

**TOWN OF WEDDINGTON
SPECIAL TOWN COUNCIL MEETING
2015 BOARD RETREAT
FEBRUARY 12 – 13, 2015 – 9:00 A.M.
MINUTES**

The Town Council of the Town of Weddington, North Carolina, met in a Special Meeting/Retreat at the Firethorne Country Club, 1108 Firethorne Club Drive, Marvin, NC 28173 on February 12 and 13, 2015, with Mayor Bill Deter presiding.

Present: Mayor Bill Deter, Mayor Pro Tem Don Titherington, Councilmembers Michael Smith, Pamela Hadley and Barbara Harrison, Planning Board Chairman Dorine Sharp, Vice-Chairman Rob Dow, Town Attorney Anthony Fox (Thursday Only), Finance Officer Leslie Gaylord, Town Planner Julian Burton and Town Administrator Amy S. McCollum

Visitors: Angel L. Rodriguez, Charlie Porter, Kenny Schott, Jack Parks, Richard Helms, Neda Salehizadeh, Lee Ainsworth, Steven McLendon

Item No. 1. Welcome, Introductions and Setting Context. Mayor Bill Deter opened the February 12, 2015 Special Town Council Meeting/Retreat at 9:02 a.m. There was a quorum.

Facilitator Michelle Nance provided ground rules to the group and discussed the purpose of the retreat. Facilitator Jason Wager discussed the following worksheet developed after speaking with the Mayor and Town Council individually.

Top 3 Priority Projects for Next Fiscal Year	Top 3 EXTERNAL SUCCESSES for the Town	Top 3 EXTERNAL CHALLENGES for the Town	Top 3 INTERNAL SUCCESSES for the Town	Top 3 INTERNAL CHALLENGES for the Town
Fire Consolidation Decision	Ordinance Updates (e.g.- stormwater)	NCDOT: Planning and Current Needs	Excellent Staff	Improved/Direct Council Communication
Managing Growth	Traffic Impact Analysis Process	Fire Consolidation	Council Functioning Well-Positive Culture	Town Administrator Transition, Ensuring Adequate Staffing
Budget and Potential Impacts	Contract w/ Union Co. Sheriff	Water/Sewer For Town Residents	Town Events/Update Ordinances (tie)	Town Hall Maintenance

Item No. 2. Public Safety.

A. Public Safety Advisory Committee. The Town Council received a worksheet showing items that were worked on by the Public Safety Advisory Committee in 2014.

Items discussed:

- Gathering traffic counts throughout the Town is vital in helping the Town Council with planning decisions and Council discussed developing standard operating procedures relative to gathering this data.
- Councilmember Michael Smith advised that the Town could purchase traffic counter strips like used by NCDOT for approximately \$400.00 and felt that the Public Safety Committee could investigate brand and actual price since there have been numerous issues with the radar sign and trailer recently.
- Vice-Chairman Rob Dow informed the Council that new text being worked on by staff and the Planning Board would require Traffic Impact Analysis for almost everything being planned in the Town.

- Council asked that when Town Planner Julian Burton becomes aware of new development that he alert deputies so that they can start getting the necessary traffic counts.
- Councilmember Smith gave an update on the costs to repair the CERT Trailer. Council thought it would be useful for the Public Safety Committee to outline what the CERT Trailer could be used for and actual costs for outfitting it.
- Councilwoman Barbara Harrison thought since the CPR Training was such a success that the Committee should coordinate with Union CMC and Waxhaw to do it on a semi-annual basis.
- Coordinate with Planning, Public Safety Committee and NCDOT on speed limits/changes.

B. Weddington Deputies. Deputy Louie Rodriquez was in attendance to provide Town Council with a brief update on what the deputies are doing. Council thanked him for the professionalism he had brought to the Town. Deputy Rodriquez told the names of the other Town deputies and discussed their daily schedule. He advised items that the deputies are working on such as investigations, handling calls, traffic, radar sign and trailer scheduling and giving different presentations to the schools, churches and HOAs. Deputy Rodriquez discussed a presentation he does regarding workplace violence that he would like to do for Council and Staff when there is an opportunity.

Mayor Pro Tem Don Titherington questioned if 12 to 12 on the weekends is the right time for the deputies to be working.

Deputy Rodriquez - I brought up hours to the Captain and he keeps up with calls of service and his feeling was there is not the need to change our schedule at this time and if the need does arise then they can adjust our hours. When we are not here, we have zone deputies that cover this area.

C. Providence VFD. Mr. Jack Parks and Chief Kenny Schott provided the following information to the Council:

Accomplishments

- Moved into renovated station
- Prepared for and Participated in Municipal Fire District ISO Inspection
- Received an ISO Class 4 Rating which is in the Top 9% in the State for ISO Ratings
- Certified 7 Interior Firefighters
- Have 4 Firefighters currently attending EMT classes to be certified in June
- Added 4 Certified Drivers
- Added 10 New Members
- Purchased and implementing Emergency Reporting Software
- Applied for Rescue Equipment Grant
- Successful Fund Raising Year \$24,000+
- Applied for Rescue Equipment Grant

2016 Major Budget Expenses

- Payroll - \$423,800
- Firefighting Equipment and Training - \$115,500
- Fire Apparatus Maintenance - \$81,100
- Administration Expenses - \$46,200
- Insurance - \$43,000
- Utilities - \$19,000

2016 Major Budget Income

Mecklenburg County \$54,000 (\$48,000 Fire and \$6,000 Medic)

Union County Fire Fees - \$10,000
Donations - \$13,000 (Newsletter and Other)
Union County Subsidy \$24,000 (Hope to get more)
Town of Weddington \$579,000 (Hope to get more)

Items discussed:

- Mayor Deter questioned if Wesley Chapel VFD and Providence VFD had been able to connect regarding discussions of consolidating.
- Approximately 90% of the station is State Certified.
- New Mixed Use and Assisted Living on Providence Road will be served by Providence VFD.
- Providence VFD has three junior members of the department under the age of 18 years old.
- Mr. Parks discussed the subsidies given by Union County to other stations.
- Mayor Deter discussed with Mr. Parks the Council's desire to get an updated budget showing the actual budget approved by the Town Council. Mayor Deter expressed that updating the budget would help Providence VFD know that they are performing relative to the budget. Mr. Parks advised that he did not want to have two separate budgets – one for Union County and one for Weddington. Council discussed providing the format in which they would like the budget submitted. Finance Officer Leslie Gaylord will provide a revised budget based off of the excel spreadsheet that Providence VFD gives to the Town monthly.
- Providence VFD advised that they expect to purchase a truck in 2017.
- Council discussed having a depreciation schedule for Providence relative to equipment and to be provided to Council at least one time a year preferably in March or April.
- Chief Schott advised that he would like to have the \$100,000 that the Town sets aside for a new fire truck to be held by Providence VFD instead of the Town. He advised that this would help to start the process of purchasing the truck by having the deposit that may be needed by the manufacturer. Council discussed that Providence VFD could seek the specifics for procurement of a truck and the Town could provide a deposit if needed.
- Finance Officer Gaylord asked them to provide what the Town's range of exposure would be for any grants that they are trying to obtain.

D. Stallings VFD. Stallings VFD Chief Charlie Porter spoke to the Town Council.

Items discussed:

- Stallings VFD covers a small area in the Town.
- They go to approximately 1,600 calls in their whole district.
- Medical calls are the vast majority of calls.
- Chief Porter gave a brief overview of their department and advised that they had grown so much over the last 10 years.
- On February 23, a \$1.8 million renovation to the fire station will begin. Renovation to take approximately 240 days and is for office space and personnel to expand for 25 to 30 years.
- Stallings VFD is preparing to conduct a station survey and has purchased land and is looking at other land as well.
- Looking to get help from UNC School of Government for a fire station location study.
- Stallings Board of Directors is eager to purchase new engine company and under contract within the next two months for a new utility truck.
- Considering purchasing a small medic truck due to the amount of medicals calls that are being received and the amount of road miles and usage being put on the trucks.
- Stallings VFD has a CPR instructor on site.
- Is not planning to request any type of increase from Weddington.

- Staffing model – six during the day and four at night. After renovation, there will be six personnel 24 hours a day.
- Stallings owns property in Stallings for a future station and is looking to grow in the Chestnut/Potter area for an additional station as well.
- Chief Porter stated, “We have not seen a slow down in building. Our tax rate has stayed pretty much the same for the past three years. We are moving forward. We are going to take care of the people that we serve and give the best service that we can. Our biggest challenge is transitioning from part-time firefighters to career fire fighters. The volunteer pool is nothing like it was 10 years ago due to the change of times and amount of training that goes with it.”
- Very involved with the SafeKids Organization.

Council thanked Chief Porter for coming.

E. Fire Service – McGrath Report. The Town Council received the following worksheets from Finance Officer Leslie Gaylord:

- Comparison of Municipal Versus Consolidated Tax Rate – FY 2015
- Tax Rate Analysis – Municipal Fire District (Status Quo) – Excludes any Capital Contributions
- Consolidated Fire Service Tax Rate Analysis – Excludes Territory Serviced by Stallings VFD
- Calculation of Town Tax Rate Without Fire Service – FY 2015

Mayor Deter gave an update on the consolidation process. He stated, “There have been bumps in the road but we are hoping that we can keep the discussions going and keep people at the table to help find a solution. We are trying to set forth a path over the coming weeks in preparation to make a decision regarding action to be taken and implemented for Fiscal Year 2016. At this point we know that revenues lag behind expenses. All three stations are providing high level of services and managing expenses very well. There is a lot of value being delivered. The fire study set out three options.”

Council discussed reasons they had the fire study done: To determine best practices between departments and other towns, deal with the issue of revenues lagging behind expenses and to bring in a neutral third party since the Council are not fire experts.

Facilitator Nance questioned why the timeline exists. Mayor Deter advised that if you do not have a timeline then it would never get done. He stated, “It would be best tied to a fiscal year and our fiscal year starts July 1. A lot has to take place and that timeline could vary based on the decision that is made. If the Town’s tax rate is going to change we would need to know by mid-April. The County has asked for a date of March 1 if a change is proposed. The County has advised that there is a savings and they are supportive. Barbara and I are supposed to meet with Providence VFD and Wesley Chapel VFD on February 17; however, we received a note from Providence that they are withdrawing from the conversation until they receive financial information from Wesley Chapel. Wesley Chapel has told me that their Board has approved giving financial information to Providence VFD. Both Chiefs are supposed to be getting together to identify any savings. We have worked on an organizational structure that both Presidents were to take back to their full boards. This is a fact finding process. The key is are there any savings? That would help us determine whether we want to pursue consolidation. We also met with representatives from the Councils of Wesley Chapel and Marvin since they are stakeholders as well. Wesley Chapel and Providence would have to decide to consolidate and if not, are we going to increase taxes, take from fund balance or pursue doing away with the Fire Suppression Agreement.”

Facilitator Nance asked if anyone had questions regarding the rationale of doing the fire study. Councilwoman Hadley thought that the Town did not need to spend \$10,000 for a study because she felt

it was obvious what the options were and was not opposed to what the study would bring out. She stated, "There were no surprises."

Mayor Deter - So it was not a biased report?

Councilwoman Hadley - I think it was a biased report. Some of the suggestions in the body of the study suggested bias. The intent of the Council was to get to the bottom line. The option of consolidation I thought would be more fact based and some of the financial work that we are having to do now I thought would be part of the \$10,000 study. When you suggest that consolidation would have a cost savings then why weren't there charts and numbers and figures to support the idea of a consolidation?

The following items were discussed:

- Additional meetings with McGrath were lost due to saying it was a biased report.
- Handle the issue face-to-face versus being in the media. Information is being given out and in the newspaper and it makes it more difficult to keep the parties at the table and discussing the issue.
- Mayor Pro Tem Titherington - This is a bigger issue than in any one interest or objections. This is a long term scenario and should help prepare the Town for the next 5 to 15 years. It needs to be fact based and data based.
- Councilmember Smith – I agree with the Mayor that it is a challenging and contentious issue and not an easy task. There is a lot of history and working parts and a lot to look at. I do not think it is helpful for any other council people to get involved. We need to let them do their jobs. Hopefully we can step aside and have Barbara and Bill represent Council. They are sending updates to the Council. Too much outside interference can be confusing to those other entities that we are trying to deal with.
- Councilwoman Hadley advised that she would like to see more detail shared from the meetings. She expressed that she ran on public safety and trying to get the fire issue fixed. She expressed frustration that she was an integral part in going with the municipal fire district and could supply knowledge to the process now but is not being asked to and would like a greater opportunity to participate. She stated, "There were a number of people that were of like mind as myself to get this, get it fixed and get it done. By excluding anyone on Council that is an elected official is a disrespect to those people."
- Council advised that there was a trust factor and that items had been asked to be kept confidential and that was not done and negotiations with four parties is very complex.
- Councilwoman Harrison advised that at the time the Municipal Fire District was done former Mayor Walker Davidson and Councilwoman Hadley were the only ones working on it and that there was a level of trust given to them.
- Council discussed the main goal was to have cost effective fire service without sacrificing the current fire service to the community and that hopefully through consolidation to a new entity that would create efficiencies in staffing, etc. Councilwoman Hadley stated, "The revenue goal should be discussed and determined and made public. I do not see it as the sky is falling situation. I think it is important to determine the long term sustainability from the Town that will need to be spent for fire and first response. We need to reach consensus and make a decision based on projected costs and consequences. At this point we are not lagging behind. There will be a point in the future needed to make a decision for increase in tax or pull from general fund."
- Mayor Deter advised that if the Town can arrive at 2.81 cents for fire service then the decision is clear to him. He advised that this would give the Town a savings of \$282,000. Attorney Fox advised that an agreement would need to be developed so that the 2.81 cents would not increase aggressively.
- Union County has expertise to deal with fire service.

- How do you preserve history of each fire department if a consolidation occurs? It was discussed that this new entity would have a bigger footprint and possibly more clout with Union County.
- Next steps are upcoming meetings with both departments on financials to see what the costs savings are if any, address culture issues, service level preserved (4 staff, 24/7).
- More regional approach for fire service would be spread over a larger tax base.
- Councilwoman Hadley expressed that she felt that the number 1 priority for government is to provide safety and the municipal fire service district is a good model.
- Providence VFD does not have volunteer base in Union County and most of the firemen live outside of the area.

Council discussed the following Rules of Engagement on this issue: Bill and Barbara are Town liaisons on this issue and are to provide detailed summaries to the whole Council. Any questions are to be directed to Bill and Barbara. Any new information to be shared with whole group prior to any meetings or decision points. Check in with Barbara and Bill prior to any external communication. Council discussed that everyone has to trust the process and be team players.

Item No. 3. Planning and Zoning.

A. Churches. Vice-Chairman Rob Dow discussed this with the group. He advised that churches have special federal protection but can have a huge impact on surrounding areas since they are in residential areas. He asked how the Town can regulate churches to mitigate impacts on neighbors. It was discussed that churches also do not pay tax and if there was a way to charge a special fire fee to them. Rob asked if the Town could regulate the following items: size or height limitations on the building, size of tract required based on size of building, are church schools different, what commercial activities would be allowed?

Rob will provide the information and questions he has to Attorney Fox so that he can provide guidelines on what activities can be regulated.

Item No. 4. Budget Process and Review.

A. Budget Schedule. Finance Officer Leslie Gaylord reviewed the budget schedule with the Town Council. She advised that the revaluation will have an impact on the budget but she will not get numbers until April. She informed the Council that she will put the proposed budget together as flat right now until she gets the numbers from Union County.

B. Budget “Wish List”. The Town Council received the FY2016 Budget Preparation Timeline, the Estimated Town Operating Budget for FY 2016 and a list of Non-Operating Expenditures. The group reviewed the wish list for Fiscal Year 2016.

Items discussed:

- Town Planner to determine if there is the need to continue the contract for the Urban Forester.
- Councilman Smith will provide cost to repair CERT Trailer.
- Councilwoman Hadley reported that when speaking with the painters they discussed the fact that the HVAC for the Town Hall may be oversized which could cause the moisture problem. She advised that she is working with staff to get evaluations and estimates of the current HVAC system for the Town.
- Town Administrator McCollum advised that the past consultant used for the street lighting felt that the Town would need approximately eight to nine street lights to provide lighting around the traffic circle; however, Council felt that two to three lights would be sufficient.
- Councilwoman Harrison discussed taking out the hedge in the back of Town Hall to provide additional parking and to also fix the drainage issues at the garage at the same time.

- Have electrician check amp service due to problems that have occurred during events with lighting and power.
- Provide CPR Training for citizens.
- Purchase traffic strips to be used for traffic studies.
- Investigate new alarm system program to help track for false alarms. Council discussed that the Town is currently not charging for false fire alarms only false burglar alarms and that the Town needed to either change the Town's ordinance or work with the fire departments to start doing fines for false fire alarms.

Item No. 5. Voting Districts. Attorney Fox reported that the way the Town's districts are created that each member of the Council is voted for by all residents so the redistricting requirement does not apply to the Town.

Item No. 6. Continuation. Councilwoman Harrison moved to continue the meeting until tomorrow at 9:00 a.m. All were in favor, with votes recorded as follows:

AYES: Councilmembers Smith, Harrison, Hadley and Mayor Pro Tem Titherington
 NAYS: None

The meeting ended at 4:35 p.m.

Item No. 7. Reopen the Meeting. Mayor Deter reopened the meeting at 9:03 a.m. There was a quorum.

Item No. 8. Transportation. The Town Council discussed the following items that they wanted to discuss with the NCDOT Representatives: Road safety (speed and capacity), shoulders, Providence Road traffic data, turn lanes/access, NCDOT road designs, communication and sidewalks.

The Town Council met with Lee Ainsworth, NCDOT Representative to discuss roles and responsibilities and how the Town and NCDOT can work together for the mutual best interests of the citizens of Weddington.

Items discussed:

- Mayor Pro Tem Titherington discussed how the speed limit changes from 35 mph (in Mecklenburg) to 45 mph (in Weddington) back to 35 mph (in Mecklenburg) on Tilley Morris Road. Mr. Ainsworth advised that NCDOT would have to do a field study to determine why the speed limit is different and discussed the facts that go into setting speed limits and the Town Council would want to formally request that certain areas be reviewed and provide any traffic study data along with the request.
- NCDOT is in the process of cutting staff and is under budget.
- Look at ways for the Town and developer to work together to help fund road improvements.
- Mayor Deter and Councilwoman Hadley discussed how they worked with NCDOT to get shoulders in the Town repaired and that some of the areas repaired need to be worked on again. Council discussed the Town having the shoulders fixed and NCDOT reimbursing the Town. Council discussed incidents where low shoulders have caused wrecks. Mr. Ainsworth advised that when you make changes in road design such as making the road wider that it tends to make people drive faster.
- Mayor Pro Tem Titherington advised that as the Town is reviewing developments that in certain situations the Town feels that a left or right hand turning lane is needed and questioned what size development would trigger a turning lane. Mr. Ainsworth discussed trip generation information and that generally it is 4,000 cars a day on the road.

- Commissioner Richard Helms told the Council that Union County staff member Joe Lesch is an excellent resource for the Town to use relative to transportation questions and concerns.
- Council discussed how to manage the growth and plan for the future and talked about outside factors that influence the traffic in Weddington such as development in other communities.
- Mayor Pro Tem Titherington provided traffic data on Providence Road to Mr. Ainsworth.
- Town Planner Burton gave a brief update on the Town's work on Traffic Impact Analysis (TIA) text. Mr. Ainsworth recommended that the Towns in Union County work together on developing similar TIA text. Mr. Burton will send the Town's text to NCDOT for their review.
- Council questioned whether NCDOT follows up on their designs that they implement to make sure that they are working as intended and gave an example of the area in front of the Treske property on Providence Road. Council discussed that the Town could purchase temporary solution to fix this situation (such as bollards) but would have to get permission from NCDOT to install.
- Council updated Mr. Ainsworth that the Town adopted a Resolution relative to the proposed sidewalks on Rea Road.
- Mayor Pro Tem Titherington informed Mr. Ainsworth of a worksheet that the Town did listing what roads in the Town are NCDOT maintained and asked that staff forward that worksheet to Mr. Ainsworth.
- Councilwoman Harrison discussed her concern that the construction of Rea Road was higher in rank than the widening of Providence Road. Commissioner Helms reported that both projects were funded but Rea Road was further along and has had the necessary environmental studies done and that right-of-way has not been acquired for Providence Road yet. Council requested that a letter be drafted requesting that the widening of Providence Road be moved up. Councilwoman Harrison advised that the letter needed to be done by February 22. Mayor Deter will get with Marvin and Wesley Chapel to see if they would like to do a letter as well.
- Vice-Chairman Dow and Town Planner Burton gave a brief update on work that has been done for the Traffic Impact Analysis text and the schedule to have the text to the Town Council.

Item No. 9. Union County – Coordination with Board of Commissioners. Commissioner Helms talked with the Town Council and advised that each Commissioner was assigned as a liaison for each Town and he was Weddington's representative. He stated, "Part of the problem is we are not talking with each other and we can accomplish a lot more working together. We can share information and ideas and not reinvent the wheel. I am here today to learn and share information. We will not always agree but we can have a conversation."

Commissioner Helms discussed the following items with the Town Council:

- De-annexation issue in Wesley Chapel
- Sewer Allocation
- County is currently 85% residential and 15% commercial and COG recommends that the County be 60% residential and 40% commercial.
- Mayor Pro Tem Titherington discussed that a large percentage of the Town is on wells and how can the Town work with the County to help citizens get on County water?
- How to get community participation to get water to older homes in Weddington?
- EMS
- If Union County grants water and sewer, building will occur which will cause issues with schools. Commissioner Helms advised that they are not at the point where they need to cut water and sewer off.
- Council discussed the frustration of the citizens over the redistricting.

- Council advised that they currently provide building information to school officials. It was advised that the Town should also send building/subdivision information to Brian Matthews with Union County.
- Council asked that Union County Public Works do a presentation regarding water and sewer.

Item No. 10. Wesley Chapel VFD. Chief Steven McLendon gave an update to the Town Council and discussed the following items with the Town Council:

Items discussed:

- Received federal grant in the amount of \$17,000 to replace pagers.
- Received private grant for Epi pens.
- Transitioned to Firehouse software program which allows them to capture data and exchange information with Union County dispatch and also allows them to do pre-incident plans for certain areas.
- Wesley Chapel VFD has become a North Carolina certified car seat safety check point.
- Not requesting an increase from Weddington – will keep budget flat.
- WCVFD has lowest tax rate in the County at 2.81 cents.
- Cover 35 square miles with 75 members on their roster.
- Have reached out to Providence VFD and offered to give them financial information relative to a possible consolidation. He stated, “There is an opportunity to operate a consolidated fire department at 2.81 cents and our Board of Directors is interested in making a consolidation happen and if it does not we can still provide service to the Town.”
- Received close to two dozen community based volunteer applications but limited who they can take based on training.
- Approximately 80% of their firefighters are certified.
- Have more EMTs because the training is easier. He stated, “We have a lot doing EMT first and then firefighter training.”
- EMTs calls are 60% of our call volume so it works to our advantage to have more EMTs.
- Have 5 paramedics but they cannot function as paramedics due to current contract.
- Fire Chief has the ability to say that a person has the competency to work a certain job because it is very difficult for rural communities to send their firemen to classes.
- CPR Training - Have all the equipment, mannequins and facilities but does not have a CPR Instructor at this time.
- WCVFD feels that the consolidation model is the best option for the Town.
- Discussion of whether WCVFD is required to disclose information that is requested since they are considered a 501 C. Chief McLendon advised that if a citizen requested the information from their district that they would share the information and be available for questions.

Item No. 11. Planning and Zoning.

A. Small Area Plan Update and Discussion. The Town Council received Draft Policy Recommendations for the Weddington Town Center. Town Planner Burton gave a brief update to the Town Council. Items discussed:

- Council is supportive of policy recommendations.
- How will these recommendations be implemented?
- Staff is working on draft ordinance language to be given to the Committee and Attorney Fox and will hopefully be to Planning Board in March and to the Town Council in either May or June.

- Question for Attorney Fox – Can the Town seek and hire someone that would take over the project in cooperation with the owners’ of the property. Can the Town facilitate bids for someone to do this work even if it is not the Town’s property?
- There are three different properties that will be affected.
- Benefits of a coordinated area plan.
- Does the Town want to encourage the access road or have another road for the access?
- Shopping center owners are very happy with access road.
- Let developer be creative.

B. Temporary Use Permit Applications. The Town Council received the following information from Planning Board Chairman Dorine Sharp:

The Planning Board approves Temporary Use Permits for special events as a conditional use which is a quasi-judicial process in which testimony is taken. Some special events also have to get a Mass Gathering Permit from Union County if the event will have more than 200 people attending and last for six hours or more. I thought it might be helpful for us to examine what Union County requires and possibly adopt some of the regulations that they have for our TUP’s for those events which will not go through the mass gathering permit process.

Suggested additions to our checklist that are on the Union County checklist:

- Written plan for fire prevention and control, if applicable
- Written plans for dealing with emergency situations
- Written plan for the provision of medical care

Possible actions:

- The Planning Board to review our current check list and use the Union County list to update our TUP checklist and require a copy of the application for the Mass Gathering Permit to be included, if applicable.
- Should the Town Council be the deciding body for TUP’s that are large, i.e. require a Mass Gathering Permit?

Items discussed:

- Does the Town need to add Mass Gathering Permit to the checklist?
- Intent was to have the appropriate infrastructure in place for the size of the event but then there is concern that if we require too much that it eats into the profits.
- Who needs to approve a TUP when a Mass Gathering Permit is required?

Councilwoman Harrison and Councilman Smith will research this item.

C. Roles and Responsibilities of Town Council and Planning Board. Mayor Pro Tem Titherington discussed this item and felt that the Planning Board could take a broader/more aggressive review of items that came before them. Mr. Dow felt that the Planning Board’s role was to look at the Town’s ordinances and checklists and advise the Town Council on whether the application meets the ordinance.

Items discussed:

- Town Council makes policy decisions.
- Differences between by right versus conditional zoning.
- Health, safety and welfare is key

- Developers spend a lot of money at Planning Board phase and then get to the Town Council and the Council requests changes.
- Planning Board relies on the Town's experts for certain items.

Planning Board members advised that they could work to be more proactive where possible in dealing with health, safety and welfare during the review process and to provide conditions and watch outs for the Town Council.

The Town Council reviewed requesting the complete submittal of construction documents at the beginning of the review process. It was advised that this causes a lot of upfront costs and risk for the developer. Members discussed how the Town can make some of the decisions without all the construction drawings being submitted. It was discussed that the Town could possibly link the square footage and footprint of the building and impervious of the site to trigger when full construction drawings would be needed.

D. Change in Fee Schedule to Charge Non-Profits for Signage. The Town Council received an excerpt from the minutes of the July 2008 Town Council Meeting. Ms. Sharp advised that the Town does not charge non-profit organizations for permits for signs. It was discussed that there were only 12 signs issued to non-profits in 2014 and that it would not be worth the effort to charge at this time. Council mentioned that non-profits get the benefit of services without paying taxes.

Item No. 13. Review of Five-Year Budget Forecast. Finance Officer Gaylord provided five-year projections to the Town Council for their review.

Item No. 14. Adjournment. Councilmember Smith moved to adjourn the February 12, 2015 Town Council Retreat. All were in favor, with votes recorded as follows:

AYES:	Councilmembers Smith, Hadley, Harrison and Mayor Pro Tem Titherington
NAYS:	None

The meeting adjourned at 3:12 p.m.

Bill Deter, Mayor

Amy S. McCollum, Town Clerk