

**Regular Meeting of the Town Council  
August 22, 2023  
6:00 pm in the Civic Center  
Minutes & General Account**

**Council Members Present:** Mayor Pro Tem Wolfe, Council Members Rayborn, Capes, & Straughn

**Council Members Absent:** Mayor Montgomery

**Staff Members Present:** Matthew Johnson, Katie M. Weiner, Paul Blanchard, Anna Hawryluk, Ty Cheek, Faith Wilson, Heather Lunsford, Scott Coakley, & Jim Lanik, Town Attorney

**Visitors Present:** Sherrie Richmond, Lee Richmond, Robert Frederick, Sarah Glanville, Pam Burgess, Derek Carson, & Carol Brooks

**Call to Order-** Mayor Pro Tem Wolfe called the meeting to order.

- Roll Call- Weiner took roll call as follows:
  - Mayor Pro Tem Wolfe- Present
  - Council Member Capes- Present
  - Mayor Montgomery- Absent
  - Council Member Straughn- Present
  - Council Member Rayborn- Present

Weiner stated that a quorum was present.

- Pledge of Allegiance- Mayor Pro Tem Wolfe led everyone in the Pledge of Allegiance.
- Moment of Silence- Mayor Pro Tem Wolfe called for a moment of silence.
- Approval of Agenda- Mayor Pro Tem Wolfe asked if anyone had any changes to make to the agenda.

There were no changes requested.

Council Member Capes made a motion to approve the August 22<sup>nd</sup> Town Council agenda. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

**Consent Agenda-** The consent agenda included the following items:

- Approval of minutes from the June 20<sup>th</sup> Regular Town Council Meeting
- Approval of minutes from the July 18<sup>th</sup> Regular Town Council Meeting
- Approval of Memorandum of Understanding (MOU) for Cooperative, Comprehensive, and Continuing Transportation Planning
- Analysis of the Financial Position of the Town of Jamestown
- Analysis of the Financial Position of the Jamestown Park & Golf Course
- Budget Amendment #3
- Budget Amendment #4

Council Member Straughn asked if Koonce had an opportunity to review the MOU. Lanik said that she had reviewed the MOU.

Council Member Capes made a motion to approve the consent agenda as presented. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

(Budget Amendment #3 & Budget Amendment #4)

#### **Public Comment-**

- Sherrie Richmond, 601 Tangle Drive- Richmond stated that she had received some calls from concerned community members regarding digital signs. She said that she heard from someone that lived near an electronic sign that the light emitted was driving their neighbor crazy. She added that she knew another resident that could not use one of the rooms in their house because they were so bothered by a flashing sign. She added that she hoped that existing signs would not be grandfathered in if there were changes made to the ordinance. She encouraged Council to restrict them altogether.
- Robert Frederick ,500 Wyndwood Drive- Frederick said that Council had adopted a contested budget in June that included a property tax increase and a motor vehicle fee. He spoke about the projected revenue that would result from those aspects of the budget. He noted that the Town would use some of its fund balance to cover the deficit between estimated revenues and expenditures. Frederick said that the public did not understand the reasons for the tax increases because the Town had not posted the budget in detail on the website.

#### **Old Business-**

- Public Hearing for the consideration of amendments to Chapter 17: Signs in the Land Development Ordinance (LDO)- Hawryluk stated that Council Member Rayborn had directed staff to review the specific requirements for electronic signs at the April 18<sup>th</sup> Town Council meeting. She added that staff had reviewed the ordinance and had presented proposed changes to the Planning Board. Hawryluk said that she had also taken the opportunity to make some minor changes to the ordinance to update or clarify language.

Hawryluk presented an overview of the proposed changes. She stated that the performance bond or irrevocable letter of credit requirement had been changed from 150 to 125 percent of the estimated cost for the installation of required plant materials in section 11.5-3(B) under "Landscape Plan Procedures." She added that a reference in section "17.5 Prohibited Signs and Sign Characteristics" had been changed from "Section 6 or 7" to "Section 17.6 or 17.7." Hawryluk noted several minor changes to the sign ordinance that clarified specific sections.

Hawryluk said that she had added some language regarding the regulation of murals since the Planning Board had provided their recommendation. She stated that the new addition ensured that advertisements could not be painted and be considered a "mural" by business establishments instead of a sign.

Hawryluk spoke about digital sign requirements. She stated that previously they had been allowed in all zoning districts in Jamestown. She said that staff had received several complaints about flashing signs near residences. She noted that staff was recommending that digital signs be limited to the following zoning districts: Civic, Commercial, & Bypass. Hawryluk added that

the Planning Board had further recommended that digital signs located next to residential areas be turned off between 8:00 pm and 7:00 am daily. She stated that sign display time requirements had been lengthened from 5 seconds to 10 seconds. She noted that a limit of four lines of information had been added. Hawryluk said that language had been included to ensure that digital signs that were not changeable copy (ex. menu boards, time/temperature boards, fuel stations) would not be impacted by the additional restrictions. She stated that spinning, flashing, and very bright signs were not allowed.

Hawryluk spoke about some additional minor changes that had been made to banner requirements. She noted formatting issues that were resolved. She added that she had updated the section "19.30-1. Pet Waste" to allow dogs to be off of a leash within the boundaries of a legal dog park. She spoke about proposed changes to the permitted use table.

Hawryluk stated that the Planning Board had considered the proposed updates at their June 6<sup>th</sup> meeting. She said that they had recommended that Council approve the changes with the addition that digital signs adjacent to residential properties be turned off at 8:00 pm instead of 10:00 pm. She noted that they had found the changes to be consistent with the Town's Comprehensive Plan.

Council Member Capes discussed the details of the mural sign restriction with Hawryluk.

Mayor Pro Tem Wolfe opened the public hearing to anybody that would like to speak regarding the proposed amendments to Chapter 17: Signs in the LDO.

Nobody came forward.

Mayor Pro Tem Wolfe opened the floor to Council for discussion.

Mayor Pro Tem Wolfe stated that Mayor Montgomery was not able to attend the meeting. She requested that Council continue the public hearing to the September 19<sup>th</sup> Town Council meeting so that the entire Council could discuss the proposed changes.

Council Member Rayborn made a motion to continue the public hearing to the September 19<sup>th</sup> Town Council meeting at 6:00 pm in the Civic Center without further advertisement. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

#### **New Business-**

- Presentation regarding the ISO (Insurance Services Office) rating for the Pineroft Sedgefield Fire Department (PSFD)- Chief Carson presented information regarding the ISO Rating on behalf of the Pineroft Sedgefield Fire Department. He stated that PSFD's ISO rating had to be reevaluated last November. He said that the North Carolina Office of State Fire Marshal determined the rating by grading fire departments in the following areas: emergency communication system, fire department general (response time, training, etc.), water supply & annual hydrant testing, and community risk reduction. He added that the ISO rating had remained at a Class 2 in Jamestown and the ISO rating had been lowered to a Class 2 for the Department districtwide. Carson stated that insurance companies used ISO ratings to determine home insurance costs because it reflected how well the fire department could protect homes in the community.

Council Members thanked Carson and the Fire Department for keeping the community safe.

- Request for a Motion of Support for the T-Mobile Hometown Grant- Ashby stated that staff was requesting that Council support an application for the T-Mobile Hometown Grant. She said that T-Mobile offers 25 grants per quarter with a commitment to provide \$25 million in funding through 2026. She added that the grant requires projects to be located in municipalities with less than 50,000 people and that they be beneficial to the whole community. She noted that the funding would allow the Town to purchase an automatic line marker, portable benches for youth teams, and portable bleachers for the spectators that attend games at the soccer fields.

Council Member Capes said that he had attended the Parks and Recreation Committee meeting when staff had initially presented the information regarding the grant. He applauded staff for attempting to find additional funding to improve recreational areas.

Council Members agreed that the line marker would save staff a large amount of time and would allow them to focus on other areas of the park.

Council Member Rayborn made a motion to support the T-Mobile Hometown Grant application as presented. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

#### **Manager/Committee Reports-**

- Manager Report- Johnson presented his monthly report to Council. He updated them on ongoing construction projects. He said that 80z Nation would be featured at the September 1<sup>st</sup> Music in the Park event. He reminded everyone about upcoming changes to yard waste collection. Johnson added that residents could purchase yard waste totes for \$60 each at Town Hall. He stated that the Town had been awarded the Parks and Recreation Trust Fund (PARTF) grant last winter. He said that construction on park improvements would begin in the coming weeks.

Council Members praised the Public Services employees for their efforts to clean up after a major storm the previous week.

- Council Member Committee Reports-
  - Council Member Capes said that he attended a Parks and Recreation Committee meeting on August 7<sup>th</sup>. He added that staff had presented information on the T-Mobile Grant at that meeting. He thanked staff again for seeking additional funding for improvements.
  - Council Member Wolfe stated that she had attended a TAC meeting that morning. She said that they had approved a project list to submit to NCDOT.

**Public Comment-** Nobody signed up.

**Other Business-** Council Member Wolfe stated that a large tree had fallen on Oakdale Cotton Mill as a result of the storm. Johnson said that he would pass that information along to the property owner.

**Closed Session per G.S. 143-318 to discuss matters related to Attorney Client Privilege (301 Lee Street)**- Council Member Capes made a motion to go into closed session per G.S. 143-318 to discuss matters related to Attorney Client Privilege (301 Lee Street). Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

-----**Closed Session**-----

Council Member Capes made a motion to resume open session. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

**Adjournment**- Council Member Straughn made a motion to adjourn. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

The meeting ended at 7:01 pm.

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Mayor

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Town Clerk