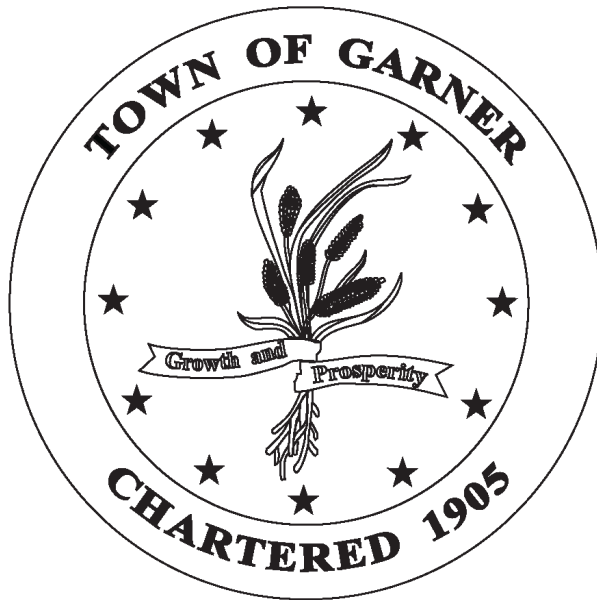


# TOWN OF GARNER



## Town Council Work Session

April 28, 2020  
6:00 p.m.

Garner Town Hall  
900 7th Avenue  
Garner, NC 27529

**Town of Garner  
Town Council Agenda  
April 28, 2020**

The work session meeting of the Town Council will be conducted electronically beginning at 6:00 p.m.

- A. CALL MEETING TO ORDER/ROLL CALL: Mayor Ken Marshburn
  
- B. ADOPTION OF AGENDA
  
- C. PRESENTATIONS
  
- D. DISCUSSION/REPORTS
  
- E. 1. Neighborhood Meeting Emergency Interpretation.....Page 3  
Presenter: Jeff Triezenberg, Planning Director

Several developers have inquired about guidance to keep their projects moving forward through the approval process as they are approaching completion of the Technical Review Committee portion of the review period. Having discussed the matter with area colleagues, the Planning Director is considering offering an interpretation to the UDO requirement for neighborhood meetings outlining what would be considered acceptable measures for conducting said meetings during a period of an emergency declaration restricting gatherings of up to 50 people.

Action: Consider a determination regarding concurrence from the Town Council.

- 2. Hazard Pay.....Page 6  
Presenter: Rodney Dickerson

Discussion of hazard pay as it relates to COVID-19.

- F. MANAGER REPORTS
  - 1. Budget Calendar
  
- G. COUNCIL REPORTS
  
- H. CLOSED SESSION
  - 1. Pursuant to N.C. General Statutes Section 143-318-11(a)(6) to discuss the qualifications, competence, performance, character, fitness, or conditions of appointment of an individual public officer or employee.

2. Pursuant to N.C. General Statutes 143-318.11(a)(3) to consult with the Town Attorney regarding litigation.

I. ADJOURN

Town of Garner  
Town Council Meeting  
Agenda Form

Meeting Date: April 28, 2020		
Subject: Neighborhood Meeting Emergency Interpretation		
Location on Agenda: Reports		
Department: Planning		
Contact: Jeff Triezenberg, AICP, GISP; Planning Director		
Presenter: Jeff Triezenberg, AICP, GISP; Planning Director		
<p><b>Brief Summary:</b></p> <p>Several developers have inquired about guidance to keep their projects moving forward through the approval process as they are approaching completion of the Technical Review Committee portion of the review period. Having discussed the matter with area colleagues, the Planning Director is considering offering an interpretation to the UDO requirement for neighborhood meetings outlining what would be considered acceptable measures for conducting said meetings during a period of an emergency declaration restricting gatherings of up to 50 people.</p>		
<p><b>Recommended Motion and/or Requested Action:</b></p> <p>A determination regarding concurrence from the Town Council.</p>		
<p><b>Detailed Notes:</b></p> <p>See attached memo.</p>		
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:	JST	
Finance Director:		
Town Attorney:		
Town Manager:	RD	
Town Clerk:		

## Planning Department Memorandum

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**TO:** Rodney Dickerson, Town Manager

**FROM:** Jeff Triezenberg, AICP, GISP; Planning Director

**SUBJECT:** ***Neighborhood Meetings Emergency Interpretation***

**DATE:** April 22, 2020

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As you are aware, the current emergency declarations that have been made as a result of the COVID-19 pandemic are affecting, limiting and/or outright preventing gatherings of people from multiple households. In addition to our own meetings involving the Town Council and Planning Commission, our recent requirement for development applicants to conduct neighborhood meetings has also been impacted. For so long as social distancing requirements are in effect preventing groups of any number up to 50 from assembling in one place, I would like to propose the following interpretation and guidelines. However, I would appreciate concurrence from management and the Town Council before providing said interpretation and guidelines formally to the development community.

As a reminder, the ordinance language is as follows:

3.1.Q. Neighborhood meetings.

1. Purpose. The purpose of the neighborhood meeting is to educate neighbors about the proposed development and application, to receive neighborhood comments and to address concerns about the development proposal.
2. Applicability. At least one (1) neighborhood meeting is required for an application for a Conditional Use District Zoning, Planned Development or Special Use Permit.
3. Procedure. The applicant shall conduct said neighborhood meeting(s) in a place generally accessible to neighbors living in close proximity to the land subject to the application, and prior to review by the Planning Commission and/or Town Council.
4. Notification. No later than 10 calendar days before the first meeting, a first class mailed notice shall be sent (postmarked) to those same persons who have listed for taxation real property subject to the mailed notice requirements of Subsection 3.1.R. Hearing procedures and to the Town of Garner Planning Department.

5. Meeting Summary. A summary of the meeting in the form of meeting notes or minutes along with a list of attendees and their contact information, as well as a list of returned undelivered mailed notices, shall be submitted to the Planning Department no later than seven (7) calendar days prior to the Planning Commission meeting or Town Council hearing, whichever occurs first.

The interpretation and guidance staff propose to be offered to applicants is specifically in regard to the phrase “a place generally accessible to neighbors” found in subsection (3.) above.

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In meeting the intent of Section 3.1.Q.3. of the Garner Unified Development Ordinance, it is hereby interpreted that a place generally accessible to neighbors shall include the following at a minimum:

1. An online virtual meeting broadcast with both video and audio capabilities (date and time publicized in the meeting notice); AND
2. Either a separate
  - a. Toll-free conference call opportunity (date and time publicized in the meeting notice), OR
  - b. Direct one-on-one phone call time windows during which an applicant representative will be available (date[s] and time window[s] publicized in the meeting notice).

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Further guidance would include that any handouts that would normally be passed out during the meeting shall be attached to the mailed notice and that in the event social distancing requirements preventing gatherings of any number of people up to 50 are lifted more than four (4) weeks prior to the date of the first public meeting and/or hearing (Planning Commission or Town Council, whichever comes first), an in-person neighborhood meeting will still be required.

Please advise if there are questions. We are happy to respond and provide further information as needed.



## Town Manager's Office Memorandum

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TO: Mayor and Town Council

FROM: Rodney Dickerson, Town Manager

DATE: April 27, 2020

SUBJECT: Hazard Pay for Employees

Wake County has agreed to provide all employees that are required to interact with the public as part of their regular duties a 5 percent pay increase for hazard pay. This will retroactively take effect on 4/16 and will continue until their emergency operations center (EOC) is closed. At this point, Wake County anticipates being fully reimbursed by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) as they can apply for funding directly based on the size of their population. Based on the cost share agreement the Town has with Wake County, Garner Volunteer Fire and Rescue (GVFR) will receive hazard pay for the portion of their salary covered by Wake County (approximately 42 percent when accounting for the nine fully Town-funded positions).

There are several unknowns that could impact this decision for the Town of Garner. Staff is unsure if Wake County will provide hazard pay to all employees working in a department or just those directly interacting with the public. There is also uncertainty regarding when Wake County will stop providing hazard pay as the future impact of COVID-19 remains uncertain. Perhaps most impactful, staff is unsure if the Town's portion of this cost will be reimbursable by the CARES Act as we are not eligible to apply for funding based on our population and will be reliant on the state disbursement of funds. Based on the uncertain nature of this event, staff's initial estimate assumes that all employees required to work and interact with the public on a regular basis would receive hazard pay. This includes most non-officer and civilian positions in the Fire and Police Departments, Building and Fire Inspectors in the Inspections Department and Construction Inspectors in Engineering. Based on this methodology, the cost of providing hazard pay would be approximately \$13,400 per pay period, \$29,100 per month and \$349,000 for an entire fiscal year.

The chart below provides details by impacted department:

### Hazard Pay Cost Estimates

Department	Cost Per Pay Period	Cost Per Month	Cost Per Year	Notes
Garner Volunteer Fire and Rescue	\$4,067	\$8,813	\$105,751	Estimate includes all staff besides for executive officers and administrative staff
Police Department	\$7,999	\$17,331	\$207,970	Estimate includes all uniformed positions below the rank of Sergeant and animal control
Inspections Department	\$1,098	\$2,378	\$28,542	
Engineering Department	\$270	\$585	\$7,020	
<b>Total Costs</b>	<b>\$13,434</b>	<b>\$29,107</b>	<b>\$349,283</b>	

Town management understands the challenges our front-line personnel face during this difficult time. Unfortunately, the Town’s current fiscal position and the unknown timeframe associated with COVID-19 present challenges with providing this pay. As a result, staff is requesting feedback from Council to help to determine how to proceed.



**\*Dates in gray require Council input**

**May**

- Council Receives Recommended Budget and Public Engagement Process Begins.....5.5.20
- Recommended Budget - Public Hearing and Overview.....5.19.20
- Town Council Budget Special Work Session.....5.20.20

**June**

- Recommended Budget Public Hearing.....6.1.20
- Town Council Additional Budget Special Work Session (If Needed) .....6.2.20
- Proposed Council Adoption.....6.16.20
- Prepare Adopted Budget Book and Budget Brief.....6.17.20-6.30.20

**July**

- Prepare Adopted Budget Book and Budget Brief (continued).....7.1.20-7.31.20

**August**

- Publish Adopted Budget Book and Budget Brief.....8.17.20

**September**

- Submit Budget to GFOA.....8.31.20