

**TOWN OF HUNTERSVILLE  
TOWN BOARD MEETING  
MINUTES**

**December 21, 2015  
6:30 p.m. – Town Hall**

**PRE-MEETING**

The Huntersville Board of Commissioners held a pre-meeting at the Huntersville Town Hall at 5:15 p.m. on December 21, 2015.

Governing Body Members Present: Mayor John Aneralla; Commissioners Melinda Bales, Dan Boone, Mark Gibbons, Charles Guignard, Rob Kidwell and Danny Phillips.

**Closed Session.** Commissioner Kidwell made a motion to go into closed session for property acquisition. Commissioner Bales seconded motion. Motion carried unanimously.

The Board returned from Closed Session.

**Anchor Mill Update.** Nate Bowman reviewed his proposal for the Anchor Mill site. *PowerPoint Presentation attached hereto as Attachment No. 1.*

There being no further business, the pre-meeting was adjourned.

---

**REGULAR MEETING  
TOWN OF HUNTERSVILLE  
BOARD OF COMMISSIONERS**

The Regular Meeting of the Huntersville Board of Commissioners was held at the Huntersville Town Hall at 6:30 p.m. on December 21, 2015.

GOVERNING BODY MEMBERS PRESENT: Mayor John Aneralla; Commissioners Melinda Bales, Dan Boone, Mark Gibbons, Charles Guignard, Rob Kidwell and Danny Phillips.

Mayor Aneralla called the meeting to order.

Mayor Aneralla called for a moment of silence.

Mayor Aneralla led the Pledge of Allegiance.

**MAYOR AND COMMISSIONER REPORTS/STAFF QUESTIONS**

Mayor Aneralla

- Commended Parks & Recreation staff for their work on A Huntersville Christmas.

Commissioner Bales

- The Lake Norman Transportation Commission will be attending the Charlotte Regional Transportation Planning Organization's Orientation at the Government Center on January 13.
- Commended Parks & Recreation for their work on A Huntersville Christmas.

Commissioner Boone

- The Police Department collected toys for the less fortunate people in the area.
- Fire insurance rates for Huntersville businesses went down effective November 1.

Commissioner Gibbons

- As Veterans Liaison for the Town will work with Veteran service organizations in the county to provide assistance to area veterans.

Commissioner Guignard

- The next meeting of Centralina Council of Governments is January 13.
- Commended the two officers who stepped in to help collect items from the Police Department toy drive.
- Commended Parks & Recreation for their work on A Huntersville Christmas.

Commissioner Kidwell

- The next meeting of the Olde Huntersville Historic Society is January 6.
- Charlotte Regional Transportation Planning Organization Orientation is January 13. On December 15 the Federal Highway Administration was in town for the certification review of CRTPO.

Commissioner Phillips

- Rural Hill is having fundraising campaign.
- Encourage people to shop local.

**PUBLIC COMMENTS, REQUESTS, OR PRESENTATIONS**

None

**AGENDA CHANGES**

Commissioner Guignard made a motion to adopt the agenda.

Commissioner Phillips seconded motion.

Motion carried unanimously.

**PUBLIC HEARINGS**

**Petition #TA15-06.** Mayor Aneralla called to order public hearing on Petition #TA15-06, a request by the Town of Huntersville to amend Article 3, Article 4 and Article 8 removing residential building design standards to conform to North Carolina Statute Amendment, Senate Bill 25.

Joe Padilla, 1201 Greenwood Cliff, Charlotte, Executive Director Real Estate and Building Industry Coalition, requested that the rear alley requirement be removed from the proposed language before voting for approval.

Rob Nanfelt, 1201 Greenwood Cliff, Homebuilders Association of Greater Charlotte Area, requested that the rear alley requirement be removed from proposed language.

Mayor Aneralla recognized Planning Board members present: Janice Lewis, Joe Sailers and Joanne Miller.

Jack Simoneau, Planning Director, reviewed Staff Report and updated adjustments based on input from REBIC. *Full Staff Report attached hereto as Attachment No. 2. Staff PowerPoint Presentation attached hereto as Attachment No. 3. Updated Amendment attached hereto as Attachment No. 4.*

On June 19, 2015 Session Law 2015-86 was approved clarifying when municipalities can enact zoning ordinances related to design and aesthetic controls for one and two-family dwellings under the North Carolina Residential Code. The Town of Huntersville's Zoning Ordinance must be amended to comply with Session Law 2015-86.

The Town of Huntersville adopted a new zoning ordinance in 1996 and some of those original provisions must be modified to comply with Session Law 2015-86. A summary of the major changes are as follows:

1. In Article 3, clarify the "Compatibility with Surrounding Development" provisions do not apply to structures subject to the North Carolina Residential Code for One- and Two- Family Dwellings.
2. Adjust the Principles under Architectural Standards for Detached and Attached House types so there is no reference to a mandate.
3. Modify the provisions of Section 8.16 (Standards for Residential Garages and Parking in Residential Districts).
  - a. Since 1996, front loaded garages on lots greater than 60' in width have been required to be recessed at least 10' behind the primary plane of the structure. Because Session Law 2015-86 precludes the ability of municipalities to establish the location of garage doors (considered a "building design element" that cannot be regulated), the recessed garage provision will be removed and replaced with recommended techniques to minimize the emphasis on front loaded garages.
  - b. Developers have the choice to establish build-to-lines as close as 10' to the public street right-of-way for detached and attached homes types. However, a driveway depth of at least 20' is needed so cars can park in the driveway without blocking the sidewalk. Therefore, a minimum driveway depth of 20' from the public right-of-way was established.
  - c. Since 1996, alley access has been required on lots 60' wide or less with some exceptions that have been adjusted over the years. Unlike most communities who establish a minimum lot width, Huntersville has allowed the development community to set the lot width (and lot area) in most zoning districts to meet market demands and allow a variety of housing choices (excluding Rural and Transitional Zoning Districts). The choice of lot widths comes with the requirement that an alley must be provided when lots are 60' or less in width. Requiring an alley be provided was based on several reasons, including:
    - Multiple driveway cuts along public streets on lots less than 60' wide make it difficult to provide on-street parking, a recommendation for attached house types and detached house types on lots 60' wide or less. It can also make it more difficult to provide areas for curbside trash pick-up depending on lot widths established.

- Multiple driveway cuts close to one another increase points of conflict for pedestrians using the sidewalk and vehicles traveling on the street.
- Reduces construction costs when repair work is done in the public street right-of-way.
- Provides adequate area along public streets to install street trees and street lights.

At this time, staff recommends detached and two unit attached house types have a lot width greater than 60'. Further, staff supports providing developers an option to choose lot widths of 60' or less for detached and two unit attached house types if an alley is provided.

- d. For three or more unit attached house types, it is not possible to achieve lot widths greater than 60'. Therefore staff supports strongly encouraging the use of alleys.
- e. When driveway access is provided from a public street, the widths of those driveways at the public right-of-way is recommended to be limited to 30% for detached and two-unit attached house types and 50% for three or more unit attached housing types. The reason for limiting driveway widths at the street right-of-way is to better accommodate on-street parking and curbside trash service, to minimize conflicts between pedestrians using the sidewalk and vehicles on the street, provide appropriate space for street trees and street lights, and minimize construction costs when repair work is done in the public street right-of-way.

In summary, the staff recommendation is:

- All lots required to be over 60' wide for detached and two unit attached homes (excluding TR and R districts).
- Option for 60' wide or less if alley is provided to detached and two unit attached homes.
- Alley recommended for 3+ attached homes.
- Maximum driveway 30% width at right-of-way for detached and two unit attached house.
- Delete 10' garage recess from house front.

In response to a question if staff had considered driveways that go behind the house and opens up where the garage is instead of alleyways, Mr. Simoneau explained with the limitation on the driveway width at the right-of-way, staff does envision that once somebody gets onto their property they may want to go further back to access the garage.

Commissioner Kidwell suggested instead of an alleyway to have a detached garage in the back that can be accessed by the driveway.

Mr. Simoneau explained that it is not staff's recommendation to do that. If the Town feels like the alley requirement should be changed, staff suggests in the Neighborhood Residential district to mandate a 60' wide lot and if anybody wants something less, then they could rezone to a zoning district that would allow any size lot and it could go through the conditional rezoning process.

A question was raised concerning public safety with the on-street parking. Police Chief Spruill explained that he did not think the narrowness of the street was the issue, that it's an issue of people choosing not to park in their driveway for convenience reasons. Fire Chief Irvin indicated he wasn't aware of a situation where the fire department could not get to a call because of on-street parking.

Mr. Simoneau stated Staff will continue to work with REBIC to resolve any issues. The Planning Board will hear this petition on January 26.

There being no further comment, Mayor Aneralla closed the public hearing

## **OTHER BUSINESS**

**Architectural and Construction Administration Services Contract.** As part of the General Obligation Bonds to be sold in the Summer of 2016, Fire Station No. 4 was authorized by voter approval in 2012. Staff submitted a Request for Qualifications to potential firms for the design and construction administration. The RFQ was advertised on the Town's website (including Facebook) and on the Dodge Reports from October 30 to November 24.

On November 24, staff received five proposals from the following firms:

- |                                  |               |
|----------------------------------|---------------|
| 1. Little                        | Charlotte, NC |
| 2. Bergmann & Associates         | Charlotte, NC |
| 3. Garner & Brown Architects, PA | Charlotte, NC |
| 4. Zapata                        | Charlotte, NC |
| 5. ADW Architects                | Charlotte, NC |

ADW and Garner & Brown Architects, PA were selected to be interviewed for the design and construction administration services. Assistant Town Manager Gerry Vincent, Fire Chief Larry Irvin, Assistant Fire Chief Mark Auten, and Deputy Chief Jim Dotoli conducted the interviews and unanimously recommends Garner & Brown Architects, PA based on the firm's previous experience with the Town of Huntersville (Fire Station No. 3 Design and Construction Administration services), over 50 years of combined, proven experience in designing fire stations across North Carolina, a history of keeping projects on schedule and budget, and a leader in design smart fire stations.

Commissioner Kidwell made a motion to authorize the Town Manager to negotiate a contract with Garner & Brown Architects, PA for Architectural and Construction Administration Services for Huntersville Fire Station No. 4.

Commissioner Bales seconded motion.

Gerry Vincent, Assistant Town Manager, clarified that the request is just to negotiate a contract. The final contract will come back to the Board for approval.

Motion carried unanimously.

**Land Development Ordinances Advisory Board.** Commissioner Boone reviewed the proposed bylaws. *Proposed bylaws attached hereto as Attachment No. 5.* Commissioner Boone pointed out that Item 2-1 should read "nine (9) voting members" instead of eight and Item 2-1(D) should read "Six (6) At Large Members" instead of five. Commissioner Boone also pointed out that any references to Closed Session will be removed from the document.

Commissioner Guignard made a motion to approve bylaws for a Land Development Ordinances Advisory Board.

Commissioner Gibbons seconded motion.

Motion carried unanimously.

**Video Streaming Meetings.** Staff has researched several options of various prices and complexities. Staff recommends moving forward with UStream due to the low cost of usage (not requiring on site storage) and ease of set up. The UStream option is also scalable as our needs change. A budget amendment is not needed for equipment at this time. Staff will use an iPad for the camera.

The other options include using our agenda software system and indexing the video to the minutes. The third option was a quote provided by our AV consultant to outfit the Board Room with more professional grade equipment. Staff would not recommend this option at this point.

Commissioner Phillips made a motion to authorize the use of UStream to video stream meetings.

Commissioner Guignard seconded motion.

Motion carried unanimously.

### **CONSENT AGENDA**

**Approval of Minutes.** Commissioner Guignard made a motion to approve the minutes of the December 7, 2015 Regular Town Board Meeting. Commissioner Bales seconded motion. Motion carried unanimously.

**Property Tax Refund Reports.** Commissioner Guignard made a motion to approve SL362 Property Tax Refund Reports Nos. 49 and 50. Commissioner Bales seconded motion. Motion carried unanimously.

*Property Tax Refund Reports attached hereto as Attachment No. 6.*

**Call for Public Hearing – Traffic Calming.** Commissioner Guignard made a motion to call a public hearing for Tuesday, January 19, 2016 at 6:30 p.m. at Huntersville Town Hall on the installation of traffic calming devices on Castledown Drive in Gilead Ride based on the completion of the traffic calming study. Commissioner Bales seconded motion. Motion carried unanimously.

### **CLOSING COMMENTS**

None

There being no further business, the meeting was adjourned.

Approved this the \_\_\_\_ day of \_\_\_\_\_, 2015.