



**City of Lowell**  
Council Meeting Agenda

May 9th, 2023, 6:00 PM

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**1: General**

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- 1A. Call To Order
- 1B. Invocation / Pledge of Allegiance
- 1C. Adoption of Agenda for this Meeting
- 1D. Public Comments

**2: Approval of Minutes**

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- 2A. DRAFT - City Council Minutes from April 11, 2023

**3: Special Presentation**

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- 3A. Proclamation 02-2023 Public Works Week

**4: Consent Agenda**

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- 4A. Police Report
- 4B. Finance Report
- 4C. Public Works Report
- 4D. Planning Report
- 4E. GIS Report
- 4F. Parks and Recreation Report  
April Parks and Recreation Report  
*Presented By:* Cristy Cummings

**5: Unfinished Business**

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- 5A. Public Hearing - Text Amendment to the LDO - Request to amend Table 17.1 Permanent Sign Standards and Criteria  
Request to amend Table 17.1 - Permanent Sign Standards and Criteria. Request will address sign standards for Permanent Attached Signs and Permanent Freestanding Signs.

*Presented* Joe Gates - Planning  
*By:* Director

**6: New Business**

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- 6A. Presentation of the Draft Fiscal Year 2023-2024 Budget
- 6B. Set Public Hearing for Adoption of the City of Lowell Fiscal Year 2023-2024 Budget Ordinance
- 6C. Budget Amendment #2
- 6D. Consideration of Application For Committee Appointment - Tyler Shepardson

*Presented* Joe Gates - Planning  
*By:* Director

**7: Reports / Discussions**

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- 7A. City Attorney Report

7B. City Manager Report

7C. Mayor and City Council General Discussion

## **8: Closed Session**

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8A. To Discuss the Price and Other Material Terms of a Contract or Proposed Contract for the Acquisition of Real Property by Purchase, Option, Exchange, or Lease Pursuant to NCGS 143-318.11(a)(5)

## **9: Adjournment**

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9A. Meeting Adjournment

Signature:



**DRAFT - City Council Minutes from April 11, 2023**

Meeting	Agenda Group	
May 9th, 2023, 6:00 PM	Approval of Minutes	Item: A
Reference File	Presented By	

**To:**  
**From:**  
**Date:**  
**Re:**

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*placeholder for info here...*

# MINUTES

Lowell City Council

Regular Meeting

Tuesday, April 11, 2023, 6:00 P.M.

## I. GENERAL

### A. CALL TO ORDER – Mayor Sandy Railey

Mayor Railey called the meeting to order at 6:00 p.m. Those attending in-person were Mayor Pro Temp Travis Smith, Councilmembers Phil Bonham, Candy Funderburk, Thomas Gillespie, and JoAnna Fulbright. City staff present were City Manager Scott Attaway, City Attorney John Russell, Planning Director Joe Gates; Public Works Director Thomas Shrewsbury, Police Chief Carl Moore, Police Captain Jeff Harrison, GIS Analyst Todd Stroupe, and City Clerk Cheryl Ramsey. A quorum was determined at the beginning of the meeting. The meeting was teleconferenced to the public and the agenda and meeting materials were made available prior on the city’s website. Members of the public were also present.

### B. INVOCATION / PLEDGE OF ALLEGIANCE

Councilmember Gillespie gave the Invocation and led everyone in the Pledge of Allegiance.

### C. ADOPTION OF AGENDA FOR THIS MEETING

Councilmember Funderburk made a motion to approve the adoption of the agenda, seconded by Mayor Pro Temp Smith. The vote was unanimously in favor.

### D. PUBLIC COMMENTS

1. John Cato of 109 Walnut St asked whether public comments can be placed at the end of meetings. Mr. Attaway responded saying it is the rule of the procedure, approved by the Council and is commonly done in the beginning of council meetings. He said it is up to council to change the order. John Russel then elaborated on the topic. Mr. Cato said he has been getting calls from residents about the water bills being too high. He then asked about Covid funds and where they are being used. Mayor Pro Temp Smith suggested Mr. Cato review the latest Lowell newsletter as it states how the Covid money is being spent. Councilmember Funderburk asked Mr. Cato to have the citizens call him to contact them when issues arise or call City Hall to address high water bills.

## II. APPROVAL OF MINUTES

### A. Minutes from Council Meeting Held March 14, 2023

Mayor Pro Temp Smith made a motion to approve the minutes with changes previously addressed when Council received them prior to the meeting. There were two corrections, the name of the Highway #7 and to correct a name of a citizen, from the March 14, 2023, Council meeting, seconded by Councilmember Funderburk. The vote was unanimously in favor.

### III. SPECIAL PRESENTATION

- A. **One Gaston 2040 Vision Presentation** – presented by Leslie Lee, Executive Director of Gaston Together. She shared the results of the vision for Gaston County via PowerPoint focusing on defining traits of Gaston County and focus areas to help the county grow in a way that incorporates all of Gaston County citizens.

### IV. CONSENT AGENDA

- A. Financial Report
- B. Planning Department
- C. GIS Report
- D. Parks and Recreation Report – March Monthly report for Parks and Recreation presented by Cristy Cummings
- E. Police Report
- F. Public Works Report

With no questions or changes, Mayor Pro Temp Smith made a motion to accept the agenda, seconded by Councilmember Fulbright. The vote was unanimously in favor.

### V. UNFINISHED BUSINESS

No items to present.

### VI. NEW BUSINESS

- A. **Consideration of Adoption of Addendum to the Harold Rankin Park Site-Specific Master Plan.** City Council approved the conceptual design of the site-specific Master Plan for Harold Rankin Park. Documentation [noted in the agenda packet] is a narrative of the project that summarizes the park project and conceptual design. Presented by Scott Attaway. The Site-Specific Master Plan was approved by City Council at the October 11, 2022, City Council meeting. City staff recommend adding an addendum for the park in which we are also applying for the Parks and Recreation Trust Fund grant. This is a \$500,000 grant from Part F for updates on approximately 50% of the amenities at the park. This plan is a requirement of applying for Part F. He then discussed and illustrated the new conceptual plan with the council. With no questions, Mayor Pro Temp Smith made a motion on the adoption of the Addendum to the Harold Rankin Park Site-Specific Master Plan, seconded by Councilmember Bonham. The vote was unanimously in favor.
- B. **Resolution 04-2023 to Adopt and Approve Harold Rankin Park Master Plan Report.** Councilmember Bonham made a motion to adopt and approve Harold Rankin Park Master Plan, seconded by Mayor Pro Temp Smith. The vote was unanimously in favor.
- C. **Preliminary Capacity Assurance Review (PCAR)/ Willingness to Serve – Beacon Partners-McAdenville Industrial Project – Parcel 306717.** Presented by Mr. Attaway regarding a proposed development on Saxony Drive (behind Lowell Elementary) and the developer's request

to be serviced with sanitary sewer services. The site is located within the City's Utilities Service Area but is not in the Municipal City limits of the City of Lowell. They are proposing to use over 5000 gallons per day, therefore requiring approval by City Council for the Preliminary Capacity Assurance/Willingness to Serve.

Mr. Gates then discussed the project and location of the lines currently and Beacon Partners proposal for the new line. He also mentioned this was approved unanimously by the Planning Board at their April 4, 2023, meeting. The developer wants to replace 4,478 linear feet (LF) of the existing 15" sewer outfall with approximately 2300 LF of new 15" epoxy lined DIP or PVC. The proposed line would be underground and have manholes with an accessible sewer easement, which will be easier to maintain for Public Works. The estimated cost of construction and engineering is approximately \$1,059,000 and the developer would pay the entire cost if they decide to move forward. He stated that the Public Works Director and City Engineer have determined that the City of Lowell can undertake the developer's request of an average daily sewage flow of approx. 38,000 gallons per day. He said this is not a guaranteed project but there is a possibility, and they are showing interest. Mayor Pro Temp asked if this included our future capacity? Mr. Attaway said we keep a running spreadsheet of what we use and the City Engineer, Public Works Director, Planning Director, and GIS Analyst watch this very closely. They determined we do have the capacity to handle it as well as future capacity. Mr. Shrewsbury added that this is advantageous for his staff when it comes to maintaining the lines and gave some examples of issues in the past. The line would be owned and maintained by the City of Lowell.

Councilmember Bonham asked who is responsible for digging out the old line? Mr. Attaway said that would be Beacon Partners. Councilmember Funderburk asked who will maintain the new line? Mr. Shrewsbury said the City of Lowell will. There was a brief discussion about the capacity. With no other questions, Councilmember Bonham made a motion to approve PCAR Parcel #306717, seconded by Councilmember Funderburk. The vote was unanimously in favor.

- D. **Request to Set Public Hearing – Text Amendment – Table 17.1 Permanent Sign Standards and Criteria.** Presented by Mr. Gates. He stated the Planning Board voted unanimously to recommend approval for a text amendment to the LDO regarding the permanent sign standards and criteria. The hearing would also include the addition of language regarding drive-through menu signs to the LDO. Mayor Pro Temp Smith made a motion to set a Public Hearing for Text Amendment – Table 17.1 Permanent Sign Standards and Criteria for May 9<sup>th</sup> at 6pm, seconded by Councilmember Bonham. The vote was unanimously in favor.
- E. **Consideration of Illicit Discharge Detection and Elimination (IDDE) Plan adoption.** Presented by Mr. Attaway. He stated the IDDE is required of the city's MS4 permit that is enforced by the State for the stormwater in the city and completed by July 1, 2023. Mr. Gates discussed the existing ordinance and requirements. He stated the Stormwater Commission unanimously approved the plan in their April 4<sup>th</sup>, 2023, meeting.

Mayor Pro Temp Smith asked if there will be a charge on the water bills in the future? Mr. Attaway said no. He said it is required by the State and if we don't do it, we may be fined by the State as a violation of the MS4 permit. Councilmember Funderburk made a motion to adopt the City of Lowell Illicit Discharge Detection and Elimination (IDDE) Plan, seconded by Mayor Pro Temp Smith. The vote was unanimously in favor.

**F. Consideration of Adoption of Façade Improvement Guidelines and Grant Program.**

Presented by Mr. Attaway. He said this program was last amended in 2013 and only services the downtown area of Lowell. It was brought up by new businesses interested to see if we had a grant program as well as in discussions with the LCC [Lowell Community Committee]. Mr. Gates then went into the specifics, changes recommended and qualifications to apply.

Applicants would have to expand geography to include the residential Main Street Transitional district, including Mixed-use or #1 and #2 districts, our Interstate Highway Commercial district and our US Highway 74 Commercial district. These areas get a lot of traffic, and it was determined they should be able to apply to assist in reinvesting, updating, and adding beautification to their properties. He then elaborated on some of the other requirements the LCC focused on to determine grant recipients including helping businesses that are initially rejected to re-apply once they complete the requirements. Mr. Gates stated that once awarded, the applicants have to sign an agreement with the city stating improvements will be completed in four months. They will have the option to apply for a two-month extension if necessary. Councilmember Bonham said this was a great opportunity and he liked the idea that there were two deadlines being offered to encourage people to apply.

Mr. Gates stated that applications would first go to the LCC where they will evaluate it and once approved, they would send it to City staff for review, and then to City Council for final approval and appropriation of funds. Councilmember Funderburk asked if they have a number that would be accepted per year. Mr. Attaway said they have two cycles with the first due September 30, 2023, and the second due February 28, 2024. Both are funded to the maximum of \$2500 so there is \$5000 budgeted in the upcoming budget and there is other funding budgeted for upcoming LCC projects. She asked how many businesses can apply? Mr. Gates said there is no limit because there is no way to predict the types of projects. The guidelines will help the LCC make the decisions. She asked how businesses would be notified that this is available? Mr. Attaway said we can put it in the next newsletter and online on the website. He said Sue [Lowe, in Billing] does a good job with handing out information to new businesses and this can be given to them as well. He said Joe can also give developers the information when they sign up for permits. She asked what about an email list? We do not have a completed list, but Todd can use GIS to potentially locate businesses. She thinks that is a good idea.

With no further discussion or questions, Councilmember Funderburk made a motion to adopt the Façade Improvement Guidelines and Grant Program, seconded by Mayor Pro Temp Smith. The vote was unanimously in favor.

- G. Consideration of ABC Permittee at City Events** – presented by Mr. Attaway. He stated he received an email from John Searby, Executive Director of Catawba Riverkeeper and his interest in getting involved with community events in Gaston County, like the upcoming BBQ Cook-off on May 20<sup>th</sup> across the street [McCord Park]. This consideration would allow them to bring in beer sales for events. He was told that if they were selected as the ABC Permittee at Lowell events, a portion of the profits of the sales would be attributed to any grant match in the future for Stormwater projects. Councilmember Bonham asked if this would box anyone else out from applying. Mr. Attaway said no and what we have done in the past is that Cristy Cummings would, per ABC regulations, invite three breweries if available. Councilmember Bonham said he wanted to make sure that other organizations are not prevented from applying or participating.

Mr. Attaway suggested having someone for a full fiscal year for all events allowing us to be open to other potential organizations on an as-needed basis. With no other questions, Mayor Pro Temp Smith made a motion to approve Catawba Riverkeepers as our ABC Permittee at City Events, seconded by Councilmember Bonham. Councilmember Gillespie stated that he doesn't have a problem with this morally but personally he will vote against it. The vote was Councilmembers Bonham, Funderburk, Fulbright and Mayor Pro Temp Smith for and Councilmember Gillespie against.

- H. **Consideration of Parks and Recreation Trust Fund (Part-F) Grant Basic Facts and Assurances.** Presented by Mr. Attaway. John Russell first suggested it be voted on to amend the agenda to include this item. It was not added online in the packet at the time of the meeting and brought forth to council at the beginning of the meeting. Councilmember Bonham made a motion to amend the agenda to include item 6H Consideration of Parks and Recreation Trust Fund (Part-F) as our application for the City of Lowell, seconded by Councilmember Gillespie. The vote was unanimously in favor.

Mr. Attaway continued stating this is in correlation with item 6A above. Councilmember Funderburk asked when we will be notified, we were approved for the grant. Mr. Attaway said sometime this summer. With no other questions, Councilmember Bonham made a motion to approve the City of Lowell Parks and Recreation Trust Fund (Part-F) as it relates to Harold Rankin Park, seconded by Councilmember Gillespie. The vote was unanimously in favor.

## VII. Reports/Discussions

- A. **City Attorney Report** –Mr. Russell gave a brief update of the City and Town Attorney's Conference he attended last month in Chapel Hill. There were a number of bills brought forth to the General Assembly including Medicaid expansion which the NCLM (NC League of Municipalities) have brought to the attention to municipalities including municipal audits and their timeliness issues. He said that Lowell has been timely compared to other cities of similar sizes. Other areas being reviewed include taking away some of the control from localities including short-term rentals, Airbnb's etc. and concerns about local governments' closed sessions not being properly handled. He said there have been issues with City Council's talking broadly about items not on the agenda so there will be some new bills that will address this concern. Mr. Attaway thanked Mr. Russell for attending this conference to help us address any relative issues that arise from them.
- B. **City Manager Report** -Scott Attaway gave updates on the following items:
1. Newell Ribbon Cutting- was attended this morning at Gateway 85 Park. He said it was a fantastic building attended by the Gaston County Commissioner, City of Gastonia Council, and Lowell Mayor and Council. He stated the building is over 1.5 million square feet, slated to have 170 employees up from the original estimate of 120 employees. They are employing artificial intelligence forklifts this summer which adds staff as the technicians to maintain them.
  2. McCord Park update- McCord Park will be fully ready by May 20<sup>th</sup> in time for the BBQ cook-off. Public Works is currently working on small updates now. He said it should also be ready for an event in early May.
  3. 2024 Funding Project-CPS- He met with US Representative Jeff Jackson to discuss needs in the way of Water and Sewer utilities. He was told they would be awarding \$1-3.5 million to any



given municipality within the district so he, Thomas Shrewsbury and the City Engineer immediately began to apply for the Lynn Street Pump Station to be replaced because it is the worst performing pump stations in the city, totaling \$1.25 million. He is waiting to hear back from them.

4. DEQ Grant- The City of Lowell did receive the \$400,000 pre-construction grant of the Wastewater Treatment Plant and we need to get to work because the first milestone is June 1<sup>st</sup>.
5. Tax Update-tomorrow (April 12) at 6pm here at City Hall, the tax office will come to discuss their Homestead tax exemptions that they have for veterans, disabled and senior citizens. This could potentially allow for up to 50% off their bills if they meet certain criteria. They will come again on April 28<sup>th</sup> at 11am.
6. Sewer Permits-the two sewer permits have been revised and sent back to the State for flow reduction of River Heights and Lowell Woods.
7. LaBella – Erosion Sediment Plan-He has been working with Danny Watson on the DEQ plan for the chemical plant, meaning we cannot demolish any buildings until we have the plan in place. We are not scrapping the whole property but are demolishing 25 structures and the slabs they sit on. This will cause exposed red dirt underneath. Mr. Watson explained the process a little further stating that anytime you are disturbing more than one acre, you must have a design in place and a more elaborate design for over 10 acres. They are looking at ways to limit the amount of disturbance to the property. Mr. Attaway continued with the process and added that there would be a hotline available for the public to ask any questions about environmental quality.

Councilmember Funderburk asked as they are tearing down buildings will we [Lowell] have to do anything or they'll be doing it all at one time? Mr. Attaway said they will be doing it all at one time. Demolition should be about 9 ½ weeks long and is scheduled to be completed in the fall.

8. Carolina Thread Trail – We did receive the grant. We approved using some of the ARPA funds totaling \$50,000 match and we received approximately \$125,000 from the Catawba Land Conservancy or the Carolina Thread Trail. That will allow the city to build the trail from our chemical plant border to Poston Park all the way to the edge of River Falls and River Heights (new subdivision) meet along the river. That's about half of our Thread Trail Master Plan and is the most technical and expensive portion due to the bridge crossing that will be built. We are waiting on documentation from the Carolina Thread Trail and once received we will begin to look for a contractor.

### **C. MAYOR AND CITY COUNCIL GENERAL DISCUSSION**

Councilmember Bonham thanked everyone for their outreach and prayers regarding his daughter. He said she is doing better physically but has work to do mentally.

Councilmember Funderburk discussed the tour of the Newell building and wanted it to be clear that the majority of the building is in Lowell with a small portion in Gastonia. She said she tries to emphasize that whenever she can. She thanked the Mayor for stating this fact during her speech. She also thanked Todd Stroupe for putting the link to find GIS mapping on the website. Lastly, she wanted to see if a study can be done to get Harold Rankin Park paved eventually.

Mayor Pro Temp thanked staff and particularly Todd and his job working on GIS and many other tasks.

Councilmember Gillespie thanked the Mayor for representing Lowell at the tour of the Newell building today and recognizing Ken Ervin [former Councilmember]. He also thanked Mr. Attaway for taking them to the Annual Town and State dinner to meet State Legislators and Representatives of Gaston County to let them know our needs. He then asked Mr. Attaway about the land investment company that pulled out of the deal near Spencer Mountain and asked if someone else has interest in it. Mr. Attaway said there is a prospect, and they are very close to having a signed contract.

Mayor Railey thanked Mr. Attaway for providing the information for her speech at Newell. She also thanked everyone for taking their time to come out tonight and suggested they contact any member of council if they ever have questions or concerns.

Councilmember Bonham made a motion to take a 15-minute recess, seconded by Mayor Pro Temp Smith. The vote was unanimously in favor.

- VIII. CLOSED SESSION** – Councilmember Funderburk made a motion to go into Closed Session, seconded by Councilmember Bonham. The vote was unanimously in favor.
- A. To Discuss the Acquisition of Real Property Pursuant to NCGS 143-318.11(a)(5)
  - B. To Discuss Matters Regarding Personnel Pursuant to NCGS 143-318.11(a)(6)

Councilmember Bonham made a motion to come out of Closed Session, seconded by Councilmember Funderburk. The vote was unanimously in favor.

**IX. ADJOURNMENT**

Councilmember Bonham made a motion to adjourn the meeting, seconded by Councilmember Fulbright. The vote was unanimously in favor. The meeting adjourned at 9:41 pm.

ATTEST:

\_\_\_\_\_  
Mayor Sandy Railey

\_\_\_\_\_  
Cheryl Ramsey, City Clerk



Prepared By: Cheryl Ramsey

**Proclamation 02-2023 Public Works Week**

Meeting	Agenda Group	
May 9th, 2023, 6:00 PM	Special Presentation	Item: A
Reference File	Presented By	

**To:**  
**From:**  
**Date:**  
**Re:**

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# ***PROCLAMATION***

## ***National Public Works Week***

### ***Proclamation 02-2023***

***WHEREAS***, May 21-27, 2023 has been designated as Public Works Week in which we pause to reflect on the contributions of the Public Works staff; and

***WHEREAS***, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of the City of Lowell, NC; and,

***WHEREAS***, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

***WHEREAS***, it is in the public interest for the citizens, civic leaders and children in Lowell, NC to gain knowledge of and to maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and,

***WHEREAS***, the year 2023 marks the 63<sup>rd</sup> annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association be it now,

***NOW, THEREFORE***, the City of Lowell City Council, do hereby designate the week May 21–27, 2023 as National Public Works Week; I urge all citizens to join with representatives of the American Public Works Association and government agencies in activities, events, and ceremonies designed to pay tribute to our public works professionals, engineers, managers, and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

This, the 9<sup>th</sup> day of May, 2023.

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Sandy Railey, Mayor

ATTEST:

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Cheryl Ramsey, City Clerk



**City of Lowell**  
**Regular City Council Meeting Memorandum**

Prepared By: Scott Attaway

**Police Report**

Meeting	Agenda Group	
May 9th, 2023, 6:00 PM	Consent Agenda	Item: A
Reference File	Presented By	

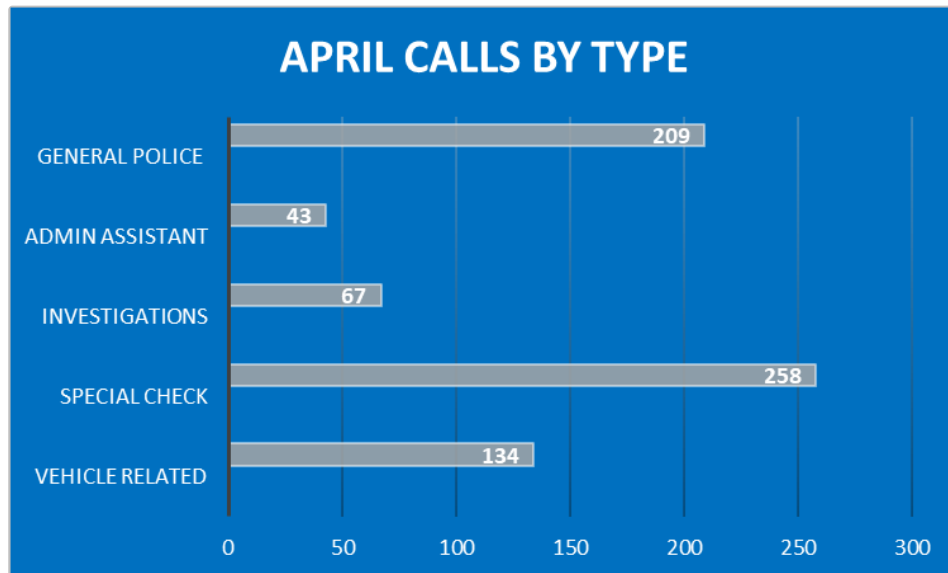
**To: Scott Attaway, City Manager**  
**From: Carl Moore, Police Chief; Jeff Harrison, Police Captain**  
**Date: May 2nd, 2023**  
**Re: Monthly police report, May**

Officers of the Lowell police department stayed busy through the month of April logging 711 calls for service. That's up 120 calls compared to April last year and keeping pace with over 700 calls for each of the opening months of 2023. Some things we have seen change that may be leading to the increase is calls for service in new areas like Poston Park and the areas of new construction. Multiple weekend noise complaints have come in regarding construction crews operating outside of the permitted hours and on a couple of occasions, warning citations have been issued. Another way we have seen increased call volumes in special checks. Officers continue to log each time they check a business or a neighborhood as they proactively patrol as a way to prevent crime.

The NCSBI conducted their audit of our DCI files in April. Sergeant Bowen worked diligently to prepare and was present the day of the audit. The initial report from DCI was positive and when the official report was received, only a few things required correction. After those corrections were made the LPD received a all-clear report from the NCSBI regarding our DCI files.

A new officer was hired which fills the LPD roster! Luke Murphy was offered an officer's position after a preliminary background investigation and an interview indicated he was a good candidate for the job. Mr. Murphy comes to us as a BLET graduate rookie officer. Updates will be provided when Mr. Murphy gets settled in and sworn as an LPD officer.

The community watch meetings continue to gain momentum. 2 meetings conducted both had good turnouts. The public is getting a chance to meet the officers with out it being during an emergency. The main complaint we are receiving is speeding. While the citizens understand how hard some of these complaints can be to resolve, we still want to do everything we can to combat speeding. One way we are addressing the complaints is by getting our new officers certified in radar or SMI (speed measuring instrument). Officers have been scheduled to attend training to be certified to operate our RADARs and the LIDARs (laser SMI) we have in service. Once certified, the new officers will be able to write speeding citations.



**April calls by year:**

**2023- 711**

**2022- 591**

**2021- 508**



**City of Lowell**  
**Regular City Council Meeting Memorandum**

Prepared By: Todd Stroupe

**Finance Report**

Meeting	Agenda Group	
May 9th, 2023, 6:00 PM	Consent Agenda	Item: B
Reference File	Presented By	

**To: Scott Attaway, City Manager**  
**From: Lisa Nolen, Finance Director**  
**Date: May 9, 2023**  
**Re: Finance Update**

**Utility Billing:**

Ongoing meetings, revisions, and implementation of Polimorphic system for UB payments, credit card payments, new customer applications and customer terminations, website forms, project management processes and payments for miscellaneous items, such as zoning permits, development fees, etc. Also, implementation of new phone number for customers to call to make UB payments.

Processed disconnection of services on April 27th for customers with delinquent balances.

Training with Water Works and Mueller for conversion to the updated Mueller/Sentryx Infrastructure Network System. Troubleshooting issues to improve operations in MiNet digital system and equipment in the field.

Scanning daily collection reports. Ongoing training of Accounting Tech in all areas of operations and billing, including all daily, weekly, and monthly responsibilities. Processed read files in MiNet, reviewed files and readings, posted usage routes, processed billing reports, processed and printed bills, counted bills and transferred information to required postal forms, and mailed bills at the post office by the required mailing date.

Working with Planning Director on updating addresses and ownership information for processing Stormwater Management billing each month for occupied and non-occupied properties. Also, working with Planning Director on adding new street addresses to Southern Software and MiNet system, so meters can be installed at future homes.

All other responsibilities include gathering readings and processing billing, posting payments, producing daily collection reports, producing daily credit card reports and transfers of funds to customer accounts, posting monthly ACH payments to customer accounts and producing reports. Processing pool fill adjustments and leak adjustments for customers as needed. Answering phones, completing NSF letters, compiling wait list for additional roll carts for customers, assisting customers with various needs, ordering office supplies and assisting other departments as needed.

**Finance:**

Ongoing meetings with Polimorphic for set-up, implementation, and troubleshooting system for forms, payments, and new phone number for customers to call to pay their bill. Updating Polimorphic staff with issues, needed changes, improvements, and corrections.

Entering cash receipts and cash disbursements in Southern Software. Posting all payroll related draft payments and monthly draft payment for Planning Board stipends. Processing and paying bills weekly via checks and online payments. Using allocation spreadsheets for corresponding bills to allocate expenses to correct expense accounts. Collecting receipts from staff, breaking out charges to code to correct expense item, and posting all Visa, WEX, and Lowe's credit card charges. Issuing purchase orders as needed for staff. Reconciling all bank accounts. Reviewing, advising corrections needed, and signing off on timesheets for City Clerk/HR Director. Held Pre-bid conference with various banks for banking RFP. Working with temporary staff to complete needed accounting duties to get bookkeeping and reconciling up-to-date. Additional tasks as needed for City Manager and other departments as needed.

City of Lowell, North Carolina  
 FY 2023 Revenue Dashboard  
 2/28/2023

Type	Budget	YTD thru 02/28/23	Budget Remaining	Percent Remaining	Percent of FY23 Remaining
<b>Funds</b>					
General Fund	3,254,386.00	2,857,540.43	396,845.57	12%	33%
Water/Sewer Fund	1,696,082.00	1,175,175.19	520,906.81	31%	33%
Stormwater Fund	392,919.00	262,591.39	130,327.61	33%	33%
<b>Total</b>	<b>5,343,387.00</b>	<b>4,295,307.01</b>	<b>1,048,079.99</b>	<b>20%</b>	<b>33%</b>

Notes:  
 None

City of Lowell, North Carolina  
 FY 2023 Expense Dashboard  
 2/28/2023

Department	Budget	YTD thru 02/28/23	Budget Remaining	Percent Remaining	Percent of FY23 Remaining
<b>General Fund</b>					
Administration	996,649.00	510,608.62	486,040.38	49%	33%
Public Safety	1,165,063.00	661,960.47	503,102.53	43%	33%
Public Works-Streets	355,212.00	147,672.13	207,539.87	58%	33%
Sanitation	334,202.00	232,844.80	101,357.20	30%	33%
Parks & Rec	315,260.00	110,221.93	205,038.07	65%	33%
Powell Bill	88,000.00	12,833.75	75,166.25	85%	33%
<b>Total</b>	<b>3,254,386.00</b>	<b>1,676,141.70</b>	<b>1,578,244.30</b>	<b>48%</b>	<b>33%</b>
<b>Water/Sewer Fund</b>					
Water/Sewer	1,313,222.00	812,580.82	500,641.18	38%	33%
Wastewater Treatment	382,860.00	187,218.95	195,641.05	51%	33%
<b>Total</b>	<b>1,696,082.00</b>	<b>999,799.77</b>	<b>696,282.23</b>	<b>41%</b>	<b>33%</b>
<b>Stormwater Fund</b>					
Stormwater	392,919.00	167,489.17	225,429.83	57%	33%
<b>Total</b>	<b>392,919.00</b>	<b>167,489.17</b>	<b>225,429.83</b>	<b>57%</b>	<b>33%</b>

Notes:  
 None







**Public Works Report**

Meeting	Agenda Group	
May 9th, 2023, 6:00 PM	Consent Agenda	Item: C
Reference File	Presented By	

**To:**  
**From:**  
**Date:**  
**Re:**

Public Works worked on McCord Park. The lawn was treated for weeds and insects. Addition trees were planted, and irrigation inspected and repaired to ensure proper watering. New tables and benches were assembled and installed at the park,  
Street Department staff worked clear grass from curb and sidewalk, cemetery maintenance and trimming hedges.  
Water Dept crews repaired leaks at the following locations:  
2-inch water line break on McAdenville Ave  
1 inch break on N. Church St.  
Replace broken cut off Gann St.  
Replaced broken fire hydrant at Phillips St and Ethelyn Ave  
Sewer staff worked to repair sunken sewer ditches and uneven manholes in the roadways.  
Crews worked closely with Duke Energy contractors replacing poles and Dominion Energy capping old gas lines around town. Staff worked to make sure our infrastructure was located and protected.  
Sewer Department staff worked to clear right of ways and inspect ariel lines throughout the system.  
Water and Sewer staff worked to catch up on sewer line maintenance in high-risk areas.  
Staff worked to clear growth from right of ways and remove trees that were limiting our access to these areas,  
City staff helped to repair damaged fences on the ballfield at Herold Rankin Park.  
Street department staff worked to perform spring cleaning at all city-maintained properties. Cutting grass, picking up sticks, trimming hedges and spraying weed killer to help reduce the weed eating in coming weeks.  
City staff came together to work through the logistics associated with the new bulk policy changes.



# City of Lowell

## Regular City Council Meeting Memorandum

Prepared By: Todd Stroupe

### GIS Report

Meeting	Agenda Group	
May 9th, 2023, 6:00 PM	Consent Agenda	Item: D
Reference File	Presented By	

**To: Scott Attaway, City Manager**

**From: Todd Stroupe, GIS Analyst**

**Date: May 3, 2023**

**Re: City of Lowell Geographic (GIS) Updates**

#### GIS and Mapping

- Submitted Lowell rezonings to Gaston County's GIS Department.
- Generated NCDOT Feasibility Project H184868 area map.
- Updated official Zoning and Future Land Use maps with last month's rezonings.
- Generated BBQ Cookoff and Music in the Park alcohol permitted area map.
- Performed monthly updates of GIS layers and Economic Development Overview Storymap.

#### Other Tasks and Assignments

- Participated in four garbage collection ride-alongs and other tasks per bulk item pickup policy.
- Generated BBQ Cookoff and Music in the Park promotional flyer.

#### Meetings and Events

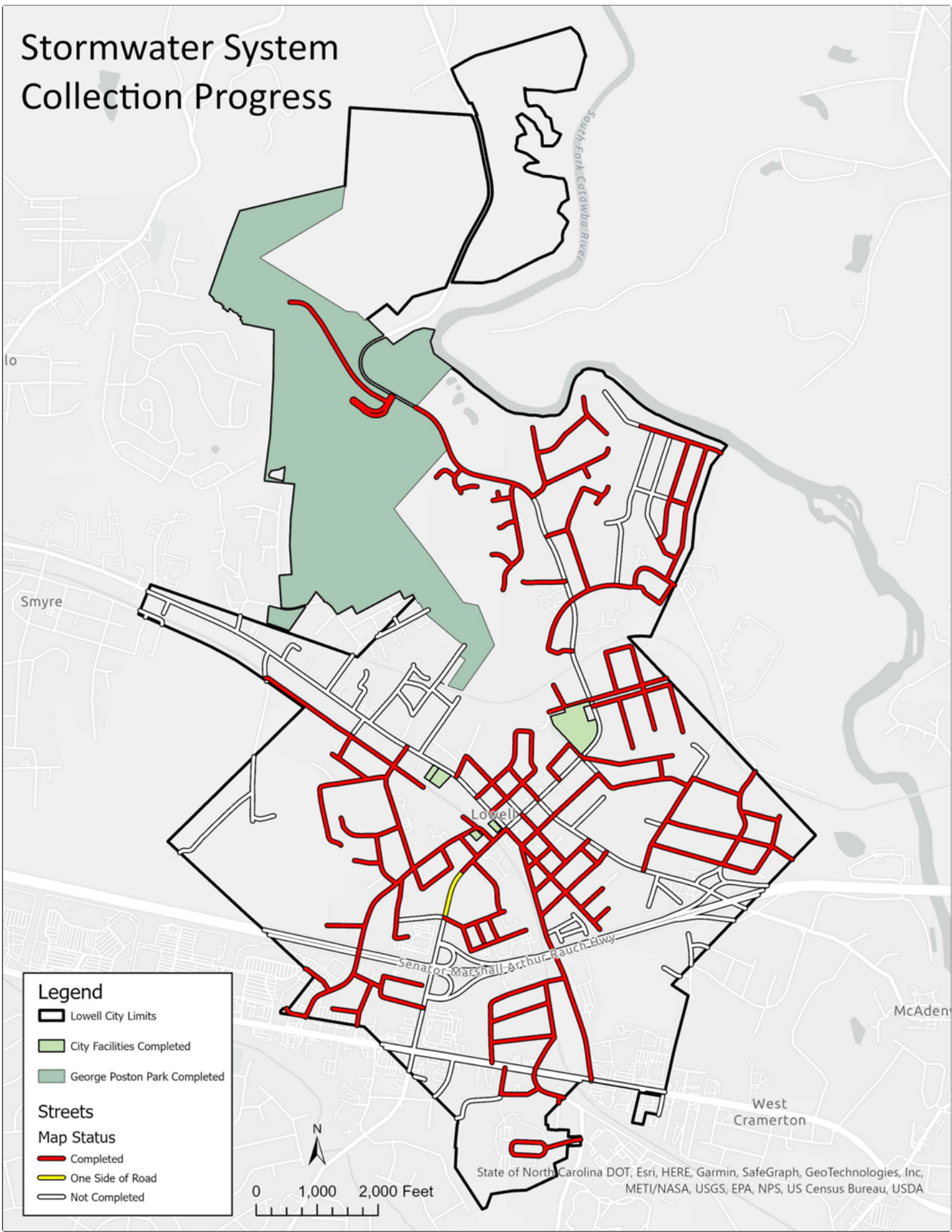
- Attended April City Council meeting.
- Attended South Fork Collective Quarterly meeting.
- Attended Grove Street Closing meeting.
- Attended internal SWMP meeting.

#### Stormwater

- Participated in Litter Sweep.
- Posted stormwater education information to Lowell's social media page.
- Generated stormwater education and fee information flyer.
- Participated in the stormwater education video shoot.
- Generated stormwater system progress maps for education video.
- Performed 2 dry weather outfall inspections.
- Performed 2 city facility pollution prevention and good housekeeping inspections.
- Generated 3 city facility pollution prevention and good housekeeping inspection site maps.
- Continue to work on the 2023 (Permit Year 2) MS4 Self-Assessment.
- Continue MS4/stormwater infrastructure mapping of **inlets, outlets/outfalls, conveyance structures (pipes, ditches, etc.), and flow directions.**
  - **Inlets** – A catch basin, curb inlet, or other drop-type structure constructed to direct stormwater into storm sewers or other underground drainage systems.
    - Information collected for **Inlets** includes *inlet type, basin dimensions and material, basin depth invert, material, and basin conditions.*
  - **Outlets** - The point at which water discharges from a stormwater pipe or drain.
  - **Outfalls** - A point of water discharge from a pipe or drain into a water body.

- Information collected for **Outlets/Outfalls** includes *the type of outlet point, pipe diameter, any illicit discharge, and condition of the outlet or ditch.*
- **Conveyance Structure** - A pipe, open channel, ditch, or other facilities that transport stormwater runoff from one location to another.
  - Information collected for **Conveyance Structures** includes *conveyance type, pipe material, pipe diameter, condition of pipe or ditch, and flow direction.*
- **Flow Direction** is the direction (north, west, east, or south) of movement of stormwater either across a surface or within a conduit.
- Progress of mapping since October 1, 2022:
  - Facilities completed: Bob Bolick Park, City Hall, Edgemont Cemetery, Harold Rankin Park, Public Works, County's George Poston Park
  - 2,761 total features collected:
    - 589 Inlet points
    - 449 Outlet/Outfall points
    - 1,453 Conveyance (pipes, ditches, etc.) lines
  - 36.6 miles\* of roadway in Lowell City Limits to map (\*new total road miles after removing unbuilt George Poston Parkway from the map):
    - 20.68 miles of road completed.
    - 15.92 miles of road to complete.

# Stormwater System Collection Progress



**Legend**

- Lowell City Limits
- City Facilities Completed
- George Poston Park Completed

**Streets**

**Map Status**

- Completed
- One Side of Road
- Not Completed



**City of Lowell**  
**Regular City Council Meeting Memorandum**

Prepared By: Joe Gates

**Planning Report**

Meeting	Agenda Group	
May 9th, 2023, 6:00 PM	Consent Agenda	Item: E
Reference File	Presented By	

**To: Scott Attaway, City Manager**  
**From: Joe Gates, Planning Director**  
**Date: Wednesday, May 3rd, 2023**  
**Re: Monthly Department Update**

**Code Enforcement:**

Nonresidential Building Maintenance

- ABD E. First Street - Property owner has completed the repairs on the first level windows and trim which includes repainting of those items.

Enforcement Action

- Letter sent to home on Phillips St to cut grass.
- Letter sent to home on S. Church Street to cut grass.
- Letter sent to two (2) homes on Black Street to cut grass.

**Zoning:**

- Processed ten (10) zoning permits in April.
- Permit count (68) for calendar year 2023 has surpassed the permit count for 2022 (66 permits). If we keep up this pace, we can expect 130+ permits by the end of the calendar year.
- Staff met with Northpoint development team and discussed the Aberdeen Rd. extension to Church Street and Kenworthy.

**Planning:**

- Planning Board Meeting for May 2nd, 2023 was canceled due to lack of quorum.
- Attend monthly GCamp meeting at Gaston County Admin Building.
- Participated in I-5719/U-5800 Groves Street Temporary Closure Coordination meeting with NCDOT and Lowell staff.
- Work with Lowell staff on website training and form creation. Staff is looking to expand online presence with forms and information to guide citizens and applicants through the permitting process.
- Held Pre-Submittal Site Plan meeting for project "Lowell 7 North and South". Project seeks to develop Industrial Flex space on the north and south side of Highway 7 between Ashe and Clay Street.

**Technical Review Committee (TRC)**

- Reviewed preliminary sketch plan for single-family subdivision located off of Lowery Lane. Parcel number 128061. Developer is Finial Construction out of Belmont, NC.
- Updated Lowell staff on new businesses in Lowell.

**Stormwater:**

- Attended Quarterly Policy Subcommittee Meeting for the South Fork River Health Project
- Meet with staff regarding end-of-year SWMP measures that need to be completed by end of June 2023.

**Other**

- Attended monthly department head meeting.
- Attended April City Council Meeting.
- Attended Polimorphic Monthly update meeting.
- Attend a two (2) day virtual training hosted by the School of Government. Training topic was "Employment Law for Department Heads and Supervisors".
- Attended grand opening ceremony for Newell Brands.
- Attend kick-off meeting for Transportation Equity Community of Practice. The goal of this group is to secure maximum participation from traditionally underserved communities when planning transportation initiatives.

**City of Lowell**  
**Regular City Council Meeting Memorandum**

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Prepared By: Cristy Cummings

**Parks and Recreation Report**

April Parks and Recreation Report

Meeting	Agenda Group	
May 9th, 2023, 6:00 PM	Consent Agenda	Item: F
Reference File	Presented By	
	Cristy Cummings	

**To: Scott Attaway, City Manager**

**From: Cristy Cummings, Parks and Recreation Director**

**Date: May 3, 2023**

**Re: Parks and Recreation Report for April**

---

**Events:**

- Easter Senior Lunch
  - Finalized Easter Senior Lunch registrations
  - Ordered food
  - Picked up food and desserts, stuffed Easter Eggs for Senior Easter Egg Hunt
  - Volunteer coordination
  - Day-of coordination
  - Creation of finance report from event
- Golden Egg Contest
  - Hiding and creation of riddles for the community to find hidden eggs
  - Coordination of prize pick-up with businesses
- Litter Sweep
  - Planning and advertising
  - Day of coordination
- BBQ Cook-off
  - Creating event page on website and facebook
- Memorial Day Event
  - Creating event page on website and facebook
  - Scheduling bugler
  - Making contact with local high schools JROTC and VFW for a speaker
- Music in the Park (June)
  - Scheduling of band - Caleb Wolfe
  - Confirming food truck - Jive Turkey

**Athletics:**

- Ordering of uniforms
- Scheduling of games, coordination with local Parks and Rec Departments to create schedules
- Created new option for parents to purchase jerseys or hats that matched their little ballplayers - received around 30 orders from parents
- Picking up and distribution of uniforms, parents shirts, parents hats
- Lining ballfields
- Dragging ballfields
- Creating makeshift t-ball fields when the fields are too wet to use for games
- Communications with parents
- Supervising games



- Collecting inventory of baseball equipment and ordering new equipment

**Projects:**

- Meetings and communications with WithersRavenel for PARTF grant writing
- Reviewing final application and documents submitted for PARTF

**General:**

- Picked up trash
- Attended Bubba 33's re-grand opening (partner of Parks and Rec for several events)
- Making back-up keys for Parks and Rec facilities
- Meeting with Gaston Fencing on fence repairs at Harold Rankin Park
- Attended Technical Review Committee meeting
- Arranged city planters with flowers with Planning Director
- Attended South Fork River Health Committee meeting
- Attended Department Head meeting
- Advertising of Tax Relief workshops for seniors and disabled
- Met with Planning Director to revamp appearance of files on Planning Department pages of website
- Cleaning bathrooms
- Updating letterboard at Harold Rankin Park
- Coding invoices, updating department budget spreadsheet
- Creating social media content



Litter Sweep Volunteers - April 15, 2023



9-10 Baseball Game at Harold Rankin



5-6 T-Ball at Harold Rankin



11-12 Baseball at Harold Rankin



**Public Hearing - Text Amendment to the LDO - Request to amend Table 17.1 Permanent Sign Standards and Criteria**

Request to amend Table 17.1 - Permanent Sign Standards and Criteria. Request will address sign standards for Permanent Attached Signs and Permanent Freestanding Signs.

Meeting	Agenda Group	
May 9th, 2023, 6:00 PM	Unfinished Business	Item: A
Reference File	Presented By	
	Joe Gates - Planning Director	

**To:** Scott Attaway, City Manager

**From:** Joe Gates, Planning Director

**Date:** Tuesday, May 2nd, 2023

**Re:** Request seeks to increase the Sign Copy Area Allowance for Permanent Attached Signs in certain zoning districts. Request also seeks to add standards to Permanent Freestanding Signs to address Drive-Through Signs.

**BACKGROUND**

During their April 4<sup>th</sup>, 2023 regular meeting, the City of Lowell Planning & Zoning Board reviewed a text amendment brought forth by City of Lowell Staff for the following section: *Table 17.1 - Permanent Sign Standards and Criteria*. After reviewing the proposed amendment, the Planning Board voted unanimously to recommend **APPROVAL** for the text amendment as submitted by staff.

City Council set the Public Hearing for May 9th, 2023 during their regular meeting on April 11th, 2023. A notice for this public hearing was advertised in the Gaston Gazette in accordance with G.S.160D-601.

**STAFF REPORT**

**Staff has been reviewing the sign ordinance and recent Master Sign Plan applications and subsequent hearing outcomes since the adoption of the Lowell Development Ordinance (LDO). Based on this research, staff is now recommending changes to Table 17.1 - Permanent Sign Standards and Criteria of Article 17 - Sign Regulations. **Two (2) requests a being made at this time by staff.****

**Increase the “Sign Copy Area Allowance” for the following zoning districts:** Interstate Highway 85 Commercial District (C-85), US Highway 74 Commercial District (C-74) and the Industrial District (IND) to 10% of the wall area or 100 square feet, whichever is less. Due to the large area of the properties, physical size of the buildings, and their typical locations along major interstate highways and US highways, staff believes that larger allowances for signs attached to the building (blade or projecting/v-type/flat or wall) will provide better visibility and clearer identification for these larger developments and that signs will be in better proportion to the buildings they are attached to. Those businesses looking to increase beyond those quantities shown in the table can still utilize the Master Sign Plan application process and submit those requests for approval by the City Council. See attached for proposed amendment.

**Add regulations specific to “Drive-Through” signs.** The current LDO does not specifically address this category of signs and staff believes these regulations are needed to facilitate this type of sign and sign design. See attached for proposed amendment.

## Notice of Public Hearing

The City of Lowell's City Council will hold a Public Hearing at their regularly scheduled meeting on Tuesday, May 9<sup>th</sup>, 2023, at 6:00 pm, at City Hall, 101 West First Street, Lowell, North Carolina, 28098.

The purpose of this Public Hearing will be for a proposed Zoning Text Amendment Request to amend *Table 17.1 - Permanent Sign Standards and Criteria* to allow for more Sign Copy Area Allowance for Permanent Attached Signs in the Interstate Highway 85 Commercial District (C-85), US Highway 74 Commercial District (C-74) and the Industrial District (IND). The request also includes the addition of sign standards and criteria for Drive-Through Signs.

Case# ZTA23-03

You can also listen to the meeting by dialing in using your phone with the following:

### **Lowell City Council Meeting**

May 9, 2023, 6:00pm

**Please join my meeting from your computer, tablet or smartphone.**

<https://meet.goto.com/262605237>

**You can also dial in using your phone.**

Access Code: 262-605-237

United States: [+1 \(408\) 650-3123](tel:+14086503123)

**Get the app now and be ready when your first meeting starts:**

<https://meet.goto.com/install>

For further information please call Cheryl Ramsey, City Clerk, at 704-824-3518.

## Ad Preview

**Notice of Public Hearing**  
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Case# ZTA23-03

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**Lowell City Council Meeting**  
May 9, 2023, 6:00pm

Please join my meeting from your computer, tablet or smartphone.

<https://meet.goto.com/262605237>

You can also dial in using your phone.

Access Code: 262-605-237  
United States: +1 (408) 650-3123




Get the app now and be ready when your first meeting starts:

<https://meet.goto.com/install>

For further information please call Cheryl Ramsey, City Clerk, at 704-824-3518  
April 27, May 4, 2023 8742369

# Wall Sign Area

**Table 17.1 – Permanent Sign Standards and Criteria**

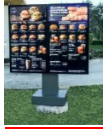
Sign Type	Sign Copy Area Allowance (sq. ft.)	Sign Illumination	Minimum Letter Size	Maximum Number	Other Requirements
<b>Permanent Attached Signs – General</b>					
Blade* (or Projecting)					<p>Only one <i>sign</i> (blade, V-type or flat <i>sign</i>) allowed per occupancy per street or parking frontage</p> <p>Internally-illuminated <i>signs</i> – <i>sign</i> face can be illuminated</p> <p>No attached signage above second story except in monolithic multi-story buildings fronting major thoroughfares.</p> <p>May encroach into adjoining street right-of-way pursuant to an encroachment agreement. See 17.5(G), also see 17.7-1(J)</p>
V-type*					
Flat* (or Wall)		32**	Ambient External Internal	6"  One per street or parking frontage per occupancy	

\*May encroach into adjoining street right-of-way in the Main Street (MS) and Mixed Use (MU) Districts pursuant to an encroachment agreement subject to the provisions of Sections 17.5(G) and 17.7-1(I) of this Article.

**\*\* For buildings located in the Interstate Highway 85 Commercial District (C-85), US Highway 74 Commercial District (C-74) or the Industrial (IND), allow sign area shall be calculated at 10% of the eligible wall area, not to exceed 100 square feet.**

# Drive-Through Sign

**Table 17.1 - Permanent Sign Standards and Criteria**

Sign Type	Sign Copy Area (sq ft)	Max. Sign Height (feet)	Sign Illumination	Min. Letter Size	Max Number	Min. Setback from Property Lines	Other Requirements	
<b>Permanent Freestanding Signs - General and Special Purpose</b>								
<u>Drive-Through Sign</u>		<u>64</u>	<u>8</u>	<u>Internal</u>	<u>N/A</u>	<u>One per drive-through lane. **</u>	<u>15 feet from any residential zoning district. Measure from the sign face to the nearest edge of any residential zoning district or property line</u>	<u>May also contain an electronic or video display screen and audio component for interaction with the customer.</u>

\*May encroach into adjoining street right-of-way in the Main Street (MS) and Mixed Use (MU) Districts pursuant to an encroachment agreement subject to the provisions of Sections 17.5(G) and 17.7-1(I) of this Article.

\*\* The drive-through sign may be designed as separate ground signs grouped together and may include the use of preview boards designed as separate ground signs installed at a distance earlier in the drive through lane, however the total area of all signs shall not exceed 64 square feet



**City of Lowell**  
**Regular City Council Meeting Memorandum**

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Prepared By: Scott Attaway

**Presentation of the Draft Fiscal Year 2023-2024 Budget**

Meeting	Agenda Group
May 9th, 2023, 6:00 PM	New Business      Item: A
Reference File	Presented By

**To: Lowell Mayor and City Council**  
**From: Scott Attaway, City Manager**  
**Date: 5/4/2023**  
**Re: Presentation of the Draft Fiscal Year 2023-2024 Budget Ordinance**

---

*I will present the proposed FY 24 Budget Ordinance and City Manager's Budget Message during the May 9, 2023 meeting.*





**City of Lowell**  
**Regular City Council Meeting Memorandum**

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Prepared By: Scott Attaway

**Set Public Hearing for Adoption of the City of Lowell Fiscal Year 2023-2024 Budget Ordinance**

---

Meeting	Agenda Group
May 9th, 2023, 6:00 PM	New Business      Item: B
Reference File	Presented By

**To: Lowell Mayor and City Council**  
**From: Scott Attaway, City Manager**  
**Date: May 2, 2023**  
**Re: Set Public Hearing for June 13, 2023 for the Consideration of Adoption of the Fiscal Year 2023-2024 Budget Ordinance**

---

*During the Regular May 9, 2023 Council meeting, please set a public hearing for the June 13, 2023 Regular City Council meeting at 6:00 p.m. to adopt the FY 23-24 Budget Ordinance.*



**City of Lowell**  
**Regular City Council Meeting Memorandum**

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Prepared By: AgendaLink

**Budget Amendment #2**

Meeting	Agenda Group
May 9th, 2023, 6:00 PM	New Business      Item: C
Reference File	Presented By

**To: Scott Attaway, City Manager**

**From: Lisa Nolen**

**Date: May 9, 2023**

**Re: Budget Amendment #2**

---

Please see the attached Budget Amendment #2. This amendment is for a fee in lieu of sidewalk installation revenue. This revenue will be used for maintenance and repairs of other sidewalks.

**City Of Lowell**  
**Budget Amendment #2**  
**Budget Ordinance FY 22-23**

**BE IT ORDAINED** by the City Council of the City of Lowell, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2023:

**Section 1:** To amend the General Fund, estimated revenues are to be changed as follows:

**General Fund:**

**Revenues:**

	<u>Decrease</u>	<u>Increase</u>
10-3550-3000 Fee In Lieu of Code		\$25,935.65

This will result in an increase of \$25,935.65 in the General Fund estimated revenues, bringing the revenues budgeted for FY 22-23 from \$3,254,386.00 to \$3,280,321.65.

**Section 2:** To amend the General Fund, the appropriations are to be changed as follows:

**General Fund:**

**Expenses:**

	<u>Decrease</u>	<u>Increase</u>
10-5600-4300 Main. & Repairs-Sidewalks		\$25,935.65

This amendment will result in an increase of \$25,935.63 in the Main. & Repairs-Sidewalks appropriations for Sidewalk repairs in FY 22-23 from \$0 to \$25,935.65.

**Section 3:** Copies of this budget amendment shall be furnished to the Clerk of the City Council, and to the Budget Officer and the Finance Officer for their direction.

Adopted this \_\_\_\_\_ day of May 9, 2023.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk



**Consideration of Application For Committee Appointment - Tyler Shepardson**

Meeting	Agenda Group
May 9th, 2023, 6:00 PM	New Business      Item: D
Reference File	Presented By
	Joe Gates - Planning Director

**To:** Scott Attaway, City Manager

**From:** Joe Gates, Planning Director

**Date:** May 3, 2023

**Re:** Consideration of Appointment of Tyler Shepardson as a member of the Lowell Community Committee for the City of Lowell

On April, 20, 2023, Mr. Tyler Shepardson, 824 Ford Dr., Lowell, NC 28098, submitted his application for appointment to the Lowell Community Committee. Mr. Shepardson recently relocated his business to Main Street where he operates his Marketing and Digital Media business. After seeing all the growth in Gaston County over the last several years, Mr. Shepardson wants Lowell to experience the same success as the surrounding communities in the area. Mr. Shepardson has been a City of Lowell resident for 6.5 years and would like to further his work in the City by joining the Community Committee and use his expertise as a business owner and entrepreneur to drive interest in Lowell as a place to live and work.

City staff recommend Mr. Shepardson be brought before the City Council for the consideration of appointment during their meeting scheduled for May 9, 2023. If appointed, Mr. Shepardson's term would be for 3 years ending on December 31st, 2026.



**APPLICATION FOR APPOINTMENT/RE-APPOINTMENT  
TO A BOARD/COMMITTEE FOR THE  
CITY OF LOWELL, NORTH CAROLINA**

**The City of Lowell appreciates your interest in serving on a Board/Committee and requests that you complete the following application. This application requests general information based on your interest in applying for a Board/Committee for the City of Lowell.**

Applicant Name: Tyler Shepardson Date of Application: 04 / 20 / 2023

Home Address: 827 Ford Dr, Lowell NC, 28098  
Street Address, City, Zip Code

Mailing Address (If different than above): \_\_\_\_\_

Home Phone: 941-527-5181 Business Phone: 941-527-5181

Cell Phone (For City Hall Use Only): \_\_\_\_\_

Email Address: Tyler.Shepardson@gmail.com

**In order to consider this application and provide balance and diversity to the various Boards, the City of Lowell requests that the following information be voluntarily provided:**

Age: 30 Male:  Female:

Occupation: Lowell Business Owner / Marketing, Digital Media Specialist

Do you reside within the City Limits of Lowell: Yes  No

Length of residence in Lowell: 6 Years 6 Months

---

**Please indicate your preference by the number (first choice being "1") and choose.**

**City of Lowell Boards**

Planning and Zoning Board 2 Lowell Community Committee 1



**QUESTIONNAIRE (PLEASE ATTACH ADDITIONAL SHEETS IF NEEDED)**

1. Why do you want to serve or continue to serve on this board/committee?

I have lived in Lowell for several years, and recently moved my business into a space on Main Street. I see the growth of surrounding towns such as Belmont, Mt Holly, etc. and would like to be involved in helping Lowell experience that same growth. As a young business owner and entrepreneur, I feel like I could help provide a fresh, new perspective while working together to drive more business in Lowell.

2. Why do you think you would be an asset to this board/committee?

Similar to my answer above; I have a well rounded background in all aspects of business and recreation. I believe that my professional experiences coupled with my understanding of marketing to millennials and Gen Z could help provide insight as to how to grow the number of people that stop in Lowell for local business rather than just driving through.

3. What do you feel are your qualifications for serving on the board/committee requested?

I was a State Champion wrestler in high school which built the foundation of the work ethic I have used in every other aspect of my life and business. I have a background in sales before transitioning to a Safety Director role in the construction industry. These both require excellent people skills, internal motivation, and responsibility to handle the task at hand. In addition, I have built the largest media outlet in off-road motorcycle racing by utilizing social media and creating engaging video and photo content to spark interest and draw engagement.

**Prior Public Service:**

Board/Committee/Civic

From:

To:

Additional Comments:



## **Ethics Guidelines for City Committee / Boards**

If appointed or re-appointed, I pledge to comply with the following ethics guidelines for boards as adopted by the City of Lowell.

Members of boards shall not discuss, advocate, or vote on any matters in which they have a conflict of interest or an interest which reasonably might appear to be in conflict with the concept of fairness in dealing with public business. A conflict of interest or a potential conflict occurs if a member has a separate, private, or monetary interest, either direct or indirect, in any issue or transaction under consideration. Any member who violates this provision may be subject to removal from the board.

If the board believes he/she has a conflict of interest, then the member should ask the board to be excused from voting. The board should then vote on the question on whether or not to excuse the member making the request. In cases where the individual member or the board establishes a conflict of interest, then the board member shall remove themselves from the voting area.

\_\_\_\_\_  
Tyler M Shepardson

**Applicant's Signature (Required)**

**By signing this document you have agreed to the above Ethics Guidelines**

\_\_\_\_\_  
04/20/23

Date

**A criminal background check will be conducted on new committee members and reappointed committee members.**

**Please return form to:  
Lowell City Clerk, 101 W. First St., Lowell, NC  
28098 Or e-mail to [cramesy@lowellnc.com](mailto:cramesy@lowellnc.com)  
Phone (704) 824-3518**



**City of Lowell**  
**Regular City Council Meeting Memorandum**

---

Prepared By:

**To Discuss the Price and Other Material Terms of a Contract or Proposed Contract for the Acquisition of Real Property by Purchase, Option, Exchange, or Lease Pursuant to NCGS 143-318.11(a)(5)**

Meeting	Agenda Group	
May 9th, 2023, 6:00 PM	Closed Session	Item: A
Reference File	Presented By	

**To:**  
**From:**  
**Date:**  
**Re:**

---

*placeholder for info here...*