



Text amendment case TA-01-16 (creation of Planned Development {PD} zoning district) informational presentation

Attachment(s): no

MEETING DATE: DECEMBER 13, 2016

STAFF COMMENTS / RECOMMENDATION:

Since the October Council meeting, the Zoning Board has discussed the PD amendment within three meetings. It has invested considerable time into learning more about planned developments prior to making its recommendation to Council. The Zoning Board considered holding its public hearing at the next meeting date, but decided December 19 wouldn't be ideal given citizen holiday schedules. That public hearing is instead planned for January 23 and Council will likely have a recommendation for consideration at its February meeting.

This presentation will be for the purpose of sharing information with Council and the public prior to the topic being addressed in formal public hearings.

NOTES:

TOWN COUNCIL COMMENTS / ACTION:

**Trails & Open Space Committee appointment (new)***Attachment(s): yes*MEETING DATE: DECEMBER 13, 2016**STAFF COMMENTS / RECOMMENDATION:**

The TOS Committee has one resident opening due to a resignation and Tim Sessoms has applied. Mr. Sessoms has not met with the interviewing subcommittee about the opening, but is well known by all of Council given his recent-past position as the town mayor. This appointment involves an opening that was appointed in 2015 and set to expire in June 2017, so this position would expire June 2019 (a two-year term + the remaining time). Any motion to appoint needs to clarify this term assignment. Attachments include the application and current roster. Relevant sections of the Consolidated Committee Ordinance include:

Relevant appointment terms for all committees:

- *"Appointments and re-appointments to all committees shall be made on the basis of the fiscal year, except those appointments made to fill vacancy. New applications to serve on any committee must be received by May 15 each year for appointments beginning July 1...."*
- *"Applications for committee membership shall be forwarded by the Town Clerk or Town Manager to a Town Council subcommittee consisting of the Mayor Pro-Tem and a designated Council member. The subcommittee shall evaluate and/or interview each applicant in a timely manner and make an appointment recommendation to Council. Committee members serve solely at the pleasure of Council and it shall make all appointments."*
- *"Each member may serve concurrently up to three, two-year terms (six years total)...."*
- *"If a member is newly appointed to fill a position vacancy, that person may serve for the remaining period of the vacated seat plus the regular term (up to three additional two-year terms)."*

TOS purpose: *"Advises regarding greenways, trails, open space, and improving connectivity among neighborhoods and amenities; addresses related policy areas within the Comprehensive Plan."*

TOS membership: *"Membership shall include seven to nine residents and three ex-officio members – the Town Manager, a designated Guilford County Parks representative, and a designated Greensboro Urban Area Metropolitan Planning Organization (GUAMPO) representative. Other ex-officio membership may be granted to a designated representative of any stakeholder group approved by Council, but does not count toward the nine-voting-member maximum."*

TOS qualifications: *"Knowledge of and interest in greenways, trails, community connectivity, community recreation, environmental-related engineering, and open space; professional experience in one or more of these subject areas."*

(continued)



AGENDA ITEM

Town Hall: POB 970, 4117 Oak Ridge Road, Summerfield, NC 27358

ph: 336-643-8655 / fax: 336-643-8654 / www.summerfieldgov.com

TOS duties and responsibilities: *“Advise on establishing and maintaining trails and open space within authorized budgetary levels; recommend to the Council land and designated areas to be set apart for use for trails and open space; advise the Council as to controls for and operation of trails and open space which are owned or controlled by the town; recommend to the Council regulatory control, rules, and measures for use of town-owned or town-controlled trails and open space; submit an annual committee budget; advise on the development of cooperative arrangements with other organizations and groups when it will further town objectives related to trails and open space; report to the Town Manager and Council the community’s needs and desires with respect to trails and open space; make recommendations with respect to encouraging proper and safe uses of trails and increased public participation; maintain records and prepare reports of activities and expenditures as requested by the Town Manager and Council; serve as advocates to the community and to the Council in promoting trails and open space as it seeks to enhance the quality of life for Summerfield citizens.”*

NOTES:

TOWN COUNCIL COMMENTS / ACTION:





Revision of Continuity of Operations Plan (COOP)

Attachment(s): yes

MEETING DATE: DECEMBER 13, 2016

STAFF COMMENTS / RECOMMENDATION:

Mayor-elect Brown, Town Clerk Halvorsen, and others attended training in early 2012 regarding a Continuity of Operations Plan (COOP). A COOP is part of emergency planning that provides a way for organizations to ensure that they are able to continue providing essential functions in the event of different emergencies that could interrupt the normal operating environment— human, natural, or technological in nature. It outlines what would need to be done in the three phases of operation— Activation and Relocation, Alternate Facilities Operations, and Reconstitution.

The plan needs to be updated to include newer contacts and minor revisions. A COOP FAQ sheet and marked draft plan is attached (see yellow highlights throughout).

NOTES:

TOWN COUNCIL COMMENTS / ACTION:



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Approval of 2017 meeting schedule

Attachment(s): yes

MEETING DATE: DECEMBER 13, 2016

STAFF COMMENTS / RECOMMENDATION:

The attached meeting schedule is self-explanatory, but note the February 14 meeting date (Valentine's Day). A public hearing regarding the PD zoning district amendment is anticipated that evening. The attached holiday schedule is dictated by the Personnel Policies and Manual, but the meeting schedule needs a Council vote.

NOTES:

TOWN COUNCIL COMMENTS / ACTION: