

**STATE OF NORTH CAROLINA
COUNTY OF GASTON
TOWN OF CRAMERTON**

April 20, 2017

The Board of Commissioners for the Town of Cramerton met in workshop session on Thursday, April 20, 2017 at 6:00 p.m., in the G.M. Michael Room at the Cramerton Town Hall.

Call to Order: Mayor Cauthen called the 6:00 p.m. workshop meeting to order.

6:00 p.m. Workshop Meeting:

Board Members present: Mayor Will Cauthen, Commissioners Dixie Abernathy, Susan Neeley, and Donald Rice. Mayor Pro Tempore Demetrios Koutsoupas and Commissioner Houston Helms were absent.

Staff Present: David Pugh, Town Manager; Bill Brown, Town Attorney; Chief Greg Ratchford; Dave Pettine, Planning Director; and Wilene Cunningham, Town Clerk.

Cramerton Traffic Calming Policy:

Mr. Pettine presented information regarding the traffic calming policy and consideration of simplifying the process. A flow chart was presented and Mr. Pettine stated the process could begin with anyone who had a traffic concern. The next step would be a traffic count to gather information regarding speed and volume. This process would take about two days. There are two categories in the flow chart. Class A would be 0 to 9 miles per hour over the posted speed limit which would increase police enforcement in that area followed then by random enforcement. Class B would be traffic traveling ten miles an hour over the posted speed limit and the next step would be coordination with the Town's staff and input from the community and Board members. Mr. Pettine stated time would be spent with the citizens prior to installation of any traffic calming procedures.

Mayor Cauthen asked about an area like Center Street which would be in the average speed of 0 to 9 miles per hour over the posted speed limit. Attorney Brown stated if the average speed on any street is 0 to 9 miles per hour over the posted speed limit then this would begin the process of enhanced police department enforcement in that area. Discussion was held regarding a higher police department presence especially during higher traffic volume time periods. Mr. Pettine stated that each traffic calming concern will need to be addressed on a case to case basis.

Mr. Pettine stated the process begins with a written request for potential traffic calming from anyone. This information will be given to Mr. Pettine for review. The information will then be given to the police department and a traffic analysis will be conducted on the road in question. The police department will then report findings to the Planning Director. The Planning Director will then review the information and determine if the area in question is a Class A or Class B traffic issue. The review will require a minimum of fifty cars in a twenty-four period. If the fifty car threshold is not met then additional coordination with the Planning Director and police department will be needed to allow discretion to determine severity of traffic concerns. Mr. Pettine stated this revised process would remove the process of gathering signatures and this would provide the ability for anyone to begin the process.

Mayor Cauthen stated Center Street is an example of a roadway that has had quite an increase of traffic volume due to the growth in that area. Commissioner Rice asked if other issues are considered other than speeding in an area. Chief Ratchford stated other items are considered such as what traffic calming is already in place such as stop signs or parking rather than just speeding citations or crash reports. Speeding and cut through traffic are the top complaints received by the police department. Mr. Pettine stated the person initiating the process would be contacted regarding feedback and what the next step would include. Chief Ratchford stated he has spoken with Michael Shuford regarding the speed study that was conducted on Armstrong Drive and

followed up with the concern on Eighteenth Street and Woodlawn Avenue regarding parked vehicles. Mr. Pettine stated public safety is the main focus. Any areas being considered regarding traffic calming devices will also take into effect changes would have regarding any public safety vehicles. Funding of any approved traffic calming devices will be through the Town's budget.

Mayor Cauthen commented that the use of the furtive electronic speed measurement device has been a good tool for the police department. Chief Ratchford stated there is also a flashing device with a strobe light that could be considered and utilized as a traffic calming device to discourage speeding. Mr. Pettine stated this style of flashing devices are powered by solar panels.

Commissioner Abernathy thanked Mr. Pettine for the information and the flow chart. She stated that the average speed of 0 to 9 would allow for a speed of approximately 33 percent over the speed considered as safe. The speed study conducted by the police department within the Lakewood Community consisted of 1,262 vehicles during a weekday study with 930 vehicles traveling above the posted speed limit. Eight-five percent of those vehicles were traveling between 21 and 28 miles per hour. The posted speed limit in the area studied is 20 miles per hour. The speeds of 1,360 vehicles were evaluated for a weekend study. The average speed of the vehicles was 25 miles per hour. Of the vehicles evaluated during the weekend study, there were 1,166 vehicles traveling above the posted speed limit. Eighty-five percent of those vehicles above the posted speed limit were traveling between 21 and 31 miles per hour.

A speed study was conducted on Center Street using an electronic furtive speed measurement unit that was installed in a stationary position along the residential portion of the roadway facing the downtown business district. The posted speed limit is 20 miles per hour. During a weekday study the speeds of 483 vehicles were evaluated with the average speed of the vehicles at 18 miles per hour. Eighty-five vehicles were traveling above the posted speed limit. Eighty-five percent of the vehicles above the posted speed limit were traveling between 21 and 25 miles per hour. During a weekend study the speeds of 606 vehicles were evaluated and the average speed of the vehicles was 27 miles per hour. Ninety-eight vehicles were traveling above the posted speed limit. Eighty-five percent of those vehicles above the posted speed limit were traveling between 21 and 28 miles per hour.

Discussion was held regarding the number of cars in the Lakewood Community area due to traffic for Goat Island and Stuart W. Cramer High School. Traffic calming devices are installed at the area near Goat Island. Chief Ratchford stated speeding complaints are being received for Lake Road and the upper section of Armstrong Road. Attorney Brown stated the proposed policy would allow discretion by the Board to make decisions regarding traffic calming devices and the amount to be funded. Discussion was held regarding increased patrol enforcement to deter speeding. Mayor Cauthen asked about the next step for Center Street. Chief Ratchford stated signage could be placed stating they are entering into a residential area along with increased patrol enforcement. Commissioner Abernathy asked about the next step for the Lakewood Community. Chief Ratchford stated once the traffic calming policy is in place then the Lakewood Community concern will be addressed. Chief Ratchford stated the traffic speed studies are available online and citizens could use the website to file complaints and concerns online. No action was taken by the Board on this item. Mr. Pettine stated he would bring additional information to the Board later in May.

Mayor Cauthen called for a ten minute recess.

7:00 p.m. Workshop Meeting:

Adoption of Agenda for this meeting: Mayor Cauthen requested the agenda be amended to allow Eric Howard with Two Rivers Utilities the opportunity to present his report early and the Town Manager asked the request for proposal for the veteran's memorial be added for discussion. A motion was made Commissioner Neeley to approve the amended agenda. The motion was seconded by Commissioner Rice and approved by all.

Public Comment: No one signed up to speak.

Proclamation in Recognition of Arbor Day on April 29, 2017: Mayor Cauthen read the Arbor Day Proclamation for April 29, 2017.

Update from Two Rivers Utilities: Eric Howard with Two Rivers Utilities stated TRU completed 23 weekly lift station checks, responded to 20 water meter related service requests, repaired three water leaks, and responded to four sewer related calls. TRU collected and tested water samples which all exceeded or met the required regulations.

Agenda Items Requiring a Public Hearing:

- **A public hearing to consider approval for Conditional Rezoning of Gaston County Parcel Number 223684 consisting of approximately 3.35 acres out of a total of 12.07 acres on Wilkinson Boulevard.**

Open Public Hearing: A motion was made by Commissioner Neeley to open the public hearing to consider approval for Conditional Rezoning of Gaston County Parcel Number 223684 consisting of approximately 3.35 acres out of a total of 12.07 acres on Wilkinson Boulevard. The motion was seconded by Commissioner Rice and approved by all.

Staff Comments/BOC Questions and Answers: Mr. Pettine stated the applicant is Ben Rudisill and a request has been submitted to amend the existing zoning map for property identified by Tax Parcel 223684. This parcel is approximately 12.07 acres and fronts Wilkinson Boulevard and is currently zoned R-1. The requested amendment would rezone approximately 3.35 acres of the property to a B-3 Conditional Zoning district to allow for office/commercial development of the property. The proposed project would consist of a maximum 21,000 square foot office/retail/commercial space. The future Land Use Plan for the town recommends Office Institutional/Commercial in this area which would be consistent with this request. The remaining acreage outside of the rezoning area would retain the current R-1 zoning designation.

Mr. Pettine stated staff and the Planning and Zoning Board recommends approval of the request with the following conditions for the development:

- 1) All buildings will meet Commercial Design Standards found in the Town of Cramerton's Land Development Code.
- 2) A maximum of 21,000 square foot office/retail/commercial space.
- 3) One hundred seventeen (117) parking spaces as outlined on the site plan. (All parking must meet standards found in the Land Development Code).
- 4) Building setbacks shall be: Front – 0'
Side – 30'
Rear – 20'
- 5) All driveway entrances will be coordinated and approved by NCDOT.
- 6) Six (6) feet concrete sidewalk to be provided along Wilkinson Boulevard in phases that coincide with development of the property.
 - a. Additional interval sidewalks to be provided as shown on the site plan.
- 7) Future drive connection will be provided as shown on the site plan.
- 8) Coordination between applicant and Catawba Lands Conservancy (property owners to the west along the river) for possible trailhead parking/access.

Mr. Pettine stated a meeting is scheduled to be held between the property owners and Carolina Thread Trail along with the engineer to discuss access for continued development of the trail.

The Board did not have any questions.

Developer Comments: Ben Rudisill, property owner, stated this project would be started as soon as approval is received.

Public Comments: Rebecca Bowen, resident of Cramerton Village, stated she was concerned about the impact of traffic on Wilkinson Boulevard. Mr. Pettine stated a traffic study will be completed by NCDOT and designated turn areas will be considered for this project. Ms. Bowen stated this area has issues such as limited visibility as the sunlight creates a blind spot, and there is quite a bit of traffic congestion in that area. Ms. Bowen asked what type of tenants were being considered. Mayor Cauthen stated this area has not specifically been developed yet so what type

of tenants will occupy this area is unknown. Mr. Pettine stated this project would be open for use by restaurants, medical offices, and also retail along with commercial.

Mr. Pettine stated there is water and sewer infrastructure in the vicinity of this parcel. Additional water and sewer line extensions will need to put in place by the developer. Plans for water and sewer will be submitted to the City of Gastonia for any necessary permits and any review prior to construction. Capacity and recovery meter fees to be determined by the water service size request for each building and will be in conformance with the City of Gastonia's and Two Rivers Utilities design standards. The developer may be asked to assist in updating the Lakewood Pump Station.

Motion to Close the Public Hearing: A motion was made by Commissioner Neeley to close the public hearing. The motion was seconded by Commissioner Rice and approved by all.

Consider approval for Conditional Rezoning of Gaston County Parcel Number 223684 consisting of approximately 3.35 out of a total of 12.07 acres on Wilkinson Boulevard. A motion was made by Commissioner Neeley to approve the conditional rezoning request for Gaston County Parcel Number 223684 with all of the proposed conditions. The motion was seconded by Commissioner Rice. Attorney Brown asked Mr. Rudisill if he agreed to the stated conditions. Mr. Rudisill stated yes. The motion passed by unanimous vote.

- **A public hearing to consider approval for Conditional Rezoning of Gaston County Parcel Number 202233 consisting of approximately 2.27 acres at the corner of South Main Street and Seventh Street Extension.**

Open Public Hearing: A motion was made by Commissioner Neeley to open the public hearing.

Staff Comments/BOC Questions and Answers: Mr. Pettine stated the proposed conditional rezoning map better reflects the recommendations that were presented to the developer by the Planning and Zoning Board. The future Land Use Plan recommends high density residential. Mr. Pettine stated that staff and the Planning and Zoning Board recommended approval for conditional rezoning of this parcel along with the following conditions for development:

- 1) All single-family homes shall be constructed in keeping with the style and design submitted with the application.
- 2) All single-family homes shall be constructed with a mix of siding materials on all facades. Brick, stone, vinyl, and other cementitious siding components will be options for owners to choose from.
- 3) All single-family homes shall have adequate off-street parking in the driveway and/or garage. The garage shall not protrude more than one (1) foot from the front plane of the home, as measured from the front porch.
- 4) A monolithic slab-on-grade mat be used for all homes; all front entrances may be at grade.
- 5) Approval is subject to building floor plans and elevations to be submitted to the Planning Director prior to construction.
- 6) Minimum lot areas will be 5,475 square feet.
- 7) Setbacks for lots shall be:
 - a) Front – 10'
 - b) Side – 8'
 - c) Rear – 25'
- 8) No new sidewalks to be constructed as part of this development.

Mr. Pettine stated screening would be required for lots 8, 9 and 10. Fencing would be required on lot 11 due to the retaining wall. Water and sewer would need to be installed by Two Rivers Utilities and an upgrade may be needed for the Baltimore Pump Station.

Commissioner Neeley asked why there were no sidewalks proposed to be constructed. Mr. Pettine stated there are no sidewalks on other streets in that neighborhood. Mayor Cauthen stated the town has received fees in lieu of concerning construction on sidewalks in the past. He asked if vinyl could be removed from the list of possible building materials. The Planning Director stated he can ask the developer what percentage of vinyl material will be installed. Mayor Cauthen requested this topic be addressed with the developer. Commissioner Rice asked if the proposed homes were similar to other homes in this neighborhood. Mr. Pettine stated yes. Discussion was held regarding the unusual shape of the parcels. Mayor Cauthen asked about the houses being slab-on-grade

structures. Mr. Pettine stated that slab-on-grade is being used in several other local developments. Commissioner Rice asked if there were any concerns or challenges with this development regarding the police and fire department. The Planning Director stated the police and fire departments would be involved during technical review. He stated he was unaware of any public safety concerns at this time.

Developer Comments: Jim Bailey, 136 Upper Stanley Road, Stanley, stated he was unable to address the timeline or investment information for this project at this time. The proposed project is for eleven single-family homes to be constructed. Mr. Bailey stated if construction of concrete sidewalks are added then the cost of the homes will increase. Attorney Brown asked Mr. Bailey about the slab-on-grade construction. Mr. Bailey stated it make construction quick and easy. Attorney Brown advised the Board that this public hearing could remain open and continue the hearing at the next scheduled Board meeting. Mr. Bailey was agreeable.

Public Comments: Bill Hunter, 109 Riverside Drive, stated he had concerns regarding stormwater runoff. He stated no sidewalk for this proposed project did not concern him and the style of homes being proposed using vinyl would fit in with the current homes in that area. He stated there is only one home with a front loading garage in their area.

Discussion was held regarding how citizens can report minimum housing and code enforcement issues. Mr. Pettine stated citizens can submit information on the police department's website or they can visit Town Hall to make a report. Commissioner Rice asked that the public hearing regarding this project remain open.

A motion was made by Commissioner Rice to continue the public hearing to consider approval for Conditional Rezoning of Gaston County Parcel Number 202233 consisting of approximately 2.27 acres at the corner of South Main Street and Seventh Street Extension until the next scheduled Board meeting on May 4th. The motion was seconded by Commissioner Neeley and approved by all.

Agenda Items Not Requiring a Public Hearing:

Consider approval of the January 28, 2017 Board of Commissioners meeting minutes: A motion was made by Commissioner Rice to approve the proposed January 28, 2017 meeting minutes. The motion was seconded by Commissioner Neeley and approved by all.

Finance: Mr. Lineberger stated information has been reviewed regarding the ability to receive debit and credit card payments. The Square product would be easy to use and tablets could be purchased from Verizon. The tablets would be at Town Hall and the Parks and Recreation Department. The Finance Director stated the tablets should be available for the upcoming Goat Island Games event. Commissioner Abernathy asked about fees. Mr. Lineberger stated there is a 2.75 percent fee that the town will pay.

Parks and Recreation: Mr. Smallwood stated a donation has been received for installation of a bike repair station and three pedestal water fountains to be installed at the corner of Ninth Street and Center Street. Taps for the water and sewer have been installed. A quote for plumbing has been requested. The Town Manager stated the design can be coordinated with someone who has an architectural design or urban design background. The Board discussed involvement of local bicyclist groups for input.

Planning: Mr. Pettine stated that Commissioner Helms had requested information regarding the type of growth the town had experienced over the last few years. Information was received from Brian Sciba with Gaston County regarding the building permits that have been issued. There have been 2,194 single-family residential units being built or have been proposed. This number includes the eight-three lots on Armstrong Ford Road and the possible eleven lots in Riverside. There are 1,054 multi-family lots either built or have been proposed. The ratio of single-family units vs. multi-family units is about 2 to 1. The single-family detached construction has seen steady growth since 2012 with 2016 being the most prolific year. All single-family attached units have been constructed in the Stuart's Landing community. Mr. Pettine stated he would provide updates to the Board regarding continued growth.

Cramerton Board of Commissioners:

Veterans Memorial: Consider Creation of an Ad Hoc Committee consisting of BOC and Town Staff to review architecture firm's requests for proposals. The Town Manager presented the request for proposal information regarding the veteran's memorial to the Board. Discussion was held regarding formation of the ad hoc committee with the appointment of Mayor Cauthen, Commissioner Helms, and Commissioner Rice along with the Town Manager and the Planning and Zoning Director. The Board consented to these members being appointed. The Town Manager stated the architectural request for proposals are due by May 9th. Once the top three to four firms are chosen they will be asked to provide a presentation to the Board. Commissioner Abernathy asked for an update regarding the FERC permit. Mr. Smallwood stated the elevation reported on GIS is 269.4 and the number showing is 271 and the recommendation by Duke Energy if there is a three foot difference then a survey is recommended to be performed. Commissioner Rice stated he would like for the architectural firms to incorporate as part of their designs some information regarding the dumpster. Discussion was held regarding possible review of other sites for location of the memorial if there should be any issues discovered.

FY 16-17 Town Hall Building Maintenance: Consider Capital Project Ordinance 2017-5 for Budget FY 2016-2017 Town Hall Building Maintenance. A motion was made by Commissioner Abernathy to approve the Capital Project Ordinance 2017-5 for Budget FY 2016-2017 Town Hall Building Maintenance. The motion was seconded by Commissioner Rice and approved by all.

Clerk Job Duties Update: Consider approval of communication additions to Clerk Job Duties. The Town Manager stated the Town Clerk already provides communication duties in her position. A resolution will be presented at the next meeting to incorporate the added job duties to the personnel policy.

Manager's Report:

2017 Road Paving Projects: The Town Manager stated that he has been receiving excellent information and updates from both Rodney Baker and USI regarding the South Fork Lane paving project. One day of paving was lost due to rain. Rodney Baker and his crew placed door hangers along with a letter regarding this project and citizens were quite receptive.

Town Attorney: Nothing to report.

Town Clerk: The Town Clerk stated that the Regional Master Municipal Clerk Academy would be held at Town Hall tomorrow beginning at 8:30 a.m.

Police Department: Chief Ratchford stated the police department will have its 50th anniversary as of October 1st. Lapel pins, badges, and challenge coins have been designed using the new logo and the badges will be distributed and worn by the officers for a year.

Fire Department: Chief Foulk was absent.

Planning: Mr. Pettine stated he spoke with tonight's applicant regarding the eleven acre parcel in the Riverside neighborhood and they have scheduled a meeting for next week.

Finance: Mr. Lineberger stated the pavement loan was funded this week. He stated budget meetings are scheduled to be held with department heads prior to the meeting on Saturday, April 29th. The town has to maintain three USDA loan reserve certificates and they were renewed at one percent for another year.

Parks and Recreation: Mr. Smallwood advised the Board that the notice to proceed on the Goat Island restroom project was given to Brushy Mountain to proceed on May 1st. The pre-fabricated restroom is scheduled to arrive on May 22nd and will be ready for public use by June 30th. The fencing for the goats will be placed in several more weeks. The Community Committee is planning

to work on Saturday to paint the Central Park shelters and put together picnic tables. The swimming pool is scheduled to be filled this week.

Committee Reports:

- **Community Committee:** Commissioner Rice stated a work party is scheduled to be held on Saturday and he hopes there will be a good turnout. The committee members are putting together welcome packets. Mr. Smallwood stated if it rains on Saturday the lumber for the picnic tables will be stored under the shelter. The committee plans to begin work at 9:00 a.m.
- **Cramerton Merchants Association:** Mayor Cauthen stated that he and Chad Shumate went door to door and introduced themselves to about twenty-five people. Mayor Cauthen thanked Commissioner Neeley for encouraging a representative from Carillon Assisted living to attend. Discussion has been held with Chad Shumate regarding the upcoming Goat Island games.

Topics of Discussion for Each Commissioner:

Commissioner Abernathy asked about the pursuit of an attorney. Attorney Brown stated discussions with an interim attorney are being held. The proposed interim attorney is available to meet with any Board member at no cost for any questions or further discussion regarding this position. She stated she was out of town at the last Board meeting. Commissioner Abernathy stated she has been visiting her appointed liaison area and has met a lot of lovely citizens in the Mayflower and Woodlawn Avenue area.

Commissioner Rice thanked Mr. Smallwood for the Parks and Recreation posters and stated he had displayed them in his office. He stated he had dinner with some of the police department officers and wanted to comment on how well the seasoned officers are working with the newer officers.

Commissioner Neeley stated she attended the recent Easter Egg Scramble event and wanted to express how well the event went. She said she would be in attendance at the work party at Central Park on Saturday.

Mayor Cauthen thanked the Board for a job well done.

Adjournment: A motion was made by Commissioner Abernathy to adjourn at 9:56 p.m. The motion was seconded by Commissioner Neeley and passed by unanimous vote.

Mayor Will Cauthen

ATTEST:

Wilene Cunningham, Town Clerk