

West: CO-R-6000 (High Density Residential) & NW-CI

Proposed Use: Isabella is a proposed Planned Development consisting of 170 single family lots on a gross site of 40.5 acres creating an overall density of 4.17 dwelling units per acre.

Site History: August 26, 2008 the Northwest City Council annexed the same four parcels included within the project site into the City of Northwest and rezoned the parcels to Commercial I Zoning District (CI). At this time there were plans for multi-family development on the site, but the project was never approved. On July 17, 2019 the property was rezoned to Commercial Low Density (CLD).

Approval Criteria

- The majority of surrounding uses consists of single family residential, commercial and vacant land.
- There is no future land use designation for this site. Prior to annexation the future land use designation for the site was industrial.
- The typical lot layout will be forty feet (40') by one hundred feet (100').
- Parking will be off street with a minimum of 2 driveway parking spaces per lot.
- Setbacks are as follows: 20ft Front, 5ft Side, 10ft Street Side, & 10ft Rear.
- Proposed infrastructure:
 1. Water and Sewer will be provided by Brunswick County.
 2. Roads will be private.
- The proposed development will have a 30-foot, 0.6 opacity peripheral buffer using existing vegetation to satisfy the requirement. Supplemental landscaping will be installed where necessary.
- The required Open Space for the development is approximately 8.15 acres. The developer is proposing 18.8 acres of dedicated open space. The developer is also proposing 1.3 acres of recreation space of which 1.2 acres are required.
- The proposed development will generate approximately 1,627 vehicle trips per 24-hour weekday volume. A driveway permit from NCDOT will be required prior to the recording of the individual lots. A Transportation Impact Analysis (TIA) has been completed. NCDOT provided an approval letter for the proposed planned development. NCDOT will require the following:
 1. US 74/76 (Andrew Jackson Highway) and NC 87 (Maco Road) Intersection
 - Extend westbound left turn lane storage to 325 feet with appropriate deceleration and taper.
 2. US 74/76 (Andrew Jackson Highway) and Site Access (Right In/Right Out)
 - Construct a westbound right turn lane with 100 feet of storage and appropriate deceleration and taper.
 - Construct the site access with one ingress and one egress lanes.
 - Provide 100 feet of internal protected stem.
 - Provide stop control for the southbound direction.
- The proposed development will require a State Stormwater Permit.
- The Exceptional Design elements to be included in the project are as follows:
 1. The developer is proposing 18.8 acres of open space whereas 8.15 acres are required.
 2. The developer is proposing 1.3 acres of recreation space whereas 1.2 acres are required.
- Adjacent property owners were notified via US mail and a notification sign was posted on the subject property.
- Technical Review Committee (TRC) meeting was held on January 14, 2021.

Vested Rights

If approved, this development shall have a vested right for a period of three years. A two-year extension may be requested by the applicant to the City of Northwest Planning Board.

Planning Board Recommendation

The City of Northwest Planning Board recommended approval of the Isabella Park Planned Development (Case 21-01PD) at their March 9th meeting based on the following conditions:

1. That the development shall proceed in conformity with all plans and design features submitted as part of the planned development application and kept on file by the Brunswick County Planning Department.
2. That the development of the parcel(s) shall comply with all regulations as specified in the City of Northwest Unified Development Ordinance.

Councilman Haywood Miller **MOVED, SECONDED** by Councilwoman Sheila Grady to open the public hearing at 7:24 PM. The **MOTION CARRIED UNANIMOUSLY**.

Phill Norris, Engineer on the project, introduced himself to Council and stated that if anyone had any questions, he would be happy to answer them.

Mayor Pro-Tem Charles Carroll stated that Mayor Knox wanted to know if the side setbacks were 5' feet? Mr. Norris stated that it was 5' from each residence which will make a total of 10' between the houses. He also stated that the front yard setbacks are 20', side yards are 5' and the rear sides are 10'.

Mayor Pro-Tem Charles Carroll asked if there was any public comment. None
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Councilman Aaron Perkins **MOVED, SECONDED** by Councilman Haywood Miller to close the public hearing at 7:33 PM. The **MOTION CARRIED UNANIMOUSLY**.

Councilman Aaron Perkins **MOVED, SECONDED** by Councilman Haywood Miller to approve the proposed subdivision, Isabella Park as presented.

Councilman Aaron Perkins and Councilman Haywood Miller **RESCINDED** their motion.

Councilwoman Sheila Grady asked if the motion should include that the permits for stormwater and utilities must be approved by the State before work starts on the subdivision? Brunswick County Planner, Justin Brantley, explained that if the permits were not approved the State would not allow work to continue in the subdivision.

Councilwoman Sheila Grady **MOVED, SECONDED** by Councilman Haywood Miller to approve the proposed subdivision Isabella Park as presented with 170 connections. The **MOTION CARRIED UNANIMOUSLY**.

C. PART-TIME MAINTENANCE POSITION-JOB DESCRIPTION

Donna Strickland, City Clerk, presented the following job description to Council for their consideration.

<i>City of Northwest</i>	
<i>Job Title: Grounds and Facilities Maintenance Worker</i>	<i>FLSA: Non-Exempt Hourly</i>
<i>Part-time</i>	<i>Reports To: City Clerk</i>

Position Overview: Performs semiskilled work maintaining City buildings, grounds, and park facilities, and assigned water/sewer duties and related work as apparent or assigned. Work is performed under the supervision of the City Clerk.

Essential Job Functions

Daily Duties

- Check with City Clerk about daily priority items.
- Makes sure City Hall, Park and other City property is maintained in an acceptable manner as detailed by supervisor.

Weekly Duties

- Inspect City vehicles, mowers, and other equipment to keep them maintained and up to normal operating conditions.
- Maintain log of conditions of City vehicles, mowers, and other equipment assigned to the maintenance department and review each week with supervisor.
- Monitor and pick up trash on side of roads within the City,
- Make sure that all City trash is placed in designated areas each Thursday for trash pick-up.
- Cleans and disinfects restrooms and general cleaning in City Hall and Concession Stand, replenishes paper supplies and soap, as necessary.
- Inspect and record any hazard on City property such as City playground, ball field, etc. report findings to City Clerk.

Monthly Priorities

- Do routine monthly checks on all emergency equipment i.e., Generator, Heating & A/C.
- Clean Concession Stand
- Change all filters in buildings and provide checklist to supervisor.
- Inspect fire extinguisher at all City Hall locations indoors and outside.

Special Events and Emergency Preparedness

- Make sure grounds and buildings are secure during emergencies.
- Able to work special events as assigned.

Requirements

- High school diploma or GED and minimal experience in custodial or grounds maintenance work, or equivalent combination of education and experience.
- Possession of a driver's license valid in the State of North Carolina.
- Must be willing to obtain all vaccinations and training as required.

Knowledge, Skills, and Abilities

- Ability to be a self-starter and independent worker.
- Knowledge of the use of common hand and specialized power tools.
- General knowledge of the safe use and operation and preventive maintenance of equipment used in landscaping grounds maintenance.
- Skill in the use of equipment to which assigned.
- Ability to perform labor for extended periods, often under unfavorable weather conditions.
- Ability to understand and follow simple oral and written directions.
- Ability to establish and maintain effective working relationships with other employees.
- Some knowledge and ability to comply with pertinent safety regulations, standards, and guidelines.
- Ability to communicate effectively with the public and other employees.
- Ability to maintain appropriate records with accuracy.
- Ability to operate mowers and tractors, in performance of tasks.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires standing, speaking or hearing and using hands to finger, handle or feel, frequently requires, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting and occasionally requires sitting, climbing or balancing, and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly of fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires outdoor weather conditions, frequently requires working near moving mechanical parts, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals and occasionally requires, working in high, precarious places, exposure to the risk of electrical shock, exposure to vibration and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

After discussion,

Council gave City Clerk, Donna Strickland, the authority to advertise for a part-time position paying \$15 an hour, Monday – Friday, with an average work week being 20 hours (flexible hours).

Councilwoman Sheila Grady **MOVED, SECONDED** by Councilman Michael Troy to adopt the job description removing exposure to toxic or caustic chemicals and exposure to the risk of electrical shock. **The MOTION CARRIED UNANIMOUSLY.**

4. LIAISON REPORTS

- **Administration**
Nothing additional.
- **Annexation, Information Technology & Marketing**
None.

Councilman Miller

Councilman Perkins

- **Park**
None.

Mayor Knox

- **Police**

Councilman Carroll

Councilman Haywood Miller **MOVED, SECONDED** by Councilman Michael Troy to adopt the Police report as presented. The **MOTION CARRIED UNANIMOUSLY**.
Chief Taylor provided Council a report of Police activities for the month.

- **Roads**

Councilman Troy

Councilman Michael Troy stated that Darnell Brooks has begun work on putting crushed asphalt on Otis Trail. He also stated that Mr. Munn's truck is broke down and as soon as they can finish with Otis Trail.

- **Finance & Emergency Preparedness**

Councilwoman Grady

Councilwoman Sheila Grady brought attention to the Finance Snapshot under consent agenda item A.

PUBLIC COMMENT

Vinnie Corbett stated that she appreciates the work being done on the roads.

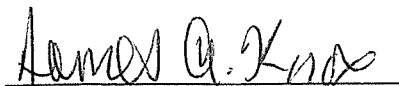
Mary Windham stated that she is concerned that if the roads are not fixed an emergency vehicle will have trouble going down some of the roads.

Councilwoman Sheila Grady stated that she would like to give an update on the request that was made by Mr. Louis Parker a few months back in relation to connecting to Piedmont Natural Gas. She stated that Piedmont will allow connection to the line and the cost will be anywhere from \$5,000 to \$10,000 per hookup and will be cheaper with more people connecting.

Councilwoman Sheila Grady thanked the public for coming and bringing their concerns to Council.

ADJOURNMENT

Mayor Pro-tem Charles Carroll **MOVED, SECONDED** by Councilman Haywood Miller to adjourn the meeting at 8:30 PM. The **MOTION CARRIED UNANIMOUSLY**.


James A. Knox, Mayor


Donna Strickland, City Clerk/Finance Officer