



C O U N C I L M I N U T E S    M A Y 9 , 2 0 1 7 , 6 : 3 0 P M , S F D C O M M U N I T Y C E N T E R

The meeting was called to order at 6:30pm by Mark Brown, followed by the Pledge of Allegiance. The following were present:

Council

Mark Brown, Mayor  
 Dena Barnes, Mayor Pro-tem  
 Dianne Laughlin  
 John O'Day  
 Reece Walker  
 John Adams

Staff

Scott Whitaker, Town Manager  
 Mary Gant  
 Carrie Spencer, Planning Director  
 Dee Hall, Finance Officer  
 William Hill, Town Attorney  
 Sean Taylor

CONSENT AGENDA

Whitaker requested to remove Item 10. E ("Bid award for SAP northern parking lot"). O'Day stated that a closed session might be needed. Whitaker clarified that updated minutes were available. O'Day asked those to be read and Whitaker did so. Barnes motioned to approve the consent agenda, which included the amended agenda, open session minutes for 4/11, financial report, and speed limit reduction item. Adams seconded and carried unanimously.

ANNOUNCEMENTS

Whitaker announced Founders' Day dates of 5/12 (6pm-10pm) and 5/13 (10am-4pm) and stated this event would be held rain or shine.

PUBLIC COMMENTS RE: FY2017-18 BUDGET

Gail Dunham of 5805 Snow Hill Drive objected to monies being removed from reserve before obtaining costs of projects first; stated accurate pricing should be obtained before working on properties; stated a need for an updated mailing list to contact people with zoning meeting changes; and requested more openness from Council to the public.

Elizabeth McClellan of 7103 Lentz Court clarified the town should retain an attorney who specializes in the specific zoning areas being addressed and that any increase in attorney fees would be understood as long as the necessary attorney is on board.

Jill Key of 6264 Lake Brandt Road stated during the PD meeting, people asked for studies on all changes the PD would place on the town; questioned budgeted vs. actual figures; and asked how to obtain answers. Brown stated to call individual Council members or the manager.

PUBLIC COMMENTS

Gail Dunham of 5805 Snow Hill Drive requested names of various sub-committees; stated more information should be on the website; and said the UDO Committee should be bigger to be most effective.



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Teresa Pegram of 7401 Greenlawn Drive questioned the handling of a request to amend the Comp Plan and stated disagreement that new Zoning Board alternate members had not been sworn in yet.

Elizabeth McClellan of 7103 Lentz Court recommended creating a changeable banner to display town meeting updates; stated more UDO documents should be posted on the website; welcomed Planner Sean Taylor; and stated the town is and wishes to remain a rural, not urban, community.

Eric Long of 7230 Summerfield Road reiterated that all minutes should be posted and requested more transparency. Whitaker confirmed the minutes are indeed listed on the website.

### COMMITTEE / BOARD/EVENT REPORTS

- A. **Finance:** Committee met 4/17 to discuss upcoming budget; committee had been invited to attend the special called budget presentation 5/23 in lieu of the committee's regular meeting.
- B. **Historical:** Southard stated the committee met 4/27 to finalize Founders' Day plans and there would be 13 tables discussing town history.
- C. **Trails and Open Space:** Doggett stated the committee met 4/26 and completed work for Founders' Day; received open space map updates from Spencer; and would have a Founders' Day tent. The next meeting would be 6/28 at 6:00pm.
- D. **Founders Day:** Whitaker stated vendor spaces are full this year with a variety of vendors. Walker reported 84 expected parade vendors.

### EMERGENCY SERVICES REPORTS

- A. **Summerfield Fire District:** April calls (98 total: 20 fire, 55 EMS, 23 "other"); 23 child safety seats were installed; approximately 107 children were reached through public education and community outreach in April; and they now have a lifesaving trailer that will be used to teach children and adults about fire and lifesaving messages.
- B. **Guilford Co. Sheriff's Dept.:** Sergeant Lee stated District 1 is down 15% in crime this year; reported April calls (667 total: 15 Part 1 crimes); and reported a recent larceny of water from the Food Lion shopping center in which 67,000 gallons were stolen.
- C. **Guilford Co. Emergency Services:** *no report*

### BUSINESS FROM TOWN MANAGER

- A. **Introduction of Planner Sean Taylor:** Whitaker introduced Taylor who originates from Abingdon, Virginia, where he served as Interim Director of Planning. Before this position, he was the Assistant Town Planner since 2008. He began 5/1 and is currently pursuing AICP certification. Taylor's planning expertise would be a staffing asset and Adams welcomed him.
- B. **Gravel drive and parking lot near SCP amphitheater:** Whitaker described the project on the former Vandergrift property as slated for FY17-18, but requested that it be removed in order to complete it within the current budget year. The lot would provide parking closer to the amphitheater and would serve as a staging area for the A&Y Greenway. Access to build a potential road had been negotiated when the property was purchased. Parking would include 26 curbed parking lanes and would allow closer access to restrooms for future greenway users.



O'Day inquired about access from the lot to the amphitheater and Whitaker stated existing trail access could be easily improved. Adams inquired about turnaround space and lighting. Whitaker stated the contractor had confirmed sufficient space and that lighting wasn't yet in the budget, but current events start before dark. Barnes suggested solar lighting. O'Day inquired about after-hours monitoring and none would be available. Adams asked about grading and Whitaker stated it was included in the scope of work quoted, as well as a fabric liner under the roadway. Whitaker was to attempt completion by 6/30. Adams made motion to allow Whitaker to proceed within the FY16-17 budget year and complete the driveway project at a cost not to exceed \$24,500 to be followed by the parking lot project at a cost not to exceed \$13,100. Barnes seconded the motion and it passed unanimously.

- C. Master planning of intersection area at Summerfield Rd. and Oak Ridge Road:** Whitaker stated that when the town acquired intersection properties, the intention was to master plan the area prior to renovating the buildings. The town identified firms based on qualifications, four were interviewed, and the review sub-committee recommended WithersRavenel with Stimmel Associates PA as a second choice.

Barnes stated the presentations were great. Frances Gallagher from WithersRavenel was introduced. O'Day inquired about the removal of the stoplight pole. Whitaker said signalization would be part of the scoped work. Barnes made a motion to direct the manager to negotiate with WithersRavenel for the master planning services described in RFQ-2017-002 and to present a contract for Council consideration at the earliest available opportunity. Walker seconded the motion and all agreed unanimously.

- D. Architectural services for Gordon Hardware Building and Martin House:** Whitaker stated this work would be tied closely to master planning. Collaboration and synergy between the two firms is expected. Ten firms were narrowed to two following review and two rounds of interviews. Companies were assessed based on qualifications. The standard practice is to have a second choice if negotiations do not pass with the first company. The committee recommended Cube Design + Research with McKissick Associates as a second choice.

Whitaker stated the intended uses of the intersection buildings. Jason Hart was introduced from Cube Design + Research. O'Day complimented Hart on the quality job involving the Cyclorama Building (out of state), which had been restored. Barnes motioned to direct the manager to negotiate with Cube Design + Research for the architectural services described in RFQ-2017-001 and to present a contract for Council consideration. This was seconded by O'Day and approved unanimously.

- E. Committee to review UDO:** Whitaker stated last month's Council directive to form a UDO Review Committee. O'Day and Adams had worked with staff and an ordinance had been drafted. The stated committee purpose recommended was "...to engage representative community stakeholders in a review of the current UDO draft that is more congruent with the current Comprehensive Plan." Whitaker stated ordinance highlights. There was much Council discussion about the ordinance details: application deadline; it would be an ad-hoc committee; Spencer had researched facilitation services; and processes are important. Whitaker stated at the end of the committee's work, they would present a summary report to the Zoning Board and it would still follow its normal process of a public hearing and recommendation to present to Council that would in turn hold a public hearing before rendering any final decision. There was



discussion about the pros and cons of using a facilitator. Walker motioned to adopt the UDO Review Committee Ordinance that was presented. Barnes seconded the motion and all agreed unanimously.

Barnes inquired about a process timeline. Whitaker suggested the proposed timeline would be placed on the website along with other pertinent information. Whitaker stated the subcommittee that includes himself, O'Day, Adams, and Spencer would be reviewing the applications and interviewing applicants and Adams added the committee that was formed last month was by consensus. Adams inquired about adding alternates and suggested they attend from the beginning. Whitaker suggested amending the ordinance. Barnes motioned to add two alternate members in the event there is a vacancy in the committee for a total of 14 members. Walker seconded the motion and all agreed unanimously.

- F. Council budget amendment #1 (FY16-17):** Whitaker stated the budget amendment presented was straight forward and the Finance Officer Hall could answer questions. Whitaker addressed the major amendment related to the SAP northern parking lot. Walker inquired about unexpected NCDOT changes to the SAP entrance road and Whitaker addressed those details. Barnes motioned to approve the Council budget amendment # 1(FY16-17). Adams seconded the motion and all agreed unanimously.
- G. Reports, updates or comments:** Whitaker provided an update about the water feasibility study stated that a contract with Timmons Group was expected to be presented in June. He shared his expectation that no local funds would be used directly for the study. O'Day asked for a brief explanation of the process. Whitaker stated the purpose is exploring options for sourcing water for the region, which is a policy of the Comprehensive Plan. Once the study is completed, there will be a skeletal design to help direct jurisdictions on how to proceed, if desired. O'Day inquired about the study timeline and Whitaker stated it would take several months to complete.

Whitaker reported about the need for landscaping for the US-220 project. He and Spencer had discussed options with NCDOT and no action was currently needed. Landscaping at the I-73 interchange as well as key intersections and medians along US-220 were also discussed with NCDOT. Spencer added that landscaping costs are a percent of the total project costs. A designer with NCDOT will present the town with options in the future.

Walker inquired about the inconsistency of different town signs – “city limits” vs. “town limits.” There needs to be a review of the discrepancy and Spencer agreed to look into it. Whitaker addressed concerns about traffic entering the SAP main entrance on US-220. Staff had met with NCDOT engineers who were considering needed traffic pattern adjustments there and related to the new entrance road south of Gas Town. Traffic flow is a particular concern given heavy weekend park activity.

Whitaker invited everyone to a Movie-in-the-Park event showing “Sing” 5/26.

#### **REPORTS, UPDATES OR COMMENTS FROM MAYOR AND COUNCIL**

*(none)*



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**OTHER BUSINESS (AS NEEDED)**

Barnes made a motion at 8:47pm to enter into closed session per NCGS 143-318.11(a)(6). Adams seconded and all agreed unanimously.

**CLOSED SESSION**

Barnes motioned to return to open session at 9:00pm, seconded by Adams, which carried unanimously.

With no further business, a motion was made at 9:00pm by Barnes to adjourn. The motion was seconded by Adams and carried unanimously.

Mark Brown, Mayor

Mary Gant, Acting Clerk