

MINUTES OF  
CITY OF CREEDMOOR  
BOARD OF COMMISSIONERS  
SPECIAL SESSION MEETING  
**NOVEMBER 10, 2022**  
6 P.M.

**Present in Person at City Hall Boardroom**

Mayor Bobby Wheeler, Mayor Pro Tem Emma Albright, Commissioner Kicinski, Commissioner Ed Mims, and Commissioner Ed Gleason. Also present were City Manager Michael Turner, Director of Community Development Michael Frangos, Finance Director Candy Bowman, Police Chief Keith King, and City Clerk Barbara Rouse.

**Absent**

Commissioner Robert Way

**Call to Order**

Mayor Wheeler called the meeting to order at 6:00 p.m.

**Invocation and Pledge of Allegiance** | Mayor Pro Tem Albright offered the invocation, and Commissioner Kicinski led the Pledge of Allegiance.

**Roll Call**

Roll call by the City Clerk determined a quorum was present.

**Approval of Agenda**

Mayor Wheeler requested the removal of Public Comment and Closed Session from the agenda. Mayor Pro Tem Albright made a motion to approve the agenda as amended. The motion was approved by a vote of 4-0.

**Old Business | Update on Sally Port and Sanderford St. and New Site Layout Proposal, Little/Sepi**

Community Development Director Michael Frangos explained that this meeting was to address the City Hall renovation site plan, the arrangement of the site, and the Police Department building. Frangos told the Board that these were the last questions to address before the next phase of the project could begin. Charlie Hagen-Cazes then presented the Board with a Site Layout Design Progress handout. The first of two issues introduced, was the parking on Sanderford Street, with Cazes outlining the three problematic issues: 1) a 50-foot right-of-way minimum is required for on-street 60-degree angled parking, even when modifying the drive isle to be one-way traffic only, the existing 40-foot right-of-way is not wide enough, 2) a portion of the sidewalk is on the City Hall property and the required parking buffer, width/screening is not met and, 3) if the right-of-way on-site parking must be reduced to meet code requirements or impervious surface calculations are impacted (previous area decreases) and a stormwater management facility is likely to be required. She then presented possible solutions, which included, going against the City's Development Ordinance or acquiring property to the south and reducing onsite parking, or adding stormwater management to the site. After some questions, Cazes reminded the Board that the ultimate goal was to maximize parking. After some more clarification on the issues, Cazes shared her recommendation, which was that the Board approve the parallel parking [presented in the Site Layout Design Plan], which would allow the project to move forward. The City Manager then added that the cost to acquire the four additional lots will far outweigh the benefit of having a few more spaces and he agreed with Cazes's recommendation. Frangos agreed with City Manager and said that the parallel parking would accomplish the goal of getting additional stalls that are not on-site and part of the public right-of-way and he agreed with the City Manager that the cost and time spent on acquisition would be a challenge.

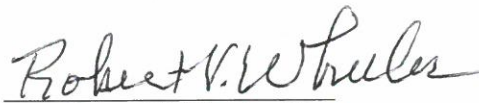
Commissioner Gleason made a motion to approve the parallel parking on Sanderford Street as per Item 1 of the Site Layout Design Plan presented and at the recommendation of the City Manager. The motion was approved by a vote of 4-0.

Focusing on the sally port next, Will Stewart continued the presentation explaining that there had been some concerns as to the access of the sally port in the previous site plan layout. He explained that moving the sally port location would eliminate any potential intersection conflict on North Elm Street, would increase the courtyard by 10 feet [total would now be 70 feet], would eliminate stairs and retaining walls at the courtyard, reducing cut and therefore limiting the concerns related to vapor and odors, further reducing impervious coverage of the site therefor SCMs would not be required by regulatory agencies, and would improve pedestrian circulation and access to the site, and may provide the opportunity for an on-grade ADA access to the existing building rather than a constructed ramp. After some general questions and comments, the Board turned their attention to the location of the dumpster pad, voicing their concerns about sanitation vehicles pulling into and backing out of the parking lot and the safety of pedestrians and vehicles. Different ideas were presented as the Board tried to resolve the issue and after a lengthy dialog, the consensus was to remove the dumpster pad altogether and choose another location at a later date.

Commissioner Gleason made a motion to remove the dumpster pad, approve the location of the sally port as per Item 2 of the Site Layout Design Plan presented, and add two (2) PD spaces. The motion was approved by a vote of 4-0.

**Adjourn**

There being no further business to come before the Board, a motion was made by Mayor Pro Tem Albright to adjourn the meeting at 7:04 p.m. The motion was approved by a vote of 4-0.



Robert V. Wheeler, Mayor

ATTEST:

  
Barbara Rouse, City Clerk