



**OAK RIDGE TOWN COUNCIL MEETING
APRIL 3, 2025 – 7:00 P.M.
OAK RIDGE TOWN HALL**

AGENDA

- 1. CALL TO ORDER**
 - A. Invocation
 - B. Pledge of Allegiance
- 2. APPROVAL OF AGENDA**
- 3. APPROVAL OF MINUTES**
 - A. March 6, 2025 Regular Meeting
 - B. January 7, 2025 Regular Meeting
 - C. February 27, 2025 Joint BOA/Town Council Meeting
- 4. RESOLUTIONS, PROCLAMATIONS, ANNOUNCEMENTS**
- 5. REPORT FROM GUILFORD COUNTY SHERIFF'S OFFICE**
- 6. REPORT FROM OAK RIDGE FIRE DEPARTMENT**
- 7. PUBLIC COMMENTS / COMMUNITY ORGANIZATION REPORTS**

Please keep comments to 3 minutes or less in consideration of others who may also wish to speak.
- 8. PUBLIC HEARING**

TEXT AMENDMENT. Amendment to Section 30-331 (Permitted Uses); Section 30-957 (Parking General Requirements); Section 30-9 (Definitions); and Section 30, Article IX Division 5 Development Standards; of the Town of Oak Ridge Code of Ordinances to allow Event Centers as a use by right in the GO-M (General Office – Medium Intensity) district, GB (General Business) district, SC (Shopping Center) district, PI (Public and Institutional) district and as a Special Use Permit (S) in the AG (Agricultural) and RS-40 (Residential) districts.
- 9. TOWN MANAGER'S REPORT**
 - A. Consideration/Approval of Appointment of Brad Rentz as an alternate to Planning & Zoning Board/Board of Adjustment
 - B. Any other business
- 10. NEW BUSINESS**
 - A. Approval of 2025-26 Capital Improvement Plan
 - B. Consideration/Approval of McGill Associates proposal for Heritage Farm Park Phase 2 design
 - C. Consideration/Approval of Town Salary Classification Study

D. Consideration/Approval of Veterans Honor Green phase 2 bid proposal

11. MONTHLY FINANCIAL UPDATE

12. COMMITTEE REPORTS (3-minute limit)

- A. Conservation Easement Committee
- B. Special Events Committee
- C. Tree Board
- D. Parks & Recreation Advisory Board
- E. Finance Committee
- F. Water Advisory Committee
- G. Historic Preservation Commission
- H. Planning & Zoning Board
- I. Board of Adjustment
- J. Mountains-to-Sea Trail Committee

13. PUBLIC COMMENTS (3-minute limit)

14. COUNCIL COMMENTS

15. ADJOURNMENT

Staff Report. Proposed Text Amendments

Amendment to Section 30-331 (Permitted Uses); Section 30-957 (Parking General Requirements); Section 30-9 (Definitions); and Section 30, Article IX Division 5 Development Standards; of the Town of Oak Ridge Code of Ordinances to allow Event Centers as a use by right in the GO-M (General Office – Medium Intensity) district, GB (General Business) district, SC (Shopping Center) district, PI (Public and Institutional) district and as a Special Use Permit (S) in the AG (Agricultural) and RS-40 (Residential) districts.

Planning and Zoning Board Recommendation to Council

The Planning and Zoning Board voted to continue the Text Amendment proposal until its next regular meeting. The Planning and Zoning Board have requested staff research requiring a Public Hearing for Event Center Special Use Permit applications during the P&Z meeting.

Staff Recommendation

Planning Staff recommend the Town Council continue the Text Amendment public hearing until its next regular meeting. This will enable planning staff to research the request of the Planning and Zoning Board.

Sec. 30-331. Permitted uses.

(a) *Permitted use schedule.*

(1) *Tabulation of permitted uses.* Within each zoning district indicated on the official zoning map and subject to all requirements and conditions specified in this chapter, land, buildings, and structures shall only be used and buildings and structures shall only be erected which are intended or designed to be used for uses listed in the permitted use schedule below. In the appropriate columns of the permitted use schedule below, uses permitted by right in the various districts are indicated with a "P," uses requiring a special use permit are indicated by an "S," uses permitted by right subject to meeting additional development standards as set forth in article IX are indicated with a "D," and uses requiring a manufactured housing overlay zone are indicated with a "Z." The column on the far right labeled "LUC" indicates the land use classification of each use as it relates to planting yard requirements found in division 4 of article IX.

(2) *Formulation of permitted use schedule.*

- a. The Standard Industrial Classification Manual 1987 was utilized in the preparation of this table and shall be referred to as a guide for purposes of interpretation by the enforcement officer. SIC codes are used to refer to SIC classifications. Entries with 0000 in the Reference SIC column do not correspond to any classification in the SIC manual.
- b. When a use is not listed in the permitted use schedule below, the enforcement officer shall classify it with that use in the table most similar to it. The SIC manual shall serve as a guide in classifying any unlisted use. If the enforcement officer should determine that a use is not listed and is not similar to a use in the permitted use schedule below, than said use is prohibited.
- c. Rental and leasing of any commodity shall be permitted under the same classification and in the same districts as are sales of that commodity, unless rental or leasing of that commodity is listed separately in the permitted use schedule below.
- d. If an industrial plant or facility involves two (or more) manufacturing activities with different SIC codes on the same zone lot, the industrial plant shall be permitted only in those zoning districts where the more restricted activity is permitted. (For example, an industrial plant preparing canned peanuts and also manufacturing the cans is allowed in those zoning districts permitting can manufacturing.)

(b) *Mixed uses.* Two or more permitted uses may occupy the same principal building.

(c) *Prohibited uses.* Within certain overlay districts, some uses are prohibited, regardless of the uses permitted in the underlying zoning district. The following uses are prohibited in the overlay districts listed.

- (1) *Scenic corridor overlay district.* Class A, B, and C manufactured dwellings are prohibited in the scenic corridor overlay district. See section 30-591.
- (2) *Airport overlay district.* Multifamily housing and single-family housing on lots less than 40,000 square feet are prohibited in the airport overlay district. See section 30-593.
- (3) *Flood hazard area.* Storage or processing of materials that are flammable, corrosive, toxic or explosive, or which could otherwise be injurious to human, animal or plant life in time of flood shall be prohibited from the flood hazard areas. See section 30-1367(d)(2).

USE TYPE	ZONING DISTRICTS												
	Ref. SIC	AG	RS40	RS30	LO	TC-R	GOM	NB*	LB*	GB*	SC*	PI	LUC
AGRICULTURAL USES													
Agricultural production (crops)	0100	P	P	P	P	P	P	P	P	P	P	P	1
Agricultural production (livestock)	0200	P	D	D									1
Animal feeder/breeder	0210												1
Animal services (livestock)	0751	P											3
Animal services (other)	0752	P					D		D	D	D		3
Fish hatchery	0920	P											4
Forestry	0810	P	P	P	P	P	P	P	P	P	P	P	1
Horticultural specialties	0180	P											2
Veterinary service (livestock)	0741	P											3
Veterinary service (other)	0742	P					D		D	D	D		3
MINING USES													
RESIDENTIAL USES													
Common recreation and service facilities	0000	P	P	P	P	P		P					1
Congregate care facility	0000						D	D				D	2
Family care facility	0000	P	P	P	P	P		P				P	1
Group care facility	0000						D					D	2
Manufactured dwelling (class AA)	0000	P	Z	Z									1
Manufactured dwelling (class A & B)	0000	P	Z	Z									1
Manufactured dwelling park	0000												2
Maternal care home (six or less)	0000	P	P	P	P	P		P					1
Maternal care home (nine or less)	0000				P			P				P	1
Private dormitory	0000												2

Shelter for the homeless	0000	D	D	D	D	D	D	D	D	D	D	D	2
Single-family attached dwelling	0000					P							1
Single-family detached dwelling	0000	P	P	P	P	P		P					1
Single-room occupancy (SRO) residence	0000											D	2
Subdivision, major - residential	0000		P	P	P	P		P					
Subdivision, minor - residential	0000	P	P	P	P	P		P					
Temporary shelter	0000											P	2
Townhouse dwelling	0000					P							2
Two-family dwelling (twin home or duplex)	0000	P			P	P		P					1
ACCESSORY USES AND STRUCTURES													
Accessory dwelling unit (manufactured dwelling)	0000	S	S	S	S	S	S						
Accessory dwelling unit (modular or meeting N.C. Residential Building Code)	0000	D	D	D	D	D	D						
Accessory uses and structures (customary)—see div. 2 of this article	0000	P	P	P	P	P	P	P	P	P	P	P	
Caretaker dwelling	0000	D			D	D	D	D	D	D	D	D	
Emergency shelter	0000	P	P	P	P	P	P	P	P	P	P	P	
Home occupation (including renting of rooms)	0000	D	D	D		D	D	D					
Flying field, private	0000	D											D
Migrant labor housing	0000	D											
Recycling collection point	0000	P			P		P	P	P	P	P	P	
Rural family occupation	0000	S											
Satellite dish/communication tower	0000	D	D	D	D	D	D	D	D	D	D	D	
Swimming pool	0000	D	D	D	D	D	D	D	D	D	D	D	
Temporary family healthcare structure	0000	D	D	D	D	D		D					

Yard sale (no more than three per year)	0000	P	P	P	P	P	P	P					
RECREATIONAL USES													
Athletic fields	0000	S	S	S	D		P	D	P	P	P	P	1
Auditorium, coliseum or stadium	0000										P	P	3
Batting cages	7999												3
Billiard parlors	7999								P	P	P		3
Bowling center	7933									P	P		3
Club or lodge	8640	S	S	S	S		P	S	P	P	P	P	3
Country club with golf course	7997	D	S	S			S			D		D	1
Dance school	7911							P	P	P	P		3
Equestrian facility	7999	S	S									S	2
Fortune tellers, astrologers	7999								P	P			3
Golf course, miniature	7999								P	P	P		3
Golf course	7992	P	S	S								D	1
Golf driving range	7999	S											3
Martial arts instructional schools	7999								P	P	P		3
Paintball gaming facility (outdoor)	0000	S										S	3
Physical fitness center	7991						P		P	P	P		3
Private club or recreation facility, other	7997	S											3
Public park	7990	D	D	D	D	D	D	D	D	D	D	D	1
Public recreation facility	7990	D	D	D	D	D	D	D	D	D	D	D	2
Shooting range, indoor	7999									D			3
Shooting range, outdoor	7999	S										S	5
Skating rink	7999									P	P		3
Sport instructional schools	7999								P	P	P		P
Sports and recreation clubs, indoor	7997								P	P	P	P	3
Swim and tennis club	7997	D	S	S		S	D			D		D	3

EDUCATIONAL AND INSTITUTIONAL USES													
Ambulance service	4119				P		P		P	P	P	P	3
Cemetery or mausoleum	0000	D	D	D	D	D	D	D	D	D	D	D	2
Church	8661	P	D	D	P	D	P	P	P	P	P	P	3
College or university	8220									P		P	3
Day care center, adult (five or less, home occupation)	8322	D	D	D	D	D	D	D	D	D	D	D	1
Day care center, adult (six or more)	8322	S			D		D	D	D	D	D	D	3
Day care center, child (five or less, home occupation)	8351	D	D	D	D	D	D	D	D	D	D	D	1
Day care center, child (six or more)	8351	S			D		D	D	D	D	D	D	3
Elementary or secondary school	8211	D	D	D	D	D						P	3
Event Center	0000	S	S				D			D	D	D	4
Fire station	9224	P	P	P	P	P	P	P	P	P	P	P	3
Fraternity or sorority (university or college related)	0000						P		P	P	P	P	3
Government office	9000				P		P	P	P	P	P	P	3
Hospital	8062											P	3
Library	8231				P		P	P	P	P	P	P	3
Museum or art gallery	8412				P		P	P	P	P	P	P	3
Nursing and convalescent home	8050						P			P	P	P	3
Orphanage	8361						P					P	3
Police station, neighborhood	9221	P	P	P	P	P	P	P	P	P	P	P	3
Post office	0000				P		P	P	P	P	P	P	3
Retreat center	0000	S								P	P	P	3
School administration facility	9411				P		P	P	P	P	P	P	3
Specialty hospital	8069						P			P		P	3
BUSINESS, PROFESSIONAL AND PERSONAL SERVICES													
Accounting, auditing or bookkeeping	8721				P		P	P	P	P	P		3
Administrative or management services	8740				P		P	P	P	P	P		3

Advertising agency or representative	7310						P	P	P	P	P		3
Advertising, outdoor services	7312									D			4
Automobile rental or leasing	7510									P			4
Automobile repair services, major	0000									P			4
Automobile repair services, minor	0000									P	P		3
Automobile parking (commercial)	7521									P	P	S	3
Automotive towing and storage services	7549									D			3
Bank, savings and loan, or credit union	6000						D		P	P	P		3
Barbershop	7241						P	P	P	P	P		
Beauty shop	7431						P	P	P	P	P		3
Boat repair	3730									P			4
Building maintenance services	7349									P			3
Car wash	7542									D	D		4
Clothing alteration or repair	0000							P	P	P	P		3
Computer maintenance and repair	7378									P	P		3
Computer services	7370						P	P	P	P	P		3
Economic, sociological or educational research	8732				P		P	P	P	P	P		3
Employment agency, personnel agency	7360						P	P	P	P	P		3
Engineering, architect or survey service	8710				P		P	P	P	P	P		3
Equipment rental and leasing (no outside storage)	7350									P			3
Equipment repair, light	7690									D			3
Finance or loan office (with drive-through)	6100						P		P	P	P		3
Finance or loan office (without drive-through)	6100				P		P		P	P	P		3
Funeral home or crematorium	7261						P			P		S	3
Furniture repair shop	7641									P			3

Insurance agency (no on-site claims inspections)	6411				P		P	P	P	P	P		3
Insurance agency (carriers and on-site claims inspections)	6300						P		P	P	P		3
Kennels or pet grooming	0752	P					D		D	D	D		3
Landscape and horticultural Services	0780	S											4
Laundromat, coin-operated	7215							P	P	P	P		3
Laundry or dry cleaning substation	7212							P	P	P	P		3
Law office	8111				P		P	P	P	P	P		3
Medical, dental or related office	8000				P		P	P	P	P	P	P	3
Medical or dental laboratory	8071				P		P		P	P	P	P	3
Motion picture production	7810									P			3
Noncommercial research organization	8733				P		P	P	P	P	P		3
Office uses not otherwise classified	0000						P	P	P	P	P		3
Pest or termite control services	7342									P			3
Photocopying and duplicating services	7334						P	P	P	P	P		3
Photofinishing laboratory	7384									P	P		3
Photography, commercial	7335									P			3
Photograph studio	7221						P	P	P	P	P		3
Real estate office	6500				P		P	P	P	P	P		3
Recreational vehicle park or campsite	7033												4
Refrigerator or large appliance repair	7623									D			3
Rehabilitation or counseling services	8300				P		P	P	P	P	P	P	3
Shoe repair or shoeshine shop	7251							P	P	P	P		3
Stock, security or commodity broker	6200				P		P	P	P	P	P		3
Taxidermist	7699									P			3
Television, radio or electronics repair	7620									P	P		3
Theater (outdoor)	7833												3
Theater (indoor)	7832									P	P		3
Tourist home (bed and breakfast)	7011	S	S	S		S	D	D	D	P			2

Travel agency	4720					P		P	P	P	P	P		3
Vocational, business or secretarial school	8240							P		P	P	P		3
Watch or jewelry repair shop	7631								P	P	P	P		3
RETAIL TRADE														
A B C store (liquor)	5921										P	P		3
Antique store	5932								P	P	P	P		3
Appliance store	5722										P	P		3
Arts and crafts	0000								P	P	P	P		3
Auto supply sales	5531										P	P		3
Bakery	5461								P	P	P	P		3
Bar	5813										D	D		3
Bookstore	5942								P	P	P	P		3
Bookstore, adult	0000										D			3
Building supply sales (no storage yard)	5211										P	P		3
Building supply sales (with storage yard)	5211										D	D		4
Camera store	5946								P	P	P	P		3
Candy store	5441								P	P	P	P		3
Clothing, shoe and accessory store	5600								P	P	P	P		3
Computer sales	5734								P	P	P	P		3
Convenience store (with gasoline pumps)	5411										P	P	P	4
Convenience store (without gasoline pumps)	5411								P	P	P	P		3
Dairy products store	5451								P	P	P	P		3
Department, variety or general merchandise	5300								P	P	P	P		3
Drugstore	5912								P	P	P	P		3
Fabric or piece goods store	5949								P	P	P	P		3
Floor covering, drapery or upholstery	5710										P	P		3

Florist	5992							P	P	P	P		3
Food store	5400							P	P	P	P		3
Fuel oil sales	5980												4
Furniture sales	5712							P	P	P	P		3
Garden center or retail nursery	5261									P	D		3
Gift or card shop	5947							P	P	P	P		3
Hardware store	5251							P	P	P	P		3
Hobby shop	5945							P	P	P	P		3
Home furnishings, miscellaneous	5719							P	P	P	P		3
Jewelry store	5944							P	P	P	P		3
Luggage or leather goods store	5948							P	P	P	P		3
Miscellaneous retail sales	5999							P	P	P	P		3
Motor vehicle sales (new and used)	5511									P			4
Motorcycle sales	5571									P			4
Musical instrument sales	5736							P	P	P	P		3
Newsstand	5994							P	P	P	P		3
Office machine sales	5999							P	P	P	P		3
Optical goods sales	5995						D	P	P	P	P		3
Paint and wallpaper sales	5231									P	P		3
Pet store	5999								P	P	P		3
Record and tape store	5735							P	P	P	P		3
Recreational vehicle sales	5561									P			4
Restaurant (with drive-through)	5812									P	P		3
Restaurant (without drive-through)	5812							P	D	P	P		3
Service station, gasoline	5541								P	P	P		4
Sporting goods store	5941							P	P	P	P		3
Stationery store	5943							P	P	P	P		3
Television, radio or electronics sales	5731							P	P	P	P		3
Tire sales	5531									P	P		3
Tobacco store	5993							P	P	P	P		3

WHOLESALE TRADE													
Apparel, piece goods and notions	5130										P		4
Beer, wine or distilled alcoholic beverages	5180												4
Books, periodicals and newspapers	5192										P		4
Drugs and sundries	5122										P		4
Durable goods, other	5099										P		4
Electrical goods	5060										P		4
Farm supplies, other	5191	D											4
Flowers, nursery stock and florist supplies	5193	D									P		4
Forest products	5099	D											5
Furniture and home furnishings	5020										P		4
Grain and field beans	5153	D											5
Groceries and related products	5140										P		4
Hardware	5072										P		4
Jewelry, watches, precious stones and metals	5094										P		4
Livestock	5154	D											5
Market showroom (furniture, apparel etc.)	0000										D		3
Paper and paper products	5110										P		4
Professional and commercial equipment and supplies	5040										P		4
Sporting and recreational goods and supplies	5091										P		4
Tobacco and tobacco products	5194										P		4
Toys and hobby goods and supplies	5092										P		4
Wallpaper and paint brushes	5198										P		4
TRANSPORTATION, WAREHOUSING AND UTILITIES													
Beneficial fill area	0000	D	D	D	D	D	D	D	D	D	D	D	D

Bus terminal	4100										P			4
Communication or broadcasting facility	4800						P				P	P		3
Construction or demolition debris (C-D) landfill, minor	0000	D	D	D	D	D	D	D	D	D	D	D	D	
Courier service substation	4215						P				P	P		3
Land clearing and inert debris (LCID) landfill, minor	0000	D	D	D	D	D	D	D	D	D	D	D	D	
Heliport	4522						S						S	5
Radio, television or communication tower	0000	D					D				D		D	3
Taxi terminal	4121										P			4
Utility company office	0000						P				P	P		3
Utility lines and related appurtenances	0000	P	P	P	P	P	P	P	P	P	P	P	P	
Utility service facility (no outside storage)	0000										P			4
Utility substation	0000	D	D	D	D	D	D	D	D	D	D	D	D	4
Water treatment plant	0000												P	4
Wireless communications facilities	0000	D	D	D	D	D	D	D	D	D	D	D	D	D
MANUFACTURING AND INDUSTRIAL USES														
Ice	2097										P			4
Printing and publishing	2700										P			4
Sawmill or planing mills	2420	P												5
OTHER USES														
Automotive parking (subject to div. 3 of art. IX, off-street parking, stacking and loading areas)	0000	P	P	P	P	P	P	P	P	P	P	P	P	3
Billboards	0000													1
Mixed development	0000										D	D		3
Temporary construction, storage or office; real estate sales or rental office	0000	P	P	P	P	P	P	P	P	P	P	P	P	

(with concurrent building permit for permanent building)													
Temporary events (refer to sec. 30-292(c)) including but not limited to arts and crafts shows	0000						P	P	P	P	P	P	
Carnivals and fairs	7999	P								P	P	P	
Christmas tree sales	0000	P							P	P	P	P	
Concerts, stage shows	7920	P									P	P	
Conventions, trade shows	0000										P	P	
Outdoor retail sales	5000									P	P		
Outdoor religious events	0000	P									P	P	
Turkey shoots	0000	D											

WS-III = New landfills which require a NPDS permit for disposing of treated leachate are prohibited in WS-III (GWA) watersheds.

P = use by right.

D = development standards.

S = special use permit required.

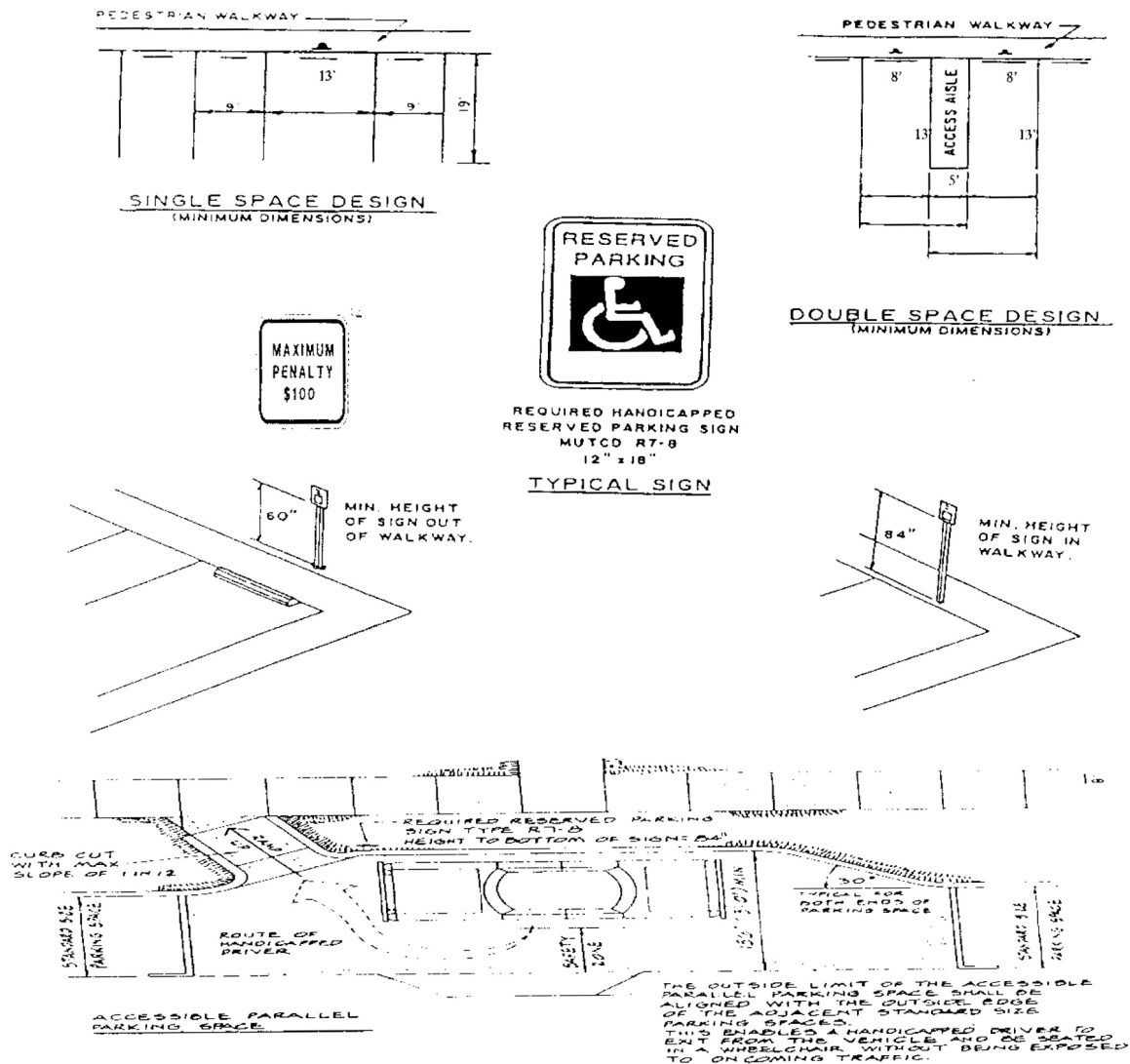
Z = overlay zoning required.

* = additional district requirements, see section 30-353(b).

(Ord. of 1-6-2000, § 4-3; Ord. of 1-6-2000, table 4-3-1; Ord. of 5-6-2004, table 4-3-1; Ord. of 2-4-2010(1); Ord. of 6-2-2016; Ord. of 3-1-2017; Ord. of 10-1-2020(2))

Sec. 30-957. General requirements.

- (a) *Parking, stacking and loading space required.* When any building or structure is erected, modified, enlarged or increased in capacity, or any open use is established, modified or enlarged, the requirements of this section shall be met. For enlargements, modifications, or increase in capacity, the requirements of this section shall apply only to such enlargements, modifications or increases in capacity.
- (b) *Required number.* The minimum number of required off-street parking, stacking and loading spaces is indicated in the off-street parking requirements table below and section 30-963. In cases of mixed occupancy, the minimum number of off-street parking, stacking and loading spaces shall be the cumulative total of individual use requirements unless otherwise specified.
- (c) *Handicapped spaces.* Spaces for the physically handicapped shall be provided as required by the North Carolina Building Code, and other applicable state and federal regulations governing van accessibility. See figure 6-C.



NUMBER OF REQUIRED HANDICAPPED PARKING SPACES

Total Number of Spaces in Parking Lot	Minimum Number of Handicapped Spaces
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1,000	*
1,000 and over	**
* 2% of total	** 20 plus one for each 100 over 1,000
<i>Van accessible spaces</i>	
At least one in every eight handicapped spaces shall be served by an access aisle not less than eight feet in width and not less than eight feet, two inches vertical clearance. Such spaces shall be designated "VAN ACCESSIBLE" and may be grouped on one level of a parking structure.	

- (d) *Minimum required.* In all instances where off-street parking is required, except for residential uses, a minimum of five parking spaces shall be provided.
- (e) *Reduction of minimum requirements.* Unless there is a change in use requiring fewer spaces, the number of spaces shall not be reduced below the minimum requirements of this chapter except as provided for in section 30-985(c).
- (f) *Maintenance.* All parking, stacking and loading facilities shall be permanently maintained by the owners or occupants as long as the use they serve exists.
- (g) *Access.* All parking, stacking and loading facilities shall have vehicular access to a public street.
- (h) *Use for no other purpose.* Land used to provide required parking, stacking, and loading shall not be used for any other purposes, except for temporary events. If such land is devoted to any other purpose, the certificate of occupancy of the affected principal use shall immediately become void.

OFF-STREET PARKING REQUIREMENTS

Use	Spaces Required
<i>Residential Uses</i>	
(1) Boarding and rooming house; bed & breakfast; fraternity or sorority; private dormitory; single room occupancy residence	1/bedroom plus 2
(2) Family care, or group care facilities	1 per room
Congregate care facility	0.6 per dwelling unit
(3) Multifamily dwellings (including condominiums) and townhouses. For townhouses, add 0.25 spaces per unit for visitor parking.	
0 to 1 bedroom units	1.50/unit
2 bedroom units	1.75/unit
3 or more bedroom units	2.00/unit

(4) Shelter for the Homeless	1/resident staff member, plus 2/3 nonresident staff members and/or volunteers on the largest shift, plus 1/each vehicle used in the operation
(5) Single-family detached, duplex and twin home dwellings	2/dwelling unit on the same lot
<i>Accessory Uses</i>	
(1) Accessory dwelling units	1/unit
(2) Home occupations	Minimum 1 space, maximum 3 spaces in addition to required residential spaces
(3) Migrant labor housing	1/4 workers
<i>Recreation</i>	
(1) Amusement parks; fairgrounds; skating rinks	1/3 of designed capacity + 2/3 employees on largest shift
(2) Athletic fields	25/field
(3) Batting cages, driving ranges; miniature golf; shooting ranges, go-cart raceways	1/cage, tee, or firing point, or go-cart
(4) Billiard parlors; tennis courts	2/table or court
(5) Bingo Games	1/3 persons in designed capacity of the building
(6) Bowling centers	4/lane
(7) Clubs or lodges, coin-operated amusement, physical fitness centers and similar indoor recreation	1/200 square feet of gross floor area
(9) Equestrian facilities	1/2 stalls
(10) Swimming pools	1/100 square feet of water area
(11) Recreational community amenity areas (pool, clubhouse, or other amenity area) that are solely for the use of the residents of said development, and not generally open to the outside public.	1/25 dwelling units for projects served by public water and sewer; 1/10 dwelling units for projects not served by public water and sewer.
<i>Educational and Institutional Uses</i>	
(1) Ambulance services; fire stations; police stations	1/employee on largest shift
(2) Auditoriums; assembly halls; coliseums; convention centers; stadiums	1/5 persons based on designed capacity of building(s)
(3) Churches	1/4 seats in main chapel
(4) Colleges and Universities	7/classroom plus 1/4 beds in main campus dorms plus 1/250 square feet of office space plus 1/5 fixed seats in assembly halls and stadiums
(5) Correctional institutions	1/10 inmates plus 2/3 employees on largest shift plus 1/vehicle used in the operation
(6) Day care, child or adult	1/employee plus 1/10 children or adults with parking located on site
(7) Elementary and middle schools; kindergartens	3/room used for offices plus 3/classroom
(8) Event Center	1/4 Attendees
(9) Government offices; post offices	1/300 square feet of gross floor area
(10) Hospitals	1/4 inpatient or outpatient beds plus 2/3 employees on largest shift plus 1/staff doctor
(11) Libraries, museums and art galleries	1/300 square feet of gross floor area
(13) Nursing and convalescent homes	1 per room
(14) Senior high schools	3/room used for offices plus 7/classroom
(15) Offices (not otherwise classified)	1/250 square feet gross floor area

<i>Business, Professional and Personal Services</i>	
(1) Automobile repair or services	3/service bay
(2) Banks and financial institutions	* 1/300 square feet gross floor area plus stacking for 4 vehicles at each drive-through window or automatic teller machine
(3) Barber and beauty shops and tanning salons	2/operator
(4) Car washes a. Full-service	*stacking for 30 vehicles or 10/approach lane, whichever is greater plus 3 spaces in the manual drying area plus 2/3 employees on largest shift
b. Self-service	*3 stacking spaces/approach lane plus 2 drying spaces/stall
(5) Delivery services	2/3 employees on largest shift plus 1/vehicle used in operation
(6) Equipment rental and leasing	1/300 square feet gross floor area
(7) Funeral home or crematoria	1/4 seats in main chapel plus 2
(8) Hotels and motels containing a. 5,000 square feet or less ancillary space, i.e. restaurant, meeting rooms, lounge or lobby or a restaurant/lounge containing 3,000 square feet or less b. More than 5,000 square feet of ancillary space, i.e. restaurant, meeting rooms, lounge or lobby or a restaurant/lounge containing over 3,000 square feet	1.1/rental unit 1.25/rental unit
(9) Kennels or pet grooming	1/300 square feet of sales, grooming or customer waiting area plus 2
(10) Laundromat (coin operated)	1/4 pieces of rental equipment
(11) Laundry and dry cleaning plants or substation	*2/3 employees on largest shift plus 1/vehicle used in operation plus stacking for 4 vehicles/pickup station
(12) Laboratories	*2/3 employees on largest shift plus 1/250 square feet of office space
(13) Medical, dental, veterinary, or related offices	1/200 square feet of gross floor area
(14) Motion picture production	1/1000 square feet of gross floor area
(15) Recreational vehicle park or campsite	Refer to development standards for recreational vehicle parks (Section 6-4)
(16) Repair of bulky items (appliances, furniture, boats, etc.)	2/3 employees on largest shift plus 1/vehicle used in operation
(18) Theaters (indoor)	1/4 seats
(19) Truck wash	*3 stacking spaces/stall
(21) Vocational, business, or secretarial schools	1/100 square feet of classroom space plus 1/250 square feet of office space
(22) Services and repairs not otherwise classified	1/300 square feet of gross floor area
Drive-throughs not otherwise classified	*Stacking for 4 vehicles at each bay, window, lane, ordering station or machine in addition to use requirement
<i>Retail Trade</i>	
(1) Bars, dance halls	1/3 persons in designed capacity of building plus 2/3 employees on largest shift, located on same zone lot

(2) Convenience stores	* 1/300 square feet of gross floor area plus 2 stacking spaces on each side of pump island
(3) Department stores; food stores	1/250 square feet gross floor area
(4) Flea markets; salvage yards and other open air sales	1/acre of site area plus 2/3 employees on largest shift
(5) Fuel oil sales	2/3 employees on largest shift plus 1/vehicle used in operation
(6) Furniture; floor covering sales	1/1,000 square feet gross floor area
(7) Motor vehicle, motorcycle, or recreational vehicle sales or rental; manufactured home sales	5 spaces plus 1/10,000 square feet of display area plus 2/3 employees on largest shift
(8) Restaurants	* 1/100 square feet of gross floor area & 11 total stacking spaces with minimum 5 spaces at or before ordering station
(9) Retail sales not otherwise classified	1/250 square feet gross floor area
(10) Retail sales of bulky items (appliances, building materials, etc.)	1/500 square feet of gross floor area
(11) Service stations, gasoline	*3/service bay plus two stacking spaces on each side of pump island
(12) Shopping Centers	1/250 square feet gross floor area in main building(s) (excluding theaters) plus parking as required for outparcels or theaters
<i>Wholesale Trade</i>	
(1) Market showroom	1/1,000 square feet gross floor area
(2) Wholesale uses	1/500 square feet of gross floor area
<i>Transportation, Warehousing and Utilities</i>	
(1) Airport, bus, and train terminals	1/4 seats plus 2/3 employees on largest shift
(2) Communication towers; beneficial fill area, land clearing and inert debris (LCID) landfills; heliports; utility lines or substations	no required parking
(3) Recycling processing centers	1/employee on largest shift
(4) Self-storage warehouses	5 spaces
(5) Transportation, warehousing and utility uses not otherwise classified	2/3 employees on largest shift plus 1/vehicle used in operation
Manufacturing and Industrial Uses	2/3 employees on largest shift plus 1/200 square feet of retail sales or customer service area plus 1/vehicle used in operation

Notes:

/ = Per

* State department of transportation may require additional stacking spaces on state or federal highways.

(Ord. of 1-6-2000, § 6-2.1; Ord. of 6-7-2007; Ord. of 3-6-2008)

TEXT AMENDMENT. Amendment to Section 30-331 (Permitted Uses) of the Town of Oak Ridge Code of Ordinances to allow **Event Center** as a use by right in the GO-M (General Office – Medium Intensity) district, GB (General Business) district, SC (Shopping Center) district, PI (Public and Institutional) district and as a Special Use Permit (S) in the AG (Agricultural) and RS-40 (Residential) districts. Land Use Code (LUC) 4.

TEXT AMENDMENT. Amendment to Section 30-957 (General Requirements) of the Town of Oak Ridge Code of Ordinances to amend *Off Street Parking Requirements* to include Event Center with the following requirements:

1 space per 4 event attendees

If event parking demands exceed the on-site parking lot capacity, the event center shall submit to the Community Development Department a parking plan that will meet the parking demands of the event.

TEXT AMENDMENT. Amendment to Section 30-9 (Definitions) of the Town of Oak Ridge Code of Ordinances to define **Event Center**.

EVENT CENTER. A public or privately owned structure or area used for the purposes of social, entertainment, or educational gatherings to include meetings, music events, parties, weddings, and receptions. Entertainment facilities may include performance areas, multi-purpose spaces, and/or meeting rooms available for use by private groups. Accessory uses may include food preparation facilities, offices, and space for event center retail sales.

TEXT AMENDMENT. Amendment to Chapter 30, Article IX DIVISION 5. DEVELOPMENT STANDARDS FOR INDIVIDUAL USES to add *Event Center*.

Sec. 30-1048. Event Center.

- (a) Where required. GO-M (General Office – Medium Intensity) district, GB (General Business) district, SC (Shopping Center) district, PI (Public and Institutional) district
- (b) Required with Special Use Permit. AG (Agricultural) and RS-40 (Residential)
- (c) **Property Separation.** No such establishment, building or parking shall be located adjacent to single-family residentially zoned property, unless the event center is granted a special-use-permit.
- (d) **Screening.** All outdoor equipment and activity areas shall be screened from view of any residence by means of a Type C planting yard. Establishments adjacent to single-family residentially zoned properties shall include a minimum 40' Type A planting yard and a six (6) foot high opaque fence.
- (e) **Openings.** If within three hundred (300) feet of a residential zoned area no entrances into the main event space shall be facing that residential area.
- (f) **Lighting.** All areas related to the establishment shall be so lighted to direct the light toward the parking areas but shielded so no direct light shall affect any existing residences. Exterior lighting located adjacent to single-family residentially zoned property shall be no greater than 10' in height. The illumination shall comply with Division 7 – *Outdoor Light Fixture Controls* of Chapter 30. (A survey or site plan on CAD can be provided to Duke Power Company and they will generate a plan at no cost as long as the customer uses their lighting fixtures.) A lighting plan signed or sealed by the preparer with calculations/ft. candles shall be submitted along with a completed Zoning Permit Application.
- (g) **Hours of Operation.** If within three hundred (300) feet of single-family residential zoned property, no event with amplified music shall be held outside between the hours of 9:00 PM and 9:00 AM, and no outside event activities shall be conducted after 11:00 PM.
- (h) **Noise.** Electronic amplified sound generated in conjunction with any event shall not be located within 100' of residentially zoned properties and not exceed 80 decibels at any time.,

Sec. 30-1049. Farm supplies, other, wholesale trade of,

See section 30-1017.

(Ord. of 1-6-2000, § 6-4.38)



RESOLUTION R-2025-02

A RESOLUTION ADOPTING THE TOWN OF OAK RIDGE 2025-2030 CAPITAL IMPROVEMENT PLAN

WHEREAS, the Town Council of the Town of Oak Ridge has determined that it is in the best interest of the Town to adopt a Capital Improvement Plan to designate certain major capital improvements deemed to be a priority for completion by the Town in the next five years; and

WHEREAS, the North Carolina General Statutes authorize municipalities to adopt Capital Improvement Plans related to the design and construction of municipal infrastructure.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Oak Ridge hereby adopts the attached 2025-2030 Capital Improvement Plan.

Adopted this 3rd day of April, 2025.

Jim Kinneman
Mayor

ATTEST:

Sandra B. Smith, CMC, NCCMC
Assistant Town Manager/Town Clerk

Town of Oak Ridge 2025-2030 Capital Improvement Program

February 12, 2025 Town Council work session

Adopted April 3, 2025

FY 2025-26

Expenses

Sidewalks (engineering)	
NC150- NC68 to Bastille and NC68- Linville to Fogleman	50,000
MST	37,500
Elevated Water Tank (construction- portion)	1,672,725
Water Main- County Line to Town Hall (construction)	4,860,000
Complete Town Core Loop (150/68/Linville) (engineering)	125,000
Security Fencing HFP Maintenance Building	21,000
Park Equipment	50,000
Debt service- Heritage Farm Park Phase 1	<u>298,181</u>
	7,114,406

Funding Sources

Grants	6,532,725
General fund	550,000
Fund balance appropriation	<u>31,681</u>
	7,114,406

FY 2026-27

Expenses

Sidewalks (construction- portion)	
NC150- NC68 to Bastille and NC68- Linville to Fogleman	250,000
NC68/150 intersection improvements	326,700
MST	37,500
Town Park Entrance Master Plan- Phase 2, including signage	30,000
Debt service- Heritage Farm Park Phase 1	<u>290,291</u>
	934,491

Funding Sources

General fund	550,000
Fund balance appropriation	<u>384,491</u>
	934,491

FY 2027-28

Expenses

NC68/150 intersection improvements (landscaping)	73,300
Sidewalks (construction- portion)	
NC150- NC68 to Bastille and NC68- Linville to Fogleman	250,000
MST	37,500
Debt service- Heritage Farm Park Phase 1	<u>282,411</u>
	643,211

Funding Sources

General fund	550,000
Fund balance appropriation	<u>113,211</u>
	643,211

Town of Oak Ridge 2025-2030 Capital Improvement Program

February 12, 2025 Town Council work session

Adopted April 3, 2025

FY 2028-29

Expenses

MST	37,500
Park equipment	55,000
Debt service- Heritage Farm Park Phase 1	<u>274,531</u>
	367,031

Funding Sources

General fund	<u>367,031</u>
	367,031

FY 2029-30

Expenses

MST	37,500
Debt service- Heritage Farm Park Phase 1	<u>266,651</u>
	304,151

Funding Sources

General fund	<u>304,151</u>
	304,151

Future Years (not programmed)

Water	
Complete Town Core Loop	1,850,000
Heritage Farm Park Phase 2	
Tennis/pickleball courts	850,000
Basketball court	65,000
Small picnic shelters	40,000
Town Park	
Field #5	250,000
Fitness stations	29,000
Parking lot expansion	150,000

MEMORANDUM

TO: Town Council

FROM: Bill Bruce

DATE: March 28, 2025

RE: Heritage Farm Park Phase 2 Proposal

At its January 9, 2025 meeting Town Council instructed staff to begin the process of securing a firm to design Phase 2 of Heritage Farm Park and to direct the contractor to make the design grant eligible. To that end, please see the attached proposal from McGill Associates.

The proposal includes an update to the Heritage Farm Park Master Plan to explicitly include Phase 2 amenities including tennis and/or pickleball courts and a basketball court. The scope includes a site assessment, a community recreation needs survey, design charette (workshop with stakeholders), and a final conceptual design with cost estimates. These are all crucial elements in making the project PARTF eligible.

McGill Associates was selected for the initial design and engineering of Heritage Farm Park through a rigorous RFQ process. The Phase 2 proposal is an extension of this agreement.

The work is proposed to be completed in 90 days for a lump sum fee of \$10,000.

Requested Action: Approve the attached Proposal for Professional Planning Services for Heritage Farm Park from McGill Associates, dated March 23, 2025.



March 23, 2025

Bill Bruce, AICP
Town Manager
Town of Oak Ridge
8315 Linville Road
Oak Ridge, NC 27310

RE: Proposal for Professional Planning Services
Heritage Farm Park Master Plan Update
Oak Ridge, North Carolina

Dear Mr. Bruce:

McGill Associates is pleased to provide you with this proposal to provide professional planning services as an extension of our existing agreement for the preparation of a Master Plan update for Heritage Farm Park. The focus of the Master Plan update will be the build-out of Phase 2 as reflected in PARTF Site Plan. Although the final program for the master plan update hasn't been determined, it is anticipated improvements would include amenities such as tennis courts, pickleball courts, a basketball court. McGill Associates proposes providing the following specific scope of work listed below:

SCOPE OF SERVICES

Task 1: Prepare Master Plan Heritage Farm Park Master Plan Update

1. Kick-Off Meeting:

The project will kick off with a meeting including McGill and Town Staff to review and refine the proposed scope of services. At this time, we will confirm project goals and deliverables, and reach a consensus on a project schedule, including milestones and the schedule.

2. Site Assessment:

This will include an analysis by the Design Team of the existing natural and man-made conditions within the project site for an evaluation of opportunities and constraints within the project site.

3. Community Recreation Needs Survey:

Prior to developing the master plan, McGill will work with Town staff to develop an online survey to better understand the community needs and desires. This will consist of the following:

- Work with Town staff to develop the content of the on-line survey as well as determine the goals and objectives for the project.
- Work with Town staff to post the interactive survey on the Town's website for public access.

- Prepare a summary that includes the survey methodology and a description of major findings.
- Charts and graphs show the overall results of each question on the survey.

4. Conduct Design Charrette

- a. Utilizing available existing design and survey information to develop a base map for the project for the master plan.
- b. Conduct interviews with Town Staff and stakeholders as determined by the Town.
- c. Based on input from Town Staff, site characteristics, and general park program, McGill will facilitate a one-day Design Charrette with the public to gather input. Based on this input, McGill will develop a Conceptual Plan for the renovation of the park with the primary goal of a completed vision for the park. The Conceptual Plan will provide a layout including existing facilities to remain as well as location of proposed facilities and amenities.

5. Present Concept Design

Present conceptual site plan design alternatives to Town Staff for comments and suggestions. At the conclusion of the meeting, one of the design options will be selected with the suggested adjustments.

6. Develop Final Conceptual Plan:

The selected design option will be refined in order to develop the final Master Plan. The plan will include amenities and facilities along with a projection of project costs broken down by site elements.

Additional Services:

Please note that the following services are not included in this proposal and will be considered Additional Services that can be provided in accordance with the attached Basic Fee Schedule.

1. Please note that the above fee for the Master Plan does not include traffic planning services, funding applications, bidding documents, design plans, or designs associated with engineering modifications.
2. Providing survey, geotechnical and subsurface investigations, archeological surveys and any other environmental site surveys necessary for the construction of the project.
3. Changes to the Master Plan, which occur after McGill's approved preliminary design documents have been completed, will be considered additional services. McGill can coordinate these additional services should the services be needed in accordance with the attached Basic Fee Schedule.
4. Additional services resulting from significant changes in general scope of the Project or its design including, but not limited to, changes in size, complexity, Owner's schedule, or character of construction.
5. Providing any other services not otherwise included in this Agreement or not customarily furnished in accordance with the generally accepted Engineering practice.

Basis for Compensation

Based on our understanding of the project, we propose providing the Scope of Services detailed in this proposal for a **Lump Sum Fee of \$10,000.00** inclusive of all reimbursable expenditures. We anticipate the master plan update to be completed within 90 days from a notice to proceed.

Owner's Responsibilities

1. The Owner shall provide full information regarding site-related requirements for the Project.
2. The Owner shall designate a representative (authorized to act on their behalf) with respect to the Project. The Owner or his representative shall examine documents submitted by McGill and shall render decisions pertaining thereto promptly, avoiding unreasonable delay in the progress of McGill's work.
3. The Owner will be responsible for the arrangement, notice, and any other costs associated with the meeting schedule, including facility rental cost, advertisement costs, etc.

We appreciate the opportunity to provide this proposal to the Town of Oak Ridge and are prepared to begin work immediately to meet the Town's schedule. If this proposal is acceptable, please sign and return one (1) copy of this proposal and the attached Consulting Services Agreement to our office. As always, if you have any questions regarding this proposal, please do not hesitate to contact me. We look forward to working with the Town on this important project.

Sincerely,

McGILL ASSOCIATES, P.A.

MICHAEL J. NORRIS, PLA

Director of Land Planning and Recreation

Attachments: Consulting Services Agreement
Basic Fee Schedule

This proposal accepted this, the _____ day of _____, 2025.

Town of Oak Ridge

MEMORANDUM

TO: Town Council
FROM: Bill Bruce
DATE: March 28, 2025
RE: Salary Study

In October 2024, the Town of Oak Ridge retained the services of the Piedmont Triad Regional Council to conduct a market analysis of the Town's employee classifications. The methodology included evaluation of external competitiveness of the Town's salaries and wages as compared to other municipalities within a 30-minute drive time of Oak Ridge, as well as an evaluation of internal comparisons of positions to maintain internal equity.

The attached proposed pay plan and salary adjustments are the results of this study. Specifically:

1. Sheet 1 **Comparative Ratios at Minimum** illustrates that current pay range minimums are between 84% and 101% of market averages, and recommends adjustments to bring all job classifications closer to market averages. These are changes to classifications, not actual salaries.
2. Sheet 2 **Pay Plan FY2 2024-2025** shows recommended adjustments to position classifications on the Pay Plan. All currently filled positions are proposed to be adjusted either one or two pay grades, with a proposed 2.5% pay increase for each grade increase. Two vacant positions will remain unchanged; and
3. Sheet 3 **New Allocation** (with employee names grayed out) shows the impact on actual employee compensation with a 2.5% increase per grade change.

While the study also evaluated the Town Manager position, I am excluding this from my recommendation. Total impact to the Town budget under the proposed revised pay plan is \$22,933.00

Requested Action: Approve the revised Pay Plan and salary adjustments as recommended, effective April 1.



OAK RIDGE, NC

2024-25

COMPARATIVE-RATIOS AT MINIMUM

OAK RIDGE, NC

Comparative-Ratio MINIMUM

Oak Ridge, NC JOB CLASSES	2024 Market Data @Minimum	Current Grade	Current Minimum	Compa-Ratio	Recommendation		
					Grade	Minimum	Compa-Ratio
Groundskeeper I	\$31,096.56	6	\$29,790.96	95.80%	7	\$31,280.51	100.59%
Groundskeeper II	\$33,895.25	8	\$32,844.54	96.90%	9	\$34,486.76	101.75%
Groundskeeper II/Night Custodian	\$33,895.25	8	\$32,844.54	96.90%	9	\$34,486.76	101.75%
Office Assistant	\$35,069.80	8	\$32,844.54	94.96%	9	\$34,486.76	98.34%
Deputy Clerk/PIO/HR	\$41,042.88	12	\$39,922.74	97.27%	14	\$44,014.82	107.24%
Parks Superintendent	\$52,330.03	14	\$44,014.83	84.11%	16	\$48,526.34	92.73%
Planning Director	\$70,247.80	20	\$58,984.07	83.97%	22	\$65,029.94	92.57%
Asst. Town Mgr./Town Clerk	\$69,777.62	22	\$65,029.94	97.41%	24	\$71,695.51	102.75%
Grounds/Main Crew Leader	\$40,364.02	10	\$36,211.10	89.71%	12	\$39,922.74	98.91%
Parks & Rec. Director	\$63,870.00	22	\$65,029.94	101.82%	22	\$65,029.94	101.81%
Town Manager*							
Overall Average Compa-Ratio at Minimum				93.42%			99.71%

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Oak Ridge, NC

PAY PLAN FY 2024-2025

Grade	Minimum Annual	Hourly	Target/Mid	Hourly Rate	Maximum	Classes Assigned (Increase in Grade)
1	\$23,342.00	11.22	\$29,177.50	14.03	\$35,013.00	
2	\$24,509.10	11.78	\$30,636.38	14.73	\$36,763.65	
3	\$25,734.56	12.37	\$32,168.19	15.47	\$38,601.83	
4	\$27,021.28	12.99	\$33,776.60	16.24	\$40,531.92	
5	\$28,372.35	13.64	\$35,365.43	17.05	\$42,558.52	
6	\$29,790.96	14.32	\$37,238.71	17.90	\$44,686.45	
7	\$31,280.51	15.04	\$39,100.64	18.80	\$46,920.77	Grounds Keeper I (+1)
8	\$32,844.54	15.79	\$41,055.67	19.74	\$49,266.81	
9	\$34,486.76	16.58	\$43,108.46	20.73	\$51,730.15	Office Assistant (+1);
10	\$36,211.10	17.41	\$45,263.88	21.76	\$54,316.65	
11	\$38,021.66	18.28	\$47,527.07	22.85	\$57,032.49	
12	\$39,922.74	19.19	\$49,903.43	23.99	\$59,884.11	Grounds/Maint. Crew Leader (+2)
13	\$41,918.88	20.15	\$52,398.60	25.19	\$62,878.32	
14	\$44,014.82	21.16	\$55,018.53	26.45	\$66,022.23	Deputy Clerk/PIO/HR (+2)
15	\$46,215.56	22.22	\$57,769.45	27.77	\$69,323.35	
16	\$48,526.34	23.33	\$60,657.93	29.16	\$72,789.51	Town Clerk (0); Parks Superintendent (+2)
17	\$50,952.66	24.50	\$63,690.82	30.62	\$76,428.99	
18	\$53,500.29	25.72	\$66,875.36	32.15	\$80,250.44	
19	\$56,175.31	27.01	\$70,219.13	33.76	\$84,262.96	
20	\$58,984.07	28.36	\$73,730.09	35.45	\$88,476.11	
21	\$61,933.28	29.78	\$77,416.59	37.22	\$92,899.91	
22	\$65,029.94	31.26	\$81,287.42	39.08	\$97,544.91	Planning Director (+2); Parks & Recreation Director (0)
23	\$68,281.44	32.83	\$85,351.79	41.03	\$102,422.15	
24	\$71,695.51	34.47	\$89,619.38	43.09	\$107,543.26	Town Clerk/ Asst. Town Mgr. (+2)
25	\$75,280.28	36.19	\$94,100.35	45.24	\$112,920.42	
26	\$79,044.30	38.00	\$98,805.37	47.50	\$118,566.45	
27	\$82,996.51	39.90	\$103,745.64	49.88	\$124,494.77	
28	\$87,146.34	41.90	\$108,932.92	52.37	\$130,719.51	
29	\$91,503.65	43.99	\$114,379.57	54.99	\$137,255.48	
30	\$96,078.84	46.19	\$120,098.55	57.74	\$144,118.26	
31	\$100,882.78	\$48.50	\$126,103.48	60.63	\$151,324.17	
32	\$105,926.92	\$50.93	\$132,408.65	63.66	\$158,890.38	
33	\$111,223.27	\$53.47	\$139,029.08	66.84	\$166,834.90	
34	\$116,784.43	\$56.15	\$145,980.54	70.18	\$175,176.65	Town Manager (+4)

NEW ALLOCATION

Employee	Job Title/Position	Employee Status	Current Pay Grade	Recommended Pay Grade	Proposed Minimum	Proposed Minimum Hourly	Grade Change	% Salary Increase (2.5% per grade)	Actual Salary Increase
	Groundskeeper I	PT	6	7		\$15.04	1	2.5%	\$511.88
	Groundskeeper I	PT	6	7		\$15.04	1	2.5%	\$511.88
	Groundskeeper I	PT	6	7		\$15.04	1	2.5%	\$511.88
	Groundskeeper II	FT	8	9	\$34,486.76	\$16.58	1	2.5%	\$1,003.41
	Groundskeeper II/Night Custodian	FT	8	9	\$34,486.76	\$16.58	1	2.5%	\$935.82
	Office Assistant	FT	8	9	\$34,486.76	\$16.58	1	2.5%	\$932.18
	Groundskeeper II	FT	8	9	\$34,486.76	\$16.58	1	2.5%	\$1,072.55
	Deputy Clerk/PIO/HR	FT	12	14	\$44,014.82		2	5.0%	\$2,393.90
	Parks Superintendent	FT	14	16	\$48,526.34		2	5.0%	\$2,926.67
	Planning Director	FT	20	22	\$65,029.94		2	5.0%	\$3,642.65
	Asst. Town Mgr./Town Clerk	FT	22	24	\$71,695.51		2	5.0%	\$3,903.59
									\$18,346.39
	Town Manager	FT	30	34	\$116,784.43		4		\$12,500.00
									\$30,846.39

TOTAL IMPACT ON BUDGET	
Salary adjustment	\$18,346.39
Medicare	\$266.02
Social Security	\$1,137.48
Retirement System	\$2,632.71
SIMPLE IRA	\$550.39
TOTAL	\$22,932.99

MEMORANDUM

TO: Town Council

FROM: Bill Bruce

DATE: March 28, 2025

RE: Veterans Honor Green Phase 2 Bid Award

On March 21, 2025 the Town received four bids in response to our Request for Proposals for construction of Veterans Honor Green Phase 2. The lowest responsive, responsible bid was submitted by Parker Construction Co. for \$72,800. The bid tabulation and Resolution of Award are included in Council's packets.

Following confirmation of the low bid, Mark Reaves (Revington Reaves Landscape Architecture and Planning) negotiated a value engineered alternative with Parker Construction for a revised total of \$66,200 (attached). The alternative design should have little to no negative impact on the health of the pine plot, as all piers will still be hand dug.

The current fiscal year budget allocates \$50,000 from the Town's general fund for this project. In addition, a total of \$20,180 has been raised by the Special Events Committee, bringing the total budget to \$70,180.

Also please note that at the February 12 CIP Workshop the Town Council agreed to allocate \$7,000 in unspent contingency funds from the first phase of VHG to Phase 2, though this action does not constitute an amendment to the budget.

Requested Action: Approve the attached resolution of award for Veterans Honor Green Phase 2 to Parker Construction for a value-engineered bid of \$66,200. Mark Reaves has also recommended a contingency allowance of 10% (\$6,620).





RESOLUTION R-2025-03

A RESOLUTION FOR AWARD OF VETERANS HONOR GREEN PHASE 2 BID

WHEREAS, on March 21, 2025, the Town of Oak Ridge received four bids for the construction of Veterans Honor Green Phase 2, following advertisement of an informal Request for Proposals pursuant to N. C. Gen. Stat. § 143-129; and

WHEREAS, Parker Construction Co. responded with the lowest responsive, responsible bid of \$72,800; and

WHEREAS, Parker Construction Co. submitted a value-engineered alternative of \$66,200.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Oak Ridge accepts the value-engineered amended bid submitted by Parker Construction Co. for \$66,200 for construction of Veterans Honor Green Phase 2 and instructs the Town Manager and Finance Officer to execute the proposed contract.

Adopted this the 3rd day of April, 2025.

Jim Kinneman
Mayor

ATTEST:

Sandra B. Smith, CMC, NCCMC
Assistant Town Manager/Town Clerk

Bid Tabulation Sheet

REVINGTON REAVES LANDSCAPE ARCHITECTURE & PLANNING, PLLC

Project: Town of Oak Ridge, NC – Veterans Honor Green, Phase II Boardwalk

Project #: 202104.00

Location: Heritage Farm Park, 8515 Scoggins Road, Oak Ridge NC.

Bids Received: Friday, March 21st, 2025, 5:00 pm

Company	License No.	MBE Forms	Received Addendum #1	Bid Bond	Base Bid - General Construction	Add Alt. #1
Parker Construction Co.	77395	NA	YES	NA	\$72,800.00	NA
ASJ Wilson Construction, LLC	65796	NA	YES	NA	\$82,500.00	NA
BAR Construction Co., Inc.	7973	NA	YES	NA	\$120,000.00	NA
H.M. Kern Corporation	8542	NA	YES	NA	\$145,800.00	NA



March 28, 2025

Bill Bruce
Town Manager
Town of Oak Ridge
P.O. Box 374
8315 Linville Road
Oak Ridge, NC 2730

RE: Veterans Honor Green Boardwalk

Dear Mr. Bruce

Parker Construction Co. NC, LLC is pleased to submit the following adjustments for the Veterans Honor Green Boardwalk project. We appreciate the opportunity to contribute to this important project and look forward to building a strong partnership.

Below are the proposed adjustments and associated cost reductions:

- \$72,800.00 **Original Base Bid**
- (\$10,100.00) **Reduction for replacing Diamond Piers with Traditional Piers**
- \$3,500.00 **Additional cost for doubling rim joist around inside/outside perimeter**
- \$66,200.00 **Revised Total**

If you require any additional information or further clarification, please feel free to contact us at (336) 908-7516.

Thank you,

Shannon Parker
Parker Construction Co. NC LLC