

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 13, 2018**  
**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 Stallings gave invocation. In attendance were Commissioners Catherine Redd, Graham Stallings, Joseph Johnson, and Terry Hedlund. Commissioner Larry Wiggins was not in attendance. Others in attendance were Town Administrator Roe O'Donnell, Town Clerk / Tax Collector Emily Hurd, Police Chief Daren Kirts, Town Attorney Edward Bartholomew, Planning and Zoning Administrator Bob Clark, and Parks and Recreation Director Andrew Smith. A representative from the Franklin Times was also present.

**MOTION: TO APPROVE THE AGENDA**

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

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

The next item on the agenda was the Financial Report. O'Donnell noted the completed audit would be in soon and the preliminary numbers look good.

Hurd noted the contract for the new website was included on the Consent Agenda. She explained that work would begin on the website in January but we needed to adopt the contract before the end of December in order to be eligible for a \$1,000 discount. Hurd stated that a questionnaire would need to be completed for the developers and she wanted to get all department heads to fill out one as well so the webpage would reflect what everyone expects for their department.

O'Donnell explained the Unified Development Ordinance (UDO) contract was also included on the Consent Agenda. He stated the UDO would follow directly after the adoption of the Comprehensive Development Plan (CDP). The first payment would total \$20,000.

The next item on the agenda was the approval of the Consent Agenda. The Consent Agenda consisted of:

- Minutes from the Board Meeting on November 8, 2018
- Minutes from the Work Session on November 15, 2018
- Minutes from the Work Session on November 28, 2018

- Tax Collector's Report
- Police Department Report
- Youngsville Fire Department Report
- 2018 Tax Release – Tony & Jacqueline DeLuca - \$240.97 – Value Correction
- Approval of a contract between the Town of Youngsville and N\*Focus, Inc. for services rendered during FY 2018-19 to prepare a new Unified Development Ordinance for the Town of Youngsville in the amount of \$20,000
- Approval of a contract between the Town of Youngsville and Revize Software Systems for web services, including one year of service fees, in the amount of \$8,900

**MOTION: TO APPROVE THE CONSENT AGENDA AS PRESENTED**

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 presentation of the Comprehensive Development Plan (CDP) by Rick Flowe of N\*Focus. Mr. Flowe stated the Planning Board has worked hard to get the CDP to this point. As the CDP is rather lengthy, it will take approximately three hours to go through and Mr. Flowe requested a Work Session. He stated that he would give the Board a quick rundown of the plan tonight.

Mr. Flowe explained the CDP is about how and where the Town wants intentional growth and at what pace. The CDP will help serve property owners, residents, businesses, and investors. Zoning is easier when people can see where the Town is heading before making requests to rezone.

Mr. Flowe explained the Board would need to adopt the CDP by Resolution at a future Board Meeting once the CDP had been finalized. Adoption of the CDP will supersede other plans from the past. The CDP will be the roadmap for future rezoning. The Unified Development Ordinance (UDO) will bring more efficiency between the Plans and specifications.

Mr. Flowe stated the first chapter includes all of the relevant Statutes. The history and Statutes will repeat throughout the CDP, as most people only read the sections that pertain to their particular needs. Once the CDP is placed on the webpage, it will be searchable for fast answers. The CDP includes eight chapters, with a ninth summary chapter that includes an action list, and is consistent with the format the Division of Community Assistance and the Department of Commerce developed decades ago.

Mr. Flowe noted the CDP was developed with public participation and input. He explained he started with the business community because they are the most knowledgeable group of people, especially since they hear from a varied group of customers. Next, they spoke with the civic organizations. Mr. Flowe noted the goals are listed in the order that came from the scores that were used in the surveys, the Planning Board did not reorder them. All priorities reflect the community.

Mr. Flowe explained there was a blueprint page that summarized needed items to get started. He stated Youngsville was not in bad shape, so the blueprint was rather small. Most of the prep work is in great shape. Mr. Flowe noted it was easiest to start with the smaller items and the most essential items then move forward from there. The blueprint page will expand as Youngsville grows.

Mr. Flowe stated the CDP will come as a notebook that will be set up for the Board, Planning Board, and Department Heads as we move through the process. He stated the CDP would need to be on hand at meetings for easy navigation. Clark passed out Tab 26 which included enlarged versions of the four key maps that appear in the CDP. Mr. Flowe noted there would be larger versions for viewing at Town Hall. The first map showed future land use. Map 1 would be a guide document for rezoning requests. The second map showed the downtown core area, which is considered a catalyst area. Map 2 is a master plan level sketch. Once the CDP has been adopted, the Zoning Department will need to sit down with the property owners and talk concepts and ideas to help them see the potential their property has. This will be informative only to help them see what can be done. The third map shows growth opportunities. There are certain concentration areas for economic activity that are important to look at in greater detail. Highway #1 growth requires looking at as a catalyst area, although there are some restrictions along the highway. Mr. Flowe noted that properties change hands often as people try redevelopment. Catalyst Area #2 is Holden Road and Highway #1. The fourth map is a concept for a truck route, which is essential. Concerns about a truck route include removing traffic from downtown businesses. Mr. Flowe noted that cars are commerce. He explained visibility was key for businesses. Mr. Flowe explained the truck route would be a little bit longer but easier for the trucks. He noted they proposed truck route takes a southern route, as compared to the northern routes that Youngsville has been looking at for decades. Mr. Flowe stated car traffic should continue to the downtown area, which is an important ingredient. He stated they felt this was a good long-term solution without the negative downside of the bypass effect.

After a brief discussion, a Work Session was scheduled for January 9<sup>th</sup> at 5pm. Mr. Flowe noted the meeting should last approximately three hours.

**MOTION: TO SCHEDULE A WORK SESSION TO DISCUSS THE COMPREHENSIVE DEVELOPMENT PLAN FOR JANUARY 9, 2019 AT 5:00PM AT THE YOUNGSVILLE COMMUNITY HOUSE**

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

The second item under Old Business was to continue the discussion on traffic solutions for Winston Street. O'Donnell stated that due to negotiations to decrease the price for the repaving contract, the costs of two speed tables were reduced to \$13,000. He stated that if the Board wanted to move forward with the speed tables, then Staff would need to determine the best location along the blocks and bring those locations for the Board to approve. O'Donnell noted guidance would be obtained from the Police Department.

Chief Kirts stated he was on Winston Street the past two nights. He noted that traffic was a huge issue, but it was backed up, making it impossible to speed during peak hours. O'Donnell noted it was the Board's decision if they wished to move forward. Mayor Flowers expressed concerns about multiple requests for speed tables all over town if we installed these on Winston Street. O'Donnell noted there was a scientific way to go about this. He explained canvassing owners (not residents) to get a majority of square footage. O'Donnell explained that the Board could also create a Policy. Mayor Flowers reminded the Board there were also complaints about Cross Street. O'Donnell noted speed tables should not go on NC DOT streets, collector streets or thoroughfares. He stated the Board had time as it would be January before the contracts were awarded for the paving project. O'Donnell noted he was not a proponent of speed tables as they don't always work and sometimes create other issues. Chief Kirts stated that S Nassau had the same problem, though they don't often complain. Hurd stated that past conversations about traffic on S Nassau Street included closing the intersection at Highway 96 and turning it into a cul de sac.

Commissioner Johnson asked if there were any other options and O'Donnell stated enforcement. O'Donnell noted this problem normally corrects itself as people will start to avoid Winston Street once it gets too bad, though this may take years. Mayor Flowers noted that it would be about two years before 5-Points was improved and O'Donnell stated it may be sooner than that. O'Donnell explained NC DOT was also looking to improve the intersection at Cross and Main Streets. This may help move traffic off of Winston Street. Though he hasn't heard back from them, O'Donnell stated all indications look like a go and with funding by summertime. Mayor Flowers noted that everyone knows there is a lot of traffic in Youngsville and hopes that once the main intersections are corrected, this would help move traffic off of the local streets. He noted that patience may be ws in order to see if the upgrades would be helpful.

Commissioner Johnson stated that the majority of speeding was not taking place during peak hours, but during the off hours. He stated that he could wait if he had to but wanted to note that the past two years have seen drastic changes in traffic on Winston Street as people cut through to try and save time. After a brief discussion, the Board decided to take this information under advisement for a future Board Meeting or Work Session.

The next item on the agenda was New Business. The was no New Business.

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 Parade was a success, even with some scrambling by Staff. He thanked the Police Department, Fire Department, the Kiwanis Club, and all the other helpers for a job very well done. Mayor Flowers noted the Christmas Tree Lighting Ceremony went well. He thanked Commissioner Hedlund for all his prep work.

Mayor Flowers wanted to show his appreciation to Chief Kirts, who saved a life last week.

Instead of having the yearly Retreat in January, O'Donnell stated he wanted to wait until later in the year after the new Town Administrator has been hired. He would like to have it during their overlap period, maybe late February or early March.

O'Donnell noted they had to take out some items from the repaving project and reprice others to keep in line with the budget. He noted the contracts would be awarded in January.

O'Donnell stated he has been in contact with contractors to repair the slopes at the Luddy Park. He noted the costs were competitive and he hoped to complete this project during this budget year.

O'Donnell reminded the Board they would need to convene at the Wake Forest Town Hall at noon tomorrow to discuss the hiring of the new Town Administrator. The Board would be debriefed by assessors starting after lunch. O'Donnell estimated each candidate's results should take about thirty minutes to go over, so be prepared for approximately two hours plus deliberations.

Commissioner Redd noted she has delivered over two hundred welcome wagon bags and was still working on delivering more. She noted the downtown committee was still meeting and working on a game plan. Commissioner Redd stated she was not sure when they would open these meetings to the public, but they are moving along.

Clark noted there would be a Public Hearing for a rezoning request next month. He explained the property was located at the end of S Nassau Street on Highway 96. Clark stated the property was currently vacant and they wished to rezone for duplexes.

Clark stated the Main Street Project plans were almost finished. He stated they still needed the final comments. They also hope to reduce the number of easements to approximately ten. Clark stated that we may see this information in January or February.

Clark stated Hampton Downs was approved with the understanding they would apply for annexation. He noted Staff was expecting that petition for the first half, thirty duplexes, but have not yet received it. Clark explained even though this was a voluntary annexation, it was also a commitment. He noted this will help with the 2020 Census, which in turns increases allowable funding for grants.

Attorney Bartholomew stated he was working with Mayor Flowers and O'Donnell on contract negotiations for the sale of the old Town Hall. He explained it was close to being finalized and hoped it would be completed by the end of the year.

Attorney Bartholomew noted that he had fun cooking for the Christmas Tree Lighting Ceremony.

Chief Kirts noted that Assistant Chief Michael Thomas has moved on to be the Chief of Police in Sharpsburg. He wanted to congratulate Chief Thomas. Chief Kirts noted that Joe Kimball has been promoted to Captain was now second in command.

Smith noted Youngsville was now a member of the NC Recreation and Park Association. He explained that being an accredited program would help get more grants. Once the Town has been a member for a year, we can then join the national program, which will allow for another level of grants and funding. Smith stated their logo will join ours on official documents. He stated this will open Youngsville up to being involved in the NC Senior Games and Special Olympics NC, which we will need volunteers for.

Smith stated the Baseball Board had their first meeting. He noted Dixie membership is declining and they will not renew with Pony Baseball. Smith stated the American Legion is trying to start a Franklin County Softball team for girls, 8<sup>th</sup> grade through 12<sup>th</sup> grade.

Smith noted the Ornament Class was postponed due to the snow and they have reschedule for next Tuesday. He stated there was approximately a dozen people signed up. Smith summarized other items he is working on, including tournaments and black lights for the gym so they could do a black light dodge ball game.

Smith stated basketball games would start January 7<sup>th</sup> and looks to be very competitive. He noted that he likes the coaches that have volunteered. Both Mayor Flowers and Commissioner Redd agreed Smith was doing a great job.

Hurd thanked everyone who helped with the Christmas Parade, including the Kiwanis Club, Faith Baptist Church, Covenant Hope Church and the Police Department. She also wanted to thank everyone for their help at the Christmas Tree Lighting. Hurd noted the winners of the Christmas Decorating Contest: Mayor's Choice went to the Tin Pig, Best Business went to Charron's Deli and Café, Elegance went to Joshua & Heather Kerr on Corano Lane and Whimsical went to Brenda Wade on Winston Street.

Hurd stated the new utility software has been installed and Staff was being trained. Hurd expressed her appreciation for the new computers and software.

The next item on the agenda was Closed Session. Mayor Flowers stated there was no need to go into Closed Session.

The meeting adjourned at 7:59pm.