

Town of Youngsville  
P. O. Box 190  
118 N. Cross Street  
Youngsville, NC 27596  
(919) 556-5073  
Fax (919) 556-0995  
Townynys@townofyoungsville.org

# MINUTES

**JANUARY 12, 2017**

**7:00 PM**

## REGULAR MEETING

### YOUNGSVILLE COMMUNITY HOUSE

Mayor Fonzie Flowers called the Board Meeting of the Town of Youngsville Board of Commissioners to order at 7:00pm. Commissioner Hedlund gave the invocation. In attendance were Commissioners Graham Stallings, Catherine Redd, Larry Wiggins, Joseph Johnson and Terry Hedlund. Also in attendance were Town Administrator Bill Tatum, Town Clerk / Tax Collector Emily Hurd, Town Attorney Joseph Olivieri, Police Chief Daren Kirts, Zoning / Planning Administrator Don Belk, Parks and Recreation Director Mike Nash, and Maintenance Supervisor Sheldon Patterson. Representatives from the Wake Weekly and the Franklin Times were also present.

The first item on the agenda were Public Hearings. The first Public Hearing was for the Annexation Petition by Holden Creek Preserve Subdivision, Phase 1 on Holden Road. Mayor Flowers called the Public Hearing to order at 7:00pm. There were no comments from the public. Mayor Flowers adjourned the Public Hearing at 7:01pm.

The second Public Hearing was for text amendments to the Zoning Ordinance concerning telecommunication towers. Mayor Flowers called the Public Hearing to order at 7:01pm. There were no comments from the public. Mayor Flowers adjourned the Public Hearing at 7:01pm.

The next item on the agenda was citizens' comments. Krystal Lane, Youngsville Kiwanis Club, wanted to update the Board on upcoming events. She stated that they would be taking over and hosting the Youngsville Fall Festival, Halloween Carnival and Christmas Cheer, along with their Arts in the Community event in March. Ms. Lane stated that they want to bring the people of Youngsville together more often. Commissioner Redd stated that she was interested in joining the Kiwanis Club. Commissioner Hedlund stated that they also would be doing quarterly road cleanups. Mayor Flowers lamented that we were unable to shut down Highway 96 for events but the events that we do have are getting bigger and better. Commissioner Hedlund stated that the Christmas Cheer would be back this year and would be better. He also wanted to mention that the Christmas Care program went very well this year and that Hurd did a great job helping them out.

The next item on the agenda was the Financial Report. There were no comments.

The next item on the agenda was the approval of the Consent Agenda. The Consent Agenda consisted of approval of the minutes from the Board Meeting on December 8, 2016, the Tax Collector's Report, the Police Department Report and the Youngsville Fire

Department Report. Also included on the Consent Agenda was a tax release for Howard Bobbitt for the adjusted value of personal property.

**MOTION: TO APPROVE THE CONSENT AGENDA**

The motion was made by Commissioner Wiggins and was seconded by Commissioner Redd. It passed unanimously.

The next item on the agenda was Old Business. The first item under Old Business was an update on the status of the Town Hall Project. Chief Kirts stated that everything was moving well. He stated that the cabinets, drop ceilings, and sheetrock have been installed in and they are working on finishing the painting and the floors. Chief Kirts stated that they had a tentative date of February 2<sup>nd</sup> for completion and was looking to be moving at the end of February.

Chief Kirts stated that he needed guidance on how to move everything from the old Town Hall to the new Town Hall. He asked if this was something that they wanted to try to do in house or hire a moving company. Mayor Flowers asked if the moving company would have access to sensitive information and Chief Kirts stated that some things would be moved by Staff instead of the moving company. Chief Kirts stated that there was a lot of old paperwork that would need to be shredded and junk that would need to be given / thrown away. He stated that we do have some furniture but we don't have anything of what we need for the building and we can acquire as we go. Chief Kirts stated that the task of moving would be intensive. Commissioner Hedlund asked what he recommended. Chief Kirts stated that we could move ourselves but it would take longer as well as being a burden on the employees. Commissioner Wiggins stated that it would only take a couple of men and a truck. Commissioner Redd asked what the budget was for moving and Tatum stated that there was not one. Tatum explained that it could be appropriated from fund balance. He stated that he could find the money. Tatum stated that the shredding would probably need to come first so that we could clear out a lot of the stuff that doesn't need to be moved. He recommended having a company come in to shred what needs to be destroyed. Commissioner Redd stated that it sounded like a lot of work just going through everything that needs to be moved. Hurd stated that she has been scanning / copying of the older minute books, some from the 1950's and 1960's. She stated that this will help protect some of the older records in case they get damaged in the move. Hurd stated that it was hard to focus on packing when basic tasks, such as helping customers or phone calls, take up so much time. Mayor Flowers asked if something things could be taken over as they are packed and Hurd stated that Halloween and Christmas are already stored in the back room. Chief Kirts stated that they could start moving some items after the final Certificate of Occupancy from Franklin County Inspections. Commissioner Johnson stated that there was a moving company right here in Youngsville and suggesting reaching out to them. Commissioner Stallings stated that we should go ahead and get bids and moved forward. He stated that he had concerns about staff getting hurt while trying to move. Commissioners Hedlund and Johnson agreed.

Chief Kirts also wanted to talk about signage at the new Town Hall. He stated that it was not in the budget but he did get some quotes for a sign that would match the one at the current Town Hall and at 5-Points. After a brief discussion, Commissioner Redd stated that she would help get more quotes and ideas for the sign. Consensus was that the new sign needed to state “Police Department” as well as “Town Hall” on it, which is why the one at the current Town Hall was not ideal as it only said “Town Hall”.

Chief Kirts stated that he meets with the contractors every two weeks and they are doing an excellent job. Mayor Flowers agreed that it was coming along nicely.

The second item under Old Business was to adopt the Annexation Ordinance for Holden Creek Preserve Subdivision, Phase 1 on Holden Road. Commissioner Hedlund asked if they would be replanting any trees and Belk stated that our Ordinance states that they would have to replant some of them.

**MOTION: TO ADOPT THE ANNEXATION ORDINANCE FOR HOLDEN CREEK PRESERVE SUBDIVISION, PHASE 1 ON HOLDEN ROAD**

The motion was made by Commissioner Wiggins and was seconded by Commissioner Johnson. The motion passed unanimously.

The third item under Old Business was to adopt the text amendments to the Zoning Ordinance concerning telecommunication towers.

**MOTION: TO ADOPT THE TEXT AMENDMENTS TO THE ZONING ORDINANCE CONCERNING TELECOMMUNICATION TOWERS**

The motion was made by Commissioner Hedlund. Attorney Olivieri explained that this sets the stage for future requests. Commissioner Redd seconded the motion. The motion passed unanimously.

The fourth item under New Business was to select a consultant to perform the preliminary engineering and design for the Main Street Improvements Project and authorize the Staff to negotiate a contract not to exceed \$82,500. Belk explained the process and criteria that was needed for the consulting firms to be narrowed down to the final two. He stated that the final recommendation from the Planning Board was for Kimley Horne based on their completion of several nearly identical projects, some in Wake Forest. Belk stated that they came highly recommended. He explained the process moving forward. Mayor Flowers stated that they stood out for him and asked if anyone else had felt the same. Belk stated that he and Clark both had thought that Kimley Horne had stood out amongst the other applicants. Belk stated that they would stay on top of the process.

Commissioner Redd asked if the trees would be an issue concerning the overhead power lines and Belk stated that they would discuss that more in detail as they moved forward

with the design. Belk pointed out that we did not have the funds to bury the cables at this time but there may be an opportunity in the future. He stated that he would look into getting cost estimates on it and Commissioner Wiggins stated that it would be a significant cost. Commissioner Redd stated that it looked pretty on paper.

**MOTION: TO MOVE FORWARD WITH KIMLEY HORNE AS THE CONSULTANT TO PERFORM THE PRELIMINARY ENGINEERING AND DESIGN FOR THE MAIN STREET IMPROVEMENTS PROJECT**

The motion was made by Commissioner Johnson and was seconded by Commissioner Hedlund. The motion passed unanimously.

**MOTION: TO AUTHORIZE STAFF TO NEGOTIATE A CONTRACT WITH KIMLEY HORNE, NOT TO EXCEED \$82,500**

The motion was made by Commissioner Hedlund and was seconded by Commissioner Johnson. The motion passed unanimously.

**MOTION: TO FORWARD THE DOCUMENTATION OF THE CONSULTANT SELECTION PROCESS ALONG WITH THE UNEXECUTED CONTRACT AND COST PROPOSAL TO NC DOT FOR FINAL REVIEW AND APPROVAL**

The motion was made by Commissioner Hedlund and was seconded by Commissioner Wiggins. The motion passed unanimously.

The next item on the agenda was New Business. There was no new business.

The next item on the agenda was Closed Session (if necessary). Mayor Flowers stated that there was no reason to go into Closed Session.

The next item on the agenda was Committee Updates.

Policy / Ordinance Committee – There were no comments.

Finance Committee – There were no comments.

Capital Improvement Committee – There were no comments.

Comprehensive Development Committee – There were no comments.

The next item on the agenda was Reports and Other Business. Mayor Flowers stated the Town survived the snow / ice storm. He stated that it was difficult to push / plow the ice but overall, things went well. Mayor Flowers explained that due to the snow / ice storm, Waste Industries had to pull all of their recycling driver's off of their route to pick up basic garbage instead. He stated that they would not be picking up recycling until their

next scheduled date in two weeks. Mayor Flowers stated that any overage may be bagged beside the recycling cart. Commissioner Hedlund asked if a credit would be given by Waste Industries, the answer was no. There is a force majeure clause in our contract for weather conditions such as this. Waste Industries also stated that they would be picking up twice as much recycling, which will take longer, when they did come.

Commissioner Stallings wanted to clarify who was on the Committee for the Woman's Club request concerning the Youngsville Museum. Those members are Commissioners Wiggins and Stallings, Chief Kirts and Tucker. Commissioner Stallings stated that he wanted an update by the next Board Meeting.

Belk stated that the renovations for Wine and Beer 101 – Youngsville are underway. He stated that the new ice-cream shop on E Main Street should be opening soon. Belk stated that K-Flex was well underway on clearing and grading the area for their new industrial development. He stated that they have a June deadline and are working night and day. Belk stated that there may be some burning along with noise from heavy equipment. He stated that homes are now being built at Laurel Oaks Subdivision. Belk stated that activity is picking up and it has been steady. He stated that Tucker and Fleming keep things under hand. Mayor Flowers stated that he appreciated all of the work and knew that it was daunting in how much it has increased over the past few years. He stated that both Belk and Clark are doing an excellent job.

Chief Kirts asked Hurd to get him some contact information for the Woman's Club so that he can set up a meeting.

Chief Kirts stated that he wished to install a four-way stop at the intersection of N Cross Street and E Franklin Street. He stated that the three-way stop at S Nassau Street and E Persimmon Street has worked very well. Commissioner Wiggins stated that we needed one at the intersection of N Nassau Street and E Franklin Street.

**MOTION: TO INSTALL A FOUR-WAY STOP AT THE INTERSECTION OF N CROSS STREET AND E FRANKLIN STREET**

The motion was made by Commissioner Johnson and was seconded by Commissioner Wiggins. The motion passed unanimously.

Chief Kirts stated that he felt things went well during the snow / ice storm. He stated that most people stayed home and they only had one wreck though there were a few domestic calls. Chief Kirts stated that their SUV's handled the roads well.

Chief Kirts stated that they are now using the new body cameras and they love them.

YFD Assistant Chief Graney stated that 2016 showed an increase in calls by 8%, which is reflective of the growth in the area. He stated that the YFD in whole had over 11,000 hours of training and are up 5% in participation. Assistant Chief Graney stated that their average response time had decreased by one minute due to the increase in staffing.

Hurd stated that the drop box at the current Town Hall has be removed so that it could be installed at the new Town Hall. She explained that it was stated on the outgoing garbage bills and there was a notice posted at Town Hall.

The meeting adjourned at 7:50pm.

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# MINUTES

**FEBRUARY 9, 2017**

**7:00 PM**

## REGULAR MEETING

### YOUNGSVILLE COMMUNITY HOUSE

Mayor Pro-Tem Joseph Johnson called the Board Meeting of the Town of Youngsville Board of Commissioners to order at 7:00pm. Commissioner Hedlund gave the invocation. In attendance were Commissioners Graham Stallings, Catherine Redd, Larry Wiggins, and Terry Hedlund. Mayor Fonzie Flowers was not in attendance. Also in attendance were Town Administrator Bill Tatum, Town Clerk / Tax Collector Emily Hurd, Police Chief Daren Kirts, YFD Assistant Chief Justin Graney, and Maintenance Supervisor Sheldon Patterson. Representatives from the Wake Weekly and the Franklin Times were also present.

The first item on the agenda was citizens' comments. Lila Hedlund, Youngsville Woman's Club, stated that they would have their Annual Soup and Sandwich on February 23<sup>rd</sup> at the Youngsville Community House from 11am through 1:30pm. Commissioner Hedlund stated that he would be cooking the soup again this year.

Mary Stevenson, Scoops on Main, wanted to introduce herself. She stated that she wanted to get involved in the community.

The next item on the agenda was the Financial Report. There were no comments.

The next item on the agenda was the approval of the Consent Agenda. The Consent Agenda consisted of approval of the minutes from the Board Meeting on January 12, 2017, the Tax Collector's Report, the Police Department Report and the Youngsville Fire Department Report. Also included on the Consent Agenda was a tax release for Eastern Amusements for \$59.78 as they moved outside of town limits. Budget Amendment 2017-05 was also included on the Consent Agenda.

#### **MOTION: TO APPROVE THE CONSENT AGENDA**

The motion was made by Commissioner Hedlund and was seconded by Commissioner Stallings. It passed unanimously.

The next item on the agenda was Old Business. The first item under Old Business was an update on the status of the Town Hall Project. Chief Kirts stated that they were almost complete and a final inspection was scheduled for the next day. He stated that there was a small list left to complete. Chief Kirts stated that the move date was March 2<sup>nd</sup>. He explained that there would be four men for eight hours to move everything to the new building. Chief Kirts stated that everything looks good and an Open House can be

scheduled after we get moved in. He explained that we were moving from EarthLink to CenturyLink. He stated that it would cost about \$100 more a month but would be an improvement on what we were currently using.

The second item under Old Business was to continue the discussion on the sign for the new Town Hall. Commissioner Redd stated that she had received quotes for a different style sign that still used the same basic theme as the other signs in Youngsville. Commission Wiggins stated that he liked the newly presented signs better.

**MOTION: TO PROCEED WITH ORDERING THE SIGN FROM HARPER SIGNS FOR \$1,650**

The motion was made by Commissioner Wiggins and was seconded by Commissioner Hedlund. The motion passed unanimously.

The third item under Old Business was an update on the Woman's Club Museum Request. Chief Kirts stated that he and Commissioner Wiggins had met with representatives of the Woman's Club a couple of weeks ago. He stated that the building was not in bad shape but did need expensive work. Another issue was the lack of parking. Chief Kirts stated that another option was to move the museum to the Youngsville Library. He stated they would meet again on February 18<sup>th</sup>. Chief Kirts stated that some things could be stored at the current Police Department after the move. Commissioner Redd asked if they owned the building and Chief Kirts stated that there was a small mortgage. Chief Kirts stated that they have the option to sell the building and build an attachment to the Youngsville Library. Commissioner Wiggins stated an attachment to the Youngsville Library would make it more accessible, especially over by the school. When asked, Chief Kirts stated that there were concerns about who would want to buy that building if they did decide to sell it. Chief Kirts stated that there was no man power to run the museum at this time, as well as financial issues. He stated that he was unsure how much help that the Town could be. When asked, Chief Kirts stated that it looked like it would be close to \$20,000 worth of repairs needed to the current building and Commissioner Wiggins agreed. Chief Kirts reiterated that they would have another meeting on February 18<sup>th</sup>.

The next item on the agenda was New Business. There was no new business.

The next item on the agenda was Closed Session (if necessary). Mayor Pro-Tem Johnson stated that there was no reason to go into Closed Session.

The next item on the agenda was Committee Updates.

Policy / Ordinance Committee – There were no comments.

Finance Committee – There were no comments.

Capital Improvement Committee – There were no comments.



Comprehensive Development Committee – There were no comments.

The next item on the agenda was Reports and Other Business. Mayor Pro-Tem Johnson stated that Mayor Flowers' father had just passed and he was in all of our prayers.

Commissioner Redd stated that she was excited about Scoops on Main. She stated that she really enjoyed the Spaghetti Dinner that the Woman's Club did a few months ago. Commissioner Redd suggested that they do that more often as it was like a family dinner for the community. She thanked the Woman's Club for the great job that they are doing.

Commissioner Hedlund stated that the Kiwanis Club would have a Chicken Dinner Plate Fundraiser on March 10<sup>th</sup>. They will be located at the Tractor Supply from 11am through 1pm. Plates, including advanced tickets, will be \$10.00. They will deliver to businesses with an order of more than five plates. Commissioner Hedlund stated that they are trying to sell 300 plates, which is double from last year.

Commissioner Hedlund stated that the round-a-bout did not get selected for funding this year but hopefully meetings with Division 5 of the NC DOT will help for upcoming years.

Chief Kirts wanted to thank the Board for the purchase of the new building. He stated that it has changed moral and was appreciated.

Assistant Chief Graney stated that there had been a 15% increase in calls, which we will continue to see as the area grows. He stated that they would have their Awards Ceremony at Faith Baptist Church on April 1<sup>st</sup> and hoped to see the Board there. Assistant Chief Graney stated that firefighter Robert Wilder was promoted to Lieutenant in January.

Mayor Pro-Tem Johnson wanted to thank both the Youngsville Police Department and the Youngsville Fire Department for everything they do for the community.

Mayor Pro-Tem Johnson wanted to request funds for upgrades to the lower fields at Luddy Park. He stated that it would total \$5,525 and Nash would build them himself.

**MOTION: TO APPROVE THE REQUESTED FUNDS FOR UPGRADES TO THE LOWER FIELDS IN LUDDY PARK IN THE AMOUNT OF \$5,525**

The motion was made by Commissioner Wiggins and was seconded by Commissioner Stallings. The motion passed unanimously.

Patterson stated that the tractor was broken again and estimates are in the \$3,000 range. Mayor Pro-Tem Johnson stated that his company would be providing Patterson with some equipment to help until the tractor was repaired.

The meeting adjourned at 7:20pm.

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# MINUTES

**MARCH 9, 2017**

**7:00 PM**

## REGULAR MEETING

### YOUNGSVILLE COMMUNITY HOUSE

Mayor Fonzie Flowers called the Board Meeting of the Town of Youngsville Board of Commissioners to order at 7:00pm. Commissioner Hedlund gave the invocation. In attendance were Commissioners Graham Stallings, Catherine Redd, Larry Wiggins, Joseph Johnson and Terry Hedlund. Also in attendance were Town Administrator Bill Tatum, Town Clerk / Tax Collector Emily Hurd, Police Chief Daren Kirts, Town Attorney Joseph Olivieri, YFD Assistant Chief Justin Graney, Planning / Zoning Administrators Bob Clark and Don Belk, and Maintenance Supervisor Sheldon Patterson. Representatives from the Wake Weekly and the Franklin Times were also present.

The first item on the agenda was citizens' comments. Mary Jo Buffaloe, Youngsville Woman's Club, updated the Board on the progress made for the Youngsville Museum. She stated that they met on February 18<sup>th</sup> and may have found a solution for parking. Al Deporter would let them use his vacant lot on the corner of E Winston Street and N College Street for parking during events only, including temporary signage. Mrs. Buffaloe stated that she had just given Chief Kirts their Profit / Loss Statement right before the meeting.

The next item on the agenda was the Financial Report. There were no comments.

The next item on the agenda was the approval of the Consent Agenda. The Consent Agenda consisted of approval of the minutes from the Board Meeting on February 9, 2017, the Tax Collector's Report, the Police Department Report and the Youngsville Fire Department Report. Also included on the Consent Agenda was a tax release for Salon 111 for \$12.89 as they had moved outside of town limits. Budget Amendment 2017-06 was also included on the Consent Agenda.

#### **MOTION: TO APPROVE THE CONSENT AGENDA**

The motion was made by Commissioner Redd and was seconded by Commissioner Wiggins. It passed unanimously.

The next item on the agenda was Old Business. The first item under Old Business was an update on the status of the Town Hall Project. Chief Kirts stated that both the Town Hall and Police Department offices were finished and we have moved in. He stated that there was still some unpacking to do but the facilities were much nicer and very much appreciated. Chief Kirts stated that Hurd had overseen the Town Hall side and everyone pitched in. He stated that it was done in a timely manner.

Chief Kirts stated that the building was too big for our guys to clean and he had two quotes from cleaning companies. He stated that for them to come in once a week, it would cost around \$500 a month. Chief Kirts suggested that we could go bi-weekly to reduce the costs but we did need helping keeping a building that size clean. He stated that we did go \$1,800 over the construction costs for the upfit and Tatum stated that there were other additional expenses that weren't really for the upfit. Chief Kirts stated that they did an excellent job and there were no major problems. Tatum asked for clarification on the bids and Chief Kirts stated that one was \$500 a month and included windows, dusting, burnishing of the floors and basic cleaning of dining and bathroom areas. Chief Kirts stated that the second bid was \$475 and did not include the burnishing of the floors. Mayor Flowers wanted to clarify that all of those items would be done weekly or monthly and Chief Kirts stated that they would do a weekly cleaning for a monthly rate. Tatum stated that bi-weekly might be a better option and Chief Kirts stated that he didn't see that being a problem. Tatum stated that everyone could help keep things tidy in between. Chief Kirts stated that this did not include the offices but the main areas only such as the halls, kitchens, and bathrooms. Commissioner Wiggins stated that it sounded reasonable to him and Commissioner Redd agreed. Commissioner Redd suggested that the bathrooms and kitchens be done weekly even if the other items were only done bi-weekly. Chief Kirts stated that both were local companies, one of which was a retired Franklinton Police Officer, which he would trust cleaning the Police Department as he would be most familiar with the confidentiality issues. He stated that both prices were very close. When asked, Chief Kirts stated that he didn't know what days or times they would come in but felt that it would be after hours. After a brief discussion, Tatum stated that the motion could authorize the Mayor to execute the contract for no more than a certain amount each month and Chief Kirts stated that he could work with that.

**MOTION: TO AUTHORIZE THE MAYOR TO EXECUTE A CONTRACT FOR CLEANING SERVICES FOR THE TOWN HALL / POLICE DEPARTMENT FACILITY NOT TO EXCEED \$500 A MONTH**

The motion was made by Commissioner Hedlund and was seconded by Commissioner Johnson. The motion passed unanimously. Mayor Flowers stated that Chief Kirts and Hurd did a fantastic job during the transition and that the other staff did a great job as well. He stated that the move went seamlessly and we opened at the new location on Monday, March 6<sup>th</sup>.

The second item under Old Business was to continue the discussion of acceptance of the \$82,500 contract with Kimley-Horne to perform the preliminary engineering and design for the Main Street Improvements Project. Belk stated that he had hoped to have the contract ready for approval but it has not yet been approved by NC DOT. He explained that the quote was higher than the limit due to the sub-contractors bid on the subsurface work related to utilities. Belk stated that Kimley-Horne believes spending this money now would prepare the Town for future problems and would help avoid added costs during construction. He explained that NC DOT has authorized \$82,500 for this portion of the grant and he is unsure what would need to be done to increase that amount. Belk

stated that they have sent more information to NC DOT for review to see if there would be any cost savings to be found. He stated that NC DOT is going to resurface Main Street in 2018 and that will coincide with the completion of the project. Belk stated that would help save some money as NC DOT would be installing some of the grant items such as the striped cross walks. He stated that we also have \$200,000 set aside for the railroad though no one has any idea of what the actual costs will be. Belk stated that we are hopeful to find some savings there. He stated that once NC DOT has reviewed the contract and come back with their recommendations, we will get back with Kimley-Horne and see what adjustments to the contract need to be made, including finding additional funds. Belk stated that there is still work to be done but he hoped to have a more complete report at next month's meeting. He explained that if a contract couldn't be finalized, we would then go with a different contractor. Belk stated that at this time, it was not effecting our timeline. When asked, Belk stated that it was very likely that these issues would come up with a different contractor as well. Belk stated that it basically boiled down to spending the money now so that there are no surprises later, with the goal of not having to overspend on the entire project.

The third item under Old Business was an update on the Woman's Club Museum Request. Mayor Flowers stated that it had been touched on some in the Citizen's Comments by Mrs. Buffaloe. Chief Kirts explained that due to the move to the new building, he was a little behind. He stated that the Youngsville Woman's Club want to keep the museum at the church building and they have expenses that they need help with. Chief Kirts stated that he has just received their statement and he will need to look over it. He stated that they solved the parking issue. Commissioner Wiggins asked if there was a sidewalk from the vacant lot to the museum and Chief Kirts stated that there was not and it was a safety issue. Mrs. Buffaloe stated that people walked that area all the time though it would be nice to have sidewalk installed. When asked, Mrs. Buffaloe stated that they have two or three places for handicap parking and Jim Moss also lets them use the driveway to his property behind the church as well. Mayor Flowers asked about the possibility of moving to the Youngsville Library and Chief Kirts stated that it was still on the table. Mrs. Buffaloe agreed and stated that it would take a while.

Tatum asked what the Town could legally do to help because from his understanding, the Town couldn't use tax payer money to fund a civic organization. Attorney Olivieri explained that the Town can provide funds to an organization that performs a public service. We could enter into an agreement for the Youngsville Woman's Club to preserve the important historical documents and items with the intent to preserve the history of Youngsville, which would make it a public purpose and allowable for public funding. Attorney Olivieri gave the example that paying a company for lawn care would be similar to paying the Youngsville Woman's Club for their services. It would be an exchange of services for a public purpose. After a brief discussion, Tatum clarified that the Town would be buying a service, such as preserving the historical documents, without having to go through a grant program where people have to apply for it. Attorney Olivieri stated that he thinks it can be done this way. Tatum asked if we would need a contract for service and Attorney Olivieri stated yes. Chief Kirts stated that they would be using it for events as well and Attorney Olivieri stated that would be fine.

Attorney Olivieri stated that it would be a general exchange and make it so that it is for a public service and not funding any private events.

Mayor Flowers explained that we are still trying to find more information but the move slowed us down. He wanted to reassure the Youngsville Woman's Club that it is being taken care of. Chief Kirts stated that he felt the Youngsville Library was still the best solution but we are making headway. He stated that he would have to check to make sure that using a vacant lot for parking was allowed under our ordinances and also from a safety standpoint. Commissioner Wiggins agreed that the Youngsville Library would be best. He explained that if Franklin County agreed, we could display the artifacts at the Youngsville Library and use the church building as storage and working space. Chief Kirts stated that there was still a lot more that needed to be discussed on what needs to be done, possibly retrofitting the building and opening it to the public. Attorney Olivieri stated that we could also do an agreement for access to the building for events, which would also cover using public funds to renovate the building. Commissioner Redd asked who the contact was from Franklin County and Attorney Olivieri stated that Holt Kornegay is in charge of the Franklin County Library System. Commissioner Redd stated that it was time to move forward with Franklin County and that she would be happy to help. Mrs. Buffaloe stated that she has spoken with Mr. Kornegay and he is aware of our wants.

The next item on the agenda was New Business. There was no new business.

The next item on the agenda was Closed Session (if necessary). Mayor Flowers stated that there was no reason to go into Closed Session.

The next item on the agenda was Committee Updates.

Policy / Ordinance Committee – There were no comments.

Finance Committee – There were no comments.

Capital Improvement Committee – Commissioner Redd stated that she knew Clark and Belk were working towards the contract with downtown improvements and that she would help in any way she can.

Comprehensive Development Committee – There were no comments.

The next item on the agenda was Reports and Other Business. Mayor Flowers stated that this past month has been difficult for him and his family and he appreciated everyone for their support after his father passed. He thanked Commissioner Johnson for stepping in for him at last month's meeting.

Tatum stated that he has started working on the upcoming budget and will bring it before the Board soon.

Commissioner Stallings wanted to mention that we need an equipment shed of some sort to help protect the equipment we currently have sitting in the open. He wanted to know that, as the Town grows, where will we keep all of our equipment. Tatum stated that there were be an expansion in the budget. He explained that he would start with a continuation budget and would add from there.

Commissioner Johnson stated that the traffic at the stop light by Cedar Creek Road and Tarboro Road was horrendous going towards Cedar Creek Road every morning. He stated that Franklin Academy was building out there and it would make things worse. Commissioner Johnson stated that it was bad in both directions.

Commissioner Hedlund stated that the Kiwanis Club was excited to host the Open House for the new Town Hall / Police Department, along with the Youngsville Area Business Association and the Woman's Club. He stated that there would be hot dogs, chips and water. Commissioner Hedlund stated that it was all being paid for by the Kiwanis Club but they needed a date and time. After a brief discussion, it was decided to have the Open House on May 18<sup>th</sup> from 5-7pm.

Commissioner Hedlund stated that it was Litter Sweep time again and he wanted the Board to do a road cleanup like they did last year. After a brief discussion, it was decided for April 18<sup>th</sup> at 9am. Commissioner Hedlund stated that they would work on a road that was not adopted, Highway 96 from Capital to the intersection at Park Avenue (1A). He stated that it would take about an hour.

Commissioner Hedlund stated that the Kiwanis Chicken Dinner Fundraiser would be tomorrow and they have sold 350 plates already.

Commissioner Hedlund wanted to thank the Youngsville Woman's Club for their Soup and Sandwich event. He stated that it was wonderful.

Clark stated that the developments in our area are moving along. He explained that Holden Development LLC (Laurel Oaks Subdivision) is ready to move forward under our Development Enhancement Policy. Clark stated that we will need to set a Public Hearing for next month's Board Meeting. He explained that Wynn Homes has six or seven homes already completed, the streets and sidewalks are in though there is still some work needed, such as work on the turn lanes. Clark stated that there are two phases, Phase 1 has forty homes and Phase 2 has twenty two. He stated that Phase 1 has been annexed into town limits. Clark gave a brief overview of the Policy. He stated that a rough vlaue estimate for Phase 1 is \$5,000,000 that will qualify for the Policy. Clark stated that they would bring a schedule for that before the Board and the Board would then consider the request though they were not obligated to reimburse any funds. He explained that it was based on the availability of the funds and it was a good faith reimbursement under the Policy. Clark stated that he and Attorney Olivieri had gone over the agreement. He stated that we would need a motion to set a Public Hearing for next month. Clark explained that it would have to be advertised 10 days in advance and they would present the full package.

**MOTION: TO SET A PUBLIC HEARING FOR APRIL 13, 2017 FOR THE REQUEST BY HOLDEN DEVELOPMENT LLC UNDER THE DEVELOPMENT ENHANCEMENT POLICY**

The motion was made by Commissioner Wiggins and was seconded by Commissioner Johnson. The motion passed unanimously.

Clark stated that Phases 6 and 7 of East Woods of Patterson have received their allocations from Franklin County Public Utilities (FCPU). He explained that they would cross Richland Creek at Black Swan Drive. Clark stated that they are finishing up the end of Blue Heron Drive, which is Phase 5 (12 lots). He stated that we are still holding a bond for some work that still needs to be done at the intersections and NC DOT has approved the driveway permits for the turn lanes at the new entrances. Clark stated that they will petition for annexation for the new phases.

Clark stated that Hampton Downs is moving along rapidly. He explained that we have released most of their bond for improvements. Tatum asked if they had annexed and Clark stated no, they have not. Clark stated that he has spoken with Mr. Hurt and he states that they will petition for annexation. He stated that everything has been built to Town standards. Clark stated that at this time there are three different owners that would have to sign the petition. Tatum asked if we had any leverage and Clark stated no but there were incentives such as the Police Department and the Development Enhancement Policy to encourage him to annex. Tatum then asked about blocking streets during construction and not having the proper trash receptacles at other developments throughout our area. Clark stated that he has been holding two Certificate of Compliance's for that very reason. Tatum stated that we needed to start letting them know the rules and Hurd explained that they were given copies of the ordinances when they picked up their Zoning Permits. Tatum also asked about the placement of real estate signs and stated that it was illegal per state law. Clark stated that they reach out as much as they can.

Clark stated that they had taken an enforcement action against a junkyard that was not authorized. He stated that a letter had been sent to clean it up. Commissioner Wiggins stated that there were still cars and Clark explained that they had up to thirty days then enforcement begins. Clark explained that we can't start any enforcement action until they have actually started to violate an ordinance. Attorney Olivieri asked if the owner of the property was the same as the operator of the junk yard and Clark stated no, there were different people involved.

Belk stated that the final plat for Phase 5 of East Woods of Patterson had been approved.

Belk stated that there are two Special Use Applications on file and the fees have been paid. He explained that Cottage Court had been resubmitted and paid their fee again. Belk explained that the second Application was for an internet arcade at 100 Holden Road. He stated that the owner and applicant had requested that this Hearing be moved up to April 6<sup>th</sup> instead of the quarterly meeting on May 4<sup>th</sup>. Belk stated that Mr. Ellisburg, owner of 5-Points Shopping Plaza, was in attendance for any questions.

Belk stated that Captive Air has received their Certificate of Compliance for their renovations.

Belk stated that 120 E Main Street was under contract and they will be meeting with the new owner next week. He stated that they intend to use the building for retail and office space.

Belk stated that Wine and Beer 101 was coming along quickly. Clark stated that they haven't heard back from NC DOT concerning a turn lane and Belk stated that they would follow up on that.

Belk stated that a concern over outdoor gun ranges has been brought to his attention. He explained that they have reviewed the ordinance and found some language that could allow them in our jurisdiction. Belk stated that they would do some research and look at case studies to be able to bring some options back to the Board. He stated that they hope to present it to the Planning Board on April 4<sup>th</sup> and the Town Board on April 13<sup>th</sup>. Belk stated that they want to be thorough and give time to deliberate.

Belk stated that they use West Jefferson Streetscape as an example often during the discussions on our Main Street Improvements Project. He stated that West Jefferson had recently put their utility lines underground which makes it more attractive. Belk stated that in a meeting with Duke Progress, he found that it would cost \$10,000 to even do a feasibility study and it was estimated that it may cost over \$1,000,000 to bury them in Youngsville. Belk stated that he just wanted to inform the Board for them to keep in mind for long term goals.

Commissioner Hedlund stated that Division 5 has been talking about the round-a-bout and Belk stated that it didn't rank high enough but was close. He stated that we should be over capacity in twenty years and that works in our favor. Belk stated that long range transportation plans include the bypass and he hopes that Staff is able to get that elevated. He stated that the land has been reserved for the round-a-bout and it is a good opportunity.

Mayor Flowers asked the Board if they wanted to consider moving up the Board of Adjustment meeting to April 6<sup>th</sup> to accommodate the request. It was decided to keep the quarterly meeting on May 4<sup>th</sup>.

Chief Kirts stated that with all of the growth in the area, traffic is not going to get better. He stated that he felt the round-a-bout was not the answer as it would flow traffic into a red light. Chief Kirts stated that he thought it might make the traffic worse.

Chief Kirts wanted to remind the Board that he needs a new officer to be included in the budget for next year. Mayor Flowers asked about traffic patterns and if a turn lane / signal would be better and Chief Kirts stated that it would work. Mayor Flowers stated that he knew the traffic in our area was bad and we have been working on it for decades with a few improvements. Chief Kirts stated that the bypass would help the most.



Assistant Fire Chief Graney stated that they have had an over 7% rise in calls. He stated that on April 1<sup>st</sup>, they would have their annual ceremony at Faith Baptist Church and the Board was invited. Assistant Fire Chief Graney stated that they would also have their annual fundraiser at Hill Ridge Farms on April 8<sup>th</sup>.

Commissioner Johnson stated that Nash was holding assessments and was unable to attend tonight's meeting. He stated that Spring Baseball was ready to start.

Hurd stated that dog tags were now past due and that she had sent out late notices. She also stated that PD Shades, 100 Holden Road, Suite H, was having their grand opening on March 11<sup>th</sup> at 4pm.

Patterson wanted to know when we started new services for homes in subdivisions when the Town has not taken over the streets yes. Hurd explained that we would still do the garbage services but maintenance on the streets, such as potholes, would still belong to the developer until it has been turned over to the Town. Patterson wanted to clarify that we wouldn't take the streets over if they needed work and Hurd explained that the Town wouldn't take the streets over until they were brought up to code. Once we have taken over the streets, the developer will receive a letter stating that the streets have been taken over by the Town. Hurd stated that we can still service the homes since they are inside of town limits even if the streets aren't ours.

The meeting adjourned at 8:12pm.

Town of Youngsville  
P. O. Box 190  
118 N. Cross Street  
Youngsville, NC 27596  
(919) 556-5073  
Fax (919) 556-0995  
Townyngs@townofyoungsville.org

# MINUTES

**APRIL 13, 2017**

**7:00 PM**

## REGULAR MEETING

### YOUNGSVILLE COMMUNITY HOUSE

Mayor Fonzie Flowers called the Board Meeting of the Town of Youngsville Board of Commissioners to order at 7:00pm. Commissioner Hedlund gave the invocation. In attendance were Commissioners Graham Stallings, Catherine Redd, Larry Wiggins, Joseph Johnson and Terry Hedlund. Also in attendance were Town Administrator Bill Tatum, Town Clerk / Tax Collector Emily Hurd, Police Chief Daren Kirts, Town Attorney Joseph Olivieri, and Planning / Zoning Administrators Bob Clark and Don Belk. Representatives from the Wake Weekly and the Franklin Times were also present.

The first item on the agenda was citizens' comments. There were no comments.

The next item on the agenda was the Financial Report. There were no comments.

The next item on the agenda was the approval of the Consent Agenda. The Consent Agenda consisted of approval of the minutes from the Board Meeting on March 9, 2017, the Tax Collector's Report, the Police Department Report and the Youngsville Fire Department Report. Also included on the Consent Agenda was a Resolution to update the contact information with the ABC Commission. Tax releases for Ryerson, Inc. for tax years 2012 through 2016 were also included on the Consent Agenda as they had been double billed. There were two appointments on the Consent Agenda; Samuel K Hardwick to the Youngsville ABC Board and Hank Lindwall to the Youngsville Planning Board. Budget Amendment 2017-07 was also included on the Consent Agenda.

#### **MOTION: TO APPROVE THE CONSENT AGENDA**

The motion was made by Commissioner Redd and was seconded by Commissioner Hedlund. It passed unanimously.

The next item on the agenda was Old Business. The first item under Old Business was to reschedule the Public Hearing for the request from Holden Development LLC under the Development Enhancement Policy to May 11, 2017. Clark explained that they had missed the deadline for advertisement and would like to continue it to the next Board Meeting.

#### **MOTION: TO RESCHEDULE THE PUBLIC HEARING FOR THE REQUEST FROM HOLDEN DEVELOPMENT LLC UNDER THE DEVELOPMENT ENHANCEMENT POLICY TO MAY 11, 2017**

The motion was made by Commissioner Wiggins and was seconded by Commissioner Redd. The motion passed unanimously.

The second item under Old Business was an update on the Youngsville Woman's Club Museum Request. Chief Kirts stated that the Committee had met to further discuss their options. He stated that he felt that the best option would be for the Museum to be attached to the Youngsville Library. Chief Kirts asked that this item be tabled until more research and contact with Franklin County can be made. He stated that after the Budget for the 2017/2018 FY was adopted, we would also be in a better position to see how the Town stands financially. Commissioner Redd asked what the time frame would be for the Woman's Club to go through Franklin County and Chief Kirts stated that it would have to be worked out with the Woman's Club. Attorney Olivieri stated that he had reached out to Holt Kornegay at Franklin County Libraries and would continue to gather information if the Board wished him to. Mayor Flowers stated that attaching to the Youngsville Library did make the most sense and we would continue to work on it. Chief Kirts stated that he didn't think continuing to use the church building was feasible if they wished to expand. When asked, Chief Kirts stated that he would inform the Woman's Club of the decision.

**MOTION: TO TABLE THE DISCUSSION OF THE YOUNGSVILLE WOMAN'S CLUB REQUEST INDEFINATELY**

The motion was made by Commissioner Redd and was seconded by Commissioner Wiggins. The motion passed unanimously.

The third item under Old Business was to continue the discussion of accepting the contract with Kimley-Horn to perform the preliminary engineering and design for the Main Street Improvements Project. As the representatives from Kimley-Horn were not in attendance at this time, Mayor Flowers stated that we would return to this item later in the agenda.

The next item on the agenda was New Business. The first item under New Business was a discussion of an offer by Clarence Howard Rudd to donate property located at 120 W Pine Street. Tatum stated that Mr. Rudd owed over \$800 in past due taxes and he wanted to donate the property in lieu of the taxes. He stated that in his opinion, the property wasn't any good to the Town as it was a substandard lot. Attorney Olivieri stated that the previous gift of land by Mr. Greene was useful for future growth. Any donation of land would require an environmental study and title search which could cost a couple hundred dollars. He explained that it was up to the Board if they wanted to accept the donation of land but he wanted to make sure they were aware of the costs involved. Mayor Flowers asked for clarification on the size and location of the lot and Hurd explained where the lot was located and expressed how small the lot was. Clark added that there would be some challenges to be able to build on that property. Commissioner Wiggins asked if there was a possibility of it be recombined with other properties and Hurd explained that none of the adjoining property owners have expressed any interest in purchasing it. She stated that she had looked into it before attempting any tax foreclosure on the property. Hurd stated that on top of the existing past due taxes, any fees from the tax foreclosure would

also attach as a lien to the property. She stated that since there was no interest in purchasing the property, doing a tax foreclosure sale would only add more fees, cost the Town extra money, and we would still end up with a piece of property that we couldn't use. Commissioner Hedlund agreed that the Town didn't have any need for the property. Hurd stated that it wasn't really useful as even a pocket park based on location. She explained that there was only one house on that street though Bayberry Lane was close by. Commissioner Wiggins noted that it wouldn't be able to connect to the Mitchell Park. Hurd also noted the cost of taking out the trees if we did decide to do anything with it. Commissioner Wiggins asked if the Town could place a lien on the property and Hurd stated that there was already a tax lien on the property. Hurd explained that if we did a tax foreclosure sale on the property, it would wipe out the lien for the past due taxes as well as the costs of the tax foreclosure sale. Attorney Olivieri explained that all of the reasons that the Town doesn't want to accept the property are the same reasons that it wouldn't sell at tax foreclosure. Hurd did state that it would be cheaper to take it as a gift than it would be to foreclose on the property. She stated that the owners of the rental property beside this property have no interest in purchasing that property to expand their yard at this time.

**MOTION: TO DECLINE THE OFFER OF PROPERTY LOCATED AT 120 W PINE STREET BY CLARENCE HOWARD RUDD**

The motion was made by Commissioner Hedlund and was seconded by Commissioner Redd. The motion passed unanimously.

The second item under New Business was to set a Public Hearing for May 11, 2017 for a Rezoning Request by Curtis White for 2842 Cedar Creek Road.

**MOTION: TO SET A PUBLIC HEARING FOR MAY 11, 2017 FOR THE REZONING REQUEST BY CURTIS WHITE FOR PROPERTY LOCATED AT 2842 CEDAR CREEK ROAD**

The motion was made by Commissioner Wiggins and was seconded by Commissioner Johnson. The motion passed unanimously.

The third item under New Business was to discuss needed repairs on S Nassau Street near the intersection of Highway 96. As Chief Kirts had to step out for an emergency, Mayor Flowers stated that we would come back to this item.

The fourth item under New Business was a discussion and possible action regarding the regulation of outdoor gun ranges. Belk explained that he had been asked to look into possible changes to the Zoning Ordinance to address outdoor gun ranges. He stated that, after some research and looking at other ordinances, he had come up with some proposed changes. Belk read through the proposed changes, which included some housekeeping items such as changing "Board of Commissioners" to "Board of Adjustments". He stated that the changes also included indoor gun ranges and he read through those proposed changes as well. Belk explained that he was presenting two options to the Board; first, the proposed changes to the Zoning Ordinance and second, was an Ordinance for a

moratorium on gun ranges. He explained that the moratorium would last for sixty days and give them extra time to research and update the proposed changes if the Board needed more information. Belk stated that Attorney Olivieri has reviewed both options and Attorney Olivieri stated that the basic issue is that we don't have anything in our current Zoning Ordinance that states you can't install a gun range. Attorney Olivieri explained that the Moratorium would give sixty days for more research. He stated that one of the neighboring towns had this issue come before their Board and we want to have rules and regulations in place in case it comes before our Board. Attorney Olivieri reminded the Board that they had been approached a few years ago concerning an indoor gun range. He stated that our current Zoning Ordinance lacks clarity on the subject. Mayor Flowers stated that the proposed changes were more detailed than what was already on record. Belk agreed and stated that both options would need a Public Hearing. Clark stated that if the Moratorium was approved, then it would start after the Board Meeting it was approved at. He reiterated that both items would need a Public Hearing.

Commissioner Stallings stated that if the lots were restricted to a minimum of ten acres, that wouldn't leave many parcels of land and Belk explained that there were quite a few tracts of land that big in our ETJ that could be viable. Both Belk and Clark explained that this could bring in money for some of the property owners in our ETJ.

**MOTION: TO SET A PUBLIC HEARING FOR MAY 11, 2017 FOR PROPOSED TEXT AMENDMENTS TO THE ZONING ORDINANCE REGARDING REGULATION OF INDOOR AND OUTDOOR GUN RANGES**

The motion was made by Commissioner Redd and was seconded by Commissioner Wiggins. The motion passed unanimously.

**MOTION: TO SET A PUBLIC HEARING FOR MAY 11, 2017 FOR A PROPOSED ORDINANCE ESTABLISHING A MORATORIUM ON THE DEVELOPMENT OF INDOOR AND OUTDOOR GUN RANGES.**

The motion was made by Commissioner Wiggins and was seconded by Commissioner Stallings. The motion passed unanimously.

As Chief Kirts had returned, the Board revisited the third item under New Business, a discussion of repairs on S Nassau Street, near the intersection of Highway 96. Chief Kirts stated that the pipe under the road was sinking and creating overflow in the ditch. He stated that this was a necessary repair as it was getting bad. Chief Kirts explained that the location was the intersection of S Nassau Street and Highway 96, which is a highly traveled cut-through. He stated that making the repairs now would avoid major problems in the near future. When asked, Chief Kirts clarified that the proposed bid was \$19,320 and it would be covered by Powell Bill. Mayor Flowers asked if Oakes Grading had mentioned a time frame and Chief Kirts stated not at this time. Commissioner Redd asked if we had more than one estimate and Chief Kirts explained that he only had the one from Oakes Grading, who always won the bidding process but he could get more if

the Board wanted. Tatum stated that it was hard to get the larger companies to bid on the smaller projects that we had.

**MOTION: TO ACCEPT THE PROPOSED BID FOR REPAIRS ON S NASSAU STREET NEAR THE INTERSECTION OF HIGHWAY 96**

The motion was made by Commissioner Wiggins and was seconded by Commissioner Johnson. The motion passed unanimously.

The fifth item under New Business was a report from the Tax Collector on 2016 unpaid real property taxes as required by GS 105-369(A). Hurd stated that the packets included a copy of the tax lien advertisement for real property. She explained that notices were sent out earlier this month and seven payments have been received. Hurd stated that she expects more payments based on phone calls that she had received. She stated that she would send the advertisement to the Franklin Times on Friday, April 21<sup>st</sup> to be advertised on Thursday, April 27<sup>th</sup>. Any payments made after April 21<sup>st</sup> will show up on the advertisement. Hurd stated that she had included a list of personal property taxes, which do not get advertisements. She stated that she has received payments on those accounts as well.

The sixth item under New Business was to order the advertisement of 2016 unpaid real property tax.

**MOTION: TO ORDER THE ADVERTISEMENT OF 2016 UNPAID REAL PROPERTY TAX**

The motion was made by Commissioner Hedlund and was seconded by Commissioner Wiggins. The motion passed unanimously.

As the representatives from Kimely-Horn were now in attendance, the Board revisited the third item under Old Business, to continue the discussion of acceptance of the contract with Kimley-Horn to perform the preliminary engineering and design for the Main Street Improvements Project. Belk explained that they have been in discussion with Kimley-Horn to finalize the engineering contract for the Project. He stated that there was a differential between the initial amount authorized by NC DOT and the cost estimate. Belk stated that after a discussion with NC DOT, they found the cost estimate to be reasonable and appropriate within their guidelines. He stated that the goal was to not exceed the \$632,500 overall project budget. Belk stated that a meeting between Kimley-Horn, Tatum, Mayor Flowers, Belk, Clark and the Town Engineer had occurred last week.

Jeffrey Moore, Kimely-Horn, explained the process and stated that they are looking to keep the project under budget. He stated that the biggest portion of the budget was construction. Mr. Moore stated that the development portion falls within our price. He stated that they would keep the costs in check during the entire project. Mr. Moore stated that they will stir up interest in the project with the contractors, make sure they are aware of the scope of the project, so that there will be no surprises on the day bids are opened.

He gave a few examples of similar work they did in the area, including Wake Forest. Mr. Moore stated that NC DOT would be resurfacing Main Street around February 2018, which would help cover some of the original project costs, including marking the crosswalks and parking spots. This will help save money that can be spent in other areas.

Commissioner Hedlund wanted to confirm that \$632,500 was a firm number and Mr. Moore stated that it was. Commissioner Hedlund wanted to know how long it would take to complete and Mr. Moore stated about ten months to design the project, including gaining the agreements from CSX for the railroad, approximately three months for the bidding process and six to eight months for the construction portion. When asked, Belk clarified that the resurfacing of Main Street would be in 2019 instead of 2018 and Mr. Moore stated that it would give plenty of time to complete the project. Mayor Flowers wanted to clarify that construction would start as early as next April and Belk stated yes. Clark stated that they would coordinate with NC DOT about the time frame of both projects. He explained that NC DOT held off on the repaving for us to complete this project. Clark stated that they were checking to see if NC DOT will include the full improvements that are being designed in their project, so they won't just replace what is there but expand the marking to cover the newer items in the design. He stated that they were also planning on doing a high grade improvement on the railroad crossing which has been backed up some due to the High Speed Railroad. Clark explained that they still needed to coordinate with the railroad company.

Commissioner Stallings asked how traffic would be handled during the project and how it would affect the businesses. Mr. Moore explained that during the construction phase, they would be working in sections and would work with the affected business owners so that they can maintain their business throughout the construction process. He stated that they would have ramps that are ADA compliant to cross over affected areas and would do some of the work when businesses were closed, if possible. Mr. Moore stated that they would accommodate the businesses and would have good communication with them throughout the project.

Belk explained that we needed to authorize Staff to enter into a contract with Kimley-Horn for \$148,372 and have the Mayor sign it after NC DOT has reviewed and approved it, which would only take a few days. Once we have approval from NC DOT, then we can sign the contract and move forward.

**MOTION: TO ENTER INTO A CONTRACT WITH KIMLEY-HORN TO PERFORM THE PRELIMINARY ENGINEERING AND DESIGN FOR THE MAIN STREET IMPROVEMENTS PROJECT IN THE AMOUNT OF \$148,372**

The motion was made by Commissioner Hedlund and was seconded by Commissioner Redd. The motion passed unanimously.

The next item on the agenda was Closed Session (if necessary). Mayor Flowers stated that the Board needed to go into Closed Session to discuss personnel. The Board went

into Closed Session at 7:58pm and came out at 8:07pm. Mayor Flowers stated that they discussed personnel but no action was taken.

The next item on the agenda was Committee Updates.

Policy / Ordinance Committee – There were no comments.

Finance Committee – Tatum stated that they were working on the Budget.

Capital Improvement Committee – There were no comments.

Comprehensive Development Committee – There were no comments.

The next item on the agenda was Reports and Other Business. Mayor Flowers opened the floor to Matt Winslow, who missed Citizen's Comments. Mr. Winslow stated that Senator Richard Burr would be receiving an award on April 18<sup>th</sup> and he wished to invite the Board to attend. As security was an issue, the Youngsville Police Department had been asked to help and Chief Kirts had everything ready for that event.

Mayor Flowers stated that he had attended the Grand Opening for 4 Fosters Candle Co, 127 E Main Street, Suite 300, last Saturday.

Mayor Flowers stated that this would be the last meeting that Belk would attend, as he was leaving N\*Focus to work for the NC Department of Commerce. He expressed his appreciation for all of the hard work that Belk had done for Youngsville. Belk stated that it had been a true pleasure. Commissioner Redd also expressed her thanks to Belk and stated that the NC Department of Commerce was lucky to have him. Belk stated that he loved Youngsville and working with us had been both exciting and rewarding. He stated that he came at a time when Envision Youngsville had sparked growth and they were able to move forward because of that. Belk reiterated how exciting it was for Youngsville during this time of growth and expansion and that it was truly rewarding. He stated that the staff was wonderful to work with. Belk expressed his gratitude to the Board and all of the employees of Youngsville. He stated that Franklin County would be in his coverage area with the NC Department of Commerce so he would still be working with Youngsville in some capacity.

Commissioner Stallings stated that the new Town Hall / Police Department was a nice facility. He stated that the Wine and Beer 101 shop looked great as well and seemed to have a lot of customers.

Commissioner Hedlund wanted to verify the date and time for the Open House for the new Town Hall / Police Department. It will be held on May 18<sup>th</sup> from 5-7pm. Commissioner Hedlund stated that the Sheriff's deputies would be providing a whole pig and Chief Kirts stated that they would also bring the sides.

Commissioner Hedlund wanted to remind the Board that Tuesday was Town Service Day and they would be cleaning up Highway 96 from 1A North to FoodLion. He stated that



Faith Baptist Church did a good job on their area. Commissioner Hedlund stated that they would meet at Town Hall at 9am and he had all of the equipment.

Clark stated that he too appreciated all of the hard work that Belk had done and that it was a pleasure working with him. He stated that NC Department of Commerce was a good resource and we should reach out to them more often. Clark stated that Andy Thomas would start next week and that he had a lot of experience, including work with subdivisions.

Clark wanted to mention that the Water / Sewer Allocation Policy from Franklin County Public Utilities (FCPU) is in the process of having some text amendments. He stated that they have provisions that he and Thomas will be looking at more closely. Clark stated that one provision states that residential subdivisions may have a maximum allocation for fifty homes per year. He stated that is not necessarily a problem at this time but it may in future developments. Clark stated that they will follow up on those changes.

Belk stated that the Franklin County Cooperative Extension was doing a feasibility study for a Farmer's Market. He stated that they were working on gathering data and asked that the Board help to spread the word.

As Assistant Fire Chief Graney was not in attendance, Mayor Flowers read the Youngsville Fire Department Report.

Mayor Flowers stated that Opening Day for the Youngsville Parks and Recreation Spring Baseball would be held on April 29<sup>th</sup>. He stated that there would be bounce houses and movie night.

Hurd stated that the Taco Bell would have their Grand Opening on Monday at 11am.

The meeting adjourned at 8:24pm.

Town of Youngsville  
P. O. Box 190  
134 US 1A South  
Youngsville, NC 27596  
(919) 556-5073  
Fax (919) 556-0995  
Townyngs@townofyoungsville.org

# MINUTES

**MAY 11, 2017**

**7:00 PM**

## REGULAR MEETING

### YOUNGSVILLE COMMUNITY HOUSE

Mayor Fonzie Flowers called the Board Meeting of the Town of Youngsville Board of Commissioners to order at 7:00pm. Commissioner Hedlund gave the invocation. In attendance were Commissioners Graham Stallings, Catherine Redd, Larry Wiggins, and Terry Hedlund. Commissioner Joseph Johnson was not in attendance. Also in attendance were Town Administrator Bill Tatum, Town Clerk / Tax Collector Emily Hurd, Police Chief Daren Kirts, Town Attorney Joseph Olivieri, and Planning / Zoning Administrators Bob Clark and Andy Thomas. Representatives from the Wake Weekly and the Franklin Times were also present.

The first item on the agenda was a Public Hearing for a request to rezone property located at 2842 Cedar Creek Road by Curtis White. Mayor Flowers opened the Public Hearing at 7:01pm. Geoff Huguely, 2808 Cedar Creek Road, stated that they have the adjoining property that is being operated as Panic Point. He expressed support for this request and stated that it would have no bearing or effect on their business.

Jim Moss, N College Street, states that he is in favorable consideration of this request. He explained that Mr. White did not ask to be put in this situation. Mr. Moss stated that Mr. White followed all of the rules, applied for the proper permits, and received driveway access from NC DOT. He stated that Mr. White was ambushed by Franklin County Inspections. Mr. Moss explained that the property was originally zoned residential and was then rezoned to Commercial. He stated that it now needs to be reversed. Mr. Moss stated that if it was rezoned to residential, the landowner would initiate a landscape buffer.

Amy Sossamen, 2862 Cedar Creek Road, stated that they live adjacent to the property. She stated that they have lived there for four years and have had no problems. Mrs. Sossamen stated that she felt this would be a good change and that it would be beneficial.

Shawn Sossamen, 2862 Cedar Creek Road, stated that the events at Panic Point do not affect them at their residence. He stated that he was fine with the request by Mr. White.

Curtis White, 2842 Cedar Creek Road, explained that this was his request to make the property residential again so that the property doesn't sit empty. He explained that the trailer was located at the intersection of Hicks Road and Cedar Creek Road. Mr. White stated that it was relocated due to the subdivision that is currently being developed on that property now. He stated that he followed all of the requirements that Clark set out and did everything he was told to do. After everything was completed, Franklin County

Inspections then told him that the trailer needed a complete overhaul to make it commercial. Mr. White explained that it would require a near gut job and then do everything over again. He stated that he has owned commercial property in Youngsville and has a considerable investment in our area. Mr. White stated that since it would require completely redoing the trailer, he would like to use it as residential instead of commercial. Commissioner Wiggins asked if there was a commercial driveway and Mr. White stated yes, everything was set up as commercial until Franklin County Inspections stopped him from using it as such. The Public Hearing was concluded at 7:10pm.

The next item on the agenda was citizens' comments. Blaine Holmes, Vice Chairman of the Franklin County Chamber of Commerce, wanted to come out and show support of Youngsville. He stated that he wanted to create communication channels so that they will be able to help support the plans for Youngsville.

The next item on the agenda was the Financial Report. There were no comments.

The next item on the agenda was the approval of the Consent Agenda. The Consent Agenda consisted of approval of the minutes from the Board Meeting on April 13, 2017, the Tax Collector's Report, the Police Department Report and the Youngsville Fire Department Report. Budget Amendment 2017-08 was also included on the Consent Agenda.

**MOTION: TO APPROVE THE CONSENT AGENDA**

The motion was made by Commissioner Hedlund and was seconded by Commissioner Wiggins. The motion passed unanimously.

The next item on the agenda was Old Business. The first item under Old Business was a discussion on the request from Holden Development LLC under the Development Enhancement Policy. Attorney Olivieri stated that they had pulled the Public Hearings to gather more information concerning changes in legislature that may effect this request. He stated that the applicant has been informed of the change and is fine with it.

**MOTION: TO RESCHEDULE THE PUBLIC HEARING FOR THE REQUEST FROM HOLDEN DEVELOPMENT LLC UNDER THE DEVELOPMENT ENHANCEMENT POLICY TO JUNE 8, 2017**

The motion was made by Commissioner Wiggins and was seconded by Commissioner Redd. The motion passed unanimously.

The second item under Old Business was a discussion of the request to rezone property located at 2842 Cedar Creek Road by Curtis White. Clark explained that Mr. White had indeed gone through the proper permitting process to use the mobile home as commercial office space or retail. He explained that the vision of the area was for it to remain Commercial but then Mr. White ran into problems with Franklin County Inspections. Clark explained that the original permits were still valid but they need to become compliant with Franklin County codes. He stated that residential is not allowed in

Commercial zoning. Thomas explained that it is unviable to further renovate to commercial standards above what they have already accomplished. He stated that the Planning Board had concerns about spot zoning and that this property would be treated differently so they recommended denial of the request. Mayor Flowers stated that the Town has worked diligently to prevent a further hodge podge of pocket areas. He stated that the Town has tried to set certain areas as residential or commercial and keep them identifiable. Mayor Flowers expressed concerns that this may not fit into our overall plan. Thomas stated that there was a large tract of land that was zoned Residential / Agricultural behind this property. He noted that there were also other residences in this area. Thomas stated that this may not be the best plan but it wouldn't be out of character for the area. Clark referred to the Land Use Plan from 2000 and stated that it was not specific. He explained that the current residences in that Commercial area are legal non-conforming. Clark stated that if this property was rezoned Residential, then it would not be an island as it does have Residential zoning behind it. He stated that the Board needed to judge what was best for the community. Clark stated that Staff was against rezoning as it breaks up the pattern and the Planning Board agreed. He explained that they were only recommending bodies and public opinion was useful. When asked, Clark clarified that the Planning Board made their decision based on the Staff Report and back ground information. Clark stated that they have met with neighboring owners to consider other options. He explained that the Board could not establish conditions either. Commissioner Stallings stated that the neighbors didn't seem to have any problems with it as it was previously residential. Clark agreed and stated that there was a good representation of the people in the area. He stated that we can revisit the Plan, especially when considering that the bypass could possibly go through the area. Clark stated that it was not a major change if approved.

**MOTION: TO ACKNOWLEDGE THE PLANNING BOARD'S RECOMMENDATION AND ACCEPT THE PLANNING STAFF'S REPORT AND APPROVE THE REQUESTED REZONING OF THE APPLICANT'S PROPERTY (ZMA-170310) FROM C TO RA BECAUSE: 1) THE ZONING MAP AMENDMENT IS AN INSIGNIFICANT DEVIATION FROM THE EMERGING DEVELOPMENT PATTERN IN THIS AREA AND 2) CONSISTENT WITH THE GOALS OF THE LAND USE PLAN AND THE ENVISION YOUNGSHIRE REPORT**

The motion was made by Commissioner Stallings and was seconded by Commissioner Hedlund. Commissioner Redd thanked the neighbors that came out. She stated that it made a difference in her decision and was very helpful. The motion passed with a three ayes and one nay from Commissioner Wiggins.

The third item under Old Business was to reschedule the Public Hearing for the proposed text amendments to the Zoning Ordinance concerning indoor and outdoor gun ranges for June 8, 2017.

**MOTION: TO RESCHEDULE A PUBLIC HEARING FOR JUNE 8, 2017 FOR PROPOSED TEXT AMENDMENTS TO THE ZONING**

## **ORDINANCE REGARDING REGULATION OF INDOOR AND OUTDOOR GUN RANGES**

The motion was made by Commissioner Redd and was seconded by Commissioner Wiggins. The motion passed unanimously.

The fourth item under Old Business was to reschedule the Public Hearing for the proposed Ordinance establishing a Moratorium on the development of indoor and outdoor gun ranges for June 8, 2017.

**MOTION: TO RESCHEDULE A PUBLIC HEARING FOR JUNE 8, 2017 FOR A PROPOSED ORDINANCE ESTABLISHING A MORATORIUM ON THE DEVELOPMENT OF INDOOR AND OUTDOOR GUN RANGES.**

The motion was made by Commissioner Redd and was seconded by Commissioner Wiggins. The motion passed unanimously.

The fifth item under Old Business was a discussion of the Town Hall / Police Department Open House. Commissioner Hedlund wanted to make sure that everything was taken care of. He stated that the Sherriff's Office would be cooking a pig with all of the side dishes and they would work out the details on that with them. He stated that the Youngsville Woman's Club would handle the desserts and he had purchased a cake with a picture of the sign in front of Town Hall on it. Commissioner Hedlund stated that the Kiwanis Club would handle drinks which included tea and water. He stated that he would check with Mary Catherine Hardwick, Youngsville Area Business Association, on Saturday about the ribbon cutting. Mayor Flowers stated that it was be on Thursday, May 18<sup>th</sup> from 5 – 7pm. He stated that the Board was proud of getting a viable working Town Hall / Police Department. Mayor Flowers explained that the old buildings were so bad that they were an embarrassment, especially when dealing with new businesses that wished to relocated to Youngsville. He stated that eating would take place outside so as to keep the new building clean. Commissioner Hedlund stated that we would need servers and suggested that the Board help out. He stated that the Kiwanis Club would help as well. Chief Kirts stated that we would have seating available for 30 people and the parking lot would be cleared and parking would be arranged elsewhere. Mayor Flowers reiterated how proud we were of the new building.

The next item on the agenda was New Business. The first item under New Business a discussion on possible text amendments to the Zoning Ordinance concerning lot sizing for billboards. Attorney Olivieri reminded the Board that they wished to have this discussion after the Board of Adjustment meeting. Commissioner Redd stated that she felt there were more important items to work on in the Zoning Ordinance, such as no more car lots on Main Street, and Commissioner Hedlund agreed. He stated that he thought more about it after the Board of Adjustment meeting and concluded that there were more important items as well.

Commissioner Stallings stated that the Board of Adjustment process needed to be refined and Attorney Olivieri agreed and stated that he would be working on it. Commissioner Wiggins stated that he didn't feel any changes should be made. He expressed concerns that if a lot was broken up for a billboard, what happened in the future if the billboard went away and a business wanted to go in on that smaller lot. Commissioner Wiggins stated that he felt the zoning was correct and should stay that way.

The second item under New Business was a presentation of the recommended Budget for FY 2017 / 2018 with a tax rate of \$.66 per \$100 valuation. Tatum explained that there was minimum wiggle room as he did not yet have all of the final numbers. He stated that there was no great change, but it did include a 2.5% cost of living increase to all employees and we would maintain the current tax rate. Tatum stated that there was \$40,000 that had been allotted for the Pedestrian Plan Grant that would go into a savings account. As we have not been in the new building for long, he was also unsure if the utilities would increase or decrease. Tatum stated that if any of the numbers changed before the June meeting, he would update the proposed Budget. Commissioner Hedlund wanted to clarify that we would keep the current tax rate and Tatum stated that we would.

**MOTION: TO SET A PUBLIC HEARING FOR JUNE 8, 2017 FOR THE PROPOSED BUDGET FOR FY 2017 / 2018 WITH A TAX RATE OF \$.66 PER \$100 VALUATION**

The motion was made by Commissioner Hedlund and was seconded by Commissioner Wiggins. The motion passed unanimously.

The third item under New Business was a discussion on the purchase of a new dump truck. Mayor Flowers explained that the current dump truck was outdated and costing the Town more in repairs than it was worth. Chief Kirts stated that it was not safe and would not pass inspection. He explained that the transmission went out on the dump truck. Chief Kirts stated that it had never been maintained properly and had been abused for decades. Tatum explained that Chief Kirts had found a new dump truck for \$46,000 plus the costs of tax and tags. He stated that he did not support purchasing large items from savings but recommended that we do this one time only. Tatum explained that if the Board wished to move forward with the purchase of the new dump truck from fund balance, he had a Budget Amendment that would need to be adopted. Chief Kirts stated that it was a 2017 Ford F-350 4W dump body truck that would function for our needs and is the right size. He stated that it could be used as a plow truck if needed. Tatum stated that the current dump truck's transmission broke as they were leaving the repair shop. Chief Kirts explained that we have been without a dump truck for over a month. Commissioner Hedlund expressed concerns that garbage pickup was one of our key services and that our maintenance staff needed the proper tools to complete their tasks. Commissioner Wiggins noted that the 4 wheel drive gave flexibility and adding another plow would be useful with the additional subdivisions in town. When asked, Chief Kirts stated that he would have to look into what it would need to be ready to plow the streets. Mayor Flowers stated that it makes sense to purchase a new dump truck at this time.

**MOTION: TO ADOPT BUDGET AMENDMENT BA 2017-09 TO APPROPRIATE \$50,000 TO PURCHASE A NEW 2017 F-350 DUMP TRUCK**

The motion was made by Commissioner Wiggins and was seconded by Commissioner Stallings. The motion passed unanimously.

The next item on the agenda was Closed Session (if necessary). Mayor Flowers stated that there was no reason to go into Closed Session.

The next item on the agenda was Committee Updates.

Policy / Ordinance Committee – There were no comments.

Finance Committee – There were no comments.

Capital Improvement Committee – There were no comments.

Comprehensive Development Committee – There were no comments.

The next item on the agenda was Reports and Other Business. Mayor Flowers stated that Wine and Beer 101 – Youngsville would have their Grand Opening on May 13<sup>th</sup> starting at 11am and would be an all-day event. He stated that the owners have done a great job on repairing the building and it has been good for Youngsville.

Tatum stated that he has been with Youngsville for five years and it was time for him to retire. He explained that the Board would need to schedule a Work Session with a representative of the NCLM on the procedures of hiring a new Town Administrator. Tatum stated that Monday, May 15<sup>th</sup> at 7pm at the Youngsville Community House would work for Mr. Wright. He stated that he was looking to retire close to the end of the year.

**MOTION: TO SCHEDULE A WORK SESSION ON MAY 15, 2017 AT 7:00PM AT THE YOUNGVILLE COMMUNITY HOUSE FOR A PRESENTATION ON THE HIRING PROCESS FOR A NEW TOWN ADMINISTRATOR**

The motion was made by Commissioner Wiggins and was seconded by Commissioner Hedlund. Tatum noted that it would need to be posted at both the Community House and Town Hall. The motion passed unanimously.

Commissioner Redd stated that she did want to start working on updating the Main Street Business District (MSBD) to exclude car lots so as the current ones leave, new ones won't be able to go in. Clark stated that he felt it was already included in the most recent updates to the MSBD. When asked, Clark clarified that the new car lot on S College Street was zoning Commercial and was not included in the MSBD. Commissioner Redd stated that we may also want to look into expanding the MSBD area. Clark agreed and

stated that based on the goals in the Envision Youngsville report, this would be a priority. Commissioner Redd stated that she would help if needed.

Commissioner Redd stated that the parking at the Luddy Park was a problem. She explained that four games were being played at the same time and there was not enough parking for all of the families. Commissioner Redd stated that people were blocking roads, parking in the ditches on the side of the roads, and parking in “No Parking” zones.

Commissioner Stallings stated that we needed to make plans for a shelter for the Town’s equipment or all of it will be in bad shape. Tatum stated that it was approved in last year’s Budget to build a salt shed but no money was spent. He agreed that shelter was needed for our equipment. Tatum explained that most of the land that the Town owned was located in wetlands and that prevented us from building there. Mayor Flowers stated that the Board needed to figure out what the Board wanted to do with the vacated properties and if storage / shelter can be built there. He wanted the Board to start thinking about the future plans for that area.

Commissioner Wiggins stated that a couple of years ago, the Board had met and discussed the ditch at the intersection of Highway 96 and S Cross Street. He had stated that it had been decided that the Town would maintain the right of way as the ditch was in bad shape. Commissioner Wiggins explained that these ditches needed to be maintained to the standards that we like to see but nothing was put on record. Chief Kirts stated that the ditch could be maintained with a weed eater but it was a NC DOT road and not one that was owned / maintained by the Town. He explained that per Ordinance, it was the property owner’s responsibility to maintain their property to the roadway. When asked, Chief Kirts clarified that our maintenance staff could not keep up with the Town’s responsibilities, adding on state maintained roads was an issue. He stated that NC DOT won’t fix the ditch. Chief Kirts stated that if the Board wanted the maintenance staff to maintain the state’s right of ways then we would need more manpower. Commissioner Wiggins stated that a resident received a grass notice for a ditch she can’t mow and he thought this problem had been solved two years ago. Chief Kirts stated that he was unaware of the agreement from two years ago but noted that everyone else in town was expected to maintain their property to the roadway. Commissioner Wiggins stated that they were physically unable to mow this ditch. After a brief discussion, Tatum stated that if we do this for one person, then we have to do it for everyone. He explained that we updated our Ordinance and expect everyone, vacant lots included, to mow all the way to the road. Tatum stated that we can’t do it for everyone nor can we afford it. Commissioner Wiggins reiterated that NC DOT won’t fix the problem and Chief Kirts agreed. Chief Kirts stated that we were not allowed to repair NC DOT ditches or roads. Mayor Flowers asked for contact information for NC DOT and stated that he would make some calls to see where they stand on repairs and standard maintenance.

Commissioner Hedlund stated that the Kiwanis Club would have a fundraising yard sale on May 13<sup>th</sup> starting at 8am at the Youngsville Baptist Church Fellowship Hall. He stated that they would also be cleaning up their adopted highways on June 3<sup>rd</sup>. Commissioner Hedlund stated that they were already handing out flyers for their annual



Turkey Shoot fundraiser in November. He stated that they would get their Special Events Permit closer to the date.

Commissioner Hedlund noted that the Youngsville Library had one area in a ditch that they were not mowing at this time. Hurd stated that she would give them a call.

Clark stated that House Bill H310 concerned the installation of cell towers and their ability to be located within right of ways. He explained that if this House Bill passed, the municipalities would not have any say on the location or installation of cell towers in their right of ways. Clark asked the Board to contact their Legislature concerning this action.

Clark stated that he had met with Mike Bailes, the Interim Director for Franklin County Public Utilities (FCPU). He explained that he had wanted to get a head start on communication and coordinate with the water and sewer development that was going on in our area. Clark stated that it was a good meeting and they were looking ahead and planning for the future growth.

Clark reminded the Board that we had an annexation agreement with Wake Forest and had been through one such annexation less than two years ago. He explained that there was another area located on Steven Taylor Road that would be annexed into Wake Forest soon. Clark stated that he has met with the people involved and the development would have water and septic as there is no sewer lines nearby.

Clark stated that they are reviewing plans for a commercial building across from White Street Brewery. He explained that as this is a commercial use and allowed, they will only need regular zoning permits.

Clark explained that Youngsville Academy would be building near the intersection of Hicks Road and Cedar Creek Road along with a new subdivision. He stated that NC DOT is requiring a traffic study that will include Main Street. Clark stated that he has not yet heard back from NC DOT regarding the turn lane or traffic signal for Main Street.

Clark stated that the Main Street Improvements Project contract has been approved by NC DOT and we are just waiting to get it finalized.

Clark stated that he has enjoyed working with Tatum along with the other staff at Town Hall.

Attorney Olivieri explained that he knew the procedures for the Board of Adjustment Hearings were frustrating. He stated that he is working on streamlining them but they are bound by law for most of how those Hearings are conducted. Attorney Olivieri stated that the biggest change he wants to make is to place the conditions first so that when the Board goes through the questions / findings, the conditions will be set in place and the questions will take that into consideration. Commissioner Redd stated that she felt there was no time to think about the questions and that the process moves too fast. Attorney Olivieri stated that it would be fine to take a few minutes to review the questions and

evidence before proceeding to vote on the findings. He stated that he was also looking into how other towns handle these Hearings. Attorney Olivieri stated that he would discuss this with Clark and Thomas as well. Commissioner Wiggins stated that he felt it was a clear yes or no answer, does this applicant meet the Ordinance or not. Attorney Olivieri explained that approved conditions might help to clarify if they now meet the Ordinances. He stated that he would try to help the hearings go smoother.

Chief Kirts agreed that there was a problem with parking at the Luddy Park though he was unsure on how to fix it.

Assistant Fire Chief Graney wanted to thank Mayor Flowers for attending their Annual Celebration in April and it meant a lot to the Youngsville Fire Department.

Assistant Fire Chief Graney offered to bring one of the fire trucks to the Open House and Chief Kirts suggested parking it at the Youngsville Elementary School.

Assistant Fire Chief Graney stated that calls were going up as stated in the Fire Department Report.

Assistant Fire Chief Graney noted that he had been promoted over a year and a half ago. He stated that he has been impressed with the members of the Board and Staff and how the Town was run. Assistant Fire Chief Graney stated that he understood how passionate Tatum was concerning Youngsville. He stated that he felt everyone had the best interest of the people at heart.

Mayor Flowers stated that both Nash and Commissioner Johnson were coaching games tonight and were unable to attend. He stated that he had been thrilled to throw the first pitch on opening day, April 29<sup>th</sup>. Mayor Flowers stated that they had about fifty people show for movie night and that it was a huge success. As such, they will be hosting movie nights more often.

Hurd reminded the Board that elections were this year and that the filing dates would be July 7<sup>th</sup> starting at noon through July 21<sup>st</sup> ending at noon.

Chief Kirts stated that the shop by the old buildings was in bad condition, including the leaking roof and bad doors. He stated that we needed to do something soon or we would be in the positions of having all of our equipment and supplies exposed to the elements. Chief Kirts stated that nothing was in the budget but the Board did need to consider maintenance. Mayor Flowers asked how much it would cost and Chief Kirts stated that it would need a new roof. He stated that the building could still be used if the repairs were made. Commissioner Wiggins reminded the Board that off street parking had been mentioned when we first talked about relocating Town Hall. Mayor Flowers stated that we could still use it for off street parking and have an easement to access the areas that we would need for maintenance. Commissioner Hedlund stated that this would be our last opportunity for off street parking. Commissioner Redd stated that we would need to discuss it soon as the leaking roof was an issue. When asked, several members of Staff stated that there was daily interest in both buildings. Attorney Olivieri explained that

discussions on selling real estate can be conducted in Closed Session. Mayor Flowers asked if it would have to be sold by bid and Attorney Olivieri stated yes.

The meeting adjourned at 8:30pm.

Town of Youngsville  
P. O. Box 190  
134 US 1A South  
Youngsville, NC 27596  
(919) 556-5073  
Fax (919) 556-0995  
Townyngs@townofyoungsville.org

# MINUTES

**MAY 15, 2017**

**7:00 PM**

## WORK SESSION

### YOUNGSVILLE COMMUNITY HOUSE

Mayor Fonzie Flowers called the Work Session of the Town of Youngsville Board of Commissioners to order at 7:00pm. In attendance were Commissioners Graham Stallings, Catherine Redd, Larry Wiggins, and Terry Hedlund. Commissioner Joseph Johnson was unable to attend. Also in attendance were Town Administrator Bill Tatum and Town Clerk / Tax Collector Emily Hurd.

The first item on the agenda was a presentation by Hartwell Wright, NCLM, on the process of hiring a new Town Administrator. Mr. Wright gave the Board a package containing an outline of the subjects he would be talking about and several attachments as examples of those subjects.

Mr. Wright stated that it would be the Town's responsibility to recruit, assess the applicants and then hire a new Town Administrator. He stated that there were options of having the Board, Staff or a firm handle this process. Mr. Wright reminded the Board that the Work Sessions were open to the public but discussions of personnel were to be handled in Closed Session.

Mr. Wright stated that the Town Administrator was one of the most important staff members as they are the face of Youngsville, especially with employees and citizens.

Mr. Wright explained that the Board needed to schedule a Work Session to discuss what they want in a Town Administrator. They need to build a profile and select the most important criteria needed before advertising. Mr. Wright gave hints on words to avoid in the advertisement.

Mr. Wright stated that the process would take approximately six months. This allows for various publication dates, resume's to arrive, interviews to be conducted, and notice to current employer for the newly hired applicant. He stated that the salary range was based on population alone (under 2,500) and should be approximately \$75,000 to \$85,000. Mr. Wright stated that you pay for what you want.

Mr. Wright gave examples of the best places to advertise and included local papers. He stated that we did not need to use the statewide papers and should instead focus on local government oriented publications. Mr. Wright noted that the local media would want to be kept apprised of the process, which is fine as long as individual names are not used. He also stated that it was best not to use an end date on the advertisement but to say "open until filled". Mr. Wright stated that the Board needed to delegate which Staff

would be receiving the resumes as they came in. He explained that they would need to log in the resume and make copies or scans for the Board. Mr. Wright stated that a timeframe needed to be set to review the resumes and compare them to the profile that the Board created for the advertisement. He explained that there would be three categories of applications; applications that do not match the profile / criteria, applications that include some but not all criteria and applications that match best.

Mr. Wright stated that the Town needed to send a letter to each applicant acknowledging the receipt of their application and thank them for their interest. He stated that it was probably best to have the Mayor sign these letters. After reviewing the applications, if they do not match the profile, a letter should be sent that they are no longer under consideration. The remaining applications can then be sorted and if they are still under consideration, send a letter asking for more information and have them fill out a Town Application. Mr. Wright stated that a salary history should be included in the request. He stated that Attachment A had some questions that can be used to get a better feel about the applicant.

Mr. Wright stated that once all of this had been accomplished, then the Board would need to narrow the list down to five to seven applicants. He noted that if the applicant lived too far away, online programs such as Skype can be used to conduct the interview. Mr. Wright reminded the Board to allow ample time for the interview, preferably one to two candidates per day. He recommended discussing the interview process with the Town Attorney to make sure that the Open Meeting laws are being met while conducting private interviews. Mr. Wright also wanted to bring to the Board's attention that the applicants may have family and the Board would need to see to their needs as well. Conducting a tour of available homes, schools, churches, library, etc. should be done during the interview process.

Mr. Wright stated that there should be an agenda of the interview process for both the Board and the applicant. He stated that questions should be predetermined and asked by the same Commissioner for each applicant. Mr. Wright also suggested using a crisis situation or real life scenario to see how the applicant would handle themselves on the job.

Mr. Wright stated that once the interview had been completed, the Board would need to complete an evaluation form while the interview is still fresh. Once all interviews have been completed, the Board will need to discuss the applicants and narrow down to the one they wish to hire. He stated that after the Board has made their decision, they would need to do a background check. Mr. Wright explained that this needed to be done by a firm that handles this type of background check instead of using our Police Department. He recommended checking federal and every state that the applicant has lived in as well as looking into their financial, driving, and work histories. Mr. Wright reiterated how important a thorough background check is.

Mr. Wright stated that once the background check was done and the Board has agreed on the applicant, the Mayor needs to extend an offer by phone to make sure that the applicant is still interested. After the Mayor has determined that the applicant is still

agreeable to working for Youngsville, a formal vote on the applicant needs to be done. Mr. Wright stated that a contract needs to be drawn including all of the specifications of the offer. A vote to hire the applicant does need to be done in the open portion of the Board Meeting though the salary and benefits can be discussed in Closed Session. Mr. Wright explained that most Town Administrators would want a severance package included in their contract because the Town Administrator works at the pleasure of the Board. There are always concerns that after an election, the incoming Board may not want to keep them onboard. Mr. Wright did remind the Board that if the Town Administrator was fired with due cause, then the severance package would be null.

Mr. Wright stated that the Youngsville area has positive growth and that will attract younger applicants, some fresh out of college. He explained that most of the time, they will work hard to prove themselves but they lack experience and may make mistakes. Mr. Wright stated that the Board could help coach / train a new Town Administrator but they need to understand that there are some issues that come with an untrained Town Administrator. He stated that an area such as ours would also attract retirees but they would probably not want to work full time though they would have the experience needed.

Mr. Wright stated that the Board needed to set a Work Session to discuss the criteria needed and then allow for thirty days for the advertisements to go out.

After a brief discussion the Board decided to schedule a Work Session for Monday, May 22, 2017 at 7pm at the Youngsville Community House. Mayor Flowers stated that they would discuss the criteria needed and the in-house process for the resumes. Commissioner Hedlund stated that he would be out of town but would participate over the phone if possible.

The meeting adjourned at 8:17pm.

Town of Youngsville  
P. O. Box 190  
134 US 1A South  
Youngsville, NC 27596  
(919) 556-5073  
Fax (919) 556-0995  
Townyngs@townofyoungsville.org

# MINUTES

**MAY 22, 2017**

**7:00 PM**

## WORK SESSION

### YOUNGSVILLE COMMUNITY HOUSE

Mayor Fonzie Flowers called the Work Session of the Town of Youngsville Board of Commissioners to order at 7:00pm. In attendance were Commissioners Graham Stallings, Catherine Redd, Larry Wiggins, and Terry Hedlund. Commissioner Joseph Johnson was unable to attend. Also in attendance were Town Administrator Bill Tatum and Town Clerk / Tax Collector Emily Hurd.

The first item on the agenda was a discussion of desired qualifications and to set the procedure for hiring a new Town Administrator.

Hurd went through the items in the packet that included samples of letters and checklists, as well as the Town's current job description of Town Administrator duties and two advertisements from Madison and Williamston for a Town Manager.

There was a brief discussion of possibly separating the Finance Officer duties from the Town Administrator, though the Town Administrator would still be responsible for creating and maintaining the Budget and payroll. The option of contracting out the financial duties was also discussed.

The Board listed out all of the qualifications that they were interested in and noted that the Madison advertisement listed most of them nicely. Commissioner Redd stated that we needed to focus more on the Town Administrator duties instead of the financial side. Tatum stated that the applicant would need to be able to handle the growth of the area, including parks and recreation. He stated that a degree in Public Administration would be helpful as they would be trained for this area of management.

After a brief discussion of the qualifications that the Board was looking for, Commissioners Hedlund and Wiggins, Policy Committee, stated that they would update the job description in the Personnel Policy. Commissioner Redd stated that she would write the advertisement using the Madison and Williamston advertisements as a blueprint.

The Board decided they did not want to use a committee of two Commissioners to narrow down the applicants. They decided that the applications would be mailed to Town Hall, attention to the Town Clerk. After they have been received, staff would create a file for each applicant and keep a spreadsheet to log in each resume. Once the application has been received, a scanned copy of each resume would be sent to the Board for their perusal. The Board would then respond and their comments would be noted on

the spreadsheet. Letters would be sent to each applicant acknowledging receipt of their application and upon a negative notation by the Board, a letter will be sent notifying the applicant that they are no longer under consideration.

Mayor Flowers stated that once the Policy has been updated, we will call another Work Session to discuss the changes before bringing it before the Board for adoption.

The meeting adjourned at 7:54pm.



Town of Youngsville  
P. O. Box 190  
134 US 1A South  
Youngsville, NC 27596  
(919) 556-5073  
Fax (919) 556-0995  
Townyngs@townofyoungsville.org

# MINUTES

**JUNE 8, 2017**

**7:00 PM**

## REGULAR MEETING

### YOUNGSVILLE COMMUNITY HOUSE

Mayor Fonzie Flowers called the Board Meeting of the Town of Youngsville Board of Commissioners to order at 7:00pm. Commissioner Hedlund gave the invocation. In attendance were Commissioners Graham Stallings, Catherine Redd, Larry Wiggins, and Terry Hedlund. Commissioner Joseph Johnson was not in attendance. Also in attendance were Town Administrator Bill Tatum, Town Clerk / Tax Collector Emily Hurd, Police Chief Daren Kirts, Town Attorney Joseph Olivieri, and Planning / Zoning Administrators Bob Clark and Andy Thomas. A Representatives from the Franklin Times was also present.

The first item on the agenda was a Public Hearing for proposed text amendments to the Zoning Ordinance concerning indoor and outdoor gun ranges. Mayor Flowers opened the Public Hearing at 7:01pm. James Moss, N College Street, agreed that the Town needed to take prudent steps to restrict the development of gun ranges inside of town limits and in the ETJ. He stated that they were dangerous and detrimental to property values. Mr. Moss referenced the recent incident in Franklinton and was glad that Youngsville was being proactive. The Public Hearing was concluded at 7:02pm.

The next item on the agenda was a Public Hearing for a proposed Ordinance establishing a Moratorium on the development of indoor and outdoor gun ranges. Mayor Flowers opened the Public Hearing at 7:02pm. There was no comment from the public. The Public Hearing was concluded at 7:03pm.

The next item on the agenda was a Public Hearing for the proposed Budget for FY 2017 / 2018 with a tax rate of \$0.66 per \$100 valuation. There was no comment from the public. The Public Hearing was concluded at 7:03pm.

The next item on the agenda was citizens' comments. Sheryl Dement, Village Lake Drive in Mebane, wanted to thank everyone that she had spoken with about the cemetery. She stated that she buried her son in Youngsville thirty nine years ago with the help of the Town and the community. Ms. Dement stated that at that time the Town maintained the cemetery. She stated that per the Franklin County website, the Town owns the cemetery and felt that the Town should continue to maintain it. Ms. Dement stated that some of the people in the cemetery don't have family close by to help with maintenance. She stated that now that she no longer lives in Youngsville, she felt that it was important to know that the Town will help maintain it.

Bill Booth asked who had been maintaining the cemetery in the past and Attorney Olivieri stated that the Town has a history of cutting the grass. Attorney Olivieri explained that the Town owns the common areas but does not own the individual plots. Mr. Booth stated that he used to be the Town Clerk and the Town mowed the grass during his tenure. He stated that he knew that Youngsville has changed a lot since his time as Town Clerk but he felt that the maintenance of the cemetery was the responsibility of the Town. Mr. Booth stated that families were only responsible for maintaining the flowers on the graves and the Town was in charge of keeping it clean and mowed.

Doug Carter wanted to ask the Town to do the right thing by maintaining the cemetery. He noted that a neighbor had to pay someone to mow the cemetery before a funeral. Mr. Carter stated that cemeteries were places of beauty but you can't even see the names on the headstones because of the grass. He stated that the Town owed it the people buried there to keep the grass mowed. Mr. Carter stated that the community was great but it was not what it used to be. He gave a quick history of Jack Young, who the town was named for. Mr. Carter stated that he was disappointed about the current state of the cemetery. He noted that all cemeteries should be places of perpetual care that is everlasting. Mr. Carter thanked the Board for all they do and for having the cemetery mowed for the holiday weekend.

Juanita Wood, E Winston Street, stated that she has lived in Youngsville for over a decade now and loves it here. She wanted to offer a suggestion that worked in Warrenton. Mrs. Wood explained that they had a similar situation in Warrenton so they formed a committee of citizens, who tracked down donations, including relatives of those buried in the cemetery. She stated that they were able to keep the cemetery maintained through volunteers and donations. Mrs. Wood stated that this left the Town free to take care of the other problems in town. She stated that Youngsville doesn't have a lot of money or time with everything else that they have going on. Mrs. Wood stated that helping the Town do these things would be the only solution that she could think of. She stated that the community could help raise the money and hire someone to mow the cemetery, as it is a time consuming activity.

The next item on the agenda was the Financial Report. There were no comments.

The next item on the agenda was the approval of the Consent Agenda. The Consent Agenda consisted of approval of the minutes from the Board Meeting on May 11, 2017 and the minutes from the Work Sessions on May 15<sup>th</sup> and 22<sup>nd</sup>. Also included on the Consent Agenda was the Tax Collector's Report, the Police Department Report and the Youngsville Fire Department Report.

**MOTION: TO APPROVE THE CONSENT AGENDA**

The motion was made by Commissioner Redd and was seconded by Commissioner Hedlund. The motion passed unanimously.

The next item on the agenda was Old Business. The first item under Old Business was a discussion on the request from Holden Development LLC under the Development Enhancement Policy. Clark asked that the Board continue this discussion again as he and Attorney Olivieri are still waiting on more information concerning the changes in legislature. He stated that we may need to amend the Policy. Clark stated that they would bring back the request when they were ready. Commissioner Wiggins asked for a time frame and Clark stated the he was hoping to have it completed by next meeting but was unsure if that would be enough time.

**MOTION: TO TABLE THE DISCUSSION ON THE REQUEST FROM HOLDEN DEVELOPMENT LLC UNDER THE DEVELOPMENT ENHANCEMENT POLICY TO JULY 13, 2017**

The motion was made by Commissioner Wiggins and was seconded by Commissioner Stallings. The motion passed unanimously.

The second item under Old Business was to continue the discussion about possible action regarding the regulation of indoor and outdoor gun ranges. Clark stated that the Planning Board met two nights ago. He stated that he is working on a draft based on their recommendations. Clark stated that these changes to the draft would not allow outdoor gun ranges, with the exception of turkey shoots and regular hunting. He stated that the Moratorium is still an option but he feels that with the changes to the draft, they are ready to present the text amendments at next month's Board Meeting. Clark stated that they are also looking to present a clear definition of a turkey shoot, as several organizations use them for fundraisers. Commissioner Wiggins asked if they would be restricted to shot guns and Clark stated yes. Commissioner Hedlund wanted to clarify that the Kiwanis Club's upcoming turkey shoot would still be able to move forward and Clark stated that it would. Clark stated that turkey shoots received a favorable recommendation by the Planning Board. He stated that Staff is still preparing the language and has not been able to update the draft in such a short amount of time.

Clark stated that the Board still had two options. The first was the Moratorium. He explained that Panic Point has an event in November, but there are no other applications. Clark stated that he does not recommend issuing a Moratorium. The second option was to adopt the updated draft, which would be ready by the next Board Meeting. Attorney Olivieri stated that it was a good idea to move forward with addressing this issue. Clark stated that Staff has what they need to move forward and reiterated that he does not recommend a Moratorium. He stated that we would keep the Public Hearings open for next month to hear comments on the updated draft.

**MOTION: TO NOT ISSUE THE PROPOSED ORDINANCE ESTABLISHING A MORATORIUM ON THE DEVELOPMENT OF INDOOR AND OUTDOOR GUN RANGES AND TO CONTINUE THE PUBLIC HEARING ON PROPOSED TEXT AMENDMENTS TO THE ZONING ORDINANCE CONCERNING INDOOR AND OUTDOOR GUN RANGES**

The motion was made by Commissioner Wiggins and was seconded by Commissioner Hedlund. The motion passed unanimously.

The next item on the agenda was New Business. The first item under New Business a representative from Bud's Tavern, Michael Hicks. Mr. Hicks stated that they wished to annex Bud's Tavern into Youngsville but it was under the agreement between Wake Forest and Youngsville. He stated that he spoke with Chip Russell from Wake Forest Town Hall and Mr. Russell stated that they will sign an agreement to allow Youngsville to annex the property. Mr. Hicks stated that he wanted the ability to sell liquor by the drink. When asked, Mr. Hicks stated that he only sells beer and wine at this time. He stated that there is no water and sewer to the location and he is not asking Youngsville to provide any services, including police, as he doesn't want to create any more costs to Youngsville. Chief Kirts explained that even though it would be a satellite annexation we would still be required to provide police services. All property within town limits would get the same benefits as all of the other citizens.

Attorney Olivieri asked for clarification on the location of the property and Clark explained that it was just below the line for the agreement. Clark stated that Wake Forest has the right to annex but Youngsville does not without the approval from Wake Forest. He stated that we were waiting for something in writing from Wake Forest. Attorney Olivieri stated that the Board could not take any action on this issue at this time. When asked for clarification, Clark explained that the agreement in 2007 limited the area that Wake Forest could annex into Franklin County. He explained that there was a clause that states we can amend the agreement with a thirty day notice. Commissioner Redd asked for clarification on why we have the agreement and Clark explained Wake Forest was annexing into Franklin County, so a previous Board had decided to create this agreement so that Wake Forest wouldn't come all the way up to our town limits. He stated that the line was agreed upon based on the lay of the land, creating a better sewer situation for each municipality on their side of the line. Attorney Olivieri reiterated that no action can be taken tonight. He stated that we needed more paperwork and our Planning Staff would help coordinate from there.

When asked, Clark stated that we are halfway through a twenty year agreement but there was an option to amend it with thirty days' notice. If we wish to amend the agreement, both Boards would have to take action. Attorney Olivieri suggested that Staff work this out with Wake Forest and come back to the Board when they have more information. Mr. Hicks stated that he will have the paperwork soon. Tatum stated that once we receive the paperwork, Clark would then be able to have a written reaction for both the Board and Chief Kirts. He stated that we can't start this process until Clark receives any paperwork from Wake Forest. Clark stated that there were a number of issues that needed clarification at this time and he will bring this back before the Board when he has more answers.

Mayor Flowers stated that once Clark has the documents then we can move forward. Tatum stated that he felt it should be investigated as long as the Town does not incur legal fees until after Clark has time to look at all of the paperwork and options. Commissioner Hedlund agreed that we needed to move forward.

**MOTION: TO TABLE THE DISCUSSION ON THE POSSIBLE ANNEXATION OF BUD'S TAVERN UNTIL FURTHER INFORMATION IS AVAILABLE IN WRITING**

The motion was made by Commissioner Hedlund and was seconded by Commissioner Redd. The motion passed unanimously.

The second item under New Business was a discussion of the responsibility for cemetery maintenance. Attorney Olivieri thanked Hurd and Chief Kirts for the information that he received. He stated that all of the historical documents, deeds, and maps that he received from Hurd saved time and money. Attorney Olivieri stated that during his research of the cemetery, it was hard to track deeds as they date back to 1891. He stated that his legal opinion based on tax maps and deeds is that the Town owned the cemetery but he was not 100% sure of the boundaries, as the description in the deeds refers to trees and sticks for boundary markers. Attorney Olivieri stated that, at this time, there is not a clear boundary but the Town can get a surveyor to come out and set the boundary lines. He stated that was not a necessity at this point. Attorney Olivieri broke down that the Town owns any unsold lots and common areas, such as the dirt road. He stated that individual plots were sold as pure deeds, which means they are owned by the purchaser or their heirs. Attorney Olivieri explained that it was the responsibility of the Town to maintain the common areas. He stated that legally speaking, it was the responsibility of the individual owners or families to maintain their deeded plots. Attorney Olivieri stated that the Town has a history of taking care of the whole property. He stated that it was up to the Board on how they wanted to proceed. Attorney Olivieri noted that some areas were surrounded by walls and fences. He stated that it would be reasonable to direct Staff to see if there were any unsold plots. If there were, letting churches and funeral homes know would help to let the public know there were available lots. Attorney Olivieri reiterated that the deeds for sold plots are pure deeds to the purchaser. He stated that the Board could form a committee to look into what they want to do or table the discussion for more time to think about the information. Attorney Olivieri noted that the last plot sold was in 1999. He stated that we have enough information already and, in general, it is pretty clear.

Tatum asked for clarification on the difference between a cemetery and a perpetual care cemetery. Attorney Olivieri explained that a cemetery is property that is set aside to bury the dead. A perpetual care cemetery is set up to purchase the plot that comes with an agreement that the organization that owns the cemetery will take care of that plot forever. It may also be construed that you are purchasing a license to bury the dead and the maintaining organization will have to take care of it forever. Attorney Olivieri stated that perpetual care is normally set up when the plot is being purchased and there is nothing on record, including the deeds, which states the Town has to maintain the cemetery as perpetual care. He stated that there was also nothing on record when the property was transferred to the Town of Youngsville that states that the cemetery was to be maintained as perpetual care.

Commissioner Wiggins stated that he has family buried there and his wife is also a relative of Jack Young. He stated that there is a small cemetery on property that he owns that his family has taken care of since they've had the property. He stated that he felt the Town should continue to maintain the cemetery as there was no one else to look after it.

Attorney Olivieri stated that the Town never said that they were not going to maintain the cemetery. He explained that recent conditions concerning weather and broken equipment had put the Town maintenance staff behind schedule, which included the mowing of the cemetery.

Commissioner Redd stated that she wanted to thank everyone for showing up to the Board Meeting to express their opinion. She stated that she has been a Commissioner for eight years, has four children and loves Youngsville. Commissioner Redd stated that it takes people to make a difference, which is why she became a Commissioner in the first place. She stated that there was more work to be done in Youngsville than just the cemetery and hoped that the community could work together.

Mayor Flowers asked what the schedule was for the cemetery and Chief Kirts stated that it was monthly or as needed. Chief Kirts stated that it was on a regular rotation and that they never stopped maintaining it. He stated that it takes a lot of money to maintain the cemetery and the streets department is stretched thin. Chief Kirts stated that some things take priority over mowing.

Commissioner Stallings stated that he looked into the difference between the Town of Youngsville's cemetery and the Town of Louisburg's cemetery. Attorney Olivieri stated that he had not checked with either Franklinton or Louisburg to ask about their cemeteries. Commissioner Redd wanted to clarify that the cemetery was outside of town limits and the answer was yes. Commissioner Hedlund asked if we were currently maintaining it and the answer was yes. He stated that we should continue instead of having a hodge podge of maintained plots. Commissioner Hedlund stated that it should be all or nothing and he doesn't support doing nothing. Commissioner Stallings stated that there was a lot history buried in the cemetery, including previous Commissioners. He stated that their families were unable to maintain the plots themselves. Commissioner Redd stated that tax payers were now paying to maintain a cemetery that was outside of town limits. Tatum stated that not only was it outside of town limits but he also wanted to point out that we are spending tax payer money to maintain private property.

Mayor Flowers stated that he felt strongly about the cemetery as well. He stated that it seemed that the time frame in which the cemetery was being mowed was at issue. Chief Kirts explained that we only have two employees, who work very hard, and we have a limited amount of equipment as well. He stated that he has never seen so many complaints about grass and ditches. Chief Kirts stated that he doesn't get that many complaints about all of his police officers. He stated that we either need more employees, bring in outside help, or else something is going to go undone so that it can be maintained. Chief Kirts stated that it takes an estimated \$800 a month to maintain and we already have a manpower issue.

Attorney Olivieri stated that the Board needed to look at their options. First the Town could continue mowing as they currently do, weather permitting. Second, the Town needed to look into future issues, such as annexing the cemetery into town limits, getting a committee to help or look for outside help. He stated that he felt more study on the matter was needed. Chief Kirts clarified that the Town never maintained the headstones, only mowed the grass. Attorney Olivieri stated that the Board could look into other options they want to maintain.

**MOTION: TO CONTINUE TO MAINTAIN THE CEMETERY BY MOWING THE GRASS WHILE FURTHER LOOKING INTO OTHER ISSUES THAT WERE RAISED ABOUT THE FUTURE UPKEEP OF THE CEMETERY**

The motion was made by Commissioner Hedlund and was seconded by Commissioner Wiggins. The motion passed unanimously.

The third item under New Business was a discussion on the repairs to the maintenance shop on N Cross Street. Chief Kirts stated that the roof has holes and the equipment is now getting wet. He stated that the Board needed to decide what they want to do with the entire property. Mayor Flowers stated that he would like to have a Public Hearing so that the Board can see what they want to do with the buildings. He stated that there are two buildings that we are no longer using but we still use the shop. Mayor Flowers stated that there have been a lot of inquiries. He stated that the main issue is the loss of potential parking, whether we use the whole lot or just parking behind the buildings.

Chief Kirts stated that we will have to put the maintenance shop somewhere or fix the building, as it is now becoming dangerous. Commissioner Redd asked where we could move them to and Chief Kirts stated that there is nowhere right now, the Town would have to build something new. When asked, Tatum stated that the property has a tax value of \$172,182. Hurd explained that tax values run low but in the condition that the buildings were in, it would be about accurate. Commissioner Wiggins stated that this was an immediate problem. Commissioner Stallings asked if two Commissioners should form a committee to look into this and report back to the Board. Mayor Flowers asked if any quotes had already been received for the repairs and Tatum stated that it would be approximately \$5,000 to \$7,000 to repair both the roof and the doors. Chief Kirts stated that the building was in good shape, it just needed some repairs. He stated that it was in better shape than the other two buildings. Commissioner Hedlund stated that he didn't think a committee was needed and the Board could make a decision based on the information at hand. Mayor Flowers agreed that this problem was solved easily but the Board still needed to decide what to do with the other two buildings.

**MOTION: TO APPROVE REPAIRS ON THE MAINTENANCE SHOP ON N CROSS STREET, NOT TO EXCEED \$7,500**

The motion was made by Commissioner Wiggins and was seconded by Commissioner Redd. The motion passed unanimously.

After a brief discussion, three options were presented. Mayor Flowers stated that the first was to sell all of the property, which he stated wasn't a good option. The second option was to sell the buildings but keep parking in the back. The final option was to make it all parking, which would include the costs of tearing the buildings down. Commissioner Wiggins stated that it was the only significant option for parking downtown.

**MOTION: TO HOLD A PUBLIC HEARING ON JULY 13, 2017 IN ORDER TO HEAR COMMENTS FROM THE PUBLIC CONCERNING THE FUTURE OF THE MUNICIPAL BUILDINGS ON N CROSS STREET**

The motion was made by Commissioner Hedlund and was seconded by Commissioner Wiggins. The motion passed unanimously.

**MOTION: TO HOLD A WORK SESSION ON JUNE 12, 2017, 7PM TO DISCUSS THE FUTURE OF THE MUNICIPAL BUILDINGS ON N CROSS STREET AND TO CONTINUE THE DISCUSSION ON THE HIRING OF A NEW TOWN ADMINISTRATOR**

The motion was made by Commissioner Wiggins and was seconded by Commissioner Stallings. The motion passed unanimously.

The fourth item under New Business was to discuss the drainage improvements for Corano Lane. Hurd explained that we have experienced some drainage issues that were first noticed approximately a year ago. She stated that the quote from Oakes Grading was \$7,300. When asked, Hurd stated that this would come out of Powell Bill. Hurd stated that he would still need to do the approved repairs to S Nassau Street first, as that area is more hazardous.

**MOTION: TO APPROVE THE DRAINAGE IMPROVEMENT REPAIRS ON CORANO LANE**

The motion was made by Commissioner Redd and was seconded by Commissioner Wiggins. The motion passed unanimously.

The fifth item under New Business was a discussion of a Sign Removal Policy. Commissioner Wiggins explained that there were realtors blanketing the town with illegal signs in the right of way a couple of weeks ago. He stated that they have come up with a proposal to write an Ordinance that would make any non-permitted sign illegal. They would be considered as litter and fined appropriately. Mayor Flowers stated that he liked the idea. Tatum stated that most people don't know it is illegal to put their signs in the right of way. He suggested a warning for the first offense, then start fining after that. Commissioner Redd asked how this would be enforced and Tatum stated that the Streets Department picks them up. Commissioner Redd asked who contacts the owner of the signs and Tatum stated that Town Staff generally does. Commissioner Redd asked if this was for a specific type of sign and Tatum stated that it was for temporary signs, such as gator board signs. Tatum stated that anything in the right of way is illegal.



Commissioner Redd asked what the right of way was defined as and Hurd explained that the size of the right of way depended on the road, though the average was sixty feet, thirty feet on each side of the yellow line. Commissioner Wiggins reminded the Board that they are illegal on state roads. Commissioner Redd asked if they could get a temporary permit from the Town for Town streets and Tatum stated that it was illegal to put them in the right of way, regardless. Tatum stated that there is an area by the railroad tracks that the Town, and other charitable organizations, can use. He stated that we could keep that area open for those kinds of signs and just not allow commercial signs.

Clark stated that the Zoning Ordinance clearly addresses illegal signs. He stated that updating the sign portion of the Ordinance has been on their list of things to do but other items were given priority. Clark explained that the Code Enforcement Officer gets involved when permanent signs are not in compliance. Tatum explained that subdivisions are putting signs out Friday afternoons and taking them up on Sundays. He stated that we need to call the real estate companies to let them know they are illegal the first time that the signs go up. Tatum stated that if they continue putting them up illegally, then we can start fining them \$25 a sign. Commissioner Redd asked who would pick up the signs or call the realtors on the weekend and Tatum stated that the police officers could tell us what signs are out. Chief Kirts stated that he didn't like the idea but would if the Board wanted them to. He stated that there were about thirty signs out last week between Cedar Creek Road and downtown that had been there at least a week and he picked up several himself. Chief Kirts stated that he didn't want the police officers to have to deal with the signs, call the realtors and deal with all of this stuff but it is the only way it's going to get done on the weekends.

Mayor Flowers asked if there was verbiage to cover this problem in the Zoning Ordinance and Clark stated that there was but it needed to be more detailed. Clark explained that general statues state that the only signs allowed in the right of way are political signs and even those have a time frame they have to adhere to. He stated that it has always been an issue and we try to treat everyone the same way. Mayor Flowers asked if there was a time frame for when they would be able to work on updating the sign section of the Zoning Ordinance and Commissioner Wiggins stated that they were close to having something. Clark stated that Staff would take a look at it. Commissioner Hedlund stated that there was excess signage on weekends. Chief Kirts wanted to clarify who would pick up the signs on the weekend because it would be adding more to a department that is already stressed. Mayor Flowers stated that once we have a workable draft, we can move forward, hopefully at the next meeting.

The sixth item under New Business was a discussion on the revised Fee Schedule for Zoning. Thomas stated that they had looked at neighboring towns and were suggesting some modest increases. One of the items added was for technical services that the Town has to contract out and pay for. Examples included reviews by the attorney or engineer. It also included planning consultation fees, should consultations take more than an hour. He stated that this was a first reading, and a second one would need to be made, along with a Public Hearing, at next month's meeting. Mayor Flowers stated that Staff had done a great job and agreed that it was comprehensive and covered costs appropriately. Commissioners Hedlund and Redd agreed as well.

**MOTION: TO APPROVE THE REVISED FEE SCHEDULE AS PROPOSED**

The motion was made by Commissioner Redd and was seconded by Commissioner Wiggins. Clark explained that the proposed changes would need a second reading along with a Public Hearing. He stated that he would recommend an effective date would be August 1, 2017, if approved. The motion was rescinded.

The seventh item under New Business was to adopt the proposed Budget for FY 2017 / 2018 with a tax rate of \$0.66 per \$100 valuation. Commissioner Hedlund clarified that the tax rate was the same as last year and Tatum stated that was correct.

**MOTION: TO ADOPT THE PROPOSED BUDGET FOR FY 2017 / 2018 WITH A TAX RATE OF \$0.66 PER \$100 VALUATION**

The motion was made by Commissioner Hedlund and was seconded by Commissioner Wiggins. Commissioner Redd stated that Tatum had done a great job and made a huge difference in the Town. The motion passed unanimously.

The next item on the agenda was Closed Session (if necessary). Mayor Flowers stated that the Board needed to go into Closed Session to discuss personnel.

**MOTION: TO GO INTO CLOSED SESSION TO DISCUSS PERSONNEL**

The motion was made by Commissioner Wiggins and was seconded by Commissioner Redd. The Board went into Closed Session at 8:39pm and came out at 9:12pm. Mayor Flowers stated that they went into Closed Session to discuss personnel and no action was taken.

The next item on the agenda was Committee Updates.

Policy / Ordinance Committee – Commissioner Hedlund presented an updated job description for the Town Administrator position based on the information put forth for the advertisement. Commissioner Redd stated that it looked good and Commissioner Wiggins stated that the old version was created in 2014.

**MOTION: TO APPROVE POLICY NUMBER 9.510 – TOWN ADMINISTRATOR JOB DESCRIPTION**

The motion was made by Commissioner Hedlund and was seconded by Commissioner Redd. The motion passed unanimously.

Finance Committee – There were no comments.

Capital Improvement Committee – There were no comments.

Comprehensive Development Committee – There were no comments.

The next item on the agenda was Reports and Other Business. Commissioner Redd stated that both she and Mayor Flowers would be bartending, along with their spouses, at Wine and Beer 101 – Youngsville on Saturday to raise money for the Youngsville Area Kids Soccer. She stated that there would also be a pork butt cook-off.

Commissioner Hedlund asked for an update on the Main Street Improvements Project and Clark stated that we were waiting on final approval from NC DOT. Clark stated that there would be new opportunities for funding the round-a-bout next year, though the project has not yet been elevated. He explained that there was no funding at this time but the Town will continue to push NC DOT into taking over the project as it is a NC DOT road. Clark stated that he has not heard back from NC DOT concerning a turn lane or signal at 5-Points. Commissioner Hedlund asked if we were still on target and Clark stated yes. Commissioner Hedlund offered his help to Staff and Commissioner Redd stated that she would help as well.

Clark stated that Papa Johns would be going in an existing building on US #1 Highway. He stated that the Flea Market has a new tenant that will be opening an antique shop. Clark stated that she will be making renovation and fixing the building up. He stated that all actives would be located inside the building, no outdoor storage.

Assistant Fire Chief Graney stated that calls were up 10%. He stated that the Youngsville Police Department did a wonderful job helping at a wreck over the weekend where they had a gas leak and needed to block off traffic.

The meeting adjourned at 9:20pm.

Town of Youngsville  
P. O. Box 190  
134 US 1A South  
Youngsville, NC 27596  
(919) 556-5073  
Fax (919) 556-0995  
Townyngs@townofyoungsville.org

# MINUTES

**JUNE 12, 2017**

**7:00 PM**

## WORK SESSION

### YOUNGSVILLE COMMUNITY HOUSE

Mayor Fonzie Flowers called the Work Session of the Town of Youngsville Board of Commissioners to order at 7:00pm. In attendance were Commissioners Graham Stallings, Catherine Redd, Larry Wiggins, and Terry Hedlund. Commissioner Joseph Johnson was unable to attend. Also in attendance were Town Administrator Bill Tatum and Town Clerk / Tax Collector Emily Hurd. A representative of the Franklin Times was also present.

Mayor Flowers moved the continued discussion of hiring a new Town Administrator to the first item on the agenda. Leamon Brice, N\*Focus, wanted to offer a solution to the Town Administrator position. He explained that N\*Focus offers more than just planning and zoning support, he himself is a retired Town Manager, with close to forty years' experience. Mr. Brice stated that it seemed the Board was looking to move forward with a full time Town Administrator. He explained that N\*Focus was trying to create a management / public administration side. Mr. Brice stated that N\*Focus could help the Town recruit a full time or part time Town Administrator, even on an interim basis. He stated that they could come in and work on individual projects if the Town Administrator was unable to work on those projects for any reason.

Mr. Brice stated that they have found someone in the local area that would be interested in the job part time as they are retired and only allowed to work 1,000 hours. Mr. Brice stated that he felt that Youngsville would attract mostly applicants that are fresh out of college with little to no experience. He stated that they may be ready to work hard but will make mistakes along the way. Mr. Brice stated that those without experience aren't prepared and may leave the Town without the proper vision, policies, or processes. He stated that it may also lead to problems with employees. For example, as the town grows, current staff may be unprepared for how to handle the extra work and they will rely on the Town Administrator to help direct the way. If the Town Administrator has no experience, they may not be able to help fix the issues either. Mr. Brice reiterated that he has found someone nearby that may be willing to start after Labor Day. He stated that this may also work out that he could train a rookie to step in full time when we are ready.

Tatum noted that the staff we already have from N\*Focus has worked out well. He explained that Youngsville has a lot of growth heading our way and we need someone with experience and contacts to help us grow. Tatum stated that he has done mostly the financial aspect of the job but has not been able to attend meetings and do the municipal aspects as they have been needed. Mr. Brice stated that having a person with experience part time, for a short period of time, will help us get where we need to be. He stated that

we need guidance and that is difficult from a Town Administrator with no experience. Mr. Brice stated that we need to get the vision of Youngsville set and let them focus on the Town Administrator duties and get someone else to do the financial portion. He stated that it would cost approximately \$80,000 - \$90,000 to get a full time Town Administrator with experience.

Mayor Flowers expressed concerns that October is just around the corner and we need to have a decision soon. He stated that we need to be aggressive in our search. Mayor Flowers noted that it could take months to find the right candidate that will fit in with Youngsville and our needs. He stated that if we hire through N\*Focus, and they don't work out, then N\*Focus will find us another, as they will actually be the employee of N\*Focus, instead of Youngsville. Commissioner Hedlund stated that he liked the idea of having a backup. Mr. Brice stated that N\*Focus could find someone that would serve as an interim Town Administrator.

Commissioner Wiggins expressed his concerns that part time won't be able to fulfill all of the duties that the Town Administrator should be doing. He stated that Chief Kirts is managing the maintenance department when that should be with the Town Administrator. Commissioner Wiggins stated that he can't see going with a part time Town Administrator when the need was for full time. He stated that we are at the edge of significant growth in our area. Mr. Brice agreed that we needed a Town Administrator to look at the overall big picture but stated that normally there was a supervisor in charge of maintenance instead of either the Town Administrator or the Police Chief. He stated that we need to figure out what is most important for the vision of Youngsville's future. Mr. Brice stated that some towns have no concept of what it involves until they are in the middle of all of that growth. Commissioner Wiggins stated that we have some concept already based on the growth in Wake Forest. Commissioner Redd stated that Envision Youngsville report gives a good vision for what the citizens want for the future of Youngsville. Tatum clarified that Youngsville still doesn't have a Comprehensive Development Plan (CDP) though it has been discussed often. Commissioner Redd wanted to clarify that the CDP would be something that a Town Administrator would work on and Mr. Brice stated yes. Commissioner Redd asked Mr. Brice who he thought should oversee the maintenance department and Mayor Flowers stated that there should be someone competent enough in charge. Commissioner Redd stated that the Board needed to decide if they want a part time or full time Town Administrator, which would help in the decision on how to recruit. She stated that we are looking for someone that can attend meetings, be present more, and help create plans such as the CDP. Mr. Brice stated that it would be difficult for the Town Administrator to do the entire CDP, they would manage those that were doing the CDP and help with the Public Hearings and contracts. Commissioner Redd stated that she wants to make sure that whoever we hire knows this, as we don't have a lot of group effort in this town. She stated that she just wanted to make sure that we get someone that can help get the people to make a group effort as well as being the leader.

Mr. Brice stated that the candidate they were looking at was retired Wake Forest Manager, Mark Williams. He stated that he felt it was important to have someone from the region who knows the area and has seen the growth. When asked, Mr. Brice stated

that he was only aware of the limited hours allowed for retirement, he didn't know how many years that Mr. Williams would be willing to provide. Commissioner Redd clarified that Mr. Williams would only be allowed to work 1,000 a year because of retirement and Mr. Brice stated that was correct.

Commissioner Hedlund stated that he felt the incoming Town Administrator would need to manage public works for a long period of time. He stated that it didn't need to stay with the Police Department and we couldn't afford to hire another person to supervise the department.

Commissioners Redd and Wiggins both stated that Mr. Williams was very good and worth getting even if it was part time. She asked if part time would work for Youngsville. Tatum clarified that he was limited to 1,000 hours per year but was not limited to how many hours per week he could work. If he worked more than twenty hours a week, then he could short another week to make up for it. Commissioner Stallings stated that it still goes back to it being part time. Mayor Flowers stated that this was a good starting point. He stated that we could deal with part time to start with then look for someone full time when we need. Mayor Flowers stated that it would give us a cushion. Hurd stated that it would help the Town find the right direction so that we would better know what we want and where we want to go when we hire a full time Town Administrator. Commissioner Wiggins stated that if we did go for a part time person, we couldn't do better than Mark Williams. His concern was that part time might not be adequate for our needs. Commissioner Redd agreed. Mayor Flowers had concerns putting an investment into a salaried employee if they end up not being the right person for Youngsville.

Commissioner Wiggins wanted to clarify that we would split the accounting to a firm. He stated that this would allow us to bring in an experienced man for 2.5 days a week and allow him to work on Town Administrator items instead of using one of his days for finance. Mr. Brice agreed that if you fill the financial void that Tatum will leave, then you are getting twenty hours of pure Town Administrator duties. Mr. Brice stated that if the Board did decide to hire someone fresh out of college, then this would be a good training opportunity with Mr. Williams. Commissioner Redd stated that if the Board was fine with hiring a part time Town Administrator, she was curious how long the Town could function with someone only as part time. She stated that we needed to be more cohesive with other groups such as the Planning Board, YABA, CAMPO, etc. Hurd asked Tatum how long it took to get a good handle on the financial situation when he came in and Tatum stated approximately six months. Hurd noted that there was an immediate difference when Tatum took over but agreed it took about six months to level things out. Tatum explained that it was all about systems, and once the system was created and in place, then it flows. He stated once everything was in place it was not always necessary for the Town Administrator to do all of it, they would be able to delegate duties. Tatum stated that we need someone to come in and give us a definition of what we need to be doing because none of it has really been done for six years and what was being done before was a lot of YABA and personal stuff. He stated that once you have the framework, it won't be that difficult. Tatum stated that it will then break down to getting what needed to be done when it needed to be done. Commissioner

Wiggins noted that getting twenty hours a week doing Town Administrator duties is more than we've had as Tatum has focused mostly on the financial aspect, especially if we subcontract the financial duties. Tatum stated that it was a bookkeeping function that could be done by either a bookkeeper or an accounting firm. Commissioner Wiggins agreed and stated that the current employees couldn't take it over as they have their own duties. When asked, Tatum stated that it was not a full time job. Commissioner Wiggins stated that if the Town Administrator did both the financial and administration duties, then it would be a full time job and Tatum agreed. Mayor Flowers agreed that it would take a minimum of six months to get on track and then we can continue to plan after that. He stated that he wasn't sure if we should limit the length of time that we would want to keep Mr. Williams, especially if things are working out right. Commissioner Wiggins stated that we could continue that way as long as we're satisfied with it. Mr. Brice stated that he felt it would take around four to eight months but Mr. Williams should be able to tell by the fourth month. Commissioner Hedlund stated that he felt it would take at least a year to learn what we don't know. He stated that it will be flexible and we can always change it. Commissioner Wiggins stated that getting a local, retired individual helps in that we won't have to worry about them having to move to Youngsville and we won't feel bad about having to let him go. He stated that he didn't think we would want to let Mr. Williams go. Commissioner Wiggins stated that Mr. Williams worked his way up through the system in Wake Forest and had good experience. Mr. Brice agreed that within six months, Mr. Williams will be able to tell the Board where they are and what needs to happen over the next six to twelve months. Commissioner Hedlund stated that it seemed to be the best solution. Mayor Flowers asked about contract length and Mr. Brice stated that we could start with a set amount and then go month to month from there.

Mayor Flowers wanted to note that all of the N\*Focus employees thus far have been outstanding and top notch. He stated that it was obvious that they delivered high quality, high caliber people. Hurd stated the Board didn't get to see on a daily basis but working with Clark, Belk and Thomas, you realize that you also get the entire staff of N\*Focus to help when needed. Should you need an answer that someone doesn't have, they can find it for you. Hurd stated that not only are you getting the employee but you are getting a backup system as well. Commissioner Wiggins stated that was a tremendous asset.

Commissioner Redd asked how it looked financially to use N\*Focus for a part time employee and Mayor Flowers stated that it looks to save us money. Tatum agreed that in theory it would save us money. Commissioner Wiggins asked what the bookkeeper would cost the town and Tatum stated that he will be making some inquiries and asked that Commissioner Redd ask her associates as well. Commissioner Hedlund stated that he also wanted to look at getting quotes on contracting out the mowing services and Tatum stated that he felt it was more of a management issue. Tatum stated that circumstances that have put the department behind schedule and we need to give that time to get caught up. He stated that the expectation level is higher than performance level and that needs to be dealt with as well. Commissioner Hedlund stated this was not something that we needed to talk about tonight. Mayor Flowers stated that having someone fully functional in that position would help with issues like this. Tatum stated that if the department heads are doing their jobs, then the Town Administrator will have time to do the high level stuff, which is what they are hired to do.

Commissioner Stallings stated that he would support the decision of the Board either way but he still felt that we needed to have someone full time, even if they were inexperienced. He reiterated that he would support the Board and thinks it's a great idea as well. Commissioner Redd stated that she agreed that we needed a full time Town Administrator but Mr. Williams was very impressive and Commissioner Stallings agreed. Commissioner Redd stated that we could then hire someone new to the field and Mr. Williams could help train them. Commissioner Redd stated that she is anxious about it because she does feel that we will need more than twenty hours a week. Commissioner Stallings stated that Mr. Williams could be one of the best things to happen to Youngsville. Commissioner Wiggins agreed that he felt full time was what the Town needed but he was willing to sacrifice and go part time to get Mr. Williams and Commissioner Redd agreed. Commissioner Stallings stated that we will have to face the inexperienced Town Administrator at some point and we can't keep putting it off. Commissioner Hedlund stated that this would be a good first step in the right direction.

Tatum asked if we should move forward with getting information on contract fees from N\*Focus. Mr. Brice stated that he just wanted to give the Board this option to consider during their search for a Town Administrator. He stated that they would work on getting more information to the Board. Commissioner Redd asked if the Board would be able to meet with him before hand and Mr. Brice stated that would be good to do an interview for both sides. Commissioner Hedlund stated that he would like to meet with him as he had never met Mr. Williams before and Commissioner Wiggins stated that Mr. Williams will probably have questions as well.

After a brief discussion it was decided to hold on further advertisements at this time. Mayor Flowers stated this option presented itself before we could get too far into advertising the position and he wanted to bring this option to the Board for their opinion. He stated that he felt it was going to take six months to get a good idea of where we are and where we want to be. Mayor Flowers stated that now we need to get an idea on the costs associated with this option. Commissioner Redd stated that she still had concerns about part time and compared it to Clark, Belk, and Thomas. She stated that they are really good at what they do and we keep wanting to give them more hours and she felt that we would have the same issues with Mr. Williams. Tatum reminded the Board that some things can be delegated as well. Mayor Flowers stated that he has experience and Tatum stated that he also has the contacts in this area.

The next item on the agenda was to discuss what the Board wanted to do with the old Town Hall and Police Department. Mayor Flowers opened up the discussion concerning how difficult it was to find parking in downtown and Commissioner Hedlund stated that he felt this was the last opportunity for the Town to have off-street parking. Commissioner Hedlund stated that other opportunities have fallen through and we need parking badly. Commissioner Wiggins agreed and pointed out that we also have the maintenance shop on the same property. He stated that we should keep the shop, tear down the other buildings and make parking. Commissioner Wiggins understood that the Town may not want to spend the money to tear the buildings down but we can wait until we are ready to bring them down. Commissioner Stallings wanted clarification on when



or if we would tear down the buildings and Commissioner Wiggins stated that we could tear them down when we could afford it.

Mayor Flowers stated that initially the Board had wanted to tear it all down and make one big parking lot. Commissioner Wiggins agreed that was the original plan. Mayor Flowers stated that the options were to tear the buildings down to make it all parking. He stated that it would cost approximately \$25,000 for each building which opened the option to sell the buildings and have public parking in the back lot. Mayor Flowers stated that the money could be used to help offset the debt from the new building. He reminded the Board that an easement would be needed to access the back lot for parking and the maintenance shop as well as one for Mr. and Mrs. White to be able to access their driveway.

Commissioner Wiggins stated that we can remove the buildings at different times unless it's cheaper to remove them both at the same time.

Commissioner Stallings asked about the roof and Mayor Flowers stated that we would keep the shop, that it just needs a few repairs.

Commissioner Wiggins stated that the Town Hall was in bad shape and Commissioner Hedlund agreed that it needed to come down.

Commissioner Redd stated that she was torn because we needed parking but it was still pretty far away from some of the shops in town, especially those on the other side of the railroad tracks. She stated that she didn't think we should use the money to pay off the new building. Commissioner Redd stated that she also knew that we would never get parking elsewhere in town. Hurd pointed out that this may help as people would have to walk past other shops and businesses on their way to their destination and they may stop to shop in other stores as well.

Tatum stated that we needed to get a firm estimate on tearing down the old buildings and Commissioner Wiggins stated that he would look into getting quotes.

Mayor Flowers stated that he understood that some people would have a problem with tearing them down as both buildings do have a lot of history to them.

Hurd clarified that the Public Hearing Notice for July 13<sup>th</sup> would include the options to completely tear down both buildings and open the area for parking and the option to sell both buildings with easements for parking in the back lot.

The Board clarified that Tatum and Commissioner Redd would look into getting information and quotes on having a bookkeeper or accounting firm do the financial records for the Town, Commissioner Wiggins would look into getting quotes for tearing down the buildings and Tatum and Mayor Flowers would be in touch with N\*Focus concerning the potential contract for a Town Administrator.

The meeting adjourned at 8:13pm.

Town of Youngsville  
P. O. Box 190  
134 US 1A South  
Youngsville, NC 27596  
(919) 556-5073  
Fax (919) 556-0995  
Townyngs@townofyoungsville.org

# MINUTES

**JULY 10, 2017**

**7:00 PM**

## WORK SESSION

### YOUNGSVILLE COMMUNITY HOUSE

Mayor Fonzie Flowers called the Work Session of the Town of Youngsville Board of Commissioners to order at 7:00pm. In attendance were Commissioners Graham Stallings, Catherine Redd, Larry Wiggins, Terry Hedlund and Joseph Johnson. Also in attendance were Town Administrator Bill Tatum and Town Clerk / Tax Collector Emily Hurd. A representative of the Franklin Times was also present.

The only item on the agenda was to continue the discussion on hiring a new Town Administrator. Leamon Brice, N\*Focus, wanted to introduce Roe O'Donnell as a potential candidate for a temporary, part-time Town Administrator. Mr. O'Donnell gave a brief description of his duties and experience from his time in Wake Forest.

The Board proceeded to interview Mr. O'Donnell. Conversation included some points of interest by Mr. O'Donnell, as well as Mr. Brice. Amongst the most repeated were "Vision" and the importance of the Comprehensive Development Plan (Plan). It was stated that once we know what we want, then we can plan on how and when. Mr. O'Donnell, who is retired, stated that he felt he had enough hours left this year to be more than helpful and would be willing to use most of his hours early next year to help until the Board can hire a full-time Town Administrator. It was agreed by both Mr. Brice and Mr. O'Donnell that it would take a minimum of four months for a proper assessment by Mr. O'Donnell. Mr. O'Donnell also noted that it would take approximately one year to develop a proper Plan. He suggested getting the Plan in order then using that to work on updating the Zoning and Subdivision Ordinances.

Both Mr. Brice and Mr. O'Donnell stated that hiring a full-time Town Administrator would attract those fresh out of college. They stated that Youngsville will need to have their Vision in order and to look for someone with a minimum of three to five years' experience. Using an experienced Town Manager such as Mr. O'Donnell would help with the transition to a full-time Town Administrator with little to no experience.

The Board thanked both Mr. Brice and Mr. O'Donnell for their time.

The Board continued their discussion after their departure. Commissioner Wiggins expressed concerns that he had not yet seen a proposal by N\*Focus. Tatum stated that he had just received it and would present it during Closed Session during Thursday night's Board Meeting. It was decided that further discussion would continue in that Closed Session. Tatum stated that at this time, we don't know what we have. He stated that we

need to have it analyzed by someone qualified to look into it and tell us what we need to do to move forward.

The meeting adjourned at 7:59pm.

Town of Youngsville  
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Youngsville, NC 27596  
(919) 556-5073  
Fax (919) 556-0995  
Townyngs@townofyoungsville.org

# MINUTES

**JULY 13, 2017**

**7:00 PM**

## REGULAR MEETING

### YOUNGSVILLE COMMUNITY HOUSE

Mayor Fonzie Flowers called the Board Meeting of the Town of Youngsville Board of Commissioners to order at 7:00pm. Commissioner Hedlund gave the invocation. In attendance were Commissioners Graham Stallings, Catherine Redd, Larry Wiggins, Joseph Johnson, and Terry Hedlund. Also in attendance were Town Administrator Bill Tatum, Town Clerk / Tax Collector Emily Hurd, Police Chief Daren Kirts, Town Attorney Joseph Olivieri, and Planning / Zoning Administrator Bob Clark. A representative from the Franklin Times was also present.

The first item on the agenda was a Public Hearing on the proposed text amendments to the Zoning Ordinance concerning indoor and outdoor gun ranges. Mayor Flowers opened the Public Hearing at 7:01pm. There were no comments from the public. The Public Hearing was concluded at 7:02pm.

The next item on the agenda was a Public Hearing on the revised Fee Schedule for Zoning. Mayor Flowers opened the Public Hearing at 7:02pm. There was no comment from the public. The Public Hearing was concluded at 7:02pm.

The next item on the agenda was a Public Hearing on the future plans for the property of the old Town Hall and Police Department on N Cross Street. Jim Moss, N College Street, encouraged the Board to get an appraisal for the buildings as it would be good to have. Mr. Moss stated that he would like to see the old Town Hall building restored as an old fire station that could house the museum as well as the fire truck from the 1960's that the Youngsville Fire Department is having restored. He stated that the old Police Department could be torn down for extra parking or it could be sold and renovated. There were no other comments from the public. The Public Hearing was concluded at 7:04pm.

The next item on the agenda was citizens' comments. FC Winston, Highway 96, explained to the Board that there was an issue concerning Hampton Downs installing a sidewalk that extends onto his property. There seems to be some question as to whether this is a public right of way or not. Mr. Winston expressed concerns that he could be liable for any accidents that happen on the portion of the sidewalk that extends onto his property. He stated that the Board of Adjustments, in 2014, gave Hampton Downs permission to install a sidewalk but this sidewalk is not located where it was originally supposed to be installed. Mr. Winston stated that the sidewalk runs along a dead end street. He stated that he didn't think that Hampton Downs had done everything in the manner they were told at the Board of Adjustment meeting. Attorney Olivieri scanned

copies of the letters Mr. Winston had from the Hampton Downs' Attorney. He explained that any type of litigation would need to be discussed during Closed Session. Mr. Winston made a reference to the Town taking over his private property and quoted the Fifth Amendment. He thanked the Board for their time.

Rodney Bowen, SE Railroad Street, wanted to thank Chief Kirts for his help on repairing some of the drainage problems that he has had for years. He stated that Chief Kirts did more in one week than the Town has done in years. Mr. Bowen explained that he has storm water that drains onto his property from the Post Office and that he recently met with the owners of the property where the Post Office is located. He stated that he is still getting some run off but not as severe as previous problems. Mr. Bowen explained that he has invested a considerable amount of money to fix the drainage problem and it was never enough.

Mr. Bowen also wanted to discuss the rumors that new owners want to turn 123 SE Railroad Street into a commercial business. He stated that he owned the property on the corner across from it and he didn't feel that it was right to bring commercial that far into a residential area. Mr. Bowen stated that he would not have moved into this area if he knew it would become commercial. He stated that he could not tolerate any more. Mr. Bowen reiterated that he appreciated everything Chief Kirts did for him.

Mayor Flowers asked Mr. Bowen how long he had owned the home and Mr. Bowen stated ten years. Mayor Flowers asked when he first came to the Town with the drainage problem and Mr. Bowen stated about four or five years ago. Mr. Bowen explained that he tried everything to keep the water from flooding his house.

Jerry Branch, SE Railroad Street, stated that he is a retired general contractor and loves it here. He stated that it really is his "home town" now. He also wanted to express concerns that the house at 123 SE Railroad Street would be rezoned to commercial. Mr. Branch stated that he purchased his home to retire in. He expects to stay in that home for the remainder of his life and does not wish to see commercial come this far into a residential neighborhood, especially in an area where people have fixed up their homes. Mr. Branch wanted to ask the Board to take this into consideration when making their decision. Attorney Olivieri asked if the Town had received an application and Clark stated that we did for the vacant lot on SE Railroad Street.

The next item on the agenda was the Financial Report. Jim Winston of Winston, Williams, Creech, Evans and Company LLC presented the Audit for FYE 2016. He handed out copies of the Audit Report to the Board. Mr. Winston gave a breakdown of revenues, of which 55% came from Ad Valorem Taxes. He stated that actual revenues for FYE 2016 was \$1,725,282. Mr. Winston also gave a breakdown on expenditures, of which 40% was general government and 36% was public safety. He stated that actual expenditures for FYE 2016 was 2,273,905. Mr. Winston stated that our available Fund Balance had grown from -1.36% in FYE 2011 to 88.09% FYE 2016, which is over the state average. He stated that Tatum had done a great job. He stated that the Fund Balance was \$1,299,294 and the Cash Balance was \$1,249,352. Mr. Winston stated that the Tax Collection Rate was down to 98.06% from 98.97%, which was in line with the

state average. He stated that Youngsville has had great results starting from FYE 2011 and are getting better every year.

Mayor Flowers stated that he was very happy with these results. Tatum wanted to remind the Board that next year's Audit will show the money spent on renovating Town Hall. He wanted to reiterate to the Board to keep adding to the Fund Balance, especially considering the mortgage for the new building has an adjustable rate. Tatum stated that we are paying off the mortgage quickly with additional payments from the ABC Store profits. He stated that the system we have now is running good and the Town should be fine as long as we stay on track. Mayor Flowers stated that Tatum has done a commendable job, as well as keeping everything transparent. Mr. Winston agreed that Tatum was doing a great job.

The next item on the agenda was the approval of the Consent Agenda. The Consent Agenda consisted of approval of the minutes from the Board Meeting on June 8, 2017, minutes from the Work Session on June 12, 2017, and the minutes from the Work Sessions on July 10, 2017. Also included on the Consent Agenda was the Tax Collector's Report, the Police Department Report and the Youngsville Fire Department Report. A Resolution updating the designated Planning, Zoning, and Subdivision Administrators and Codes Enforcement Officers was also included in the Consent Agenda along with the Audit Contract for FYE 2017 for Winston, Williams, Creech, Evans and Company LLC. Other items included on the Consent Agenda include Budget Amendment 2017-10 and Powell Bill Budget Amendment 2017-01.

**MOTION: TO APPROVE THE CONSENT AGENDA**

The motion was made by Commissioner Wiggins and was seconded by Commissioner Redd. The motion passed unanimously.

The next item on the agenda was Old Business. The first item under Old Business was a discussion on the request from Holden Development LLC under the Development Enhancement Policy. Attorney Olivieri stated that they were still working on getting this finalized. He explained that the legislation looks to have been settled and we need to match our Policy with the legislation.

**MOTION: TO TABLE THE DISCUSSION ON THE REQUEST FROM HOLDEN DEVELOPMENT LLC UNDER THE DEVELOPMENT ENHANCEMENT POLICY TO AUGUST 10, 2017**

The motion was made by Commissioner Hedlund and was seconded by Commissioner Redd. The motion passed unanimously.

The second item under Old Business was to continue the discussion about possible action regarding the regulation of indoor and outdoor gun ranges. Clark stated that he wanted to present two options to the Board. Both options ban outdoor gun ranges, though one has an exception for turkey shoots. As there is not a universal definition or standard for turkey shoots, there was a lot of room for misinterpretation. Neither option applies to

hunting activities as regulated by the state, and private landowners and their family and guests, not to exceed ten individuals at one time. Clark stated that they gathered information from Chief Kirts as well as the Planning Board.

Commissioner Hedlund wanted to clarify which option would allow for the Kiwanis Club to continue to have their scheduled turkey shoot in November. Clark explained that the first option allowed turkey shoots in the ETJ at any location. The second option prevented turkey shoots in the ETJ with the exception of Panic Point. As Panic Point has a previously issued Special Use Permit, they will continue to be allowed to have turkey shoots at their location. It would be considered a legal non-conforming use.

Commissioner Redd asked how many turkey shoots did Youngsville have each year and Clark stated that there was not that many. The Kiwanis Club did one for a month each year and on occasion another organization would have one located elsewhere in our ETJ.

Commissioner Johnson asked what Staff was recommending and Clark stated that both Staff and Chief Kirts were recommending the second option considering the proximity to residential areas. When asked, Clark explained that there was no difference in both options concerning indoor gun ranges. Clark noted that the owner of the gun shop, Patriot Shooting Sports, was also against allowing outdoor gun ranges in our ETJ.

**MOTION: TO ADOPT THE UPDATED ZONING ORDINANCE ALLOWING INDOOR GUN RANGES BUT DISALLOWING ALL OUTDOOR GUN RANGES, INCLUDING TURKEY SHOOTS. HUNTING ACTIVITIES AS REGULATED BY THE STATE AND PRIVATE LANDOWNERS AND THEIR FAMILY AND GUESTS, NOT TO EXCEED TEN INDIVIDUALS AT ONE TIME, ARE ALLOWED**

The motion was made by Commissioner Johnson and was seconded by Commissioner Hedlund. The motion passed unanimously.

The third item under Old Business was to continue the discussion, and to possibly take action on the revised fee schedule for zoning. Clark explained that there were a few changes such as raising the fee for a text or subdivision from \$300 to \$500, raising the fee for an appeal from \$250 to \$300 with the option of waiving the fee should the applicant win their appeal, and establishing a fee of \$100 for consultation beyond one hour. Clark explained that these fees were in line with other local towns and Franklin County's fees. When asked, Clark explained that if the Town had to bring in a consultant, such as an engineer, then those costs would be reimbursed to the Town. He explained that the consultation fee would apply to people who use an extraordinary amount of time with Staff, especially for projects that never get started. Mayor Flowers stated that it made good sense to cover the costs so that the tax payers didn't have to. These fees would become effective on August 1, 2017. When asked, Clark clarified that the consultation fee would be due regardless of whether the project was viable or not. Clark explained that people come in to meet with Staff concerning conceptual ideas, sometimes more than once. He stated that the costs are adding up. Mayor Flowers noted that the fees are consistent with others and were not excessive and Clark agreed.

**MOTION: TO ADOPT THE REVISED FEE SCHEDULE FOR ZONING AS PRESENTED WITH AN EFFECTIVE DATE OF AUGUST 1, 2017**

The motion was made by Commissioner Stallings and was seconded by Commissioner Hedlund. The motion passed unanimously.

The fourth item under Old Business was to continue the discussion on the future plans for the old Town Hall and Police Department on N Cross Street. Mayor Flowers stated that he had hoped for more citizens to come in and tell the Board their thoughts on the matter. He stated that parking for Main Street was crucial and this could help. The options are to keep the buildings and land, tear down the buildings to make room for parking, or sell the buildings and have public parking in the back. Commissioner Wiggins stated that he was still waiting on quotes for the cost of tearing down the buildings. Commissioner Hedlund stated that this could be our last opportunity for parking and Mayor Flowers agreed. Mayor Flowers summed up the discussion from the July 10<sup>th</sup> Work Session and he reiterated the three options that the Board came up with that night. He stated that selling all of the buildings and property was not feasible and we would lose a lot of parking. Mayor Flowers stated that another option was to keep the buildings and use the back lot for parking but renovating those buildings would put us back where we started from. He stated that tearing down the buildings for parking was the final option and seemed to be the most viable.

When asked, Attorney Olivieri explained that the Town would have to go through the bidding process to sell the property. He stated that we would also need to make sure that there was a good title to the land. Commissioner Hedlund wondered how much parking the lot could provide as it looks like you could get a substantial amount. Attorney Olivieri explained that if we sold just the buildings, then we would need to make sure to get easements to reach the shop and back parking lots. He stated that a surveyor would need to record those easements and any subdivision of property between the buildings and parking. Commissioner Hedlund stated that he felt we needed more information and Mayor Flowers agreed, stating that we needed to know what all of the costs involved were going to be.

Chief Kirts reminded the Board that the electricity for the shop was located in the building for the old Police Department. He stated that it would cost approximately \$3,000 to move the connections to the shop.

Mayor Flowers asked the Board if they wanted to finish this conversation next month, when more information was available. Commissioner Redd stated that we needed a survey to see how much parking would be available to see if it was worth the money to tear down the buildings. Hurd stated that if the buildings remained standing, parking in the back lot would consist of an area close to what the Boondocks currently has. Commissioner Redd stated that she agreed with Mr. Moss and felt that the Town needed to get an appraisal for the property so that we can better make a decision on if it would be worth selling the buildings. Chief Kirts explained to the Board that there were ceiling tiles falling in at the old Town Hall and it now floods during rains. He stated that the



Police Department building could be saved but the fact the old Town Hall is falling down was the whole reason we moved. Commissioner Johnson stated that he didn't think we should fix the buildings. Attorney Olivieri stated that an appraisal would help the Board figure out which was a better solution, selling the buildings or tearing them down to use the land. Mayor Flowers stated that we would not be getting rid of the extra land in the back, the main question is to keep, sell, or tear down the buildings.

Commissioner Johnson expressed concerns that the shop would be landlocked if we sold the other two buildings, though it would be more feasible to keep the Police Department if we needed to keep a building.

Tatum stated that if the buildings were sold, someone could renovate them to make decent office space or even retail. Chief Kirts stated that it would need to be completely gutted but the structure is good.

After a brief conversation the Board decided to continue the discussion until next month.

**MOTION: TO CONTINUE THE DISCUSSION ON FUTURE PLANS FOR THE PROPERTY OF THE OLD TOWN HALL AND POLICE DEPARTMENT – N CROSS STREET**

The motion was made by Commissioner Johnson and was seconded by Commissioner Hedlund. After another brief conversation concerning appraisals, the motion passed with four ayes and one nay vote by Commissioner Redd.

The next item on the agenda was New Business. The first item under New Business was the Tax Collector's Settlement Report for FY 2016 / 2017. Hurd briefly read through the report. She explained that the Settlement Report showed all taxes, fees, and interest billed for current and past due taxes as well as all monies collected by the Tax Collector. Hurd stated that she kept the list of insolvents from last year and incorporated this year's insolvents. She explained that the Board would need to adopt the Resolution approving the Tax Settlement Report with the updated insolvent list. Hurd stated that the Board would also need to Order the Collection of 2017 Taxes as well.

The second item under New Business was to adopt the Resolution approving the Settlement with the Tax Collector for insolvents.

**MOTION: ADOPT THE RESOLUTION APPROVING THE SETTLEMENT WITH THE TAX COLLECTOR FOR INSOLVENTS**

The motion was made by Commissioner Redd and was seconded by Commissioner Johnson. The motion passed unanimously.

The third item under New Business was to order the collection for 2017 taxes.

**MOTION: TO ORDER THE COLLECTION FOR 2017 TAXES**

The motion was made by Commissioner Hedlund and was seconded by Commissioner Wiggins. The motion passed unanimously.

The next item on the agenda was Closed Session (if necessary). Mayor Flowers stated that the Board needed to go into Closed Session to discuss personnel and potential litigation.

**MOTION: TO GO INTO CLOSED SESSION TO DISCUSS PERSONNEL AND POTENTIAL LITIGATION**

The motion was made by Commissioner Johnson and was seconded by Commissioner Redd. The Board went into Closed Session at 8:08pm and came out at 8:47pm. Attorney Olivieri stated that they went into Closed Session to discuss personnel and the Board resolved to hire Roe O'Donnell through N\*Focus as proposed to serve as Town Manager. Attorney Olivieri stated that no action was taken regarding the potential litigation.

The next item on the agenda was Committee Updates.

Policy / Ordinance Committee – There were no comments.

Finance Committee – There were no comments.

Capital Improvement Committee – There were no comments.

Comprehensive Development Committee – There were no comments.

The next item on the agenda was Reports and Other Business. Mayor Flowers stated that QDR would be at McDonald's on July 21<sup>st</sup> from 5:30-10am. He stated that he would be out of town but it would be nice for everyone that could to show up and speak about Youngsville.

Mayor Flowers wanted to remind the Board that the Kerr-Tar COG would have its Annual Awards Ceremony on September 28<sup>th</sup> and Board members needed to RSVP by September 12<sup>th</sup> if they are going.

Commissioner Hedlund stated that the Kiwanis Club would host the Fall Festival on September 23<sup>rd</sup>. He stated that they would need help with setup on September 22<sup>nd</sup>. Commissioner Hedlund stated that the Kiwanis Club would also host their Annual Turkey Shoot Fundraiser at Panic Point on Cedar Creek Road on November 4<sup>th</sup>, 11<sup>th</sup>, 18<sup>th</sup> and 25<sup>th</sup> from 6-10pm. He stated that they needed prizes, in the \$25 range, to be donated.

Clark stated that the agreement with Kimely-Horn for the Main Street Improvements Project has been executed. He stated that letters have been sent out to notify the business owners that a survey would be conducted soon. Clark stated that within the next few weeks, Staff would walk the Project area along with Mayor Flowers, Commissioner Hedlund, DOT, and the project engineers. He explained that we received the contract with CSX for a right of way entry to do the Project work around the tracks. He stated

that there was a fee involved that was already built into the Project budget. Clark explained that he needed for the Board to authorize the Mayor to sign the agreement so that we can move on to the next step in the Project.

**MOTION: TO AUTHORIZE THE MAYOR TO SIGN THE AGREEMENT WITH CSX RAILROAD CONCERNING THE MAIN STREET IMPROVEMENT PROJECT**

The motion was made by Commissioner Hedlund and was seconded by Commissioner Redd. The motion passed unanimously.

Clark stated that we have received a rezoning application for a vacant lot on SE Railroad Street. He explained that the owner wants to turn that vacant property into a parking lot so it needs to be rezoned from Residential to Main Street Business District (MSBD). Clark stated that it will go before the Planning Board on August 1<sup>st</sup> and a Public Hearing for the Board of Commissioners on August 10<sup>th</sup>. When asked, Clark explained that if the Board does rezone it to MSBD, then they cannot limit the lot to just parking. He stated that anything that is allowed in the MSBD could be put on that lot as long as it meets the requirements. Clark stated that Staff does recommend approval.

Assistant Fire Chief Graney stated that calls are still increasing. He wanted to thank Assistant Chief Thomas, Mayor Flowers, and all other Youngsville staff that assisted with the tribute to Dillon Baldrige. Assistant Fire Chief Graney stated that it was put together on short notice but it was well done.

Assistant Fire Chief Graney also wanted to thank the Town for mowing the cemetery before the funeral of a member of the Youngsville Fire Department. He stated that it looked good.

Assistant Fire Chief Graney stated that Mr. Moss had mentioned the fire truck from the 1960's. He stated that it still needs some work but it's looking great.

Mayor Flowers stated that both the Youngsville Fire Department and Youngsville Police Department do great things daily but honoring a fallen hero was especially moving. He stated that seeing the American Flag hanging over Youngsville Boulevard was wonderful. Mayor Flowers agreed that the planning was done in a short time frame but the tribute flowed seamlessly. He thanked everyone for their help.

Commissioner Johnson stated that both All-Star teams went to tournament. He stated that the 8U have won their games and are continuing on. Commissioner Johnson stated that the 10U won their sectionals but are now out of the tournament.

Commissioner Johnson stated that fall baseball registration would start soon and that Nash was doing a great job.

Hurd stated that we have had some complaints about door-to-door sales. She explained that no one has come in for their permit and therefore, they are not allowed to sell within

town limits at this time. Hurd explained that the Police Department is aware of the situation and would keep an eye out. She stated that the Ordinance Committee is also aware that there is not a time frame for door-to-door sales in the Town Ordinance.

Hurd stated that Town offices were closed on Tuesday, July 4<sup>th</sup>. This caused some confusion as it was also garbage day. She explained that Waste Industries did run on July 4<sup>th</sup> but a lot of people did not put their garbage out assuming otherwise. Hurd stated that Waste Industries has given the option of giving phone numbers to them so that they can do automatic calls notifying customers of changes in service, such as holidays and inclimate weather. After a brief discussion, it was decided to give the customers the option to sign up for this service.

Hurd stated that Franklin County Tax Office will start working on the Tax Scroll around July 18<sup>th</sup>. She stated that she hoped to have it shortly thereafter to mail tax bills.

Chief Kirts stated that repairs will start on S Nassau Street next week and the repairs on Corano Lane will start the last week in July. He stated that the new roof and doors on the shop have been installed.

The meeting adjourned at 9:07pm.

Town of Youngsville  
P. O. Box 190  
134 US 1A South  
Youngsville, NC 27596  
(919) 556-5073  
Fax (919) 556-0995  
Townyngs@townofyoungsville.org

# MINUTES

**AUGUST 10, 2017**

**7:00 PM**

## REGULAR MEETING

### YOUNGSVILLE COMMUNITY HOUSE

Mayor Fonzie Flowers called the Board Meeting of the Town of Youngsville Board of Commissioners to order at 7:00pm. Commissioner Hedlund gave the invocation. In attendance were Commissioners Graham Stallings, Catherine Redd, Joseph Johnson, and Terry Hedlund. Commissioner Larry Wiggins was not in attendance. Also in attendance were Town Administrator Bill Tatum, Town Clerk / Tax Collector Emily Hurd, Police Chief Daren Kirts, Town Attorney Joseph Olivieri, Planning / Zoning Administrator Andy Thomas, Parks and Recreation Director Mike Nash, Administrative Assistant Kathryn Tucker. Representatives from the Franklin Times and the Wake Weekly were also present.

The first item on the agenda was a Public Hearing on a request to rezone 105 SE Railroad Street by Joe Farrell for LJ120, LLC from Residential Single Family (RS) to Main Street Business District (MSBD). Mayor Flowers opened the Public Hearing at 7:01pm. Anne Marie Della Morte stated that her business was located at 105 SE Railroad Street.

Note: the property in question for the rezoning request is actually located at 109 SE Railroad Street. It was incorrectly listed on the Agenda and Staff Findings as 105 SE Railroad Street, though all maps show the proper lot in question. The application for rezoning has the correct Property Record Number (1852-48-9089)/Parcel Number (006752) and the proposed Ordinance has a legal description of meets and bounds that is correct for 109 SE Railroad Street.

Ms. Della Morte stated that she did not have a problem with the rezoning request, her concern was flooding issues from the proposed parking lot. She stated that there were no easements on any of the maps or deeds and she wanted further information before any change is made. Ms. Della Morte reiterated her concerns about storm water runoff as she currently has some issues with the vacant lot and a more solid surface will compound the issue.

Rod Bowen, 201 SE Railroad Street, also expressed concerns about drainage. He reminded the Board that he has had drainage issues coming from a commercial building located behind his property. Mr. Bowen stated that if the runoff is not handled properly, it could be costly to current business owners and residents.

The Public Hearing was concluded at 7:05pm.

The next item on the agenda was citizens' comments. There were no comments from the citizens.

The next item on the agenda was the Financial Report. Tatum explained that Parks and Recreation received sponsorship money in June but did not spend it until after the end of the fiscal year, which has already been closed out. He stated that he needed verbal permission to pay the bills out of this year's fund balance. Tatum stated that he would have the Budget Amendment ready by next month and the cost would be approximately \$3,150.

**MOTION: TO MOVE FORWARD WITH PAYING THE OUTSTANDING BILLS FOR THE PARKS AND RECREATION DEPARTMENT**

The motion was made by Commissioner Johnson and was seconded by Commissioner Redd. The motion passed unanimously.

The next item on the agenda was the approval of the Consent Agenda. The Consent Agenda consisted of the minutes from the Board Meeting on July 13, 2017. Also included on the Consent Agenda was the Tax Collector's Report, the Police Department Report and the Youngsville Fire Department Report. An Ordinance to allow the sale of alcoholic beverages before noon on Sundays at licensed premises and a Resolution to purchase a new police vehicle financed by Union Bank were also on the Consent Agenda.

**MOTION: TO APPROVE THE CONSENT AGENDA**

The motion was made by Commissioner Redd and was seconded by Commissioner Stallings. The motion passed unanimously.

The next item on the agenda was Old Business. The first item under Old Business was a discussion on the request from Holden Development LLC under the Development Enhancement Policy. Attorney Olivieri stated that as Clark was not present, he wanted to table this again until next month.

**MOTION: TO TABLE THE DISCUSSION ON THE REQUEST FROM HOLDEN DEVELOPMENT LLC UNDER THE DEVELOPMENT ENHANCEMENT POLICY TO SEPTEMBER 14, 2017**

The motion was made by Commissioner Johnson and was seconded by Commissioner Hedlund. The motion passed unanimously.

The second item under Old Business was to continue the discussion on the future plans for the old Town Hall and Police Department on N Cross Street. Mayor Flowers stated that Commissioner Wiggins was not present and since he was in charge of bringing quotes, he felt that we should table the conversation until next month.

**MOTION: TO TABLE THE DISCUSSION ON FUTURE PLANS FOR THE PROPERTY OF THE OLD TOWN HALL AND POLICE DEPARTMENT – N CROSS STREET**

The motion was made by Commissioner Johnson and was seconded by Commissioner Hedlund. The motion passed unanimously.

The next item on the agenda was New Business. The first item under New Business was a request to rezone 109 SE Railroad Street by Joe Farrell for LJ120, LLC from Residential Single Family (RS) to Main Street Business District (MSBD). Thomas summarized Staff Findings. He explained that Joe Farrell, for LJ120, LLC, had applied to rezone property located at 109 SE Railroad Street from RS to MSBD. Thomas stated that the Youngsville Planning Board has reviewed the application and have recommended approval of the rezoning, stating that it is consistent with the surrounding area, plans and policies of the Town of Youngsville. He stated that the applicant wishes to rezone this property to be used as a parking lot to supplement the commercial property that is already owns on Main Street. Thomas wanted to make sure that the Board understood that the property is of size that it could be used for any other permitted use in the MSBD and all allowable uses should be considered in contemplating the rezoning request. He stated that due to the location of the property, this request does fit with the downtown area.

Thomas stated that the Board may base its decision on any number of factors, paying attention to the consistency of the proposed zoning as it relates for any and all Plans and Policies. The Board would need to decide if this would be advantageous to increasing the tax base, in which the 2010 Land Use Plan identifies as a goal. The Envision Youngsville report also shows the property as being adjacent to the generally recognized east MSBD area, which appears to support the Downtown Business/Economic Development goals, which include drawing viable businesses to downtown, promote the MSBD as a cultural and retail center for the town, and the need for more parking and a concern that a lack of parking was preventing drivers from stopping in Youngsville. Thomas noted that no matter the use, there are buffer requirements that would need to be met along the adjoining residential properties. He also noted that the MSBD is adjacent on two sides of the property and would not constitute spot zoning. Thomas stated that the Planning Staff supports this request as it is consistent with the adopted Land Use Plan and more particularly with the goals of Envision Youngsville report. He explained that the MSBD would accurately reflect the non-residential history and pattern of development for this and nearby business properties. Thomas explained that they have included wording for the motions in Staff Findings for both approval and denial of the application. He stated that there is also a list of allowable uses included as well.

Commissioner Stallings asked if there had been any discussion concerning the water runoff onto neighboring properties during the Planning Board Meeting and Thomas stated that it had not been addressed at the Planning Board meeting. Thomas stated that allowing the rezoning would allow the applicant to do something on the property that would redirect the water flow. He stated that doing nothing would continue the current problem of runoff.

A citizen in the audience questioned when they would be allowed to speak and Mayor Flowers explained that the Public Hearing was where the citizens were allowed to express their concerns. Attorney Olivieri stated that the Board could open up the Public Comment section again if they wanted to. When asked, Hurd explained that the information has been available at Town Hall for anyone that wanted to see it prior to the meeting. She also explained that the meeting had been advertised for two consecutive weeks, adjoining property owners were contacted by mail, and a sign has been posted on the property for approximately three weeks. After a brief discussion, Mayor Flowers asked if the Board would like to open the floor to comments from the public.

**MOTION: TO REOPEN THE PUBLIC HEARING ON THE REQUEST TO REZONE 109 SE RAILROAD STREET BY JOE FARRELL FOR LJ120, LLC FROM RESIDENTIAL SINGLE FAMILY (RS) TO MAIN STREET BUSINESS DISTRICT (MSBD).**

The motion was made by Commissioner Johnson and was seconded by Commissioner Hedlund. No objects were raised, so Mayor Flowers reopened the Public Hearing to allow the public to voice additional concerns.

Ms. Della Morte stated that she felt this was opening a can of worms that could leave only one residential property on the block. She stated that she was in real estate and was all for growth but not on the backs of the citizens.

Jessica Stapleton, 118 E Main Street, stated that she currently lives in the house behind Scoops on Main and owns the business on the corner. She expressed concerns about the construction phase while turning this property into a parking lot. Ms. Stapleton wanted to know what the plan is after the property is rezoned to MSBD as she felt that no one knows what is going on. She stated that if things went south, her concern was how it would affect the other businesses on Main Street. Ms. Stapleton stated that there are already traffic problems in the area and felt that the parking lot would make things worse. She again expressed her concerns about construction, noting that families live in the area. Ms. Stapleton stated that she understood the need for more parking but again had concerns for the customers and residents of the area. She reiterated that people need to know what the plan is and as of right now they don't.

Brent Banks, owner of 108 E Main Street, expressed concerns about a group of investors coming into town like this and buying a lot of property. He stated that they could end up turning things upside down. Mr. Banks wanted to caution the Board to make sure that they look closely and oversee all of the future plans.

Amber Castle, 876 N Main Street, Wake Forest, explained that she worked for Brandi's Botanicals. She stated that customers have called them and stated that they couldn't come to their shop because there was nowhere to park. Ms. Castle stated that they needed more parking so that people can get to their shop and she supported this request to rezone as it would help their business.



Curtis White, 762 Highway 96, stated that he was in favor of the rezoning request as long as they abide by the state regulations concerning storm water runoff. He explained that he's been in Youngsville all of his life and he is sympathetic to all of the previous comments, but we need more parking. Mr. White stated that things are moving forward and we need to see better infrastructure. He reiterated that he was in favor as long as they can retain the storm water and disperse it in the right way based on how NC Department of Environmental and Natural Resources (DENR) would approve.

Karen Banks, owner of 108 E Main Street, wanted to know if the parking would be available for all of the businesses in Youngsville or just for the ones that the applicant owned. She also expressed concerns about runoff as it seems to be a big issue. Mrs. Banks wanted to know if the adjoining property owners would be involved in the plans for storm water or would they at least be made aware of the solution. She stated that the runoff wouldn't affect her property overly much but would affect neighboring businesses, unless the parking lot goes farther back, then it might affect them.

Terry Phillips, 111 E Persimmon Street, stated that she loves Youngsville and understands the huge opportunity to build up a business here. Even though Youngsville has small emergency service departments, she stated that she still felt that growth was great. Ms. Phillips expressed concerns about the current traffic problems. She stated that she was all for business growth. Ms. Phillips wanted to know that if the rezoning was approved for the parking lot, could the Board restrict the applicant from rezoning another property to commercial. Attorney Olivieri stated that some of those items were a separate issue, we could only discuss the proposed rezoning request for this one piece of property. He explained that if anyone moved forward on the other properties, there would be Public Hearings and Board Meetings to discuss them at that time as a completely separate issue. Ms. Phillips stated that there were rumors about future plans and rezoning and Attorney Olivieri reiterated that the only thing that can be discussed tonight was the application for rezoning, not future plans that have not yet been applied for. Ms. Phillips also wanted to express concerns about the storm water runoff as she has seen what the runoff from the Post Office has done to Mr. Bowen's property. She stated that she also gets runoff from the Armory onto her property and stated that paved parking lots create issues. Ms. Phillips stated again her concerns about traffic though she does know that there are future plans to change that. She stated that we needed the growth as long as it doesn't hurt the area.

Tammy Narron, 216 SW Railroad Street, expressed concerns about water runoff as it flows underneath the railroad tracks towards a creek past her house. She stated that there are erosion problems already and the creek may need to be improved.

Blaine Holmes, 974 Cooke Road, stated that he felt it was a great idea. He stated that parking lots were great for businesses and a safe way to park.

Kim Caggiano, 140 Paddy Lane, stated that she lived in Stephen's Glen subdivision. She explained that at their community meeting, a lot of people were in support of this parking lot. Ms. Caggiano wanted to come and represent Stephen's Glen for the Public Hearing. She stated that they felt it was a great idea and her neighbors are excited about the

change. Ms. Caggiano stated that many people in her subdivision did not come to downtown because of the current parking situation.

Applicant Joe Farrell, 255 Forest Bridge Road, stated that he shared their concerns about the storm water runoff and has spoken with Ms. Della Morte. He explained that parking is important. Mr. Farrell stated that they have lived in the Youngsville area for a year and love it. He explained that he has done commercial real estate projects for thirty five years and this was a great opportunity. Mr. Farrell stated that they care about the neighborhood, their neighbors, and the last thing they wanted to do was create a bad situation. Mr. Farrell explained that they planned to gravel the parking lot instead of paving it. He stated that they would have it engineered and would work closely with the Town's zoning and that their engineer and architect would take care of the drainage, trees, etc. He stated that no parking meant no business and Youngsville needed the parking. Mr. Farrell stated that this would be public parking with no signs that say you can't park there, no gates, and no cameras. He stated that it will be parking for the community. Mr. Farrell stated that he would do this right and would be careful not to make the drainage worse as they want to be good neighbors.

Mr. Banks questioned if the Board had time to read their packets and Mayor Flowers stated yes, that they get their packets well before the Board Meetings.

As there were no other comments from the public, Mayor Flowers continued the discussion amongst the Board. Commissioner Redd stated that she understood that everyone was fired up but the Town has an awesome Board and Mayor. She stated that this was a close knit community where everyone was familiar with each other. Commissioner Redd wanted to assure everyone that they did read their packets days before the meetings so that they have time to review the information. She stated that Town Hall was always open, along with the opportunity to email the Staff and the Board. Commissioner Redd explained that she didn't want people to have to come to a meeting where they were confused about what was going on and unable to speak when they wanted to. She stated that it was important that we all work together to grow Youngsville in the right direction. Commissioner Redd begged that everyone not get fired up but come to Town Hall or contact one of the Commissioners so that we can work together because this is our community. She stated that the Board tries to make good, informed decisions. Commissioner Redd stated that everyone needed to come to the monthly meetings so that they will be up to date on what is happening in Youngsville. Mayor Flowers agreed with Commissioner Redd's statement. He stated that he understood everyone's concerns and they do not take matters such as this lightly. Mayor Flowers explained that the traffic has always been a struggle in this town but it is not a quick fix. He stated that parking is one of the biggest complaints that the Board receives. Mayor Flowers stated that he is in favor of off-street parking due to safety concerns because of Main Street traffic. Mayor Flowers stated that he understood the concerns over the storm water runoff but that is something that he felt could be managed. He stated that he appreciated everyone's input on the situation and it is important for everyone to come out so that the Board can hear their concerns.

Commissioner Redd asked if the Board could set conditions like they did during Board of Adjustment Hearings and Attorney Olivieri stated no, this was a different process with a different set of rules.

Commissioner Hedlund explained that he has lived in Youngsville for eight years and feels that people take their life in their hands on Main Street when they try to get out of their car. He expressed concerns about the storm water runoff as well. Attorney Olivieri stated that runoff from one property onto another was between the property owners. Commissioner Hedlund mentioned that the surveyors for the Main Street Improvements Project were surveying Main Street for Phase 1. He explained that we will be getting better cross walks during that Grant and there has been talk of a round-a-bout at the 5-Points intersection. Commissioner Hedlund stated that we are looking for financial help from NC DOT, as it is their road. He stated that he walks Main Street every day and sees the traffic problems, during both morning and evening hours.

Commissioner Redd stated that it was a great step in having this many people show up. She also wanted to express her concerns about the traffic on Main Street. Commissioner Redd stated that Commissioner Hedlund had worked hard to get the Town these grants. She explained that we are in the Phase 1 of the Project, which includes new sidewalks, streetscapes, crosswalks and a new bike/pedestrian path. Commissioner Redd stated that a lot is going on that people don't know about because they aren't at the monthly meetings.

Commissioner Stallings agreed with Commissioner Redd and wanted to remind the public that there was also an opportunity to attend the Planning Board meetings so that they can get more information on the projects before it reached this point. He stated that Planning Board meetings are open to the public and if everyone had attended and heard the information at that meeting, then some may have had a different view of this project coming into this Board Meeting. Commissioner Stallings stated that every request to rezone has to go through the Planning Board first.

Commissioner Johnson stated that he was concerned that if we rezoned it to MSBD, the applicant could decide to put something different on the property. He too expressed concerns about the storm water runoff. Commissioner Johnson stated strongly that we need and want a parking lot. He stated that we are working on bringing more people to downtown and we will need more parking.

Mayor Flowers asked if there was any more discussion and the following motion was made.

**MOTION: TO ACCEPT THE PLANNING STAFF REPORT AND ACCEPT THE RECOMMENDATION OF THE PLANNING BOARD TO APPROVE THE REQUESTED REZONING OF THE APPLICANT'S PROPERTY FROM RS TO MSBD BECAUSE: (1) THE ZONING MAP AMENDMENT IS A LOGICAL EXTENSION OF THE MSBD CONSISTENT WITH THE BUSINESS DEVELOPMENT PATTERNS ALONG THIS PORTION OF THE**

**DOWNTOWN BUSINESS DISTRICT AND (2) CONSISTENT  
WITH THE GOALS OF THE LAND USE PLAN AND THE  
ENVISION YOUNGSVILLE REPORT**

The motion was made by Commissioner Stallings and was seconded by Commissioner Hedlund. The motion passed unanimously.

The next item on the agenda was Closed Session (if necessary). Mayor Flowers stated that the Board needed to go into Closed Session to discuss personnel.

**MOTION: TO GO INTO CLOSED SESSION TO DISCUSS PERSONNEL**

The motion was made by Commissioner Johnson and was seconded by Commissioner Redd. The motion passed unanimously. The Board went into Closed Session at 7:47pm and came out at 8:04pm. Mayor Flowers stated that they went into Closed Session to discuss personnel. Attorney Olivieri stated that the first item discussed concerned the contract with an accountant and the Board directed him to discuss the terms in the engagement letter with the accountant. He stated that the second item discussed was to direct Staff to finalize the terms for the Town Manager contract with N\*Focus.

The next item on the agenda was Committee Updates.

Policy / Ordinance Committee – There were no comments.

Finance Committee – There were no comments.

Capital Improvement Committee – Commissioner Redd stated that she was aware that having a historic district was complicated in Youngsville, as the historic homes were spotted throughout town. However, she wanted to look more into the history of Youngsville and Franklin County to maybe revisit the idea of having historic plaques on homes. She noted that half of the houses have them already. Commissioner Redd stated that including a map of the historic homes would be nice to have as well. Hurd explained that she had an old map that noted all of the historic homes in Youngsville and she would forward it to Commissioner Redd. She stated that when we originally did the plaques, the homeowners paid for them but at a reduced cost based on the fact they were ordered through the Town account. Commissioner Redd stated that we could figure out which homes were missing plaques and move forward from there.

Comprehensive Development Committee – There were no comments.

The next item on the agenda was Reports and Other Business. Mayor Flowers stated that YAKS would be starting in September.

Mayor Flowers stated that a tribute concert for Dillon Baldrige would take place on October 7<sup>th</sup> at 7pm at Louisburg College.

Commissioner Redd noted that the Pack House Coffee Shop seemed to be doing good business. She stated that there were not as many instances of customers cutting through Franklin Street as she had expected.

Commissioner Hedlund stated that the Kiwanis Club would be picking up litter on September 2<sup>nd</sup> starting at 8am. They would be cleaning S Cross Street. He noted that he will be getting some volunteers from the High Schools through Nash.

Commissioner Hedlund stated that the Fall Festival will be held on September 23<sup>rd</sup>, the Halloween Carnival on October 31<sup>st</sup>, and the Turkey Shoot will be held every Saturday in November on Cedar Creek Road.

Thomas stated that Staff has received a site plan for Park Place Commons, located on Park Avenue near the Highway 96 and US 1A North split, across from WEMC before you reach Wheaton Avenue. He explained that it will be a 5,000 square foot flex space, divided into six units, with two 150 x 20 foot mini storage units behind the building.

Thomas stated that Capital Plumbing has site plans in the final stages of approval and will be located on Burt Winston Road beside Grace Fellowship Church. He stated that it would be a 7,500 square foot warehouse with a small office up front.

Thomas stated that K-Flex has finished their upfit, which includes a 500,000 square foot warehouse.

Thomas stated that the surveying for the Main Street Improvements Project has begun. He explained that they are surveying the location of the right of ways in relation to the store fronts. Thomas stated that next the next step would be to do a walk through on Main Street, probably in the fall.

Thomas stated that there are two interested parties looking at 360 acres south of town, located near Youngsville Boulevard and Steven Taylor Road. He stated that he was more hopeful now that Franklin County has revised their water policy.

Thomas stated that he and Clark have discussed the problems that we are having with signs and they are investigating our Ordinance to see what options we have.

Attorney Olivieri suggested giving a summary of how Public Hearings work like we do before Board of Adjustment Hearings. He stated that it would be good to give a brief rundown of what the issue is, the roles for all involved parties, and the scope of what is allowed by the public during the allowed comment section. Both Commissioners Johnson and Redd agreed this was a good idea.

Chief Kirts stated that they have been very busy lately. He reminded the Board that he was promised the possibility of a new full time officer around December and we need another officer more than ever. When asked, Chief Kirts clarified that all of incidents on the Police Department Report are increasing, including wrecks, general small crimes, as

well as calls for service. He stated that he didn't remember Youngsville ever being this busy.

Mayor Flowers stated that he like the Coffee with a Cop event and Chief Kirts stated that they would continue doing that along with other projects to reach out to our citizens. Chief Kirts stated that they are working on getting a Facebook page up and running. Mayor Flowers asked if the Police Department Report could include the increased percentages and Chief Kirts stated yes. Mayor Flowers stated that it was nice to have those numbers so we can show people why we need to have more police officers.

Assistant Fire Chief Graney stated that they too have had their busiest year. He stated that there was a twelve percent increase for the year so far.

Assistant Fire Chief Graney stated that the antique engine was back at Station #2 and it still needed some work. He stated that there was also an antique horse drawn hose reel that has been restored and is now located at Station #1. Assistant Fire Chief Graney stated that they would do an unveiling event in the fall.

Assistant Fire Chief Graney stated that their annual Golf Tournament would be held on August 26<sup>th</sup>.

Assistant Fire Chief Graney stated that the new fire engine would be at Station #1 next month. He stated that their older trucks have a lot of wear and tear on them.

Nash stated that we are in the middle of fall baseball registration. Mayor Flowers stated that our teams played well at tournament and Nash agreed. Nash explained that although we didn't go to the World Series, the team that beat us did, we were that close.

Hurd stated that tax bills were mailed out in late July with a total of \$920,006.80 and payments have already started coming in.

Hurd stated that garbage bills will go out tomorrow with flyers that include the form to submit your phone number to Waste Industries for change in service calls, notices concerning grass clippings being blown in the roadways, and fall baseball registration.

Hurd mentioned that the Tar River Festival would have its first ever BBQ cook-off and judges are still needed.

Chief Kirts stated that the projects for both S Nassau Street and Corano Lane have been completed.

Mayor Flowers wanted to thank everyone for their patience during the Public Hearing.

The meeting adjourned at 8:22pm.

Town of Youngsville  
P. O. Box 190  
134 US 1A South  
Youngsville, NC 27596  
(919) 556-5073  
Fax (919) 556-0995  
Townyngs@townofyoungsville.org

# MINUTES

**SEPTEMBER 14, 2017**

**7:00 PM**

## REGULAR MEETING

### YOUNGSVILLE COMMUNITY HOUSE

Mayor Fonzie Flowers called the Board Meeting of the Town of Youngsville Board of Commissioners to order at 7:00pm. Commissioner Hedlund gave the invocation. After invocation, Commissioner Hedlund led everyone in attendance to sing Happy Birthday to Mayor Flowers. Mayor Flowers stated that he was touched and thanked everyone. In attendance were Commissioners Graham Stallings, Catherine Redd, Larry Wiggins, Joseph Johnson, and Terry Hedlund. Also in attendance were Town Administrator Bill Tatum, Town Clerk / Tax Collector Emily Hurd, Police Chief Daren Kirts, Town Attorney Joseph Olivieri, Planning / Zoning Administrator Bob Clark and Assistant Fire Chief Justin Graney. Representatives from the Franklin Times and the Wake Weekly were also present.

The first item on the agenda was citizens' comments. Twig Wiggins wanted to thank the Board for moving Youngsville forward. He stated that the Franklin County Education Foundation would be holding a raffle; tickets would be \$50, each with a one in seventy five chance of winning. There were a total of twenty prizes, ranging up to \$10,000.

Mr. Wiggins also wanted to publicly apologize for his behavior at the last meeting he attended concerning taking out a parking spot; it was uncalled for. He stated that in the end, what was done was better than what he requested. Mr. Wiggins explained that there was limited parking for Main Street Flooring and asked that the Town add a parking space on N Cross Street where there is wasted space. If the Town moved the one they blocked off years ago forward, it would work without effecting the entrance to the alley. He stated that it was dangerous at this time and several people have almost been hit. Mr. Wiggins thanked the Board again for all they do and noted that the Town is moving forward. He stated that he understood that people may complain during the process.

The next item on the agenda was the Financial Report. There were no comments.

The next item on the agenda was the approval of the Consent Agenda. The Consent Agenda consisted of the minutes from the Board Meeting on August 10, 2017. Also included on the Consent Agenda was the Tax Collector's Report, the Police Department Report and the Youngsville Fire Department Report. There were two requests, Youngsville Halloween Carnival and the Youngsville Fall Festival, for donations of \$250 each. Budget Amendment 2018-02 was also included on the Consent Agenda. Mayor Flowers asked that the donation for the Fall Festival be stricken from the Consent Agenda per a conversation with Tatum.

**MOTION: TO REMOVE THE FALL FESTIVAL DONATION REQUEST OF \$250 FROM THE CONSENT AGENDA**

The motion was made by Commissioner Stallings and was seconded by Commissioner Johnson. The motion passed unanimously. Tatum explained that the Police Department would provide the necessary officers to help with the Fall Festival. Mayor Flowers stated that it was being promoted as a Town event, as opposed to an individual organization. Chief Kirts worked with Tatum to figure out how to pay for the overtime so that the Kiwanis Club wouldn't have to pay for off duty officers.

**MOTION: TO APPROVE THE AMENDED CONSENT AGENDA**

The motion was made by Commissioner Hedlund and was seconded by Commissioner Redd. The motion passed unanimously.

The next item on the agenda was Old Business. The first item under Old Business was a discussion on the request from Holden Development LLC under the Development Enhancement Policy. Attorney Olivieri stated that he still had not been able to meet with Clark but he felt that they would have it finished by the end of the year and Clark stated that it will be done as soon as they can. Commissioner Wiggins asked how long this has been going on and Mayor Flowers stated that it has been a while. Attorney Olivieri explained that it was hard for him and Clark to be in the same place at the same time. Mayor Flowers stated that he has received phone calls from the developer and we have been postponing this decision for quite some time. He stated that when we adopted this Policy, we promised these developers that we would help them out if they annexed into town limits. Attorney Olivieri stated that he will address it.

**MOTION: TO TABLE THE DISCUSSION ON THE REQUEST FROM HOLDEN DEVELOPMENT LLC UNDER THE DEVELOPMENT ENHANCEMENT POLICY TO OCTOBER 12, 2017**

The motion was made by Commissioner Wiggins and was seconded by Commissioner Johnson. The motion passed unanimously.

The second item under Old Business was to continue the discussion on the future plans for the old Town Hall and Police Department on N Cross Street. Commissioner Wiggins stated that he has received one quote to demolish the buildings, though he has two other quotes that will come in within a couple of days. The quote he received stated that it would cost \$15,000 to tear down and haul off Town Hall. The cost for the Police Department was \$9,000 and the Shop would be \$7,000. He noted that at this time we can't tear down the Shop as we still need it. Mayor Flowers stated that we need to keep the Police Department and Shop for the time being and noted that power for the Shop comes from the Police Department building. Chief Kirts stated that it would cost approximately \$3,000 to shift the electrical connection to the Shop.

Commissioner Wiggins stated that he noticed an event at Cross & Main had attendees parked all the way down Main Street, up Cross Street, at the Youngsville Baptist Church,



and in the Cross & Main parking lot. He stated that there is obviously not enough parking in this area. Chief Kirts stated that there never has been enough parking for that type of business and that parking has always been an issue for them. He noted that some had parked behind the old Town Hall, where we still keep equipment, and he doesn't care for that to happen. Commissioner Stallings asked where we would store the equipment if the Board decided to tear down all three buildings and Chief Kirts stated that we would have to erect a building somewhere to shelter the equipment, such as the tractor, lawnmower, hand tools, etc. Chief Kirts stated that there is nowhere else to locate all of that at this time. Commissioner Stallings stated that we have talked about constructing a new building before, but where would we put it and Chief Kirts agreed that was one the questions that had no answers at this time. Commissioner Stallings stated that if we demolish all three buildings, we still need to house the equipment. Mayor Flowers noted that it would cost a total of \$31,000 and we would still need a new building to house all of the equipment and tools. He stated that was not fiscally responsible. Tatum stated that the Town doesn't own any land suitable and Chief Kirts stated that it would also need to be secure, not just a shed. Commissioner Hedlund wanted to clarify that if we kept the Police Department and Shop, would there still be room for parking along with a secure area for equipment and Chief Kirts stated yes, as best we can. Chief Kirts stated that it wouldn't be the ideal solution but we can't stop the public now from parking near the equipment. He stated that the biggest use would be overflow parking for Cross & Main events. Commissioner Hedlund stated that the Police Department and Shop are valuable assets in regards to selling any of them, so he felt that we should hold onto them for right now and try to sell them while we figure out parking for where the old Town Hall is located. He stated that the old Town Hall is in really bad condition from his understanding and would cost a significant amount of money to get it ready for sale. Chief Kirts agreed, stating that it was close to being in a condemned state. Commissioner Hedlund recommended tearing it down. Mayor Flowers stated that there would still be parking available behind the old Town Hall if we wanted to wait longer before tearing it down. He stated that he felt the Board was in agreement on keeping the Police Department and Shop; however, the decision on what to do with the old Town Hall seems to be the main issue. Mayor Flowers stated that he still feels that we could possibly sell the old Town Hall and let someone renovate it for a commercial use. He stated that he felt the Town should move forward with getting a dollar value for what we could sell the old Police Department building for. Tatum stated that the sale would have to be done by public auction but it can be listed on Govdeals.com. He reminded the Board that we would need to have a survey completed before we can sell it. Chief Kirts agreed that we would need to subdivide the Shop from the old Police Department lot. Commissioner Redd asked if there was anything that the Town could do with the old Police Department building in the future and Chief Kirts stated that it was still sound though it did have some asbestos. Commissioner Redd stated that she was hesitant to sell it as we don't own a lot of land or buildings for Town use. She stated that we didn't have to do anything with it immediately but it could be beneficial for future use. Commissioner Redd stated that the Board would only need to decide what to do with the old Town Hall building for parking. Chief Kirts stated that if we tear down the old Town Hall for parking, we will still need to keep an area for the large equipment and Commissioner Redd stated that we could section off the back lot for Town use. She stated that Youngsville is growing and it presents a lot of opportunities but she didn't know if we

were ready yet to know what we want to do because there are so many options. Commissioner Redd stated that she would hate to sell and then need it at a later point in time for our use. She stated that she wasn't ready to sell it yet, though she knew that it might be wasted space at this time, but she feels like something may come to mind that we can do great things with. Commissioner Redd stated that the Board should start the process of making the back lot ready for public parking without making the decision to sell or tear down right now. Commissioner Wiggins asked what were the monthly expenses and Tatum stated that we still pay insurance, electricity, and gas for approximately \$100 a month for all of the buildings combined. Commissioner Hedlund asked if there would be room for ample parking with the Town Hall still standing as that was the main need right now and Commissioner Redd stated that it would hold approximately thirty to forty cars. Tatum stated that we could take off the roof, gut the building and let it sit with just the cinderblock walls. He stated that if the Board decided to sell it then the buyer could upfit the building. Tatum stated that it would make the building safer and eliminate the utilities. When asked, Clark recommended that the Town could make the minor technical change of rezoning the property to Main Street Business District (MSBD), which would allow for smaller lots that would fit the downtown setting. He stated that Staff could start the process. Clark also stated that it was allowed to leave three walls standing for a building that had been gutted. He stated that Staff can work up a concept plan for parking, without having to pay for a survey at this point in the discussion, so the Board can see what they are working with. Commissioner Wiggins asked if there would be a problem with keeping the back lot as public parking if we sold the buildings. Attorney Olivieri explained that the Town would need to designate the parking area that belonged to the building when it was sold and obtain easements to allow access to the designated public parking area behind the building. Mayor Flowers explained that it would work like the Youngsville Animal Hospital, with the alley to get to their back parking lot. Attorney Olivieri stated that there could also be an agreement that states that the Town owns all of the parking and would let the business use some of the parking spaces. He stated that it was a small detail that can be worked out in a couple of different ways, including parceling out the building to give them their own parking or to share parking in the public lot. Commissioner Wiggins stated that if retail was put in the old Town Hall building, then Cross & Main would use it mostly on nights and weekends, so there would not be much of a conflict. Attorney Olivieri stated that it could all be worked out with deeds, easements and agreements. Commissioner Hedlund stated that we need parking and it would make sense to sell. Commissioner Redd stated that we don't own enough land. She stated that we are growing and we need things and Commissioner Stallings agreed. Commissioner Stallings asked Clark what process the Board would need to go through if they wanted a parking lot. Clark explained that once the layout is done, then we need to correct the remaining problems with the drainage. He stated that there are standards for the layout and how many spaces are needed in the Zoning Ordinance. Clark stated that it was a matter of the final grading and gravel as well as if the Town wishes to use car stops. Commissioner Stallings asked how long it would take and Clark stated that getting accurate information from the surveyor, along with accurate information concerning the drainage, would take approximately sixty days. Commissioner Stallings liked this idea as we have been talking about this for over six months with no decision being made. He stated that we need to set our priorities and do those first then worry about the rest

afterwards. Commissioner Redd suggested we get Staff to create a design for a parking lot behind the building and not make a decision on either building at this time. Meanwhile, we move forward with changing the zoning to MSBD to move forward while the Board continues to figure out what they want to do with the buildings along with creating a parking lot. Commissioner Redd stated that there is plenty of room in the back and a sure way to get back there. Clark stated that we already have a Public Hearing scheduled for next month for a rezoning request, we could go ahead and add the Public Hearing for rezoning of the old Town Hall lot for the same time. He stated that he would speak with Chief Kirts concerning what would be needed for Town equipment and bring a plan back for the Board. Mayor Flowers asked if that would allow enough time to get the remaining quotes in and Commissioner Wiggins stated yes. Commissioner Hedlund wanted to clarify what the general consensus was of the Board regarding the sale of the buildings and Commissioner Redd stated that she did not want to sell at this time. Attorney Olivieri summarized that Commissioner Redd wants to direct Planning Staff to create a parking plan and change the zoning to MSBD to prepare for the sale of the buildings, then report back to the Board. Commissioner Redd stated that was correct. Attorney Olivieri stated that the idea is to get the process started as we are still waiting on other information. Commissioner Redd stated that she felt that the Board had decided that we do want a parking lot, we do want to move forward with rezoning to MSBD, and to continue to work on a decision for selling the property.

**MOTION: TO DIRECT STAFF TO CREATE A PARKING PLAN(S) THAT INCLUDES A STORAGE AREA FOR TOWN EQUIPMENT AND MOVE FORWARD WITH THE PROCESS OF REZONING THE CURRENT PROPERTY TO MAIN STREET BUSINESS DISTRICT**

The motion was made by Commissioner Redd and was seconded by Commissioner Stallings. The motion passed unanimously.

Mayor Flowers asked if the Board wished to continue the remainder of the discussion until next month, when more information would be available and the Board agreed.

**MOTION: TO TABLE THE DISCUSSION ON FUTURE PLANS FOR THE PROPERTY OF THE OLD TOWN HALL AND POLICE DEPARTMENT – N CROSS STREET**

The motion was made by Commissioner Stallings and was seconded by Commissioner Redd. The motion passed unanimously. Attorney Olivieri reminded the Board that the neighbor's fence encroaches on the Town property by about five feet and that will need to be addressed when we do the official survey / subdivision of land. He suggested that we move forward with giving them the land by adjusting the property line since it was such a small amount of land in question. Attorney Olivieri stated that this was just some housekeeping that wouldn't hold up the process. Commissioner Wiggins wanted to clarify that we would also need to give an easement for the neighbors to access their driveway and Attorney Olivieri agreed that would also need to be included along with the easement for access to the back parking lot. Chief Kirts wanted to clarify if he needed to

relocate the Town equipment and Commissioner Redd stated that would be included in the proposed plans for parking.

The next item on the agenda was New Business. The first item under New Business was to approve, and allow the Mayor to execute, the contract with N\*Focus Planning and Design to provide the Town of Youngsville with personnel for the Town Administrator position.

**MOTION: TO APPROVE, AND ALLOW THE MAYOR TO EXECUTE, THE CONTRACT WITH N\*FOCUS PLANNING AND DESIGN TO PROVIDE THE TOWN OF YOUNGSVILLE WITH PERSONNEL FOR THE TOWN ADMINISTRATOR POSITION**

The motion was made by Commissioner Wiggins and was seconded by Commissioner Hedlund. The motion passed unanimously.

The second item under New Business was to appoint Roe O'Donnell as Town Administrator and Deputy Finance Officer, with related authority to co-sign checks.

**MOTION: TO APPOINT ROE O'DONNELL AS TOWN ADMINISTRATOR AND DEPUTY FINANCE OFFICER, WITH RELATED AUTHORITY TO CO-SIGN CHECKS**

The motion was made by Commissioner Johnson and was seconded by Commissioner Wiggins. The motion passed unanimously.

The third item under New Business was a discussion on updating the Special Events Permit Application process. Chief Kirts stated that the application itself is fine. He explained that people / organizations didn't know or realize when a permit was required. When asked, Chief Kirts suggested putting a guideline on the Town webpage, along with Facebook, to get the information out to the public. Mayor Flowers asked if there was any impact on current businesses and Chief Kirts explained that there have been a few noise complaints but no real problems. Chief Kirts stated that it needed to either be permitted or not permitted. He stated that right now, when they do the outside events, they are actually in violation. Chief Kirts explained that inside activities are fine but generally outdoor events affect the public, especially loud music. Mayor Flowers wondered if it would be logistical for a business to do a Special Events Permit for two nights each week and Chief Kirts agreed that it would not. Commissioner Redd wanted to clarify that this Special Events Permit was not required for regular businesses and Chief Kirts stated that he felt a business doing regular business during regular hours should probably be separated from random events. Chief Kirts explained that this Special Events Permit would be needed for events in places such as the Food Lion parking lot, festivals, etc. Chief Kirts stated that if a business was going to have an outside event that would spread to the parking lot, spill out and be large, then yes, even a private business would need to get a Special Events Permit. He stated that he didn't have any real answers which is why he brought this before the Board. Commissioner Redd agreed that this was something that we need to address and Mayor Flowers asked if this was something that the Board

could look at and tweak. Chief Kirts said yes and stated that these were just suggestions. Commissioner Wiggins stated that they could enter them into the Policy manual to be reviewed and adopted. Commissioner Stallings wanted to clarify that businesses that already have a Special Use Permit would not be required to get a Special Events Permit, only other types of events would need them. Chief Kirts stated that when businesses have their open houses, they should get a Special Events Permit and that he was not specifically talking about the business on Main Street that had their Special Use Permit. Commissioner Stallings asked if that particular business could continue as they were and have all the music that they want until 10pm and Chief Kirts agreed. Chief Kirts stated that he does still get calls to see if they have taken out a Special Events Permit and he can't answer the question because he is unsure if they need one or not. Commissioner Wiggins asked about the noise and Chief Kirts stated they aren't allowed to go above the limits set in the Noise Ordinance. Clark stated that when a business comes in for their zoning permit and that may have outdoor noise, they are made aware of the Noise Ordinance when their permit is issued. He noted that there were also Temporary Zoning Permits issued, for things such as food trucks, as well. Clark stated that Staff would confer with Chief Kirts and the Committee to look at all of these issues. Mayor Flowers agreed that everyone should share the information and work on the policy. Chief Kirts reiterated that this was just to bring it to the Board's attention for future events and Mayor Flowers agreed that it was good for everyone to know when they would need one. Commissioner Wiggins stated that it would also be a good idea to hand out a list of rules with the Special Events Permit Applications. Mayor Flowers agreed and stated that it was also good to know when they would need to even apply. He clarified that the Policy Committee would work on this along with Staff and Chief Kirts.

The next item on the agenda was Closed Session (if necessary). Mayor Flowers stated that the Board needed to go into Closed Session to discuss three personnel issues and two litigation issues.

**MOTION: TO GO INTO CLOSED SESSION TO DISCUSS PERSONNEL AND LITIGATION**

The motion was made by Commissioner Redd and was seconded by Commissioner Hedlund. The motion passed unanimously. The Board went into Closed Session at 7:42pm and came out at 8:29pm. Mayor Flowers stated that the Board went into Closed Session to discuss some personnel and litigation issues / scenarios. Attorney Olivieri stated that there was no action concerning the litigation issues. He stated that there was action taken on one employment issue. Attorney Olivieri stated that the Board decided to enter into a contract with Jaclyn Patterson as a Deputy Finance Officer. Attorney Olivieri stated that another item concerned him entering the employment of the District Attorneys' Office. He stated that he would no longer be allowed to act as the Town Attorney. Attorney Olivieri introduced Ed Bartholomew, who had purchased his law firm. Action was taken in Closed Session to make him the interim Town Attorney until the Board found someone permanent. Attorney Olivieri thanked the Board for the opportunity to serve Youngsville. He stated that both Youngsville and other clients did make the decision difficult. Mayor Flowers clarified that Jaclyn Patterson would be a Deputy Finance Officer, with related ability to co-sign checks. Attorney Olivieri stated

that the Board would need to approve her Engagement Letter as a contract then take action on her appointment. Mayor Flowers stated that it was a similar arrangement to the way we hired and appointed Roe O'Donnell in New Business.. He stated that the Board would need to make a motion to allow the Mayor to execute the contract as well as a motion to appoint her as Deputy Finance Officer.

**MOTION: TO APPOINT THE MAYOR TO SIGN THE CONTRACT WITH JACLYN PATTERSON TO PROVIDE THE TOWN OF YOUNGSVILLE WITH FINANCIAL SERVICES**

The motion was made by Commissioner Wiggins and was seconded by Commissioner Johnson. The motion passed unanimously.

**MOTION: TO APPOINT JACLYN PATTERSON AS DEPUTY FINANCE OFFICER, WITH RELATED AUTHORITY TO CO-SIGN CHECKS**

The motion was made by Commissioner Wiggins and was seconded by Commissioner Redd. The motion passed unanimously. Attorney Olivieri stated that after Tatum left the services of the Town of Youngsville, then we can make a motion to appoint her as the Finance Officer. After a brief conversation, it was felt that any further related actions would be taken next month.

The next item on the agenda was Committee Updates.

Policy / Ordinance Committee – Commissioner Wiggins stated that they were making progress on the changes to the Sign Ordinance but they had nothing to report at this time.

Finance Committee – There were no comments.

Capital Improvement Committee – There were no comments.

Comprehensive Development Committee – There were no comments.

The next item on the agenda was Reports and Other Business. Mayor Flowers thanked everyone for their birthday wishes and song. He also wanted to thank the Police Department and Fire Department for their help on the opening day of YAKS. Mayor Flowers stated that a lot of changes were coming and noted that both Attorney Olivieri and Tatum were leaving us. He stated that not only were there changes in a growth perspective but also in staff as well. Mayor Flowers wanted to thank Attorney Olivieri for his service and noted that he has been a great help to the Board. He stated that everyone has helped put the Town in the position to move forward.

Tatum thanked Hurd for all of her help and noted that she has grown professionally in the years he has been with Youngsville. He stated that he was proud of her.

Commissioner Redd wanted to remind everyone of the Coffee with a Cop on October 4<sup>th</sup> at McDonald's from 8-9am. She stated that it was a great opportunity to get to know our officers and become comfortable with them.

Commissioner Stallings noted that Pack House Coffee and Suzanne's Antiques have done a great job in their area. He stated that Suzanne's Antiques will have a soft opening tomorrow, September 15<sup>th</sup>, at 10am. Commissioner Stallings stated that Pack House Coffee has cars lined up every day and they are thinking about opening up another lane. He noted that Charron's Deli will be moving to a new location and hoped that we have solved the parking problems with the newly approved parking lot. Commissioner Stallings stated that things are really jumping.

Commissioner Johnson stated that there was still a traffic problem concerning the stoplight at Cedar Creek Road and Tarboro Road. He stated that traffic is still backing up and it took eight minutes for him to get through the light earlier this week. Commissioner Johnson stated that it has recently been backed up to the stoplight at Cross and Main Streets.

Commissioner Johnson stated that Fall Baseball teams have been drafted and the season will start soon.

Commissioner Hedlund stated that the Fall Festival would be held on September 23<sup>rd</sup>, from 9am – 4pm at the Youngsville Armory. He stated that the Kiwanis Club has put in a lot of work on the Festival and it has been challenging at times.

Commissioner Johnson stated that there were complaints about the seesaw at the Luddy Park. He stated that children are getting hurt and asked how it could be removed. Hurd explained that the organization that bought those items was no longer in existence so she felt that a motion by the Board would be sufficient to remove the seesaw.

**MOTION: TO REMOVE THE SEESAW FROM THE LUDDY PARK PLAYGROUND AREA**

The motion was made by Commissioner Johnson and was seconded by Commissioner Redd. The motion passed unanimously.

Clark stated that Wake Forest has requested that Youngsville adjust the ETJ on Stephen Taylor Road due to an annexation in the Agreement area. He explained that it will be brought before the Board in October or November. Clark noted that they had already annexed the property before the request was received so this will be a small housekeeping item.

Clark noted that the Main Street Project has finished the environmental review and the surveying is almost finished. He stated payment to CSX for the right of way request has been issued.

Clark stated that the recently adopted parking lot went through a fairly extensive design between the architect and engineer and has been approved by Staff. He stated that they are working on the temporary erosion control for the construction phase. Clark stated that the final drainage will tie into the pipe that goes underneath the railroad tracks. He stated that they are working to keep dirt off of the street, though there may be some temporary issues but it is a good plan. Clark stated that the dumpsters would be hidden in the back and everything meets the Town requirements. He noted that copies of the plans are at Town Hall.

Clark stated that they will be pushing both NC DOT and CAMPO to get the bypass on the radar. He stated that it will become a priority. Clark noted that they have met with Scott Hammerbacher of Franklin County Planning, who serves as the Chairman on the US #1 Planning Council. He stated that they are looking to get the project identified in the next two year cycle or at least get a study started before the corridor gets cluttered.

Clark wanted to let the Board know that the start of the PARTF Grant cycle has started for Parks and Recreation. He stated that he and Thomas had attended a class and are updated on the information.

Hurd stated that notification for the preliminary census for Youngsville increased from 1,300 last year to 1,348 this year.

The meeting adjourned at 8:50pm.



Town of Youngsville  
P. O. Box 190  
134 US 1A South  
Youngsville, NC 27596  
(919) 556-5073  
Fax (919) 556-0995  
Townyngs@townofyoungsville.org

# MINUTES

**OCTOBER 12, 2017**

**7:00 PM**

## REGULAR MEETING

### YOUNGSVILLE COMMUNITY HOUSE

Mayor Fonzie Flowers called the Board Meeting of the Town of Youngsville Board of Commissioners to order at 7:00pm. Commissioner Hedlund gave the invocation after a moment of silence for the violence in Las Vegas. In attendance were Commissioners Graham Stallings, Catherine Redd, Larry Wiggins, and Terry Hedlund. Commissioner Joseph Johnson was not in attendance. Also in attendance were Town Administrator Roe O'Donnell, Town Clerk / Tax Collector Emily Hurd, Town Attorney Edward Bartholomew, Finance Officers Bill Tatum and Jaclyn Patterson, Planning / Zoning Administrators Bob Clark and Andy Thomas. Representatives from the Franklin Times and the Wake Weekly were also present.

Mayor Flowers wanted to introduce the new Town Administrator Roe O'Donnell and new Finance Officer Jaclyn Patterson. He also introduced Ed Bartholomew as the new Town Attorney.

The first items on the Agenda were two Public Hearings. The First Public Hearing was for a request to rezone 123 SE Railroad Street, by Joe Farrell for Pacific Development, LLC, from Residential / Single Family (RS) to Main Street Business District (MSBD). The Public Hearing was called to order at 7:01pm. Thomas gave a brief Staff Summary of the request. He stated that the application was included in the Agenda Packet. Thomas read the definitions of both RS and MSBD districts. He explained that the Planning Board met on October 3, 2017 and the request received a unanimous Favorable Recommendation, as it appears to be a logical extension of the MSBD, business development pattern, Land Use Plan, and the Envision Youngsville Report.

Thomas explained that there has been a change in General Statutes that states the Board will have to adopt a Consistency Statement before they can act on the request to rezone. There will need to be two separate motions. He stated that the Board can accept, amend, or deny the Consistency Statement. Thomas explained that just because the Board finds the Consistency Statement favorable does not mean that they automatically have to approve the request to rezone.

Attorney Bartholomew outlined the conduct for Public Hearings and Mayor Flowers opened the floor to the public.

Jerry Branch, 207 SE Railroad Street, stated that he also attended the Planning Board meeting. He understands that development is going on in Youngsville and agreed it is a good thing. Mr. Branch stated that in his experience, developers come and go, but this

town does not. He stated that this was a unique opportunity to make this town some place that everybody wants to live in. Mr. Branch stated that he retired and moved to Youngsville three years ago and the taxes have increased since then. He asked that the Board look at not only what the resources were but also where people lived. Mr. Branch stated that the Board needed to look at the grand plan that Youngsville should be. He stated that MSBD was not the proper zoning for a family sector of town that was not on Main Street. Mr. Branch stated that this was an opportunity for the Board to grow at a responsible rate. He used Cary as an example on how they handled their growth. In conclusion, Mr. Branch stated that he felt it should be sent back to Staff to look at buffering and how the water would be handled, as there are inadequate ditches on SE Railroad Street. Mr. Branch stated that he appreciated what the Board did for Youngsville. He stated that we do not have to grow at this rate and take everything that is offered, we can do better.

Rodney Bowen, 201 SE Railroad Street, stated that he came to Youngsville about ten years ago and renovated a distressed property for a home to live in. He understands the process of buying distressed properties to flip, though he doesn't like it. Mr. Bowen stated that he also understood increasing the tax base but he wanted to encourage the Board to look at how it effects the neighboring properties. He stated that his property is thirty five yards from the property in question and there are no buffers. Mr. Bowen stated that he already lives with drainage issues from the Post Office and there would be inadequate parking. He stated that he felt this was "zoning without thought" and wasn't fair to the residents of the neighborhood. Mr. Bowen wanted to know if there would be a buffer or berm installed. He stated that he wouldn't have purchased this house if he knew this was coming. Mr. Bowen stated that he would be the most effected resident and he shouldn't have to tolerate this. He expressed concerns about needing sidewalks and a traffic analysis as there is also through traffic due to the Post Office and people cutting through. Mr. Bowen stated that he was not pleased and reiterated that his house was thirty five yards from the property in question and his bedroom window overlooks it. He stated that he felt his privacy and way of life was being infringed on. Mr. Bowen expressed concerns about drunk drivers on the side streets and reiterated that he shouldn't have to tolerate that. He stated that he would not be a cooperative neighbor.

Sam Hardwick, 314 N Hillsboro Street, stated that Youngsville has worked hard to develop growth and he wanted to commend the Board for making Youngsville more accessible and desirable for both residential and commercial growth. He stated that he understands the problems that come with growth but he supports this rezoning request. Mr. Hardwick stated that he felt it would enhance economic growth, help existing businesses and be a draw. He stated that he visits a lot of small towns through work and hears a lot of good things about Youngsville. Mr. Hardwick reiterated he was in support of the request to rezone.

Gilda Branch, 207 SE Railroad Street, stated that she liked the improvements that had been made to the property. She stated her only concern was that it looks as if Mr. Farrell was purchasing all of the property around him and asked that the Board look after the integrity of the neighborhood.

Stan Sims, 20 Hartwood Lane, stated that he was a twenty seven year Army Veteran and moved to Youngsville from Virginia. He stated that they looked at the Youngsville area for retirement, kept coming back, and eventually purchased a home here. Mr. Sims stated that it was a quaint town and he felt as though to bring more people in, we needed to improve. He stated that he supports this request to rezone as Youngsville needs more businesses.

Kelly Hibbard, 201 SE Railroad Street, stated that she understood that something had to happen to this property. She stated that her concern was to get a buffer between their property and hers, as it is now distressing to see Main Street since the brush has been cleared from the property. Ms. Hibbard also expressed concerns about traffic, stating that a plan needs to be created to help with speeders so that it didn't get worse. She stated that area was used as a short cut. Ms. Hibbard stated that other issues may be parking and drainage, as that was already a problem. She reiterated that she wanted the Board to take buffering and traffic into consideration.

The Public Hearing was closed at 7:23pm.

The second Public Hearing was a request to rezone two parcels of land located at 112 – 118 N Cross Street, by the Town of Youngsville, from Commercial (C) & Residential Single Family (RS) to Main Street Business District (MSBD). Mayor Flowers opened the Public Hearing at 7:24pm

Thomas gave a brief Staff Summary and stated that the application was included in the Agenda Packet. He stated that he had already read the definitions of both RS and MSBD districts and then read the definition of C. He stated that the Planning Board met on October 3, 2017 and the request to rezone received a unanimous Favorable Recommendation as it appears to be a logical extension of the MSBD, business development pattern, Land Use Plan, and the Envision Youngsville Report. He reiterated that two motions would be needed, one for the Consistency Statement and one for the request to rezone.

Mayor Flowers opened the Public Hearing to the public and there were no comments. The Public Hearing was closed at 7:26pm.

The next item on the agenda was citizens' comments. Jonathan Williams, Greater Franklin County Chamber of Commerce, wanted to let the Board know that they were here to help as needed.

The next item on the agenda was the Financial Report. Tatum stated that the audit for the ABC Store was complete and there was a profit of approximately \$85,000. He reminded the Board that they have committed to applying any profit in excess of \$40,000 as a lump sum payment on the mortgage for the new building. Tatum encouraged the Board to continue this practice after he was gone. He stated that he was leaving the Board in excellent hands between Jaelyn Patterson and Roe O'Donnell.

Mayor Flowers stated that Tatum was awarded the Outstanding Town Administrator Award from the Kerr-Tar COG and it was very well deserved. Tatum stated that the Kerr-Tar COG had also recognized the financial rehabilitation efforts that had brought Youngsville back to financial stability. He stated that he accepted the award on behalf of the staff for all of the help they contributed to make this happen. Tatum stated that Youngsville was now financially stable. He bid farewell to the Board and Staff. Commissioner Hedlund stated that Tatum had done a phenomenal job.

The next item on the agenda was the approval of the Consent Agenda. The Consent Agenda consisted of the minutes from the Board Meeting on September 14, 2017. Also included on the Consent Agenda was the Tax Collector's Report, the Police Department Report and the Youngsville Fire Department Report.

**MOTION: TO APPROVE THE CONSENT AGENDA**

The motion was made by Commissioner Hedlund and was seconded by Commissioner Wiggins. The motion passed unanimously.

The next item on the agenda was Old Business. The first item under Old Business was a request to rezone 123 SE Railroad Street by Joe Farrell for Pacific Development, LLC, from Residential Single Family (RS) to Main Street Business District (MSBD). Commissioner Wiggins asked what type of buffers were required in the MSBD and Clark responded that the Ordinance allowed for a combination of plantings, such as trees/hedges/bushes and fencing/berms. He stated that a buffer area of sixteen feet would be needed between two properties of differing zoning designations. Typically this would be between yards to the sides and rear. Clark noted that Special Use Permits in the MSBD did allow for the Board of Adjustment to add additional conditions depending on site specific plans, such as buffering and parking. He stated that there was a buffer standard that was covered in the Ordinance and Staff does review all plans when they come in.

Commissioner Hedlund stated that he wanted Staff to make sure that there would be adequate drainage.

Commissioner Redd asked if there were parking requirements in the Ordinance based on occupancy and Clark explained that in the MSBD there was not a requirement to have off street parking per occupancy, as Main Street areas typically use on street parking and public and private parking lots. He noted that typical storefronts may have parking in the rear. However, when parking is done, they will have to follow certain standards that include drainage and landscaping.

Commissioner Stallings asked if there were any restrictions on the installing a fence or a wall. Commissioner Redd wanted to note that clearing the property of the overgrowth and trees was not a zoning issue. She stated that regardless of how that property was zoned, anyone that purchased the property could have cleared the land which would have made Main Street visible. Commissioner Stallings wanted to mention that there was already a water problem existing for Mr. Bowen, though it has nothing to do with the

work that Mr. Farrell is doing. He stated that Mr. Farrell has done a wonderful job with the property so far. Commissioner Stallings asked what can be done for the property across the street. Clark stated that the decision before the Board is to either accept or deny the request to rezone. He stated that it was difficult to be site specific at this time without any plans. Clark noted that there were allowances for fencing options.

When asked, Clark explained that the Board would need to approve the Consistency Statement by motion. He stated that, previously, Zoning Amendments included this information but due to changes in the Statute, this needed to be done separately.

**MOTION: TO APPROVE THE PLAN CONSISTENCY STATEMENT FOR THE REQUEST TO REZONE 123 SE RAILROAD STREET BY JOE FARRELL FOR PACIFIC DEVELOPMENT, LLC FROM RESIDENTIAL SINGLE FAMILY TO MAIN STREET BUSINESS DISTRICT**

The motion was made by Commissioner Wiggins and was seconded by Commissioner Hedlund. When asked for clarification that this was the extra step, Clark explained the new rules and procedure. The motion passed unanimously.

Mayor Flowers stated that the Staff Summary included motions for both the denial and the approval of the request to rezone. He read both motions to the Board.

**MOTION: TO ACCEPT THE PLANNING STAFF REPORT AND ACCEPT THE RECOMMENDATION OF THE PLANNING BOARD TO APPROVE THE REQUESTED REZONING OF THE APPLICANT'S PROPERTY FROM RESIDENTIAL SINGLE FAMILY (RS) TO MAIN STREET BUSINESS DISTRICT (MSBD) BECAUSE: 1) THE ZONING MAP AMENDMENT IS A LOGICAL EXTENSION OF THE MSBD DISTRICT CONSISTENT WITH THE BUSINESS DEVELOPMENT PATTERNS ALONG THIS PORTION OF THE DOWNTOWN BUSINESS DISTRICT AND 2) CONSISTENT WITH THE GOALS OF THE LAND USE PLAN AND THE ENVISION YOUNGSHIRE REPORT**

The motion was made by Commissioner Hedlund and was seconded by Commissioner Wiggins. Commissioner Redd asked if the Board moved forward with approving the request to rezone, then the property owner came in to speak with Staff concerning site specific plans, can Staff request that they do more than the minimum required in the Zoning Ordinance like we do for Special Use Permits. Clark used a tavern as an example and stated that taverns would be in the Special Use Category. He stated that would allow the Board of Adjustment to add conditions above and beyond what was required. Commissioner Redd wanted to clarify what businesses would require a Special Use Permit and Clark stated there is a list in the Zoning Ordinance. Clark explained that if it was a permitted use, the business would still have to go through the permitting process but if it was listed as needing a Special Use Permit, then it would go before the Board of Adjustment to be approved with possible conditions. The motion passed unanimously.

The second item under Old Business was a discussion on the request to rezone 112 – 118 N Cross Street by the Town of Youngsville from Residential Single Family (RS) and Commercial (C) to Main Street Business District (MSBD).

**MOTION: TO APPROVE THE PLAN CONSISTENCY STATEMENT FOR THE REQUEST TO REZONE 112 – 118 N CROSS STREET BY THE TOWN OF YOUNGVILLE FROM RESIDENTIAL SINGLE FAMILY AND COMMERCIAL TO MAIN STREET BUSINESS DISTRICT**

The motion was made by Commissioner Wiggins and was seconded by Commissioner Hedlund. Commissioner Redd wanted to clarify the area that was being rezoned and Clark explained that it included the old Police Department, Town Hall, Shop, and the second parcel of land behind the old Town Hall that is being used for equipment. The motion passed unanimously.

**MOTION: TO ACCEPT THE PLANNING STAFF REPORT AND ACCEPT THE RECOMMENDATION OF THE PLANNING BOARD TO APPROVE THE REQUESTED REZONING OF THE APPLICANT’S PROPERTY FROM RS/C TO MSBD BECAUSE: 1) THE ZONING MAP AMENDMENT IS A LOGICAL EXTENSION OF THE MSBD CONSISTENT WITH THE BUSINESS DEVELOPMENT PATTERNS ALONG THIS PORTION OF THE DOWNTOWN BUSINESS DISTRICT AND 2) CONSISTENT WITH THE GOALS OF THE LAND USE PLAN AND THE ENVISION YOUNGVILLE REPORT**

The motion was made by Commissioner Wiggins and was seconded by Commissioner Hedlund. The motion passed unanimously.

The third item under Old Business was a discussion on the request from Holden Development LLC under the Development Enhancement Policy. Clark stated that they were still looking into this matter as they just received additional information that included a Legal Opinion from a court case concerning development agreements in North Carolina. He stated that he has spoken with the attorneys and they need a chance to check the new information with our Policy. Clark stated that he anticipates that we will need to change our Policy to stay in legal standing. Mayor Flowers expressed concerns about how long this matter has taken.

**MOTION: TO TABLE THE DISCUSSION ON THE REQUEST FROM HOLDEN DEVELOPMENT LLC UNDER THE DEVELOPMENT ENHANCEMENT POLICY TO NOVEMBER 9, 2017**

The motion was made by Commissioner Redd and was seconded by Commissioner Stallings. The motion passed unanimously.

The fourth item under Old Business was to continue the discussion on the future plans for the old Town Hall and Police Department on N Cross Street. Clark stated that they are looking at the property and have had conversations with Chief Kirts in terms of what is currently being used. He stated that they want to bring a range of options by the next meeting. Clark noted that with the zoning changes tonight, it will help to clarify some standards they are looking at.

**MOTION: TO TABLE THE DISCUSSION ON FUTURE PLANS FOR THE PROPERTY OF THE OLD TOWN HALL AND POLICE DEPARTMENT – N CROSS STREET**

The motion was made by Commissioner Redd and was seconded by Commissioner Wiggins. The motion passed unanimously.

The next item on the agenda was New Business. The first item under New Business was a discussion concerning a Resolution establishing a Policy related to water and sewer utility extensions outside the corporate limits of the Town of Youngsville and within its Extra Territorial Jurisdiction (ETJ). O'Donnell stated that this proposed Policy will come before the Board next month for vote. He explained that there are developments both inside of town limits and within our ETJ. O'Donnell stated Franklin County Public Utilities' (FCPU) recently adopted a Water and Sewer Allocation Policy, which has a clause that allows the Franklin County Board of Commissioners to state that an applicant, whose property / development is located in a municipality's ETJ (for the Towns of Youngsville and Franklinton), must comply with the designated Policies of that municipality. He clarified this meant that if they wanted water and sewer services, they would have to comply with our Policies. O'Donnell stated that we currently don't have any mechanisms to require annexation but this Policy would require a petition for annexation if they want water and/or sewer services from FCPU. He stated that the Board would then decide if they wanted to accept the annexation petition or deny the annexation petition if it would not be beneficial to the Town to annex the property at that time. O'Donnell stated that he has spoken with the Franklin County Manager, Planning Director and Utilities Director and all were supportive. O'Donnell explained that Franklin County would like to see any development in our ETJ's be incorporated into the municipalities' corporate limits because they see that the growth of Franklin County is best accomplished with municipalities growing outwards instead of growth that occurs out in the county that has no connection to any municipality. He asked that the Board look at the proposed Resolution and let him know if they have any questions. O'Donnell stated that he would bring it back for a vote in November.

**MOTION: TO PLACE THE RESOLUTION ESTABLISHING A POLICY RELATED TO WATER AND SEWER UTILITY EXTENSIONS OUTSIDE THE CORPORATE LIMITS OF THE TOWN OF YOUNGSVILLE AND WITHIN ITS EXTRA TERRITORIAL JURISDICTION ON THE NOVEMBER AGENDA**

The motion was made by Commissioner Hedlund and was seconded by Commissioner Wiggins. The motion passed unanimously.

The second item under New Business was a request from Wine and Beer 101 – Youngsville to close a portion of S College Street from W Main Street, south to the entrance of the Wine and Beer 101 – Youngsville parking lot on October 21, 2017 from noon until 10pm. This would include a distance of approximately 190 feet. Mayor Flowers stated that he was a fan of festivals and noted that it was complicated to do something like this on Main Street. He stated that he was in favor of this festival and it would bring people to town. When asked, Mayor Flowers clarified that Wine and Beer 101 – Youngsville was holding an Octoberfest and needed more room to accommodate people. Commissioner Hedlund agreed that Youngsville needed these events.

**MOTION: TO APPROVE THE REQUEST FROM WINE AND BEER 101 – YOUNGSVILLE TO CLOSE S COLLEGE STREET FROM W MAIN STREET, SOUTH TO THE ENTRANCE OF THE WINE AND BEER 101 – YOUNGSVILLE PARKING LOT, A DISTANCE OF APPRIXIMATELY 190 FEET, ON OCTOBER 21, 2017 FROM NOON UNTIL 10PM**

The motion was made by Commissioner Stallings and was seconded by Commissioner Wiggins. The motion passed unanimously.

The next item on the agenda was Closed Session (if necessary). Mayor Flowers stated that there was no reason to go into Closed Session.

The next item on the agenda was Committee Updates.

Policy / Ordinance Committee – There were no comments.

Finance Committee – There were no comments.

Capital Improvement Committee – There were no comments.

Comprehensive Development Committee – Commissioner Redd stated that she had picked up the historical documents from Town Hall and would be going through them to get a feel for historic districts / homes in Youngsville. She stated that a neighbor would be helping her in this task.

The next item on the agenda was Reports and Other Business. Mayor Flowers stated that he and Commissioner Redd have spoken about how to welcome new businesses into town with a type of “welcome wagon”. He stated that they would continue to work on it.

O’Donnell wanted to thank the Board for the opportunity to help Youngsville. He stated that he is happy to help in any way he can.



O'Donnell stated that he has several items that he wants to work on over the next several months. In November, he stated that he would like to get Board approval to conduct a condition analysis to evaluate the pavement to see what type of work needs to be done, and a time frame for that work, on our roads. He stated that he received a quote of \$3,000 for the study and that was reasonable. O'Donnell explained that the study would take place over the winter and we can start some repairs when the weather turns warm if we have the funds or we can start accumulating funds for any larger projects. He stated that doing this the scientific, logical way with expert guidance would allow for a more practical list of needed repairs for our street system.

O'Donnell explained that the Board had also asked him to look into the preparation of a Comprehensive Development Plan (CDP). He stated that with a town of our size and the growth that we have, our Land Use Plan is old and sparse as it's been a couple of decades since it's been looked at. O'Donnell stated that Youngsville needs to have a good CDP as that will determine what our zoning should be in the future and where we grow from here. He mentioned it would also help to develop the utility service area, which will define what we think should be our ultimate territory. O'Donnell stated after that, we can go back to Franklinton and work out an annexation agreement with them, similar to the one we have with Wake Forest, once we see what a logical service area is. He stated that he would like to have Richard Flowe, N\*Focus, do a presentation for the Board in November of what goes into a CDP.

O'Donnell mentioned that he has noticed that one of the chief complaints he's been hearing has been about drainage. He stated that those things can be addressed after the CDP and updated Zoning Ordinance, which is based off the CDP. O'Donnell explained there is a Manual Specification Standards and Design that goes hand in hand with the Zoning Ordinance. It would lay down the engineering standards for new subdivision work, as well as all residential and commercial design, in Youngsville. He stated that it wasn't cheap to provide but was money very well spent. O'Donnell stated that we are using NC DOT rural standards which is not appropriate for Youngsville's urban setting. He stated that we need to have our own standards and this Manual Specifications would do that in great detail. As he has been through this with Wake Forest, he felt that we don't need something as elaborate as what they have. O'Donnell stated it can be tailored to Youngsville and will be very satisfactory for our needs.

O'Donnell suggested having a Board Retreat that would be moderated by Mark Williams, former Town Manager of Wake Forest, who has a lot of experience with this type of thing. He asked if the Board would be interested in having the Retreat in January, preferably on a Friday, because he would like to have staff members there including Clark, Chief Kirks, Attorney Bartholomew, Hurd and Patterson. O'Donnell asked that the Board look at their calendars and get back with him on possible dates. Commissioners Redd and Hedlund both agreed that it was a great idea. O'Donnell stated that Mr. Williams would cost approximately \$1,200 a day but it was money well spent.

Commissioner Redd stated that she attended Coffee with a Cop, a national program that Youngsville participated in, at the McDonald's, and she had a lot of fun. She noted that

they will try to continue to do these events. Commissioner Redd stated that she posted pictures on Facebook.

Commissioner Redd stated that she had been speaking with Suzie, of Suzanne's Antiques, about how to welcome new businesses to Youngsville. She is hoping to work with YABA to do welcome baskets. Commissioner Redd stated that this is a small town and she felt that all the businesses should know each other, especially in the downtown area. She stated that the welcome baskets could include items from the businesses in Youngsville to help new businesses become familiar with each other. Commissioner Redd stated that she is also working with Mayor Flowers about coming up with something for new residents moving into Youngsville. She stated that they would keep it small, maybe something as simple as a flyer on their door that says welcome to the neighborhood with some information about upcoming events.

Commissioner Hedlund stated that the Kiwanis Halloween Carnival would be October 31<sup>st</sup> from 6-8pm. There will be games, a costume contest, and food, including chili dogs.

Commissioner Hedlund noted that Christmas was just around the corner. Hurd stated that the Christmas Parade would be December 2<sup>nd</sup>, 10am. She stated that we already have a Santa lined up. Commissioner Hedlund stated that he was working on the Christmas Tree Lighting Ceremony for that evening. Commissioner Redd stated that she thought it went really well last year and Mayor Flowers stated that he would check to make sure that we could still use the property beside the Youngsville Animal Hospital for the Christmas Tree and the Christmas Tree Lighting Ceremony.

O'Donnell stated that he attended the FCPU Utility Advisory Committee meeting and they approved the water and sewer allocation for Timberlake Preserve (Preddy Development) for fifty lots. He stated that they were also updated on the Youngsville area sanitary sewage pumping station. O'Donnell explained that the plans for that station will be completed by the end of the year. He stated that they hope to have work completed by September of next year. Once this upgrade has been made, it would put Youngsville in good shape for more development. Mayor Flowers stated that this was outstanding news and Clark agreed.

Clark stated that an application for Variance would be coming in on Monday and there will be a Board of Adjustment meeting on November 2<sup>nd</sup> at 7pm at the Youngsville Community House.

Clark stated that both he and Commissioner Hedlund attended CAMPO meetings representing the Town of Youngsville. He noted that a House Bill, which recently passed the House, affects transportation funding nationwide, approximately \$800 million. The Bill pulls back funds that have not been obligated for construction. This may also affect our Main Street Improvements Project Grant, if the Senate passes this without changes. Clark explained that grant awarded monies that have not yet been spent can be called back. He stated that CAMPO is helping municipalities and counties track the progress and are working on helping as they can, including talking points and contact information. Clark reiterated that this was unexpected and may affect our grant money. He stated that

he would keep the Board up to date. Clark stated that he was optimistic and this was a good project. He stated that we have invested in the engineering and those funds were safe but he wanted to make the Board aware of the issue as it may affect us. Commissioner Hedlund stated that the Board needed to talk to our Senators.

Attorney Bartholomew wanted to thank the Board for allowing him to serve.

Mayor Flowers read the Youngsville Fire Department Report as Assistant Chief Graney was not in attendance. He stated that calls were up eleven percent from last year. Hunter Fuller was promoted to Lieutenant effective in November. Mayor Flowers wanted to mention that the Youngsville Fire Department had attended the festival at Youngsville Academy and assisted with YAKS Opening Day.

Mayor Flowers stated that basketball registration was ongoing and that Nash was hoping to have Movie Night on Halloween weekend at the Luddy Park.

Hurd stated that Trick or Treat would be Tuesday, October 31<sup>st</sup> from 6-8pm.

Hurd wanted to let the Board know that Ritchie Duncan of FC EDC and Tucker were working on getting repairs to Jeffrey Way. The owner is trying to see what it would take for NC DOT to take over maintenance of the road. If NC DOT is unwilling, then he will repair the pothole himself.

Hurd stated that people have started moving into Holden Creek Preserve and Laurel Oaks Subdivisions. A total of sixteen homes were occupied with a population increase of fifty four people.

The meeting adjourned at 8:19pm.

Town of Youngsville  
P. O. Box 190  
134 US 1A South  
Youngsville, NC 27596  
(919) 556-5073  
Fax (919) 556-0995  
Townyngs@townofyoungsville.org

**MINUTES**  
**NOVEMBER 9, 2017**  
**7:00 PM**  
**REGULAR MEETING**  
**YOUNGSVILLE COMMUNITY HOUSE**

Mayor Fonzie Flowers called the Board Meeting of the Town of Youngsville Board of Commissioners to order at 7:00pm. Commissioner Hedlund gave the invocation after a moment of silence for the violence in Texas. In attendance were Commissioners Graham Stallings, Catherine Redd, Larry Wiggins, Joseph Johnson, and Terry Hedlund. Also in attendance were Town Administrator Roe O'Donnell, Town Clerk / Tax Collector Emily Hurd, Town Attorney Edward Bartholomew, Police Chief Daren Kirts, Finance Officer Jaclyn Patterson, Planning / Zoning Administrators Bob Clark and Andy Thomas. A representative from the Franklin Times was also present.

The first items on the Agenda was citizens' comments. There were no comments.

The next item on the agenda was the Financial Report. Patterson stated that she was still working on figuring things out. She noted that we still had not received the final audit for last fiscal year. Patterson stated that she will have Budget Amendments after she received the audit.

Mayor Flowers explained that both Patterson and O'Donnell were recently appointed as Deputy Finance Officers. Now that Tatum has retired, we needed to appoint Patterson as Finance Officer.

**MOTION: TO APPOINT JACLYN PATTERSON AS FINANCE OFFICER**

The motion was made by Commissioner Wiggins and was seconded by Commissioner Redd. The motion passed unanimously.

The next item on the agenda was the approval of the Consent Agenda. The Consent Agenda consisted of the minutes from the Board Meeting on October 12, 2017. Also included on the Consent Agenda was the Tax Collector's Report, the Police Department Report and the Youngsville Fire Department Report. There were two Tax Releases for 2017 Taxes; Diversified Energy was billed \$176.14 for property not located within town limits and Pamela Adams was double billed \$11.22 for a mobile home.

**MOTION: TO APPROVE THE CONSENT AGENDA**

The motion was made by Commissioner Hedlund and was seconded by Commissioner Wiggins. The motion passed unanimously.

The next item on the agenda was Old Business. The first item under Old Business was a Resolution establishing a policy related to water and sewer utility extensions outside the corporate limits of the Town of Youngsville and within its Extra Territorial Jurisdiction (ETJ). O'Donnell explained that this was an effective way for municipalities to take in developments located in our ETJ. He stated that a development that looks like it is urban in nature then actually becomes urban by being tax paying citizens. O'Donnell stated that it is a way to grow the tax base and to insure that our tax base continues to grow. He stated developments in the ETJ use town services and streets without paying or contributing to those costs and maintenance. O'Donnell stated that this was the policy that most municipalities use.

**MOTION: TO ADOPT THE RESOLUTION ESTABLISHING A POLICY RELATED TO WATER AND SEWER UTILITY EXTENSIONS OUTSIDE THE CORPORATE LIMITS OF THE TOWN OF YOUNGSVILLE AND WITHIN ITS EXTRA TERRITORIAL JURISDICTION**

The motion was made by Commissioner Wiggins and seconded by Commissioner Stallings. The motion passed unanimously.

The second item under Old Business was a discussion on the request from Holden Development LLC under the Development Enhancement Policy. Clark explained that he has met with Attorney Bartholomew since the last meeting. He stated that they went over the Policy and they do believe that the changes in the Statute will affect our current policy. Clark suggested that we table the discussion for one more meeting so that they can get a definitive answer. He explained that the original Policy was used as an incentive to annex but they are unable to move forward without changes. Clark stated that he would like to speak more on the matter with O'Donnell and Attorney Bartholomew to have a firm recommendation for the Board next month.

**MOTION: TO TABLE THE DISCUSSION ON THE REQUEST FROM HOLDEN DEVELOPMENT LLC UNDER THE DEVELOPMENT ENHANCEMENT POLICY TO DECEMBER 14, 2017**

The motion was made by Commissioner Johnson and was seconded by Commissioner Hedlund. The motion passed unanimously.

The third item under Old Business was to continue the discussion on the future plans for the old Town Hall and Police Department on N Cross Street. Clark stated that he has come up with several options but felt that the discussion would be better suited for a Work Session or during the Board Retreat on January 5, 2018. He noted that access is limited, along with consideration for the neighboring property, and he wanted more feedback from the Board before moving forward. Mayor Flowers stated that he would be fine discussing this at the Retreat. When asked, Clark stated that it would take about thirty to forty-five minutes for the presentation and discussion.

**MOTION: TO CONTINUE THE DISCUSSION ON FUTURE PLANS FOR THE PROPERTY OF THE OLD TOWN HALL AND POLICE DEPARTMENT – N CROSS STREET AT THE BOARD RETREAT ON JANUARY 5, 2018**

The motion was made by Commissioner Hedlund and was seconded by Commissioner Wiggins. The motion passed unanimously.

The next item on the agenda was New Business. The first item under New Business was a presentation by Richard Flowe, N\*Focus, regarding the production of a Comprehensive Development Plan (CDP) for the Town of Youngsville. Mr. Flowe explained that he specializes in creating CDP's and handed out information on his qualifications. He noted that N\*Focus has depth in their staff that allows them to offer more services as needed. Mr. Flowe explained that towns need to plan ahead so that they can make informed decisions. He stated that a proper CDP will allow for a fairness and balance in critical decision making. Mr. Flowe stated that you need to "lead with a plan and implement with the specifications".

Mr. Flowe gave a rundown of how the process will work. He stated that he will get information from Staff first. Then he will go to every business, starting in downtown. Mr. Flowe stated that he will get a feel and get to know the people and businesses. He stated that he will also reach out to the citizens in town as well as citizens and corporations in our ETJ and surrounding areas. Mr. Flowe stated that it benefits the Town to do it this way. He noted that all surveys will be anonymous but the results will be public. Mr. Flowe stated that he will do about 200 interviews.

Mr. Flowe stated that after all of the interviews have been completed, he will then prioritize the information. He stated that he will get more information from Staff, including the Police Department, Maintenance, and the Town Administrator. Mr. Flowe stated that public involvement makes a big difference. He noted that the Capital Improvement Plan (CIP) will be an element of the CDP. Mr. Flowe explained that all of the plans need to be incorporated into one CDP. He explained that the CDP will need to be updated every year or two and copies of the CDP should be at every meeting for reference. Having a clear, in-depth CDP will help developers plan as well as help the Town with future plans, such as Land Use Plans (LUP). Mr. Flowe stated that we needed to work out the physical plan, including concepts and goals. He stated that the Town needed to get businesses involved by doing things like upgrading their property or leasing out unused space. Mr. Flowe stated that we needed to get a handle on things so that we can make informed decisions. He reiterated that we didn't need to put the burden on tax payers by giving away services, as such, we need more annexations.

Mr. Flowe stated that the LUP was different from a Zoning map. He explained that the Zoning map showed what the current zoning was, however, the LUP map showed the plans / zoning that the Town wanted in the future. Mr. Flowe reiterated "lead with a plan, implement with zoning". He noted that it takes time to go through everything and he first needed to learn more about our area. Mr. Flowe stated that he wants to write the plan in our context.

Mayor Flowers stated that he liked the way that this CDP would be created. He stated that we have recently seen the interest of investors over the past few months. Mayor Flowers also noted that there have been a lot of houses built as well. He asked Mr. Flowe what the timeline would be on completing a project of this magnitude and Mr. Flowe stated that he wouldn't be able to start right away but would expect a completion / adoption date of around September 2018. Mr. Flowe explained that it would take approximately six weeks to complete the information gathering portion of the project. He noted that he would also involve the Planning Board as well as Staff. Mr. Flowe presented the Board with a proposal.

Mr. Flowe stated that millennials and boomers are looking for places that are within walking distance of downtown areas. They are looking for connectivity, the best location for the right amount of money.

Mr. Flowe stated that planning is basically informed decision making. He stated that without the proper planning or information, we can't make an informed decision. Mr. Flowe stated that we need to start with direction.

Mayor Flowers stated that this was something that we have needed for some time and noted that the lack of a Plan has cost the Town. Commissioner Hedlund stated that the presentation looked good and agreed that we need someone who knows what they are doing to help create the CDP. Mr. Flowe told the Board that he loved what he did, that he loves learning about the towns that he helps. When asked, Patterson expressed concerns that this proposal was not included in this current year's budget but if the Board wanted to move forward, she could make it happen. Commissioner Redd noted that the Envision Youngsville report went largely unused after its creation so she wanted to make sure that the CDP would be implemented. She stated that she was 100% on board and felt that it was a move in the right direction.

Mr. Flowe explained that zoning doesn't show the future. He noted that because of the recession, investors and underwriters have concerns about non-conformity and now pay more attention to things are more sensible, more sustainable, and more resilient. Mr. Flowe stated that the CDP shows the steps to be taken to get where we want to be in the future. He stated that the Board doesn't have to justify any decision that they make to deny/reject a zoning change but they do if they approve one.

Commissioner Redd noted that it was imperative that we have a CDP on record. Commissioner Hedlund asked if the cost could be built into the budget or possibly delay the process until the next budget year. Patterson stated that it could be done this year with a Budget Amendment to take money from the Fund Balance should the Board want to proceed. O'Donnell stated that we still didn't have the final audit to know exactly what our Fund Balance was. He noted that the longer we wait, the longer it will take to implement it. O'Donnell reminded the Board that revaluations in 2018 would change the tax base and help with funds in the next fiscal year. Commissioner Hedlund stated that he wanted to make sure that we could afford this without having to raise taxes.

Commissioner Wiggins felt that it would be prudent to wait for more discussion to see if this is something that the Board did want to move forward with and Commissioner Redd stated that she did want to move forward with creating a CDP. Commissioner Stallings noted that he thought that O'Donnell would be creating the CDP as part of his duties as Town Administrator. O'Donnell stated that he would have input in the creation but he was not a Planner and wasn't comfortable with creating a CDP. He stated that tonight was for the presentation only, it was never their intention for the Board to adopt the proposed contract this evening. Mayor Flowers stated that the Board was eager to begin and were excited about the growth in Youngsville. He stated that this was a great opportunity to set the standard and felt we should move quickly. Commissioner Stallings asked if the CDP would be a three or five year plan and O'Donnell explained that the CIP was a five year plan but the CDP would span approximately twenty years. O'Donnell explained that the CDP would help the Board make decisions and visualize the future. He stated that he would be working on the CIP in the new calendar year so that any missing elements can be brought before the Board. O'Donnell stated that the CIP would be included in the CDP. He explained that small capital items, such as the old Town Hall, would be included. O'Donnell stated that any vehicles over what the current schedule calls for would also be included in the CIP.

Commissioner Wiggins stated that the Board owed it to the residents of Youngsville to make informed decisions. Attorney Bartholomew explained that the CDP is like the picture on a puzzle box, where you need to get each piece in the right place. The CDP is the final picture that you need to create and the CIP helps you place each piece.

Mayor Flowers thanked Mr. Flowe for his presentation. He asked the Board if they would like to take the time to look over the information and continue the discussion next month after having the time to think on it.

**MOTION: TO CONTINUE THE DISCUSSION ON THE PRODUCTION OF A COMPREHENSIVE DEVELOPMENT PLAN FOR THE TOWN OF YOUNGSVILLE BY N\*FOCUS**

The motion was made by Commissioner Hedlund and was seconded by Commissioner Redd. The motion passed unanimously.

The second item under New Business was to accept the proposal by Summit Design and Engineering Services, LLC for a cost of \$3,000, to be paid by Powell Bill, to conduct a pavement conditioning survey to evaluate Youngsville's street system in order to prioritize the resurfacing and/or reconstruction of locally maintained streets for future funding. O'Donnell explained that these surveys were common for municipalities as it gives a logical way to prioritize big expenses in budgeting funds. He stated that this would be very detailed and was an excellent price.

**MOTION: TO ACCEPT THE PROPOSAL BY SUMMIT DESIGN AND ENGINEERING SERVICES, LLC FOR A COST OF \$3,000, TO BE PAID BY POWELL BILL, TO CONDUCT A PAVEMENT CONDITIONING SURVEY TO EVALUATE YOUNGSVILLE'S**



**STREET SYSTEM IN ORDER TO PRIORITIZE THE  
RESURFACING AND/OR RECONSTRUCTION OF LOCALLY  
MAINTAINED STREETS FOR FUTURE FUNDING.**

The motion was made by Commissioner Stallings and was seconded by Commissioner Johnson. Commissioner Redd noted that this was exactly what we needed in order to do the repairs in the proper order. She stated that this would also help in the creation of the CIP. The motion passed unanimously.

The next item on the agenda was Closed Session. Mayor Flowers stated that the Board did need to go into Closed Session to have a consultation with the attorney (NCGS 143-318.11 (3)) and to discuss employee contract (NCGS 143-318.11 (6)).

**MOTION: TO GO INTO CLOSED SESSION TO HAVE A CONSULTATION  
WITH THE ATTORNEY (NCGS 143-318.11 (3)) AND TO DISCUSS  
EMPLOYEE CONTRACT (NCGS 143-318.11 (6))**

The motion was made by Commissioner Johnson and was seconded by Commissioner Wiggins. The motion passed unanimously. The Board went into Closed Session at 8:42pm and came out at 9:08pm. Attorney Bartholomew stated that no action was taken regarding the consultation with the attorney (NCGS 143-318.11 (3)). He stated that no action was taken on the discussion of employee contract (NCGS 143-318.11 (6)).

The next item on the agenda was Committee Updates.

Policy / Ordinance Committee – Commissioner Wiggins stated that they were still working on the Sign Policy.

Finance Committee – There were no comments.

Capital Improvement Committee – There were no comments.

Comprehensive Development Committee – There were no comments.

The next item on the agenda was Reports and Other Business. O'Donnell stated that he spoke with the NC DOT District Engineer, Reid Elmore, about coordinating the stop light at 5-Points with the stop light at Cross and Main Streets. He stated that they hope to help lighten the congestion. O'Donnell stated that they also talked about turn lanes / signals and Mr. Elmore will also look into the feasibility of that as well. He stated that there will be some right of way issues but should help the overall problems. O'Donnell stated that if we do try to coordinate those two signals, this may create some concerns about the proposed mid-block crosswalk.

O'Donnell spoke with Jeff Moore, Kimley Horne, to see where we were in the grant process and Mr. Moore stated that it had been delayed slightly due to concerns regarding the right of way for the railroad. He stated that they will have 25% of the plans completed by next week. O'Donnell stated that the Board will be able to see the plans

before we move forward. Clark stated that the Board can drop by Town Hall to review them and he can walk them through any questions they may have.

O'Donnell stated that he would like to talk about a pay classification and merit based pay system. He stated that in his discussions with employees and Board members, he felt that we should have a comprehensive pay classification system, which would be the first step in implementing a merit based pay system. O'Donnell stated that he would like to have Randy Billings come in and give a presentation, as he knows the market in this area very well. He stated that a study would be done so that salaries will be competitive with other local governments. O'Donnell asked if the Board would like to have a Work Session or have it in January. After a brief discussion, it was decided to have the presentation at the January Board Meeting

Commissioner Redd stated that the downtown trick or treating went very well. She stated that Carolina Insurance had put the event together. Commissioner Redd stated that not everyone knew about it so she has spoken with the businesses in downtown to possibly start an email group. She stated that Kirk from Edward Jones would be willing to help.

Commissioner Redd stated that she is having post cards of downtown printed up. She stated that the money raised by selling the post cards will help to make bags for new residents. Businesses will donate items for the bags to help get more people into downtown and to welcome our new residents. Commissioner Redd stated that she wanted to get the community feeling back in Youngsville.

Commissioner Hedlund stated that the Halloween Carnival was a success. He noted that some of the games had been upgraded. Commissioner Redd stated that it was the best one in ten years and Commissioner Hedlund stated that the Kiwanis Club rose to the occasion.

Commissioner Hedlund stated that there was a parade meeting on November 14<sup>th</sup> at 10am to discuss the parade staging. He stated that the Christmas Tree Lighting Ceremony would be from 5-6pm on December 2<sup>nd</sup>. Commissioner Hedlund stated that it will be held at the Youngsville Animal Hospital again this year. He noted that there will be Santa, food, and entertainment.

Commissioner Hedlund stated that the Kiwanis Club would have another road cleanup for South Cross Street on December 10<sup>th</sup>.

Clark stated that there would be no effect on the Main Street Improvements Project as the Bill had not passed. He stated that future projects could be impacted. Clark stated that he would be coming to the Board soon with a Budget Amendment on the project as NC DOT will help with some of the paving. He explained that we were approximately 25% into the plans though we were invoiced for 29.16%. Clark stated that this was consumed by the surveying work and nothing has gone over budget. He stated that he would speak with Patterson next week.

Clark wanted the Board to know that when speaking with developers, they always ask about the Youngsville CDP. He noted that it was something that they are looking for when they come to the area.

Commissioner Hedlund noted that the information was being posted on the Facebook page and Commissioner Redd stated that she has been trying to post every day. She stated that it has made a difference and Commissioner Hedlund agreed and stated that she was doing a good job.

Attorney Bartholomew congratulated the Board on their re-elections. He thanked the Board for their confidence in him and wanted to thank O'Donnell, Clark, and Hurd for all of their help. He stated that they have been instrumental in his learning progress.

Attorney Bartholomew stated that he, Mayor Flowers, and Clark are working towards a better Development Enhancement Policy. He stated that they were still doing research on it at this time.

Chief Kirts noted that the Police Department kept accurate contact information for all of the businesses in town should Commissioner Redd need additional information.

Chief Kirts wanted to remind the Board that his request for a new officer was put on hold until December. He stated that the new officer, which would be a traffic officer, was very much needed. Chief Kirts just wanted to make sure that it wasn't forgotten in the midst of other plans and needs.

As Assistant Fire Chief Graney was not in attendance, Mayor Flowers read the Youngsville Fire Department Report. The new Engine 41 was delivered on October 26<sup>th</sup> and was placed in service on November 6<sup>th</sup>. Firefighter Hunter Fuller has been promoted to Lieutenant and Volunteer Firefighter Lacie Evans has been hired full time. Lieutenant Fuller completed a written examination, a practical examination, and a fire scene simulation exercise as part of his promotional process. Firefighter Evans began at YFD as a volunteer firefighter and comes to YFD in her full time position from Franklin County EMS where she is a Paramedic. The YFD attended both the Flat Rock Baptist Church Trunk or Treat and the Halloween Carnival at the National Guard Armory on October 31<sup>st</sup> with trucks.

Commissioner Johnson stated that basketball assessments would be held on November 17<sup>th</sup> from 6-9pm and November 18<sup>th</sup> from 10am-12pm. He stated that athletes could attend either assessment. Commissioner Johnson stated that parents could sign up their children at assessments as well. He noted that they needed more coaches.

Hurd stated that the Board Retreat would be on January 5, 2018 at Wake EMC's conference room, located on Park Avenue. She stated that both breakfast and lunch would be catered and suggested Charron's Deli and Café. Hurd asked for anyone that had allergies or specific requests to contact her soon.

Hurd stated that garbage bills went out today and they included flyers for the Holiday Season. She gave a rundown of Parade Day; Pancake Breakfast from 7-9:30am, Parade at 10am, Gingerbread House Contest with Santa from 11am – 1pm, and the Christmas Tree Lighting Ceremony at 5pm. Hurd stated that the Youngsville Parks and Recreation Department would be hosting an outdoor movie right after the Christmas Tree Lighting Ceremony. Also included in the flyers mailed out was the application for the Decorating Contest, Updated Holiday Schedule, Local Christmas Bazaar, and the list of Garbage Rules.

Mayor Flowers noted that Focus Design had moved to their new location over Charron's Deli.

The meeting adjourned at 9:31pm.

Town of Youngsville  
P. O. Box 190  
134 US 1A South  
Youngsville, NC 27596  
(919) 556-5073  
Fax (919) 556-0995  
Townyngs@townofyoungsville.org

# MINUTES

DECEMBER 14, 2017

7:00 PM

## REGULAR MEETING

### YOUNGSVILLE COMMUNITY HOUSE

Mayor Fonzie Flowers called the Board Meeting of the Town of Youngsville Board of Commissioners to order at 7:00pm. Mayor Flowers announced that former Mayor James “Jim” Underwood had passed away. He stated that Mr. Underwood had served Youngsville since the 1980’s in several capacities, such as Commissioner, Mayor and a member on other Boards. Mayor Flowers read Mr. Underwood’s obituary. Commissioner Stallings gave the invocation. In attendance were Commissioners Graham Stallings, Catherine Redd, and Larry Wiggins. Commissioners Joseph Johnson and Terry Hedlund were not in attendance. Also in attendance were Town Administrator Roe O’Donnell, Town Clerk / Tax Collector Emily Hurd, Town Attorney Edward Bartholomew, Police Chief Daren Kirts, Assistant Fire Chief Justin Graney, Finance Officer Jaclyn Patterson, Planning / Zoning Administrators Bob Clark and Andy Thomas. A representative from the Wake Weekly was also present.

Mayor Flowers stated that item 7B under Old Business, to continue the discussion of the request from Holden Development LLC under the Development Enhancement Policy, needed to be removed from the agenda as we were still waiting on further information.

**MOTION: TO REMOVE THE CONTINUED DISCUSSION OF THE REQUEST FROM HOLDEN DEVELOPMENT LLC UNDER THE DEVELOPMENT ENHANCEMENT POLICY FROM THE AGENDA**

The motion was made by Commissioner Redd and was seconded by Commissioner Wiggins. The motion passed unanimously.

The first item on the agenda was to swear in the elected officials. Town Clerk Hurd swore in Mayor Flowers, Commissioners Redd and Wiggins, and Town Administrator Roe O’Donnell. Mayor Flowers then took Hurd’s oath for Town Clerk. Note that Commissioner Hedlund was sworn in by Town Clerk Hurd at Town Hall as he would be unable to attend tonight’s Board Meeting.

The next item on the agenda was a Public Hearing for a request to rezone by David Williams, Jr. for DRCW Investments LLC for property located at the intersection of Park Avenue and N College Street from Residential Single Family (RS) to Residential Single-Multifamily (RSM). Thomas read the Staff Summary Report. He noted that the property is surrounded by both RS and RSM. Thomas stated that the request covered four parcels of property with approximately 55,000 square feet of land. He noted that three of the

parcels were vacant with a duplex located on the fourth. Thomas explained that the proposed zoning was in line with the uses across N College Street. He listed several factors to help the Board make their recommendations, such as the traffic count. Thomas stated that Staff supports this request and the Planning Board voted unanimously to recommend approval of the rezoning. He reminded the Board that they would need to approve/deny the Consistency Statement, as well as approve/deny the request to rezone.

Mayor Flowers opened the floor to the public for comment at 7:14pm. As there were no comments, Mayor Flowers closed the Public Hearing at 7:14pm.

The next item on the agenda was citizens' comments. There were no comments.

The next item on the agenda was the Financial Report. Mayor Flowers noted that Town Hall received the Audit Report today and were working on going over the numbers.

The next item on the agenda was the approval of the Consent Agenda. The Consent Agenda consisted of the minutes from the Board Meeting on November 9, 2017. Also included on the Consent Agenda was the Tax Collector's Report, the Police Department Report and the Youngsville Fire Department Report.

**MOTION: TO APPROVE THE CONSENT AGENDA**

The motion was made by Commissioner Stallings and was seconded by Commissioner Redd. The motion passed unanimously.

The next item on the agenda was Old Business. The first item under Old Business was the request to rezone by David Williams, Jr. for DRCW Investments LLC for property located at the intersection of Park Avenue and N College Street from RS to RSM. Mayor Flowers wanted to clarify that if the petitioner wanted to install multifamily units, they would have to apply for a Special Use Permit and Clark stated yes.

**MOTION: TO APPROVE THE PLAN CONSISTENCY STATEMENT FOR THE REQUEST TO REZONE PROPERTY LOCATED AT THE INTERSECTION OF PARK AVENUE AND N COLLEGE STREET BY DAVID WILLIAMS, JR FOR DRCW INVESTMENTS, LLC FROM RESIDENTIAL SINGLE FAMILY TO RESIDENTIAL SINGLE-MULITFAMILY**

The motion was made by Commissioner Redd and seconded by Commissioner Stallings. The motion passed unanimously.

**MOTION: TO ACCEPT THE PLANNING STAFF REPORT AND ACCEPT THE RECOMMENDATION OF THE PLANNING BOARD TO APPROVE THE REQUESTED REZONING OF THE APPLICANT'S PROPERTY FROM RS TO RSM BECAUSE: 1) THE ZONING MAP AMENDMENT IS A LOGICAL EXTENSION OF THE RSM DISTRICT CONSISTENT WITH THE BUSINESS**

**DEVELOPMENT PATTERNS ALONG THIS PORTION OF THE DOWNTOWN BUSINESS DISTRICT AND 2) CONSISTENT WITH THE GOALS OF THE LAND USE PLAN AND THE ENVISION YOUNGSVILLE REPORT**

The motion was made by Commissioner Stallings and was seconded by Commissioner Wiggins. The motion passed unanimously.

The next item under Old Business was to continue the discussion on last month's presentation regarding the production of a Comprehensive Development Plan (CDP) for the Town of Youngsville. After a brief discussion, the Board decided to add this to the agenda for the Board Retreat.

**MOTION: TO CONTINUE THE DISCUSSION ON THE PRESENTATION REGARDING THE PRODUCTION OF A COMPREHENSIVE DEVELOPMENT PLAN FOR THE TOWN OF YOUNGSVILLE AT THE BOARD RETREAT IN JANUARY**

The motion was made by Commissioner Redd and was seconded by Commissioner Stallings. The motion passed unanimously.

The next item on the agenda was New Business. The first item under New Business was to appoint a Mayor Pro-Tem. Mayor Flowers stated that Commissioner Johnson is our current Mayor Pro-tem and the Board agreed to continue with him.

**MOTION: TO APPOINT COMMISSIONER JOSEPH JOHNSON AS MAYOR PRO-TEM**

The motion was made by Commissioner Wiggins and was seconded by Commissioner Stallings. The motion passed unanimously.

The second item under New Business was to appoint O'Donnell as Deputy Town Clerk. O'Donnell explained that the Ordinance dictates that the Town Clerk must be at all meetings. He stated that having a Deputy Town Clerk would help alleviate problems should the Town Clerk be sick or unavailable to attend.

**MOTION: TO APPOINT ROE O'DONNELL AS DEPUTY TOWN CLERK**

The motion was made by Commissioner Wiggins and was seconded by Commissioner Redd. The motion passed unanimously.

The third item under New Business was to consider an order to declare certain personal property surplus to the needs of the Town and authorize the Finance Officer to dispose of the same in accordance with NCGS 160A-270. O'Donnell explained that items such as this would normally go under the Consent Agenda, but as it was our first time he wanted this as a regular item that can be discussed. He read the items on the list for the Board to

consider. The list included two dodge chargers, 1996 Ford dump truck, ODR street sweeper implement, stabilizer pads for a Kubota tractor, and a walk behind compactor.

**MOTION: TO ORDER THE DECLARATION OF THE PROPERTY SHOWN ON THE ATTACHED SHEETS AND SUMMARIZED ABOVE TO BE SURPLUS TO THE NEEDS OF THE TOWN OF YOUNGSVILLE AND DIRECT THE TOWN FINANCE OFFICER TO DISPOSE OF SAID PROPERTY IN A MANNER PRESCRIBED BY NCGS 160A-270, BEGINNING JANUARY 4<sup>TH</sup> AND ENDING JANUARY 18<sup>TH</sup>**

The motion was made by Commissioner Wiggins and was seconded by Commissioner Stallings. The motion passed unanimously.

The next item on the agenda was Closed Session. Mayor Flowers stated that the Board did need to go into Closed Session to discuss personnel (NCGS 143-318.11 (6)).

**MOTION: TO GO INTO CLOSED SESSION TO DISCUSS PERSONNEL (NCGS 143-318.11 (6))**

The motion was made by Commissioner Wiggins and was seconded by Commissioner Stallings. The motion passed unanimously. The Board went into Closed Session at 7:23pm and came out at 7:43pm. Mayor Flowers stated that the Board discussed extending the contract with N\*Focus for O'Donnell.

**MOTION: TO APPROVE THE EXTENSION OF THE CONTRACT WITH N\*FOCUS FOR ROE O'DONNELL TO SERVE AS A PART-TIME TOWN ADMINISTRATOR FOR THE PERIOD BEGINNING ON JANUARY 1, 2018 UNTIL AND INCLUDING SEPTEMBER 14, 2018**

The motion was made by Commissioner Wiggins and was seconded by Commissioner Stallings. The motion passed unanimously.

The next item on the agenda was Committee Updates.

Policy / Ordinance Committee – Commissioner Wiggins stated that they were working on a couple of things and hope to have them ready for January.

Finance Committee – There were no comments.

Capital Improvement Committee – There were no comments.

Comprehensive Development Committee – There were no comments.

The next item on the agenda was Reports and Other Business. Mayor Flowers wanted to commend Officer Zuniga for an outstanding job during a marijuana bust. He explained it



was an indoor growing operation that was extremely sizable and worth approximately \$250,000.

Mayor Flowers also wanted to commend Hurd, Nash, and the Kiwanis Club for a great job at the Christmas Parade as well as the Tree Lighting Ceremony and Movie Night. He noted that the Police Department had also done an outstanding job and it was a phenomenal day.

O'Donnell reminded the Board that the Board Retreat would be held on Friday, January 5<sup>th</sup> from 8:30am – 5pm at the WEMC building. Hurd stated that she had given everyone a map of where they should park. O'Donnell stated that the room is quite large and had a good sized kitchen. He noted that both breakfast and lunch would be catered. O'Donnell stated that Mark Williams will host our retreat and up for discussion will be the CDP, the Old Town Hall and a permanent Town Administrator.

O'Donnell stated that Matt Reece will have a presentation in January for the Board concerning the Pay and Classification process. He stated that he hoped to have this ready for the new Fiscal Year. O'Donnell stated that we will be looking at all employees and their duties so that they can be paid appropriately. He stated that we will also be discussing merit based pay. O'Donnell explained that currently, there is no way to advance up the pay scale and no formal way to promote.

O'Donnell stated that Summit Design has completed the pavement analysis and will be sending the results to NC State to complete the data. Once we have this data in hand, we can come up with a list of priorities to maintain the street system. O'Donnell noted that we should have the final report in January or February, with plenty of time for the Budget.

Commissioner Wiggins noted that there are several street lights out in town. He wanted to know who was in charge of getting a list of them to be reported. Chief Kirts stated that they normally do this monthly but they have been short staffed. O'Donnell noted that we need to ask Duke Progress to switch over to LED as they last longer and have fewer problems.

Clark noted that our quarterly Board of Adjustment meeting would be February 1<sup>st</sup>. He stated that he has a possible Special Use Permit (SUP) coming in and he would like to cancel the February meeting and reschedule it for March 1<sup>st</sup>. Clark stated that he would know more when the plans came in.

Clark stated that they have done the walk through on the Main Street Improvements Project. He stated that they hope to have Jeff Moore, Kimley Horne, to present their progress in January. Clark stated that they will also want to have a public forum around the end of January. He stated that notices will need to be sent out to let the public know that there will be drawings available for them to look over. Clark noted that Kimley Horne would host the forum and Mayor Flowers agreed that it would be great to give everyone a chance to look over the Project.

Mayor Flowers asked if we wanted to move forward with rescheduling the Board of Adjustment meeting and Clark stated that he was still waiting on the application. He stated that we can make the decision during the January Board Meeting.

Clark stated that he has met with three different regional, large scale developers that are looking at Youngsville. He stated that there was a fair amount of interest.

Clark stated that the Preddy Development (Timberlake Preserve) will be updating their plan. He noted that they have worked out their allocation problems with Franklin County Public Utilities and have received a commitment for allocation.

Clark stated that Atlantic Packaging will be adding 30,000 square feet to their building.

Clark stated that Stephen's Glen is moving forward with their last phase. This phase will come under the new policy of annexation but as the previous phases are not annexed, he felt that this portion should remain in the ETJ like the rest of the subdivision.

Chief Kirts presented the Board with stats for traffic stops. He stated that during July – November 2016, we had 46 wrecks but during the same period in 2017 we had 62. Chief Kirts stated that during that same time frame in 2016 we issued 366 citations and in 2017 623 citations were issued. He noted that there was a large increase.

Chief Kirts stated that they have started working a traffic campaign in various locations across town. During December, they will work two areas, twice a week. So far this month, they have issued thirty nine citations, including sixty two charges. Chief Kirts stated that people have noticed and are slowing down, making the traffic campaign a success. Chief Kirts explained that we did not have the man power at this time to do more. He explained that they will be rotating streets each month to areas where they have the most complaints. Chief Kirts stated that based on what they have seen, these complaints are valid. He requested that the Board allow him to hire a new officer in January, specifically for traffic. Chief Kirts stated that he felt this was a necessity as the traffic was considerably bad and it would also open up the other officers to continue patrolling. He stated that it would be six months of salary and the costs would be minimal. O'Donnell explained that we received the draft audit today and based on the fund balance as of June 30<sup>th</sup> he felt that we should have enough money.

O'Donnell also wanted to mention that the fund balance had decreased, mostly due to the upfit of the new Town Hall. He stated that the fund balance was incorrect on the presentation for last year's audit and should have been 50.05%. O'Donnell noted that the body of the audit was correct, but the graph was incorrect. He stated that the Town's net position has increased every year under Tatum. O'Donnell also noted that we have been increasing our tax base and the revalue next year will help with our finances during the next fiscal year. He noted that we could afford the new officer as well as the CDP.

Mayor Flowers noted that we can't afford to wait. He stated that he has walked Main Street and there is a real need for a traffic officer. He stated that the study showed

approximately 16,000 cars in 2016 and they expect that to increase by about 4,000 over the next three years.

**MOTION: TO AUTHORIZE CHIEF DAREN KIRTS TO HIRE AN  
ADDITIONAL POLICE OFFICER II**

The motion was made by Commissioner Wiggins and was seconded by Commissioner Stallings. The motion passed unanimously.

Assistant Fire Chief Graney agreed with Chief Kirts and stated that they have also had a busy year. He noted that when he first started working with the Youngsville Fire Department (YFD) in 2010 they had approximately 400 calls a year. Now, they are close to breaking 1,000. Assistant Fire Chief Graney stated that issues like this come with a growing community.

Assistant Fire Chief Graney wanted to thank Neva from the Wake Weekly for the article that she did on the refurbished 1963 fire truck. He stated that it was great.

Assistant Fire Chief Graney stated that they are always looking for more volunteers and the YFD will pay for the training. All of the information is on their webpage.

Mayor Flowers stated that Movie Night was successful. He stated that basketball games will start in January. Mayor Flowers noted that the Parks and Recreation Department was working on getting a flag football game going and information was on their webpage. He also noted that registration for spring baseball would start in February.

Hurd also wanted to thank everyone involved in the Parade. She stated that the Kiwanis Club was a real help, including David Jerose. Hurd also stated that Dillard, Nash and the officers involved helped tremendously. She noted that relocating the drop off point helped reduce the confusion and Chief Kirts stated that it also helped with traffic. Mayor Flowers stated that he appreciated the effort.

Hurd stated that the Kiwanis Christmas Care was up to 32 families that included 95 children. Donations were still needed and can be made to the Kiwanis Christmas Care or dropped off at Town Hall. She stated that delivery would be made on Saturday, December 16<sup>th</sup>.

The meeting adjourned at 8:19pm.