



**Town Council  
Work Session  
March 14, 2024**

**THIS MEETING WILL BE HELD ELECTRONICALLY AND IN PERSON**  
Please visit [www.laurelpark.org](http://www.laurelpark.org) for more information

- A. Call to Order**
- B. Approval of the Agenda**
- C. Old Business**
  - i. Discussion of Zoning 1512 Brevard Road
- D. New Business**
  - i. Rail Trail Advisory Committee Representative
  - ii. Amendment
  - iii. Amendment
- E. Agenda Review**
- F. Closed Session NCGS 143-318.11(a)6-** consider the qualifications, competence, performance, condition of appointment of a public officer or employee or prospective public officer or employee.
- G. Adjournment**



## TOWN OF LAUREL PARK AGENDA ITEM SUMMARY

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**Title of Item:** Discussion of Zoning 1512 Brevard Road

**Presenter:** Interim Zoning Administrator Kaitland Finkle

**Attachment(s):** Yes/No

- ETJ Zoning Map

**Summary of Item:** 1512 Brevard Road remains zoned as Hendersonville ETJ. There are options in the Laurel Park UDO for how to go about rezoning it.

The County has already gone ahead and updated the Municipal Boundary (but they kept it shown as still being zoned under Hendersonville ETJ).

UDO 6.3.15 which states "Neighborhood Information Meeting Required for applications seeking more intense zoning districts" but under UDO 6.2.5 Neighborhood Information Meeting it states:

### **B: APPLICABILITY**

**1:** Neighborhood information meetings shall be conducted prior to filing of an application for the following types of development applications:

- a: Planned developments;
- b: Rezoning seeking to establish a more dense or intense zoning district; or
- c: Special use permits.

**2:** A neighborhood information meeting is optional, at the applicant's discretion, for any proposed development application not listed in subsection (1) above *and for land receiving its first zoning district designation by the Town as part of annexation.*

It is ultimately up to you whether or not to hold the Optional Neighborhood Meeting. To be on the safe side (since more than 60 days has elapsed from the time of annexation) it is probably best to go ahead and hold a Neighborhood Information Meeting which requires First Class Mailed Notice to all Landowners AND Occupants within 300 feet at least 10 days prior to the meeting.

Regardless, the remainder of the process will be as follows:

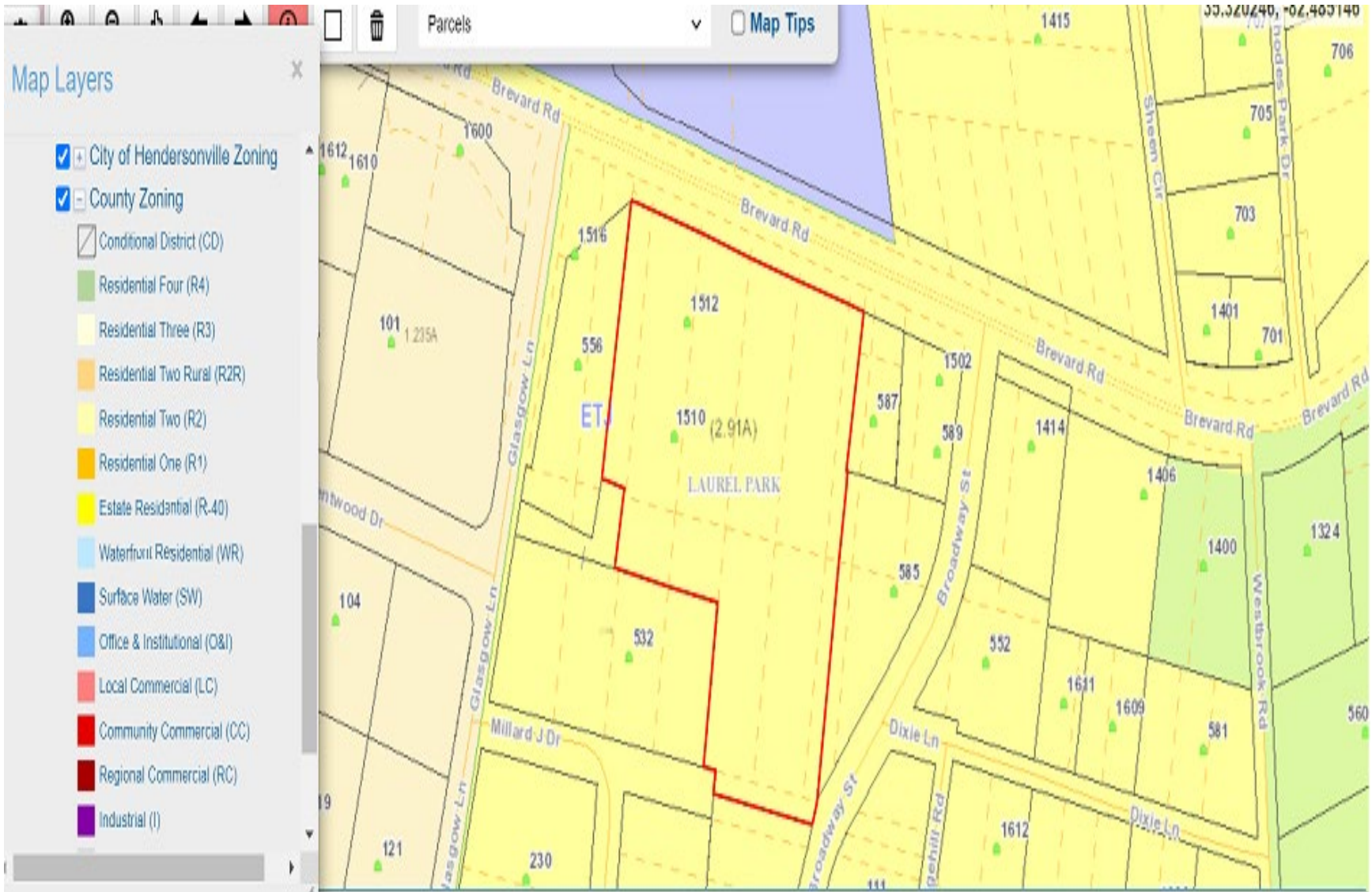
1. Parks and Greenways Board for Review and Comment Specifically for impacts on tree protection, parks, and greenways
2. Planning Board for Review and Formal Recommendation
3. Schedule the Public Hearing and Properly Notice (includes newspaper advertising, mailing all adjoining properties, posting the property with a sign all 10-25 days of the Hearing)
4. Public Hearing with Town Council Review and Decision

### **Council Action Requested:**

Staff needs direction on how to Proceed: Does the Council wish to hold a neighborhood information meeting or not; How does the Council wish to Zone this site?

### **Suggested Motion:**

N/A





**TOWN OF LAUREL PARK  
AGENDA ITEM SUMMARY**

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**Title of Item:** Rail Trail Advisory Committee Representative (RTAC)

**Presenter:** Town Manager Alex Carmichael

**Attachment(s):** Yes/No

**Summary of Item:**

The Rail-Trail Advisory Committee (RTAC) was established by the Board of Commissioners on November 1, 2021. The committee is charged with assisting and advising the Board of Commissioners by providing input on the operations and policies of the Henderson County rail-trail.

Ms. Nancy McKinley was appointed on 11/17/2021, her term ended June 2023.

Ms. McKinley is willing to continue to represent Laurel Park if the Council wishes to appoint her.

**Council Action Requested:**

Review and discuss potential candidates.

**Suggested Motion:**

Motion to appoint \_\_\_\_\_ for a three-year term ending in June 2026.



**TOWN OF LAUREL PARK  
AGENDA ITEM SUMMARY**

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**Title of Item:** Budget Amendment #4

**Presenter:** Town Manager Alex Carmichael

**Attachment(s):** Yes/No

- Ordinance 2024-5, Budget Amendment #4

**Summary of Item:** Budget Amendment #4 reallocates money by transferring funds from the Public Works Department to the Parks Department in order to provide funding for the Little Laurel Green paver project. It decreases the Public Works line item, Professional Services, by \$10,000, decreases the Installment/Lease line item by \$4,500, and increases the Parks Department line item, Contracted Services Line Item by \$14,500.

The Public Works Department has not had to use any of the funding originally budgeted for Professional Services this year. Additionally, the leases for Public Works were budgeted to fund an entire year, but the vehicles have not been delivered yet (3 quarters into the fiscal year.)

**Council Action Requested:** Review, discuss, and approve Budget Amendment #4.

**Suggested Motion:** Move to approve Ordinance 2024-5 as presented.

*Ord. 2024-5*  
**Town of Laurel Park, North Carolina**  
**Budget Ordinance Amendment**  
*Fiscal Year 2023-2024*  
**Amendment #4**

To record the transfer of funds from Public Works to Parks in order to provide funding for the Little Laurel Green paver project.

**Section 1.** To amend the General Fund (10), the appropriations are to be changed as follows:

<u>Account</u>	<u>Decrease</u>	<u>Increase</u>
Contracted Services (10-6130-4450)		\$ 14,500.00
Professional Services (10-4510-1900)	\$ 10,000.00	
Installment/Lease (10-4510-7700)	\$ 4,500.00	
	_____	_____
<b>Total Changes</b>	<b>\$ 14,500.00</b>	<b>\$ 14,500.00</b>

**Section 2.** Copies of this budget amendment shall be furnished to the Clerk to the Town Council, and to the Budget Officer and the Finance Officer for their direction.

Adopted this 14<sup>th</sup> day of March, 2024.

ATTEST:

\_\_\_\_\_  
J. Carey O’Cain, Mayor

\_\_\_\_\_  
Tamara Amin, CMC, NCCMC  
Town Clerk/Deputy Tax Collector



TOWN OF LAUREL PARK  
**AGENDA ITEM SUMMARY**

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**Title of Item:** Budget Amendment #5

**Presenter:** Town Manager Alex Carmichael

**Attachment(s):** Yes/No

- Ordinance 2024-6, Budget Amendment #4

**Summary of Item:** Budget Amendment #5 appropriates \$15,205 from fund balance to cover the cost of the Highway 64 Comprehensive Planning visioning process. The funds would be allocated to the line item, Contracted Services in the Administration Department.

**Council Action Requested:** Review, discuss, and approve Budget Amendment #5.

**Suggested Motion:** Move to approve Ordinance 2024-6 as presented.

*Ord. 2024-6*  
**Town of Laurel Park, North Carolina**  
**Budget Ordinance Amendment**  
*Fiscal Year 2023-2024*  
*Amendment #5*

To record the appropriation of additional funds needed to proceed with the Highway 64 comprehensive planning process.

**Section 1.** To amend the General Fund (10), the appropriations are to be changed as follows:

<u>Account</u>	Decrease	Increase
Contracted Services (10-4120-4450)		\$ 15,205.00
	_____	_____
<b>Total Changes</b>		<b>\$ 15,205.00</b>

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**Section 2.** To amend the General Fund (10), the revenues are to be changed as follows:

<u>Account</u>	Decrease	Increase
Fund Balance Appropriated (10-3070-0000)		\$15,205.00
	_____	_____
<b>Total Changes</b>		<b>\$15,205.00</b>

**Section 3.** Copies of this budget amendment shall be furnished to the Clerk to the Town Council, and to the Budget Officer and the Finance Officer for their direction.

Adopted this 14<sup>th</sup> day of March, 2024.

ATTEST:

\_\_\_\_\_  
J. Carey O’Cain, Mayor

\_\_\_\_\_  
Tamara Amin, CMC, NCCMC  
Town Clerk/Deputy Tax Collector





**TOWN OF LAUREL PARK  
AGENDA ITEM SUMMARY**

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**Title of Item:** Agenda Review for the Council Meeting scheduled for February 20, 2024

**Presenter:** Town Manager Alex Carmichael

**Attachment(s):** Yes/No

- Draft March 19, 2024, Town Council Agenda

**Summary of Item:**

The Town Council will hold their regularly scheduled Town Council meeting on the third Tuesday of the month, March 19, 2024, at 9:30am. The draft agenda is included with this memorandum for review.

**Council Action Requested:**

Staff requests the Town Council review the draft agenda and amend it at their pleasure.

**Suggested Motion:**

None



**TOWN OF LAUREL PARK  
AGENDA ITEM SUMMARY**

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**Town Council  
Regular Meeting  
March 19, 2024, at 9:30 a.m.**

**THIS MEETING WILL BE HELD ELECTRONICALLY AND IN PERSON**  
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- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Public Comment**
- 4. Approval of the Agenda**
- 5. Consent Agenda**
  - A. February Monthly Report
  - B. Minutes for the February 15, 2024 Work Session Meeting
  - C. Minutes for the February 20, 2024 Regular Meeting
  - D. Minutes for the February 20, 2024 Closed Session
  - E. Minutes for the February 21, 2024 Budget Retreat Meeting
  - F. Arbor Day Proclamation
- 6. Old Business**
  - A. ABC Merger Discussion
- 7. New Business**
  - A. Laurel Park Highway Survey Results
- 8. Town Manager's Report**
- 9. Department Head Reports**
  - A. Public Works
  - B. Fire Department
  - C. Police
  - D. Administration
- 10. Mayor and Commissioner Comments**
- 11. Adjournment**