

TOWN OF SILER CITY

The Siler City Board of Commissioners met in Regular Session on **Thursday, April 19, 2021** 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. Commissioner Siler 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, Thomas “Chip” Price, and Tony Siler, Zoom: Norma Boone, Bill Haiges

ELECTED TOWN OFFICIALS ABSENT: Lewis Fadely

TOWN STAFF PRESENT: Town Manager Roy Lynch, Planning Director Jack Meadows, Public Works Director Chris McCorquodale, Police Chief Mike Wagner, Town Clerk Jenifer Johnson, Attorney William Morgan, Finance Director Tina Stroupe, Human Resources Director Nancy Darden

AGENDA ADJUSTMENTS/APPROVAL OF AGENDA

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

CONSENT

A motion to approve the consent agenda which includes the April 5, 2021 Minutes (Incorporation by reference as if fully set forth herein Schedule A) was made by Commissioner Brown, seconded by Commissioner Boone and unanimously approved.

PRESENTATION

Chatham 250 Parade/Caravana

Lynch stated as presented at the April 5 Board of Commissioners meeting, we are celebrating Chatham County’s 250th anniversary this year. A committee called Chatham 250 has been created with the following guiding values: equitable engagement, community centered, culturally responsive, authentic celebration and preservation, and transparency with Dr. Carl E. Thompson, Sr., Senior Pastor at Word of Life Christian Outreach Center and former Chatham County Commissioner; Renee Paschal, retired Chatham County Manager, local government budgeting consultant and Chatham County Council on Aging Board Member; and Lendy Carias, Chatham County Schools Teaching Assistant as Chatham 250 co-chairs. (Incorporation by reference as if fully set forth herein Schedule B)

Lynch stated that sub-committees have been formed including Creative Arts, Growth and Change, Agriculture, Diversity and Community, and Natural Environment. Through events, activities, and historical projects around these themes, we hope to expose residents and visitors alike to the rich and diverse cultures, places, and people of Chatham County.

Lynch stated that the Town of Siler City is sponsoring the grand finale event. The Chatham 250 Community and Diversity Sub-Committee is proposing 1 of 3 concepts for the event which would be held on Saturday, October 23, 2021 (backup date: November 13, 2021) at 2:00pm:

Concept A: Parade: Typical event with cars and the spectators on the sidewalks and food vendors.

Concept B: Caravana: Groups of decorated vehicles with people would travel the route with no spectators and no food vendors.

Concept C: Cancel

Lynch stated that the Committee is seeking permission from the Board of Commissioners to approve the rolling street closure for the parade so they may send in documents to NCDOT for the necessary permissions. The Committee will follow-up with the final concept at the September 7, 2021 Board of Commissioners meeting. Department Heads have discussed the parade and are very excited to be a part of the event. Representatives from the Community and Diversity Sub-Committee and Chatham County are in attendance on Monday evening to discuss the event and answer any questions the Board of Commissioners may have.

Lynch shared the proposed route of the parade.

A motion to approve the rolling road closure for the Chatham 250 parade route, and the closure for Second Street for Saturday, October 23, 2021 with a back-up date of November 13, 2021 from 1PM to 4:00pm was made by Commissioner Brown, seconded by Commissioner Siler, and unanimously approved.

PUBLIC HEARING

Town of Siler City proposes text amendments to the following sections of the UDO: §18 Definitions (building height) & §172 Building Height Limitation (B-1, R-6, A-R, R-20, R-10, R-MH).

Mayor Pro Tem Bray opened the public hearing for the proposed text amendments to the following sections of the UDO: §18 Definitions (building height) & §172 Building Height Limitation (B-1, R-6, A-R, R-20, R-10, R-MH) at 6:43pm. (Incorporation by reference as if fully set forth herein Schedule D)

Meadows shared the following documents:

1. draft Articles 2 & 12
2. final ordinance amending Article 2 & 12
3. height limitations in Fuquay-Varina, Mebane, Sanford, & Southport
4. worksheet.

Meadows stated that the proposed amendments were first discussed between town staff and a developer. The planning board initiated the proposed amendments at the March 2021 planning board 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 recommendation from the April 12, 2021 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.

Mayor Pro Tem Bray closed the public hearing at 6:47pm.

A motion to adopt the text amendments to the following sections of the UDO: §18 Definitions (building height) & §172 Building Height Limitation (B-1, R-6, A-R, R-20, R-10, R-MH), approve that the action is consistent with the adopted land development plan because 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 approve that the amendment is reasonable because modifying the development ordinances to be more user-friendly where possible was made by Commissioner Brown, seconded by Commissioner Haiges and unanimously approved.

Weaver-Kirkland Housing, LLC requests conditional zoning approval. The applicant requests that 4.52 acres be zoned B-1-Conditional (B-1-C) and develop 60 multifamily residential apartments for the elderly (55+). The subject property is located at the southwest corner Village Lake Rd. and Siler Business Dr. and is identified as tax parcel # 80724.

Mayor Pro Tem Bray opened the public hearing for the Weaver-Kirkland Housing, LLC requests conditional zoning approval. The applicant requests that 4.52 acres be zoned B-1-Conditional (B-1-C) and develop 60 multifamily residential apartments for the elderly (55+). The subject property is located at the southwest corner Village Lake Rd. and Siler Business Dr. and is identified as tax parcel # 80724 at 6:49pm. (Incorporation by reference as if fully set forth herein Schedule E)

Meadows stated that the subject property is owned by Richard Fox and a portion of the property is located outside the Town's Corporate Limits.

Meadows shared the size of tract:

1. Subject tract is 4.52 acres and includes 1 property owner and 1 tax parcel
2. Size of surrounding tracts is an average of 9.3 acres

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

1. Mixed use for the subject property.
2. These areas are often near major streets and highways and contain a variety of commercial, public, and residential land uses. Residential uses in these areas are typically at a high density and may be standalone residential structures or in a shared structure with a commercial use.
3. Mixed use objectives and strategies
 - a. Limit impacts of development of the environment and promote sustainability.
 - b. Encourage development to occur in areas with existing or planned infrastructure such as water, sewer, roads, and sidewalks.
 - c. Encourage attractive commercial development in appropriate locations suitable for commercial purposes.
 - d. Encourage the continued commercial, retail, service, and office development of the central business district, as well as encouraging compatible residential uses.
 - e. Improve the appearance of properties.
 - f. Limit the proliferation of single-purpose highway-oriented commercial areas and encourage mixed-use development.
 - g. Allow redevelopment of single-purpose commercial sites into mixed-use sites over time.

- h. Promote downtown Siler City as an active, attractive community that accommodates multiple uses such as the arts, small businesses, and residential.
- i. Encourage the development of affordable housing.
- j. Encourage close proximity of higher-density residential uses to mixed-use areas and compatible industrial areas.
- k. Encourage efficient use of transportation networks.
- l. Urban development densities should be restricted to areas in which sufficient water and sewer service is available.
- m. Continue to promote a variety of housing types to meet the demand of citizens from various economic levels.
- n. Preserve the existing housing stock by vigorously enforcing the minimum housing code and providing financial assistance to rehabilitate and stabilize deteriorating housing.
- o. Require that as a condition of receiving public water and/or sewer service, all new developments be incorporated into the Town limits.
- p. Promote cluster development with usable open space and amenities.
- q. Preserve the general character and intensity of the central business district.
- r. Ensure quality aesthetics in developments through appropriate landscaping, lighting, parking, and signage standards.
- s. Encourage planned developments.
- t. Develop driveway regulations to require access from service drives, prevent multiple driveways on a single lot, and control the spacing of driveways.
- u. Develop specific standards for those properties abutting major highway corridors, to place more stringent controls on building setbacks and height, vehicular access, sign size and location, and buffering of parking and service areas.
- v. Preserve the sites best suited for office and industrial development by identifying such areas and excluding non-supportive uses from those sites.
- w. Designate areas of the Town's planning jurisdiction as growth areas and give priority to utility extensions in those areas.
- x. Expand the greenway system of trails for bicyclists and pedestrians, and the Town's sidewalk network, in accordance with the Town's Pedestrian Plan.
- y. Explore the option of allowing developer fees-in-lieu for park facilities and other public facilities.
- z. Support development of public and private improvements in Central Business District in accordance with the Town's Downtown Master Plan.
- aa. Develop a planting plan for street trees along public rights-of-way.
- bb. Modify the development ordinances to be more user friendly where possible.
- cc. Develop policies to encourage maintenance of structures.
- dd. Develop policies to promote mixed-use development and redevelopment of commercial areas, including integrated residential uses.
- ee. Implement recommendations from the Town's 2016 Natural Resource and Conservation Study.
- ff. Develop flexible zoning standards that accommodate mixed uses in the CBD, which will assist in the adaptive reuse of buildings.

Meadows shared the impact on landowners, immediate neighbors, and the surrounding community: The O-I (office-institutional) district is designed to accommodate a mixture of residential uses and uses that fall primarily within the 18.0 classification in the Table of Permissible Uses. It is intended that this zoning classification be applied primarily in areas that no longer are viable as single-family residential areas because of high traffic volumes on adjacent streets or because of other market factors but remain viable as locations for multi-family residential developments or offices. Such areas will also generally

constitute transition or buffer zones between major arterial or more intensively developed commercial areas and residential districts. The B-1 (neighborhood-business) district is established to provide convenient retail areas in close proximity to residential neighborhoods. No industry, industrial, or wholesale business shall be allowed.

Zoning District	B-1	O-I
Minimum lot size (square feet)	5,000	7,000
Recommended minimum lot width	50'	70'
Street right-of-way building setback	20'	25'
Lot boundary building setback	5'	10'
Height limitation	35' 45'*	45'

The property is served by public water and sewer. Street/road frontage:

Street/Road	Road Frontage (feet)	Travel Lanes	Maintenance	Speed Limit (mph)	Average Daily Trips
Village Lake Rd.	444	2	Town	25	NA
Siler Business Dr.	418	2	Town	25	NA

Meadows shared the relationship of uses:

1. Current use of subject property is vacant.
2. Surrounding land uses include; vacant, solar farm, offices, West Chatham Senior Center, independent living facility, and assisted living facility.
3. Surrounded by L-I, A-R, and O-I-C zoning.

Meadows shared the project details:

1. 1-building, 3 story, 24,744 gross square feet per story, 74,232 total gross floor area
2. 30 - 1-bedroom: (719 square feet)
3. 24 - 2-bedroom: (908 square feet)
4. 6 - 2-bedroom, 2-bath: (1,000 square feet)
5. Provide 6 accessible/mobility impaired units
6. Provide a total of 10,500 square feet of usable open space
7. Total area of disturbance is 3.9 acres
8. Total impervious area percentage is 30%
9. Staff: 1 full time property manager and 1 full time maintenance caretaker
10. Water and Sewer usage: 14,400 gallons per day
11. Construction cost: \$6,890,366
12. Development cost: \$9,807,643

Meadows shared the Staff recommendation on the Conditional Zoning:

1. A predevelopment meeting was held with the developer on February 11, 2021.
2. The application is complete.
3. The proposal meets the development criteria of the Unified Development Ordinance.
4. If the Board grants the application, then Staff recommends the following conditions:
 - i. The project will be built in one phase.
 - ii. Conditional zoning approval extension of an additional 2 years
 - iii. Provide thirty (30) one (1) bedroom units and thirty (30) two (2) bedroom units
 - iv. Construction site plan and zoning permit approval required prior to any development

- v. Active recreational area provided (square feet):
 - a. Walking trail (hard surface pavement, 8' in width): 6,600
 - b. Gazebo: 154
 - c. Picnic shelter with 2 picnic tables 36"x72"x30", one table will have accessible seating (thermoplastic construction): 320
 - d. Minipark: 7,926
 - e. Multi-purpose room on 1st floor (kitchen, television, and sitting area): 432
 - f. Fitness room: 432
 - g. Computer center: 116
 - h. Game room: 591
 - i. Yoga room: 432
 - j. Club room on 3rd floor (sitting and flex area): 432
 - k. 4 outdoor park benches
 - l. Total: 17,435
- vi. The outdoor active recreational facilities shall be attractively landscaped and shall be provided with sufficient natural or manmade screening or buffer areas to minimize any negative impacts upon adjacent residences.
- vii. A handicap accessible route shall be provided to all active recreational facilities
- viii. The portion of the walking trail located on the subject property will be owned and maintained by the owner of the subject property.
- ix. Submit voluntary annexation petition for the portion of the property located outside of the corporate limits prior to site plan approval
- x. A Knox box will be provided for fire access to common areas.
- xi. Provide fire flow analysis prior to site plan approval
- xii. Provide a copy of completed buffer determination from NCDEQ prior to site plan approval
- xiii. Shall use infiltration practices (e.g., rain gardens, parking lot bioretention areas, increased sheet flow instead of ditching, and disconnect impervious areas) instead of detention ponds to maintain predevelopment hydrographic conditions, including base flow during low flow conditions.
- xiv. Access ways within the development shall utilize curb and gutter storm drains to provide adequate drainage.
- xv. Provide 63 parking spaces
- xvi. Parked vehicles are not allowed to extend over sidewalks:
 - a. Install parking blocks in all parking spaces that are adjacent to sidewalks; or
 - b. Move the sidewalk at least 1'-6" from the edge of the parking spaces; or
 - c. Widen the sidewalk to a total width of 6'-6".
- xvii. Sidewalk/pedestrian path shall connect all building exits to the parking area, existing walking trail, the public street right-of-way, recreational facilities, mailboxes, open space, etc.
- xviii. Install Type C screen within minimum 10' wide bufferyard along Siler Business Dr. and Village Lake Rd.
- xix. Work with the Siler City police chief on best practices for multifamily housing management.

Meadows shared the Planning Board recommendations from the April 12, 2021 meeting:

Approved that the amendment is approved including the conditions consented by the applicant, and the action is consistent with the adopted land development plan and any other officially adopted plan because the land development plan recommends:

1. Mixed use for the subject property.

Prepared by Jenifer K Johnson, Town Clerk

2. These areas are often near major streets and highways and contain a variety of commercial, public, and residential land uses. Residential uses in these areas are typically at a high density and may be standalone residential structures or in a shared structure with a commercial use.
3. Limit impacts of development of the environment and promote sustainability.
4. Encourage development to occur in areas with existing or planned infrastructure such as water, sewer, roads, and sidewalks.
5. Improve the appearance of properties.
6. Limit the proliferation of single-purpose highway-oriented commercial areas and encourage mixed-use development.
7. Allow redevelopment of single-purpose commercial sites into mixed-use sites over time.
8. Encourage the development of affordable housing.
9. Encourage close proximity of higher-density residential uses to mixed-use areas and compatible industrial areas.
10. Encourage efficient use of transportation networks.
11. Urban development densities should be restricted to areas in which sufficient water and sewer service is available.
12. Continue to promote a variety of housing types to meet the demand of citizens from various economic levels.
13. Ensure quality aesthetics in developments through appropriate landscaping, lighting, parking, and signage standards.
14. Develop policies to promote mixed-use development and redevelopment of commercial areas, including integrated residential uses.

Mayor Pro Tem Bray closed the public hearing at 7:03pm.

A motion to adopt the ordinance amending the zoning map for Weaver-Kirkland Housing, LLC requests conditional zoning approval. The applicant requests that 4.52 acres be zoned B-1-Conditional (B-1-C) and develop 60 multifamily residential apartments for the elderly (55+), the subject property is located at the southwest corner Village Lake Rd. and Siler Business Dr. and is identified as tax parcel # 80724 including conditions consented by the applicant and approve that the action is consistent with the adopted land development plan because mixed use for the subject property is encouraged and encourage development to occur in areas with existing or planned infrastructure such as water, sewer, roads, and sidewalks and approve that the proposed amendment is reasonable because Encourage the development of affordable housing and Urban development densities should be restricted to areas in which sufficient water and sewer service is available was made by Commissioner Brown, seconded by Commissioner Price and unanimously approved.

Town of Siler City proposes the following text amendments to the Town Code of Ordinances: Chapter 8 Buildings, Article VI Minimum Nonresidential Code (The minimum standards of maintenance, sanitation, and safety shall address only conditions that are dangerous and injurious to public health, safety, and welfare and identify circumstances under which a public necessity exists for the repair, closing, or demolition of such buildings or structures. The provisions of this article shall apply to all nonresidential buildings or structures which are now in existence or which may be built within the Town's Corporate Limits.)

Mayor Pro Tem Bray opened the public hearing for the proposes text amendments to the Town Code of Ordinances: Chapter 8 Buildings, Article VI Minimum Nonresidential Code (The minimum standards of maintenance, sanitation, and safety shall address only conditions that are dangerous and injurious to

public health, safety, and welfare and identify circumstances under which a public necessity exists for the repair, closing, or demolition of such buildings or structures. The provisions of this article shall apply to all nonresidential buildings or structures which are now in existence or which may be built within the Town's Corporate Limits.) at 7:04pm. (Incorporation by reference as if fully set forth herein Schedule F)

Meadows shared the following documents:

1. draft Chapter 8
2. Final ordinance amending Chapter 8
3. Downtown Advisory Committee recommendations
4. Corporate Limit Map
5. UNC School of Government Chart
6. worksheet.

Meadows stated that the proposed amendments were recommended by the Downtown Advisory Committee and initiated by the Board of Commissioners on January 4, 2021.

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 April 12, 2021 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.

Mayor Pro Tem Bray closed the public hearing at 7:05pm.

A motion to adopt the text amendments to the Town Code of Ordinances: Chapter 8 Buildings, Article VI Minimum Nonresidential Code (The minimum standards of maintenance, sanitation, and safety shall address only conditions that are dangerous and injurious to public health, safety, and welfare and identify circumstances under which a public necessity exists for the repair, closing, or demolition of such buildings or structures. The provisions of this article shall apply to all nonresidential buildings or structures which are now in existence or which may be built within the Town's Corporate Limits and approve that the action is consistent with the adopted land development plan because 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 approve that the proposed amendment is reasonable because it modifies the development ordinances to be more user-friendly where possible was made by Commissioner Brown, seconded by Commissioner Haiges and unanimously approved.

PRESENTATION

Economic Development Strategic Plan

Meadows stated during the 2019 budget process the Planning Department requested \$1,000.00 to partner with the NC Department of Commerce Main Street and Rural Planning Center to develop a downtown economic development strategic plan. The Town Board committed \$1,000 in fiscal year 2019-2020. In September 2019, the Town Board adopted a memorandum of understanding and resolution requesting assistance with an economic development strategic plan from NC Department of Commerce Main Street and Rural Planning Center. In November 2019, the Town Board appointed steering committee members for the project. Members: Tim Booras, Cynthia Dameron, Denis de St. Aubin, Karen Hall, Gregory Lask, Theresa Thompson, Cecil Wilson, Jack Meadows, Sam Rauf, Lindsay Whitson, and Lewis Fadely. (Incorporation by reference as if fully set forth herein Schedule C)

Meadows shared the recommended Economic Positioning/Vision Statement:

Siler City's inclusive community blends its bucolic and industrial heritage with a twenty-first century lifestyle. Our lively, multi-culture downtown of shops, makers, and artisans is home to the NC Arts Incubator and entrepreneurs. Safe neighborhoods are connected to schools, parks, and world class health care. Siler City is logistically located in the center of North Carolina, minutes to interstate, rail, and air transportation. Innovative industries and businesses employ an engaged workforce with craftsman-like skills. Mega opportunities about for small business and large industry.

Meadows introduced Bruce Naegelen with NC Department of Commerce to present the plan and shared the following documents:

1. Economic Development Strategic Five-Year Plan,
2. Downtown Economic Assessment, and
3. Community Economic Recovery and Resiliency Initiative (CERRI).

The Board of Commissioners thanked Naegelen and the committee members and asked Staff to add the plan to a future meeting for discussion.

OLD BUSINESS

none

NEW BUSINESS

RFP - Audit Services

Stroupe stated that every three years the Town sends out a Request for Proposal to obtain Audit Services. During this year's process, eight Audit Proposals were received in reference to our RFP to be effective with the Fiscal Year ending June 30, 2021. Stroupe shared a list of the firms with the Board of Commissioners. (Incorporation by reference as if fully set forth herein Schedule G)

Stroupe stated that there continues to be a decline in firms performing governmental audits and many additional Government Accountability Office standards have been added to the performed audits.

A Staff Committee reviewed and evaluated all the submitted proposals and completed the review of references. The Committee is recommending Sharpe Patel which they feel the firm will best fit the needs

of our organization. The consensus of the Board of Commissioners was to have Sharpe Patel preform the audit and asked Staff to bring back a contract to the next meeting.

MANAGER'S REPORT

Lynch shared the following with the Board of Commissioners: Fire Department BBQ is Wednesday, Budget Workshop Thursday, and City Hall Renovation Permits were received.

TOWN ATTORNEY INFORMATION

none

GOVERNING BODY COMMENTS

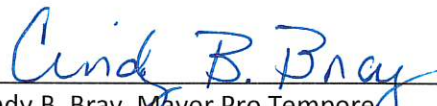
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CLOSED SESSION

none

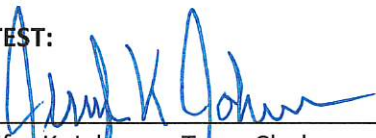
ADJOURNMENT

With no further busines the Board of Commissioners adjourned at 8:00pm.



Cindy B. Bray, Mayor Pro Tempore

ATTEST:



Jenifer K. Johnson, Town Clerk

