the Town Square infrastructure.

Motion Made By:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

Second By:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

For:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

Against:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

In case of tie:

Mayor Brittany Barnhardt

- For
- Against

Takeaways:

- Work must be representative of Downtown Master Plan recommendations.
- May be phased.
- Incorporate granite character.
- Granite “outcroppings” will provide height and a backdrop to planters.
- Install wide crosswalks and pedestrian-activated signals at intersection.
- Set goal to have all utility poles either at back of sidewalk or back of curb, rather than within sidewalk area (if not underground or behind bldgs).
- Utility poles will be placed as symmetrically as possible, either adjacent to planter or just behind curb, but not within planter.
- New metal strain poles will be black anodized.
- Traffic signal box will be ground-mounted on side of planter.
- Ground cabinet to be black anodized.
- “As an alternative, consider closing Bank St from Main St to Salisbury Ave.”

Proclamation

NATIONAL DAY OF SERVICE REMEMBRANCE

WHEREAS, on September 11, 2001, terrorists attacked the United States leading to the tragic death of thousands of innocent United States citizens and other citizens of 90 different countries and territories; and

WHEREAS, in response to the attacks in New York City, Washington D.C. and Shanksville, Pennsylvania, firefighters, police officers, emergency medical technicians, physicians, nurses, military personnel, other first responders, and passengers of Flight 93, immediately and without concern for their own well-being rose to service, in a heroic attempt to protect the lives of those still at risk, consequently saving thousands of men and women; and

WHEREAS, hundreds of thousands of brave men and women continue to serve every day, having answered the call to duty as members of our nation's armed forces with thousands having given their lives, or been injured to defend our nation's security and prevent future terrorist attacks; and

WHEREAS, North Carolina has been called the most military friendly state in the nation, and its citizens continue to support our brave men and women in uniform and the veterans that came before them; and

WHEREAS, families of 9/11 victims, survivors, first responders, rescue and recovery workers, and volunteers called for Congress to pass legislation to formally authorize the establishment of September 11 as an annually recognized "National Day of Service Remembrance", and for the President of the United States to proclaim the day as such.

Now, Therefore, I, BRITTANY H. BARNHARDT, Mayor of the Town of Granite Quarry, North Carolina, do hereby proclaim do hereby proclaim September 11, 2022 as a, "Day of Service and Remembrance" and urge all citizens to commit to community service on this day and on an ongoing basis.

ADOPTED this 8th day of August 2022.

ATTEST:

Brittany H. Barnhardt, Mayor

Aubrey Smith, Town Clerk

August 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
	Planning Board 6pm					
7	8	9	10	11	12	13
	Business After Hours 5pm BoA Mtg. 6pm		Centralina Board of Delegates Mtng 5pm	CAC 6pm		
14	15	16	17	18	19	20
	P.E.R.C. 5pm ZBA 5:30pm	Revitalization 3:30pm				
21	22	23	24	25	26	27
			CRMPO TAC 5:30pm			
28	29	30	31			

September 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
	Labor Day – Town Offices Closed	Planning Board 6pm		CAC 6pm		
11	12	13	14	15	16	17
	Business After Hours 5pm BoA Mtg. 6pm		Centralina Executive Board Mtng 5pm	7:30am Power in Partnership Breakfast		
18	19	20	21	22	23	24
	P.E.R.C. 5pm ZBA 5:30pm	Revitalization 3:30pm				
25	26	27	28	29	30	
			CRMPO TAC 5:30pm			