

Town of Hudson Regular Meeting

January 16, 2024

Members Present:

Mayor Janet Winkler, Mayor Pro Tem, Rick Shew, Commissioners: Larry Chapman, Jim Engelman, Jeff Link, Barry Mitchell, and Ann Smith.

Others Present:

Town Manager, Jonathan Greer, Chief of Police, Brandon Nelson, Assist. Town Manager/Finance Officer, Shana Guy, Town Attorney, Jonathan Green, Town Planner, Teresa Kinney, Code Enforcement Officer, Curt Willis, and Town Clerk, Tammy Swanson

Call to Order:

Mayor Janet Winkler called the January meeting to order, and Mayor Pro Tem, Rick Shew, led the audience in the Pledge of Allegiance and opening prayer.

Discuss/Adjust Agenda:

Janet presented the January agenda, and there were no changes or additions requested.

Motion: (Larry Chapman/Rick Shew) to approve the agenda as presented. Unanimously approved.

Approval of Minutes:

Motion: (Rick Shew/Larry Chapman) to approve the minutes, as presented, for the December 19, 2023 Regular Meeting, the January 3, 2024 Planning Committee Meeting, and the January 8, 2024 Public Safety Committee Meeting. Unanimously approved.

Appoint Reid Roper to Planning Board:

Jonathan stated that Dot Coleman, a current member of our Planning and Board of Adjustment, is stepping down as a full-time member. Dot has served as a member of the Board since July 1999, but due to personal reasons, she can no longer commit to the regular meeting schedule. She has requested to serve as an alternate member.

Jonathan stated that fortunately, Reid Roper, a resident at 385 Laurel Street, is interested in serving on the Planning Board. Reid is retired from CCC & IT, and currently works for MDI. He served briefly on the Planning Board for Rutherford College, and is familiar with how planning works. Jonathan commented that Reid attended the Planning Board meeting on January 11th, and requested to be appointed to the Board. Reid said he wanted to serve the community.

Teresa commented that she worked with Reid at Rutherford College, and she believes he would be a good "fit" for Hudson's Board.

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Both Jonathan and Teresa recommended that Reid be appointed as a member of the Planning and Board of Adjustment, and that Dot be appointed as an alternate member.

Motion: (Rick Shew/Jeff Link) to appoint Reid Roper as a member of the Hudson Planning and Board of Adjustment to replace Dot Coleman, and to appoint Dot Coleman as an alternate member of the Board. Unanimously approved.

Call for Public Hearing for Zoning Text Amendment 2024-01:

Teresa stated that she and Jonathan have been approached by a development company about developing housing on a property in Town; however, the type of high-density housing being requested will require a text amendment.

Teresa presented the following information for the text amendment.

Residential Multi-Family High Density Overlay District for all residential districts, except for R-20, RA-15 including OI-D, CB-D, HB-D

Option 1

153.02 RMF-HO: HIGH DENSITY MULTI- FAMILY DISTRICT.

Within the RMF-H Zone as shown upon the zoning map of the town, incorporated by reference in § [153.21](#), the following regulations shall apply.

(A) *Permitted uses.* High density multi-family dwellings and customary accessory structures and uses which must be located within the primary structure.

(B) *Required lot area, lot width and yards.*

- (1) Minimum lot size - none.
- (2) Minimum lot area for first dwelling unit - 5,000 square feet.
- (3) Minimum additional lot area for next eight units - 500 square feet.
- (4) Minimum lot area per dwelling unit for nine units or more - 1,000 square feet.
- (5) Minimum lot width - none.
- (6) Minimum front yard - 20 feet.
- (7) Minimum rear yard - 20 feet.
- (8) Minimum side yard - 8 feet.
- (9) Minimum combined width of both sides yards - 20 feet.

(C) *Height.* Each side yard shall be increased one foot for every two feet of building height in excess of 50 feet.

(D) *Screening.* Screening shall be provided in accordance with §§ [153.060](#) through [153.064](#).

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(E) *Off-street parking.* Street parking space shall be provided in accordance with § ~~153.042~~. All parking and drives shall be behind the buildings to provide additional open space uses.

(~~Ord. passed 11-3-1970; Am. Ord. passed 7-3- 1972~~)

§ ~~153.025~~ CLUSTER DEVELOPMENT OVERLAY DISTRICT.

A cluster development is a special use designed to allow for non-conventional developments, and mixed-use developments. The requirements for the cluster development are as follows.

- (A) Cluster developments are by special use permit only.
- (B) A cluster development may be developed in any residential, business or commercial zone in the town.
- (C) A minimum of five lots is required.
- (D) A lot size exemption of 75% of the minimum lot size for the zone the cluster development is to be utilized is allotted; all other requirements for that zone will apply.
- (E) Uses shall be limited to single- family detached dwellings, and related accessory uses, as described by the zoning district the development is in.
- (F) The maximum number of potential lots that may be created shall be computed by subtracting 20% of the gross area (an allowance for street rights-of-way) and by dividing the remainder by the minimum lot area requirements for the zoning district in which the development is located. This section shall apply regardless of the amount of land actually required for streets.
- (G) An amount of land at a minimum equal to the amount of reduction in lot size as determined by division (D) above shall be placed as open space within the development and each lot shall have direct access by right-of-way or easement to such open space. Such open spaces shall be held in nonprofit, corporate ownership by the owners of the lots within the development. In consideration of the purposes served by a cluster development, the title to such open space shall be preserved to the perpetual benefit of the private properties in the development and shall be restricted against private ownership for any other purposes. Twenty percent of the open space must have improvements. As an option, where the Board of Commissioners agrees, such open space may be dedicated to the town for public benefit.

Option 2

Section ___ R-MFH Residential High Density Multi Family Overlay Zone

The **Residential High Density Multi Family Overlay Zone** is designed to provide for high density residential overlay zone within the R-75, R-85, R-15, CBD and Highway Business Districts by an amendment to the Town of Hudson Zoning Ordinance. For the purposes of this section, a high-density multi-family residential is defined as any lot, tract, or parcel of land used, maintained or intended to be used, leased or rented for occupancy of multi-family dwellings, consisting of not less than 2 acres in area, excluding street right-of-way, but including 12 dwelling units completed at first occupancy. ~~This definition shall not include sales lots on which unoccupied manufactured homes are parked for purposes of inspection and/or sale.~~

Provisions for _____.

These provisions govern the establishment of a **Residential High Density Multi Family Overlay Zone** within the R15, R85, R75, CBD, and HB Districts.

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(A) The provisions, procedures, and development standards for manufactured home parks shall be as required in Section ____.

(B) An application for rezoning a lot(s) or parcel(s) from either R-15, R-75, R-85, CBD and Highway Business Districts must be submitted for initial review to the Zoning Administrator 300 days prior to its introduction to the Hudson Planning Board.

(C) The rezoning application, including recommendations of the Planning Board, is brought before the Hudson Town Commissioners for final review.

(D) A public hearing is required in accordance with N.C. General Statute 160D 601 prior to any amendment to establish a **Residential High Density Multi Family Overlay Zone** to the Hudson Zoning Ordinance.

Existing sections.

Section 105. Planned Unit Development.

The purpose of the planned unit development, residential, is to provide a means by which low, medium, or high intensive multifamily dwellings may be developed on a site under unified control, which is planned and developed as a whole or in stages, in areas which may be unsuitable for conventionally developed multifamily use. By requiring a Special Use Permit for the Zoning District, site plan and maximum control of development can be achieved.

The Board of Adjustment may approve this form of development in the districts that allow it as a special use, provided:

105.1 Such project is an integrated plan designed for the primary purpose of **residential use**, commercial, and mixed use.

105.2 The site for the total project is at least 2 acres and at least 2 principal buildings are included in the plans and/or at least 1 acre for single building.

105.3 That the total parcel of land is under single ownership or control, and there is reasonable assurance that the project can be successfully completed and maintained, including care and maintenance of all common open space, recreation space, and other common land area. The PUD plan should reflect the Town of Hudson's long-range plans.

105.4 The preliminary plan for the proposed planned unit development shall be submitted to the Hudson Board of Adjustment for its review. The procedure for approval of the preliminary plan(s) shall be in accordance with the applicable provisions of the Town's Subdivision Regulations. The Board of Adjustment may request design changes. Such changes may include, but shall not be limited to, provisions for additional utilities, drainage, landscaping, lighting, streets and access ways.

105.5 The applicant must resubmit the plan, within 60 days, to the Board of Adjustment if changes were requested. If the plan is rejected by the Board of Adjustment, the applicant will not receive consideration of the same plan for a period of 12 months. The applicant can, however, appeal to Superior Court.

105.6 All principal buildings and accessory buildings or uses abutting the property lines of the project must meet the minimum yard requirements of the district where the project is located. All height requirements shall be met for the district where the project is located.

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105.7 The overall use of the area for buildings shall be no more than 25% 60% of the total land area. The minimum unobstructed open space shall be twenty-five (25%) percent of the total site area. At least twenty-five (25) percent of the minimum unobstructed open space shall be usable open space. Usable open space shall be defined as an open area designed and developed for use by the occupants of the development or others for recreation, courts, gardens, or household service activities, such as clothes drying, which space is effectively separated from automobile traffic and parking and is readily accessible. The term shall not include space devoted to streets and parking.

105.8 Off-street parking shall be provided at a ratio of two spaces per dwelling unit or 1.5 or 2.0 spaces per dwelling in multi-family housing developments. Board of Adjustment will have the flexibility based on the type of units presented in the PUD project.

105.9 All streets and parking areas shall be constructed and paved according to the standards of the Town of Hudson, unless a different plan is approved by the Board of Adjustment as a condition of the project.

105.10 The procedure for final approval of a planned unit development shall be in accordance with the applicable provisions of the Town's subdivision regulations which will include the submission of a design plan to the Hudson Board of Adjustment showing how the requirements of Subsections 105.1 through 105.4 above will be met. Failure of the Board of Adjustment to act on the plan within 60 (90) days following the date of resubmittal, shall constitute a final approval. An approved project must be started within 12 months after final approval and must be completed within a reasonable time. Such time shall be agreed upon between the Board of Adjustment and the applicant/developer.

105.11 No dwelling shall exceed two and one-half (2 1/2) stories or thirty-five

(35) feet in height. No other building shall exceed thirty-five (35) feet in height unless minimum side and rear yards at exterior property lines shall be increased over the required minimum by five (5) feet for every five (5) feet, or fraction thereof, of height over thirty-five (35) feet. Individual stacked second story apartment units are not permitted. Any building greater than one story shall be designed as townhouses where each individual dwelling unit occupies all stories above the ground story.

(7) All schools, churches, community centers and other public meeting places shall be designed, arranged and maintained so that all loading of vehicles can take place off the public right-of-way and street.

(8) Every building shall be separated on every side from any other building within the group by a distance of at least twenty-five (25) feet.

(9) Parking of motor vehicles shall not be permitted within the required setback.

(B) An application for a special use permit to allow PUD development shall be accompanied by schematic plans showing Section 111. Multi-family, Commercial and Industrial Development Standards:

- (1) Proposed locations of building and their general exterior dimensions.
- (2) Proposed use of all land within the area requested for PUD-R.
- (3) Dimensions between all buildings and from buildings to property lines.

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- (4) Traffic, parking and circulation plan, showing proposed locations and arrangement of parking spaces and ingress and egress to and from adjacent streets.
- (5) Proposed location and material of any screening walls, fences, or plantings.
- (6) Proposed exterior design of buildings.
- (7) Schedule of number and size of apartments within the project.
- (8) Proposed time schedule and staging, if any, for construction of the project.

(C) In approving an application for PUD, the Board of Adjustment shall find that the proposed development will be compatible with neighborhood development plans, will not place an excessive traffic load on local streets, that the site can be developed according to a site plan that will be compatible with existing neighborhood development, and that the site can be provided with adequate utility services.

(D) Site development within the PUD shall conform to the schematic plan and associated requirements by the Board of Adjustment. Modification of the development plan and associated requirements may be made by the Board of Adjustment subsequent to the initial approval upon application by the owner of the property.

(E) Following approvals of a PUD Special Use Permit, the property for which approval was granted shall be labeled "PUD" on the zoning map. All relevant documents, findings of fact, site plan, Board minutes, etc. shall, after achieving final approval and signatures, be recorded at the Caldwell County Register of Deeds within 60 days of final approve

111.03 Tree and shrub specifications:

- a. "Tree" as used herein means any tree, evergreen or deciduous, whose mature height of its species can be expected to exceed fifteen (15) feet for a small tree and thirty-five (35) feet for a large tree (except in cases where this would require the planting of incompatible species with the surrounding environment, such as overhead utility lines, then acceptable species may be used). The tree, existing or planted, shall be at least eight (8) feet in height and six and one-quarter (6 1/4") inches in circumference (two (2) inches in diameter) measured at one-half (1/2) foot above grade for newly planted trees and measured at four (4) feet above grade for existing trees.
- b. "Shrub" shall attain a minimum of thirty (30") inches in height with three (3) years of planting. All shrubs shall be a minimum of eighteen (18") inches tall when planted. All shrubs planted on berms may have lesser height provided the combined height of the berm and plantings after three (3) years is at least thirty (30") inches in height.
- c. Tree Replacement Standards: Any tree that dies or is damaged due to weather or other factors must be replaced within the next planting season. Trees must be replaced at a 2 to 1 ratio if the existing damaged/dead tree exceeds a height of twelve (12) feet and is more than six and one-quarter (6 1/4") inches in circumference (two (2) inches in diameter) measured at four (4) feet above grade. Existing damaged/dead trees that that are less than the above listed requirements may be replaced at a 1 to 1 ratio.

Section 111. Multi-Family and Commercial and Industrial Development Standards

Review of Multi-Family and Commercial developments shall be the responsibility of the Town Planner. The Town Planner at his/her discretion may ask the Planning Board to participate in the review process and render any decision in regards to the standards listed from section 111.01 through 111.06. At no time may the Town Planner or Planning Board lessen the requirements of this Section.

111.01 Access Management and Pedestrian Facilities:

Access Management

- a. All new driveway access shall be permitted in accordance with the current NCDOT "Policy on Street and Driveway Access to North Carolina Highways". Additional restrictions will apply as follows:
- b. The minimum distance between the centerlines of driveways into commercial developments shall be at least 600 feet.
- c. On lots that are developed for commercial and/or industrial use, stub outs will be required for interconnectivity to abutting lots or for future development of the remainder of the parcel.
- d. No property shall have more than two (2) driveway access points. In situations where public safety may be affected, additional driveway access points may be permitted only after a Traffic Impact Analysis has been completed at the responsibility of the developer. NCDOT and/or the Town of Hudson may request that the study be completed. A certified professional engineer shall prepare the Traffic Impact Analysis. NCDOT and/or the Town Engineer shall make the final decision in regards to location and number of driveway access points.

Pedestrian Facilities:

- a. Sidewalks or **multi use paths** are required along all major thoroughfares in multi-family and commercial developments within the Town of Hudson and its ETJ. Sidewalks may also be required along minor thoroughfares and collector streets if deemed necessary (connectivity to existing sidewalk system) by the connectivity plan Town of Hudson Bike and Pedestrian Plan 2021 and future land use plans. Town Planner.
- b. Connectivity with the Town's greenway/trail system should be considered (where feasible) if the development is within 100 feet of the existing system following the connectivity plan Town of Hudson Bike and Pedestrian Plan 2021 and future land use plans Town Planner.

Section 111.02 Landscaping of Parking Area

The landscaping requirements of this section shall apply to land, public and private, designated as multi-family, recreational, institutional, industrial and commercial land uses which are required to have twenty (20) or more parking spaces. All those multi-family, recreational, institutional, industrial and commercial land uses which are required to have ten (10) to nineteen

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(19) spaces must comply with the street yard requirements only. Certified and Licensed apartment complexes for the elderly (ages 55 and older) shall have a parking ratio of no less than 1.5 spaces per unit

111.04 Parking area landscaping requirements of this section are as follows:

- a. Credit for using existing trees on site greater than or equal to those required by standards shall be two (2) trees for every one tree retained (in accordance with Section 111.06 a) When using an existing tree, the area under the dripline (maximum extension of branches) of the tree must remain undisturbed. This includes grading, fill, paving, etc.
- b. If an existing tree dies, it must be replaced with two (2) trees during the next planting season. (in accordance with Section 111.06 c)
- c. If any tree/shrub dies, replacement is required within the next planting season.
- d. Landscaping shall be placed in a manner, which meets the intent of this Ordinance, and shall be maintained.
- e. Any fraction of requirements shall be rounded to the next whole number.

(e.g.; in a street yard, if lot width is 149 feet or less then the number of required trees shall be 1. If the lot is 150 then the number of required trees shall be 2 (rounded up to 200 feet)).

- f. Landscaping shall not obstruct the view of motorists using any street, private driveway, parking aisles or the approach to any street intersection so as to constitute a traffic hazard.
- g. Required parking surfacing. All parking and driveways facilities shall provide a paved surface of concrete or asphalt material. Concrete pavers, brick, pervious or semi-pervious materials or similar material may be used if determined to exhibit wear resistance and load-bearing characteristics. Driveway connections for changes of use shall require NCDOT or Town approval before installation.
- a. Landscaping requirements for interior areas of parking areas: (Interior areas are defined as the area within the property used for vehicular storage, parking and movement).
- b. Landscaped planting areas are to be located within or adjacent to the parking area as tree islands, at the end or parking bays, inside medians, or between rows or cars.
- c. There shall be one (1) tree for every twenty (20) parking spaces.
- d. There shall be one (1) shrub for every ten (10) parking spaces. Shrubs must be eighteen (18) inches tall at planting and reach a minimum height of thirty (30) inches in three (3) years.
- e. All trees and shrubs are to be planted within a landscaped planting area not less than one hundred sixty-two (162) square feet in area.
- f. No vehicular parking space shall be farther than one hundred (100) feet from a planting area.

111.05 Landscaping requirements for street yards of parking areas: (Interior areas are defined as the area within the property used for vehicular storage, parking and movement).

- a. Landscaped planting areas are to be located within or adjacent to the parking area as tree islands, at the end or parking bays, inside medians, or between rows or cars.
- b. There shall be one (1) tree for every twenty (20) parking spaces.
- c. There shall be one (1) shrub for every ten (10) parking spaces. Shrubs must be eighteen (18) inches tall at planting and reach a minimum height of thirty (30) inches in three (3) years.
- d. All trees and shrubs are to be planted within a landscaped planting area not less than one hundred sixty-two (162) square feet in area.
- e. No vehicular parking space shall be farther than one hundred (100) feet from a planting area.

111.06 Landscaping requirements for street yards of parking areas:

(Street yards are defined as the area between the public right-of-way and interior area)

- a. Street yards are required to be a minimum of fifteen (15) feet in width.
- b. One (1) tree is required every one-hundred (100) feet along the street frontage.
- c. Shrub beds (fifty (50) square feet minimum and a minimum of ten (10) shrubs per shrub bed) are required every fifty (50) feet along the street frontage. Berms may be used instead of shrubs with the following stipulations: 1) berms must be the required height of shrubs with no more than a 3:1 slope; 2) shorter shrubs may be used in combination with berms as long as the required total height is met; 3) berms must be capped or topped with groundcover vegetation; 4) berms shall be grassed; 5) berms must occupy sixty (60%) percent of the frontage area; 6) fences may be used in combination with berms as long as the fence is compatible in materials and color to the building and is not more than forty (40%) percent of the required height.

DRAFT 01/11/2024

Intensity, Dimensional and Design Standards

Residential District Standards

All development in residential zoning districts shall be subject to the following Intensity, Dimensional and Design Standards. These standards shall not be interpreted as a “guarantee” of development intensity. Other factors and requirements may limit development intensity more than these standards.

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Residential Property Standards	R-HDOD
Minimum Lot Area	
Single-Family Detached (sq. ft.)	3,630 [1]
Single-Family Attached (sq. ft.)	0 [1] [5]
Duplex (sq. ft.)	3630 [1]
Multi-Family (sq. ft.)	21,780 [1]
Density- Maximum (per acre)	12 (Single- Family) 20 (Multi-Family)
Minimum Lot Width/ Frontage(ft)	40 [6]
Minimum Yard Setbacks	
Front Yard (ft) [2]	20
Rear Yard (ft)	10
Interior Side Yard(ft)	5
Street Side Yard (ft)	5
Maximum Height (ft)	50
Minimum Yard Setbacks	
Front Yard (ft)	30
Rear Yard (ft)	10
Interior Side Yard (ft.)	5

Teresa briefly discussed how an overlay district would work. Overlay districts are zoning districts that are applied only in conjunction with other zoning districts. Overlay districts may grant additional use or development requirements on the underlying zoning districts. The underlying zoning would stay in place, but the overlay district would be different.

Jonathan stated that both the Planning Committee and Planning Board have each discussed the text amendment, and both realize there is a need for additional housing, which could be supported by adding an overlay district. The Planning Board will be reviewing the final version of the proposed text amendment at their meeting in February and will make a recommendation to the Board of Commissioner. Jonathan recommended that the Board call for a public hearing for the February 20th meeting to discuss the proposed text amendment.

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Motion:

(Jeff Link/Jim Engelman) to call for a public hearing for the February 20, 2024 Board Meeting to discuss the proposed text amendment. Unanimously approved.

Discussion of Formation of Historical Society/Committee:

Jonathan stated that there has been some interest expressed in creating an Historical Society for Hudson, and he briefly discussed options for establishing this type of commission.

- The commission would be established by ordinance.
- The Society could be a Town committee or it can be a separate non-profit.
- The Town could provide guidance and even a budget for either a Town committee or separate non-profit.

Jonathan mentioned that owners of properties designated as historic properties are eligible to apply for an annual 50% property tax deferral as long as the property's important historic features are maintained. If a disqualifying event occurs, such as a change in ownership or a change in property use, the deferred taxes for the preceding 3 years are due.

Janet suggested that we may want to start out with an advisory committee, hopefully made up of people interested in history. Then an application could be made, with final approval by the Board of Commissioners.

Jim stated that he attended the Depot Committee meeting today, and he noticed that there was one out-of-town member and 5 in-town members serving on the Committee. He suggested that we not make the "historical committee" consist of just in-town members, so that we would have a larger group to select from. Jim commented that he is not sure at this point, if there is a nonprofit to take over a committee. He mentioned that there are a lot of museums in Caldwell County, and he wondered if there could be a "drive" to initiate tourism to these museums.

Barry stated that having a committee is not a problem, but having a society comes under other guidelines. He stated that he would support a committee, but he does not want to step on any toes at the county level.

Jim stated that there is already a Depot Museum Committee established, which could become a Town Committee, with the Town looking after maintenance for the Museum.

Jonathan stated that up to this point, maintenance for the Depot Museum has been done with the Town's budget. He stated that extra lighting, etc. could be budgeted. If we are going to have a museum, one challenge is keeping it open with volunteers. We have to make sure that we have the Depot open on designated days of the week, which could require staffing the Museum. Also, the Museum displays cannot stay the same. Items would need to be moved in and out to keep the public interested.

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Janet stated that we may need to brainstorm, and try to think of someone who would like to be involved and help with the Museum, as well as the preservation of old buildings in Town.

Jonathan stated that by general statute, an Historic Preservation Commission needs to have at least 3 members, serving no more than 4 years. The membership can be a mix of in-Town and out- of-Town residents.

Janet suggested that we try and come up with names for possible committee members, and make sure they are willing to work. She commented that this cannot be a committee of people who are looking to be a member in name only. Janet stated that we will discuss this again in February.

Adoption of Fiscal Year 2024-2025 Budget Calendar:

Shana stated that the Board needed to adopt the budget calendar for FY 2024-2025. She presented the proposed calendar, and commented that it is basically the same format as last year.

Motion: (Jeff Link/Barry Mitchell) to adopt the FY 2024-2025 Budget Calendar as presented. Unanimously approved.

The Calendar was adopted as follows:

BUDGET PREPARATION CALENDAR FOR FY 2024-2025

January 16, 2024	The Budget Dateline is submitted to the Town Commission in open session for approval.
March 13, 2024	Department heads receive budget request forms at monthly Department Head meeting and are instructed to complete and return by March 22, 2018.
March 27, 2024	Manager receives budget request forms from department heads, as well as year-to-date information on departmental expenditures
March 13 – April 26, 2024	2024-2025 Budget is prepared by staff.
April 29 - May 20, 2024	The Town Commission holds budget workshops to discuss Line-Item expenditures for the upcoming year. Following the meetings the Town staff makes the necessary revisions to the recommended budget.
May 21, 2024	The Budget document is presented to the Board for its consideration. A copy of the budget will be filed with the Clerk. The Town Commission sets a date for the public hearing on June 20, 2022 and the Budget is made available for public review.
June 18, 2024	The Town Commission holds a public hearing to hear comments regarding the FY 2024-2025 Annual Budget. The Town Commission adopts the fiscal year 2024-2025 Budget Ordinance for the Town of Hudson.

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Planning Committee Report:

Jeff Link, Chairman of the Planning Committee, reported that the Committee met on January 3rd, and discussed the following:

- **New Housing Project – Cedar Valley Road:** Teresa discussed the potential for new housing along Cedar Valley Road, and the need for a text amendment to accommodate the high-density housing being considered. It was the consensus of the Committee that this type of housing is very much needed in Town, and the change in density should be fine for the area being considered. Jeff commented that the Board just called for a public hearing for the February meeting to discuss the text amendment.
- **Planning Board Membership:** Jeff stated that the Committee discussed the request from Dot Coleman to be replaced as a regular member of the Planning Board, and moved to an alternate member. The Committee discussed a couple potential candidates for Dot's replacement, one being Reid Roper, who was just appointed to fill the seat.
- **Update on Social District:** Jeff stated that Jonathan was planning to have our attorney check on the status of the Social District. He commented that the HUB Station is covered by 3 Drinks Down (formerly 3 Doors Down) – the alcohol just has to be purchased at HUB Station.

Jeff commented that Candace Hagaman had to change the name of 3 Doors Down to 3 Drinks Down. Candace received word that the band "3 Doors Down" had trademark rights to the name, and it could not be used for the establishment.

- **Update on Streetscape Project:** Jeff stated that Jonathan reported to the Committee that the Streetscape Project is 50% through the design phase. According to Jonathan, we may have enough information available to look at the project with the upcoming budget.
- **HUB Station Updates:**
 - Status on Elevator – Project in hands of engineers.
 - Status on Kitchen Equipment – Equipment has been ordered.
 - Additional lighting is needed at HUB Station, and will be added during the parking lot updates (Rural Transformation Grant).

Public Safety Committee Report:

Jim Engelman, Chairman of the Public Safety Committee, gave the Board a report from the Committee's meeting on January 8th.

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- **Police Pay Scale Adjustments:** Jim stated that Jonathan presented the following requests for the Committee to review.
 - Move Sergeant to Grade 20 (up from 19);
 - Move Master Patrol Officer to Grade 19 (down from 20);
 - Eliminate Master Patrol Officer-II from pay scale, and approve 2.5% increase over MPO-I, once MPO-II is achieved.

Jonathan explained to the Committee that in July 2023, ranks were added to the Town's pay scale for the Police Department. Each rank was assigned a grade in accordance with job function, duties, experience, and certifications. Once any change is made and in practice, we need to re-evaluate to make sure we're getting the intended effects.

Jonathan along with Chief Nelson explained that the rank of Master Patrol Officer does not hold any extra duties or responsibilities beyond patrol officer. To receive the Master Patrol Officer rank, an officer must serve two years as Patrol Officer II, and receive an Intermediate Certificate.

The rank of Sergeant, however, does hold extra duties and responsibilities. Sergeants are the backbone of the department, and are tasked with training and supervising the patrol officers in their platoons. The current pay scale has Sergeants ranked lower than the Master Patrol Officers, which based on the responsibilities of the two positions, is backwards. Jonathan proposed moving the rank of Master Patrol Officer down one grade, and moving the rank of Sergeant up one grade.

Jonathan also explained that the rank of Master Patrol Officer II, currently at grade 21, is achieved when an officer has served two years as an MPO-I, and received an Advanced Certificate. While this is an advanced rank, it does not hold any additional responsibilities. Jonathan proposed that rather than giving the officer a 5% pay increase for achieving MPO-II, we remove the MPO-II ranking from the pay scale, and approve a 2.5% increase for achieving MPO-I, once an officer has met the requirements for MPO-II.

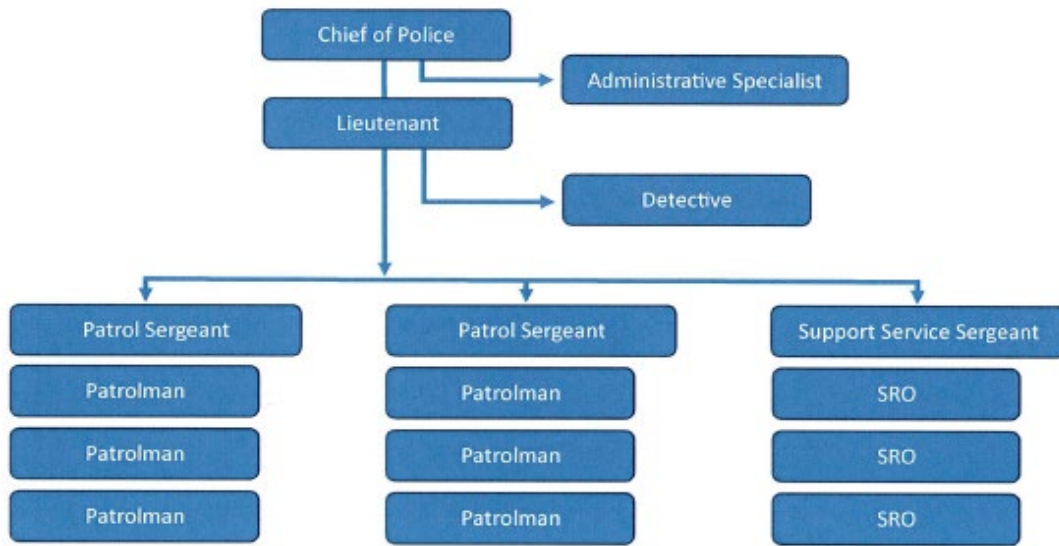
Jim stated that the Committee voted to approve the recommended changes in the Police Pay Grades, and to recommend full Board approval as well.

Motion: (Public Safety Committee) to approve the recommended changes to the Police Pay Grades as presented. Unanimously approved.

- **Police Department Staffing Updates:** Jim stated that Chief Nelson presented an organizational chart for the Department, and stated that some of the officers would be changing positions. Sgt. Benji Manning will be moving to the Lieutenant's position, Detective Scott Lovins will be moving to Support Service Sgt. over the SRO Officers, and Officer Tyler Walker will be moving to the Detective position. He explained that Scott had

requested the move to Support Service Sgt., Tyler has already attended classes for detective work, and having Benji as Lieutenant will provide a “second in command” should he be out of Town or unavailable. Chief Nelson commented that he feels very confident in having these officers in these positions.

Hudson Police Department Organizational Chart



PARTF Budget Ordinance:

Shana stated that the PARTF – Optimist Park Redevelopment project is finished. She commented that we need to update the budget ordinance with the actual dollar amounts for the project. She added that this will officially close the project. Shana presented the 2018-2025 Capital Project Budget Ordinance for the Board to review and approve.

Motion: (Larry Chapman/Rick Shew) to approve the PARTF Budget Ordinance Amendment as presented to close out the project. Unanimously approved.

The Project Budget Ordinance Amendment was approved as follows:

Capital Project Fund adopted Dec. 17, 2019 continues until project closure. Contract Agreement 12/1/219 to 11/30/2022. Extended to 5/31/2023. Included here for information only.

Town of Hudson

January 16, 2024

2018-2025 Capital Project Budget Ordinance Amendment – PARTF Optimist Park Redevelopment

WHEREAS, the Town Manager recommends and the Board now desires to amend the Capital Project Ordinance-PARTF Optimist Park Redevelopment,

BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF HUDSON, NORTH CAROLINA that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following Capital Project Ordinance is hereby amended:

Section 1: The project change authorized is to the Capital Project Ordinance adopted on December 17, 2019, as amended for PARTF Optimist Park Redevelopment. The capital project is for the renovation of the Optimist Park. As part of this project, the Town of Hudson applied for and received a NC Parks and Recreation Trust Fund (PARTF) grant for the upgrade of the Optimist Park to include the following:

1. New Concessions/Press Box/Restroom Building
2. Bleacher Renovation
3. Field Renovation
4. Playground and Picnic Shelter
5. Gaming Center

The grant has a period of performance commencing December 1, 2019 and expiring May 31, 2023.

Section 2: The following estimated fund revenues are anticipated to be available to the Town to complete the project:

	Listed As	Amended	Revised
Capital Fundraising Campaign Contributions	\$ 222,580	\$ 7,121	\$ 229,701
PARTF Grant Proceeds	\$ 222,580	\$ -	\$ 222,580
Other Revenues	\$ -	\$ 9,613	\$ 9,613
General Fund	\$ -	\$ 285,704	\$ 285,704
Total Project Revenues	\$ 445,160	\$ 302,438	\$ 747,598

Section 3: The following amounts are appropriated for the project and authorized for expenditure:

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	Listed As	Amended	Revised
Site Development	\$ 62,000	\$ 60,755	\$ 122,755
Demolition	\$ 23,100	\$ (8,127)	\$ 14,973
Concession/Restroom Building	\$ 174,100	\$ 41,363	\$ 215,463
Bleacher Renovation	\$ 24,000	\$ 49,604	\$ 73,604
Pedestrian Walk Area	\$ 50,000	\$ 67,538	\$ 117,538
Field Renovation	\$ 32,000	\$ 86,471	\$ 118,471
Playground	\$ 30,000	\$ 9,033	\$ 39,033
Picnic Shelter	\$ 18,000	\$ (662)	\$ 17,338
Gaming Center	\$ 6,000	\$ 1,463	\$ 7,463
Planning	\$ 5,000	\$ (5,000)	\$ -
Contingency	\$ 20,960	\$ -	\$ 20,960
Total Project Expenditures	\$ 445,160	\$ 302,438	\$ 747,598

Section 4: The Finance Officer is hereby directed to report the financial status of the project to the governing board on a quarterly basis.

Section 5: Copies of this capital project ordinance amendment shall be furnished to the Budget Officer, the Finance Officer and the Clerk to Town Council.

Section 6: Special Authorization

- A. The Town Manager shall serve as Budget Officer.

- B. The Budget Officer shall be authorized to reallocate departmental appropriations from among the various expenditures within each department not to exceed \$5,000. Notification of all such transfers or amendments shall be made to the Board of Commissioners at their next regular meeting following the effective date of the transfer.

- C. The Budge Officer shall be authorized to effect interdepartmental transfers not to exceed \$5,000. Notification of all such transfers or amendments shall be made to the Board of Commissioners at their next regular meeting following the effective date of the transfer.

Section 7: Restrictions

- A. Inter-fund transfers of money shall be accomplished only by authorization from the Board of Commissioners.

- B. The utilization of any contingency appropriations, in any amount, shall be accomplished only by the authorization from the Board of Commissioners.

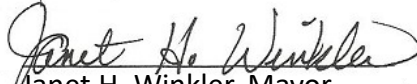
Section 8: The North Carolina Local Government Budget and Fiscal Control Act allows the Board of Commissioners to amend the budget ordinance at any time during the fiscal year, so

January 16, 2024 Regular Meeting

long as it complies with the North Carolina General Statutes. The Board of Commissioners must approve all budget amendments, except where the Budget Officer is authorized to make limited transfers.

Section 9: This capital project ordinance expires when the project is complete.

Adopted this 16th day of January, 2024.


Janet H. Winkler, Mayor

ATTEST:


Tamra T. Swanson, Town Clerk

Informal Discussion/Public Comment:

- **Caldwell County Chamber of Commerce Annual Meeting:** Jim Engelman stated that the Caldwell County Chamber's Annual Meeting is coming up on February 29th at the J.E. Broyhill Civic Center. He stated that the Board Members would have complimentary tickets, and the Chamber is asking each Town to purchase a row of 14 seats for \$800. Jim commented that the Town could use the row to invite business owners and leaders in Town. He added that the business owners do not have to be members of the Chamber to attend; the invitation could go to anyone the Board would like to invite. Jim commented that we would just want to make sure we fill up our row.

Motion: (Rick Shew/Larry Chapman) to approve purchasing a row of seats for the Caldwell County Chamber of Commerce Annual Meeting for \$800. Unanimously approved.

Department Reports:

- **Police Report** – Included in Agenda Packet

- **Planner’s Report**

Staff Report-Planning/Zoning Department, December 2023

Economic Dev, Zoning Ordinance, Subdivision, Watershed, Floodplain Enforcement.

Project	Issue	Status
Economic Development	Ongoing	
Economic Dev and plan review	<ol style="list-style-type: none"> 1. Still open Discussion of pocket Community-on Huss Ave 2. Meeting with housing developer this week concerning possible projects 3. Possible new restaurants coming to town 	Ongoing New Possible housing project text amendments coming soon.
Zoning Changes to Central Business District	Additional Changes coming for zoning ordinance for new SIGN section. Look for that in February. Working on a new updated subdivision ordinance	
Watershed/Floodplain and	New FEMA Floodplain maps are soon going to be available and the town will need to adopt following public comment time.	New Maps are available for review online https://fris.nc.gov/fris/Home.aspx?ST=NC
Subdivision Regulations	Approved 5 minor subdivisions of property. Dealt with a few other subdivision problems.	Ongoing
**Zoning Permits and compliance letters	60 permits issued so far this year majority being new houses, swimming pools, and accessory buildings.	Single Family House permits and home expansions, swimming pools, accessory uses, and sign permits and changes of use
**Citizens requests permits and general discussion	Phone Calls received (40+)	Had several phone calls by citizens, realtors, surveyors, and developers. Business has picked up again. Met with business owners about expansions Storage Building companies are continuing to be an issue as they inform their customers that no permits are required.
Zoning violations/floodplain		
Action Items for Commissioners this meeting	<ol style="list-style-type: none"> 1. Call for public hearing in February for zoning text amendment. 	
General: Planning Board and Board of Adjustment: Reviewing new sign ordinance and residential text amendment in preparation.		

- **Code Enforcement Report:**

Curt gave the Board an update on some of the properties he has been working with to get cleaned up.

-451 Mulberry Street – Property owner has been very diligent in cleaning up the property over the past couple weeks.

-163 Whispering Pines Dr- The owner has made some progress in cleaning up the property. We extended the deadline until after the holidays – still a work in progress.

-114 Palmer Avenue – This property seems to be getting worse – planning to issue order for cleanup.

January 16, 2024 Regular Meeting

- Finance Report

TOWN OF HUDSON																																																																								
MONTHLY FINANCIAL REPORT -DECEMBER 2023																																																																								
10																																																																								
		Current Month*	Last Month**																																																																					
SUMMARY OF CASH ACCOUNTS																																																																								
Cash/Checking	\$	464,305	\$	291,229																																																																				
NC Capital Management Trust		3,711,622		3,723,948																																																																				
CD - First Citizens Bank		100,125		100,119																																																																				
	\$	4,276,052	\$	4,115,297																																																																				
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NOTES:																																																																								
1	Property tax bills were mailed at the end of July. The majority of property tax and solid waste collections occur during November through January. Current collections rate is 80%.																																																																							
2	There is a three month lag in sales tax distribution. Sales Tax Revenues are currently 0.8% above revenues in prior year.																																																																							
3	Most state-shared revenues are distributed quarterly. The second allocation for Powell Bill was received this month.																																																																							
4	Investment earnings this period were \$16,149.81. Total investment earnings year to date are \$86,591.24.																																																																							

Sales Tax Revenue		
	PY	CY
3231	134,235.12	131,853.94
3232	102,359.82	104,269.48
3233	64,681.59	63,310.92
3234	25,215.58	27,407.75
3235	113,777.92	116,907.28
	440,270.03	443,749.37
% Increase		0.8%

- **New Homelessness Response Team** - Jonathan stated that the WPCOG has put together a new response team to address homelessness in the area. Jonathan presented information about the response team, and what they have to offer those experiencing homelessness or at risk of becoming homeless.

January 16, 2024 Regular Meeting

Homelessness Response Team

Who are we?

The Western Piedmont Council of Governments (WPCOG) Homelessness Response Team consists of a 5-member team of individuals who possess expertise in mental health, substance abuse disorders, domestic violence, workforce development, public health, and housing. This team works directly with the homeless population to navigate them to the proper resources in our region. The team also conducts regional outreach and coordinates with partners such as local governments, nonprofits, churches, law enforcement, and social service organizations.

What areas do we serve?

The Homelessness Response Team serves the WPCOG region that consists of four counties: Alexander, Burke, Caldwell, and, Catawba, including the 24 municipalities within those counties.

Who do we serve?

The WPCOG created the Homelessness Response Team to assist individuals experiencing homelessness and support the organizations serving those individuals within our region by working with various agencies such as nonprofits, law enforcement, churches, social service organizations, and others who assist the population by navigating those persons to existing resources. The team works directly with those experiencing homelessness by meeting with individuals on the streets, encampments, or other public areas to understand their underlying challenges and provide assistance. This information is shared with area partners to coordinate local and regional efforts to serve the homeless population.

The team is working with those who are experiencing homelessness, those who are at risk of becoming homeless, those who are fleeing domestic violence, dating violence, sexual assault, stalking, or human trafficking, veterans, and other populations who have a high risk of housing instability.

How is the Homelessness Response Team funded?

A US Department of Housing and Urban Development grant from the American Rescue Plan Act that addresses homelessness challenges due to the effects of the Covid 19 pandemic provided funding to create the Response Team. The award amount of \$4.2 million funds the team's efforts to assist the homeless population through 2030. A future phase includes using these funds to provide additional housing vouchers to those who meet eligibility criteria.

How and when was the Homelessness Response Team formed?

The initial planning stages began in 2022 with the WPCOG staff meeting with various stakeholders throughout the four-county region including local governments, nonprofits, churches, law enforcement, and social service organizations. Once the WPCOG gathered stakeholder input, the consensus was that the best use of the \$4.2 million over seven years was to assemble a Homelessness Response Team. The team works to connect the homeless population with the resources available within the region and to provide coordination among the various service providers. The Homelessness Response Team was fully staffed in November 2023.

Adjournment:

Motion: (Larry Chapman/Jim Engelman) to adjourn the meeting. Unanimously approved.

Tamra T. Swanson, Town Clerk