



Town of
Leland

Growing our future. Nourishing our roots.

Leland 2045 Quarterly Update

Town Council

May 13, 2024

Julian Griffie, AICP, CZO

Community Development Planner

Background

The Leland 2045 Comprehensive Plan (“Leland 2045”) is a planning document that outlines goals, policies, and implementation strategies that were developed through a robust public engagement process.

The purpose of the Leland 2045 Comprehensive Plan is to enable Leland officials and citizens to anticipate and constructively respond to growth and change, and to encourage the development of safe and healthy, built and natural environments that create opportunities for all.

The plan was adopted November 18, 2021.



Planning Themes

Through collaboration with planning staff, the community, and the Leland 2045 Focus Group, the following six themes were created to represent a vision to collaboratively advance the economy, society, culture, and the environment:



**HIGHLY VALUED AND
PROTECTED
NATURAL AND CULTURAL
RESOURCES**



**AN INCLUSIVE,
SUPPORTED, HEALTHY,
SAFE, AND EDUCATED
COMMUNITY**



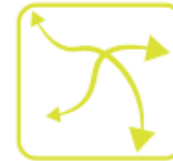
**LIVABLE, DIVERSE,
AND CONNECTED
NEIGHBORHOODS THAT
ACCOMMODATE GROWTH**



**INFRASTRUCTURE
THAT SUPPORTS
COMMUNITY LIFE**



**A RESILIENT AND STABLE
ECONOMY**



**AN ACTIVE
PARTICIPANT IN
A COOPERATIVE
REGION**





Highly Valued and Protected Natural and Cultural Resources

Vision: Leland's natural resources are fundamental to our lifestyle, economy, well-being, and resilience. Protecting and maintaining its health and ecological function are a primary objective within planning for growth.

Ongoing Activities

- ❖ Planning staff completed the Green Growth Network Framework Guide
- ❖ Town staff completed trash pick-ups amounting to 470 pounds of collected roadside waste
- ❖ Planning staff worked with the Division of Coastal Management to create the Town's Coastal Area Management Act (CAMA) map





Livable, Diverse, and Connected Neighborhoods that Accommodate Growth

Vision: Leland's neighborhoods and communities promote connectivity, sense of place, character, and quality of life. This is done by providing walkable and bikeable places for living, working, shopping, recreation, and interacting for diverse age groups, income levels, and abilities.

Ongoing Activities

- ❖ The Town amended the Code of Ordinances to create minimum lot sizes for duplexes, triplexes, and quadraplexes
- ❖ The redevelopment of Founders Park continues with progress made on clearing and grading the site





A Resilient and Stable Economy

Vision: Leland has the programs, plans, strategies, and a workforce that is prepared to capitalize on regional opportunities that diversify and expand its tax base and stabilize its vulnerability to economic cycles.

Ongoing Activities

- ❖ The Town hosted its inaugural Leland Life Science and Medical Technology Summit
- ❖ The Town amended the Code of Ordinances to remove residential uses within commercial districts supporting commercially zoned land to be used for its full potential
- ❖ Emergency Management held an exercise for Town staff that focused on continuity of government operations during a Town-wide emergency





An Inclusive, Supported, Healthy, Safe, and Educated Community

Vision: Public health, safety, and education are valued and provided for with access to housing choices, high quality schools, libraries, healthy foods, parks and recreation, health care, safe neighborhoods, art, and culture.

Ongoing Activities

- ❖ Planning staff held two open houses for the public to view the draft Age-friendly Strategic Plan
- ❖ Leland Fire/Rescue earned a Class 2 Fire Rating, making it among the top 8% of fire departments in the state





An Inclusive, Supported, Healthy, Safe, and Educated Community

Vision: Public health, safety, and education are valued and provided for with access to housing choices, high quality schools, libraries, healthy foods, parks and recreation, health care, safe neighborhoods, art, and culture.

Ongoing Activities

- ❖ The Town was awarded \$1,200 to support the Art Around Town program from March through May 2024 which supported Pottery with John, Swing Dance with Casey, and other upcoming events
- ❖ The Town was awarded \$4,780 from the North Carolina League of Municipalities Insurance Pool Safety Grant for Workers Compensation, which will be used to purchase body-worn cameras





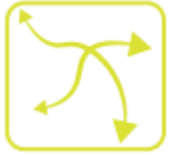
Infrastructure that Supports Community Life

Vision: Leland plans and provides for efficient, cost-effective, and environmentally friendly infrastructure service, walking and biking, safe and complete streets, and opportunities for potential future transit connectivity.

Ongoing Activities

- ❖ The Safe Streets 4 All Focus Group met to draft goals and priorities of the project
- ❖ The Town was awarded \$5,000 from the NCLM Insurance Pool Safety Grant for Property & Liability to reduce the potential for future property and liability insurance claims by installing a fence at the Municipal Operations Center and Fire Station 51
- ❖ Exult Engineering, PC was selected as the engineering firm to design the U.S. Highway 17 Pedestrian Crossing





An Active Participant in a Cooperative Region

Vision: Leland's plans and the plans of adjacent jurisdictions complement each other's vision, goals, and opportunities for success. We collaborate with our neighbors to elevate both Leland and the region.

Ongoing Activities

- ❖ Leland Police Department held two national Law Enforcement leadership classes in February and April attended by the Town and other police departments from the state





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Public Comment Policy

- You must sign in at the table located to the left of the podium prior to the start of the meeting.
- If you have documents to present to the Council, please give them to the Police Officer or Town Clerk.
- Begin by stating your name and address.
- Each speaker may speak for three (3) minutes.
- Speakers should not anticipate the Town Council to engage in dialogue or answer questions.



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Item 10 - Town Hall Expansion & Renovation Financing Public Hearing

Town of Leland

Will Lear, Project Manager

Carly Hagg, Finance Director

May 16, 2024

Project Update

Will Lear, Project Manager

Background

- Existing Town Hall planning and design began in 2009 when the Town's population was approximately 12,000 and the employee count was about 65.
- Existing Town Hall construction began in 2012. It was completed in 2015.
- Existing Town Hall has 56 designated offices.
- Existing Town Hall was expected to provide adequate space for employees for approximately 10+ years before the planned North expansion would be needed.
- Staffing needs have increased proportionately to Town's population growth.
- Current population is approximately 33,000+ and the employee count is 205, with nearly half of those employees requiring an office.

Background

- **2018:** 25% of Police wing converted to offices for general personnel, including a copy room
- **2020:** Sturgeon Meeting Room converted to office spaces
- **2021:** Police evidence processing and storage area nearing capacity.
- **2022:** Dogwood Meeting Room converted to two office spaces
- **2023:** Cape Fear Training/EOC Room converted to twenty-eight office spaces
- **2024:** Half of the Copy/Mail Room converted to an office
- **2024:** Long Leaf Conference Room converted to eight office spaces

Cape Fear Training/EOC Room

Cubicle Conversion for Building Inspections Department



Sturgeon Meeting Room and Copy/Mail Room

Cubicle Conversion for Finance Department



Dogwood and Long Leaf Meeting Rooms

Cubicle Conversion for IT Department and Engineering Department



Project Approval Background

- **Sept. 16, 2021** - TC Regular Meeting – Approval of Resolution R21-102 Authorizing the Town Manager to Execute a Contract with Sawyer Sherwood and Associate Architecture for Town Hall Renovations.
- **Feb. 8, 2022** - TC Special Meeting on FY 22/23 Budget – Discussion of Town Hall office space and the need to design the Town Hall expansion.
- **Feb. 12, 2022** -TC Agenda Meeting – Presentation regarding Town Hall HVAC renovation needs.
- **March 17, 2022** - TC Regular Meeting – Approval of Budget Amendment BA 22-002 Transferring \$50,000 to the Town Hall Expansion Project for design costs
- **July 18, 2022** - TC Agenda Meeting – Discussion regarding bids for Town Hall renovation and recommendation to postpone renovations and expand the project to include Town Hall expansion.

Project Approval Background

- **July 21, 2022** - TC Regular Meeting – Discussion regarding the Town Hall Expansion/Renovation Project.
- **Sept. 15, 2022** - TC Regular Meeting – Approval of Budget Amendment BA22-014 Transferring \$725,000 to the Town Hall Expansion Project and Close out the Town Hall Updates Project
- **Oct. 17, 2022** - TC Agenda Meeting – Discussion of Resolution R-22-164 Authorizing the Town Manager to Execute a Contract with Sawyer, Sherwood, and Associate Architecture for Design of Town Hall Renovation and Expansion Project.
- **Oct. 20, 2022** - TC Regular Meeting – Approval of Resolution R-22-164 Authorizing the Town Manager to Execute a Contract with Sawyer, Sherwood, and Associate Architecture for Design of Town Hall Renovation and Expansion Project.

Project Approval Background

- **April 5, 2023** - TC Special Meeting on FY 23/24 Budget – Discussion of Town Hall Expansion/Renovation Project.
- **May 18, 2023** – TC Regular Meeting – Approval of Budget Ordinance BO-23-04 which included loan proceeds appropriated for Town Hall Expansion Project
- **March 21, 2024**- TC Regular Meeting- Approval of Resolution R-24-023 Adopting an Assessment Tool and Criteria for the Prequalification of Prospective Bidders for the Town Hall Renovation and Expansion Project



Project Overview

Renovation of Existing Town Hall

- Conversion of common areas to additional offices
- Restoration and addition of conference/meeting rooms
- Restoration of training/EOC room
- Expansion of Police evidence processing and storage areas
- New armory and conversion of existing armory to storage
- Convert existing breakrooms into office spaces and create one breakroom for all staff
- Replacement of existing HVAC system

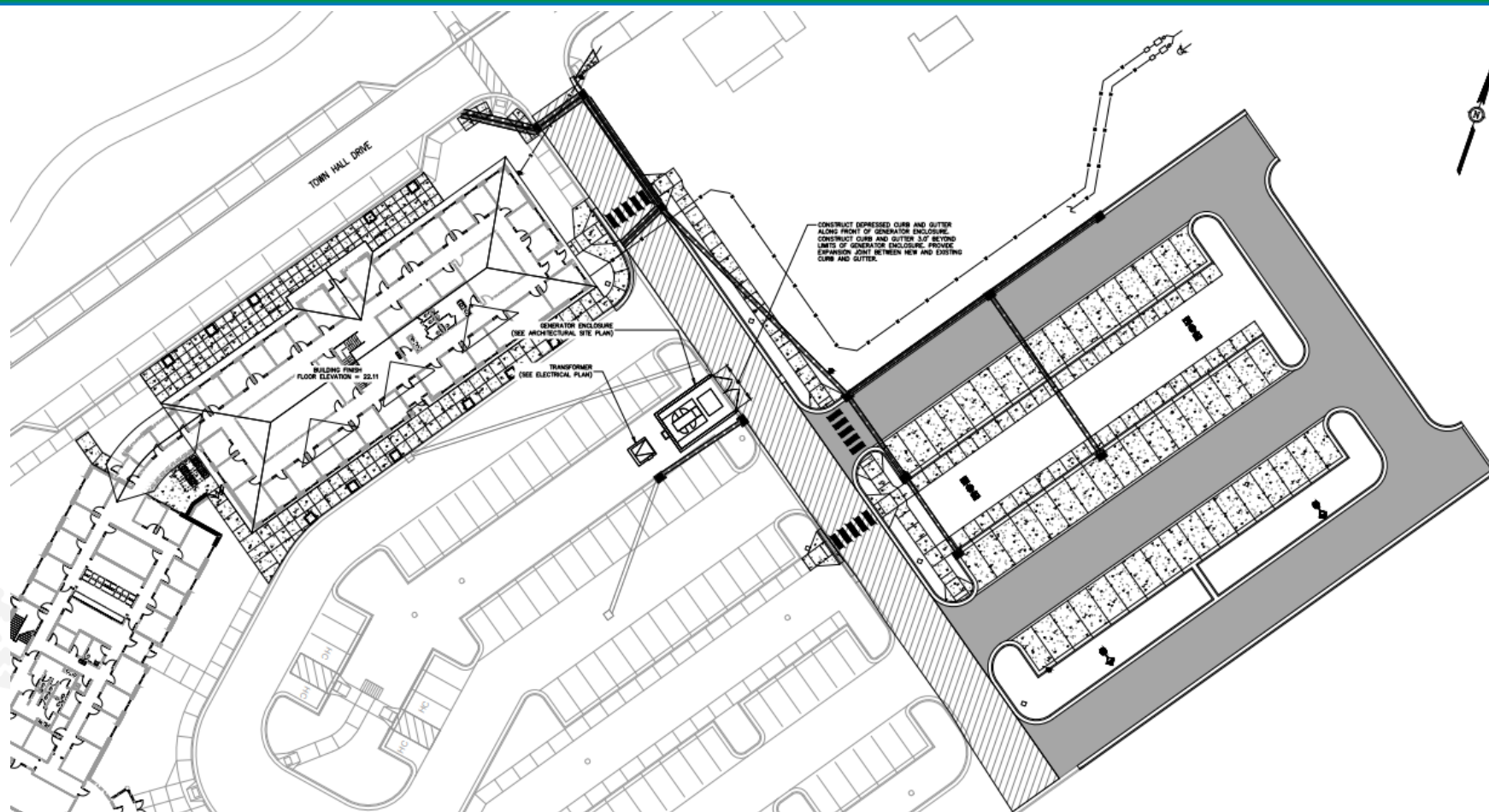
Town Hall Expansion

- Construction of approximately 22,000 sq ft, 2-story addition
- Adds an additional 69 offices
- Includes flexible office/meeting space to allow for future growth
- Parking lot expansion, adding approximately 50 additional parking spaces

Expansion will allow first and second floor East Wing of the existing building to be used solely for Public Safety departments. Currently shared with other departments.

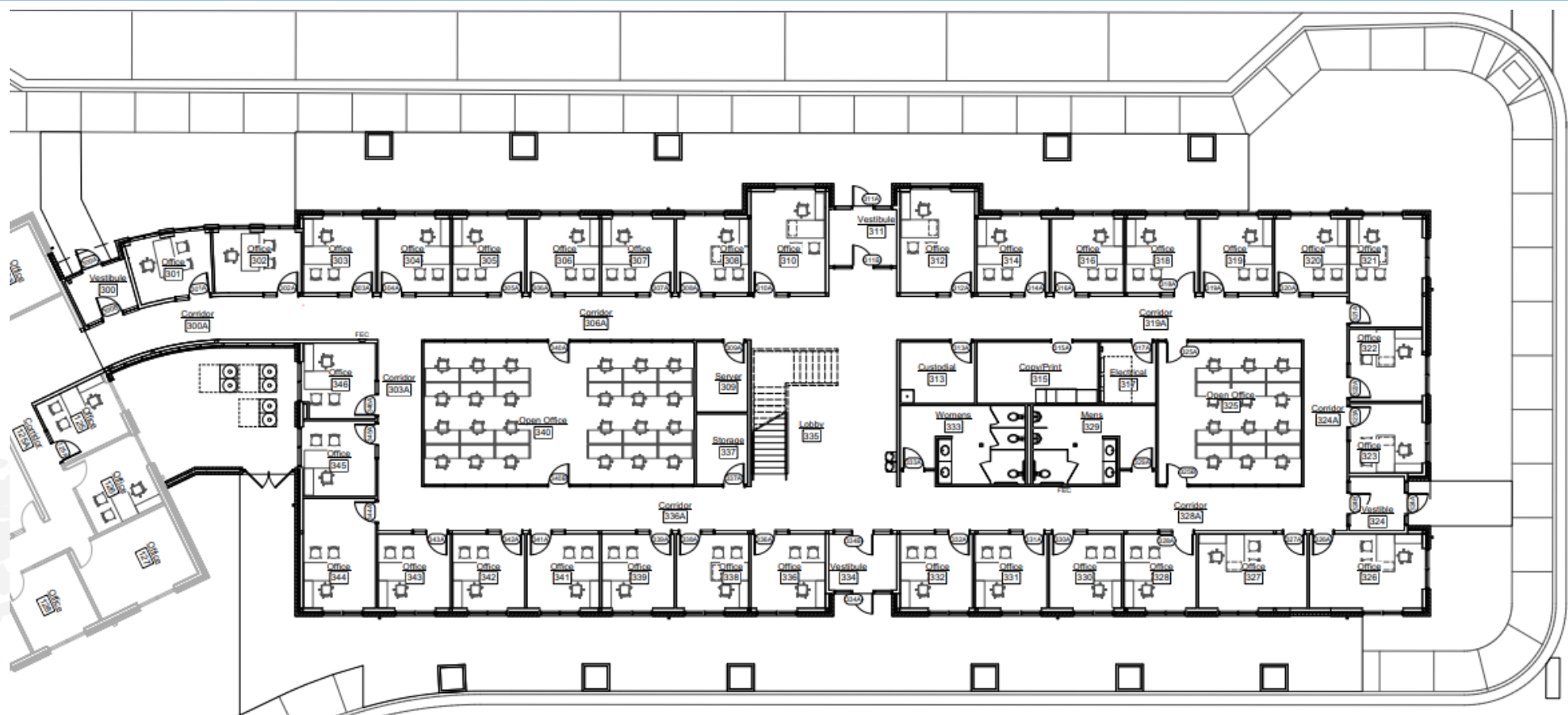
Project Overview

Overall Site Plan



Project Overview

First Floor Addition



Second Floor Addition



Project Timeline

- February 23, 2024: 100% design completed
- March 1, 2024: Project received TRC approval
- April 5, 2024: Project bidder pre-qualifications received with five firms being prequalified
- April 14, 2024: Project advertised for bid
- May 1, 2024: All appropriate permits received
- May 15, 2024: Bid opening
- June 20, 2024: Winning bid/contract presented to Council for approval
- August 2024: Expected groundbreaking with a 20 to 24 month construction timeframe

Financing

Carly Hagg, Finance Director

Financing Overview

Sources of Funds			
Par Amount			18,440,000
Premium			1,904,017
Total Sources of Funds			20,344,017
Uses of Funds			
Project Fund			20,000,000
Cost of Issuance (est.)			250,000
Underwriter's Discount (est.)			91,495
Additional Proceeds			2,522
Total Uses of Funds			20,344,017
TIC			3.06%
Debt Service			
Fiscal Year	Principal	Interest	Total
2025	-	614,667	614,667
2026	1,845,000	875,875	2,720,875
2027	1,845,000	783,625	2,628,625
2028	1,845,000	691,375	2,536,375
2029	1,845,000	599,125	2,444,125
2030	1,845,000	506,875	2,351,875
2031	1,845,000	414,625	2,259,625
2032	1,845,000	322,375	2,167,375
2033	1,845,000	230,125	2,075,125
2034	1,840,000	138,000	1,978,000
2035	1,840,000	46,000	1,886,000
Total	18,440,000	5,222,667	23,662,667

- The Town is proposing to finance the approximately \$20 million Town Hall expansion via the issuance of Limited Obligation Bonds (LOBs) in the public market.
- The table to the left summarizes the estimated debt service for the LOBs based on the following assumptions:
 - Closing date of 8/1/24
 - Project fund of \$20 million
 - 10/1 principal payments beginning 10/1/25 with a final maturity on 10/1/34
 - 10-year level principal amortization
 - Estimated market rates as of 5/3/24
- The LOBs will be secured by a Deed of Trust on the Town Hall.
- The Town anticipates repaying the debt over a ten-year period with existing property tax revenues and therefore has built this into the current year budget to prepare for future payments.

2024 Financing Timeline

Date	Task
January 18	Pre-Application Call with LGC
By April 5	Finalize Working Group (Underwriter / Underwriter's Counsel / Trustee)
By April 19	Send Notice to Joint Legislative Committee
By May 6	Publish Notice of Public Hearing
May 16	Town Council Meeting – Adopt Preliminary Resolution; Hold Public Hearing
June 4	Submit LGC Application
June 20	Rating Calls
June 20	Town Council Meeting – Adopt Approving Resolution; Approve Winning Construction Bid
Week of June 24	Underwriter Due Diligence Call
By June 28	Receive Ratings
July 9	LGC Approval
July 9	Post Preliminary Official Statement (POS)
July 18	Pricing
August 1	Closing

Recommendation

Staff recommends Council adopt Resolution R24-048, Authorizing the Filing of an Application for Approval of an Installment Financing Contract Authorized by North Carolina General Statutes § 160A-20 and Making Certain Findings Required by North Carolina General Statutes § 159-151.



Public Hearing Comment Policy

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Recommendation

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Conflict of Interest

Does the Town Council have any conflict of interest or disclosure statements?



Item 10.2 – Conditional Zoning Map Amendment
for Brunswick County Tax Parcel IDs 059000009,
05900000920, 05900000919, and 05900000921

Town Council

May 16, 2024

Marissa Ernst, MPA, CZO

Planner II

Recommendation

Staff recommends continuing the item to the next Town Council Meeting on June 20, 2024 at 6pm or shortly thereafter.



Public Hearing Comment Policy

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- Speakers should not anticipate the Town Council to engage in dialogue or answer questions.



Recommendation

Staff recommends continuing the item to the next Town Council Meeting on June 20, 2024 at 6pm or shortly thereafter.





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Conflict of Interest

Does the Town Council have any conflict of interest or disclosure statements?



Item 11.2 – Proposed Text Amendment to Modify Throughfares, Streets and Connections, and Design Requirements

Town Council

May 16, 2024

Javier Barrera

Planner I

Considerations for Ordinance Text Amendments

NCGS § 160D-604:

- Consistency with land use plans (Leland 2045, Gateway Infill Plan, etc.)
- *Does the proposed ordinance amendment align with and advance the goals and vision in adopted plans?*

General

- *Does the proposed ordinance amendment make sense? Is it logical?*
- *Is it in the best interest of residents, applicants, staff, and the natural and built environment?*



Background

The proposed text amendment amends Sections 30-55, 50-18, and 66-277 of the Code of Ordinances.

Pursuant to Section 66-32(3) in the Code of Ordinances, all proposed amendments to the zoning ordinances shall be submitted to the Planning Board for review and comment.

The Town Council may:

- Approve as written
- Approve a modified version
- Deny
- Postpone to a later date

Background

Applicant: Town of Leland

The intent of this text amendment is to reference the Street Name Policy located in the Town's Administrative Manual.

- Section 30 regulates streets in the FlexCode
- Section 50 regulates streets for subdivisions
- Section 66 regulates the requirements for development site plans



Proposed Language

Sec. 30-55 – Thoroughfares

(b) Vehicular lanes—General to all Zones T1, T2, T3, T4, T4O, T5.

(3) Proposed street names shall comply with the street name policy found in the Administrative Manual.



Proposed Language

Sec. 50-18 – Streets and Connections

(p) Street names. ~~Proposed streets which are obviously in alignment with existing streets shall be given the same name. In assigning new names, duplication of existing names shall be avoided; and in no case shall the proposed name be phonetically similar to existing names in the county irrespective of the use of a suffix such as street, road, drive, place, court, etc. Street names shall be subject to approval of the subdivision administrator.~~ Proposed street names shall comply with the street name policy found in the Administrative Manual.

Proposed Language

Sec. 66-277 – Design Requirements

(28) Vehicular travel lanes in a parking facility may require a street name and shall comply with the street name policy found in the Administrative Manual.



Leland 2045

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VISION STATEMENT



Leland plans and provides for efficient, cost-effective, and environmentally friendly infrastructure service, walking and biking, safe and complete streets, and opportunities for potential future transit connectivity.

STRATEGIES

A NETWORK OF CONNECTED, CONTEXT-SENSITIVE, AND COMPLETE STREETS

- Create and adopt a “Complete Streets” policy.



Planning Board Action

At their April 23, 2024, meeting, Planning Board voted 6-0 to recommend Council approve the text amendment, finding it:

1. Consistent with Leland 2045 strategy of helping to create a complete streets policy by referencing the procedure for naming proposed streets within the Town's Administrative Manual; and
2. Reasonable in the public interest by ensuring that the name of proposed streets do not conflict with the safety of the public.



Recommendation

Staff recommends Council adopt Ordinance ORD-24-011, affirming the Planning Board's statements that the amendment is consistent with the Town's adopted plans and reasonable and in the public interest.



Public Hearing Comment Policy

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Recommendation

Staff recommends Council adopt Ordinance ORD-24-011, affirming the Planning Board's statements that the amendment is consistent with the Town's adopted plans and reasonable and in the public interest.





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Item 12.2 – Resolution R-24-035 Adopting the Green Network Master Plan Framework Guide

Town Council

May 16, 2024

Julian Griffie, AICP, CZO

Community Development Planner

Background

The North Carolina Wildlife Resources Commission (NCWRC) Partners for Green Growth Program:

- The Program seeks to provide support for local government planning projects that consider wildlife and natural resource conservation in land use and development planning, incentives, and ordinances
- Technical assistance is provided from the North Carolina Wildlife Resources Commission
- Reimbursement of cost-share funds of up to \$10,000

Background

The Town of Leland entered into the Partners for Green Growth cost-share funding program in 2023 to develop a Green Network Master Plan Framework Guide with the following goals, and objectives:

- Provide model language related to connectivity, conservation, development design, and preservation of green spaces and environmentally sensitive areas
- Consider the use of “Node Types” that define mixed-use modes and centers of varying scales along major roadways and the Green Network
- Plan for Trail Ready Nodes
- Create plans for water access, blueways, and greenways

Leland 2045

The Leland 2045 Comprehensive Plan (“Leland 2045”) is a planning document that outlines goals, policies, and implementation strategies classified within the following six themes:



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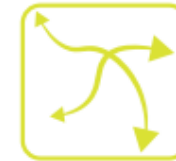
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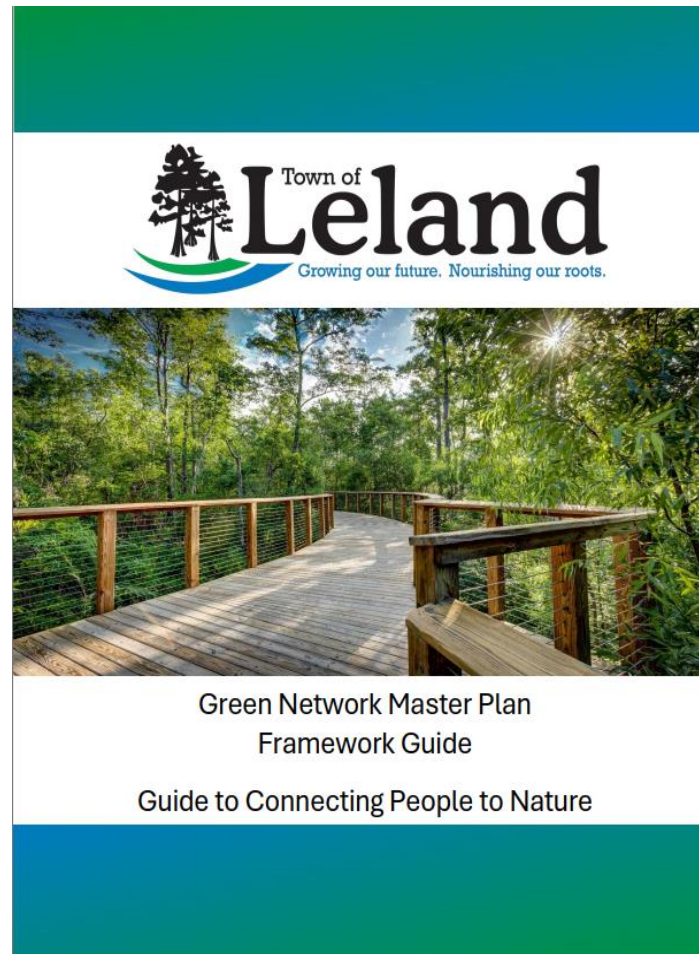


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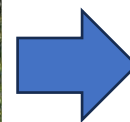
The Guide



The Guide

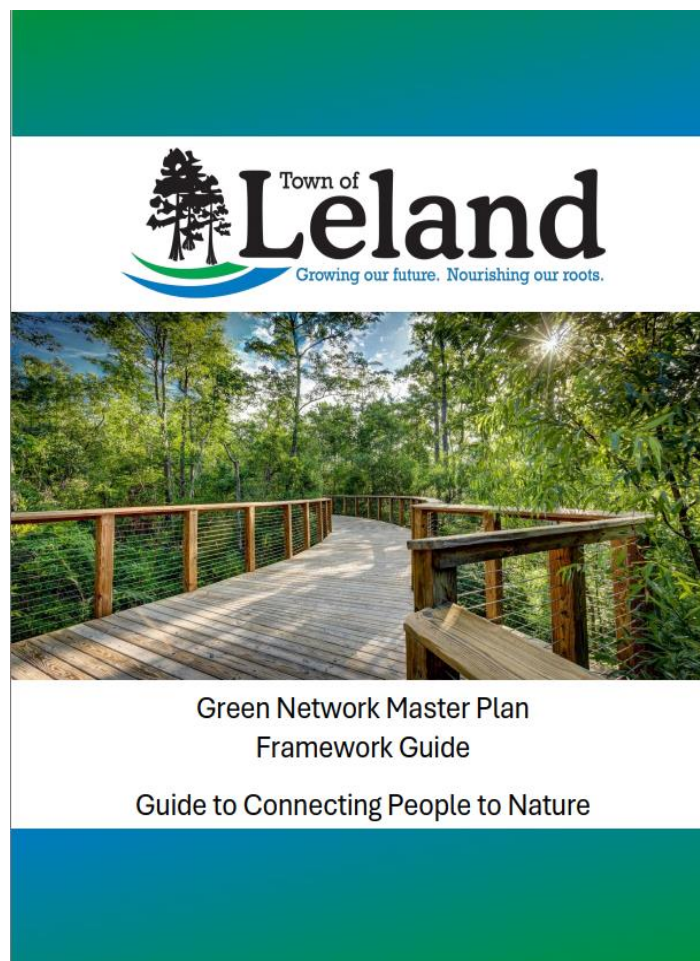


The Guide



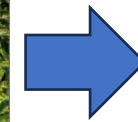
- Environmental analyses
 - Habitats
 - Managed/Natural areas
 - Wildlife inventory

The Guide



- Environmental analyses
 - Habitats
 - Managed/Natural areas
 - Wildlife inventory
- Model ordinance language/recommendations
 - Environmentally conscious and habitat specific
 - Community nodes
 - Focal areas

The Guide

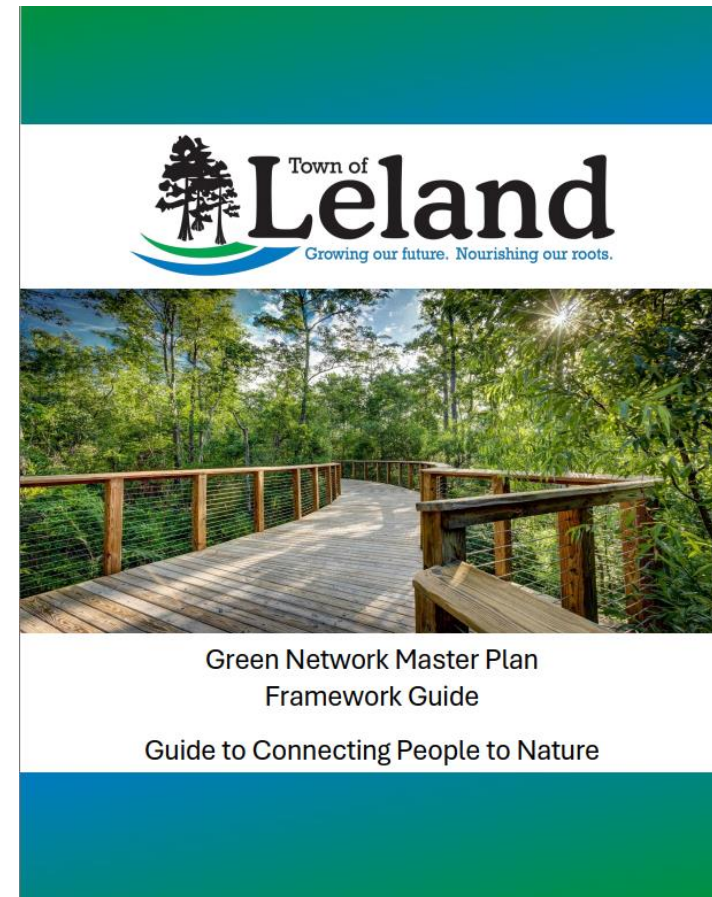


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 - Habitats
 - Managed/Natural areas
 - Wildlife inventory
- Model ordinance language/recommendations
 - Environmentally conscious and habitat specific
 - Community nodes
 - Focal areas
- Opportunities for connectivity

Green Network Master Plan Framework Guide

Table of Contents:

1. Overview
2. Town Profile and Components
3. Long Range Growth
4. Leland Green Network and Guiding Principles
5. Model Ordinance Language
6. Appendixes



Green Network Master Plan Framework Guide

1. Overview
 - Introduction
 - Green Network Aspiration



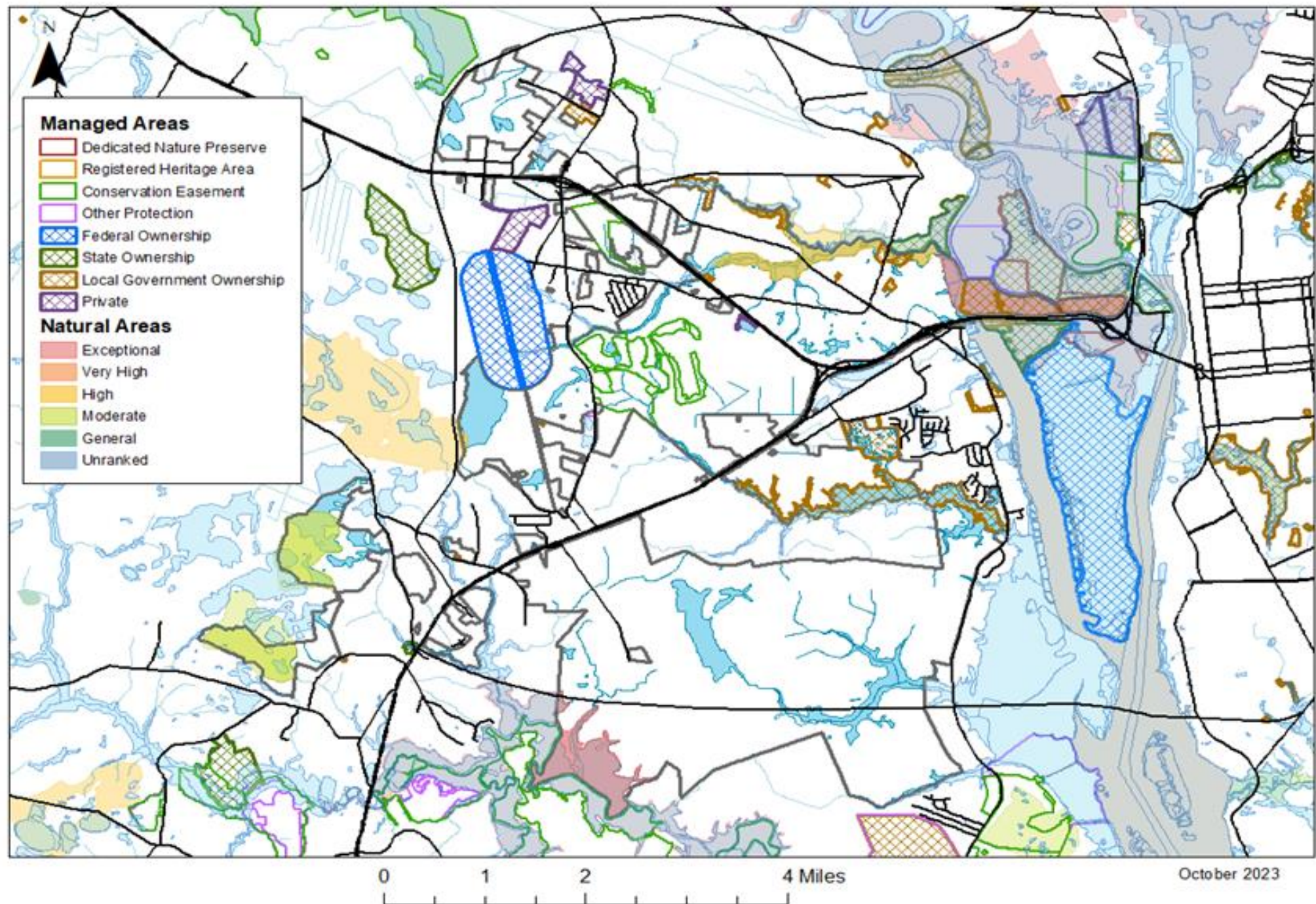
Green Network Master Plan Framework Guide

2. Town Profile and Components

- Environmental and physical conditions of the Town

Highlights:

- Assessment of environmental conditions
- Natural Habitat Natural Areas (NHNAs)
- Active and passive spaces inventory



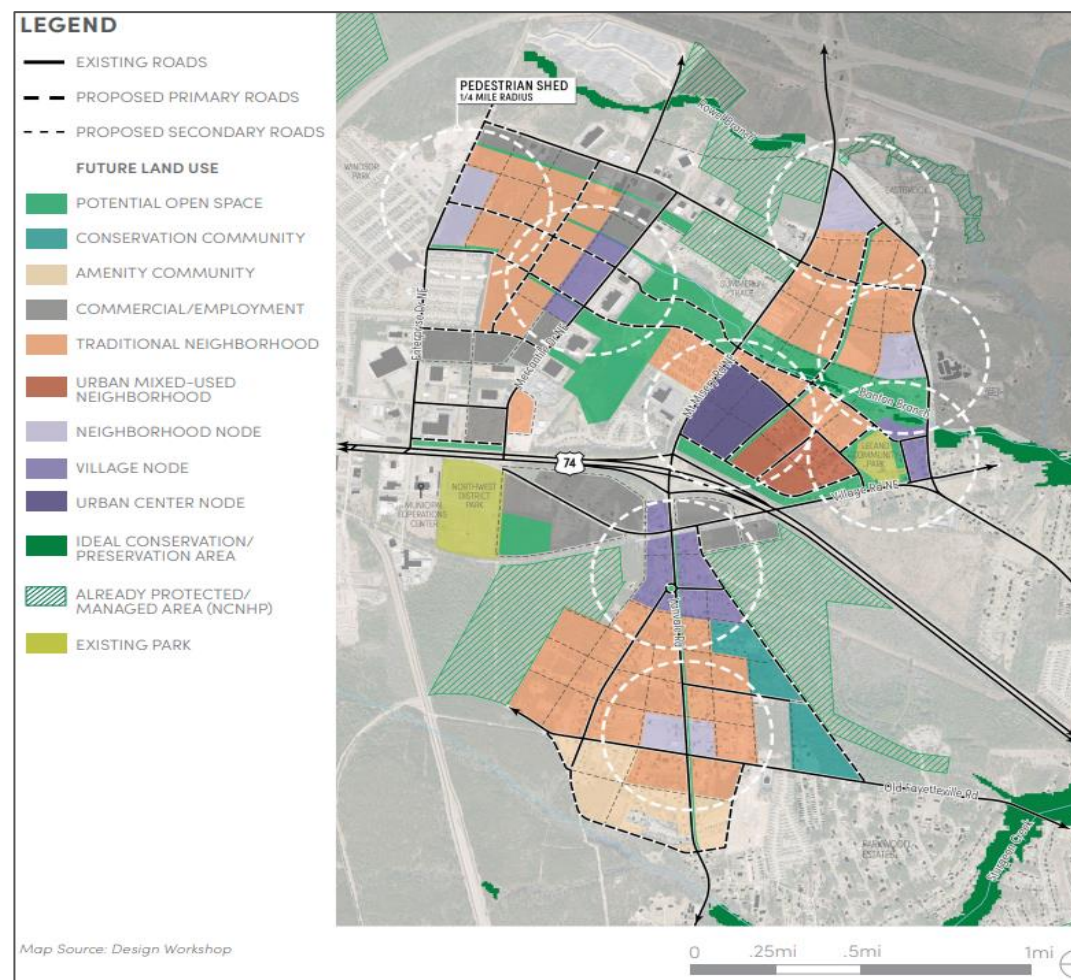
Green Network Master Plan Framework Guide

3. Long Range Growth

- Goals and Objectives

Highlights:

- Key planning considerations for identified focal areas



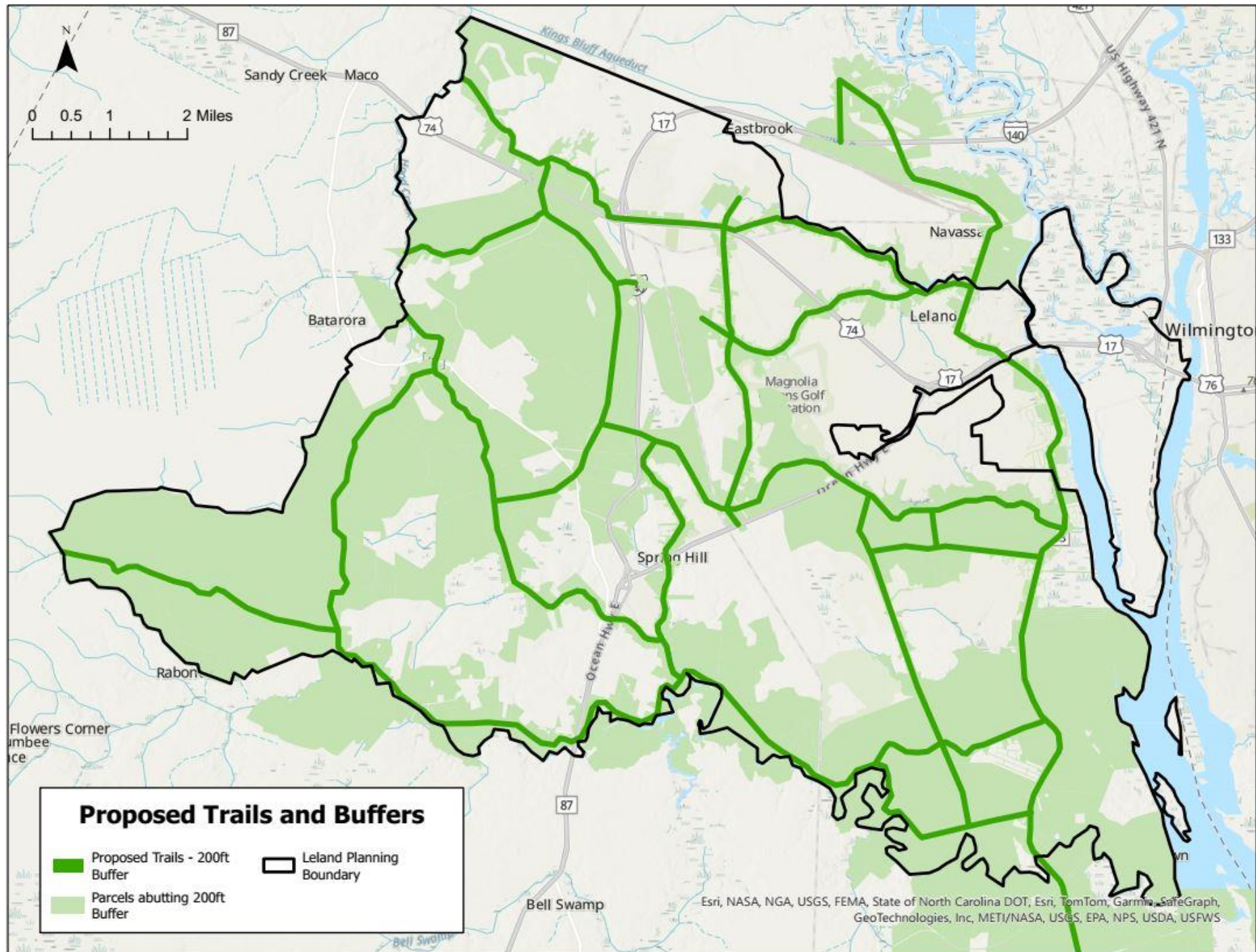
Green Network Master Plan Framework Guide

4. Leland Green Network and Guiding Principles

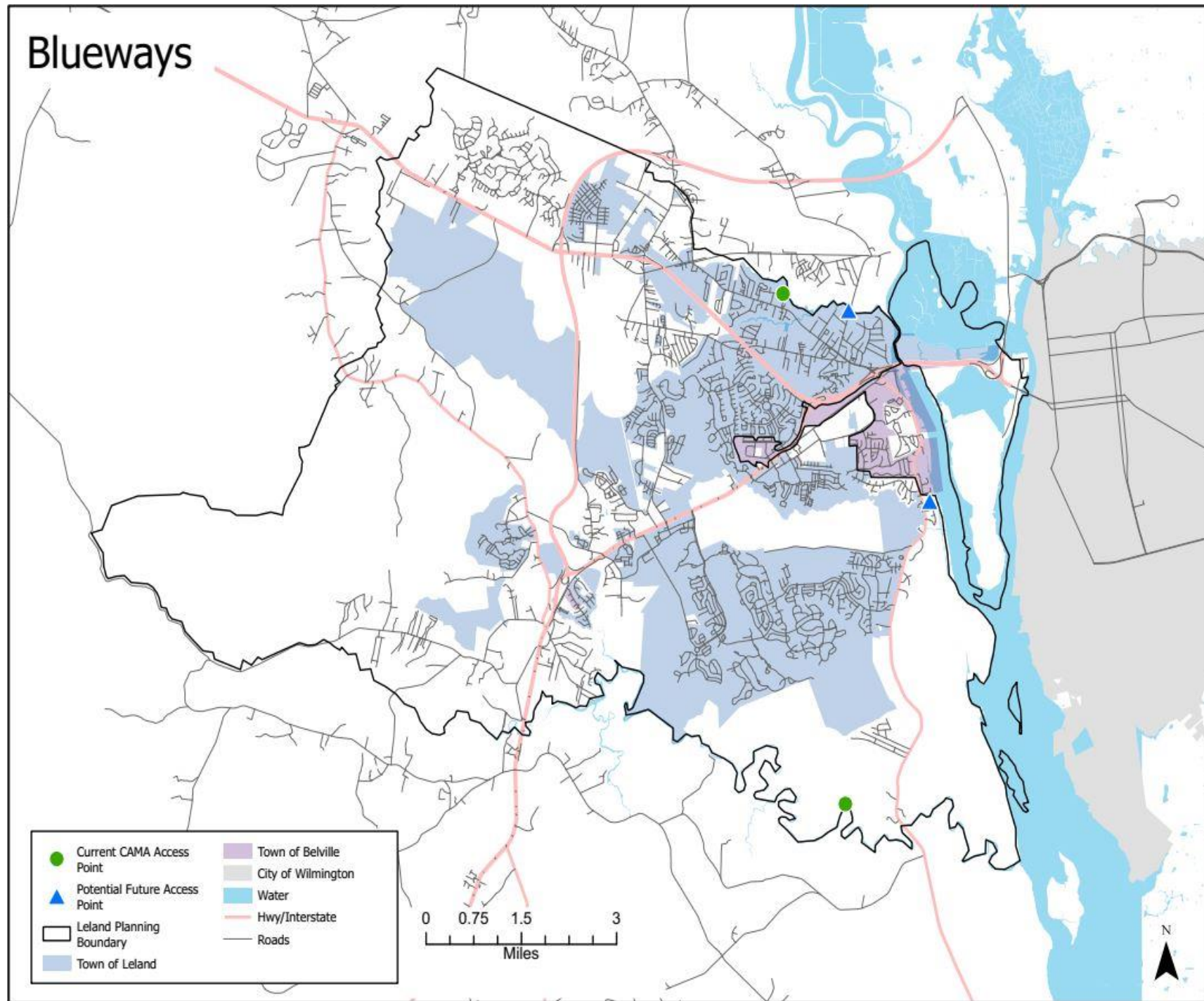
- Trails and Blueways Network
- Future Nodes and Community Designs

Highlights:

- Buffered future trails map
- Blueway map
- 'Nature' Nodes



Blueways



Green Network Master Plan Framework Guide

5. Model Ordinance Language

Highlights:

- Conservation-oriented Development & Design Standards
- Habitat Protection Regulations
- Transportation Regulations
- Parks & Open Space Strategies

Green Network Master Plan Framework Guide

6. Appendixes

- Amphibians
- Aquatic Species
- Birds
- Mammals
- Reptiles



Implementation and Future Use

- Model ordinance language translated into code regulations
- Influence on future trails, greenways, and blueways
 - Shape, size, location
- Existing presence and connectivity of wildlife habitats and corridors
- Leland 2045 Update
 - 'Nature Nodes'
 - Focal Areas



Summary

The Green Growth Network Framework Guide:

- Is a guiding policy document in partnership with NCWRC's Partners for Green Growth Program
- Contains guiding language relating to conservation, protection, and preservation of the environmental integrity of the planning area
- Has led to the production of multiple maps that may be utilized in the shaping of future greenways, trails, and blueways



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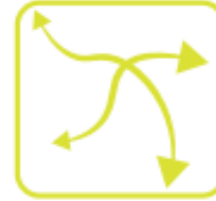
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Planning Board Action

At their April 23, 2024 meeting, Planning Board voted 6-0 to recommend Council approve the text amendment, finding it:

1. Consistent with the Leland 2045 strategy as it supports the growth of environmentally friendly infrastructure that protects our air, water, comfort, and landscape.
2. Reasonable and in the public interest because the document seeks to protect and maintain the health and ecological function of the Town's natural resources that are fundamental to the lifestyle, economy, well-being, and resilience of the community.

Recommendation

Staff recommends approval and suggests the following motion:

Motion to adopt Resolution R-24-035, adoption the Green Network Master Plan Framework Guide and affirming the Planning Board's statements that the amendment is consistent with the Town's land use plans and is reasonable and in the public interest.





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