

Zebulon Board of Commissioners
Work Session
Minutes
September 18, 2019

Present: Robert S. Matheny, Don Bumgarner, Dale Beck, Curtis Strickland, Beverly Clark, Annie Moore, Joe Moore-Town Manager, Lisa Markland-Town Clerk, Michael Clark-Planning, Wayne Dupree-Fire, Chris Ray-Public Works, Sheila Long-Parks and Recreation, Tim Hayworth-Police, Eric Vernon-Attorney

Mayor Matheny called the meeting to order at 7:00pm.

APPROVAL OF AGENDA

Commissioner Clark made a motion, second by Commissioner Moore to approve the agenda. There was no discussion and the motion passed unanimously.

NEW BUSINESS

A. Finance

1. Non-Profit Funding Policy Amendments

Joe Moore explained the Town had received numerous nonprofit funding requests in FY 2020 and the Board would look at doing policy amendments to add criteria in choosing the non-profit.

Bobby Fitts gave a PowerPoint presentation regarding the proposed amendment to the Town's Non-Profit Funding Policy. It was stated the current policy was adopted in 2007 with a total of \$5,000 with no more than \$1,000 to any single non-profit organization. The FY 2020 timeline and background was explained. The purpose was to choose groups that focused on the goals of the Town's strategic plan. There was discussion about the groups who received funding in FY 2020 and if they fit in with the strategic plan. There was a comparison of the current and proposed Non-Profit Funding Policy.

In the proposed policy the following conditions applied:

- Non-profits who were granted funds had to report back to the Board with how the funds were spent and that would be a condition to receive any future funding
- Non-profit status had to be verified by submitting a tax exempt letter from the IRS, confirming 501(c)(3) status, IRS 90 Form, current solicitation and license from the Secretary of State, adhere to all accountability standards
- Must have operated for two years by December 31 of the previous year
- Applicants must identify what program they would use the funds for and how it meets one or more of the goals in the Town's strategic plan
- All applicants would be required to appear and make a presentation at the Board of Commissioners' March meeting
- Grant reporting and monitoring was a new recommendation in the proposed amendment
- Failure to report or appear at the meeting eliminated the non-profit from future funds

There was discussion about whether to allow a written report instead of requiring the non-profit to appear at a Board meeting. Bobby Fitts stated he would rework the policy amendment according to the Board's comments and would bring back to a future meeting for discussion.

B. Planning

1. Unified Development Ordinance

Joe Moore explained there would be a Joint Public Hearing on the UDO on October 14 and the UDO would go before the Board for possible adoption on November 4.

Chad Meadows gave a review of the proposed Unified Development and the goals and key changes were explained in each area. An overview of the old and new districts was given to the Board. There was a discussion about parking in the downtown core and periphery, signage standards. Key changes of the subdivision requirements were mentioned including requesting street connectivity requirements and minimum amount of entry points for developments.

Chad Meadows reviewed the adoption schedule for the UDO.

- Draft would be delivered on October 4.
- Joint Public Hearing was scheduled for October 14
- Planning Board meeting on October 21
- Possible adoption by Board at the November 4 meeting
- effective date of January 1, 2020

There was discussion about the UDO schedule. It was explained that the Board could schedule more meetings to review the draft if they needed more time. Staff was unable to make form changes, or fully begin training and development of processes until the Board adopted the UDO.

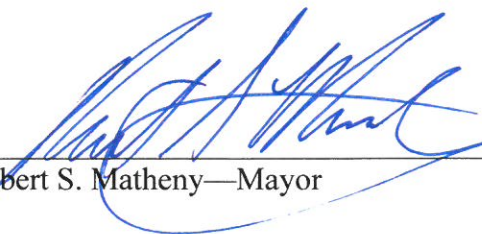
MANAGER'S REPORT

Joe Moore stated the Joint Public Hearing was scheduled for September 23.

Commissioner Strickland made a motion, second by Commissioner Clark to adjourn. There was no discussion and the motion passed unanimously.

Adopted this the 7th day of October, 2019.




Robert S. Matheny—Mayor


Lisa M. Markland, CMC—Town Clerk