

REGULAR MEETING OF TOWN COUNCIL

AGENDA

April 17, 2014

RULES FOR PERSONS ADDRESSING COUNCIL

1. Each speaker will identify himself or herself by giving his or her **name and place of residence**.
2. Each speaker will be limited to speaking one time on any topic. When you are finished speaking, please step away from the podium and be seated.
3. Each speaker will be limited to **three (3) minutes** and each group's representative will be limited to a **maximum of ten (10) total minutes**. Each group is encouraged to designate a single spokesperson for their group.
4. Each speaker will confine himself or herself to the general question before the Council and avoid irrelevant comments.

REGULAR COUNCIL MEETING

(6:00 PM)

1. Invocation
2. Pledge of Allegiance
3. Public Comments
4. Agenda Adoption
5. Approve Consent Agenda *(All matters listed are considered to be routine and non-controversial by Town Council and will be enacted by one motion. There will be no separate discussion unless a Council member so requests, in which case the item will be removed from the Consent Agenda and considered separately.)*
 - a. Approve March 20, 2014 Regular Council Minutes (5a)
 - b. Approve April 3, 2014 Special Meeting Minutes (5b)
6. Public Hearing regarding Zoning Text Amendments for Columbus Zoning Ordinance (6)
7. Consideration of Ordinance Amending Columbus Zoning Ordinance regarding Special Use and Conditional Use Permits (7)
8. Consideration of Ordinance Amending Columbus Zoning Ordinance regarding Board of Planning and Adjustment (8)
9. Consideration of WWTP Change Order #4 – Brian Tripp, WK Dickson (9)
10. Consideration of Agreement for Professional Services with John Walters, Architect, for Columbus PD Expansion Project Design (10)
11. FY 2014-15 Budget Process – Update and Work Session Decision (11)
12. Reports
 - a. Council Members Report
 - b. Managers Report (12b)
 - c. Public Works Report (12c)
 - d. Police, ABC, and Fire Department reports (12d)
13. Adjourn

Town of Columbus
Minutes of Columbus Town Council
Special Meeting – Joint Meeting
April 3, 2014

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

In attendance from the Town of Columbus were Mayor Eric McIntyre, Councilmen Ricky McCallister, Richard Hall, and Josh Denton and Councilwoman Margaret Metcalf. Staff present included Town Manager Jonathan Kanipe, and Town Clerk Devon LaFromboise.

In attendance from Polk County were Chairman Ted Owens, Commissioners Michael Gage, Ray Gasperson, and Keith Holbert. Staff present included Administrative Assistant Ange High.

Chairman Owens gave thanks to the Columbus Town Council for hosting the meeting. He then gave a brief overview of the goal of the meeting and the scope of the involvement.

Before the discussion began, Mayor McIntyre asked to have all related discussion information prior to any joint meeting.

Robert Williamson of Strategic Work Systems, Inc. led the discussion on the slide presentations and the Focus Group review Sessions.

Discussion of the Economic Development Policy & Strategic Plan Polk County, NC Focus Group Review Session

Mr. Williamson discussed the slides of the Polk County 20/20 Vision Plan for the focus group sessions. This discussion included:

1. The plan purpose
2. The vision for Polk County
3. A prioritized list of recommendations
4. Projected economic growth
5. A summary of goals
6. The poverty issue
7. Average weekly wages paid per county
8. A demographic break down of work and population "an aging population and a fleeing youth"
9. The Polk County Economic Impact Area
10. The new Inland Port, located in Upstate Sc.
11. Work Skills Gaps
12. Implementation and goals of the Polk County Economic Development Policy & Strategic Plan
13. Economic entities

Mayor McIntyre asked for clarification of the wage for Polk County. Mr. Williamson clarified that it is for residents working in Polk County. The group discussed working opportunities for Polk County residents. Councilman McCallister stated that consumption purchases are made in areas of cheaper

49 cost.

50

51 Councilwoman Metcalf asked if starting up the railway between Tryon and Saluda would help with
52 economic expansion. Mr. Williamson felt it would because it is a viable railway. Mayor McIntyre
53 joined in the discussion by correlating the railway with manufacturing. Mayor McIntyre believes the
54 manufacturing output needs to meet the railway needs. Commissioner Gasperson brought up the fact
55 that if the railway is started up again, it would likely be used to haul coal to the inland port for out of
56 country shipment.

57

58 Chairman Owens and Mr. Williamson discussed the Sierra Nevada Brewery in Mills River, NC
59 expansion and the needs the company had that were met by Henderson County. Mr. Williamson felt
60 that Polk County could have been a viable option. Commissioner Gage discussed how the Sierra
61 Nevada company interacted with Henderson County and how the County met and answered Sierra
62 Nevada's questions as one cohesive unit. Commissioner Gage feels that Polk County needs to
63 emulate Henderson County, in this regard.

64

65 Councilman Hall asked if the citizens really want industry in Columbus. Councilman Hall feels the
66 citizens do not want the growth caused by certain industries. Councilwoman Metcalf agreed with
67 Councilman Hall's question, and feels that Polk County needs something unique.

68

69 Councilman McCallister asked for confirmation that the plan is a guideline and will be flexible. Mr.
70 Williamson confirmed the plan is a guideline, is flexible and can change.

71

72 Mayor McIntyre led the group in a discussion on vocational colleges and the need for them in North
73 Carolina. Mr. Williamson spoke on Spartanburg Community College, Spartanburg Community Tech,
74 and Greenville Technical Colleges and how they are teaching students the skills needed for new job
75 markets. Commissioner Gasperson feels there are opportunities for utilizing these schools.

76 Councilwoman Metcalf asked about Isothermal Community College's contribution. Mr. Williamson
77 stated that their role needs to be defined.

78

79 Mr. Williamson then moved the meeting to the Economic Development Policy & Strategic Plan Draft
80 #4.

81

82 **Discussion of the Economic Development Policy & Strategic for Plan Polk County, NC Draft #4**

83 Councilwoman Metcalf asked Mr. Williamson for a schedule of the meetings among the local
84 economic entities. She clarified the request is not for participation purposes, but for informational and
85 communication purposes. Mr. Williamson did not confirm this schedule, but agreed that the
86 communication between entities would be incorporated.

87

88 Mayor McIntyre asked how Goal F on page 3 of the draft was included. Mr. Williamson clarified the
89 budget was compared with nearby counties and there is a formal basis or formula that was used.

90 Mayor McIntyre voiced his concerns over the comparison with surrounding counties that he does not
91 feel are comparable. He would like to see a comparison with counties that have similar structures
92 such as rural basis, demographics, farming, single schools, etc. Commissioner Gasperson feels that
93 Polk is unique and cannot be compared to counties that are farther dispersed even if they are similarly
94 structured. Mr. Williamson tried to clarify that the budget is for a budget of comparable counties that
95 Polk County should try to emulate, not to compare.

96 Mr. Williamson feels that mapping resources for businesses should be a priority. Utility availability

97 will be a selling point. Each strategic priority is designed to progressively develop our economic
98 development product and services. These include entrepreneurship, agricultural tourism, business
99 growth, and marketing for businesses and services. Commissioner Gasperson took this opportunity to
100 read a portion of an article from the Carolina Journal, in order to make a point about home based
101 entrepreneurial businesses.

102

103 Home Occupation businesses and business incubators became a focus point for discussion. Business
104 incubators base rent on scale of business. Commissioner Gasperson reminded the group that Polk
105 County has a zoning for home occupation businesses. Manager Kanipe confirmed the Town of
106 Columbus has an ordinance for home based businesses as well. Manager Kanipe will supply Mr.
107 Williamson with a copy of the Town of Columbus Code of Ordinances chapter on home occupation
108 businesses.

109

110 A brief discussion of economic entities that have met with the County regarding the Economic
111 Development Policy & Strategic for Plan Polk County followed. Mayor McIntyre would like all the
112 council members to write down any questions and turn them over to Manager Kanipe to forward to
113 Mr. Williamson. Mr. Williamson wants to add wording that reflects the ideas and needs of the Town
114 of Columbus.

115

116 Councilwoman Metcalf asked about the timeline for long term review and implementation. The
117 policy, per point 9.0 - Economic Development Procedures subsection 1. "This Polk County Economic
118 Development Policy & Strategic Plan will be reviewed annually, and updated as needed, by the
119 Board of Commissioners to assure relevancy."

120

121 Commissioner Gage expressed a need to have town representation on the E.T.D.C. board. A Town
122 Council representative will lend a voice to the board.

123

124 Mayor McIntyre asked where the dollars are going to come from to implement these budgets.
125 Commissioner Gage explained the plan is to have a slow implementation of the policy, but the
126 County will have to raise the funds. The funding will initially come from the County's General Fund,
127 t 30 - 32% of annual budget.

128

129 The group briefly discussed the Woodland Mills building located in Mill Spring, its potential as an
130 industrial incubator, and meeting the sanitary sewer needs of the area and the surrounding areas.

131

132 There being no further business, Commissioner Gage made a motion to adjourn, Commissioner
133 Holbert seconded; Councilman McCallister made a motion to adjourn, Councilman Hall seconded.
134 The meeting was adjourned at 8:00 p.m.

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Mayor

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Town Clerk

Town of Columbus
Minutes of Columbus Town Council
March 20, 2014

Mayor McIntyre called the Regular Meeting to order at 6:00 p.m.

In attendance were Mayor McIntyre, Councilmen McCallister, Hall, and Denton, Councilwoman Metcalf, Town Manager Jonathan Kanipe, Police Chief Chris Beddingfield, Public Works Director Robert Rosseter and Town Clerk Devon LaFromboise.

Regular Meeting 6:00 p.m.

Invocation

Councilman Hall led the invocation.

Public Comments

Mayor McIntyre opened the floor for agenda item three, public comments. Ernie Kan of 65 Hampton Street spoke to the Council about the Polk County Artist and Crafter's Guild. She reminded Council that a new artist will be featured in the Council Chambers. Her name is Annette Wells and she works in oil paintings. Mrs. Kan announced the guild now has two meetings per month. One meeting is on the second Monday of each month at 6:30 pm and one meeting is on the fourth Wednesday of each month at 10:00 am. It is open to anyone in Polk County who is an artist or crafter.

Approve Regular Agenda

Mayor McIntyre asked for any changes to the agenda. Manager Kanipe reviewed two changes to the agenda: new item number 6 is a presentation of PBA N.C. Mountain Chapter Officer of Year Award to Lieutenant Nick Stott and new item number 12 is consideration of support for Polk County Appearance Commission's Courthouse Beautification Project.

Councilman McCallister moved to approve the agenda with the two additions, Councilwoman Metcalf seconded, motion carried.

Approve Consent Agenda

Mayor McIntyre asked for further discussion on the consent agenda. There was no further discussion. Councilwoman Metcalf made a motion to approve the consent agenda as written, Councilman Hall seconded, motion carried.

The consent agenda and following items were unanimously approved.

1. February 20, 2014 Regular Meeting Minutes
2. March 1, 2014 Special Meeting Minutes
3. Proclamation declaring March as Red Cross Awareness Month
4. Proclamation declaring April as Child Abuse Prevention Month
5. Resolution Authorizing the Sale of Town Personal Property by Electronic Auction

This concludes the items approved in the consent agenda.

49 Mayor McIntyre read the Proclamation declaring March as Red Cross Awareness Month and
50 presented it to Kimberly Shell, American Red Cross Community Executive.

51
52 Mayor McIntyre also read the Proclamation declaring April as Child Abuse Prevention Month
53 and presented it to Kiesa Kay of Tryon.

54
55 **Presentation of PBA N.C. Mountain Chapter Officer of the Year Award to Lieutenant Nick**
56 **Stott**

57 Chief Beddingfield introduced Brandon McGaha, a Sergeant of the Hendersonville Police
58 Department and the president of the Mountain Chapter of the PBA. Sergeant McGaha gave a brief
59 introduction to the Mountain Chapter of the PBA and thanked the Council for allowing Columbus
60 to be a participant in the 5K race. Sergeant McGaha turned the presentation to Chief
61 Beddingfield.

62
63 Chief Beddingfield spoke highly of Lieutenant Stott's achievements and skills. Lieutenant Stott
64 works diligently to acquire grants, present departmental reports and statistics for the Columbus
65 Police Department. Lieutenant Stott still leads the department in DWI arrests in addition to his
66 administrative job duties.

67
68 Sergeant McGaha presented Lieutenant Nick Stott with the PBA N.C. Mountain Chapter Officer
69 of the Year Award for outstanding achievement in the areas of leadership, community service,
70 mentoring, performance, and valor.

71
72 **Consideration of Water Leak Adjustment Policy**

73 Manager Kanipe compiled the suggestions made by Council and presented them for
74 consideration. Language was added giving the Town Manager authorization for more than 2
75 adjustments per account per Council's request:

76 "No more than two adjustments may be made to the same account in a twelve (12)
77 month period, except that the Town manager is authorized to allow more than two
78 (2) water bill adjustments if, in his/her discretion, the additional adjustments are
79 warranted by extenuating circumstances. The Manager must provide a written
80 reason for this deviation to the Town Council."

81
82 Councilman McCallister made a motion to approve the water leak adjustment policy as it is
83 written, Councilman Hall seconded, motion carried.

84
85 **Consideration of WWTP Change Order #4 - Brian Tripp, WK Dickson**

86 Brian Tripp of WK Dickson announced his intent to discuss change #4 and would like to speak
87 about a newly developed change order #5. Change order #4 is for \$6,800.00 and is in reference
88 for a block filler paint to be used for the new lab building and an additional ten (10) days for
89 painting. The block filler paint is an industrial coating for weather resistance. This was originally
90 for \$13,000.00 - \$14,000.00, but the contractor has worked with WK Dickson in a cost saving
91 effort. Mr. Tripp feels this is the best price without compromising quality.

92
93 Change order #5 is for \$1,580.00 for a second electrical feed to the well house. There is one feed
94 to control the motor, and to meet the building code, a second feed is required for the lighting. Mr.
95 Tripp reviewed the cost of all change orders to date, and together the costs for all the approved
96 change orders are under 2.5% of the total contract.

97 Councilwoman Metcalf and Mayor McIntyre asked for an itemized bill for change order #4.
98 Councilwoman Metcalf would also like to have an itemized bill for all change orders. Mr. Tripp
99 will provide Council with itemized statements for all change orders.

100
101 Mr. Tripp and Council then had an in-depth discussion on the items listed in change order #4. Mr.
102 Tripp explained the paint has already been applied. The subcontractor was told there is a
103 possibility that the order would not be approved, but the subcontractor decided to proceed with
104 the paint without affirmation. Mayor McIntyre asked to table the change order until an itemized
105 list of the cost could be obtained. Councilman Hall asked what the contractor would do until the
106 change order was approved. Manager Kanipe explained the contractor is free to continue but
107 would have to assume the risk of continuing without Council approval.

108
109 Mayor McIntyre explained that Council needs to have the change orders itemized so that Council
110 can understand how each cost is impacting the total cost of the change orders. Councilman
111 McCallister requested the itemized statement to include the square footage the paint will cover.
112 Council thanked Mr. Tripp for his diligence in cost saving practices during the project.

113
114 Councilman McCallister made a motion to approve change order #5 for \$1,580.00 for the
115 additional electrical lines going from the lab to the new well building, Councilman Hall seconded,
116 Councilman Hall voted aye, Councilman McCallister voted aye, Councilwoman Metcalf voted
117 nay, Councilman Denton voted aye, motion carried.

118 119 **Consideration of ABC Board & Planning Board Appointments**

120 Manager Kanipe confirmed Marshall Watkins's and Devin William's desire to be reappointed.
121 Manager Kanipe explained his strategy to ensure some continuity in operation so the membership
122 of the Board would not be changed all at once. This would require a one year appointment term
123 this year with a two year term appointment thereafter. This method would ensure an existing
124 board member term with a new chairperson or an existing chairperson with new member terms.

125
126 Manager Kanipe also confirmed Joan Scoggins's desire to be reappointed to the Planning Board.

127
128 Councilman Denton moved to approve the reappointments and appoint schedule for the ABC
129 Board members, Councilman Hall seconded, motion carried.

130
131 Councilman McCallister made a motion to appoint Joan Scoggins for a 3 year term for the
132 Planning Board / Board of Adjustments, Councilwoman Metcalf seconded, motion carried.

133 134 **Consideration of Entering into Agreement with NCLM and American Legal Publishing for 135 Online Storage / Administration of Town Minutes**

136 Manager Kanipe briefly reviewed the idea of maintaining and posting the Town Council minutes
137 online. During the budget retreat meeting, Council made a request to look at 10 year rolling
138 system. Manager Kanipe estimated the initial cost at \$1,500.00. There is a \$350.00 yearly storage
139 cost plus a \$1.10 per page upload fee. American Legal Publishing will house the minutes and
140 provide us with a link to the webpage; this is similar to how the ordinances are currently stored
141 online.

142
143 Council discussed the different time frames and the cost for each time frame. Councilman
144 McCallister suggested housing 7 years of minutes. Manager Kanipe recommended trying out a 5

145 or 7 year storage plan. Councilman McCallister asked Manager Kanipe if he felt the project is
146 useful. Manager Kanipe felt the project is useful and explained the minutes are always available at
147 the Town Hall.

148
149 Councilman McCallister moved to approve the business agreement with North Carolina League
150 of Municipalities and American Legal Publishing to host online minutes of all meeting with a 10
151 year roll over period, Councilman Denton seconded, motion carried.

152 153 **Introduction and Discussion of State-Mandated Zoning Ordinance Amendments**

154 Manager Kanipe went over the details of the technical ordinances presented to Council. These
155 changes include:

- 156 1) A key substantive change is that while appeals by the property owner must be filed within 30
157 days of receipt of a decision, other interested persons may have more time to file an appeal as
158 their 30 days is not triggered until they have actual or constructive notice of the decision.
159 Property owners now have the right to post a notice of a decision on their property as a means
160 to put others on constructive notice thereby triggering the time in which they can appeal.
161 These changes are all mandated by the new statute.
162
- 163 2) Another key change is that whereas before all decisions of the BOA required a 4/5ths majority
164 to carry, now only decisions on applications for variances require the 4/5ths majority. All
165 other decisions (e.g., appeals from determinations of the zoning administrator, decisions on
166 conditional and special use permits) simply require a simple majority. Again, this is a change
167 mandated by the new statute.
168
- 169 3) The new statute also lessens the standard for granting variances. The former requirement that
170 the applicant show that in the absence of a variance no reasonable use of his or her property
171 can be made has been eliminated.
172
- 173 4) The change to 154.082(C)(1) is just to fix an error in the old text where it said at the end that
174 the decision was by the Town Council rather than the BOA. *This is an amendment resulting*
175 *from a flaw in the Town's ordinance, and not mandated by state law.*
176
- 177 5) An additional requirement is added so that variances and conditional and special use permits
178 get recorded in the Register of Deed's office. This is not a statutory requirement, but the
179 county and many jurisdictions do this. This recordation will be at the applicant's expense.
180
- 181 6) Staff deleted a current section of the Zoning Ordinance as it relates to the Board of Planning
182 and Adjustment (154.040(C)). It puts a 2-term limit on membership on the Board of Planning
183 and Adjustment. *The Town has had significant issues the past few years in filling these*
184 *appointed positions, and we have not been able to abide by this term limit. Staff recommends*
185 *removal of this provision and has already done so from the draft ordinance as presented this*
186 *evening.*
187

188 The Planning Board will be meeting in April and will make a recommendation to Council
189 thereafter.

190
191

192 **Consideration of Support for Polk County Appearance Commission's Courthouse Street**
193 **Beautification Project**

194 The Polk County Appearance Commission's primary focus this year is to beautify Courthouse
195 Street. Their ideas include installing 8 aluminum poles with hanging baskets, planting some
196 junipers and other plantings along the walkway and mulching. The estimated cost of the
197 enhancements is \$6,500.00 to \$7,000.00. They are not requesting funds from the Town, but are
198 asking for an agreement for watering and care; they are asking for the Town to help maintain the
199 improvements.

200
201 Joe Cooper, chairman of the Appearance Commission is confident the County Commissioners
202 will support and provide funds for the project. Council directed Manager Kanipe to give the
203 support of the Town of Columbus for maintenance.

204
205 **Council Reports**

206 Councilman McCallister would like to have the Doughboy statue cleaned. He read from an article
207 about the Doughboy:

208
209 "This monument marks the highway that we dedicated to the memory of Lewis Butler, Jessie
210 Lewis, Wallace Langford, Zebo Wilson, Lawson Williams, Ralph Walker, and Columbus
211 Constance who paid the supreme sacrifice for their home and country, and also all those who
212 served in WWII from Polk County, North Carolina. This monument was erected by the school
213 children, patriotic citizens of the county."

214
215 There is not much information on this statue and there are many questions such as who did the
216 rock work and who carved the statue.

217
218 In 2009 Councilman McCallister asked for a light to shine on the statue. The light was never
219 installed but he would still like to have one installed in the front of the statue. Councilman
220 McCallister would also like to have two steel poles installed to protect the statue. Councilman
221 McCallister is willing to clean the statue as soon as he is told what can be used to clean but not
222 damage the statue.

223
224 Mayor McIntyre asked how far in front of the statue is the Department of Transportation right of
225 way and directed Manager Kanipe to contact DOT to find out. Councilman Hall asked what year
226 the statue was first dedicated. Councilman McCallister replied that no one knows the date.
227 Councilman McCallister requested an advertisement to be run in the Tryon Daily Bulletin asking
228 for citizens to come forth with any historical information on the Doughboy.

229
230 Councilman Hall mentioned a rededication ceremony, possibly during the Veterans Day parade.
231 Council was in favor of a rededication.

232
233 Mark Schmerling, a reporter for the Tryon Daily Bulletin, recommended contacting Harris
234 Fortier, a local sculptor, for questions about cleaners. Mr. Schmerling felt that Mr. Fortier would
235 be knowledgeable about materials and cleaners. Council directed Manager Kanipe to contact
236 Harris Fortier. Council further discussed the history, cleaning ideas, monument additions, and
237 monument safety and protection.

238
239

240 **Manager's Report**

241 Manager Kanipe presented his report on the following topics:

242

- 243 • Updates to the Town computer have begun, as discussed during the budget retreat.
- 244 • The Polk County Board of Commissioners have requested a meeting with the Town of
245 Columbus to review the economic development plan. A draft has been provided to Council.
246 The meeting will be held in the Council Chambers of the Columbus Town Hall on Thursday
247 April 3, 2014 at 6:00 p.m. Please contact Manager Kanipe with any questions and he will
248 compile them for the joint meeting.
- 249 • The Town of Columbus is participating with the North Carolina League of Municipalities in
250 the municipal energy group project. The aim is to intervene with power utilities to reduce the
251 financial burden of increased electrical rates on municipalities. Manager Kanipe attended a
252 workshop for street lighting and LED lighting supported by the project.
- 253 • At the last RPO meeting, DOT Division 14 submitted the Peniel Road sidewalk project. The
254 DOT submitted the project to the State. Mayor asked for clarification of the two different
255 segments. One was submitted under the biking and pedestrian plans and the other under the
256 regional plans; the idea is to have three opportunities for approval. If approved, the sidewalk
257 will be on the right side of the road going toward the Holly Hill Subdivision.

258

259 **Public Works Report**

260 Council briefly discussed the surplus items for sale on GovDeals. Councilman McCallister asked
261 if there will there be a minimum bid. Director Rosseter clarified there will be a reserve for bids.

262

263 **Police Report**

264 Chief Beddingfield presented his report on the following topics:

265

- 266 • Jerry Williams had a family issue and was not able to attend the meeting to receive his
267 advanced certification from the state.
- 268 • The 5K run was a huge success. There were over 600 registered participants and 524 crossed
269 the finish line. Town Attorney Bailey Nager came in second overall. Trooper Hamby came in
270 1st place in the Police Division. The overall winner was high school cross country runner
271 Mitchell Brown. The Police Benevolent Fund was able to raise over \$30,000.00. The
272 Columbus event was the biggest most participated race in the country. Local businesses
273 benefitted from the event. They would like to come back in 2015 to have another 5K race.
274 There were two minor injuries and two intoxicated individuals who joined the race without
275 registering.
- 276 • Officer Ron Diaz received the award for the Region C Uniformed Patrol Officer of the Year.
- 277 • Mayor McIntyre asked after the status of the joint effort with St. Luke's Hospital. Chief
278 Beddingfield is happy with the joint effort, the transition has been going smoothly and
279 Columbus Police Department officers have been solving cases of medical attention obtained
280 by false identification.

281

282 **ABC Board Report**

283 The ABC report was noted.

284

285 **Fire Department Report**

286 The Fire Department Report was noted.

287 There being no further business, Councilman Denton made a motion to adjourn, Councilman
288 McCallister seconded, motion carried. The meeting was adjourned at 7:44 p.m.

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Mayor

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Town Clerk

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MEMORANDUM FOR TOWN COUNCIL MEETING
APRIL 17, 2014

To: Mayor & Town Council
From: Jonathan Kanipe, Town Manager
Re: Public Hearing regarding Amendments to the Columbus Zoning Ordinance
Date: April 7, 2014

Background

The Town Manager scheduled a public hearing for tonight's meeting in order to receive public comment regarding two proposed zoning ordinance amendments. Staff notified the public appropriately and provided the attached notice of public hearing to the *Tryon Daily Bulletin* well in advance of tonight's meeting.

Council must receive comment from the public prior to considering the two amendments to the Columbus Zoning Ordinance.

TO: Tryon Daily Bulletin
FROM: Jonathan B. Kanipe, Town Manager
DATE: March 25, 2014
SUBJ: Public Hearing Notice

Please publish below the line in legal ads on:
Friday, April 4 and Friday, April 11

Send bill and affidavit to:
Town of Columbus
PO Box 146
Columbus, NC 28722

NOTICE OF PUBLIC HEARING

The public shall hereby take notice that on **Thursday, April 17, 2014**, the **Town of Columbus Town Council will conduct a public hearing** at the Columbus Town Hall, located at 95 Walker Street, Columbus, NC. The Council will hold the public hearing in relation to proposed amendments to the Town of Columbus Zoning Ordinance.

The proposed amendments are primarily to comply with new North Carolina state law regarding rights of appeal to the Board of Adjustments, and the majority percentage required for Board of Adjustments decisions, including variances and other quasi-judicial hearings. The proposed amendments also include a change in the standards used for variance approval. Three additional amendments are included at the Town's request, related to the removal of Planning Board member term limits; requiring recordation of variance, conditional, and special use permits at the Register of Deeds; and a technical correction clarifying the proper decision making body for quasi-judicial hearings.

A copy of these proposed amendments are on file at the Columbus Town Hall. All interested parties are invited to attend. Notice is hereby given in accordance with NCGS 160A-40024.



MEMORANDUM FOR TOWN COUNCIL MEETING
APRIL 17, 2014

To: Mayor & Town Council
From: Jonathan Kanipe, Town Manager
Re: Consideration of Ordinances Amending the Columbus Zoning Ordinance
Date: April 11, 2014

Background

Staff introduced amendments during last month's meeting that the Council would consider following a public hearing. The draft ordinances are provided for your review in this packet, and for this specific instance, are related to statutory changes related to conditional and special use permits.

During the 2013 Long Session, the NC General Assembly approved changes to conditional use and special use approvals in North Carolina (now requiring only simple majorities, not 4/5th), as well as the requirements related to appealing a Board of Adjustment decision and the removal of a requirement related to granting variances. Once again, the guidance from Town Attorney Bailey Nager that you had before you last month should prove beneficial during your review, and I have included it below.

- 1) A key substantive change is that while appeals by the property owner must be filed within 30 days of receipt of a decision, other interested persons may have more time to file an appeal as their 30 days is not triggered until they have actual or constructive notice of the decision. Property owners now have the right to post a notice of a decision on their property as a means to put others on constructive notice thereby triggering the time in which they can appeal. These changes are all mandated by the new statute.
- 2) Another key change is that whereas before all decisions of the BOA required a 4/5ths majority to carry, now only decisions on applications for variances require the 4/5ths majority. All other decisions (e.g., appeals from determinations of the zoning

administrator, decisions on conditional and special use permits) simply require a simple majority. Again, this is a change mandated by the new statute.

- 3) The new statute also lessens the standard for granting variances. The former requirement that the applicant show that in the absence of a variance no reasonable use of his or her property can be made has been eliminated.
- 4) The change to 154.082(C)(1) is just to fix an error in the old text where it said at the end that the decision was by the Town Council rather than the BOA.
- 5) An additional requirement is added so that variances and conditional and special use permits get recorded in the Register of Deed's office. This is not a statutory requirement, but the county and many jurisdictions do this. This recordation will be at the applicant's expense.
- 6) Staff deleted a current section of the Zoning Ordinance as it relates to the Board of Planning and Adjustment (154.040(C)). It puts a 2-term limit on membership on the Board of Planning and Adjustment.

The ordinances are broken up into two separate amendments, as they each need to be approved individually for the specific sections they cover. Staff has investigated the application of these amendments to the Town's current ordinances and finds them to be necessary in order to match our regulations with state law and update several pieces of our ordinance which needed to be changed.

The Town Planning Board met on April 10, 2014, and recommended approval of both ordinances, and found that both ordinances were consistent with the Town's prior adopted plans and land use guidelines.

Please feel free to provide me with any questions regarding these proposed amendments before or during the meeting. Staff recommends approval of both amendments to the Columbus Zoning Ordinance.

ORDINANCE AMENDING ZONING ORDINANCE

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF COLUMBUS that the Town's Zoning Ordinance is amended in the following particulars:

1. Sections 154.081(D)(3) and (4) are amended and restated to read in their entirety as follows:

(D) *Decisions.*

(3) *Voting.* The concurring vote of a majority of the members of the Town Council shall be necessary to granting a conditional use permit.

(4) *Public record of decisions.* The decisions of the Town Council, as filed in its minutes, shall be a public record, available for inspection at all reasonable times. In addition, and at the applicant's expense, approved conditional use permits shall be filed with the Polk County Register of Deeds by the Town Clerk within one month from the date of approval.

2. Sections 154.082(C)(1) is amended and restated to read in its entirety as follows:

(C) *Conditions, evidence and findings of fact.*

(1) In approving an application for a special use permit, the Zoning Board of Adjustment may attach fair and reasonable conditions to the approval. The petitioner will have a reasonable opportunity to consider and respond to any additional requirements prior to approval or denial by the Zoning Board of Adjustment.

3. Sections 154.082(D) is amended and restated to read in its entirety as follows:

(D) *Decisions and judicial review.* The provisions of § 154.046(E)(1) Voting, (2) Quasi-Judicial Decisions, (4) Public Record of Decisions, and (5) Judicial Review, shall apply to the Zoning Board of Adjustment's consideration of special use permits.

BE IT FURTHER ORDAINED that the Town Council finds that the foregoing amendments are consistent with the plans and policies of the Town of Columbus.

Adopted this ___ day of _____, 2014

Eric McIntyre, Mayor

ATTEST:

Devon LaFromboise, Town Clerk

APPROVED AS TO FORM:

A. Bailey Nager, Town Attorney

ORDINANCE AMENDING ZONING ORDINANCE

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF COLUMBUS that the Town's Zoning Ordinance is amended in the following particulars:

1. Sections 154.040 through 154.048 of the Code of Columbus are amended and restated to read in their entirety as follows:

BOARD OF PLANNING AND ADJUSTMENT

§ 154.040 ESTABLISHMENT OF BOARD OF PLANNING AND ADJUSTMENT.

(A) A Board of Planning and Adjustment is hereby established to fulfill the duties of the town Planning Board and Board of Adjustments, and all members shall have equal rights, privileges and duties. The Board shall consist of five (5) members. The five (5) members shall be citizens of the Town of Columbus and shall be appointed by the Columbus Town Council.

(B) Initial terms of office shall be as follows: one (1) member appointed for three (3) years; two (2) members appointed for two (2) years; and two (2) members appointed for one (1) year. Upon completion of these initial terms of office, all additional appointments on the Board shall be for three (3) year terms.

(C) Any permanent vacancy in the membership shall be filled for the unexpired term of the vacancy. All members shall serve without pay, but may be reimbursed for any unusual expenses incurred while representing the Board.

(Ord., Art. VI, § 600, passed - -; Am. Ord. 2010-01, passed 3-25-10; Am. Ord. 2010-04, passed 6-17-10; Am. Ord. 2014-____, passed - -14)

§ 154.041 SELECTION OF ALTERNATE MEMBERS.

The Columbus Town Council shall also appoint two (2) alternate members to serve on the Board of Planning and Adjustment in the absence, for any cause, of the Board's regular members. Alternate members shall be appointed for three (3) year terms. Such alternate members, while attending any regular or special meeting of the Board and serving in the absence of any regular member, shall have and exercise all the powers and duties of such regular member so absent. Alternate members should attend all proceedings of the Board in order to gain experience.

(Ord., Art. VI, § 601, passed - -; Am. Ord. 2010-01, passed 3-25-10; Am. Ord. 2014-____, passed - -14)

§ 154.042 RULES OF CONDUCT FOR MEMBERS.

(A) Members of the Board may be removed for cause, including violation of the rules stated below.

(B) Faithful attendance at meetings of the Board and conscientious performance of the duties of members of the Board shall be considered a prerequisite of continuing membership on the Board. The unexcused absence of three consecutive meetings shall be sufficient grounds for removal from the Board. The removal is subject to approval of a simple majority of a quorum as defined in § 154.044(C) below.

(C) No Board member shall vote on recommendations regarding any zoning map or text amendment where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member. If an objection is raised to a member's participation and that member does not recuse himself or herself, the remaining members shall by majority vote rule on the objection.

(D) A member of the Board or any other body exercising quasi-judicial functions pursuant to this Ordinance shall not participate in or vote on any quasi-judicial matter in a manner that would violate affected persons' constitutional rights to an impartial decision maker. Impermissible conflicts include, but are not limited to, a member having a fixed opinion prior to hearing the matter that is not susceptible to change, undisclosed ex parte communications, a close familial, business, or other associational relationship with an affected person, or a financial interest in the outcome of the matter. If an objection is raised to a member's participation and that member does not recuse himself or herself, the remaining members shall by majority vote rule on the objection.

(E) No Board member shall vote on any specific matter unless he or she shall have attended all hearings on that matter.

(F) No Board member shall discuss any quasi-judicial case with any parties thereto or other Board members prior to the public hearing on that case; provided however, that members may receive and/or seek information on that case from the Zoning Administrator or any other member of the Board, its secretary or clerk prior to the hearing.

(Ord., Art. VI, § 602, passed - -; Am. Ord. 2010-01, passed 3-25-10; Am. Ord. 2014-____, passed - -14)

§ 154.043 GENERAL PROCEEDINGS OF THE BOARD OF PLANNING AND ADJUSTMENT.

(A) The Board shall annually elect a Chairperson and a Vice-Chairperson from among its members. The Chairperson shall in turn appoint a Secretary, who may be a municipal officer, an employee of the town, or a member of the Board of Planning and Adjustment. The Town Clerk or the Town Clerk's appointee shall serve as clerk to the Board. The Board may at its discretion require that the party appealing from a decision of the Zoning Administrator employ and pay for a court reporter to take and to provide to the Board a verbatim transcript of the hearing of the appeal. The Board shall keep minutes of its proceedings, showing the vote of each member upon every question, or if absent or failing to vote, indicating that fact, and also keep records of its examinations and other official actions.

(B) The Chair of the Board or any member acting as Chair and the Clerk to the Board are authorized to administer oaths to witnesses in any matter coming before the Board. Any person who, while under oath during a proceeding before the Board of Adjustment, willfully swears falsely is guilty of a Class 1 misdemeanor.

(C) The Board of Adjustment, through the Chair, or in the Chair's absence anyone acting as Chair, may subpoena witnesses and compel the production of evidence. To request issuance of a subpoena, persons with standing under G.S. 160A-393(d) may make a written request to the Chair explaining why it is necessary for certain witnesses or evidence to be compelled. The Chair shall issue requested subpoenas he or she determines to be relevant, reasonable in nature and scope, and not oppressive. The Chair shall rule on any motion to quash or modify a subpoena. Decisions regarding subpoenas made by the Chair may be appealed to the full Board of Adjustment. If a person fails or refuses to obey a subpoena issued pursuant to this subsection, the Board of Adjustment or the party seeking the subpoena may apply to the General Court of Justice for an order requiring that its subpoena be obeyed, and the court shall have jurisdiction to issue these orders after notice to all proper parties.

(Ord., Art. VI, § 603, passed - -; Am. Ord. 2010-01, passed 3-25-10; Am. Ord. 2014-____, passed - -14)

§ 154.044 MEETINGS.

(A) *Board meetings.* The Board shall hold regular monthly meetings at a specified time on the second (2nd) Thursday of each month and at a specified place. Special meetings may be called at any time at the request of the Chairman or by the request of three (3) or more Board members. At least forty-eight (48) hours notice of the time and place of meetings shall be given, by the Chairman, to each member of the Board. All Board meetings are to be held in accordance with Article 33B of Chapter 143 of the General Statutes of North Carolina, commonly referred to as the Open Meeting Law.

(B) *Cancellation of meetings.* Whenever there is no business for the Board or whenever so many regular members notify the Chairman of the inability to attend that a quorum will not be available, the Chairman may dispense with a meeting by giving notice to all members.

(C) *Quorum.* A quorum shall consist of three (3) members of the Board, but the Board shall not pass upon any questions relating to an application for a variance when there are fewer than four (4) members present.

(D) *Voting.* All regular members may vote on any issue unless they have disqualified themselves for one or more of the reasons listed in § 154.042 above. The vote of a majority of the members present and voting shall decide issues before the Planning Board. Voting by the Board of Adjustment shall be as set forth in § 154.046(E)(1).

(Ord., Art. VI, § 604, passed - -; Am. Ord. 2010-01, passed 3-25-10; Am. Ord. 2014-____, passed - -14)

§ 154.045 POWERS AND DUTIES OF THE BOARD OF PLANNING AND ADJUSTMENT.

(A) *Planning Board.* When fulfilling its duties as the Planning Board, the Board shall:

- (1) Make studies of the area within its jurisdiction and surrounding areas;
- (2) Determine objectives to be sought in the development of the study area;
- (3) Prepare and adopt plans for achieving these objectives;
- (4) Develop and recommend policies, ordinances, administrative procedures, and other means for carrying out plans in a coordinated and efficient manner;
- (5) Advise the Town Council concerning the use and amendment of means for carrying out plans;
- (6) Exercise any functions in the administration and enforcement of various means for carrying out plans that the Council may direct;
- (7) Perform any other related duties that the Council may direct;
- (8) Participate in the development review process as directed by the Town of Columbus Zoning Ordinance, Subdivision Ordinance, or any other adopted ordinance and/or regulation of the Town;
- (9) Make recommendations to the Town Council regarding the adoption of any proposed Zoning and/or Subdivision Ordinance or amendment. Furthermore, the Board may initiate from time to time proposals for amendment of the Zoning Ordinance, Zoning Map or Subdivision Ordinance based upon its studies and plans;
- (10) The Board may conduct public hearings to gather information necessary for the drafting, establishment, and maintenance of plans; and
- (11) Submit in writing to the Town Manager in May of each year, a report of its activities, and an analysis of the expenditures to date for the current fiscal year; and submit to the Town Manager for budget consideration its requested budget of funds needed for operation during the ensuing fiscal year.

(B) *Board of Adjustment.* When fulfilling its duties as the Board of Adjustment, the Board shall have the following powers and duties:

(1) *Interpretation.* To interpret zoning maps and pass upon disputed questions of lot lines or district boundary lines and any other questions of interpretation that may arise in the administration of this chapter.

(2) *Administrative review.* To hear and decide appeals from any order, requirements, decision or determination made by the Zoning Administrator in the enforcement of this chapter as provided in § 154.046 below. The Board shall also hear and decide all matters upon which it is required to pass under any statute or ordinance that regulates land use or development.

(3) *Special uses.* To grant in particular cases and subject to appropriate conditions and safeguards, permits for special uses as authorized in §§ 154.082 and 154.083 below and set forth as special uses under the various use districts.

(4) *Variances.* To hear and decide variances as provided in § 154.046 below.

The Board of Adjustment shall follow quasi-judicial procedures when deciding appeals, requests for variances and special use permits.

(Ord., Art. VI, § 605, passed - -; Am. Ord. 2010-01, passed 3-25-10; Am. Ord. 2014-____, passed - -14)

§ 154.046 PROCEEDINGS BEFORE THE BOARD OF ADJUSTMENT.

(A) *Appeals.* The Board of Adjustment shall hear and decide appeals from decisions of administrative officials charged with enforcement of the Zoning Ordinance and may hear appeals arising out of any other ordinance that regulates land use or development, pursuant to all of the following:

(1) Any person who has standing under G.S. 160A-393(d) or the Town may appeal a decision to the Board of Adjustment. An appeal is taken by filing a notice of appeal with the Town Clerk. The notice of appeal shall state the grounds for the appeal.

(2) The official who made the decision shall give written notice to the owner of the property that is the subject of the decision and to the party who sought the decision, if different from the owner. The written notice shall be delivered by personal delivery, electronic mail, or by first-class mail.

(3) The owner or other party shall have 30 days from receipt of the written notice within which to file an appeal. Any other person with standing to appeal shall have 30 days from receipt from any source of actual or constructive notice of the decision within which to file an appeal.

(4) It shall be conclusively presumed that all persons with standing to appeal have constructive notice of the decision from the date a sign containing the words "Zoning Decision" or "Subdivision Decision" in letters at least six inches high and

identifying the means to contact an official for information about the decision is prominently posted on the property that is the subject of the decision, provided the sign remains on the property for at least 10 days. Posting of signs is not the only form of constructive notice. Any such posting shall be the responsibility of the landowner or applicant. Verification of the posting shall be provided to the official who made the decision.

(5) The official who made the decision shall transmit to the Board all documents and exhibits constituting the record upon which the action appealed from is taken. The official shall also provide a copy of the record to the appellant and to the owner of the property that is the subject of the appeal if the appellant is not the owner.

(6) An appeal of a notice of violation or other enforcement order stays enforcement of the action appealed from unless the official who made the decision certifies to the Board of Adjustment after notice of appeal has been filed that because of the facts stated in an affidavit, a stay would cause imminent peril to life or property or because the violation is transitory in nature, a stay would seriously interfere with enforcement of the ordinance. In that case, enforcement proceedings shall not be stayed except by a restraining order, which may be granted by a court. If enforcement proceedings are not stayed, the appellant may file with the official a request for an expedited hearing of the appeal, and the Board of Adjustment shall meet to hear the appeal within 15 days after such a request is filed. Notwithstanding the foregoing, appeals of decisions granting a permit or otherwise affirming that a proposed use of property is consistent with the ordinance shall not stay the further review of an application for permits or permissions to use such property; in these situations the appellant may request and the Board may grant a stay of a final decision of permit applications or building permits affected by the issue being appealed.

(7) Subject to the provisions of subdivision (6) of this subsection, the Board of Adjustment shall hear and decide the appeal within a reasonable time.

(8) The official who made the decision shall be present at the hearing as a witness. The appellant shall not be limited at the hearing to matters stated in the notice of appeal. If any party or the Town would be unduly prejudiced by the presentation of matters not presented in the notice of appeal, the Board shall continue the hearing. The Board of Adjustment may reverse or affirm, wholly or partly, or may modify the decision appealed from and shall make any order, requirement, decision, or determination that ought to be made. The Board shall have all the powers of the official who made the decision.

(9) When hearing an appeal pursuant to G.S. 160A-400.9(e) or any other appeal in the nature of certiorari, the hearing shall be based on the record below and the scope of review shall be as provided in G.S. 160A-393(k).

(10) The parties to an appeal that has been made under this subsection may agree to mediation or other forms of alternative dispute resolution. A majority of the members

shall be required to decide to determine an appeal made in the nature of certiorari in accordance with Subsection (E)(1), below.

(B) *Special Use Permits.*

(1) A special use permit from the Board of Adjustment is required for all special uses. The Board of Adjustment shall hear and decide special use permits in accordance with standards and procedures specified in this Section and in §§ 154.082 and 154.083 and may issue special use permits in the classes of cases or situations and in accordance with the principles, conditions, safeguards, and procedures specified herein and may impose reasonable and appropriate conditions and safeguards upon these permits. Where appropriate, the conditions may include requirements that street and utility rights-of-way be dedicated to the public and that recreational space be provided.

(2) All special use permits that are granted shall run with the property or structure for which the special use permit is being sought and not with the owner of the property or structure.

(C) *Variances.*

(1) When unnecessary hardships would result from carrying out the strict letter of the Zoning Ordinance, the Board of Adjustment shall vary any of the provisions of the ordinance upon a showing of all of the following:

(a) Unnecessary hardship would result from the strict application of the ordinance. It shall not be necessary to demonstrate that, in the absence of the variance, no reasonable use can be made of the property;

(b) The hardship results from conditions that are peculiar to the property, such as location, size, or topography. Hardships resulting from personal circumstances, as well as hardships resulting from conditions that are common to the neighborhood or the general public, may not be the basis for granting a variance;

(c) The hardship did not result from actions taken by the applicant or the property owner. The act of purchasing property with knowledge that circumstances exist that may justify the granting of a variance shall not be regarded as a self-created hardship; and

(d) The requested variance is consistent with the spirit, purpose, and intent of the ordinance, such that public safety is secured, and substantial justice is achieved.

No change in permitted uses may be authorized by variance. Appropriate conditions may be imposed on any variance, provided that the conditions are reasonably related to the variance. Any other ordinance that regulates land use or development may provide for variances consistent with the provisions of this subsection.

(2) *Application.* When a variance is requested the applicant shall submit a completed application for such permit.

(3) *Quasi-Judicial Hearings on Applications for Variances.* Once the Zoning Administrator is in receipt of a complete application and five copies of a complete site plan, he or she will schedule the application for a public hearing before the Board. The Zoning Administrator shall mail the Notice of Hearing in accordance with Subsection (D)(2), below. The Board of Adjustment shall conduct a quasi-judicial hearing on the application and shall allow any interested party to appear, either in person or by agent or attorney.

(4) *Board Action on Applications for Variances.* After the quasi-judicial hearing, and on consideration of the record, the Board shall take action on the application, either (1) denying it, (2) approving it, or (3) approving it subject to one or more conditions. In granting a variance, the Board of Adjustment shall make findings that the requirements of this section have been met. Violation of the conditions shall be deemed a violation of this chapter and punishable under § 154.999 below. A concurring vote of four-fifths of the Board shall be necessary to grant a variance in accordance with Subsection G, below.

(5) *Effect of Approval.* All variances that are granted shall run with the property or structure for which the variance is being sought and not with the owner of the property or structure.

(D) *Hearings.*

(1) *Time.* After receipt of an application or a notice of appeal, the Board Chairperson shall schedule the time for a hearing, which shall be at a regular or special meeting within 31 days from the filing of the application or notice of appeal.

(2) *Notice of hearing.* Notice of hearings conducted pursuant to this Section shall be mailed to the person or entity whose appeal, application, or request is the subject of the hearing; to the owner of the property that is the subject of the hearing if the owner did not initiate the hearing; to the owners of all parcels of land abutting the parcel of land that is the subject of the hearing; and to any other persons entitled to receive notice as provided by the Zoning Ordinance. In the absence of evidence to the contrary, the Town may rely on the county tax listing to determine owners of property entitled to mailed notice. The notice must be deposited in the mail at least 10 days, but not more than 25 days, prior to the date of the hearing. Within that same time period, the Town shall also prominently post a notice of the hearing on the site that is the subject of the hearing or on an adjacent street or highway right-of-way.

(3) *Conduct of hearing.* Any party may appear in person or by agent or by attorney at the hearing. The order of business for hearing shall be as follows:

(a) The Chairperson, or such person as he or she shall direct, shall give a preliminary statement of the case;

(b) The applicant shall present the argument in support of his or her application;

(c) Persons opposed to granting the application shall present the argument against the applications;

(d) Both sides will be permitted to present rebuttals to opposing testimony; and

(e) The Chairperson will summarize the evidence, which has been presented, giving the parties opportunity to make objections or corrections. Witnesses may be called and factual evidence may be submitted, but the Board shall not be limited to consideration of only such evidence as would be admissible in a court of law. The Board may view the premises before arriving at a decision. All witnesses before the Board shall be placed under oath and the opposing party may cross-examine them.

(4) *Rehearings.*

(a) An application for a rehearing may be made in the same manner as provided for an original hearing. Evidence in support of the application shall initially be limited to that which is necessary to enable the Board to determine whether there has been a substantial change in the facts, evidence or conditions in the case.

(b) The application for rehearsing shall be denied by the Board if from the record it finds that there has been no substantial change in facts, evidence or conditions. If the Board finds that there has been a change, it shall thereupon treat the requesting the same manner as any other application.

(E) *Decisions and Judicial Review.*

(1) *Voting.* The concurring vote of four-fifths of the Board shall be necessary to grant a variance. A majority of the members shall be required to decide any other quasi-judicial matter or to determine an appeal made in the nature of certiorari. For the purposes of this subsection, vacant positions on the Board and members who are disqualified from voting on a quasi-judicial matter shall not be considered members of the Board for calculation of the requisite majority if there are no qualified alternates available to take the place of such members.

(2) *Quasi-Judicial Decisions.* The Board shall determine contested facts and make its decision within a reasonable time. Every quasi-judicial decision shall be based upon competent, material, and substantial evidence in the record. Each quasi-judicial decision shall be reduced to writing and reflect the Board's determination of contested facts and their application to the applicable standards. The decision may reverse or affirm, wholly or partly, or modify the order, requirement, decision or determination appealed from. The record shall state in detail what, if any, conditions and safeguards are

imposed by the Board in connection with the granting of a variance. The written decision shall be signed by the Chair or other duly authorized member of the Board. A quasi-judicial decision is effective upon filing the written decision with the Clerk to the Board of Adjustment. The decision of the Board shall be delivered by personal delivery, electronic mail, or by first-class mail to the applicant, property owner, and to any person who has submitted a written request for a copy, prior to the date the decision becomes effective. The person required to provide notice shall certify that proper notice has been made.

(3) *Expiration of permits.* Unless otherwise specified, any order or decision of the Board in granting a variance shall expire if a building permit or certificate of occupancy for the use is not obtained by the applicant within six months from the date of the decision.

(4) *Public record of decisions.* The decisions of the Board, as filed in its minutes, shall be a public record, available for inspection at all reasonable times. In addition, and at the applicant's expense, approved variances and special use permits shall be filed with the Polk County Register of Deeds by the Clerk to the Board of Adjustment within one month from the date of approval.

(5) *Judicial Review.* Every quasi-judicial decision shall be subject to review by the superior court by proceedings in the nature of certiorari pursuant to G.S. 160A-393. A petition for review shall be filed with the Clerk of Superior Court by the later of 30 days after the decision is effective or after a written copy thereof is given in accordance with Subsection D, above. When first-class mail is used to deliver notice, three days shall be added to the time to file the petition.

(Ord., Art. VI, § 604, passed - -; Am. Ord. 2010-01, passed 3-25-10; Am. Ord. 2014-____, passed - -14)

BE IT FURTHER ORDAINED that the Town Council finds that the foregoing amendments are consistent with the plans and policies of the Town of Columbus.

Adopted this ____ day of _____, 2014

Eric McIntyre, Mayor

ATTEST:

Devon LaFromboise, Town Clerk
APPROVED AS TO FORM:

A. Bailey Nager, Town Attorney



MEMORANDUM FOR TOWN COUNCIL MEETING
APRIL 17, 2014

To: Mayor & Town Council
From: Jonathan Kanipe, Town Manager
Re: WWTP Change Order No. 4 (Painting) – Mr. Brian Tripp, WK Dickson
Date: April 7, 2014

Background

During last month's meeting, Council requested that the Town's engineer for the project from W.K. Dickson, Mr. Brian Tripp, provide the itemized breakdown of costs for the requested paint change order. Mr. Tripp contacted the contractor immediately and received the attached itemized information. Additionally, Mr. Tripp wanted to provide the following information, as relayed by Buchanan and Sons.

The paint totals are as follows:
Exterior Water Proofer - 10 Gallons
Exterior Block Paint - 15 Gallons
Interior Block Filler - 10 Gallons
Interior White Paint - 4 Gallons
Interior Sheetrock Paint - 6 Gallons
Interior Sheetrock Paint (2nd - 3rd coat) - 5 Gallons
Interior plywood - 3 Gallons
Interior Plywood (2nd - 3rd coat) - 2 Gallons
Metal Doors - 2 Gallons

The painter is a subcontractor to BSI, but BSI has to supply all tools, material, and fuel for him to get to the job. Plus they covered him under their worker's comp.

This information should augment that supplied in the attached itemized document. Please let me know if you require further information prior to the meeting regarding this change order, or have additional concerns from this itemized listing and narrative.

DOCUMENT 00 94 63
CHANGE ORDER NUMBER Four (4)

Date: December 12, 2013
Agreement Date: March 14, 2013

PROJECT: Columbus Wastewater Treatment Plant Upgrade
OWNER: Town of Columbus, NC
CONTRACTOR: Buchanan & Sons, Inc.
WKD Project Number: 20110093.00.CL

Changes and/or additions are hereby made to the Contract Documents as follows:

PAYMENT SCHEDULE THIS CHANGE ORDER	COST CHANGE
Additions	\$ 6,800.00
Deductions	\$ 0.00
Net Change This Change Order	\$ 6,800.00

Change to Contract Time: Ten (10) Days

Justification for Change Order:

- Painting of the Office / Lab
- Ten (10) Days for Painting

Original Contract Price		\$ 2,445,940.00
Contract Additions by Previous Change Orders	Add	\$ 51,775.00
Contract Deductions by Previous Change Orders	Deduct	\$ 0.00
Contract Change by this Change Order	Add	\$ 6,800.00
New Contract Price, including this Change Order		\$ 2,504,515.00

Original Contract Completion Date	<u>April 15, 2014</u>
Contract Completion Date from Previous Change Order	<u>May 27, 2014</u>
Net Change By Calendar Days	<u>Ten (10) Days</u>
New Contract Completion Date	<u>June 6, 2014</u>

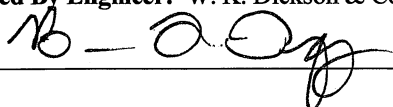
Accepted By Owner: Town of Columbus, NC

Date

Accepted By Contractor: Buchanan & Sons, Inc.

Date

Accepted By Engineer: W. K. Dickson & Co., Inc.


Date 3/4/14

CONTRACT CHANGE REQUEST

TO: Brian Tripp, W.K. Dickson

CONTRACT CHANGE REQUEST NO. 6
DATE: 02/17/2014
PROJECT NAME: Columbus WWTP
PROJECT NO.: 20110093.00.CL

FROM: Tom Edge, Buchanan and Sons Inc

IT IS REQUESTED THAT A CONTRACT CHANGE BE MADE TO THE ABOVE REFERENCED CONTRACT.

- 1. SCOPE OF WORK (USE ADDITIONAL PAGES IF REQUIRED. ALSO LIST OTHER CONTRACTS INVOLVED.) Painting
- 2. REASON FOR CHANGE: The following change order request includes the addition of painting of the Lab/Office Building per emailed specs.

3. INCLUDE A COST BREAKDOWN TO CONTRACT PRICE:

Painting 1 LS @6,800 = \$6,800

- 4. WILL THE CONTRACT NEED ADDITIONAL CONTRACT TIME TO COMPLETE THE CHANGE IN WORK SCOPE? -YES -NO
10 -(CALENDAR DAYS)
- 5. WILL THE CONTRACTOR NEED ADDITIONAL PERSONNEL TO COMPLETE THE CHANGE IN WORK SCOPE? -YES -NO

IF NO, TRADES(S): _____
NO. OF PERSONNEL: _____
DURATION: _____

6. IDENTIFICATION OF ATTACHMENTS: _____

REVIEWED BY: _____ REVIEWED BY: _____
DATE: _____ DATE: _____

PROPOSAL FOR: PENDING CHANGE ORDER 006: PAINTING

Prepared By:
Company: Buchanan and Sons Inc
Address: P.O. Box 123
 Whittier, NC 28789
Phone: 828-497-9720
Fax: 828-497-9721
E-mail: tom@bsi-construction.com
Web: www.bsi-construction.com
Estimator: Tom Edge
Estimate Date: 04/03/14

Prepared For:
Owner: Town of Columbus
Design by: W.K. Dickson & Co., Inc.
Drawing Date: NA
Drawing Sheets: NA
 NA



PROJECT ESTIMATE:

Division	Activity	Description	Qty	AdjUnitCost	Units	Labor	Material	Equipment	SubContr	XtdCost
09.101		Painting Materials	1	\$1,985.00	LS	\$0.00	\$1,985.00	\$0.00	\$0.00	\$1,985.00
09.102		Subcontract Labor	1	\$2,600.00	LS	\$0.00	\$0.00	\$0.00	\$2,600.00	\$2,600.00
09.103		Small Tools (Drop Cloths, Rollers, Brushes)	1	\$250.00	LS	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00
01.003		Fuel	1	\$500.00	LS	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
09.104		INSURANCE	1.00	\$500.00	LS	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
BSI-F-01		OVERHEAD	10.00	\$35.25	%	\$0.00	\$0.00	\$0.00	\$0.00	\$352.50
BSI-F-02		PROFIT	5.00	\$67.13	%	\$0.00	\$0.00	\$0.00	\$0.00	\$335.63
BSI-F-03		SUBCONTRACTOR OVERHEAD	5.00	\$27.00	%	\$0.00	\$0.00	\$0.00	\$0.00	\$135.00
BSI-F-04		LABOR BURDEN	35.00	\$0.00	%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
BSI-F-05		SALES TAX	6.75	\$22.35	%	\$0.00	\$0.00	\$0.00	\$0.00	\$150.86

Notes:

Total: \$6,808.99
 Say: \$6,800.00

Contract Time extension Requested: 10 Calendar Days



MEMORANDUM FOR TOWN COUNCIL MEETING

April 17, 2014

To: Mayor & Town Council
From: Jonathan Kanipe, Town Manager
Re: Consideration of Agreement with John Walters, Architect, for
Columbus PD Expansion Project
Date: April 11, 2014

Background

During the Council's budget retreat, a high priority was placed on the possible options of a small expansion at the Columbus Police Department. The Council heard of several informal estimates that were provided to Chief Beddingfield regarding the project, and the Town Manager recommended that utilizing a professional architect to design and seal the building plans would be worthwhile. The Town did have preliminary plans that were drawn up by former Town Planner Larry Traber, a retired architect.

The Town Manager contacted John Walters, an architect in Tryon, who has done exemplary work in the area and managed many government projects. Chief Beddingfield and I met with Mr. Walters to discuss the Police Department's needs and asked him to develop a proposal. Mr. Walters spent time consulting with the County Building Inspector to determine exactly what permits would be necessary, as well as the additional certifications from other professionals that may be necessary. Mr. Walters found that a structural engineer and mechanical engineer would need to sign off on the project before Building Inspections would approve the final product.

Mr. Walters has prepared a bid for the architectural and engineering design and management phase of this project, which is attached. I have discussed funding options with Chief Beddingfield, and my recommendation to him, and Council, is to use funds from the Town's drug seizure account to pay for this portion of the construction project. Chief Beddingfield confirmed that Mr. Walters work would be an eligible expense. The Town would receive professionally certified and designed work for the architectural and engineering phases of the

project, as well as professional advice and certification regarding the bidding and administration of this project. By utilizing Mr. Walters's services, the Town is in a much better position to solicit informed and responsible bids to bring this project to fruition.

The total fee for Mr. Walters's services is \$11,600.00. This number includes estimates for costs Mr. Walters will incur in getting structural and mechanical engineering information for the project. Again, these funds would be paid from the Town's drug seizure funding for special projects and not come from the General Fund. Staff recommends approval of this agreement with Mr. Walters.

John Walters, Architect PLLC
70 Pacolet Street Suite A
Tryon, NC 28782-3363
PHONE 828-859-0329
FAX 828-859-0340

Jonathan Kanipe, Town Manager
Town of Columbus
95 Walker Street
Columbus, NC 28722

20 March 2014

Dear Mr. Kanipe:

I appreciate your asking me to present a proposal for design services for an addition to the Columbus Police Department facility. The enclosed proposal outlines the tasks and associated fees.

Upon review of this information, please feel free to contact me if you have any other questions. I look forward to the opportunity to work with you and Chief Beddingfield.

Sincerely,



John Walters AIA

John Walters Architect PLLC

Town of Columbus Police Department Addition

Fee Proposal

John Walters, Architect PLLC

Architectural services will be performed during the typical phases of design, as described briefly below.

Schematic Design/Design Development Phase

The Schematic Design Phase (SD) and Design Development Phases (DD) are normally separate phases, although for a project of this scope, they would be combined into a single phase. This phase describes the overall concept and building appearance, and resolves design and technical components. At the end of this phase, all design decisions are finalized, such as materials, finishes, building systems, etc.

Construction Documents

The Construction Document Phase (CD) prepares the detailed documents and specifications for construction, based on the decisions made at the conclusion of the Design Phase. The documents will be prepared for competitive bidding among contractors.

Bidding

Bid documents will be printed and distributed to interested contractors. A pre bid conference will be held during the bid period, to clarify and answer any questions that the bidders may have. Assistance will be given to the owner in evaluating the bids.

Construction Administration

During the Construction Administration (CA) phase, site visits will be made on a frequent basis to observe construction progress and answer questions from the contractor. Meetings with the Architect, Owner and Contractor will be held on a regular basis to keep everyone updated on the progress. Site visits for Architectural are included in the base fee. Engineering site visits will be made on an as needed basis.

The fee for these services will be a lump sum of \$11,600.00 distributed as follows:

Architectural	6700.00
Structural	2400.00
Mechanical, Electrical, Plumbing	2500.00 (Estimate \$800.00 for CA)
Total	\$11,600.00

Reimbursable expenses will include printing costs, mileage, etc.

The following items are not included in this fee proposal:

1. Site surveys
2. Civil Engineering
3. Special Testing and Inspections
4. Professional cost estimating services



MEMORANDUM FOR TOWN COUNCIL MEETING
APRIL 17, 2014

To: Mayor & Town Council
From: Jonathan Kanipe, Town Manager
Re: Fiscal Year 2014-15 Budget Process Update & Workshop Date Decision
Date: April 7, 2014

Background

The Council and Staff met on Saturday, March 1st to discuss the upcoming budget process and for Council to outline priorities for FY 14-15. Staff has worked diligently since that time to prepare the budget message and draft for Council's review, and plans to make the formal presentation to Council at our next regular meeting on May 15, 2014.

Staff requests Council's approval to firm up the budget workshop hearing that must occur by state law between that draft presentation and Council's consideration in late June. The Council must hold a minimum of one (1) budget work session before voting on the annual budget. **Staff has penciled in Thursday, May 29th at 6:00 p.m. as our request for this year's budget work session, and would request that Council consider this for approval at this time.**

Council will have had an opportunity to review the budget for two (2) weeks by May 29th and this lag time will also allow staff the ability to answer any questions or prepare for any additional items Council may request ahead of the work session. If there are objections to this time or date, Council is free to adjust this as needed, but staff would like to firm up the time and date as early as possible in order to plan for advertising and final number crunching.

Please let me know if you have any questions or concerns about this year's budget work session, or the budget process in general.

2014 Town Manager's Report
Prepared for Columbus Town Council
Thursday, April 17, 2014

- 1) **Doughboy Statue:** The Council discussed some options for cleaning and maintaining the Doughboy statue during last month's meeting and requested that contact be made with someone to determine the best method to preserve the statue for many years to come. I spoke with Harris Fortier, a sculptor and master stone carver who lives just outside of Columbus, and created the American flag sculpture that adorns the House of Flags. Mr. Fortier studied and inspected the statue for the Town and indicated that it is made of Italian marble and provided some very good recommendations for cleaning the statue and its continued care.

As we have tried to track down information surrounding the Doughboy statue, it is apparent that the statue is owned by Polk County. I have spoken with the County Manager and believe they are willing to work with the Town on this project (cleaning, regular maintenance, and preservation) in a phased manner. Consequently, my recommendation would be that the Town be in constant contact with the County regarding any of our recommendations for cleaning the statue, and work with them in order to see the Doughboy statue preserved. I have also talked with NCDOT who is reviewing the right-of-way at NC-108/Courthouse Street in order to provide us a good idea of what we may construct in order to protect the statue from vehicle traffic.

- 2) **HandMade in America Updates:** The Steering Committee met with HandMade staff almost three weeks ago to discuss the implementation phase of the Community Assessment and what to work on moving forward. Several good ideas were discussed and the Committee has a good plan moving forward with some projects that are reinforced by Council priorities from our budget process. Additionally, the Committee has begun work on the National Endowment for the Arts asset mapping project, and will roll out information regarding that project soon.
- 3) **Our Carolina Foothills Tourism Development Project:** The Town has partnered with many other local businesses, agencies, and tourism entities to participate in the Our Carolina Foothills marketing campaign. This is a professional marketing campaign with specific advertising outreach being made to areas in the southeastern US to encourage them to visit Columbus and the surrounding area. The effort is being led by Suzanne Strickland, owner of Stone Soup in Landrum, and has resulted already in many great marketing contacts for our entire region. The marketing team has terrific plans, including advertising the area on I-26 to draw people off the interstate, and has begun working diligently to get rack cards for our area into the Visitors Centers across North Carolina.

Their outreach efforts have already led to a radio marketing campaign to be unveiled within the next month, and additional lifestyle magazine articles are in the works. Please let me know if you have any questions about this endeavor. Funds for this effort are allocated from our Travel and Tourism line item in the General Fund.

- 4) **GovDeals Auction Update:** The Town listed the two surplus items (John Deere backhoe and Ford dump truck) on the GovDeals website for ten days. The reserve was met for the dump truck and the truck was sold for \$2,000.00. The reserve was not met for the backhoe, so we will wait a few days and then re-list the item with a slightly lowered reserve in order to surplus this equipment.
- 5) **Reminder:** Just a reminder that I will be away from Town for at least one full week and the majority of the second week, beginning on April 21st. I will be available if needed and can be reached via email or cell phone. Please feel free to let me know if you need further information or clarification on this timeline.

TOWN OF COLUMBUS
PUBLIC WORKS REPORT
MARCH 2014

- GREAT PROGRESS IS BEING MADE AT THE WWTP. THERE ARE SEVERAL ITEMS YET TO GO AS WE NEAR THE DEAD LINE, BUT EVERYTHING IS TAKING SHAPE. THE NEW EQUIPMENT WILL MAKE THE EFFLUENT LEAVING THE PLANT AND ENTERING THE CREEK, CLEANER AND SAFER. I EXPECT THE EFFLUENT TO BE SO CLEAN, THAT IN THE FUTURE, IT MAY BE LOOKED AT AS REUSABLE (OR RECYCLED). THIS RECYCLED WATER WOULD NOT BE REINTRODUCED INTO THE POTABLE WATER SUPPLY, BUT HAS USES SUCH AS IRRIGATION OR AGRICULTURE. THE MAIN POINT BEING IT IS POTENTIALLY RE-SALABLE.
- THE WATER SYSTEM ORC HAS MADE ME AWARE THAT THE 8 INCH LINE RUNNING FROM THE CLEAR WELL, NORTH AND EAST OF OVERLOOK DRIVE, TO THE CENTER OF TOWN RUNS THROUGH AN AREA THAT IS STEEP AND HAS NEVER BEEN MAINTAINED AS A R.O.W.. HENCE THERE ARE NOW LARGE TREES GROWING ON TOP OF THE WATER LINE. THE LARGE TREES ARE A PROBLEM IF WIND TAKES ONE DOWN AND THE ROOT BALL DISTURBS THE WATER LINE. THERE IS HOWEVER A SECOND WATER LINE FEEDING TO HOUSTON ROAD, SHOULD THE OTHER WATER LINE BREAK. GIVEN THE MAGNITUDE OF REPAIR, THE TOWN MAY INSTEAD CHOOSE TO RE-ROUTE THE BROKEN LINE. THIS IS ONE OF THOSE 'WHAT IF' SCENARIOS THAT REQUIRES ATTENTION.
- OPERATIONS FOR WINTER WEATHER THIS PAST WINTER SEASON WENT WELL. SNOW WAS PLOWED, ROADS WERE SANDED AND THE TEMPERATURE WARMED WHICH ALWAYS HELPS. NO EQUIPMENT PROBLEMS. I APPRECIATE THE PUBLIC WORKS EMPLOYEES FOR THEIR EFFORTS. THEY GOT THE EQUIPMENT READY, SAND AND SALT WERE MIXED, AND THEY CAME IN EARLY TO GET STARTED. THE ONLY NEGATIVES WERE THE VEHICLES LEFT ON MAIN ST. BECAUSE THESE VEHICLES WERE IN THE WAY, DOT COULD NOT PLOW AND THIS LEAD TO COMPLAINTS DIRECTED TO THE TOWN.
- THE WOODS WELL AND SKYUKA WELL HAVE NEW ROOFS. INCLUDED WITH THE NEW SHINGLES ARE SKY LIGHTS. THESE SKY LIGHTS ARE BENEFICIAL IN MANY WAYS. THEY LET IN SUNLIGHT. THE WELL HOUSES HAVING NO WINDOWS WERE DARK. THE SUN LIGHT HELPS REDUCE MOISTURE WHICH CAUSES THE WOOD STRUCTURE TO DETERIORATE. THEY ALLOW FOR EASY ACCESS WHEN REMOVING A PUMP. THERE ARE 8 SCREWS TO REMOVE AND THE SKY LIGHT LIFTS OFF AND RE-ATTACHES EASILY.

Columbus Police Department

Monthly Activity Report

March 2014

Calls Answered

Wrecks	12
Alarm Calls	8
Talk with an Officer	82
Domestic	3
Suspicious Vehicles	52
Suspicious Person	6
Assist Fire/EMS	26
Larceny	0
Stranded Motorists	17
Disturbance	10
Involuntary Commitments	2
Breaking & Entering	0
Suicide Threat	0
Hit and Run	1
Armed Robbery	0

Total Calls Answered: 388

Premise Checks

Residence Checks	415
Business Checks	4,857
Church Checks	89
Total Checks	5,361

Charges

Speeding Citations	108
No Operators License	3
Driving While License Revoked	2
Drug Charges	15
Uninsured Motorists	2
Careless & Reckless Driving	7
Open Container	5
Total Charges (Traffic & Criminal)	179

Arrests

Felony Arrests	2
Misdemeanor Arrests	14
DWI	6
Fugitives Arrested	7
Total Arrests	16

Training Topics

Advanced Roadside Impaired Driving Enforcement
Sex Crimes Investigation
Fundamentals of the Investigative Process
Energy Methods & Damage Analysis
Field Training Officer
K9 Legal Issues
RADAR/LIDAR Recertification
Warrantless Searches
Drug Facilitated Sexual Assaults
The Effects of Vacant & Abandoned Properties
FBI LEOKA

Total Training Hours Received: 316

Requested to Assist Sheriff's Office, City Police Departments & Other Agencies

Calls	21
Hours	28

COLUMBUS POLICE DEPARTMENT

Department Head Report

April 17th 2014 Council Meeting

Chris Beddingfield, Police Chief

- Statistical Data
- Participation in Isothermal Community College Science and Technology Fair
 - 1500 Students from Cleveland, Rutherford, and Polk Counties
 - Taser and LIDAR Demonstration, Motorcycle and Car Display
- First Bike Safe class of year

TOWN OF COLUMBUS

ABC BOARD

Monday March 10 , 2014

The ABC Board met at the Columbus Hardware store. Present were Pat Feagan chair, Secretary Devin Williams, store manager George Miller, Board Member Marshall Watkins were in attendance.

Chair Pat Feagan called the meeting to order (5:15 pm). Devin makes a motion to approve minutes, Chair seconds. Chair makes a motion to approve the agenda, Devin seconds. Secretary Devin Williams reads the Ethics and Conflict of Interest statement.

In accordance with GS 18B-201, it is the duty of every board member to avoid both conflicts of interest and appearances of conflicts. Does any member have any known conflict of interest or appearance of conflict with respect to any matters coming before the board today?

No says all.

OLD BUSINESS

- 1) No decision has been made concerning changing the store's software.
- 2) All employees are doing great.

NEW BUSINESS

- 1) Board moves to profit share \$500.00 to the town this month.

NCAC 02R.1706(b) states "If a local board has a price discrepancy between the price on the shelf or bottle is lower, the local board shall sell the item at the shelf or bottle price and correct the shelf or bottle price to match the Commissions published uniform price."

THIS IS OFFICIAL BOARD POLICY

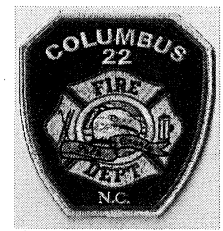
With no further business Pat motions to adjourn at 5:39pm, Devin seconds.

The next meeting will be held Monday April 14, 2014 at Columbus Hardware Store.

Town of Columbus Fire Department

Incident Summary Report

March 2014



Type of Incident	Number of Calls	Firefighter Hours Utilized
Emergency Medical Calls	60	59:53:00
Stranded Motorist/Lockout	18	9:06:00
Structure Fire/D&C/AA	2	1:33:00
Public Service	13	22:27:00
Motor Vehicle Accident	7	83:06:00
Smoke Scare/Investigation	4	8:43:00
Brush Woods Fire/AA	2	10:01:00
Possible Haz-Mat Release/AA/D&C	1	0:50:00
Stranded Motorist/Lockout D&C	1	0:08:00
Power Line Down/With Ground Fir	1	40:32:00
Motor Vehicle Accident/D&C	1	1:12:00
Fire Alarm Activsation/AA/D&C	3	1:18:00
Brush/Woods/Grass Fire	2	7:19:00
Fire Alarm Activation-No Fire	4	10:35:00
Brush Fire/D&C/AA	1	0:45:00
Vehicle Fire	1	12:50:00
Smoke Investigation/AA/D&C	1	0:40:00
Cooking Appliance Fire-AA	1	3:16:00
Emergency Medical Call-D&C	1	0:14:00
Haz-Mat-No Haz Mat Release	1	1:42:00
Chimney Fire/AA/D&C	1	1:42:00
Power Line Down or Arcing	3	6:19:00
Tree Down/Power Lines	9	18:52:00
Public Service/Tree Down/D&C	1	0:03:00
Total	138	303:03:00
Training Hours for March 2014		138:30:00
Total Firefighter Hour Calls and Training		441:33:00