



**City Council
Pre-Agenda Meeting Minutes
September 14, 2015 @ 6:00 p.m.
Trinity City Hall Annex
Trinity, NC 27370**

Members Present: *Mayor*, Jesse Hill; *Mayor Pro-Tem*, Debbie Frazier;
Council Members: Chester Ayers, Gene Byerly, Jack Carico, Linda Gantt, Ed Lohr, Jerry Daniels and Don Payne.

Members Absent: None

Others Present: City Attorney, Nick Herman; City Manager, Debbie Hinson; Public Works Director/ Stormwater Administrator, Rich Baker; Planning/Zoning/ Code Enforcement; Marc Allred; Assistant Finance Officer, Lisa Beam; Assistant City Clerk, Annette de Ruyter; Randolph County Deputy, Eric Wilson; and other interested parties.

I. Welcome (*Mayor Jesse Hill*)

Mayor Hill called the meeting to order at 6:00 pm and welcomed everyone.

II. Pledge of Allegiance and Invocation

Mayor Hill led the Pledge of Allegiance and Council member Payne gave the Invocation.

III. Approve and/or Amend Agenda

A motion was made by Council member Payne to approve the September 14, 2015 Agenda as written. The motion was seconded by Council member Frazier and approved unanimously with a vote of 8-0.

IV. Consent Agenda

- 1. Approve minutes of the August 10, 2015 Pre-Agenda Meeting**
(*Annette de Ruyter, Assistant City Clerk*)
- 2. Approve minutes of the August 13, 2015 City Council Special Meeting.**
(*Annette de Ruyter, Assistant City Clerk*)
- 3. Approve minutes of the August 17, 2015 City Council Regular Meeting.**
(*Annette de Ruyter, Assistant City Clerk*)

Mayor Hill opened this item and called for a motion to approve the Consent Agenda.

A motion was made by Council member Daniels to approve Items 1-3 as written. The motion was seconded by Council member Carico and approved unanimously with a vote of 8-0.

V. New Business

4. Approve Text Amendments for the Subdivision Ordinance

(Marc Allred, Planning Director)

Mayor Hill called Mr. Marc Allred to address the Subdivision Ordinance.

Mr. Allred discussed changes in this Ordinance that would allow for development to be more expedient for developers interested in building in the City.

Mr. Allred reviewed the following changes:

Section 4-4 Variances Due to Site Conditions

Where the sub divider can show that a provision of these requirements would cause unnecessary hardship, if strictly adhered to due to topographical or other conditions peculiar to the site, **the Subdivision Administrator may grant a variance of up to 10% of the square footage as long as the average square footage per lot meets the minimum Zoning Requirements. Otherwise, if the variance is greater than 10% or if the variance is related to something else besides square footage**, than the Board of Adjustments shall approve a variance when it finds that such variance may be granted without destroying the intent of this Ordinance. Any variance thus approved by the Board of Adjustments shall be noted in the minutes of the meeting at which the variance is granted and such notation shall include the reasons for the variance.

Section 5-2 ~~Sketch Plan Preliminary Map~~, Major Subdivision

The developer shall prepare a ~~sketch-plan preliminary map~~ to show general plans for the subdivision. **A minimum scale of 1 inch = 100 feet** ~~No specific size or scale~~ is required for the ~~sketch-plan preliminary map~~. The ~~sketch-plan preliminary map~~ should contain:

- (1) A sketch vicinity map showing the location of the subdivision in relation to neighboring tracts and roads;
- (2) Boundaries of the tract and portion to be subdivided;
- (3) Total acres to be subdivided;
- (4) **Acreage of public use sites;**
- (5) **Number of parcels;**
- (6) **Average parcel size;**

- (7) Proposed general street and lot layout;
- (8) Liner feet of street;
- (9) Location of entrance and exit spots;
- (10) Zoning classification of tract and adjacent properties; and
- (11) Name, address and telephone number of owner.

The Technical Review Committee shall review the ~~sketch-plan~~ preliminary map and recommend changes, if necessary, prior to the preliminary map going in front of the Planning Board. Once a review and recommendation has been performed by the Planning Board, the map will go in front of the City Council for approval. ~~development of a preliminary plat.~~

The Subdivision Administrator shall also notify in writing all adjoining property owners of the submission of the map. Such notice shall state the date of the Planning Board meeting when the map will be considered and shall be mailed in sufficient time to provide adequate notice.

Appendix A

The preliminary plat shall be submitted 3 (three copies) on 24" x 36" sheets drawn to a scale of not less than 50 feet to the inch and shall contain the following information:

(A) Title Data

- (1) Date of survey, date plan drawn, and revision dates as applicable.
- (2) Name, address and telephone number of Owner(s)
- (3) Name, address and telephone number of Developer, if different from Owner
- (4) Name of subdivision (Subdivision names shall not duplicate or approximate, phonetically, existing subdivision names.)
- (5) Location designation (township, county, state)
- (6) Location map (no less than 1" = 2000') showing the property and its relationship to the surrounding area
- (7) Seal and signature of a licensed engineer or surveyor, with name, address and telephone number of the preparer.
- (8) Scale in figures and bar graph
- (9) North arrow and orientation. Sheets will not be accepted with North facing toward the bottom of the sheet.
- (10) "Preliminary Plan" notation
- (11) Proposed use of property to be subdivided
- (12) Tax parcel number

(B) Existing Conditions (on property to be subdivided and within 500 feet of property being subdivided)

- (1) Source of datum, and location of benchmark(s) at the site
- (2) Existing street rights-of-way, width of pavement and names
- (3) Location and size of any existing private or public utilities including water sewer, electrical, phone gas and cable facilities
- (4) Location and size of existing bridges, culverts and other storm drainage facilities
- (5) Location, width and purpose of all existing easements
- (6) Bearings and distances of property boundary with, accurate reference to control points defined by state plane coordinates where required by the “Standards of Practice for Land Surveying in North Carolina”.
- (7) Surrounding property lines, property owners and subdivisions
- (8) Boundaries and identification of political subdivisions, where applicable
- (9) Zoning classification of property to be subdivided and zoning of all adjacent parcels with owner(s) name(s)
- (10) Existing buildings
- (11) Topography including water courses and wooded areas
- (12) Existing elevations referenced to mean sea level, with a contour interval of two feet, accurate to one-half contour to indicate surface drainage patterns.
- (13) Location, extent and identification of flood plain, watershed, water critical area or other restricted land
- (14) Driveways and roads (in use or abandoned) leading to other property
- (15) Location of any known gravesites or cemeteries located on the property
- (16) Delineation of any stream and/or wetland areas under the jurisdiction of the US Army Corps of Engineers and/or the North Carolina Department of Environment and Natural Resources.
- (17) Other natural or manmade conditions affecting site development

(C) Proposed Plans (proposed features shall be shown heavily lined)

- (1) Proposed street alignments, rights-of-way, names
- (2) Detail plan of all entrances, driveways, roadways, etc. that connect to existing roads (Connection to State roads requires permits from NCDOT)
- (3) Proposed private or public utilities, including water and sewer sizes, materials with locations of proposed tie-ins noted.
- (4) Proposed location and sizes of water lines, services, hydrants, water meters, and backflow devices.
- (5) Locations, size and material of proposed sewer mains, force mains, manholes, service lines and clean-outs, and sewerage lift stations.
- (6) Location and size of proposed bridges, culverts and other storms drainage facilities
- (7) Location, width and purpose of all proposed easements (15’ easement required centered over water line; 20’ easement required centered over sewer line)
- (8) Plan and profile of proposed sanitary and storm sewers (scale no less than 1” = 100’ horizontally, 1” = 10’ vertically); elevations based on mean sea level.
- (9) Lines, numbers and approximate dimensions of proposed lots and blocks

- (10) Proposed buildings with finished floor elevations shown (must be 2' above established 100-yr floodplain if applicable)
- (11) Soil erosion and sediment control plan (NCDENR permit required for any site over 1.0 acres).
- (12) Minimum building setback lines (front, side and rear)
- (13) Public use sites
- (14) Location of stop signs (and other traffic control devices as required)
- (15) Two copies of pipe sizing, detention/retention sizing and other calculations required for review of plan
- (16) A 24-hour local contact person
- (17) Site data:
 - (a) Acreage of property to be subdivided
 - (b) Acreage of public use sites
 - (c) Number of lots
 - (d) Average lot size
 - (e) Square feet of each irregularly shaped lot
 - (f) Lineal feet of streets
- (18) A list of restrictive covenants (deed restrictions) to be applied to any or all lots in the subdivision
- (19) Following approval of the construction plans, provide ___ copies of the subdivision layout or site plan only, and 4 copies of complete construction plans. One set will be returned as "Approved".
- (20) Notes:
 - (a) "Contractor shall contact the Planning & Zoning Administrator (336-431-2841) at least 48 hours prior to starting work on the project."
 - (b) "All construction within state right-of-way shall conform to North Carolina Department of Transportation specifications."
 - (c) "Approval by City of Trinity is for the improvements shown in the Site Plan. Any variation from the approved Site Plan must be approved by the Planning & Zoning Administrator."
 - (d) "A preconstruction conference shall be held with the Planning & Zoning Administrator and his designated representative prior to beginning construction."
 - (e) "The cost of inspection by the City of Trinity before or after the normal working hours, on Saturdays, Sundays or Legal Holidays, shall be paid for by the individual requesting the inspection at a rate of 1 ½ times the regular salary per hour of the inspector. Approval of the inspection outside normal working hours shall be obtained from the Planning & Zoning Administrator 48 hours in advance. Prior to commencement of work requiring inspection outside of normal working hours, the individual requesting the inspection shall sign a form, furnished by the Planning Department, agreeing to pay the overtime. The individual requesting the inspection will be billed by the Planning Department for payment."

~~In addition twelve (12) copies of the site plan shall be submitted showing zoning information (non-utility information) for review by the Planning and Zoning Board.~~

Engineers/Developers/Owners submitting plans that include water line design for approval shall comply with the submittal requirements set forth in Davidson Water, Inc.'s Subdivision Specifications. Plans must receive approval from Davidson Water, Inc. prior to approval by City of Trinity.

Where the preliminary plat submitted covers only a part of the sub divider's tract, a sketch shall be submitted showing the prospective future street system and other features for ultimate development of the entire tract.

Section 5-4 Final Plat, Major Subdivisions

- (A) Submission Requirements. When the requirements of this Ordinance have been satisfied, the sub divider shall submit three copies of the final subdivision plat and any deed restriction applying thereto to the Technical Review Committee to determine that the final plat conforms to the requirements of this Ordinance. Three copies of the final plat and final drawings shall be submitted no less than fourteen days before the TRC meeting at which the plat is to be reviewed.

Decisions or approval or denial of final plats may be made only on the basis of standards explicitly set forth in the subdivision or zoning ordinance.

- (B) Improvements and Certificates. No final plat shall be approved until all improvements are installed or their execution guaranteed as set forth in this Ordinance and all certificates required for final plats by this Ordinance or approvals by state law have been properly completed and signed.
- (C) Recordation. The approval of the final plat by the TRC shall be on condition that such plat is recorded in the Office of Register of Deeds within 60 days after approval.

Section 6-6 Sidewalks (See City of Trinity Zoning Ordinance)

Appendix B

Specification for Final Plat

The final plat (twelve copies, one mylar) shall be submitted on 18" x 24" sheets to a scale of not less than 50 feet to the inch. ~~The plat shall be submitted no less than fourteen days prior to the City Council meeting at which the plat is to be considered.~~ If more than two sheets are required an index sheet of the same dimensions shall be provided. The final plat shall contain the following information:

(A) Title Data

- (1) Date of submission
- (2) Name and address of owner(s)
- (3) Name of subdivision
- (4) Location designation (township, county, school district, state)
- (5) Name and address of engineer or surveyor
- (6) Scale in figures and bar graph
- (7) North arrow
- (8) "Final Plat" notation
- (9) Certificates (Reference Appendix F)

(B) Surrounding Properties Information

- (1) Property lines, property owners and subdivisions
- (2) Rights-of-way, easements, reservations and public use sites located and identified

(C) Property Being Subdivided

- (1) Street rights-of-way, widths of pavements and names of streets as posted on site
- (2) Property boundary lines including bearings and distances as determined by survey
- (3) Block and lot line with dimensions, block and lot numbers
- (4) Minimum building setback lines
- (5) Identification and dimensions of easements, reservations and dedicated area
- (6) Location, extent and identification of flood plain, watershed, water critical area or other restricted land
- (7) Sufficient data of monuments and markers to determine readily and reproduce on the ground, the location, bearing and length of all the above items
- (8) A list of restrictive covenants (deed restrictions) to be applied to any or all lots in the subdivision.

Motion was made by Council member Ayers to approve the Text Amendments as presented by Planning and Zoning Director, Marc Allred. The motion was seconded by Council member Daniels and approved unanimously with a vote of 8-0.

VI. Closed Session

5. Closed Session pursuant to NCGS143-318.11(a) (4).

Mayor Hill opened this item to Council.

A motion was made by Council member Frazier to go into Closed Session at 6:14pm. The motion was seconded by Council member Carico and approved unanimously with a vote of 8-0.

A motion was made by Council member Frazier to return to Open Session at 6:44pm. The motion was seconded by Council member Ayers and approved with a vote of 8-0.

After returning to Open Session, a motion was made by Council member Payne to accept the Ennis Flint proposed budget increase and let the City assume their liability contingent upon the county matching it. The motion was seconded by Council member Frazier and approved unanimously with a vote of 8-0.

VII. Code Enforcement Report and Permits Report *(Marc Allred, Planning Director)*

A motion was made by Council member Payne to add the Code Enforcement Report to the Regular Meeting schedule. The motion was seconded by Council member Frazier and approved unanimously with a vote of 8-0.

VIII. Business from City Manager and Staff

None

IX. Business from Mayor and Council

None

X. Adjournment

A motion was made by Council member Frazier to adjourn the Pre-Agenda Meeting at 6:48pm. The motion was seconded by Council member Gantt and approved unanimously with a vote of 8-0.