

**TOWN OF ABERDEEN  
BOARD OF COMMISSIONERS  
MINUTES OF WORK SESSION  
OF NOVEMBER 1, 2007**

The Aberdeen Board of Commissioners met Thursday, November 1, 2007 at 5:30 p.m. for their regular Work Session. Members present were Mayor Elizabeth B. Mofield and Commissioners Pat Ann McMurray, Robbie Farrell, Donna Shannon and Walter Wright. Commissioner Arthur Parker was unable to attend. Others in attendance were Town Manager Bill Zell, Town Clerk Nancy Matthews, Planning Director Kathy Liles, Deputy Planner Patti Jilson and several citizens.

- 1. Petition received by Daniel Kimball for voluntary contiguous annexation of property located at 805 Robinwood Road in Forest Hills and is in the R-20A Residential District.**

Planning Director Kathy Liles informed the Board of the request from Daniel Kimball who desires to be annexed into Aberdeen. She stated this petition has been reviewed by Public Works Director, Rickie Monroe and the Planning Staff, and is determined to be beneficial to the Town of Aberdeen.

Planning Director Liles stated the Town needs to hold off on any future annexation requests in order to be able to meet statutory requirements for any town-based involuntary annexation. **Agenda item as New Business.**

- 2. Subdivision Code Text Amendment GP#07-08 to provide a class of subdivision to be known as Public Infrastructure Subdivisions that allow for expedited review of lots created for utility purposes.**

Planning Director Liles gave a brief power-point presentation on the three types of subdivisions, exempt, minor and major. She explained the requirements for these three. She stated, by creating the proposed subdivision code text amendment, the amendment would expedite the subdivision of land for public facilities and would enhance the Town's responsiveness to the needs of its citizens. **Agenda item as New Business.**

**3. Application for Site Plan Review SP#07-09 submitted by L.Q. Properties, LLC to construct a new structure for building supply sales and offices for contractor services.**

Planning Director Liles informed the Board this building would be constructed on a tract that has already been developed. She stated the applicant is requesting that the front of the building face toward Hwy. #1 instead of Pinehurst Street. She stated the applicant proposed to plant large shrubs in the rear of the building. She stated the building will include five offices.

Planning Director Liles stated, after reviewing the site plan, office parking requirements specify one parking space for each 300 square feet of building. She stated the size of this building would dictate the installation of 25 parking spaces. She stated, in evaluating the current use and its parking needs and the nature of the proposed use, staff recommends that the Board consider reduction of parking to 15 spaces including one handicapped space. She stated the ordinance provides for the permit issuing authority to reduce the required number of parking spaces if circumstances warrant the reduction. **Agenda item as New Business.**

**4. Application for Site Plan Review SP#07-011 submitted by Mike Birky – Cactus Creek Coffee – for a retail/production warehouse facility to be located on the south side of Hwy. 5, off O’Connor Place.**

Planning Director Liles stated Mr. Birky is proposing to build a retail/production warehouse facility on one acre located at 120 O’Connor Place. She stated AAR Powerboss borders the property to the south and west, and vacant lots to the east. She stated all requirements have been met and Mr. Birky plans extensive landscaping for this property. **Agenda item as New Business.**

**5. Application for Site Plan Review SP#07-12 and CU#07-10 submitted by Andrew and Kathleen White to build two duplexes on two abutting lots located at 805 Magnolia Drive, Aberdeen, N. C.**

Planning Director Liles informed the Board that Mr. & Mrs. White are proposing to build two (2) duplexes located on the south side of Magnolia Drive approximately 200 feet east of Robbins Road. She stated the property is currently vacant and is bordered on all sides by residential zoning. She stated the proposed dwellings have the physical appearance of single-family dwellings when viewed from the front as required by the zoning code. She also stated this item must be conducted as a quasi-judicial proceeding.  
**Agenda item as New Business.**

**6. Application for Site Plan Review SP#07-14 submitted by Eric Levin for a light industry/office space commercial building to be located on the north side of Ampersand Road approximately 850 feet west of NC Hwy. 5, Aberdeen, N. C.**

Planning Director Liles informed the Board that Mr. Levin is proposing to build a light industry/office space commercial building on 1.68 acres, located on the north side of Ampersand Road. She stated the adjoining property is in the HC Highway Commercial Zoning District and the property to the south is in the Manufactured Homes Zoning District.

After some concerns, item will be deferred to the next Work Session. Planning Director Liles would like to see the septic system permit before moving forward with this request.

**7. Changes to the TOA Water & Sewer Charge Adjustment Policy.**

Manager Zell informed the Board of consistent issues with “water only” meters. He explained the reason for the changes due to residents wanting adjustments on their water-only meters due to excessive leaks.

Commissioner Wright had a problem with the changes. Commissioner Wright, Manager Zell and Public Works Director, Rickie Monroe, will meet to review and discuss the proposed changes.

**8. Establishment of Building Fee Schedule for Asbestos Inspection and Sampling.**

Planning Director Liles informed the Board that in the past, the Town would have to hire a private contractor for the inspection and sampling of asbestos. She stated that Richard Caton, Building and Code Enforcement Officer, has received training and certification and is now a qualified professional for inspection and sampling of asbestos. She stated his certification will help hold down costs for operation of the Town's Minimum Housing programs. She stated the costs for maintaining certification need to be borne by those needing these specialized services and staff recommends that the Board consider this amendment to the fee schedule to offset these costs. **Agenda item as New Business.**

**9. Discussion Items:**

- a. Discussion of Residential Planned Development "Finley Pines Townhomes" CU#07-12 and Site Plan Review SP#07-15 submitted by Rick Knight to be located on 2.5 acres along NC Hwy. 211 and S. E. Main Street.**

Planning Director Liles informed the Board that Mr. Knight is working with a very configured piece of property. She stated the development will include three, five-unit structures to be sold as individual homes. She stated that this site plan meets all setback requirements and Mr. Knight will include sidewalks.

- b. Status of request to close Morehead Avenue by John Scheid.**

Planning Director Liles informed the Board that there were two ways in which to resolve this issue: Accept by resolution or Town install infrastructure. She stated the Town does not have an interest in this road.

After some discussion, the consensus of the Board that the Town has no interest in this property and the property owners will have to go through the courts to resolve this issue.

**c. Renewal of Lease Agreement for Wholesale Grocery Building.**

Manager Zell informed the Board that Richard Gergle wants to renew the lease on the Wholesale Grocery Building for another ten years. He stated the Board received a copy of Mr. Gergle's proposal. He stated Mr. Gergle will pay for the installation of heating/air for the building and will do some other minor repairs.

The consensus of the Board was to renew the lease but not drop the price of rent. **Agenda item as New Business.**

**10. Information Items:**

**a. Community Revitalization Grant**

Manager Zell updated the Board concerning to the Bethune Street Project. He stated the results came in and the Town did not receive the grant. He stated he called the state and there were two reasons for not meeting requirements: (1) Lack of homes and (2) more families in the moderate homes instead of homes in the low income bracket. He stated the Town will re-submit next year for this grant.

**b. Clean Water Management Trust Grants**

**1. Storm Water Study                      2. Lake Park Trail**

Manager Zell informed the Board the Town received the two grants for Clean Water Management. He stated the two include a grant for the Storm Water Study and a grant for the Lake Park Trail to the middle school.

**c. Park Project Update:**

**1. Review Change Orders**

Manager Zell recommended the Board consider a change order for \$130.00 to place wire to be placed in the inside wall to deter someone from breaking into the building.

After some discussion, the consensus of the Board was to use cinder blocks on the inside wall of the bathroom.

## **2. Cabling Costs**

Manager Zell informed the Board that two quotes had been received for the phone and data wiring of the new Parks & Recreation Facility. He stated both bids were between \$2300.00-\$2500.00. Also, he stated he needed to know what kind of quality of a home theater system the Board desired for the building as there was a wide range in estimates.

After some discussion, several members of the Board asked Manager Zell to check with some of the churches to see who they contracted with and as to their quality and satisfaction.

## **11. Other Business**

### **a. Resolution of Financing Terms for Five (5) Vehicles.**

Manager Zell stated RBC Centura Bank was awarded financing for the purchase of three (3) police cars and two (2) Ford Explorers for the police department. He stated the interest rate will be at 3.73%. He stated the Board would need to adopt the resolution for the financing of these five (5) vehicles.

Motion made by Commissioner Wright, seconded by Commissioner McMurray, to approve the Resolution for Financing Terms through RBC Centura Bank for the acquisition of three 2008 Ford Crown Victoria Sedans and two 2007 Ford Explorers for the Town of Aberdeen. Motion unanimously carried.

### **b. Permit for mobile food unit.**

Manager Zell informed the Board that there had been an inquiry by Mr. Roger Smith to setup a barbeque trailer to provide carry-out food for residents in Aberdeen. He stated the mobile food trailer would be set up for operation from 11 a.m. – 7 p.m. Tuesday through Saturday and also to offer local, seasonal vegetables, plus some desserts.

After some discussion, the consensus of the Board was not in favor of amending the ordinance on roadside stands.

**c. Upcoming Events**

(1) State of the County – Tuesday, November 27<sup>th</sup> at 12 noon, National Golf Club, Pinehurst, N. C.

(2) Annual Elected Officials Appreciation Reception – Thursday, November 29<sup>th</sup> at 6 p.m., National Golf Club, Pinehurst, N. C.

(3) Recognition of Citizen Academy Program students at the Tuesday, November 13<sup>th</sup> Board meeting.

(4) Update: Johnson Controls – Manager Zell stated they are in the process of preparing the RFP. He stated the Town attorney is currently reviewing the Request for Proposal for services of a contractor to develop and implement a comprehensive performance based solution to provide upgrades to Aberdeen’s existing facilities and infrastructure.

Manager Zell stated tentatively that advertisement will be out next week. He stated the pre-bid meeting is scheduled for November 20<sup>th</sup>. He stated he is looking at bid opening January 11<sup>th</sup>. He stated the timeline is approximately up to eight months, around August 10<sup>th</sup>.

(6) The Board reviewed chart for choosing a roof color for the Parks & Recreation Facility and the consensus was to go with the Colonial Red.

(7) Manager Zell informed the Board he had talked with board members of the Malcolm Blue Farm concerning the closing of the farm. He stated the Board would need to discuss this issue further. He stated his concerns are what plans as to what controls are in place to ensure a solid future.

## 12. Adjournment

With no further items of business, motion was made by Commissioner Farrell, seconded by Commissioner McMurray, to adjourn the meeting. Motion unanimously carried.

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Nancy M. Matthews, Town Clerk

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Elizabeth B. Mofield, Mayor

These minutes were prepared and completed on November 5, 2007

These minutes were adopted on November 13, 2007