



**Municipal Building**

**Minutes of the Burlington  
City Council Work Session  
425 S. Lexington Avenue, Burlington, NC  
5:00pm - Monday, August 14, 2023**

Mayor Jim Butler presided.

**Council Members Present:**

Mayor Jim Butler

Mayor Pro Tem Harold Owen

Council Member Robert Ward

Council Member Kathy Hykes

Council Member Ronnie Wall

**Council Members Absent:** None

**Staff Present:**

City Manager, Craig Honeycutt

City Attorney, David Huffman

City Clerk, Beverly Smith

Scott Bibler, Ken Briscoe, Nolan Kirkman, Todd Lambert, Morgan Lasater, Tony Laws, Jamie Lawson, Erin Nettles, Danny Nickel, Peggy Reece, Fred Patrick, Paige Shepard, Gary Smith, and John Vernon.

**Others Present:** John Rascoe, WithersRavenal

**Media:** Alamance News, Tomas Murawski

Mayor Butler called the meeting to order at 5:02pm

**A) Downtown Streetscape Schematic Review**

City Engineer Todd Lambert introduced the item and presented an overview of the schematic streetscape reviewing the general concepts as it relates to curb lines, parking, traffic patterns, and intersections in the areas along Main Street, Front Street, Davis Street, Worth Street, Spring Street, and Maple Avenue. He reported on the outcome of the parking study with the proposed parking space changes going from 299 to 234.

Burlington Downtown Corporation (BDC) Manager, Erin Nettles reported on streetscape schematic feedback from the downtown Municipal Service District (MSD) business owners. She reported they held two public input sessions at the Municipal Building on August 11, 2023, as well as an online format for feedback, and there were twenty responses including thirteen downtown business owners, four BDC members and three public input responses on the proposed streetscape plan.

- Roundabout, raised intersections, sidewalk bumpouts, additional traffic signals. 18 of 20 in favor.
- Main Street 2-way traffic flow – 9 of 20 opposed – due to loss of parking – 4 businesses opposed from that block of 8 businesses (designated space for unloading)

Mayor Butler addressed the feedback and noted in order for the improvements to the sidewalks and curbs to happen it will affect the current parking spaces near these areas that will receive improvements.

Council member Hykes asked to recognize the need for a loading zone on Main Street.

Mr. Lambert reported the timeline required by the state for construction would begin the project summer of 2024 to fall of 2024 with a required completion by 2026. This allows the city to have built in time to address tying taps over, replacing sidewalks with individual businesses, and other processes to coordinate with buildings.

City Manager Honeycutt asked for direction from City Council on the presented concept so the consultants can proceed with project plans as presented.

Following discussion, council agreed that staff could proceed with the presented concept with further possibilities of changes to parking and loading zones as the project moves further along in its planning stages.

#### **B) Paramount Expansion Project Design Update**

Assistant City Manager, Nolan Kirkman presented project background, the completed preliminary design, public input, and the Finalized Theater Assessment. He shared next steps are the detailed portion of the Design Drawings (trade/structural/engineering) with the following items to review;

- New structure design/layout (final review of layout)
- Elevation renderings (seeking consensus on materials/colors)
- System integration needs between buildings (additional design/construction costs)
- Existing Theater Building Assessment (needs and design/construction estimates)
- Revised Estimates

Clearscapes Architect, Mon Pen Yueh, provided an update on design of the new structure and planned layouts for first floor, second floor, and roof deck level. She shared proposed exterior surface materials selected equitone fiber cement panels due to low maintenance needs and shared graphics of proposed color options with a lighter and darker color option for the façade of the paramount expansion.

Council Members discussed the lighter color and darker color options and suggested a few modifications to the trim and canopy colors before making a final selection.

Mr. Kirkman and architects will take suggestions and bring additional iterations of color combinations at a future work session before the color is selected. This decision will not affect the design options for the interior of the project.

Ms. Yueh discussed system integration needs between structures for improvements needed for electrical, HVAC, fire alarm, utility systems, between the new structure and the existing theater building to ensure proper operation, loading, and integrity of functionality. She reported on existing theater building assessment and estimated items that logically would be upgraded for proper integration with the new

structure including new seating, performance lighting, performance sound/streaming video system, performance rigging, stage drapery, audience chamber sound lock, and upstage crossover addition. She shared a few future phase options including pit cover, refurb stage floor/elect quality/washer, dryer, stage right wing addition, and dressing room addition, that would enhance the theater but could be completed at a future date.

Mayor Butler inquired if the updates to the HVAC system for the original theater were already budgeted for in the FY23-24 budget.

City Manager Honeycutt responded these upgrades had not been budgeted yet but funds can be set aside in the following years budget.

Mr. Kirkman explained the purpose of the theater building assessment, summary of added costs and revised total project estimate including the systems integration between structures, existing theater needs derived from theater assessment, subtotal of systems integration and existing theater needs costs, prior estimate, and new total estimate for new structure and existing theater. He asked for council consensus on final floor plan layout and exterior material and color. He asked council to consider an addition to the August 15, 2023, City Council Meeting for \$380k for the systems integration and existing theater needs to meet the proposed schedule of Spring/Summer 24 to Summer/Fall '24.

Council further discussed the recommendations for existing theater needs, including the pit cover, space for acts to exit stage right, as well as dressing rooms.

Following discussion, City Council consensus was to proceed with the finalized floor plan, return to council with further iterations of the exterior color palette and to place an addition to the August 15, 2023, City Council Meeting for the proposed budget amendment.

### **C) Burlington Downtown Corporation - Proposed Social District Ordinance**

BDC Manager, Erin Nettles shared a proposed logo for the downtown Burlington social district and proposed draft Ordinance for consideration for the implementation of a downtown Burlington social district that creates the dates, times, requirements for the district, and exceptions for times of special events that are held in the downtown area for those that need a one time use permit to serve at designated special events in the district. She shared proposed City Code of Ordinances amendments needed with the implementation of a social district and asked for City Council to consider an addition to the August 15, 2023, City Council Meeting consent agenda for adoption.

Following discussion, City council consensus was to place an addition to the August 15, 2023, City Council meeting of the proposed City Code of Ordinances amendments needed with the implementation of a social district.

### **D) Link Transit Fleet Replacement Plan Amendment**

Link Transit Manager, John Andoh joined via Zoom platform and reported on current Link Transit Buses. Link Transit is undergoing a Fleet Replacement Plan to purchase two (2) BYD 30-foot electric buses, five (5) 28-foot gasoline powered Arboc Spirit of Mobility fixed route low-floor buses and three (3) 23 foot gasoline powered Arboc Sprit of Independence paratransit low-floor buses. Purchase orders have been issued for all buses in Spring of 2022, with the BYD buses about to be delivered. Due to concerns with the overall procurement of the Arboc buses and the rapid increasing age of the seven current City buses and five leased contractor provided paratransit buses, staff is recommending the cancellation of the five

(5) Arboc Sprit of Mobility buses and to purchase five (5) 29 foot clean diesel Gillig LF buses which will be delivered by June 2024 as long as a purchase order is issued by August 16, 2023.

An additional 80% from Federal Reimbursement (\$953,702), 10% from State Dev. Grant (\$110,726), and 10% local match (\$110,726), for a total of \$1,175,155 would be added to the Transit Capital Fund to reflect this change.

Mayor Butler asked if the 10% local match was budgeted for in the FY23-24 budget.

City Manager Craig Honeycutt shared that the 10% local match was not initially budgeted for.

Mayor Butler inquired about the possible profit to be made on the old buses as well as the lifespan of the new buses.

Mr. Andoh responded that there is a possibility of receiving \$5,000 per asset and the new buses would last twelve years rather than the previous seven, reducing the need to come back to council with requests for a new fleet in the near future.

Staff asked that this item be placed on the August 15, 2023, City Council agenda to recommend modification to the Link Transit Fleet Replacement Plan, approving the budget amendment request and allocation of funds to the Transit Capital Fund.

Following discussion, City Council consensus was to place an addition to the August 15, 2023, City Council meeting to recommend a modification to the Link Transit Plan, approve the requested budget amendment, and allocation of funds to the Transit Capital Fund.

### **E) Advisory Boards and Commission Appointments**

Public Information Specialist John Vernon continued the discussion with City Council on the proposed slate of applicants for vacancies on the Advisory Boards and Commissions, as previously discussed at the June 5, 2023, Work Session and presented at the July 17, 2023, Work Session. He explained an additional application was provided to Council for the discussion at the work session.

Mr. Vernon and Council discussed current applications and decided to appoint a slate of candidates for boards that had sufficient applicants.

Following discussion, City Council consensus was to make three appointments to each of the following boards and commissions, Tree and Appearance Commission, Public Transit Advisory Commission, and Burlington Housing Authority at the August 15, 2023, City Council Meeting and continue discussion in September for any other vacancies including CPAT that need vacancies filled.

### **F) Boards and Commissions Reports** **Planning and Zoning Commission**

Planning Manager, Jamie Lawson reported on the following items that have been heard by the Planning and Zoning Commission at their July 24, 2023, meeting.

ITEM 1: UDOTA 2-23: Ms. Jamie Lawson, Planning Director, to present Unified Development Ordinance Text Amendments.

Ms. Lawson reported on the following key items in this update including the creation of a “Manufacturing, Medium” Principal Use with associated updates related to this new use (e.g., Principal

Use Table, Parking, and Definitions), an update to the Medium Industrial (MI) District's Dimensional Standards, and, and to the Water Supply Watershed Protection Overlay (WPO) District prohibited uses.

At its July 24, 2023, meeting, the Planning & Zoning Commission voted to recommend approval of this request (6 votes in favor and 0 votes against).

Mayor Butler inquired if these text amendments would adversely affect any existing projects.

Ms. Lawson replied that she did not think it would affect any existing projects, it may help to streamline projects as the rules would be less ambiguous.

ITEM 2: CONDITIONAL REZONING-23-02: Mr. Dan Danieleley, on behalf of the Burlington Alamance Regional Airport, to present a request to amend the Conditional Industrial (CI 909) zoning district of the existing airport to expand the district and include property on which a proposed hangar building will be constructed. The property to be added to the district is located south of the intersection of Alamance Rd. and Troxler Rd. on the east side of Alamance Rd. addressed as 3536 Alamance Rd. and consisting of Alamance County Tax Identification Number 112258. The Burlington Alamance Regional Airport property is addressed as 3441 N. Aviation Dr. and consists of Alamance County Tax Identification Number 120190.

At its July 24, 2023, meeting, the Planning & Zoning Commission voted to recommend approval of this request (6 votes in favor and 0 votes against).

ITEM 3: REZONING-23-009: Mr. Chad Huffine, to present a request to rezone property from Medium Residential Density (MDR) and High Density Residential (HDR) to High Density Residential (HDR). The property is located east from the intersection of Flora Ave. and Burch Bridge Rd. addressed as 2165 Burch Bridge Rd. and consisting of Alamance County Tax Identification Number 127501.

At its July 24, 2023, meeting, the Planning & Zoning Commission voted to recommend approval of this request (6 votes in favor and 0 votes against).

ITEM 4: REZONING-23-010: Mr. Carlo Pardo, to present a request to rezone properties from General Business (GB) and Neighborhood Business (NB) to General Business (GB). The properties are located east of Chapel Hill Rd., south of S. Church St., and north of Sykes St. addressed as 1715 Sykes St. and 1824 S. Church St. and consisting of Alamance County Tax Identification Numbers 121666 and 121456.

At its July 24, 2023, meeting, the Planning & Zoning Commission voted to recommend approval of this request (6 votes in favor and 0 votes against).

Mayor Butler inquired if there was a lot of debris on these properties.

Ms. Lawson indicated she was not aware of an excess of debris on the properties.

Council Member Hykes noted that there was an existing building on the property and Ms. Lawson confirmed.

Ms. Lawson informed Council the public hearings will be scheduled for the recommended items for City Council consideration at the September 19, 2023, City Council meeting.

**G) City Manager Report**

City Manager Honeycutt mentioned a \$100 donation from the family of Walter Boyd for the Paramount Theater. He introduced Interim Fire Chief Ken Briscoe serving the City of Burlington as of July 31, 2023. He shared career history of Mr. Briscoe and took this opportunity for introductions.

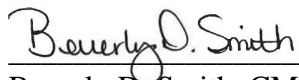
He expressed appreciation for Michelle Grogan’s attendance and announced her recent promotion as new Public Works Operations Manager.

He asked City Council to consider a cancellation of the September 5, 2023, City Council Meeting, due to no pending items on that agenda.

City Council consensus was to cancel the September 5, 2023, City Council Meeting.

**H) Adjourn**

The meeting adjourned at 7:00pm.



Beverly D. Smith, CMC, NCCMC, City Clerk

August 14, 2023, Work Session