

TOWN OF GARNER



TOWN COUNCIL WORK SESSION

February 23, 2016
6:00 p.m.

Garner Town Hall
Council Meeting Room

**Town of Garner
Work Session Agenda
February 23, 2016**

Dinner will be served for town officials in the Conference Room at 5:15 p.m.

The Council will meet in a Work Session at 6:00 p.m. on Tuesday, February 23, 2016 in the Garner Police Department Training Room located at 912 7th Avenue.

A. CALL MEETING TO ORDER/ROLL CALL

The Council will call for a brief recess at 8:00 p.m.

B. ADOPTION OF AGENDA

C. REPORTS/DISCUSSION

1. Neighborhood Improvement Update Page 3
Presenter: Reginald Buie, Neighborhood Improvement Manager

In FY 2015 the Town partnered with Rebuilding Together of the Triangle to provide home repairs to (8) families in Garner and allocated \$20,000 toward this effort. Dan Sargent will report on the success of that initiative. Rebuilding Together of the Triangle is requesting \$20,000 - \$30,000 to provide home repairs to twelve (12) families within the Town of Garner.

Action: Consider Additional Funding

2. Central Garner Initiative Page 13
Presenter: Reginald Buie, Neighborhood Improvement Manager

Conduct Neighborhood Initiative beginning March 2016 in the downtown area in response to neighborhood concerns expressed by citizens and the business community. A detailed map of the coverage area is included for review.

Action: Approve Central Garner Initiative

3. Main Street Neighborhood Task Force Update Page 15
Presenter: John Hodges, Assistant Town Manager-Development Services

Staff will provide an update on activities regarding the Main Street neighborhood issues previously identified.

Action: Receive Report and Provide Direction

Note: The Work Session does not include any Public Hearing or Public Comment Section during said meeting.

- 4. Review Task List from 2016 Council Retreat Page 16
Presenter: Rodney Dickerson, Interim Town Manager

Staff will review the task list compiled at the 2016 Council Retreat. Council will be asked to make any additions or corrections and confirm the items identified to be included in the 2016-2017 budget.

Action: Confirm Task List and Budget Items

- 5. UDO Text Amendment Request Page 18
Presenter: Brad Bass, Planning Director

A proposed text amendment to the Unified Development Ordinance (UDO) to modify setback requirements in several single-family zoning districts.

Action: Place on March 7 Consent Agenda to set Public Hearing for April 4

- 6. Update on Sidewalk Projects Page 23
Presenter: Tony Chalk, Town Engineer

Sidewalk projects were prioritized at the 2013 Council Retreat. This will update expenditures on projects authorized and availability of funds for future projects.

Action: Guidance for Future Projects

- 7. Google Fiber Update Page 26
Presenter: Rodney Dickerson, Interim Town Manager

Update on Google Fiber project and recap of initial information on deployment of fiber to homes.

Action: No action; information only

D. ADJOURNMENT

Town of Garner
Town Council Meeting
Agenda Form

Meeting Date: February 23, 2016		
Subject: Neighborhood Improvement Update		
Location on Agenda: Reports		
Department: Economic Development		
Contact: Reginald Buie, Neighborhood Improvement Manager		
Presenter: Reginald Buie, Neighborhood Improvement Manager		
<p>Brief Summary:</p> <p>Update on Town of Garner/Rebuilding Together partnership. In FY 2015 the Town of Garner partnered with Rebuilding Together of the Triangle to provide home repairs to eight (8) families within the Town at a cost of \$20,000. Dan Sargent will report on the success of that initiative. Rebuilding together of the Triangle is requesting funding of \$20,000 - \$30,000 to provide home repairs to twelve (12) families within the Town of Garner.</p>		
<p>Recommended Motion and/or Requested Action:</p> <p>Consider Additional Funding</p>		
Detailed Notes:		
Funding Source:		
Cost:	One Time: <input type="radio"/>	Annual: <input checked="" type="radio"/> No Cost: <input checked="" type="radio"/>
<p>Manager's Comments and Recommendations:</p> <p>Action will be placed on the regular meeting agenda if desired by Council. Council discussed the possibility of allocating more funds last spring if the project was successful.</p>		
Attachments Yes: <input checked="" type="radio"/> No: <input type="radio"/>		
Agenda Form Reviewed by:	Initials:	Comments:
Department Head:	RB	
Finance Director:		
Town Attorney:		
Town Manager:	RD	
Town Clerk:		



**2016
BOARD OF DIRECTORS**

Town of Garner Funding Proposal

2/23/16

CHAIRPERSON
Tim Spence

TREASURER
Lauren Joyce

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Asa Fleming

SECRETARY
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Michael Byers
Dan Crosley
Jimmy Eyerman
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Brian O'Haver
Brandon Moorefield
Katy Patton
Paul Sullivan
Tim Wilson

EXECUTIVE DIRECTOR
Dan Sargent

Rebuilding Together of the Triangle, Inc. (RTT) focuses on preserving safe, healthy homes for low-income homeowners in Wake, Durham, Orange and Chatham counties. We achieve this by providing home repairs, accessibility modifications and health and safety upgrades to these homeowners, most of whom are elderly, disabled, or both. We mobilize a unique composition of volunteers and skilled contractors, discounted and donated supplies, and financial support from local businesses, governments, civic organizations, foundations and individuals to ensure that some of our most vulnerable neighbors can live in a safe, healthy home.

RTT plans to continue working actively in Garner in 2016 and 2017, and we are excited to build on our successful partnership with the Town. As you can see from the attached program report, we served 8 families in 2015, and mobilized over \$100,000 in cash and in-kind support from the community for these projects. The \$20,000 investment from the Town was vital to our success; by demonstrating the Town's partnership and support for our work, we were able to steer corporate engagement dollars, volunteer events, and material donations toward Garner residents in need.

We would like to ask for another \$20,000 to be invested through the current fiscal year budget. We would plan to raise an additional \$40,000 from other sources to match those funds two-to-one, and complete repairs on at least 8 homes by September 30. We would also like to request that the Council consider increasing our allocation to \$30,000 in the 2016-2017 fiscal year budget. We plan to expand our efforts to serve more Garner homeowners, and with a \$30,000 investment from the Town, another \$70,000 in cash and in-kind support from the community, we would be able to serve at least 12 families between October 2016 and July 2017.

In keeping with these expanding efforts around fundraising, we also plan to expand our focus beyond Cloverdale. We plan to work with Reginald Buie and Rick Mercier to conduct outreach across the Town to ensure that homeowners who need help with their homes know about the partnership, and can apply for help. We plan to use the Town's website, social media, and perhaps even some mailings to get the word out to neighborhoods around Garner.

We are grateful for the Council's continued support for Rebuilding Together of the Triangle, and for the families in Garner who need assistance to remain in safe, healthy homes. We are using Garner's investment as a model for engaging other municipalities in Wake County and beyond with our preserving homes and communities through our program.

In Partnership,

Dan Sargent
Executive Director

A Safe, Healthy Home for Every Garner Homeowner

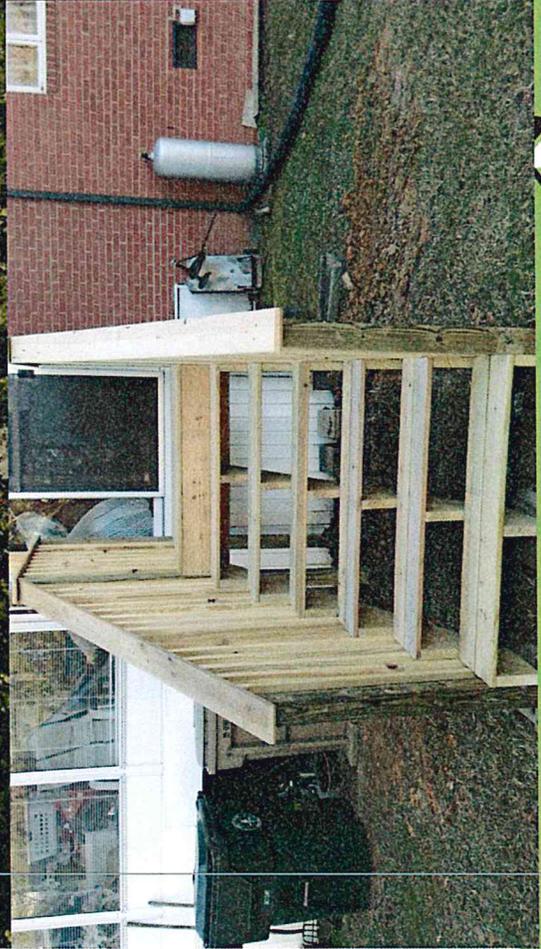
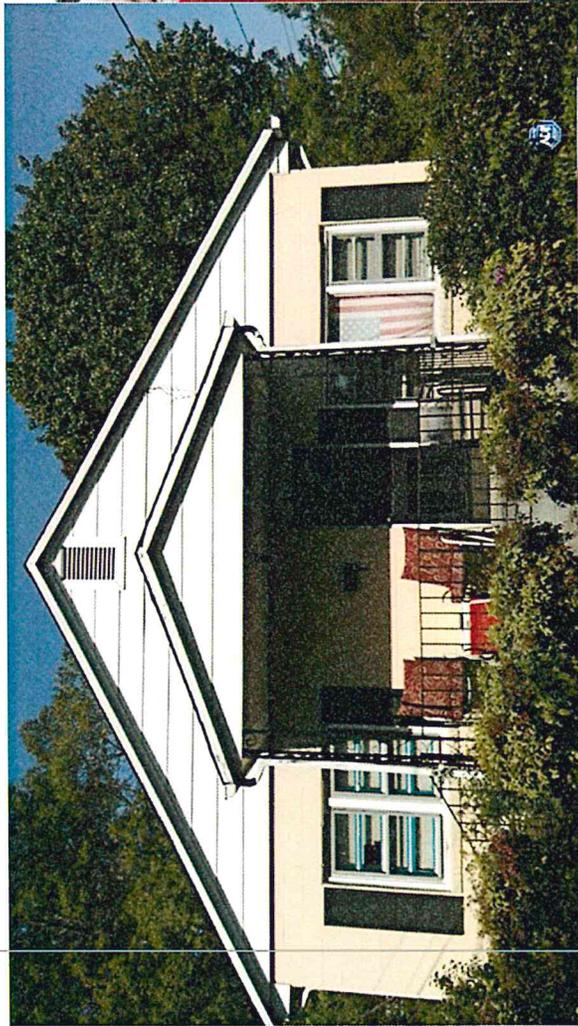
Dan Sargent, Executive Director
Rebuilding Together of the Triangle, Inc.

Town Council Work Session
February 23rd, 2016

2015 Summary

- 8 Garner homeowners served
 - 6 in Cloverdale, 2 around Town
 - Projects included: Roofing, HVAC, Subfloor Repairs, Gutters, Windows, Stairs, Railings, Flooring, Painting and Landscaping
- ~\$123,000 invested in Garner
 - \$85,000 in cash
 - \$38,000 in volunteer time and in-kind material support

Examples of Our Work



Our 2016-2017 Plan

- Serve 8 Garner homeowners by September 30, 2016
 - Expand beyond Cloverdale emphasis to give all Town residents an opportunity to apply
- Serve 12 Garner homeowners from October 1, 2016 to June 30, 2017.
 - We will conduct outreach with Town to ensure residents know how to get assistance, and have access to application

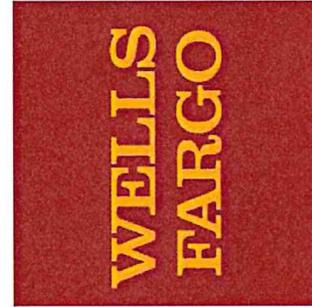
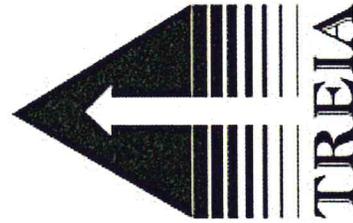
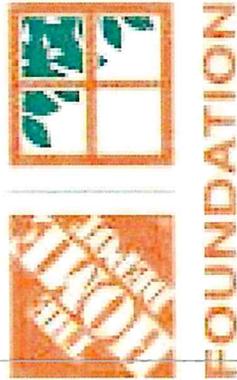
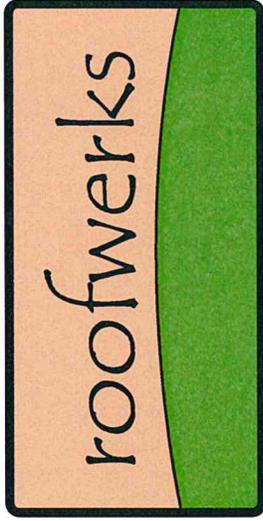
Our Request

- Allocate \$20,000 in current fiscal year budget
 - RTT will match Town dollars at least 2-to-1.
- Consider a \$30,000 allocation for fiscal 2016-2017
 - RTT will continue match, and will expand number of homeowners served to 12.
 - Funding release would be contingent on successful completion of current year allocation.



Our Community Partners

Honeywell



Questions?



Town of Garner
Town Council Meeting
Agenda Form

Meeting Date: February 23, 2016		
Subject: Central Garner Initiative		
Location on Agenda: Discussion		
Department: Economic Development		
Contact: Reginald Buie, Neighborhood Improvement Manager		
Presenter: Reginald Buie, Neighborhood Improvement Manager		
Brief Summary: Conduct Neighborhood Initiative beginning March 2016 in the downtown area in response to neighborhood concerns expressed by citizens and the business community. A detailed map of the coverage area has been included for review.		
Recommended Motion and/or Requested Action: Approve Central Garner Initiative		
Detailed Notes:		
Funding Source:		
Cost:	One Time: <input type="radio"/>	Annual: <input checked="" type="radio"/> No Cost: <input checked="" type="radio"/>
Manager's Comments and Recommendations:		
Attachments Yes: <input checked="" type="radio"/> No: <input type="radio"/>		
Agenda Form Reviewed by:	Initials:	Comments:
Department Head:	RB	
Finance Director:		
Town Attorney:		
Town Manager:	RD	
Town Clerk:		

Town of Garner
Town Council Meeting
Agenda Form

Meeting Date: February 23, 2016		
Subject: Main Street Neighborhood Task Force Update		
Location on Agenda: Reports		
Department: Town Manager's Office		
Contact: John Hodges		
Presenter: John Hodges		
Brief Summary: Staff will provide an update on activities regarding the Main Street neighborhood issues previously identified.		
Recommended Motion and/or Requested Action: Receive report and provide direction, if desired.		
Detailed Notes:		
Funding Source:		
Cost:	One Time: <input type="radio"/>	Annual: <input type="radio"/> No Cost: <input checked="" type="radio"/>
Manager's Comments and Recommendations:		
Attachments Yes: No: <input checked="" type="radio"/>		
Agenda Form Reviewed by:	Initials:	Comments:
Department Head:	JMH	
Finance Director:		
Town Attorney:		
Town Manager:	RD	
Town Clerk:		

Town of Garner
Town Council Meeting
Agenda Form

Meeting Date: February 23, 2016		
Subject: Review Task List from 2016 Council Retreat		
Location on Agenda: Reports		
Department: Town Manager's Office		
Contact: Rodney Dickerson, Interim Town Manaer		
Presenter: Rodney Dickerson, Interim Town Manager		
<p>Brief Summary:</p> <p>Staff will review the task list compiled at the 2016 Council Retreat. Council will be asked to make any additions or corrections and confirm the items identified to be included in the 2016-2017 budget.</p>		
<p>Recommended Motion and/or Requested Action:</p> <p>Confirm task list and budget items.</p>		
<p>Detailed Notes:</p>		
<p>Funding Source:</p>		
Cost:	One Time: <input type="radio"/>	Annual: <input type="radio"/> No Cost: <input checked="" type="radio"/>
<p>Manager's Comments and Recommendations:</p> <p>Items will be assigned and become a part of each departments work plan.</p>		
<p>Attachments Yes: <input checked="" type="radio"/> No: <input type="radio"/></p>		
Agenda Form Reviewed by:	Initials:	Comments:
Department Head:	JMH	
Finance Director:		
Town Attorney:		
Town Manager:	RD	
Town Clerk:		

Task List
2016 Town Council Retreat

Task	Next Step(s)	Lead Team Member(s)
Revise Vision Statement	Discuss at Staff Retreat	R.Dickerson J.Hodges
Revise Mission Statement	Discuss at Staff Retreat	R.Dickerson J.Hodges
Develop Draft Strategic Plan Document	Discuss at Staff Retreat	R.Dickerson J.Hodges R. Mercier
Water-Sewer Fees	Prepare fee history, comparison to other municipalities and revenue projections	J.Hodges M.Gammon
	Schedule Public Works Committee Meeting	J.Hodges
ETJ Expansion	Present staff report at March Work Session	B. Bass J.Triezenberg
50 Bridge Replacement	Letter and Resolution to formalize request for 3-lane clearance	B.Bass
Storm Water Study	Prepare estimate for study and include in 16-17 budget	T.Chalk
Parking Lot - Main & Pearl	Investigate storm water needs for impervious surface	T.Chalk
	Develop cost estimate for temporary solution	J.Hodges B.Bass
401 Lighting - Old Stage to Mechanical	Request study and price estimate	J.Ham
Fiber Ring	Include cost estimate in 16-17 budget	B.Kelly
DS Software Platform	Include cost estimate in 16-17 budget	J.Hodges
Add Items to Upcoming Needs and Determine how to include in CIP	Land for sports complex	R.Dickerson J.Hodges M.Gammon
	ID park land in White Oak growth area	
	Ackerman Road extension to Hwy 50	
	Aversboro sidewalk connecting YMCA to existing	
	Sub-Regional pump station southeast of high school	
Ackerman Road Improvements	Price professional design services and report to Council	B.Bass
Hwy 70/401 Beautification	Add maintenance and expansion to 16-17 budget	J.Triezenberg
	Investigate grant opportunity	J.Triezenberg
Telling Our Story	Develop strategic plan and present to Council	R.Mercier
Bond Sale 3	Davenport develop model for max amount of debt	M.Gammon
Construction Management	Confirm use of bond funds with Davenport	M.Gammon
	Develop cost estimates and benefit/savings analysis	J.Hodges T.Chalk
Council Update Topics	Google Fiber	R.Dickerson
Council Training Topics	Social Media Use for Elected Officials	R.Dickerson
	Millennials in the Workplace	

Town of Garner
Town Council Meeting
Agenda Form

Meeting Date: February 23, 2016		
Subject: UDO Text Amendment Request		
Location on Agenda: Discussion		
Department: Planning		
Contact: Brad Bass, Planning Director		
Presenter: Brad Bass, Planning Director		
Brief Summary: A proposed text amendment to the Unified Development Ordinance (UDO) to modify setback requirements in several single-family zoning districts.		
Recommended Motion and/or Requested Action: Approval to place on the March 7th consent agenda setting a public hearing for April 4th to consider the request.		
Detailed Notes: See attached memorandum.		
Funding Source:		
Cost:	One Time: <input type="radio"/>	Annual: <input type="radio"/> No Cost: <input checked="" type="radio"/>
Manager's Comments and Recommendations: 		
Attachments Yes: <input checked="" type="radio"/> No: <input type="radio"/>		
Agenda Form Reviewed by:	Initials:	Comments:
Department Head:	MBB	
Finance Director:		
Town Attorney:		
Town Manager:	RD	
Town Clerk:		

TO: Rodney Dickerson
Interim Town Manager

FROM: Brad Bass, AICP
Director of Planning

DATE: February 17, 2016

SUBJECT: UDO Text Amendment
Setback Requirements in Residential Zoning Districts

Background

Over the last year or so staff has met with various developers/builders regarding potential single-family residential projects in Garner. One of the re-occurring themes we heard in those conversations was the need for the Town to consider revising its side yard setback requirements in the single-family residential zoning districts, particularly in the smaller districts that require connection to public water and sewer (R-15, R-12 and R-9).

Staff did a quick survey of other Wake County municipalities and concluded some minor adjustments to setback requirements may be needed (see attachment). This matter has also come up during the review of the proposed Oak Park Subdivision located on New Bethel Church Road tentatively scheduled to come forward for public review in the next 30 to 60 days. Please see the attached letter from Mr. Tony Tate regarding setbacks requirements for single-family development.

Summary of Text Change

After reviewing this matter staff believes revisions to the setback requirements are needed. The following table highlights the suggested changes proposed by staff.

Single-Family Residential Districts

	R-40	R-20	R-15	R-12	R-9
Lot Dimensions:					
Minimum Lot Area	40,000 sq. ft.	20,000 sq. ft.	15,000 sq. ft.	12,000 sq. ft.	9,000 sq. ft.
Minimum Lot Width	100 ft.	90 ft.	80 ft.	70 ft.	60 ft.
Minimum Yards:					
Front Yard	35 ft.	35 ft.	30 ft.	30 ft.	25 ft.
Rear Yard	25 ft.	25 ft.	25 ft. 20 ft.	25 ft. 20 ft.	25 ft. 20 ft.
Side Yard	10 ft.	10 ft.	10 ft. 6' minimum 15' combined	10 ft. 6' minimum 15' combined	10 ft. 6' minimum 15' combined
Corner Lot Side Yard	25 ft.	25 ft.	25 ft. 20 ft.	25 ft. 20 ft.	20 ft.
Maximum Height	35 ft.	35 ft.	35 ft.	35 ft.	35 ft.

Recommendation

In staff's opinion, this is a minor text amendment change which we consider to be a general housekeeping matter. We do not believe it is necessary to forward the UDO amendment proposal to the Law and Finance Committee since it is a very minor change. If the Town Council concurs, staff recommends this matter be placed on the consent agenda of the March 7th Council meeting to set a public hearing for April 4st to formally review the proposed text amendment.

Should you have questions, please advise.

USE: single-family detached

TOWN / CITY	ZONE	SIDE SETBACK	CORNER SIDE
Fuquay-Varina	R-40, R-30	10 feet	30 feet
	R-20, R-15	8 feet	20 feet
	R-10, R-8, R-6, R-4	6 feet	15 feet
Apex	RA, RR	15 feet	15 feet
	Low Density (LD)	8 feet min / 20 feet combined	18 feet
	Medium Density (MD)	6 feet min / 16 feet combined	15 feet
	HDSF	8 feet	15 feet
Cary	R-80, R-40	15 feet	20 feet
	R-20, R-12	10 feet	20 feet
	R-8	5 feet min / 20 feet combined	20 feet
	TR (Transitional)	3 feet min / 6 feet combined	10 feet
Raleigh	R1 (40,000 s.f.)	10 feet	20 feet
	R2 (20,000 s.f.)	10 feet	20 feet
	R4 (10,000 s.f.)	5 feet	10 feet
	R6 (6,000 s.f.)	5 feet	10 feet
	R10 (4,000 s.f.)	5 feet	10 feet
Wendell	RA, RR	10 feet	40 feet
	R2 (15,000 s.f.)	10 feet	30 feet
	R3 (10,000 s.f.)	20% of lot width combined	25 feet
	R4 (6,000 s.f.)	20% of lot width combined	25 feet
Holly Springs	R-30, R-20	10 feet	20 feet
	R-15	7 feet	20 feet
	R-10	6 feet	20 feet
	R-8	5 feet	20 feet
Knightdale	RR1	10 feet	35 feet
	General Res 3 (GR3)	20% of lot width combined *	10 feet
	General Res 8 (GR8)	20% of lot width combined *	10 feet
	Urban Res (UR12)	20% of lot width combined *	10 feet
	Res Mixed (RMX)	20% of lot width combined *	10 feet
	Neighborhood (NMX)	20% of lot width combined *	10 feet
	Town Center (TC)	20% of lot width combined *	0 feet

* no less than 5 feet for lots 60 feet in width or greater

* no less than 3 feet for lots less than 60 feet in width



Tony M. Tate Landscape Architecture, P.A.

Mr. Brad Bass, Planning Director
Town of Garner Planning Department
900 Seventh Avenue
Garner, NC 27529

Date: December 1, 2015

Re: Text Change to the Garner UDO

Mr. Bass,

In conjunction with the submittal of the Oak Park Subdivision and Rezoning request filed today, we are requesting that the Town of Garner consider a Text Change to the Town of Garner Unified Development Ordinance Article 6.1A Residential District Development Standards, Single Family Residential Dimensional Standards specifically in regards to Side Yard and Corner Side Setbacks. We propose that the side yard setback for the Zoning District in question be 20% of the minimum lot width and the corner sides be reduced as shown. See example below;

Lot Dimensions	Single Family Residential Districts					
	R-40	R-20	R-15	R-12	R-9	RMH
Min. Lot Area	40,000	20,000	15,000	12,000	9,000	5,000
Min. Lot Width	100	90	80	70	60	50
Side Yard Existing	10	10	10	10	10	10
Side Yard Proposed	10	9	8	7	6	5
Corner Side Existing	25	25	25	25	20	25
Corner Side Proposed	25	25	20	20	15	15

In the current UDO Standards, the lot width decreases with the decreasing size of the lot square footage in the zoning district, but the side yard setback remains constant across all Zoning Districts at 10 ft. even in Cluster Developments where lot sizes are reduced. We feel that current development trends and local precedent for the changes requested are a reasonable update and amendment to the UDO.

We look forward to working with you on this requested change.

Sincerely,

Tony M. Tate, PLA, ASLA

5011 Southpark Dr., Suite 200 · Durham, North Carolina 27713
Telephone: (919) 484-8880 · Fax: (919) 484-8881 · Email: tony@tmtla.com

Town of Garner
Town Council Meeting
Agenda Form

Meeting Date: February 23, 2016		
Subject: Update on Sidewalk Projects		
Location on Agenda: Reports		
Department: Engineering		
Contact: Tony Chalk, Town Engineer		
Presenter: Tony Chalk, Town Engineer		
<p>Brief Summary:</p> <p>Sidewalk projects were prioritized at the 2013 Council Retreat. This will update expenditures on projects authorized and availability of funds for future projects.</p>		
<p>Recommended Motion and/or Requested Action:</p> <p>Guidance for future projects.</p>		
<p>Detailed Notes:</p> <p>See attached memorandum</p>		
Funding Source:		
Cost: variable	One Time: <input checked="" type="radio"/>	Annual: <input type="radio"/> No Cost: <input checked="" type="radio"/>
<p>Manager's Comments and Recommendations:</p>		
<p>Attachments Yes: <input checked="" type="radio"/> No: <input type="radio"/></p>		
Agenda Form Reviewed by:	Initials:	Comments:
Department Head:	TC	
Finance Director:		
Town Attorney:		
Town Manager:	RD	
Town Clerk:		

**Town of Garner
Engineering Department
Memorandum**

To: John Hodges
Assistant Town Manager

From: Tony Chalk PE PLS
Town Engineer

Date: February 17, 2016

Re: Update on current and future sidewalk projects

Part of the 2013 Council Retreat consisted of a listing and priority of sidewalk projects to construct with the approved bond package. With several projects completed or underway and the first two bond sales completed, an update of the projects and the costs incurred will give the Town Council a better idea of the budget and aid in prioritizing future projects.

Claymore Drive, Buffaloe Road, and Benson/Main Street projects are either completed or in the process of bidding. The budgeted amount and actual or bid for each of these projects, including design costs, is as follows:

Project	2013 Estimated Cost	Actual or Bid Amount
Thompson Road/Timber Drive	\$225,000	\$403,000 *
Claymore Drive	\$220,000	\$149,007
Buffaloe Road	\$685,000	\$1,159,322
Benson/Main Street	<u>\$500,000</u>	<u>\$655,000</u>
Totals	\$1,630,000	\$2,366,329

**Sidewalk on Timber from Harth Drive to Aversboro Rd. and Stowe Place to Aversboro Rd. was not included in the original scope for Thompson Road. The construction cost for the Timber Drive portion of the project was \$108,800*

As shown above, it is costing approximately 45% more to construct the projects than originally estimated. While some of the increased cost can be attributed to site specific factors, bid prices have increased fairly significantly in the past few years. It would be appropriate to increase the estimates for future projects.

The other projects identified at the 2013 retreat were:

Project	Estimated Cost
Spring Drive (Buckhorn-Timber Drive)	\$575,000
Vandora Springs Road (Tiffany Circle-Timber)	\$245,000
North Garner Middle School (Avery-Curtis)	\$130,000
Spring Drive (Vandora Springs-Buckhorn)	<u>\$150,000</u>
Total	\$1,100,000

If these project estimates were increased 45% the cost would be \$1,595,000. This amount added to the \$2,366,329 already committed to the sidewalk projects would exceed the \$3.2 million amount of the bond sales designated for sidewalk construction by approximately \$760,000.

It should be noted that the renovation of Garner Magnet High School includes the installation of sidewalk along the school frontage, which would cost \$833,750 using the 45% inflation assumed above. Removing this project from the list of future sidewalk projects creates available funds for the identified projects even using the higher estimates.

Town of Garner
Town Council Meeting
Agenda Form

Meeting Date: February 23, 2016		
Subject: Google Fiber Update		
Location on Agenda: Reports		
Department: Administration		
Contact: Rodney Dickerson, Interim Town Manager		
Presenter: Rodney Dickerson, Interim Town Manager		
Brief Summary: Update on Google Fiber project and recap of initial information on deployment of fiber to homes.		
Recommended Motion and/or Requested Action: Information Only		
Detailed Notes:		
Funding Source:		
Cost:	One Time: <input type="radio"/>	Annual: <input type="radio"/> No Cost: <input checked="" type="radio"/>
Manager's Comments and Recommendations:		
Attachments Yes: No: <input checked="" type="radio"/>		
Agenda Form Reviewed by:	Initials:	Comments:
Department Head:	RD	
Finance Director:		
Town Attorney:		
Town Manager:	RD	
Town Clerk:		