



MINUTES OF
CITY OF CREEDMOOR
BOARD OF COMMISSIONERS
WORK SESSION
JANUARY 16, 2024
6 P.M.

Present in Person at City Hall Boardroom

Mayor Bobby Wheeler, Mayor Pro Georgana Kicinski, Commissioner Robert Way, Commissioner Emma Albright, and Commissioner Archer Wilkins. Also present were City Manager Michael Turner, Executive Assistant Sarah Spruill (acting Clerk), City Clerk Barbara Rouse (via Zoom), City Attorney Kevin Hornik, Police Chief Troy Wheless, and Community Development Director Michael Frangos.

Absent

Commissioner Edward Gleason (excused).

Call to Order

Mayor Wheeler called the meeting to order at 6:00 p.m. Commissioner Way offered the invocation.

Pledge of Allegiance

Mayor Pro Tem Kicinski led the Pledge of Allegiance.

Roll Call

A Roll Call by Acting Clerk Sarah Spruill determined a quorum was present. Mayor Wheeler requested a motion to excuse Commissioner Edward Gleason's absences moving forward due to health reasons until he can resume his role on the Board. Commissioner Wilkins made the motion and it was approved by a vote of 4-0.

Agenda Approval

Mayor Wheeler made a motion to approve the agenda as presented. The motion was approved by a vote of 4-0.

Discussion Item | Presentation by Michele Tempe, Grant Match Corporation

Ms. Michele Tempe, Senior Director of Business Development with Grant Match, introduced herself, via Zoom, to the Board and presented a slideshow on her company, which is based out of Ontario, Canada. Ms. Tempe told the Board that Grant Match was an industry leader in securing government funding for a wide variety of organizations with over 25 years of experience. She went on to explain why cities pursue grant funding and how her company has the awareness, resources, expertise, and preparation to secure grants for these cities and she explained the need to build a proactive grant strategy to achieve one's desired results. Ms. Tempe then presented her company's municipal funding themes for 2023, which she said were recreation, environment, human capital, infrastructure, and culture. Samples of grants awarded to various municipalities were then presented to the Board. In closing, Ms. Tempe told the Board that the services offered by Grant Match are based on a performance contingency which offers organizations low-risk and advanced strategy management support. There were some questions from the Board and the Mayor thanked Ms. Tempe for her time and presentation.

Discussion Item | LSP-2023-02, David Miller Associates, 109 Park Avenue

Community Development Director Michael Frangos said LSP-2023-02 was presented tonight for consideration, but they are not requesting approval at this time. He explained that Bekee Ventures, LLC, the grantee and new owners of 109 Park Avenue, are trying to fast-track the renovations of the building and site to meet a deadline for occupancy and availability of services. Significantly behind schedule, he added, they have been working on interior renovations and upfit with plumbing and electrical trade permits. Frangos said the purpose tonight was to update the Board about where the process is currently. Frangos then presented the original Site Plan submittal to the Board as well as the Site Plan Review Memorandum and he explained the changes that were pending. The Site Plan Revisions were then presented with Frangos pointing out the proposed changes. He then reminded the Board that this applicant is requesting a fast track to move forward before the site plan goes before the Planning Board, who will then have to hold a public meeting where neighboring property owners are notified and allowed to participate at the planning board level and voice any concerns they may have, and then the application would go back before the Board of Commissioners, probably sometime in February or March he said, which would be too long for the applicant so they are asking

for this special concession to fast track this project. Consultant David Miller (David Miller Associates), then spoke to the Board, explaining why his clients were asking for this concession to allow them to move forward with certain aspects (exterior improvements like the parking lot) of the project to fulfill their need to occupy and use the property while the site plan approval process proceeds through the course of Board recommendation and approval, and the applicant, he continued, now wants to inform the Board of their plans and proceed with exterior improvements, while the site plan approval process proceeds through a course of recommendation and approval. Mayor Wheeler asked whether this was outside of the City Ordinance and Frangos answered yes it was, as usually the site plan is approved before any exterior work is completed. Mayor Wheeler continued and asked if the Board agreed to this concession, would that violate any rule or Ordinance the City has to which Frangos answered yes it would violate the Creedmoor Development Ordinance as it is written because it requires site plan approval first. Mayor Wheeler continued saying that the Board needs to follow the rules and Ordinances that are in place. The City Attorney then questioned the specific "ask" of the applicant, to which Frangos answered was to "continue work without the final site plan approval (at their own risk)". After some discussion, the City Attorney suggested a special meeting of the planning board followed by a special meeting of the BOC for final approval as the most efficient way to get the approval needed. Another suggestion by the City Attorney was a joint meeting of the planning board and BOC in tandem. Mayor Wheeler then said that the consensus of the Board was to work with them any way they could, and if a planning board meeting could be put together for this application, the BOC would call a special meeting to consider the site plan. The City Attorney concurred and recommended that if the BOC wishes to help move this project along, they should coordinate with the Planning Board and BOC the soonest date for holding a special meeting to consider this issue. Mayor Wheeler then directed Frangos to go ahead and start the process of setting a date for the planning board special meeting, keep the City Attorney and Mayor informed, and the BOC will call a special meeting as soon as they can. Mayor Wheeler thanked Mr. Miller for his time.

Discussion Item | CAMPA Northwest Area Study

Community Development Director Michael Frangos explained that as requested by Granville County, and recommended by CAMPO staff at the January 4, 2024, Technical Coordinating Committee meeting, the Northwest Area Study had been proposed. Frangos continued and said that for CAMPO, with the City of Raleigh at its center, this area study is in the northwest of its jurisdiction, and the area study would likely incorporate (1) NC 56 from I-85 to US 1 in Franklinton, (2) NC 96 from CAMPO boundary to US 1 in Youngsville, and (3) Bruce Garner Road from NC 96 in Franklin County to Wake County line, and (4) NC 98 in Wake County will be major roads studied as well as the surrounding collector road system. Continuing, he said that the study would be included in the CAMPO FY25 Unified Planning Work Program (UPWP).) and is anticipated to also likely extend into FY26 due to its delayed start. The study will be a transportation study with a land use component and will tentatively include housing and water utility components that will require Granville funding of approximately \$30,000 (estimated). Granville can decide to not include the housing and water utility components in the scope. Frangos added that it will also consider the economic impacts of high-speed rail (S-Line) and over-the-road freight transport through this region. The Northwest Area Study's estimated cost is \$200,000 depending on scope. Frangos then explained that previously, CAMPO has conducted corridor studies in this area for NC 50, NC 98, and the western portions of NC 56, along with hot spot studies on I-85 and at the intersections of US 15/NC 50 / NC 56 in Creedmoor, and they have yet to conduct a full area study in this portion of their planning area. Frangos then said that the executive board of CAMPO will hear this update on January 17th and will hold a public hearing in February where they will be asked to approve this study as well as other studies that CAMPO will be doing in FY 25, after a public comment period. Frangos reminded the Board about upcoming dates of meetings. Mayor Pro Tem Kicinski said she was extremely excited about this and she and County Commissioner Russ May have pushed for this study.

Discussion Item | Amendment to the CPRC By-Laws

City Manager Michael Turner reminded the Board that the Creedmoor Parks & Recreation Committee (CPRC) was created on August 12, 2013, by Resolution 2013-R-13, and the initial Committee consisted of seven (7) members appointed by the BOC: six (6) representing stakeholders in the City and one (1) member who is a student representative. City Manager continued saying, with the opening of the new Creedmoor Community Center in the Spring of 2021 the new Parks & Recreation Director "unofficially" increased committee membership from 7 to 10 members without BOC approval, and the committee membership of 10 currently stands at eight (8) members with only two (2) vacancies. The City Manager further explained that at the most recent December 5, 2023, Board's Organizational meeting during the Mayor's appointment of Advisory Board Liaison members for two Advisory Boards (DEI and CVO), Commissioner Kicinski raised the issue that the CPRC Liaison appointment was missing from the listing of appointments. Without any further question, with a recommendation from the floor, the BOC appointed Commissioner Emma Albright as Liaison to the CPRC. Continuing, he said that during the 10-year history of the CPRC, neither the 2013 Resolution nor the CPRC By-Laws identified or required a Board Liaison for the CPRC. There was no action taken by the Board at the December 11, 2019, or the December 13, 2021, Organizational meetings to appoint a Liaison to the CPRC. He added that the absence of the appointment of a liaison to the CPRC at the December 5, 2023 meeting was not left off or overlooked in the Mayor's listing of appointments, but was intentionally not placed on the list for appointment by the City Manager. In closing, the City Manager said that in light of the fact that the committee membership had been unofficially increased from 7 to 10 members (by the former Parks and Recreation Director), and a BOC Liaison, Commissioner Albright, has now been appointed by the BOC, the CPRC By-Laws should now be amended to reflect those official changes. The City Manager asked

for clarification on this item, and the consensus of the Board was to make the number of members to sit on the CPRC a total of eight (8) and add a board-appointed liaison. The City Manager was asked to bring the amended by-laws and resolution on Consent at the next BOC meeting.

Closed Session

Mayor Pro Tem Kicinski moved to enter closed session pursuant to // NCGS 143-318.11(a)(3) Attorney-Client Privilege at 7:15 p.m. The motion was approved by a vote of 4-0.

Commissioner Way moved to leave closed session at 7:31 p.m. The motion was approved by a vote of 4-0.

Adjourn

As there was no further business to come before the Board, Commissioner Way made a motion to adjourn at 7:32 p.m. The motion was approved by a vote of 4-0.

Robert V. Wheeler
Robert V. Wheeler, Mayor

ATTEST:

Barbara Rouse
Barbara Rouse, CMC, City Clerk



