

TOWN OF SILER CITY

The Siler City Board of Commissioners met in Regular Session on **Monday, November 2, 2020** at 6:30pm in City Hall Courtroom with Mayor Pro Tem Bray presiding. Commissioner Price gave the invocation with the recitation of the Pledge of Allegiance following. Mayor Pro Tem Bray recited the Town of Siler City Mission Statement and Commissioner Boone recited the Town of Siler City Vision Statement.

ELECTED TOWN OFFICIALS PRESENT: Cindy Bray, Curtis Brown, Bill Haiges, Thomas “Chip” Price, and Tony Siler, Zoom: Lewis Fadely

TOWN STAFF PRESENT: Town Manager Roy Lynch, Human Resources Director Nancy Darden, Planning Director Jack Meadows, Police Chief Mike Wagner, and Town Clerk Jenifer Johnson, Zoom: Attorney William Morgan

AGENDA ADJUSTMENTS/APPROVAL OF AGENDA

Lynch shared an updated agenda with the Board of Commissioners.

A motion to approve the agenda as amended was made by Commissioner Haiges, seconded by Commissioner Siler and unanimously approved.

CONSENT

A motion to approve the consent agenda which includes the October 19, 2020 Minutes (Incorporation by reference as if fully set forth herein Schedule A), Resolution Honoring Mayor John Grimes (Incorporation by reference as if fully set forth herein Schedule B), 2021.4 Budget Amendment – Purchase Property on Beaver Street (Incorporation by reference as if fully set forth herein Schedule I), Contract to Purchase Property on Beaver Street (Incorporation by reference as if fully set forth herein Schedule J) was made by Commissioner Siler, seconded by Commissioner Haiges and unanimously approved.

OLD BUSINESS

Town of Siler City proposes text amendments to §171 Accessory Building Setback Requirements (detached unenclosed carport), §196 Entrance to Streets (traffic impact analysis), §282 Required Widths of Parking Area Aisles and Driveways (traffic impact analysis), §284 Vehicle Accommodation Area Surfaces (pervious gravel or grass surfaces), Appendix B (Specifications on Driveway Entrances), Appendix D (Vehicle Accommodation Area Surfaces), and Appendix L (Traffic Impact Analysis) of the UDO.

Part 1 – Detached Unenclosed Carport Setback Requirement

Meadows stated that the Board of Commissioners held a public hearing for the proposed text amendments to §171 Accessory Building Setback Requirements (detached unenclosed carport) of the UDO at the October 19 meeting. No comments were received within 24 hours following the close of the public hearing. (Incorporation by reference as if fully set forth herein Schedule C)

Meadows shared the following documents:

1. draft ordinance amending Article 12
2. final ordinance amending Article 12
3. email from Chatham County Building Inspections Department
4. aerial photo of W. Cardinal St.
5. photos of 302, 305, 306, and 309 W. Cardinal St.

6. worksheet

Meadows stated that the item was first discussed with Town staff during a conversation with Jimmy Rickman (owner of 302 W. Cardinal St.). Town staff shared the item with the Planning Board, and the Planning Board initiated the proposed amendment at the September 2020 meeting.

Meadows shared the compatibility with the existing comprehensive Land Development Plan:

1. Amend ordinances as needed to accommodate uses or situations that arise and are not clearly covered by existing ordinances.
2. Amend ordinances as needed to address changes in physical, social, or environmental circumstances that make existing regulations unnecessary, outdated, or obsolete.
3. Modify the development ordinances to be more user-friendly where possible.

Meadows shared the Planning Board recommendations from the October 12, 2020 meeting:

The amendments are approved and consistent with the adopted LDP and any other officially adopted plan because the LDP recommends:

1. Amend ordinances as needed to accommodate uses or situations that arise and are not clearly covered by existing ordinances.
2. Amend ordinances as needed to address changes in physical, social, or environmental circumstances that make existing regulations unnecessary, outdated, or obsolete.
3. Modify the development ordinances to be more user-friendly where possible.

A motion that the text amendment to §171 Accessory Building Setback Requirements (detached unenclosed carport) of the UDO is approved and consistent with the adopted land development plan and any other officially adopted plans because the land development plan recommends amending ordinances as needed to address changes in physical, social, or environmental circumstances that make existing regulations unnecessary, outdated, or obsolete and the action taken is reasonable in the public interest because amending ordinances as needed to accommodate uses or situations that arise and are not clearly covered by existing ordinances and modifying the development ordinance to be more user-friendly where possible was made by Commissioner Haiges, seconded by Commissioner Brown and unanimously approved.

Part 2 - Traffic Impact Analysis and Pervious Gravel or Grass Surfaces

Meadows stated that the Board of Commissioners held a public hearing for the proposed text amendments to §196 Entrance to Streets (traffic impact analysis), §282 Required Widths of Parking Area Aisles and Driveways (traffic impact analysis), §284 Vehicle Accommodation Area Surfaces (pervious gravel or grass surfaces), Appendix B (Specifications on Driveway Entrances), Appendix D (Vehicle Accommodation Area Surfaces), and Appendix L (Traffic Impact Analysis) of the UDO at the October 19 meeting. No comments were received within 24 hours following the close of the public hearing. (Incorporation by reference as if fully set forth herein Schedule D)

Meadows shared the following documents:

1. TIA information spreadsheets
2. draft ordinance amending Article 14 & 18 and Appendix B, D, & L
3. final ordinance amending Article 14 & 18 and Appendix B, D, & L
4. Excerpts from NCDOT Policy of Street and Driveway Access
5. Details on pervious gravel or grass surfaces

6. Excerpts from NCDEQ Stormwater Design Manual
7. worksheet

Meadows stated that the amendments related to traffic impact analysis (TIA) were first discussed during Town Board meetings regarding E. 3rd St. closing petition and the affordable housing project on Campus Dr. Town staff gathered TIA polices from other communities and shared it with the Planning Board.

Meadows stated that the amendments related to pervious gravel or grass surfaces were first discussed with Town staff during pre-development conversations for the Deep River Missionary Baptist Association facility on Stockyard Rd. The development team designing the facility shared information with Town staff, which was then shared with the Planning Board.

Meadows stated that the Planning Board initiated the proposed amendments at the September 2020 meeting.

Meadows shared the compatibility with the existing comprehensive Land Development Plan:

1. Amend ordinances as needed to accommodate uses or situations that arise and are not clearly covered by existing ordinances.
2. Amend ordinances as needed to address changes in physical, social, or environmental circumstances that make existing regulations unnecessary, outdated, or obsolete.
3. Modify the development ordinances to be more user-friendly where possible.

Meadows shared the Planning Board recommendations from the October 12, 2020 meeting:

The amendments are approved and consistent with the adopted LDP and any other officially adopted plan because the LDP recommends:

1. Amend ordinances as needed to accommodate uses or situations that arise and are not clearly covered by existing ordinances.
2. Amend ordinances as needed to address changes in physical, social, or environmental circumstances that make existing regulations unnecessary, outdated, or obsolete.
3. Modify the development ordinances to be more user-friendly where possible.

A motion that the text amendment to §196 Entrance to Streets (traffic impact analysis), §282 Required Widths of Parking Area Aisles and Driveways (traffic impact analysis), §284 Vehicle Accommodation Area Surfaces (pervious gravel or grass surfaces), Appendix B (Specifications on Driveway Entrances), Appendix D (Vehicle Accommodation Area Surfaces), and Appendix L (Traffic Impact Analysis) of the UDO is approved and consistent with the adopted land development plan and any other officially adopted plans because the land development plan recommends amending ordinances as needed to accommodate uses or situations that arise and are not clearly covered by existing ordinances and amending ordinances as needed to address changes in physical, social, or environmental circumstances that make existing regulations unnecessary, outdated, or obsolete and the action taken is reasonable in the public interest because modifying the development ordinances to be more user-friendly where possible was made by Commissioner Brown, seconded by Commissioner Siler and unanimously approved.

Transportation Engineering Services

Meadows stated that Town staff is asking that the Board of Commissioners to consider the Letter of Agreement with Timmons Group and the amendment to the Town's Fee Schedule (Incorporation by reference as if fully set forth herein Schedule E)

Development Plan Review – Traffic/Transportation Engineer Review	Review fee will be based on the Engineer’s Basic Fee Schedule at the time of submittal. The amount shall be paid by the developer prior to beginning the engineering review and will follow the provided Engineering Fee Schedule. If additional fees are required in excess of the fee amount paid (for items such as multiple reviews), the Town will contact the developer and request an additional fee prior to continuing with the engineering review.
---	--

A motion to approve the Letter of Agreement for on-call Transportation Engineering Services with Timmons Group was made by Commissioner Haiges, seconded by Commissioner Price and unanimously approved.

A motion to amend the 2020-2021 Fee Schedule by adding a fee for Development Plan Review – Traffic/Transportation Engineer Review was made by Commissioner Haiges, seconded by Commissioner Brown and unanimously approved.

Nuisance Abatement Services

Meadows stated that the request for vendors for nuisance abatement services was approved by the Board of Commissioners on May 18, 2020. The proposals are for nuisance abatement service on privately owned lots with public nuisances that are non-compliant with the Town’s Code of Ordinances. Public nuisances include but are not limited to mattresses, boxes, paper, tires, garbage, junk, food waste, animal waste, rotten/decaying matter, items with rough and jagged edges, and vacant dilapidated homes. (Incorporation by reference as if fully set forth herein Schedule F)

Meadows stated that contractors will be invited to a site that is in violation of the Town’s public nuisance ordinance and given the details of the scope of work. Contractors will be asked to provide sealed bids within 24 hours of the site visit. The contractor with the lowest bid will be awarded the work order.

Meadows stated that the contractor will be paid following satisfactory completion of the work. The Town will then submit a statement of cost to the property owner (amount includes contractor cost plus the Town’s \$180.00 nuisance abatement fee). If the cost is not paid within 14 days, the Town will file an order of lien with the Chatham County Clerk of Superior Court.

Meadows stated that Town staff submitted the request for vendors to the large email list (~700) and direct solicited contractors via email and phone. We received 8 proposals (see attached and summary below).

TOWN OF SILER CITY
BOARD OF COMMISSIONERS
NOVEMBER 2, 2020 MINUTES
PAGE 5 OF 7

Vendor Name	Phone Number	Email	Address
Bronson Pierce/Carolina Can LLC	919-935-3303	bbrondo15@aol.com	568 Center Church Rd, Sanford, NC, 27330
Daniel Watts/D & R Watts Grading LLC	336-362-0290	D_rwattsgrading@yahoo.com	PO Box 4636 Archdale, NC, 27263
Dylan Smith/Smith Contractors LLC	919-545-1391	kcdsmith@gmail.com	1795 Bonlee Bennett Rd, Siler City
James Mintz/D.H. Griffin Wrecking Company, Inc.	336-451-7565	jmintz@dhgriffin.com	4716 Hilltop Rd, Greensboro, NC 27407
Josh Graham/Carolina Outdoor Works LLC	855-463-9675 ext 2, 336-460-1032	carolinaoutdoorworks@gmail.com	3019 Wow Rd., Randleman, NC, 27317
Kory Strader/KBS earthworks INC.	336-362-0289	kory@kbsearthworks.com	5616 Coble Church Road, Julian, NC, 2283
Phil Marsh/Green Revival Landscaping INC.	919-799-8694	greenrevival@live.com	1204 Greensboro Avenue, Siler City
Robert Drew Hinshaw/T & G Backhow & Grading Service	336-944-1445	rdhinshaw96@gmail.com	5579 Siler City Snow Camp Rd, Siler City

The Board of Commissioners discussed the nuisance abatement service.

A motion to approve the contractors for nuisance abatement service as presented and authorize the Town Manager to execute the contracts was made by Commissioner Brown, seconded by Commissioner Siler and unanimously approved.

A motion that any low bid that exceeds \$1,500.00 must be approved by the Board of Commissioners and additional nuisance abatement contractors may be used on execution of a contract by the Town Manager was made by Commissioner Haiges, seconded by Commissioner Price and unanimously approved.

CARES Act Funding

Lynch stated through the Federal Coronavirus Relief Fund, the CARES Act provides for payments to State, Local, and Tribal governments navigating the impact of the COVID-19 outbreak. (Incorporation by reference as if fully set forth herein Schedule G) The Town through Chatham County has received the appropriated funds.

The CARES Act requires that the payments from the Coronavirus Relief Fund only be used to cover expenses that—

1. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
2. were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
3. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

Lynch shared a list of proposed expenses that will be eligible under the CARES Act requirements in four different categories:

1. Citizen Communication \$72,430.00 Message Trailer, Website, Voice Amplifiers, and Technology Upgrades
2. Non- Profit Funding - \$54,768.00 Support for the following organizations:
 - Boys & Girls Clubs of Central Carolina - \$7,200.00
 - Chatham Cares Community Pharmacy - \$7,200.00
 - Chatham County Communities in School - \$4,800.00
 - Chatham County Council on Aging - \$1,680.00
 - Chatham County Housing Initiatives - \$1,729.00
 - Chatham Literacy - \$9,600.00
 - Hispanic Liaison - \$5,760.00
 - Salvation Army - \$9,600.00
 - Western Chatham Food Bank - \$7,200.00

3. Public Safety \$207,012.00 Body Cameras and Equipment, Fire Helmet Cameras and Equipment, and Salaries
4. PPE and Cleaning Supplies and Equipment \$47,344.00 Defibrillators, Facemasks, Regulators, Cleaning Supplies and Equipment

The Board of Commissioners discussed the expenses and asked the Town Manager to bring back additional information about the non-profits.

NEW BUSINESS

Relocate Handicap Parking Space on East Second Street

McCorquodale shared a request of several downtown business owners. Town Staff would like to relocate the handicap parking space on East Second Street at North Chatham Avenue (beside the Hispanic Liaison), to the last space before the alley on East Second Street (in front of Central Feed). (Incorporation by reference as if fully set forth herein Schedule H)

McCorquodale shared a map a blue box shows the current location of the handicap space, which is not identified in the code of ordinance and the orange box is requested location and a letter was sent out to affected businesses, along with site visits to speak to business owners. No opposition was expressed by letter or in person. Attached to this memo is a copy of the letter.

McCorquodale stated Police Chief Wagner was consulted on this change request and he was in favor of the change.

McCorquodale stated that town staff is recommending the removal of the handicap space from its current location at the corner of the north side of East Second Street and North Chatham Avenue and add a handicap parking space to the corner of the north side of East Second Street and the un-named alley, which will be done by amending the Code of Ordinances.

A motion to approve the removal of the handicap parking space from its current location at the corner of the north side of East Second Street and North Chatham Avenue, which is not identified in Town Code and add a handicap parking space to the corner of the north side of East Second Street and the un-named alley and approve the amendment to Chapter 15, Article VI. Stopping, Standing and Parking, Section 15-150 Locations of Restricted Parking in the Central Business District of the Code of Ordinance was made by Commissioner Siler, seconded by Commissioner Haiges and unanimously approved.

Nuisance Abatement – 704 W Third Street

Meadows updated the Board of Commissioners on the nuisance abatement at 704 W Third Street. Meadows stated that he spoke to the owner and they are starting the process of cleaning up and repairing the location. Meadows review several other on-going nuisance abatement locations as well.

MANAGER'S REPORT

Lynch shared the following with the Board of Commissioners:

- City Hall renovation advertisement for bid has gone out and bids will be opened on December 9, 2020 at 3pm.

- Parks and Recreation had a successful Halloween event with 405 cars going through the line.

TOWN ATTORNEY INFORMATION

none

GOVERNING BODY COMMENTS

Commissioner Price asked if the Town had a contingency plan for after the election in case anything got out of hand. Lynch stated that he and the Police Chief have discussed it.

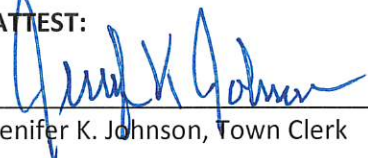
Commissioner Haiges stated that Triangle J COG approved a resolution honoring Mayor Grimes. Haiges also updated the Board of Commissioners on the grant opportunities and stated that he was appointed Vice Chair of the Foreign Trade Zone Committee.

ADJOURNMENT

With no further business the Board of Commissioners adjourned at 8:03pm.


Cindy B. Bray, Mayor Pro Tempore

ATTEST:


Jenifer K. Johnson, Town Clerk

