



**Municipal Building**

**Minutes of the Burlington  
City Council Work Session**  
425 S. Lexington Avenue, Burlington, NC  
5:00pm - Monday, April 3, 2023

Mayor Jim Butler presided.

**Council Members Present:**

Mayor Jim Butler  
Mayor Pro Tem Harold Owen  
Council Member Robert Ward  
Council Member Kathy Hykes  
Council Member Ronnie Wall

**Council Members Absent:** None

**Staff Present:**

City Manager, Craig Honeycutt  
City Attorney, David Huffman  
City Clerk, Beverly Smith

John Andoh, Scott Bibler, Rachel Kelly, Nolan Kirkman, Jamie Lawson, Todd Lambert, Morgan Lasater, Tony Laws, Brian Long, Jay Mebane, Mike Nunn, Bob Patterson, Peggy Reece, Conrad Olmedo, Paige Shepard, and Tommy Simmons

PTRC Staff Present: Matthew Dolge, Wendy Walker-Fox, Jessica Raby

**Media:** Alamance News, Tomas Murawski

Mayor Butler called the meeting to order at 5:02pm.

**A) Link Transit Service Expansion & Interlocal Agreement (Town of Elon)**

Transportation Director Mike Nunn outlined the two parts of the item transportation has proposed, the expansion of Link Transit into Elon as well as the extension of operable hours. Before the details of this item are discussed, he presents the council with various pictures of the new electric buses that the city will be acquiring, ideally in the summer of 2023. Mike indicated that Burlington's buses are currently on the assembly line being manufactured.

Interim Transit Manager, John Andoh highlights the movement in the right direction of Link Transit ridership.

Mr. Andoh begins discussion of the first portion of the proposal, expanding service to the Town of Elon. The proposed service to the Town of Elon would modify the Blue Route by providing approximately 10 minutes per bus trip into the Town limits. The service would serve a total of six inbound and six outbound bus stops as well as connect to the existing Elon Express (university bus service). This

additional ten minutes is provided by reducing idle/layover time in Gibsonville and Burlington. This change will still allow Blue Route to operate every 90 minutes from downtown Burlington.

Mr. Andoh further explained that the Town of Elon will be responsible for the local match to federal funds for service within the Town limits. The Town will also fund all originating paratransit trips within a ¾ mile radius of the Blue Route operating in the Town limits and any associated capital equipment necessary for expansion. Consistent with other jurisdictions participating in Link Transit, the Town would appoint a representative to the Public Transit Advisory Commission (PTAC) as allowed by ordinance.

Mr. Andoh emphasizes that the request is for a trial period of one year and reassess their participation by June 30, 2024. Elon would need to provide a one-year notice to terminate the Agreement if they are no longer interested in participating in Link Transit.

Mr. Andoh goes on to explain the second piece of this proposal, to expand Link Transit to 9:30 p.m. for all five routes and complementary paratransit service for the purposes of allowing essential retail and restaurant workers and college students attending evening courses the ability to get home using public transportation. This evening expansion has been a requested service from current Link Transit passengers.

Mayor Butler inquired about the crossover between Link Transit in the Town of Elon and the Elon University transportation system.

Mr. Andoh replied that there will be a chance for students utilizing the Elon University bussing system to also use Link. One of the Link transit stops will also include a Elon University stop with an opportunity for students to switch buses at that time.

Mayor Butler asked about the Town of Elon's approval of this item.

Mr. Andoh responded Elon will take action this evening, April 3, 2023, at their board meeting.

Following discussion, City Council consensus was to place an addition to the April 4, 2023, City Council Meeting agenda for consideration.

## **B) Recreation & Parks Master Plan Initial Findings Report**

Director of Recreation and Parks Tony Laws introduced the topic and gave introductions of members of BerryDunn and Recreation and Parks Commission members in attendance.

BerryDunn Senior Manager, Dr. Teresa Penbrooke gave background and introductions of the BerryDunn team involved in the development of the master plan project presentation.

Senior Consultant, BerryDunn, James Mickle provided a comprehensive report on the timeline, initial findings from public engagement, park inventory, demographics, and needs assessments all of which were completed as a part of the information gathering phase of the Burlington Recreation & Parks Master Planning project. He reported over 3,800 responses with a survey still open for public input has been received to date.

Senior Consultant, David Peterson reported on the onsite visits conducted that created an inventory and levels of services analysis for the Recreation and Parks facilities. He presented an overview of neighborhood access to park facilities and indoor facility access.

Mr. Mickle explained the next steps of the process; partnering with recreation staff to have a vision workshop, identify the key findings, work with recreation staff to identify any missing key points, and then move towards making preliminary recommendations.

Ms. Penbrooke explained the purpose of the key findings matrix that will be reviewed in detail with a draft plan reported to the City at the June 2023 meeting. She asked City Council if there is any other areas they would like included as the BerryDunn firm proceeds into the next phase of the development of a draft master plan.

Mayor Butler inquired about cross referencing the issues from the last Master Plan and the new one to see what the overlap is and making those issues a priority.

Ms. Penbrooke responded that there will be a recommendation and action plan and if there is something that is has still not been addressed it will be more closely evaluated to gain more insight as to the reasoning for this.

City Council and BerryDunn staff discussed the park facility scoring data, the factors reported in these findings, and how those apply to the overall scoring of each facility that was involved in the inventory.

Council member Wall inquired about the status of the pickleball court design.

Mr. Mickle responded a design concept should be known by April 4<sup>th</sup> and can be shared with City Council.

Mr. Laws expressed appreciation to City staff and BerryDunn for the completion of the presented findings and the extensive time spent over the past few months to prepare for the presentation of findings to City Council.

### **C) Piedmont Triad Regional Workforce Development Consortium Agreement**

PTRC Executive Director, Matthew Dolge presented on the addition of the counties of Randolph, Alamance, and Davidson to the Piedmont Triad Regional Workforce Development Board Local Area. With the approval of Governor Cooper, these changes will go into effect July 1, 2023. Voting membership of the Consortium shall consist of one Commissioner appointed from each county's Board of County Commissioners and a representative of any entitlement community, as appointed by the Mayor. In preparation for the addition of the new counties, the current and new consortium members met Wednesday, March 1, 2023, to discuss and recommend the attached new Consortium Agreement, which includes the addition of the three new counties. The Job Training Consortium is comprised of local elected officials from counties within the designated workforce area (Alamance, Caswell, Davidson, Davie, Forsyth, Randolph, Rockingham, Stokes, Surry and Yadkin Counties, along with a representative from the City of Winston-Salem and the City of Burlington). These individuals are selected by each member county and are responsible for certain Workforce Development programs in the area through a written agreement with the Governor. The Governor is represented by the State of North Carolina Department of Commerce – Division of Workforce Solutions. Additionally, this group selects the administrative/fiscal agent for Workforce Development Funds and determines their Workforce Development Board members. This program is administered by the Piedmont Triad Regional Council.

Mr. Dolge stated there were no financial obligations for the city at this time.

PTRC staff, Wendy Walker-Fox and Jessica Raby were in attendance to assist in answering questions.

Following discussion, City Council consensus was to place an addition to the April 4, 2023, City Council Meeting agenda for consideration.

**D) Annexation Request**

*1136 Cedar Crest Drive (PID 133546) Voluntary Contiguous*

Planning Director Jamie Lawson provided a staff report on an application to annex into the City of Burlington a portion of a parcel of land, which is contiguous to current City limits, addressed as 1136 Cedar Crest Drive, located on the northwest side of Hanford Road. The property is 7.639 acres in size and consists of Alamance County tax identification number 133546. The applicant is seeking annexation to facilitate an expansion of the existing Alamance Foods warehouse facility located off Cedar Crest Drive, identified as PID 133125. She reported the existing Alamance Foods warehouse is located within the City limits but the proposed expansion is located currently outside of the City limits. The applicant is seeking annexation to include the remaining tract of land. She reported should the annexation request be approved, the applicant intends to seek a water and sewer connections to support their proposed building expansion. This area is not a distressed area and the City is not required to provide utility extensions. This is stand-alone voluntary annexation request and is within the City's purview for consideration and City staff recommends approval of the annexation to facilitate the expansion of this economic development project and orderly growth to the City.

Following presentation, City Council consensus was to place an addition to adopt a Resolution to set a date of public hearing for April 18, 2023, on the April 4, 2023, City Council meeting consent agenda.

**E) Historic Preservation Fund (HPF) Grant for Certified Local Governments (CLG)**

Planning Director Jamie Lawson shared that the City of Burlington is one of 68 Certified Local Governments in the State of North Carolina, and this allows the City to submit applications for grants made available from the Federal Historic Preservation Fund (HPF). This is a request to direct staff to submit an application for consideration of a grant award for the FY 2023. With direction from City Council, staff will specifically target the grant application to be a celebration of the City's historic resources through a series of educational events, webinars, and workshops that will be open to the community.

Ms. Lawson continued, with the support of City Council, Staff, would like to submit a grant application that would specifically target educational opportunities to celebrate the City's historic resources. The events can be a guest expert lecturer or a more technical hands-on workshop. By having a series of educational opportunities on a range of expert topics further aligns the City's celebration and preservation of the City's historic resources. The FY 2023 Historic Preservation Fund Certified Local Government grant application has a deadline of April 14, 2023.

Mayor Butler inquired about the topics for the workshops.

Ms. Lawson and Planning Manager, Conrad Olmedo responded that the topics for a possible guest lecture include: economic benefits/impacts of historic preservation, historic landscapes (plants, hardscape, etc.), underserved communities and historic preservation. Topics for a hands-on workshop include: creating historic signs for homes, masonry and flooring (installation, repair, etc.), and energy audits and retrofits.

Ms. Lawson advertised that the Planning Department has started an online educational series, including walking tours and answering common questions about the planning and development processes.

There was no action requested of City Council.

Following discussion, the City Council expressed support for City staff to apply the Historic Preservation Grant for Certified Local Governments.

## **F) Boards & Commissions Reports**

Planning Director Jamie Lawson presented a staff report on the following rezoning applications proposed for public hearings at the Planning and Zoning Commission at their March 27, 2023, meeting.

ITEM 1: REZONING-23-005: Mr. Ryan Moffit, applicant, to present a request to rezone properties from Medium Density Residential (MDR) and High Density Residential (HDR) to High Density Residential – Limited Use (HDR-LU). The properties are located north from the intersection of Sharpe Rd. and Lakeside Ave. on the easterly side of Lakeside Ave. and the terminus of Elva Dr., addressed as 1071 Lakeside Ave., 1107 Lakeside Ave., and 0 Elva Dr., consisting of Alamance County Tax Identification Numbers 128181, 128187, 128212 and 139955.

Ms. Lawson shared that there was a large turnout of concerned citizens for this item at the Planning and Zoning meeting. The citizens' main concerns were entry and exit points, overcrowding and an increase in traffic.

Mayor Pro Tem Owen inquired about the access roadways to this property.

Ms. Lawson answered that there is significant frontage of this property on lakeside Ave, access to Foster Rd. She mentions that there is a creek the runs through the property that may limit access in certain areas but currently all points of entry and exit are speculation.

Nolan Kirkman, Assistant City Manager, states that once there is a site plan, that is when transportation will get involved and look at this.

Mayor Butler asked if the applicant has considered reducing the amount of uses they are requesting.

Ms. Lawson states that she is not aware that they are at this time but per the UDO text amendment, the applicant can choose to reduce the number of uses for their property.

At its March 27, 2023, meeting, the Planning & Zoning Commission voted to recommend denial of this request (5 votes in favor and 1 vote against).

ITEM 2: REZONING-23-006: Mr. Tim Tickle, applicant, to present a request to rezone properties from General Business (GB) to High Density Residential – Limited Use (HDR-LU). The properties are located on the northeast corner of the intersection of Ponco St. and Bowman Ave. on the northerly side of Bowman Ave., addressed as 1320 Bowman Ave. and 1340 Bowman Ave., consisting of Alamance County Tax Identification Numbers 139112 and 139118.

At its March 27, 2023, meeting, the Planning & Zoning Commission voted to recommend approval of this request (7 votes in favor).

ITEM 3: COND REZONING-23-01: Ms. Teri Jones, applicant, to present a request to amend the Conditional Business (CB 901A) zoning district to allow for the use of “SCHOOLS (academic); nurseries, kindergartens, elementary, secondary, public or private” (City of Burlington Zoning Ordinance Section 32.9). The property is the Holly Hill Mall & Business Center, located southeast from the intersection of S. Church St. and Huffman Mill Rd., addressed as 309 Huffman Mill Rd. and consisting of Alamance County Tax Identification Number 113749.

At its March 27, 2023, meeting, the Planning & Zoning Commission voted to recommend approval of this request (6 votes in favor and 1 recusal)

Ms. Lawson reported City staff recommends approval of these rezoning requests as proposed.

Council member Wall inquired about how the students would enter the mall.

Ms. Lawson answered that based off of what was previously stated at the Planning and Zoning meeting, the students would be chaperoned into the mall and would not be left alone. She emphasized that there will be a very minimal number of students, up to 25.

Council member Wall inquired about the age group of the students.

Ms. Lawson answered that she believed it would be K-12. She added that the school was created to give online students and homeschool students a way to participate in an in person learning environment.

Mayor Butler asked if Alamance Community College (ACC) could technically have classes at this location.

Nolan Kirman, Assistant City Manager, answered that according to the Conditional Zoning, this would be allowed.

Mayor Pro Tem Owen inquired about the possibility of outdoor activities for the kids.

Ms. Lawson answered that the school does not intend to have recreational activities at that location but does plan to bus the students to parks and area wide recreation. They also said there would be no kitchen or cafeteria, as each student will be bringing their own food.

Following discussion, the City Council consensus was to hold the public hearings as requested at the April 18, 2023, City Council Meeting.

### **G) City Manager Report**

City Manager Honeycutt shared the FY 23-24 budget preparations are going well and expressed appreciation to City staff and the budget team on the preparations and proposing a presentation to City Council on the proposed budget at the May 1, 2023, Work Session.

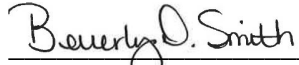
Recreation and Parks Director, Tony Laws updated City Council on the upcoming Carousel Festival scheduled for the spring of 2023 on the weekend of May 6<sup>th</sup> and May 7<sup>th</sup>. He shared entertainment has been committed, the event plans are underway, and announcing the festival plans and headliner soon.

Mr. Honeycutt shared the Police Chief application process is going well and will close on April 21<sup>st</sup>. He expressed appreciation to Chief Long for his work and commitment to the City of Burlington.

Mayor Butler expressed thanks to the Recreation and Parks commission members for their attendance and the support they provide to City Council.

**H) Adjourn**

The meeting adjourned at 6:18pm.



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Beverly D. Smith, CMC, NCCMC, City Clerk

April 3, 2023, Work Session