



Municipal Building Council Chamber

**Minutes of the Burlington
City Council Work Session
Virtual Meeting
5:00pm - Monday, April 5, 2021**

www.BurlingtonNC.gov/councilpackets

Due to the Coronavirus Pandemic, this meeting was convened remotely using the Zoom Webinar platform.

Council Members Present:

Mayor Ian Baltutis
Mayor Pro Tem Kathy Hykes
Council Member Robert Ward
Council Member Harold Owen
Council Member James Butler

Council Members Absent: None

Staff Present:

City Manager, Hardin Watkins
City Attorney, David Huffman
Interim City Clerk, Beverly Smith

Scott Bibler, Peter Bishop, Rachel Kelly, Nolan Kirkman, Todd Lambert, Morgan Lasater, Tony Laws, Jamie Lawson, Joey Lea, Jay Mebane, Mike Nunn, Conrad Olmedo, Bob Patterson, Peggy Reece, Louisa Sholar, Jeff Smythe, Brian Tennant, and Russell Williams.

Presenters Present: Rebecca Ashby, Michael Blair, Lori, Bryan, Molly Whitlatch, and Heather Slane

Media Present: Tomas Murawski, Alamance News

A) 2021-2022 Annual Action Plan for CDBG and HOME

PTRC Community Development Director, Michael Blair briefed Council on proposed public hearing schedule for 2021-2022 Annual Action Plan DRAFT for CDBG and HOME programs. He explained these plans are traditionally submitted annually by May 15th of the calendar year. He provided an overview of the scope of the plan and City Council was provided the following executive summary in the agenda packet:

**COMMUNITY DEVELOPMENT PROGRAM EXECUTIVE SUMMARY
2021-2022 ANNUAL ACTION PLAN**

Community Development Block Grant (CDBG) Program
2021-2022 Allocation - \$470,243

Administration

Draft Funding: \$94,048

Description: Costs of administering CDBG program.

Public Facilities & Infrastructure

Draft Funding: \$275,659

Project Description: The City will invest in its public facilities and infrastructure which includes the acquisition, construction, reconstruction, rehabilitation, or installation. This includes all improvements and facilities that are either publicly owned or that are traditionally provided by the government or owned by a nonprofit and operated so as to be open to the general public.

Public Services

Draft Funding: \$70,536

Description: The City will use funds to provide public services (Including labor, supplies, materials and other costs), provided that the service is either a new service, or a quantifiable increase in the level of service. Organizations must also serve Burlington residents and at least 51% of the clients must be LMI. Note: Public Service funding is limited to 15% of the annual CDBG grant. \$44,000 was allocated to Youth Solutions in FY21 which is anticipated to become an annual allocation, with the exception of the 2021-2022 Annual action Plan. Accordingly, approximately \$25,000 will be available from FY 2022-2023 on for other public service requests.

Emergency Repair Rehab

Draft Funding: \$30,000

Description: The City will invest funds into small and emergency rehab repairs for low-to-moderate income households for homeowners using emergency forgivable loans. Individuals must be LMI.

2021-2022 Burlington HOME Program Allocation

HOME Rehabilitation/Development/Down Payment Assistance

Draft Funding:	Program Funds	\$206,689
	CHDO	39,495
	Administration	17,115
	Total	\$263,299

2021-2022 Alamance County HOME Program Allocation

HOME Rehabilitation/Development/Down Payment Assistance

Draft Funding:	Program Funds	\$112,814
	CHDO	21,557
	Administration	9,342
	Total	\$143,713

The specifics for these funds are to be determined with City Council guidance.

Note: HOME Program regulations require a 25% local match of all expenditures of HOME Program funds other than administrative funds.

B) Historic Preservation Commission (HPC) Quarterly Report & FY 2021 Historic Preservation Fund Certified Local Government Grant Application

Principal Planner, Jamie Lawson provided introductions, highlighted the current members of the HPC and expressed appreciation for their service.

Vice-Chair Molly Whitlatch provided a quarterly report of the Historic Preservation Commission. She illustrated the history of preservation beginning with federal legislation, the purpose of the Historic District, and data that reflects some of the economic benefits of historic preservation in general. She briefly explained the distinguishment of National Register of Historic Places and local districts that are two separate things but have some overlap. She noted the following areas of Burlington's Historic Districts: National Register and Burlington's Local Historic Landmarks:

Historic District

- Beverly Hills
 - Downtown Burlington
 - East Davis Street
 - Lakeside Mill & Village
 - South Broad/Fifth Street
 - *Glencoe Mill & Village (1999)
 - *W. Davis/ W. Front/ Fountain Place (1987)
- *These are the only Local Historic Overlay Districts that are subject to design guidelines managed by the HPC:*

Local Landmarks

- Dentzel Menagerie Carousel (City Park)
 - Southern Railway Depot (Front & Main St.)
 - Minter Coble House (East Davis St.)
 - Glencoe Mill Village (1991)
 - May Hosiery Mill (S. Main & E. Morehead St. 2016)
 - Pickett Hosiery (Aurora Mills – Webb Avenue)
- *HPC approved advancement of landmark application during March 2021 meeting – pending state review*

Ms. Whitlatch shared the benefits of historic neighborhood including strong walkable community, sense of place, cultural heritage, environmental, economic, and architectural and visual richness.

HPC Chair Lori Bryan introduced Heather Slane, of hmwPreservation.

Heather Slane provided an overview of upcoming projects and requests including Architectural Survey Update for a study area bounded by South Church Street, Tarleton Avenue, and West Webb Avenue and what to expect.

Ms. Lawson requested additional guidance to staff regarding FY 21 HPF/CLG Grant Application and requested permission to apply to update the local historic overlay design guidelines with an addition to the April 6, 2021, City Council Meeting for consideration of a formal grant application.

Council consensus was to place an addition on the April 6, 2021, City Council Meeting and allocate funds in the FY 21-22 budget for the grant application.

Morgan Lasater informed Council the HPC vacancies have been advertised along with other Boards and Commissions to seek candidates to fill those vacancies.

C) Annexation Requests

1270 Kirkpatrick Road

1163 North Riverview Drive

Principal Planner Jamie Lawson presented on a utility request for property located at 1270 Kirkpatrick Road. She reported an annexation agreement was received and certified and utility request has been approved by the City Manager per section 40.40 of the City Code of Ordinances. She stated it is within the City Council's purview to consider a satellite annexation. She reported City staff does not recommend annexing the property at this time and recommends adding an addition to the April 6, 2021, City Council Meeting to defer a public hearing and consideration of the Applicant's petition for annexation to a future time pursuant to N.C.G.S. §160D, Burlington City Code Section 40.40, and the terms of the Annexation Agreement executed by the Applicant and the City and filed in the Alamance County Register of Deeds.

Principal Planner Jamie Lawson presented on a utility request for property located at 1163 North Riverview Drive. She reported an annexation agreement was received and certified and utility request has been approved by the City Manager per section 40.40 of the City Code of Ordinances. She stated it is within the City Council's purview to consider a satellite annexation. She reported City staff does not recommend annexing the property at this time and recommends adding an addition to the April 6, 2021, City Council Meeting to defer a public hearing and consideration of the Applicant's petition for annexation to a future time pursuant to N.C.G.S. §160D, Burlington City Code Section 40.40, and the terms of the Annexation Agreement executed by the Applicant and the City and filed in the Alamance County Register of Deeds.

Following discussion, Council consensus was to place additions on the April 6, 2021, City Council Meeting as requested.

D) American Rescue Plan Act and Aid to Local Governments Presentation

Lead for North Carolina Fellow for the City of Burlington, Louisa Sholar introduced the ARP Act which became law on March 11, 2021, offering for the first time all 19,000 municipal governments direct non-competitive federal formula grant from the U.S. Treasury Department. She explained the ARP allocations to local governments, regulatory requirements, and recommendations from national and state-level partners on funding prioritization and implementation processes. She reported funds would be paid out in two tranches, one within 60 days of the President's signature and another one year after first allocation. She noted these funds are available until December 31, 2021.

Ms. Sholar reported grant funds to Burlington is estimated at \$11,760.00 with additional guidance from the Treasury Department for eligible expenditures. She provided an overview of eligible expenditure, categories and examples of project types based on Treasury Departments guidance. She explained

earmarks for Community Funded Projects including deadlines for receiving project proposals to legislative members and information required in project proposals.

City Manager Watkins reported City staff has been working diligently on funding availability to determine submission of earmark projects in order to meet the April 15th deadline.

Following a lengthy discussion, Council consensus was to hold a focused Work Session on April 19, 2021, beginning at 5:00pm to receive reports from City staff and discuss ARP funding options.

E) Boards and Commissions Reports

Planning and Zoning Commission – 3 Items

Planning Manager Conrad Olmedo reported on the following items proposed for public hearings at the April 20, 2021, City Council Meeting and reported the following recommendations:

ITEM #1

- The request is to rezone from OI Office Institutional District to HDR High Density Residential District. The property is located on the northeast intersection of Kirkpatrick Road and Grand Oaks Boulevard, referenced as Alamance County tax identification number 112942.

The Comprehensive Land Use Plan calls for the area to be Regional Commercial and Suburban Residential. The proposed zoning is consistent with the Land Use Plan in that the existing multifamily development is supported by commercial and residential zoning. Staff recommends approval of the rezoning request. The Planning and Zoning Commission voted unanimously, 7 in favor to 0 against, to recommend approval the request

ITEM #2

- The request is to rezone from MDR Medium Density Residential District to LI Light Industrial District. The properties are located at 2747, 2755 and 2803 Maple Ave, referenced as Alamance County tax identification numbers 130716, 130714 and 132181.

Staff recommends approval of the rezoning request. The Planning and Zoning Commission voted 4 in favor and 3 against to recommend denial of the request.

Codewright Planners, Chad Meadows presented on proposed amendments to the Unified Development Ordinance for UDOTA-2-21 related to signage. He reported staff recommends approval of the proposed UDO amendments and the Planning and Zoning Commission recommended 6 in favor and 1 against to approve the request.

ITEM #3

- Proposed amendments to the Unified Development Ordinance adopted November 1, 2019 and last amended March 04, 2021. The proposed changes to the UDO include the following:
- Update chapter 5, Sign regulations for signage affixed to a stationary motor vehicle.
- Update chapter 5, Sign regulations for wall signs within the CBD, MX and PDD districts.

Traffic Commission – 2 Recommendations

Transportation Engineering and Operations Manager, Brian Tennant reported on the following Traffic Commission recommendations and reported the Traffic Commission unanimously recommends the amendments and received the support of City staff.

- 1) Per the City’s Traffic Calming Policy install speed humps along Fountain Place from West Kime Street to West Davis Street.
- 2) Reduce speed limit and install 25mph speed limit signs on Trail Two from South Mebane Street to Chapel Hill Road.

Mr. Tennant noted the recommendations are on the April 6, 2021, City Council Meeting agenda to consider adoption to the City of Burlington Traffic Ordinance.

F) City Manager Report

Adopt-A-Park and Carousel

Recreation and Parks Director Tony Laws provided an update on the Adopt-A-Park program developed to cultivate community stewardship of parks and trails, providing a structured outlet for volunteer residents, businesses, or community groups to become involved in beautification of parks via litter clean ups, and pre-approved small projects, including planting, painting, etc. He reported the Recreation and Parks Commission unanimously supports the program.

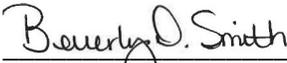
Assistant City Manager Rachel Kelly provided an update on the Carousel construction. She reported Community Engagement Division has been working with Recreation and Parks to brand the project as City park improvements to the various projects throughout the City Park and communicating to the community. She explained project delays largely related to COVID with an estimated completion by late fall of 2021 with a date not certain at the present time.

Mr. Laws announced the proposed schedule for the Carousel Festival is proposed for the spring of 2022. He reported discussions with special events planning led to a decision to host a springtime event which provides a warm weather celebratory event during the spring like past experiences at City Park.

Mayor Baltutis mentioned the nuisance of trash truck water and fluid leaking from trash trucks and requested staff to seek a means to correct that.

Assistant City Manager Nolan Kirkman responded and will ask Solid Waste to address the concern.

The meeting adjourned at 7:21pm.


Beverly D. Smith, NCCMC
Interim City Clerk

April 5, 2021
Work Session