

**TOWN OF HILDEBRAN
COUNCIL'S CHAMBER
ALBERT PARKHURST
MUNICIPAL COMPLEX**

**NOVEMBER 25, 2024
7:00 PM**

**REGULAR MEETING
MINUTES**

CALL TO ORDER	Mayor Hildebrand called the regular meeting of the Town Council to order at 7:00 p.m.
COUNCIL PRESENT	The following members of the Board were present: Mayor Wendell Hildebrand and Council Members Mike Smith, Mike Stroupe, Terry Weaver and Jody York. Council Member Honeycutt was absent.
STAFF PRESENT	The following staff members were present: Town Manager Logan Shook, Town Clerk Alice Sanders, Finance Officer Fredrick Rankins, Town Attorney Jared Amos and Town Planner Katelyn Smith.
CITIZENS & MEDIA	See attached sheet.
INVOCATION	A moment of silence was observed.
PLEDGE OF ALLEGIANCE	Council Member Smith led the Pledge of Allegiance to the United States Flag.
APPROVAL OF AGENDA	Town Manager Shook stated that staff would like to add "Consider Approval of Sign Erection on Town Property" under new business. There being no objections, Council Member Smith made a motion to approve the agenda as amended. All voted in favor.
APPROVAL OF MINUTES	Council Member York made a motion to approve the October 28, 2024 regular meeting minutes as presented. All voted in favor.
PUBLIC COMMENTS	None.
PUBLIC HEARINGS	Mayor Hildebrand opened a public hearing at 7:02 p.m. for three hearings.
ZMA 2024-3 REZONING 112 TENTH ST NE AND 109 ELEVENTH ST NE	Katelyn Smith, Town Planner, presented information concerning ZMA 2024-3. She stated that a rezoning petition was submitted for 6.219 acres located at 112 Tenth St NE and 109 Eleventh St NE. This area is currently within the high-density residential zoning district. The property is located across from Huitt Mills Inc. and is between US Hwy 70A E and US Hwy 70 E. The property is currently vacant with single-family

homes, an assisted living facility, and other vacant parcels surrounding it.

The reason for the rezoning request is due to a planned unit development proposed for the property. Per the Hildebran Zoning Ordinance section 8.9 (B), conditional zoning districts may be appropriate when a planned unit development (PUD) is proposed. Rezoning this parcel from R-10 to R-10-CD will allow a uniquely designed PUD with 44 units to be placed on the property.

Ms. Smith reviewed overall development conditions of the proposed PUD. Staff believes this request is reasonable and in the best interest of the Town due to the number of housing units it would create for the community. This development will help increase the Town's population/workforce and will diversify the tax base. The request to rezone 6.219 acres at 112 Tenth St NE/109 Eleventh St NE is in accordance with the Town of Hildebran Comprehensive Development Plan. The Comprehensive Plan calls for multi-family/high-density residential uses to be established in existing R-10 parcels. Additionally, it states that this type of development should have easy access to major roads. This property is located between both US Hwy 70 E and US Hwy 70A E.

Ms. Smith stated that due to concerns over property lines mentioned at the last meeting, Council decided to wait to approve the ZMA. Subsequent to the last meeting, Kenneth Orndorff, the owner of the property, provided staff with a survey of the property, Connie P. Owens and Harold Randy Hubbard North Carolina General Warranty Deed, and Karen Clay Hughes and husband, David D. Hughes North Carolina General Warranty Deed. She reviewed the measurements of the property and stated that all of the measurements line up and are pretty much the exact same measurements on the deed provided by the Register of Deeds. Mr. Orndorff also provided an ariel view of the property with a proposed layout showing the required 10 foot buffers from the adjoining property owners.

Council Member York asked about the smaller homes since the square footage is only 560 feet. Ms. Smith stated that those home would be the one bedroom homes and will be located at the back of the property under Phase II.

Council Member Smith stated that he would like for all the roads to be paved. Ms. Smith stated that the property will have an HOA that will be responsible for road maintenance. Town Manager Shook stated that the road must also meet permeable requirements which would prevent paving.

Mayor Hildebrand asked for public comments.

Connie Powell stated that she has a meeting with an attorney concerning a title search of her property on December 9th and would time to speak to the attorney. She stated that she has a permanent right-of-way off of 10th St into the back of her property and she does not want that to be blocked. Ms. Smith stated that the property will not be blocked. Attorney Amos provided a copy of the survey to Ms. Powell.

Karen Hughes stated that her grandmother divided up the land years ago and that her uncle acquired a survey to protect the driveway area and added an additional 15 feet to her property. She stated that the property lines were moved over and the property stakes were placed in the ground. However, that survey nor the revised deed were ever recorded at the register of deeds. She stated that they are trying to prove the survey was done. She stated that she doesn't want to stop progress but feels that 44 homes are too much for that area. She stated that she doesn't want to give any of her land away that's been hers for years. She stated that her uncle has passed away, the company that her uncle sold the land to went out of business and there are no records concerning the survey, and the company that performed the survey dissolved and the records were destroyed. She stated that the survey was done in the 1980's.

Attorney Amos stated that if there was a survey, they would still need the new deed reflecting the change.

Kenneth Orndorff, the owner of the property, stated that he provided the deeds and survey that match the property description. He stated that the deed for Connie P. Owens and Harold Randy Hubbard is from 2019 and the deed shows the same property lines as the survey that he provided. He stated that he has provided the survey and deeds that match the property description and that he did not feel it was in his interest to prove that he is right.

No further comments were provided on ZMA 2024-3

ZMA 2024-4 REZONING
8937 BRIDGES AVE

Katelyn Smith, Town Planner, stated that a rezoning request has been submitted for a 1.03-acre parcel located at 8937 Bridges Ave. The parcel is currently within R-10 High Density Residential district and is vacant with single-family homes and manufactured homes surrounding it.

The reason for the rezoning is due to the property owner wanting to put a manufactured home on the lot. Originally, there was a manufactured home on this property, but it was torn down several years ago. Due to several of the surrounding properties falling within the mobile home overlay district, the property owner has submitted an application to include his property within this overlay. Rezoning the parcel from R-10 to R-10 MHO enables a manufactured home to be placed on the lot and will align the property with the surrounding zoning districts. This change will allow cohesive zoning for the mobile home overlay district.

Ms. Smith stated that staff believes this request is reasonable and in the best interest of the Town due to several of the surrounding properties being within the mobile home overlay district. This ensures compatibility with the type of development occurring within this portion of Hildebran.

The request to rezone the 1.03-acre parcel at 8937 Bridges Ave is in accordance with the Town of Hildebran Comprehensive Development Plan. The Plan calls for the cohesive development of residential housing. The Plan states “Single-family use should be encouraged in areas already zoned for residential development, where single-family uses exist.” This portion of property is surrounded by a majority of single-family developments, specifically manufactured homes. Staff recommends approval of the ZMA request.

There were no public comments concerning ZMA 2024-4.

COMMUNITY
DEVELOPMENT BLOCK
GRANT

Clerk Sanders stated that the second public hearing for the Community Development Block Grant was not needed at this time.

There being no further comments, Mayor Hildebrand closed the public hearing at 7:21 p.m.

OLD BUSINESS:

**ZMA 2024-3 REZONING
112 TENTH ST NE AND 109
ELEVENTH ST NE**

Council Member Stroupe made a motion to approve the ordinance as presented and the applicant's request to rezone the property located at 112 Tenth St NE from R-10 to R-10 CD. The Board finds that the proposed map amendment is consistent with the Town of Hildebran's Comprehensive Plan. This rezoning encourages high density/multifamily housing within the R-10 district. Additionally, the request is in the public's interest because it promotes population growth and economic development for the Town of Hildebran. Council Members Mike Smith, Mike Stoupe and Terry Weaver voted in favor of the motion. Council Member York was opposed. The motion carried. A copy of the ordinance and ZMA are hereby incorporated by reference and made a part of these minutes (Attachment A).

**ZMA 2024-4 REZONING
8937 BRIDGES AVE**

There being no discussion, Council Member York made a motion to approve the ordinance as presented and the applicant's request to rezone the property located at 8937 Bridges Ave from R-10 to R-10 MHO. The Board finds that the proposed map amendment is consistent with the Town of Hildebran Comprehensive Plan. This request is in the public's interest because it ensures consistent development, specifically manufactured homes, within this portion of Hildebran. All voted in favor. A copy of the ordinance and ZMA are hereby incorporated by reference and made a part of these minutes (Attachment B).

**UPDATE ON ROYAL PARK
AND AUDITORIUM
RENOVATIONS**

Town Manager Shook stated that Bakh has finished revising all drawings related to the Request for Proposals for auditorium renovations. Public notices will be placed in required Newspapers that meet Uniform Guidance requirements. Bids are expected in January.

Mr. Shook reviewed the progress of Royal Park to date. DDI is almost complete with their portion of the project. The splash pad contractor cannot begin pouring the non-slip coating until the temperature is at least 50 degrees which may push the completion to March 2025.

**CONSIDER APPROVAL OF
CHANGE ORDER WITH**

Town Manager Shook reviewed a change order with DDI for paving, sealing and striping in the amount of \$81,999.60 as follows:

DDI OF HICKORY FOR
ROYAL PARK UPGRADES

- \$27,184.85 – Remove and replace lower 21 parking places at annex parking lot
- \$6,822.95 – Repair lower right side entrance of annex parking lot
- \$5,060.00– Seal and strip top portion of annex parking lot
- \$16,362.20 – Grading and paving at maintenance building entrance
- \$8,516.90 – Asphalt patching at rear of auditorium entrance
- \$1,380.00 – Restripe parking lot behind auditorium
- \$8,967.70 – Asphalt paving dumpster pad behind auditorium and paving gravel area behind auditorium
- \$7,705.00 – Seal and stripe front parking lot at APMC

There was a discussion about how to keep people from driving over the sidewalk to get to the maintenance building and Mr. Shook stated that a fence could be erected. He also confirmed that the back of the auditorium parking lot is only being restriped.

Council Member Stroupe made a motion to approve the Paving Proposal Change Order with DDI of Hickory to include the aforementioned items in the amount of \$81,999.60. All voted in favor.

CHOOSE DUKE ENERGY
STREET LIGHTING
OPTION FOR ROYAL
PARK

Town Manager Shook provided Council with five options of street lighting for Royal Park. After two rounds of voting, there was a tie between options 3 and 4, each receiving two votes. There being a tie, Mayor Hildebrand broke the tie by choosing option 4, the Deluxe Traditional.

CHOOSE PLAYGROUND
EQUIPMENT FOR ROYAL
PARK

Several inclusive playground options from two vendors were provided to Council to choose from for Royal Park. Council Member York stated that she did not like any of the options. Town Manager Shook stated that previously, Council was in agreement to do a small musical area and the options provided were mostly musical/sensory pieces. In order to keep the playground inclusive, there will not be any climbing or sliding options. Staff stated that more non-musical options could be given as options and Sharon Elliott stated that she could offer some suggestions. No action was taken.

NEW BUSINESS:

CONSIDER APPROVAL OF AMENDMENT TO FLOOD DAMAGE PREVENTION ORDINANCE

Katelyn Smith, Town Planner, stated that the Town underwent a flood damage prevention audit and the proposed updates to the Town's ordinance are presented for approval. She reviewed the changes notated in red. The Planning Board has reviewed the changes and recommended approval. There being no discussion, Council Member York made a motion to approve the amendment to the Flood Damage Prevention Ordinance affecting Article 1 Section A, Article 3 Section B, Article 4 Section B (1) and Article 4 Section B (3) as presented. All voted in favor. A copy of the ordinance is hereby incorporated by reference and made a part of these minutes (Attachment C).

PRESENTATION OF HOMELESSNESS RESPONSE TEAM

Ben Willis, Community and Economic Development Director at the WPCOG, gave an overview of the WPCOG and the Homelessness Response Team.

CONSIDER APPROVAL OF SIGN ERECTION ON TOWN PROPERTY

Bill Jones, HHDA, stated that they have a new museum road sign to display. Previously, a member of Hildebran United Methodist Church stated that HHDA could erect the sign near the church's sign in order to give time for visitors to turn into the parking lot. Subsequent to that conversation, the church voted to not allow the erection of the sign at HHDA's desired location. HHDA is asking permission from the Town to place the sign in front of Town Hall directing visitors to the church's parking lot next to the museum. There being no discussion, Council Member Weaver made a motion to allow HHDA to erect a sign on the property in front of Town Hall directing visitors to the museum. All voted in favor.

CONSIDER APPROVAL OF RESOLUTION REGARDING TOWN NETWORKS AND DEVICES USAGE

Staff reported that a new House Bill 971 / NCGS 143-805 states that a public agency shall create a policy prohibiting viewing of pornography on Town networks and devices. The policy affects Council, staff and any appointed positions. There being no discussion, Council Member York made a motion to approve the resolution as presented prohibiting viewing of pornography on Town networks and devices. All voted in favor. A copy of the resolution is hereby incorporated by reference and made a part of these minutes (Attachment D).

DISCUSSION ON EVENTS/FACILITY PROMOTER POSITION

Town Manager Shook stated that Council had discussed hiring an events position in the past and had been asked to add the topic to the agenda. He provided a job

description that entails putting on events and promoting the Town facilities. He stated that he felt hiring an employee is better than trying to contract out individual jobs that would require the person to provide Certificates of Insurance.

Council discussed part-time versus full-time, duties, and working with the events committee. Council Member Stroupe stated that he would like to hire a full-time position due to the heavy workload needed. Other Council Members felt that the job could start part-time and expand to full-time if needed. After discussions, Council Member Weaver made a motion to hire a part-time events/facility promoter to potentially expand to full-time in the future. Council Members Smith, Weaver and York voted in favor. Council Member Stroupe was opposed. The motion carried. Council was in agreement that the hiring range be between \$20-\$22/hour.

NOVEMBER FACILITIES REPORT

The November facilities report was provided for review.

OCTOBER DELINQUENT TAX REPORT

Tax Collector Sanders provided the October tax report. A copy of the report is hereby incorporated by reference and made a part of these minutes (Attachment E).

OCTOBER DEPUTY REPORT

The October deputy report was provided for review.

COMMITTEE REPORTS

Transportation Advisory Committee (TAC) and Technical Coordinating Committee (TCC) – No report.

WPCOG Policy Board – No report.

Burke Economic Development – No report.

Recreation and Tourism Committee – No report.

Water Resource Committee – No report.

VEDIC – No report.

Library Board – No report.

Events Committee – Town Manager Shook stated that the committee is ready for the parade on 12/7 with Brand Lingerfelt serving as the Grand Marshal.

**OTHER BUSINESS:
STAFF BONUS**

Council Member Weaver stated that four years ago, Council recognized staff for all they do and gave a bonus to them. Council Member Weaver made a motion to provide a \$1,500 bonus to each one of the Town's employees and staff and Deputy Towery. All voted in favor.

**BUDGET AMENDMENT
FOR STAFF BONUS**

Council Member Weaver made a motion to approve a budget amendment for staff bonuses in the amount of \$7,500. All voted in favor. A copy of the budget amendment is hereby incorporated by reference and made a part of these minutes (Attachment F).

**GIFT CARDS FOR
APPOINTED COMMITTEE
MEMBERS**

Council Member Stroupe made a motion to give all Town appointed committee members a \$25 gift certificate like the Town did last year. Council Member York stated that she was not in agreement. Mayor Hildebrand called for a vote. Council Members Smith, Stroupe and Weaver voted in favor of the motion. Council Member York was opposed. The motion carried.

Town Manager Shook stated that the Christmas dinner reservation was at 5:30 p.m.

**REVISION OF
SPONSORSHIP LEVEL OF
ROYAL PARK**

Town Manager Shook stated that currently, the Town's policy for general sponsorship of Royal Park allows for donors to get their name on the sponsorship wall with a minimum \$1,000 donation. He recommended that the amount be lowered to \$100. Council was in agreement.

Council Member York stated that she felt if Council Member Stroupe is going to single out volunteers it needs to include all volunteers. Council Member Stroupe stated that his motion included all volunteers that Council has appointed.

ANNOUNCEMENTS

None.

ADJOURN

All business being concluded, Council Member Stroupe made a motion at 9:05 p.m. to adjourn. All voted in favor.

I attest these are the approved minutes of the Board.

Alice Sanders, Town Clerk

Wendell Hildebrand, Mayor