



# Minutes

## Board of Commissioners Regular Meeting

7 p.m. Dec. 12, 2022

Board Meeting Room, Town Hall Annex, 105 E. Corbin St.

**Present:** Mayor Jenn Weaver and commissioners Mark Bell, Robb English, Kathleen Ferguson, Matt Hughes, and Evelyn Lloyd

**Staff:** Planning and Economic Development Manager Shannan Campbell, Police Chief Duane Hampton, Assistant Town Manager and Community Services Director Margaret Hauth, Town Attorney Bob Hornik, Town Clerk and Human Resources Technician Sarah Kimrey, Town Manager Eric Peterson, Utilities Director Marie Strandwitz and Communications Manager Catherine Wright

### Opening of the meeting

Mayor Jenn Weaver called the meeting to order at 7 p.m.

#### 1. Public charge

Mayor Weaver did not read the public charge.

#### 2. Audience comments not related to the printed agenda

There was none.

#### 3. Agenda changes and approval

The following changes were requested:

- Move Item 5E: Unified Development Ordinance text amendment – Section 6.5 Buffers; Sub-Section 6.5.7.2 Exceptions (Railroad Buffers) to Item 6F.
- Move Item 6F: Review of town code amendments related to appointed board procedures to Item 6G.

A motion was made to approve the agenda as amended.

Motion made by Commissioner Kathleen Ferguson, seconded by Commissioner Mark Bell.

Voting Yea: Commissioners Bell, Robb English, Ferguson and Matt Hughes, Absent: Evelyn Lloyd.

#### 4. Appointments

- A. Tourism Board – Appointment of Megan Kimball with term ending May 9, 2024

A motion was made to approve appointment to the Tourism Board.

Motion made by Commissioner Hughes, seconded by Commissioner Ferguson.

Voting Yea: Commissioners Bell, English, Ferguson and Hughes. Absent: Lloyd.

#### 5. Items for decision – consent agenda

- A. Minutes
- Regular meeting Nov. 14, 2022
  - Work session Nov. 28, 2022
  - Work session closed session Nov. 28, 2022
- B. Miscellaneous budget amendments and transfers
- C. Community Development Block Grant-Coronavirus Quarterly Report
- D. Classification and pay amendment

~~E. Unified Development Ordinance text amendment – Section 6.5 Buffers; Sub-Section 6.5.7.2 Exceptions (Railroad Buffers)~~

- E. Resolution Accepting a Donation to Help Fund Improvements to the Outdoor Areas of the Town Hall Campus to Encourage and Enhance Public Use

A motion was made to approve the consent agenda as amended.

Motion made by Commissioner Ferguson, seconded by Commissioner Hughes.  
Voting Yea: Commissioners Bell, English, Ferguson and Hughes. Absent: Lloyd.

**6. Items for decision – regular agenda**

- A. Request from Corbinton Commons HOA regarding plowing of streets in advance of street dedication

Assistant Town Manager and Community Services Director Margaret Hauth reviewed the request for the town to plow streets in the Corbinton Commons neighborhood, noting the homeowners association would enter into a hold harmless agreement to cover any damage to town equipment that occurs in plowing. The roads have not yet been dedicated to the town by the developer, and the town has sent a letter to the owner and developer to encourage completion of the project. Dorie Bargmann, a resident and member of the homeowners association, spoke before the board about the request.

A motion was made to provide snow removal service with a hold-harmless agreement.

Motion made by Commissioner Ferguson, seconded by Commissioner Bell.  
Voting Yea: Commissioners Bell, English, Ferguson and Hughes. Absent: Lloyd.

- B. Annexation and General Use Rezoning – request from the Town of Hillsborough to:  
- Annex approx. 19.5 ac consisting of OC PIN 9874132066  
- Rezone approx. 6.62 ac of that parcel from AR to LO (train station area)  
- Keep the remaining 12.88 ac zoned AR

Planning and Economic Development Manager Shannan Campbell reviewed the request from the town, which is related to a planned train station. The town owns the 19.5 acres located in the central part of town. Within the parcel, 6.62 acres for the train station is requested to be rezoned from agricultural residential to limited office.

A motion was made to approve the annexation ordinance, consistency statement and rezoning ordinance.

Motion made by Commissioner Hughes, seconded by Commissioner Ferguson.  
Voting Yea: Commissioners Bell, English, Ferguson and Hughes. Absent: Lloyd.

- C. General Use Rezoning – Owls Woods (1700 NC 86 South, OC PIN 9874429362); Limited Office to High Intensity Commercial

The planning and economic development manager reviewed the request to rezone the parcel owned by Owl Woods Development from limited office to high intensity commercial. She noted an initial request to rezone the parcel to multi-family was denied by the board.

A motion was made to approve the rezoning ordinance and adopt a consistency statement. Commissioner Bell noted all board members are aware of the issues with this parcel, which is at an intersection with varying other zoning districts adjacent to it.

Motion made by Commissioner Hughes, seconded by Commissioner Bell.

Voting Yea: Commissioners Bell, English, Ferguson and Hughes. Absent: Lloyd.

- D. General Use Rezoning and Future Land Use Plan Amendment – 1220 NC 57, OC PIN 9875075617; Business Park to Office and Institutional and Update the Future Land Use Map from Light Industrial to Suburban Office

The planning and economic development manager reviewed this request to rezone a vacant lot adjacent to Eno River Academy from business park to office and institutional. The request includes updating a corresponding portion of the Future Land Use Map from light industrial to suburban office.

A motion was made to approve the rezoning ordinance and future land use plan amendment.

Motion made by Commissioner Ferguson, seconded by Commissioner Bell.

Voting Yea: Commissioners Bell, English, Ferguson and Hughes. Absent: Lloyd

- E. Unified Development Ordinance text amendment – Section 6.7.5 Fenestration

The planning and economic development manager reviewed the proposed amendment to reduce the requirements for glass in the arrangement of windows and doors on a building. She noted the amendment would also clarify that faux glass can be used to mimic the appearance of glass in places where transparent glass may not make sense. It was noted that the town still desires glass coverage and a four-sided building that is aesthetically pleasing, but the current requirements are too large in some cases.

A motion was made to approve the Unified Development Ordinance text amendment and consistency statement.

Motion made by Commissioner Ferguson, seconded by Commissioner English.

Voting Yea: Commissioners Bell, English, Ferguson and Hughes. Absent: Lloyd

- F. Unified Development Ordinance text amendment – Section 6.5 Buffers; Sub-Section 6.5.7.2 Exceptions (Railroad Buffers)

The planning and economic development manager reviewed the proposed amendment to exempt train stations from the 100-foot buffer requirement for new development or redevelopment. This would allow a train station to be closer to the tracks it serves. Campbell noted an expectation to not be bothered by train noise by a train station is low.

A motion was made to approve the Unified Development Ordinance text amendment and consistency statement.

Motion made by Commissioner Hughes, seconded by Commissioner Ferguson.

Voting Yea: Commissioners Bell, English, Ferguson and Hughes. Absent: Lloyd

- G. Review of town code amendments related to appointed board procedures

Community Services Director Margaret Hauth reviewed that the proposed Code of Ordinance amendments relating to the procedures of appointed boards involved consolidating language about the boards in one place in the code, removing three boards that no longer exist and creating language for one board that was not in the code.

Lloyd joined the meeting at 7:18 p.m.

Hauth further noted:

- More information was added about appointment, recruitment and orientation to make the processes more consistent across the boards.
- A consistent attendance policy for all boards was added.
- Language about how to fill a vacancy was reviewed to ensure it focuses on the Board of Commissioners and allows the board the flexibility to determine the process whenever a vacancy occurs.
- Park naming was moved from the Parks and Recreation Board responsibilities.

She suggested the board discuss whether to implement residency requirements for Parks and Recreation Board members and term limits and service stipulations for Board of Commissioners members serving on appointed boards.

The board will continue discussion at the January meeting and directed staff to:

- Add language to the proposal that appointees serve at the pleasure of the Board of Commissioners or the appointing board and can be removed with a formal vote.
- Add a requirement to the proposal for residency within a park district for Parks and Recreation Board appointees.
- Review the current procedures for each board to determine whether term limits and service stipulations should be set for commissioners serving in some capacity on appointed boards.
- Review defining language on boards to determine what should be included in the code.
- Review rules of procedures for each board to determine changes that should be made for consistency.
- Consider compensation at a later date for appointed board members to encourage diversity.

## **7. Updates**

### **A. Board members**

Board members gave updates on the committees and boards on which they serve.

### **B. Town manager**

There was none.

### **C. Staff (written reports in agenda packet)**

There was none.

A motion was made to move to closed session at 8 p.m.

Motion made by Commissioner Hughes, seconded by Commissioner Bell.

Voting Yea: Commissioners Bell, English, Ferguson, Hughes and Lloyd.

## **8. Closed session**

### **A. Closed session as authorized by North Carolina General Statute Section 143-318.11 (a)(6) regarding personnel matters (town manager's evaluation)**

A motion was made to return to open session at 8:39 p.m.

Motion made by Commissioner Ferguson, seconded by Commissioner Bell.

Voting Yea: Commissioners Bell, English, Ferguson, Hughes and Lloyd.

A motion was made to grant the following benefits to the town manager following the annual evaluation:

- Increase in monthly vehicle allowance from \$350 to \$500.

- 3.75% merit raise.
- 8.43% market rate salary adjustment.
- Additional 40 hours of vacation leave per year.

Motion made by Commissioner Bell, seconded by Commissioner Ferguson.

Voting Yea: Commissioners Bell, English, Ferguson, Hughes and Lloyd.

**9. Adjournment**

Mayor Weaver adjourned the meeting at 8:42 p.m.

Respectfully submitted,



Sarah Kimrey

Town Clerk

Staff support to the Board of Commissioners