



Town of Youngsville
Board of Commissioners
P. O. Box 190 / 134 US 1A South
Youngsville, NC 27596
(919) 925-3401 – Town Hall / (919) 925-3402 – Fax
CustomerService@TownofYoungsville.org
www.townofyoungsville.org

AGENDA
REGULAR MEETING
SEPTEMBER 10, 2020
7:00PM

YOUNGSVILLE COMMUNITY HOUSE
115 E MAIN STREET
(Video and Teleconference are available)

Dial-In-Number: **872-240-8002**
Conference Code: **536 186 361#**

Tiny URL: Tinyurl.com/boc-2020-09-10

1. CALL TO ORDER AND INVOCATION
2. APPROVAL OF AGENDA
3. PUBLIC HEARINGS
 - A. CONSIDER TEXT AMENDMENTS TO THE YOUNGSVILLE DEVELOPMENT ORDINANCE TO COMPLY WITH NEW N.C.G.S. CHAPTER 160D LEGISLATION
 - i. OPEN HEARING TO THE PUBLIC
 - ii. COMMENTS FROM PUBLIC
 - iii. CONTINUE OR CLOSE HEARING
 - B. INSTALLMENT FINANCING CONTRACT TO BUILD A PUBLIC WORKS FACILITY AND RENOVATE AND REFINANCE TOWN HALL
 - i. OPEN HEARING TO THE PUBLIC
 - ii. COMMENTS FROM PUBLIC
 - iii. CONTINUE OR CLOSE HEARING
4. CITIZEN'S COMMENTS
 - A. MARGARET BODE – 123 E FRANKLIN STREET – ENHANCED TRAFFIC SIGNALS / ENFORCEMENT
5. FINANCIAL REPORT
6. CONSENT AGENDA
 - A. MINUTES FROM THE REGULAR BOARD MEETING – AUGUST 13, 2020
 - B. TAX COLLECTOR'S REPORT
 - C. POLICE DEPARTMENT REPORT
 - D. PLANNING AND ZONING REPORT



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- E. BUDGET AMENDMENT 2021-1
- F. BUDGET AMENDMENT POWELL BILL 2021-1

ACTION REQUESTED: APPROVE CONSENT AGENDA AS SUBMITTED

7. OLD BUSINESS

- A. CONSIDER TEXT AMENDMENTS TO THE YOUNGSVILLE DEVELOPMENT ORDINANCE TO COMPLY WITH NEW N.C.G.S. CHAPTER 160D LEGISLATION

ACTION REQUESTED: RECEIVE AMENDMENT FOR CONSIDERATION

8. NEW BUSINESS

- A. ACCEPT RESIGNATION OF SAMUEL HARDWICK FROM YOUNGSVILLE ABC BOARD AND APPOINT NEW ABC BOARD CHAIRMAN

ACTION REQUESTED: ACCEPT RESIGNATION, WITH GRATITUDE
ACTION REQUESTED: APPOINT RICK HOUSER AS NEW ABC BOARD CHAIRMAN

- B. AMEND FYE 2021 FEE SCHEDULE TO SET FEES FOR ADULT SOFTBALL TO \$55 (IN-TOWN) AND \$75 (OUT-OF-TOWN) PER PARTICIPANT, FEES FOR ADULT OUTDOOR BASKETBALL TO \$65 (IN-TOWN) AND \$75 (OUT-OF-TOWN) PER PARTICIPANT, AND FEES FOR CHRISTMAS PARADE REGISTRATION TO \$50 (STANDARD) AND \$25 (NON-PROFIT)

ACTION REQUESTED: APPROVE AS RECOMMENDED

- C. CONSIDER APPROVAL OF AGREEMENT WITH DATANET AV TO PROCURE INSTALLATION OF AN AUDIO-VIDEO SYSTEM FOR THE TOWN BOARD'S NEW MEETING CHAMBER

ACTION REQUESTED: DIRECT TOWN ADMINISTRATOR TO EXECUTE CONTRACT

- D. CONSIDER APPROVAL OF AGREEMENT WITH SONITROL INTEGRATED SECURITY TO PROCURE INSTALLATION OF A SECURITY SYSTEM FOR TOWN HALL AND THE NEW PUBLIC WORKS FACILITY

ACTION REQUESTED: DIRECT TOWN ADMINISTRATOR TO EXECUTE CONTRACT



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9. REPORTS AND OTHER BUSINESS

- i. MAYOR
- ii. TOWN ADMINISTRATOR
- iii. COMMISSIONERS
- iv. PLANNING & ZONING DEPARTMENT
- v. TOWN ATTORNEY
- vi. POLICE CHIEF
- vii. FIRE DEPARTMENT
- viii. PARKS & RECREATION
- ix. TOWN CLERK / TAX COLLECTOR
- x. MAINTENANCE

10. CLOSED SESSION - NONE

11. ADJOURN

This is a public meeting and is subject to North Carolina open meetings and public records law. To preserve the public record and increase transparency, video and audio recordings are performed at all public meetings. Please note these recordings, the clerk's detailed minutes of all meetings, and any documents reviewed during meetings are public domain and may be disclosed to third parties.



Town of Youngsville

Memorandum

To: Youngsville Board of Commissioners
From: Erin Klinger, Planning and Zoning Officer
Date: August 24, 2020
Re: Public Hearing to consider text amendments to the Youngsville Development Ordinance to comply with new North Carolina General Statute Chapter 160D legislation.
Encl: Amended sections of the Youngsville Development Ordinance, as described below.

Item: Consider text amendments to the Youngsville Development Ordinance, Sections 1.6 – Jurisdiction; 1.7 – Authority; 2.9-3 – Exceptions to height limitation; 2.13-1 – Accessory uses and structures; 2.18-2 – Minimum setbacks along thoroughfares; 2.18-4 – Exceptions; 2.18-5 – Right to Appeal; Article 3 -Definitions; Sections 4.2 – Oath of Office; 4.2-1 – Planning Board Authority; 4.2-2 – Planning Board Membership; 4.3-1 – Board of Adjustment Authority; 4.3-2 – Board of Adjustment Membership; 4.3-5 – Board of Adjustment Conflicts; 5.1 – General; 5.2 – Initiation of Amendments; 5.3-2 – Review by the Youngsville Planning Board; 5.3-3 – Review by the Youngsville Town Board of Commissioners; 5.4-3 – General Requirements; 5.4-4 – Application Procedure; 6.1-2 – Provisions that may not be varied by the Board of Adjustment; 6.1-3 – Application; 6.1-4 – Action by the Board of Adjustment; 6.1-7 – Effective date of decision; 6.2-3 – Parties who may file an appeal; 6.2-7 – Action by the Board of Adjustment; 7.1-1 – Approval required; 7.3-2 – Building permit expiration; New subsection 7.3-3; Sections 7.5-2 – Plan submittal; 7.8 – Special use approvals; 7.13-1 – Purpose; 7.13-6 – Additional restrictions and requirements; 7.13-8 – Permit validity; 7.13-10 – Status at expiration of term; 7.14-2 – Notice of procedure; 7.14-3 – Special notice requirements for telecommunication towers/structures; 7.15-1 – Authorization and applicability; 7.15-2 – Content of development agreement; 7.15-3 – Procedures for entering into development agreements; 7.15-4 – Administration of development agreements and termination for material breach; 8.4 – District development standards and permitted uses listed for each district; 8.5 – Overlay Districts; Article 10 – Uses with additional standards and conditional uses; Sections 11.5-3 – Performance guarantee in lieu of installation of plant materials; 11.8-2 – Penalties; 16.1-2 – Exempt land divisions; 16.1-5 – Approval required; 16.1-9 – Designation of approval agency; 16.1-7 – Violations; 16.1-9 – Required improvements; 17.6 – Exempt signs; 18.1 – Statutory authorization, findings of fact, purpose, and objectives; 19.2 – Purpose and authority; 22.3-1 – Lawfully established nonconforming lots; 22.3-2 – Structures, including signs; 22.4-1 – Discontinuation of nonconforming uses; 23.2 – Establishment and authority; 23.6-5 – Stop work orders; and 23.6-6 – Revocation of permits.

Comments: During its August 4, 2020 regular meeting the Planning Board voted unanimously to recommend approval of the proposed text amendments, stating that they are required due to changes to the applicable North Carolina General Statute(s).

Staff comments:

The provisions of North Carolina General Statutes Chapter 160D went into effect on June 19, 2020. Local governments are not required to enact their ordinance amendments until July 1, 2021 but are permitted to do so at any time following the legislation's effective date.

In the amended sections of the Youngsville Development Ordinance included with this memorandum, strikethrough formatting indicates a deleted term and underline formatting indicates text that has been added. Many of the amendments are concerned with new references to NCGS Chapter sections, while others simply substitute one word with another. However, the Planning Board should be aware of the following provisions:

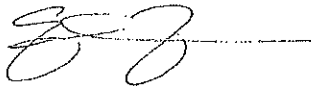
- NCGS 160D-102(30) assigns a single standard name, "special use permit", to regulations that were previously interchangeable: special and conditional use permits and special exceptions. This change in terminology is reflected throughout the Ordinance by amending the term "conditional use permit" to read "special use permit" and "conditional use" to "special use" wherever they appear (starting on page 2 of the attached amendments).
- As required or suggested by NCGS 160D-102, several new definitions have been added to Article 3, while others have been significantly amended (pages 3 through 7).
- Per 160D-309, an oath of office is now required for all persons appointed to either the Planning Board or Board of Adjustment (page 8).
- 160D-104 states that all development approvals made pursuant to Articles 5 and 7 of the YDO attach to and run with the land (pages 10 and 17).
- Session Law 2019-111, which has been incorporated into the 160D legislation, provides that down-zonings are not permitted without the written consent of all property owners, unless they are initiated by the Town (page 10).
- Chapter 160D allows municipalities to replace references to public hearings with those to legislative hearings when referring to a hearing that solicits comments on a legislative decision, such as a zoning map amendment (starting on page 10).
- New conflict of interest provisions have been added for Planning Board members (page 11).
- Clarification has been added as to what constitutes an abutting property when referring to public notice requirements (page 12).
- New conflict of interest provisions have been added for the Board of Commissioners (page 13).
- Part 1 of Session Law 2019-111 states that municipalities may not enforce any requirements or conditions not authorized by applicable law. This requirement has been incorporated into Articles 5 and 7 (pages 13 and 20).
- Chapter 160D also allows municipalities to replace references to public hearings with those to evidentiary hearings when referring to a hearing that solicits comments on a quasi-judicial decision, such as a variance (starting on page 15).
- 160D-1402 clarifies who has standing to appeal decisions and participate in an evidentiary hearing (page 16).
- Clarifying language has been added to Article 7 to specify when a Certificate of Compliance is issued (page 17).

- 160D-403(a) clarifies who may file an application for a zoning permit (page 17).
- 160D-1001 authorizes municipalities to enter into development agreements and also provide specifications as to the content of those agreements (page 24).
- The abbreviation in the use table (Table 8.1) for conditional uses will change to align with the new terminology (page 25).
- A new conflict of interest provision for administrative staff has been added to Article 23 (page 36).

Planning staff supports the proposed amendments as they are required by general statute.

The Board of Commissioners may base its decision to approve or deny the text amendments based on a number of factors, including the Planning Board's recommendation and statement of plan consistency, public input, and determination of the consistency of the proposed amendments to any adopted comprehensive plans or other plans and policies.

Sincerely,

A handwritten signature in cursive script, appearing to be "EJ", written over a horizontal line.

**AN ORDINANCE TO AMEND
THE ZONING ORDINANCE OF THE TOWN OF YOUNGSVILLE**

WHEREAS, the Board of Commissioners of the Town of Youngsville, North Carolina may enact ordinances to protect the health, safety, and welfare of its citizens under the North Carolina General Statutes § 160A-174 and § 160D-605, and

WHEREAS, following due advertisement announcing a public hearing as provided by law, the Board of Commissioners for the Town of Youngsville, North Carolina held said public hearing on September 10, 2020, to consider amending the Zoning Ordinance, and

WHEREAS, the Board of Commissioners received a recommendation from the Youngsville Planning Board requesting the below listed amendments to the Zoning Ordinance, and

WHEREAS, the Board of Commissioners have given due consideration to the matter and have received public comments and recommendations from the Youngsville Planning Board.

NOW THEREFORE BE IT ORDAINED by The Board of Commissioners of the Town of Youngsville, in order to protect the public health, welfare, and safety, the following regulations shall be amended:

SECTION 1.

Amend Article 1, Section 6 – Jurisdiction:

The provisions of this Ordinance shall apply to all the territory encompassed in the Town of Youngsville, North Carolina, and its extraterritorial jurisdiction as now or hereafter fixed, as depicted on the Town's Official Zoning Map on file at the Youngsville Town Hall. This map is hereby incorporated and made a part of this Ordinance. This Ordinance shall govern the development and use of all land and structures within the Town as provide for by Article 2, Planning And Development Regulation Jurisdiction of NCGS 160D Local Planning and Development Regulation.

SECTION 2.

Amend Article 1, Section 7 – Authority:

This Ordinance is adopted pursuant to portions of one or more of the following authorities in NCGS: Chapter 160A (Cities and Towns), Chapter 160D (Local Planning and Development Regulation), Chapter 113A (Pollution Control and Environment), Chapter 121 (Environmental Controls), Chapter 133 (Public Works), and Chapter 136 (Roads and Highways). This Ordinance may be amended from time to time as required or allowed by subsequent legislative enactments.

SECTION 3.

Amend Article 2, Section 9-3 – Exceptions to height limitation:

The height limitations of this section shall not apply to public utility poles and liens, skylights, and roof structures for elevators, stairways, tanks, heating, ventilation and air-conditioning equipment, solar panels appurtenant to the principal structures, or similar equipment for the operation and maintenance of a building, and any device used to screen such structures and equipment.

SECTION 4.

Amend Article 2, Section 13-1 – Accessory uses and structures:

Accessory uses and structures related and incidental to residential principal structure(s) on the lot shall be set back a minimum of 7.5 feet beyond the front and/or side street-facing façade(s) of the conditioned space, and set back a minimum of four (4) feet from interior side and rear lot line(s). If the accessory structure exceeds the height of the principal structure, it must meet the minimum setback for principal structures on interior side and/or rear lot line(s).

SECTION 5.

Amend Article 2, Section 18-2 – Minimum setbacks along thoroughfares:

The build-to or setback line for any lot which abuts a thoroughfare classified on the adopted transportation plan for Division 5 shall be measured from the right-of-way line outlined in the table below (Table 2.18-2) if existing right-of-way is of lesser width. The proposed right-of-way line established for each classification of thoroughfares is as follows.

SECTION 6.

Amend Article 2, Section 18-4 – Exceptions:

The standards herein prescribing setbacks from the proposed right-of-way line will not apply to any development for which a preliminary subdivision plan or a special use site plan has been approved prior to the effective date of regulations requiring setbacks from the proposed right-of-way lines along thoroughfares.

SECTION 7.

Amend Article 2, Section 18-5(C) – Right to Appeal:

Balancing the public interest in enforcing the setback requirements and the interest of the owner, the grant of relief is required by considerations of justice and equity.

In granting relief, the Board of Adjustment may impose reasonable and appropriate conditions and safeguards to protect the interests of neighboring properties. The Board of Adjustment's decision shall be subject to review by the superior court by proceedings in the nature of certiorari in accordance with NCGS 160D-406(h).

SECTION 8.

Add to Article 3, Definitions:

ADMINISTRATIVE DECISION. A decision made in the implementation, administration, or enforcement of development regulations that involves the determination of facts and the application of objective standards set forth in this Ordinance.

ADMINISTRATIVE HEARING. A proceeding to gather facts needed to make an administrative decision.

BEDROOM. A room for sleeping in that is designated as such on construction plans.

BONA FIDE FARM. A farm used for purposes including the production and activities relating or incidental to the production of crops, grains, fruits, vegetables, ornamental and flowering plants, dairy, livestock, poultry, and all other forms of agriculture as defined in NCGS 106.581.1. Activities incidental to the farm include existing or new residences occupied by the owner, lessee, or operator of the farm and other buildings or structures supporting the farm use and operation (see NCGS 160D-903).

CERTIFICATE OF COMPLIANCE. A document that is required by NCGS Chapter 160D to represent that the work, as described in the permit documents, has been completed. This document will be issued by the Planning, Zoning, & Subdivision Administrator at the conclusion of all completed work done under a permit prior to the issuance of a Certificate of Occupancy by Franklin County.

CLOSE FAMILIAL RELATIONSHIP. A spouse, parent, child, brother, sister, grandparent, or grandchild. Includes the step, half, and in-law relationships.

DETERMINATION. A written, final, and binding order or requirement regarding an administrative decision.

DEVELOPMENT APPROVAL. An approval made in accordance with NCGS Chapter 160D that is written and is required prior to commencing development or undertaking a specific activity, project, or development. Development approvals include, but are not limited to, zoning permits,

site plan approvals, special use permits, and variances.

DEVELOPMENT REGULATION A unified development ordinance, zoning regulation, subdivision regulation, erosion and sedimentation control regulation, floodplain or floodplain development regulation, stormwater control regulation, wireless telecommunication facility regulation, or any other regulation adopted in accordance with NCGS Chapter 160D.

DOWN-ZONING. A zoning ordinance that affects an area of land by either a) decreasing the development density of the land to be less dense than was allowed under its previous usage or b) reducing the permitted uses of land that are specified in a zoning ordinance to fewer uses than were allowed under its previous zoning classification.

DWELLING. Any building, structure, manufactured, or mobile home, or part thereof, used and occupied for human habitation or intended to be so used. This includes any accessory structures, but excludes manufactured homes, mobile homes, or recreational vehicles if used solely for a seasonal vacation purpose.

EVIDENTIARY HEARING. A hearing to gather competent, material, and substantial evidence to make findings for a quasi-judicial decision as required by this Ordinance.

LEGISLATIVE DECISION. The adoption, amendment, or repeal of a regulation under this Ordinance.

LEGISLATIVE HEARING. A hearing to solicit public comment on a proposed legislative decision.

QUASI-JUDICIAL DECISION. A decision involving the findings of fact regarding a specific application of this Ordinance and requiring the exercise of discretion when applying the standards of this Ordinance. Quasi-judicial decisions include, but are not limited to, decisions involving variances, special use permits, and appeals of administrative decisions.

SLEEPING UNIT. A room or space in which people sleep, which can also include permanent provisions for living, eating, and either sanitation or kitchen facilities, but not both. Such rooms and spaces that are also part of a dwelling unit are not sleeping units.

Abbreviations: COC – Certificate of Compliance

[This space intentionally left blank.]

SECTION 9.

Amend Article 3, Definitions:

AGRICULTURAL USE. The use of open field land for agricultural production purposes, including farming, dairying, stock watering, pasturage agriculture, horticulture, floriculture, viticulture, and animal and poultry husbandry, and the necessary accessory uses for storing the supplies and products. The term shall include incidental retail sales by the producer of products raised on the farm. Agriculture does include forest management and timber harvesting activities, provided a management plan for that activity has been prepared by a Professional Forester registered in the State of North Carolina. See definition of Forest Land. Also, as defined in NCGS 106-181.1.

BUILDING. Any structure used or intended for supporting or sheltering any use or occupancy (see also *structure*).

COMPLETED. (4.) permanent velocity controls on the inlet and outlet pipes and channels have been installed.

DEVELOPMENT. Any man-made change to improved or unimproved real estate requiring a permit from the Town of Youngsville, including but not limited to, the building, alteration, or demolition of any structure; excavation, grading, filling, clearing, or alteration of land; the subdivision of land as defined in NCGS 160D-802; or a substantial change in the use of land or the intensity of the use of land.

DEVELOPMENT AGREEMENT. An agreement between the Town of Youngsville and a developer pursuant to NCGS 160D-102(13) for a large-scale development with a lengthy build-out period and having a public-private partnership component involving mutual financial interests.

DWELLING UNIT. One or more rooms, designed, occupied, or intended for occupancy as separate living quarters for one family, with a separate entrance and cooking, sleeping, and sanitary facilities provided therein. Units in dormitories, hotels, motels, shelters for the homeless, or other structures designed for transient residents are not dwelling units (see NCGS 160D-706).

EXISTING DEVELOPMENT. (C.) Having an approved site-specific or phased development plan.

NONCONFORMING USE. Any current legal use of property not otherwise permitted under current zoning regulations. This may include, without limitation, 1) a use legally established under requirements at the time of installation or construction but not now permitted in the zoning district in which it is located or 2) a use conditionally allowed in the zoning districts in which it is located but for which no special use permit has been obtained.

SITE-SPECIFIC VESTING PLAN. A plan that has been submitted to the Town by a landowner describing with reasonable certainty the type and intensity of use for a specific parcel or parcels of property and which establishes vested rights for a specific period of time, per the North Carolina General Statutes. Such plan may be in the form of, but not limited to, any of the following plans or approvals: a subdivision plat, a preliminary or general development plan, a special use permit, a conditional district zoning plan, or any other land-use approval designation

as may be utilized by the Town. Such a plan shall include the approximate boundaries of the site; significant topographical and other natural features affecting development of the site; the approximate location on the site of the proposed buildings, structures, and other improvements; the approximate dimensions, including height, of the proposed buildings and other structures; the approximate location of all existing and proposed infrastructure on the site, including water, sewer, roads, and pedestrian walkways; and any other information required by the Town for the type of plan or approval requested by the landowner. A variance shall not constitute a site-specific vesting plan. Neither a sketch plan nor any other document which fails to describe with reasonable certainty the type and intensity of use for a specific parcel or parcels of property may constitute a site-specific vesting plan.

SUBDIVISION. All divisions of a tract or parcel of land into two or more lots, building sites, or other divisions when one or more of those divisions is created for the purpose of sale or building development, whether immediate or future, and shall include all divisions of land involving the dedication of a new street or change in existing streets; except as exempted by NCGS 160D-802(a) listed in Article 16 of this Ordinance.

USE, SPECIAL. A use which is generally compatible with other land uses allowed in a zoning district but which, because of its unique characteristics or potential impacts on the surrounding neighborhood and the Town of Youngsville, requires individual consideration of its location, design, configuration, and/or operation at the particular location proposed.

VESTED RIGHT. A right pursuant to NCGS 160D-102(33) to undertake and complete the development and use of property under the terms and conditions of an approval secured as specified in NCGS 160D-108 or under common law.

WIRELESS TELECOMMUNICATION FACILITIES. See NCGS 160D-931.

Abbreviations: MFT – Multi-family Residential Transitional will be deleted.

SECTION 10.

Add Article 4, Section 2 – Oath of Office:

All members appointed to boards under this Article shall, before entering their duties, take an oath of office as required by NCGS 160A-61.

**Note: Adding this section will require the numbers for the subsequent sections in Article 4 to be shifted down.

SECTION 11.

Amend Article 4, Section 3-1 – Authority:

There is hereby created a planning agency, pursuant to NCGS 160D-301, to be known as the Town of Youngsville Planning Board.

SECTION 12.

Amend Article 4, Section 3-2 – Membership:

The Planning Board shall consist of seven (7) members, four (4) members who shall reside within the Town Limits, and three (3) members who shall reside within the Town's area of extraterritorial jurisdiction (ETJ) in accordance with NCGS 160D-307. Members residing within the Town Limits shall be appointed by the Board of Commissioners. Members residing outside the Town Limits within the area of the Youngsville ETJ shall be appointed by the Franklin County Commissioners. All members shall have equal rights, privileges, and duties; except as defined for officers by adopted Rules of Procedure. All members shall be appointed for three (3) year terms except in making the original appointments. In making the original appointment, three (3) members shall be appointed for a three (3) year term, one of which shall be an ETJ member; two (2) members shall be appointed for a two (2) year term, one of which shall be an ETJ member; and two (2) members shall be appointed for a one (1) year term, one of which shall be an ETJ member.

SECTION 13.

Amend Article 4, Section 4-1 – Authority;

Pursuant to NCGS 160D-302, there is hereby created a Board of Adjustment.

SECTION 14.

Amend Article 4, Section 4-2(A) – Number of Members:

The Board of Adjustment shall consist of five (5) members, three (3) members who shall reside within the Town limits, and two (2) members who shall reside within the Town's area of extraterritorial jurisdiction in accordance with NCGS 160D-307. Members residing outside the Town Limits within the area of the Youngsville ETJ shall be appointed by the Franklin County Commissioners. All members shall have equal rights, privileges, and duties; except as defined for officers by adopted Rules of Procedure. All members shall be appointed for three (3) year terms except in making the original appointments. In making the original appointment, two (2) members shall be appointed for a three (3) year term, one of which shall be an ETJ member; two (2) members shall be appointed for a two (2) year term, one of which shall be an ETJ member; and one (1) member shall be appointed for a one (1) year term.

SECTION 15.

Amend Article 4, Section 4-2(B) – Alternates:

The Board of Commissioners may, in its discretion, appoint alternate members to serve on the Board of Adjustment in the absence or temporary disqualification of any regular member or to fill a vacancy pending appointment of a member. Alternate members shall be appointed for the same

term, at the same time, and in the same manner as regular members. Each alternate member, while attending any regular or special meeting of the board and serving on behalf of any regular member, shall have and may exercise all the powers and duties of a regular member (NCGS 160D-302).

SECTION 16.

Amend Article 4, Section 4-5 – Conflicts:

A member of the Board of Adjustment shall not participate in or vote on any quasi-judicial matter in a manner that would violate affected persons' constitutional rights to an impartial decision maker. Impermissible conflicts include, but are not limited to, a member having a fixed opinion prior to hearing the matter that is not susceptible to change; undisclosed ex parte communications; a close familial, business, or other associational relationship with an affected person; or a financial interest in the outcome of the matter. If an objection is raised to a member's participation and that member does not recuse himself or herself, the remaining members shall by majority vote rule on the objection (NCGS 160D-109(d)).

SECTION 17.

Add Article 5, Section 1.1:

Unless provided otherwise by law, all development approvals made pursuant to this Article attach to and run with the land.

SECTION 18.

Add Article 5, Section 5.4-3(F):

Unless consented to by the applicant in writing, the Town of Youngsville may not require, reinforce, enforce, or incorporate into the permit requirements any condition or requirement not authorized by otherwise applicable law, including taxes, impact fees, building design elements, driveway-related improvements, or other unauthorized limitations on the development or use of land.

**Note: Adding this section will require the numbers for the subsequent subsections to be shifted down.

SECTION 19.

Amend Article 5, Section 1 – General:

The Youngsville Town Board of Commissioners may amend, supplement, modify, or repeal any provision of this Ordinance or amend the zoning maps according to the procedure established by NCGS 160D-601. Such amendments shall be evaluated for compliance with the "Town Plan 2040 – Comprehensive Land Use & Master Plan," adopted March 14, 2019, including subsequent

amendments adopted by the Town Board of Commissioners of the Town of Youngsville and other applicable adopted plans, and may require a land use plan and/or comprehensive master plan amendment to ensure compatibility between the plan(s) and the amendment. Amendments and modifications shall be acted upon by the Town Board of Commissioners after recommendation from the Planning Board.

SECTION 20.

Add to Article 5, Section 2 – Initiation of Amendments:

No amendments to zoning regulations or the zoning map that downzone property shall be initiated nor shall they be enforceable without the written consent of all property owners whose property is the subject of the down-zoning amendment, unless the down-zoning amendment is initiated by the Town.

SECTION 21.

Amend Article 5, Section 3-2(B) – Recommendation by the Youngsville Planning Board:

Following a recommendation by the Youngsville Planning Board on the proposed amendment(s), the action shall be reported to the Youngsville Town Board of Commissioners for a legislative hearing and final action according to the process set forth in Section 5.3-3 of this Ordinance. The legislative hearing will be scheduled as provided by Town Board of Commissioners' rules of procedure for calling public hearings.

SECTION 22.

Amend Article 5, Section 3-2(D) – Content of recommendation and statements of both consistency and reasonableness:

Any recommendation made by the Youngsville Planning Board to the Youngsville Town Board of Commissioners pursuant to this section shall be in writing and shall include a statement describing whether the proposed amendment is both consistent with the "Town Plan 2040 – Comprehensive Land Use & Master Plan," adopted March 14, 2019, including subsequent amendments adopted by the Town Board of Commissioners of the Town of Youngsville and other applicable adopted plans, and shall state whether and how the proposed amendment is reasonable. In addition, such recommendation may address any other subject of interest by the Planning Board. A comment by the Planning Board that a proposed amendment is inconsistent with the Town's "Town Plan 2040 – Comprehensive Land Use & Maser Plan," adopted March 14, 2019, including subsequent amendments adopted by the Town Board of Commissioners of the Town of Youngsville and other applicable adopted plans for the area affected and/or unreasonable shall not preclude consideration of approval of the proposed amendment by the Town Board of Commissioners (NCGS 160D-604(d)).

SECTION 23.

Amend Article 5, Section 3-2(E) – Conflict of interest:

No member of the Planning Board shall vote on a recommendation regarding any zoning map (rezoning) or text amendment where the outcome of the matter being considered is likely to have a direct, substantial, and readily identifiable impact on the member or if the landowner of the property subject to a rezoning petition or the applicant for a text amendment is a person with whom the member has a close familial, business, or other associational relationship (NCGS 160D-109(b)).

SECTION 24.

Amend Article 5, Section 3-3(A) – Review – general:

Following receipt of either a recommendation or receipt of the petitioner's request for a legislative hearing, the Youngsville Town Board of Commissioners shall hold a legislative hearing on the proposed amendment. The public hearing shall be scheduled and conducted as provided by the Town Board of Commissioners' rules of procedure.

SECTION 25.

Amend Article 5, Section 3-3(B) – Notification:

The Town Clerk shall prepare a public notice for a legislative hearing as required below (NCGS 160D-601 and 160D-602).

SECTION 26.

Amend Article 5, Section 3-3(B)(1) – Method of procedure for publishing notice of all amendments:

Before adopting, amending, or repealing any ordinance authorized by this Article, the Town Board of Commissioners shall hold a legislative hearing on it. A notice of the legislative hearing shall be given once a week for two successive calendar weeks in a newspaper having general circulation in the area. The notice shall be published for the first time not less than 10 days nor more than 25 days before the date fixed for the hearing. In computing such a period, the day of publication is not to be included but the day of the hearing shall be included.

SECTION 27.

Amend Article 5, Section 5.3-3(B)(2)(a):

In addition to the publication requirements for notices of legislative hearings required in Section 5.3-3(B)(1), the procedures adopted pursuant to this section provide that whenever there is a zoning map amendment, the owner of that parcel of land as shown on the county tax listing, shall be mailed a noticed of public hearing on the proposed amendment by first class mail at the last address listed for such owners on the county tax abstracts. Properties are considered “abutting” even if separated by a street, railroad, or other transportation corridor. This notice must be deposited in the mail at least 10 but not more than 25 days prior to the day of the public hearing. Except for a town-initiated zoning map amendment, when an application is filed to request a zoning map amendment and that application is not made by the owner of the parcel of land to which the amendment would apply, the applicant shall certify to the Town Board of Commissioners that the owner of the parcel of land as shown on the county tax listing has received actual notice of the proposed amendment and a copy of the notice of the public hearing. The person or persons required to provide notice shall certify to the Town Board of Commissioners that proper notice has been provided in fact, and such certificate shall be deemed conclusive in the absence of fraud.

SECTION 28.

Amend Article 5, Section 3-3(B)(2)(b):

The first-class mail notice required under subsection (a) of this section shall not be required if the zoning map amendment directly affects more than 50 properties, owned by a total of at least 50 different property owners, and the Town elects to use the expanded published notice provided for in this subsection. In this instance, a town may elect to publish notice of the hearing as required by NCGS 160D-601, but provided that each advertisement not be less than one-half a newspaper page in size. The advertisement shall only be effective for property owners who reside in the area of general circulation of the newspaper which publishes the notice. Property owners who reside outside of the newspaper circulation area, according to the address listed on the most recent property tax listing for the affect property, shall be notified according to the provisions of subsection (a) of this section.

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SECTION 29.

Amend Article 5, Section 3-3(B)(2)(b)(1):

Actual notice of the proposed amendment and a copy of the notice of legislative hearing required under subsection (a) of this section shall be by any manner permitted under NCGS 1-A, Rule 4(j). If notice cannot with due diligence be achieved by personal delivery, registered or certified mail, or by a designated delivery service authorized pursuant to 26 U.S.C. § 7502(f)(2), notice may be given by publication consistent with NCGS 1A-1, Rule 4(j1). This subsection applies only to an application to request a zoning map amendment where the application is not made by the owner of the parcel of land to which the amendment would apply. This subsection does not apply to a Town-initiated zoning map amendment.

SECTION 30.

Amend Article 5, Section 3-3(B)(2)(c):

When a zoning map amendment is proposed, the Town shall prominently post a notice of the legislative hearing on the site proposed for rezoning or on an adjacent public street or highway right-of-way. The notice shall be posted within the same time period specified for mailed notices of the hearing. When multiple parcels are included within a proposed zoning map amendment, a posting on each individual parcel is not required, but the Town shall post sufficient notices to provide reasonable notice to interested persons.

SECTION 31.

Amend Article 5, Section 3-3(C):

Upon receipt of the recommendations from the Planning Board, the Town Board of Commissioners shall hold a legislative hearing on the application for an amendment. Notice of the legislative hearing shall be provided in accordance with the provisions for public hearings for amendments as set forth in section 5.3-3(B) of this Ordinance and the North Carolina General Statutes NCGS 160D-601 and 160D-602.

SECTION 32.

Amend Article 5, Section 3-3(D)(1):

Before acting on any proposed amendment, the Youngsville Town Board of Commissioners shall consider any recommendation made by the Youngsville Planning Board, the recommendation submitted by the Planning, Zoning, and Subdivision Administrator to the Planning Board, the comments made at the legislative hearing, and any other relevant additional information.

SECTION 33.

Amend Article 5, Section 3-3(E) – Statement of Consistency and Reasonableness:

Prior to adopting or rejecting any amendment, the Town Board of Commissioners shall adopt a written statement describing whether its actions are both consistent with the “Town Plan 2040 – Comprehensive Land Use & Master Plan,” adopted March 14, 2019, including subsequent amendments adopted by the Town Board of Commissioners of the Town of Youngsville and other applicable adopted plans, and shall state why and how the action taken is considered to be reasonable and in the public interest. Such statements may be incorporated into ordinances amending the Official Zoning Map (NCGS 160D-605).

SECTION 34.

Amend Article 5, Section 3-3(F) – Conflict of Interest:

A Town Board of Commissioners member shall not vote on any zoning map (rezoning) or text amendment where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member, or if the landowner of the property subject to a rezoning petition or the applicant for a text amendment is a person with whom the member has a close familial, business, or other identifiable relationship (NCGS 160D-109(a)).

SECTION 35.

Amend Article 5, Section 4-3(G)(2):

A reduction of up to 25 percent in the number of parking spaces required for the use provided that the proposed development is located within ½ mile of either the Main Street (MS) District or the Mixed-Use (MU-1 and MU-2) Districts and on-street parking is available.

SECTION 36.

Amend Article 5, Section 4-3(L):

No variances or special use permits may be issued for development on property that is subject to a Conditional Zoning ordinance.

SECTION 37.

Amend Article 5, Section 4-4(B):

The application and supporting materials shall be reviewed by the Planning, Zoning, & Subdivision Administrator in accordance with their procedures for reviewing applications for special use permits prior to the meeting of the Planning Board at which the application is to be considered. The recommendations and comments of the Planning, Zoning, & Subdivision Administrator shall be reported to the Planning Board. The Youngsville Planning, Zoning, & Subdivision Administrator shall evaluate Conditional Zoning applications on the basis of criteria for special use permits set out in Article 7 and shall submit said report at the public hearings on said applications.

SECTION 38.

Amend Article 5, Section 4-4(D):

Upon receipt of the recommendations from the Planning Board, the Town Board of Commissioners shall hold a legislative hearing on the application for Conditional Zoning. Notice of the legislative hearing shall be provided in accordance with the provisions for public hearings for zoning map amendments as set forth in Section 5.3-3(B) of this Ordinance and the North Carolina General Statutes (NCGS 160D-601).

SECTION 39.

Amend Article 5, Section 4.4(E):

The Town Board of Commissioners' consideration of an application for Conditional Zoning is legislative in nature, and the Board of Commissioners may consider any relevant information in its deliberations, including the criteria for issuing special use permits specified in Article 7. Consideration shall be given to adopted land use plans for the area, small area plans, corridor plans, other land use policy documents, and surrounding land uses. The Town Board of Commissioners may adopt or not adopt a Conditional Zoning ordinance or may continue its consideration of the application as necessary or appropriate.

SECTION 40.

Amend Article 5, Section 4.4(G):

Specific findings of the Town Board of Commissioners are not required for action on an application for Conditional Zoning. However, a statement analyzing the reasonableness of the proposed rezoning shall be prepared for each conditional district.

SECTION 41.

Add Article 6, Section 2-7(E): The applicant, the Town of Youngsville, and any person who would have standing to appeal the decision per NCGS 160D-1402(D) shall have the right to participate as a party at the evidentiary hearing.

**Note: Adding this section will require the numbers for the subsequent subsections to be shifted down.

SECTION 42.

Add Article 6, Section 2-7(E)(1):

Objections may be made to the Board of Adjustment. The Chair shall rule on any objections and their rulings may be appealed to the full board.

SECTION 43.

Amend Article 6, Section 1-2(A):

With respect to any special use zoning permit adopted pursuant to this Ordinance.

SECTION 44.

Amend Article 6, Section 1-2(B):

Which would modify, alter, change, or suspend the conditions set forth in Article 10 of this Ordinance for a special use.

SECTION 45.

Amend Article 6, Section 1-3(E):

Once the application is accepted by the Planning, Zoning, & Subdivision Administrator, the request shall be scheduled for an evidentiary hearing by the Board of Adjustment.

SECTION 46.

Amend Article 6, Section 1-4(A):

An evidentiary hearing shall be held on the requested variance within thirty-six (36) days of receipt of a completed application.

SECTION 47.

Amend Article 6, Section 1-4(D):

In considering the application, the Board of Adjustment shall review the application materials, the staff recommendation, the general purpose and standards set forth in this Article for the granting of variances, and all testimony and evidence received by the Board at the evidentiary hearing.

SECTION 48.

Amend Article 6, Section 1-4(E):

After conducting the evidentiary hearing, the Board of Adjustment may:

SECTION 49.

Amend Article 6, Section 1-4(E)(2):

Conduct an additional evidentiary hearing on the request; or

SECTION 50.

Amend Article 6, Section 1-7 – Effective date of decision:

Any decision made by the Board of Adjustment regarding a variance shall be reduced to writing and reflect the Board's decision of contested facts and their application to the applicable standards. The written decision shall be signed by the Chair and shall be filed with the Town Clerk. The effective date of decision shall be upon the date it is filed with the Town Clerk. The decision shall be delivered by the Planning, Zoning, & Subdivision Administrator or their designee via personal delivery, electronic mail, or first class mail to the applicant, property owner, and any person who has submitted a written request for a copy prior to the close of the evidentiary hearing on the case.

SECTION 51.

Amend Article 6, Section 2-3: Parties who may file an appeal:

Any person who has standing under NCGS 160D-1402(c) or the Town of Youngsville may bring an appeal to the Board of Adjustment.

SECTION 52.

Amend Article 6, Section 2-7(A):

Upon receiving the appeal application, the Board of Adjustment shall hold an evidentiary hearing on the appeal. Notice of the hearing shall be as provided in Section 6.1-4. The person whose decision is being appealed shall transmit to the Board of Adjustment all documents and exhibits constituting the record upon which the action appealed from is being taken. Said information shall also be provided to the applicant and to the owner of the property that is subject to the appeal, if such person(s) is not the applicant.

SECTION 53.

Amend Article 6, Section 2-7(B):

The evidentiary hearing shall be conducted in accordance with rules of procedure of the Board of Adjustment and in accordance with the North Carolina General Statutes. All persons providing evidence at the hearing shall be sworn or affirmed by either the Chair or Clerk to the Board. The official who made the decision that is being appealed shall be present at the hearing as a witness. The appellant shall not be limited at the hearing to matters stated in the notice of appeal. If any party or the Town would be unduly prejudiced by the presentation of matters not presented in the notice of appeal, the Board shall continue the evidentiary hearing.

SECTION 54.

Amend Article 6, Section 2.7(C):

Either after the evidentiary hearing or at a subsequent or continuation meeting to be held within 30 days of the close of the evidentiary hearing, the Board of Adjustment shall adopt an order reversing, affirming (wholly or partly), or modifying the contested action. The Board of Adjustment's decision shall be based upon competent, material, and substantial evidence.

SECTION 55.

Amend Article 6, Section 2.7(H):

Any decision made by the Board of Adjustment regarding an appeal shall be reduced to writing and reflect the Board's decision of contested facts and their application to the applicable standards. The written decision shall be signed by the Chair and shall be filed with the Town Clerk. The decision shall be delivered by the Planning, Zoning, & Subdivision Administrator or their designee via personal delivery, electronic mail, or first class mail to the applicant, property owner, and any person who has submitted a written request for a copy prior to the close of the evidentiary hearing on the case. The person making such deliveries shall certify that the deliveries have been made.

SECTION 56.

Add Article 7, Section 3-3:

Unless provided otherwise by law, all development approvals made pursuant to this Article attach to and run with the land.

SECTION 57.

Add Article 7, Section 15-1(C):

The Town of Youngsville may enter into a development agreement, subject to the procedures outlined in this Ordinance. In entering into such agreements, the Town may not exercise any authority or make any commitment not authorized by general statute or local act and may not impose any tax or fee not otherwise authorized by applicable law.

SECTION 58.

Add Article 7, Section 15-2(E):

Development authorized pursuant to this Section shall comply with all applicable laws, including all ordinances, regulations, policies, and laws affecting the development of property, including laws governing permitted uses of the property, density, intensity, design, and improvements.

SECTION 59.

Amend Article 7, Section 1-1: Approval Required:

No person shall undertake any activity subject to this Ordinance without first obtaining approval from the Town. Upon approval of the activity by the Town, a permit shall be issued for the approved activity. Certain permits are issued by agencies other than the Town of Youngsville, as noted below; all other permits are issued by the Town. In any case where an application is made to operate more than one (1) use on a property, the Planning, Zoning, & Subdivision Administrator shall determine which use or uses shall be the principal use or uses and the type of permit that is required: zoning compliance permit, Special Use Permit, or Use Listed with Additional Standards.

SECTION 60.

Amend Article 7, Section 1-1(C) – Certificate of Compliance/Occupancy:

Upon completion of work or activity undertaken pursuant to a development approval, the Town of Youngsville will issue a certificate of compliance if the staff finds that the completed work complies with all applicable State and local laws and with the terms of the permit approval. The Franklin County Building Inspections Department will issue the Certificate of Occupancy upon the final building inspection and approval by the Town.

SECTION 61.

Amend Article 7, Section 3-2 – Building permit expiration:

The Franklin County Building Inspections Department may void a building permit for a project within the Town's jurisdiction if the authorized work has not begun within six (6) months after issuance of the permit, or if work was commenced but was discontinued for a period of one year.

SECTION 62.

Amend Article 7, Section 5-2(A) – Filing of application:

An application for a zoning permit may be filed by the landowner, a lessee or person holding an option to purchase or lease land, or an authorized agent of the landowner. Where an agent files the application, the agent shall provide documentation that the owner of the property has authorized the filing of the application. The application for a zoning permit shall be filed with the Planning, Zoning, & Subdivision Administrator on a form they provide.

SECTION 63.

Amend Article 7, Section 8:

Special Use Approvals

SECTION 64.

Amend Article 7, Section 8-1 – Purpose:

Special uses are established to provide for the location of those uses which are generally compatible with other land uses permitted in a zoning district but which, because of their unique characteristics or potential impacts on the surrounding neighborhood and the Town of Youngsville as a whole, require individual consideration of their location, design, configuration, and/or operation at the particular location proposed. Such individual consideration may also identify cause(s) for the imposition of individualized conditions in order to ensure that the use is

appropriate at a particular location and to ensure protection of the public health, safety, and welfare. Any use identified in Section 10.2 of this Ordinance as a special use in a zoning district shall not be permitted without the approval of the Board of Commissioners in accordance with the requirements and procedures set forth in this section.

SECTION 65.

Amend Article 7, Section 8-2: Pre-application conference procedure:

Every applicant for a special use permit is required to meet with the Planning, Zoning, & Subdivision Administrator in a pre-application conference prior to the submittal of a request for approval of a special use. The purposes of this conference are to provide additional information regarding the review process and assistance in the preparation of the application.

SECTION 66.

Amend Article 7, Section 8-3(A) – Filing of application:

An application for a special use permit may be filed by the owner of the property or by an agent specifically authorized by the owner to file such an application. Where an agent files the application, the agent shall provide documentation that the owner of the property has authorized the filing of the application. The application for a special use permit shall be filed with the Planning, Zoning, & Subdivision Administrator on a form they provide.

SECTION 67.

Amend Article 7, Section 8-3(B) – Information required:

Each application for a special use permit shall contain all information identified as required by the Planning, Zoning, & Subdivision Administrator. The application shall be accompanied by an electronic file copy plus at least two paper copies of a Site Development Plan containing all information required by Section 7.7 of this Ordinance.

SECTION 68.

Amend Article 7, Section 8-4(A) – Planning, Zoning, & Subdivision Administrator review:

Following submittal of the application and Site Development Plans for the special use, they shall be reviewed by the Planning, Zoning, & Subdivision Administrator for compliance with the requirements of Section 7.8 of this Ordinance.

SECTION 69.

Amend Article 7, Section 8-5(A) – Evidentiary hearing:

Upon receipt of a notice from the Planning, Zoning, & Subdivision Administrator of the applicant requesting an evidentiary hearing on the application and Site Development Plan for a special use permit, an evidentiary hearing shall be scheduled. An evidentiary hearing before the Youngsville Board of Commissioners shall be held for all special use permit applications.

SECTION 70.

Amend Article 7, Section 8-5(B)(1):

The Youngsville Board of Commissioners shall consider the request within three (3) days of receiving information regarding the special use permit application from the Planning, Zoning, & Subdivision Administrator.

SECTION 71.

Amend Article 7, Section 8-5(B)(2):

The Youngsville Board of Commissioners, after conducting the evidentiary hearing, may:
(1) deny approval; (2) continue the application pending submittal of additional information; or
(3) approve the proposed special use permit.

SECTION 72.

Amend Article 7, Section 8-5(B)(3):

The decision on the special use permit shall be by a simple majority vote of those members of the Youngsville Board of Commissioners present at the meeting at which the action is taken.

SECTION 73.

Amend Article 7, Section 8-5(B)(4):

The minutes of the Youngsville Board of Commissioners shall state if the proposed special use meets or does not meet each of the conditions set forth in Section 7.8-5(D), the standards set forth in Article 10 of this Ordinance for the proposed special use, and all other requirements set forth by this Ordinance for the proposed special use.

SECTION 74.

Amend Article 7, Section 8-5(D) – Additional Conditions:

In granting the special use permit, the Board of Commissioners may designate only those conditions, in addition and in connection therewith, as will, in its opinion, assure that the use in its proposed location will be harmonious with the area in which it is proposed to be located, with the spirit of this Ordinance, and clearly in keeping with the public welfare. All such additional conditions shall be entered into the minutes of the meeting at which the special use permit is granted, on the special use permit itself, and on the approved plans. All specific conditions shall run with the land and shall be binding on the original applicants, their heirs, successors, and assignees. The special use permit, as approved, shall be recorded by the Planning, Zoning, & Subdivision Administrator with the Register of Deeds for the county in which the subject property is located. The permit recipient shall be responsible for paying the recording fee. No building permit shall be issued for the subject property until the recording is made.

The Town of Youngsville may not require, enforce, or incorporate into the permit requirements any conditions not authorized by otherwise applicable law, including taxes, impact fees, building design elements, driveway-related improvements, or otherwise unauthorized limitations on the development or use of land. Only those conditions approved by the Town of Youngsville and consented to by the petitioner in writing may be incorporated into the permit requirements.

SECTION 75.

Amend Article 7, Section 8-6 – Transfer of Approval:

A special use approval is not transferable from one property to another but is transferred to a subsequent owner of the property to which applied.

SECTION 76.

Amend Article 7, Section 8-7 – Resubmission of denied applications:

No application for approval of a special use shall be filed with, or accepted by, the Planning, Zoning, & Subdivision Administrator that is identical or substantially similar to an application that has been denied by the Youngsville Board of Commissioners within one year of the final action by the Board of Commissioners denying the request. This waiting period may be waived in an individual case, for good cause shown, by the affirmative vote of a majority of the members of the Board of Commissioners.

SECTION 77.

Amend Article 7, Section 8-8 – Public Notification:

Notice of evidentiary hearings or public meetings required under this section for special use approvals shall be provided in accordance with the requirements established by the North Carolina General Statutes for public hearing notification. In addition, the Planning, Zoning, & Subdivision Administrator shall prepare a public notice as described herein which indicates the official receipt of an application and Site Development Plan for a special use permit approval. This will serve to encourage public involvement in development projects in Youngsville. The notice shall be posted in a conspicuous place at Town Hall, on the Town's website, or a combination of these two, at least five days prior to the date on which the application is to be considered. This notice for publication shall include the following.

SECTION 78.

Amend Article 7, Section 8-8(A):

Brief description of the special use project proposed;

SECTION 79.

Amend Article 7, Section 8-8(C):

Contact information for staff receiving comments concerning the proposed special use.

SECTION 80.

Amend Article 7, Section 8-9 – Project phasing:

If a project approved as a special use is to be developed in phases, a master plan for the entire development site must be approved by the Youngsville Board of Commissioners at the same time and in the same manner the special use permit is being considered.

SECTION 81.

Amend Article 7, Section 8.9(A):

Final plans for phases of the special use may be submitted in stages and shall be approved by the Planning, Zoning, & Subdivision Administrator provided that the following requirements are met:

SECTION 82.

Amend Article 7, Section 8.9(A)(5):

The phasing shall be consistent with the traffic circulation, drainage, and utilities plan for the entire master plan for the special use.

SECTION 83.

Amend Article 7, Section 8.9(A)(6):

Each phase of the special use must comply with any and all conditions attached to the approval of the special use permit by the Youngsville Board of Commissioners.

SECTION 84.

Amend Article 7, Section 8-10 – Variances:

In issuing special use permits, the Youngsville Board of Commissioners may prescribe dimensional requirements (height, setbacks, etc.) that are different from the requirements of the corresponding general zoning classification, and may prescribe development and design standards that are different from those set out in Article 9; provided that any request for a modification to a dimensional requirement or development and design standard that is less restrictive than would be applicable for the underlying general zoning classification must be specifically described in any notices required for the evidentiary hearing on the special use permit application, and must be set out separately in any Ordinance issuing said special use permit, together with an explanation of the reason for the modification. Except as modified pursuant to this paragraph, all standards and requirements applicable to the underlying general zoning district must be met. Variances to the standards established by any special use permit shall not be allowed, per Article 6 of this Ordinance.

SECTION 85.

Amend Article 7, Section 8-11 – Appeals:

An appeal from the decision of the Youngsville Board of Commissioners regarding a special use application and Site Development Plan may be made by an aggrieved party and shall be made to the Superior Court of the county in which the subject property is located in the nature of certiorari. Any such petition to the Superior Court shall be filed with the court no later than 30 days after a written copy of the decision of the Board of Commissioners is received by the applicant.

SECTION 86.

Amend Article 7, Section 8-12 – Permit validity:

Approvals of a special use permit application and Site Development Plan shall be valid for one year from the date of approval by the Youngsville Board of Commissioners. Failure to initiate construction, or otherwise begin the permitted use, within this time, shall render the special use approval null and void. The Planning, Zoning, & Subdivision Administrator may grant a single extension of this time period of up to six (6) months upon submittal by the applicant of sufficient justification for this extension. Permits for the phased development of a special use project shall remain valid for the time approved by the Youngsville Board of Commissioners as part of the special use approval of the master plan for the special use.

SECTION 87.

Amend Article 7, Section 8-13 – Failure to comply with plans or conditions:

In the event of the failure to comply with the plans approved by the Board of Commissioners or with any other conditions imposed upon the special use permit, the permit shall thereupon immediately become void and of no effect. No building permits for further construction or certificates of occupancy under this special use permit shall be issued. If a failure to comply with conditions in a special use permit occurs after occupancy, the owner, lessee, or other responsible person shall be notified in writing of the violation. No earlier than five days after the receipt of the written notice, the body issuing the special use permit may issue a finding of fact that a violation of the requirements of this Ordinance exists. If such finding of fact is made, it shall be unlawful for any person, firm, or corporation to continue the special use until the responsible party makes the necessary corrections and the Board of Commissioners conducts a public hearing and finds that the violation no longer exists.

SECTION 88.

Amend Article 7, Section 13-1 – Purpose:

The zoning vested right is a right which is established pursuant to NCGS 160D-108 to undertake and complete the development and use of property under the terms and conditions of an approved site-specific vesting plan. Upon issuance of a building permit, the expiration provisions of NCGS 160D-403(f) shall apply, except that a building permit shall not expire or be revoked because of the running of time while a zoning vested right under this Article is outstanding. Obtaining Site Development Plan or Preliminary Plat Subdivision approval through the vested rights procedure gives the applicant the right to start construction of the development as approved within two (2) years of approval. A vested right is obtained:

SECTION 89.

Amend Article 7, Section 13-1(A):

Automatically when either a conditional zoning or a special use permit is granted by virtue of Board of Commissioners approval.

SECTION 90.

Amend Article 7, Section 13-1(C):

Automatically when the Board of Commissioners approves a site-specific vesting plan submitted by a developer in conjunction with an application for a zoning permit with vested rights as described below.

SECTION 91.

Amend Article 7, Section 13-6 – Additional restrictions and requirements:

In granting a zoning permit with vested rights, the Board of Commissioners may impose such additional restrictions and requirements upon the permit as it may deem necessary in order that the purpose and intent of this Ordinance are served, public welfare secured, and substantial justice done. Approval of a site-specific vesting plan with the condition that a variance or modification be obtained shall not confer a vested right unless and until the necessary variance or modification is obtained. If all requirements and conditions are accepted by the applicant, the Board of Commissioners shall authorize the issuance of the permit; otherwise the permit shall be denied. Any permit so authorized shall remain vested for two (2) years from the date of the action granting the permit. No change or amendment to any zoning permit with vested rights shall be made except after public hearing and except as provided for in this Ordinance for the original issuance of such permit. If, at the time of consideration of a proposed change or amendment, the permit or proposed change or amendment could not be lawfully made under Ordinance conditions existing at that time, the proposed change or amendment shall be denied. In addition, in no case shall there be an extension of the two-year time period for which the development right is vested. Nothing herein shall exempt plans related to the permit from subsequent reviews and approvals to ensure compliance with the terms and conditions of the original approval, provided that such reviews and approvals are not inconsistent with the original approvals.

SECTION 92.

Amend Article 7, Section 13-8 – Permit validity:

A zoning right that has been vested as provided in Section 7.13 shall remain vested for a period of two years from the date the permit is issued. This vesting shall not be extended by any amendments or modifications to a site-specific vesting plan unless expressly provided by the approving authority at the time the amendment or modification is approved. A zoning permit, special use permit, or subdivision approval shall not expire or be revoked because of the running of time while a zoning vested right under this section is outstanding. A vested right shall terminate under the termination conditions as specified in subsection 7.13-6 of this Ordinance.

SECTION 93.

Amend Article 7, Section 13-10 – Status at expiration of term:

A right which has been vested shall terminate at the end of the two-year vesting period with respect to buildings and uses for which no valid building permit applications have been filed. Upon issuance of a building permit, the provisions of NCGS 160D-403(c) and 160D-403(f) shall apply except that a building permit shall not expire or be revoked because of the running of time while a vested right under this Article is outstanding. Any development constructed pursuant to a zoning permit with vested rights for which the vested term has expired and which is not in conformance with all the terms of this Ordinance because of changes made in the provisions of this Ordinance, including the zoning map, after the issuance of the permit shall be subject to the provisions of this Ordinance relating to nonconformities the same as any other nonconformity.

SECTION 94.

Amend Article 7, Section 14-2 – Notice procedure:

The following guidelines detail the notification procedure to be followed for public hearings required by this Article unless otherwise set forth in this Article. Failure to follow procedures set forth in this section, other than those required by the North Carolina General Statutes, shall not affect the validity of any action taken at a public hearing or public meeting (NCGS 160D-601).

SECTION 95.

Amend Article 7, Section 14-3 – Special notice requirements for telecommunication towers/structures:

For any evidentiary hearing for special use applications for telecommunication towers as required by Section 10.2-14 hereinafter, additional notice and public hearing requirements shall be provided as set forth in Section 10.2-14 of this Ordinance.

SECTION 96.

Amend Article 7, Section 15-1(A):

The North Carolina General Statutes authorize the use of development agreements for the development of land in accordance with the criteria and procedure established in sections NCGS160D-1001 through 160D-1012.

SECTION 97.

Amend Article 7, Section 15-3(B):

The development agreement and the Planning Board recommendation shall be published for public inspection and notification shall be made in accordance with the provisions of NCGS 160D-601.

SECTION 98.

Amend Article 7, Section 15-4(C):

If the developer fails to cure the material breach within the time given, then the Town of Youngsville may unilaterally terminate or modify the development agreement. In accordance with NCGS 160D-1008, the notice of termination or modification may be appealed to the Board of Adjustment in the manner provided by NCGS 160D-405.

SECTION 99.

Amend Article 8, Section 8.4:

Special Use – Where a use is listed in a given district, upon satisfaction of the requirements established in Section 10.2 of this Ordinance, the symbol “SP” is entered in the corresponding district column for the specific use.

SECTION 100.

Amend Article 8, Section 5 – Overlay Districts:

Special Use – Where a use is listed in a given district, upon satisfaction of the requirements established in Section 10.2 of this Ordinance, the symbol “SP” is entered in the corresponding district column for the specific use.

SECTION 101.

Amend Article 8, Section 5-2(C)(2)(b)(iii):

Buildings used primarily for agricultural and/or equestrian-related activities may be built in the scenic corridor easement upon approval by the Board of Commissioners as a special use. Parking shall be located behind the building, shall not be located within the scenic corridor easement, and shall be buffered from the scenic corridor. The Board of Commissioners shall consider the following items in making the decision to allow aforesaid buildings in the scenic easement.

SECTION 102.

Amend Article 8, Section 5-3(D):

Special use permits are required for all hazardous industries.

SECTION 103.

Amend Article 10 title:

Uses with additional standards and special uses.

SECTION 104.

Amend Article 10, Section 2 title:

Special uses

SECTION 105.

Amend Article 10, Section 2-1 – Purpose:

Certain uses may wish to locate in the Town of Youngsville and its area of jurisdiction, which, due to their size and/or operation, have impacts that could adversely impact neighboring uses or the community as a whole. Due to the potential impacts of these uses, they must meet certain conditions. This section identifies the uses that require conditions and establishes the conditions they must meet. A special use permit must be granted for these uses in accordance with the procedures set forth in Article 7.

SECTION 106

Amend Article 10, Section 2-2 – Special Uses Established:

The following special uses and the minimum conditions they must meet are hereby established.

SECTION 107.

Amend Article 10, Section 2-14(B)(1):

The applicant for a special use permit for a telecommunication tower shall bear the burden of demonstrating by substantial evidence in a written record that a bona fide need exists for the proposed telecommunication tower and that no reasonable combination of locations, techniques, or technologies will obviate the need for, or mitigate the height or visual impact of, the proposed telecommunication tower.

SECTION 108.

Amend Article 10, Section 2-14(B)(3):

The Town may elect to retain outside consultants or professional services to review a special use application for a telecommunication tower and to make recommendations on relevant issues including, but not limited to, verification of the applicant's due diligence, analysis of alternatives, conditions of approval, and compliance with state and federal rules and regulations at the applicant's expense.

[This space intentionally left blank.]

SECTION 109.

Amend Article 10, Section 2-14(B)(4):

In addition to the notice requirements found elsewhere in this Ordinance, the applicant for a special use permit for a telecommunication tower shall be required to notify by regular mail all property owners within a one-quarter mile (1,320 feet) radius of the proposed location of any public hearing on the application at least ten (10) days prior to the hearing. The Planning, Zoning, & Subdivision Administrator may require the applicant to conduct a crane or balloon test to simulate the height of the proposed tower. Notice of the dates and times of such tests shall be mailed by the applicant to all property owners within a one-quarter mile (1,320 feet) radius of the proposed location at least ten (10) days prior to the primary test date. The notice shall state primary and alternate test dates, as well as a range of dates for testing in the event of extended periods of inclement weather. The Planning, Zoning, & Subdivision Administrator shall review and approve the sufficiency of the notice prior to mailing, and, as part of their application, the applicant will be required to submit a certificate of mailing and attach a copy of the notice and a list of the addresses to which it was sent. In the event the applicant shall seek to increase the height of a proposed tower, or move its location more than 50 feet laterally from that stated in the original notices, additional notice shall be required to be given in accordance with the above provisions and all time periods shall run from the date of supplemental notification.

SECTION 110.

Amend Article 10, Section 2-14(B)(7):

It is the policy of the Town to encourage co-location and the use of existing structures where appropriate. In furtherance of that policy objective, the following provisions shall apply to an application for a special use permit for a telecommunication tower:

SECTION 111.

Amend Article 10, Section 2-14(B)(7)(a):

A special use for a telecommunication tower shall not be approved unless the tower is designed structurally, electrically, mechanically, and in all respects to accommodate at least three users. An application shall not be deemed complete until the applicant submits:

SECTION 112.

Amend Article 10, Section 2-14(B)(7)(c):

A special use application for a telecommunication tower shall not be approved if an electric transmission tower is located above, or no less than 25 feet below, the ground elevation of and within the search radius and/or ring of a proposed telecommunication tower, unless the applicant can demonstrate one or more of the following:

SECTION 113.

Amend Article 10, Section 2-14(B)(7)(d):

A special use application for a telecommunication tower shall not be approved unless the equipment planned for the proposed tower cannot be accommodated on existing or approved telecommunication towers, buildings, or alternative structures more than 30 feet in height (after first considering electric transmission towers) within a one-quarter mile (1,320 feet) radius of the proposed telecommunication tower due to one or more of the following reasons:

SECTION 114.

Amend Article 10, Section 2-14(B)(16):

In cases where an applicant is required to perform an environmental assessment (EA) or environmental impact statement (EIS) under the National Environmental Policy Act or the Nation Historic Preservation Act, such EA or EIS shall be submitted as part of their application for a special use permit. An application for a special use permit will not be deemed complete until any required EA or EIS has been submitted to the Town.

SECTION 115.

Amend Article 10, Section 2-14(B)(28):

A special use approval for a telecommunication tower shall become null and void if the facility is not constructed and placed in service within two years of the date of approval provided, however, that the special use approval may be extended one time for six months if substantial construction has commenced before the end of the initial year.

SECTION 116.

Amend Article 11, Section 5-3(A):

If, at the time of a request for a Certificate of Compliance, the required planting areas are not complete, the developer may provide a performance guarantee in accordance with NCGS 160D-804(g) guaranteeing the installation of the plant materials if the following conditions are met:

SECTION 117.

Amend Article 11, Section 18-2(A) – Tree disturbance prior to permit approval:

The penalty for removal of or damage to trees, prior to the issuance of a tree disturbance permit, shall be a civil penalty of ten thousand dollars (\$10,000.00) per acre or prorated fraction thereof (i.e., the civil penalty for a site of 0.35 acres that is cleared prior to approval or prior to the issuance of a tree disturbance permit is three thousand five hundred dollars (\$3,500.00)). Additionally, the Town of Youngsville, under NCGS 160D-921, may deny a building permit to any landowner who clears land in anticipation of development in violation of this section for up to three (3) years after completion of the timber harvest. If it is determined that the timber harvest was a “willful violation” of this Ordinance, then the Town of Youngsville reserves the right to deny development approvals for a period of two (2) years following the timber harvest.

SECTION 118.

Amend Article 16, Section 1-2(A) – Divisions of land exempt:

In accordance with NCGS 160D-802, the following divisions of land are not included within the definition of “subdivision” and are not subject to the Town’s subdivision regulations.

[Subsections 1 through 5 to remain as written.]

In case of a conflict between this description of exempt subdivisions and state law (NCGS 160D-802), state law shall control

SECTION 119.

Amend Article 16, Section 1-5(C) – Presale contracts:

In accordance with NCGS 160D-807(b), the provisions of this section shall not prohibit any owners or their agent from entering into contracts to sell or lease by reference to an approved preliminary plat for which a final plat has not yet been properly approved under the subdivision ordinance or recorded with the register of deeds, provided the contract does all of the following:

SECTION 120.

Amend Article 16, Section 1-6 – Designation of approval agency:

The Town of Youngsville Planning Department is designated as a planning agency for the purposes of NCGS 160D-803. The Planning, Zoning, & Subdivision Administrator or their designee shall be authorized to sign the plat signifying final approval of subdivisions.

SECTION 121.

Amend Article 16, Section 1-7 – Violations:

Violations of the provisions of this section shall be subject to the enforcement and penalty provisions set forth in Article 23 of this Ordinance. In addition to being subject to the provisions for enforcement in Article 23 of this Ordinance, any person who, being the owner or agent of the owner of any land located within the Town's jurisdiction, subdivides their land in violation of the ordinance or transfer or sells land by reference to, exhibition of, or any other use of a plat showing a subdivision of the land before the plat has been properly approved under such ordinance and recorded in the office of the appropriate register of deeds, shall also be deemed guilty of a Class 1 misdemeanor. The description of metes and bounds in the instrument of transfer or other document used in the process of selling or transferring land shall not exempt the transaction from these penalties. The Town may bring an action for injunction of any illegal subdivision, transfer, conveyance, or sale of land, and the courts shall, upon appropriate findings, issue an injunction and order requiring the offending party to comply with this Ordinance. Building permits required pursuant to NCGS 160D-1110 may be denied for lots that have been illegally subdivided. In addition to other remedies, the Town may institute any appropriate action or proceedings to prevent the unlawful subdivision of land; to restrain, correct, or abate the violation; or to prevent any illegal act of conduct per NCGS 160D-807(a).

SECTION 122.

Amend Article 16, Section 1-9 – Required improvements:

Improvement requirements shall be fulfilled, or their complete performance guaranteed in accordance with NCGS 160D-804 before a final plat shall be approved by the Planning, Zoning, & Subdivision Administrator.

SECTION 123.

Amend Article 16, Section 1-9(B) – Guarantee in lieu of construction of improvements:

In lieu of completion of construction of the required improvements and utilities prior to final plat approval, the property owner may provide a performance guarantee in accordance with NCGS 160D-804(g). The performance guarantee shall be in an amount equal to 125% of the estimated cost of the installation of the required improvements, as determined by the Town. The performance guarantee shall remain in full force and effect until such time as the construction of improvements and installation of utilities are completed and accepted by the Town of Youngsville. Failure to maintain the required performance guarantee shall result in the revocation of the approval of the preliminary plat and any permits issued as a result of the preliminary plat approval. The performance guarantee shall be automatically renewed unless all parties agree not to renew it at least sixty (60) days prior to its scheduled expiration date. A temporary construction easement permitting the Town of Youngsville or its designee(s) to access the property for the purpose of constructing/installing the guaranteed improvements is required to be provided with

the performance guarantee. The temporary construction easement shall be valid and shall bind to all successive owners until the guaranteed improvements have been constructed/installed and approved or accepted by the Town. Said temporary construction easements shall be recorded at the office of the Franklin County Register of Deeds, with recording fees to be paid by the applicant/landowner.

SECTION 124.

Amend Article 17, Section 6(T):

Fence wraps displaying signage when affixed to perimeter fencing at a construction site until the certificate of occupancy is issued for the final portion of any construction site or 24 months from the time the fence wrap was installed provided it contains only advertising sponsored by parties directly involved in the construction project in accordance with NCGS 160D-907.

SECTION 125.

Amend Article 18, Section 1(A) – Statutory authorization:

The Legislature of the State of North Carolina has, in Part 6, Article 21 of Chapter 143; Article 8 of Chapter 160A; and Articles 7, 9, 11, and 13 of Chapter 160D of the North Carolina General Statutes, delegated to local governmental units the responsibility to adopt regulations designed to promote the public health, safety, and general welfare.

SECTION 126.

Amend Article 19, Section 2 – Purpose and authority:

The Town Board of Commissioners of the Town of Youngsville is authorized to adopt this Ordinance pursuant to North Carolina law, including but not limited to, Article 14, Section 5 of the Constitution of North Carolina; NCGS 143-214.7 and rules promulgated by the Environmental Management Commission thereunder; Session Law 2004-163; NCGS Chapter 160A-174 and 160A-185; NCGS Chapter 113, Article 4 (Sedimentation and Pollution Control); Article 21, Part 6 (Floodway Regulation); NCGS Chapter 160D (Local Planning and Development Regulation); Article 13, Part 1 (Acquisition of Open Space); and NCGS 160D-804.

[This space intentionally left blank.]

SECTION 127.

Amend Article 22, Section 3-1 – Lawfully established nonconforming lots:

Lawfully established nonconforming lots having one or more dimensional nonconformities may be used for any permitted or special uses allowed in the zoning district in which the lot is located provided that any structure or expansion/addition to an existing structure proposed for the use meets all applicable dimensional and numerical requirements and all applicable procedures are followed. Such lots may be recombined with adjoining lots to increase the extent of their nonconformity provided new nonconformities are not created.

SECTION 128.

Amend Article 22, Section 3-2 – Structures, including signs:

Structures of any type having one or more dimensional nonconformities may be used for any permitted or special use allowed in the zoning district in which the structure is located, and, upon any change in use, shall comply with the landscaping, buffering, and parking requirements of Articles 11 and 12. Structures may be expanded or enlarged, provided the extent of the nonconformity is not increased or new nonconformities are not created by expansion or enlargement. Expansions, enlargements, or reconstruction of such structures to meet all applicable dimensional and numerical requirements, except density, which may be retained at the prior nonconforming level but not increased. For the purpose of this section, the value of any expansions, enlargements, or reconstruction of such structures over a three-year period shall be cumulated in calculating the fifty percent threshold. A structure undergoing renovation (defined in Article 3) having a renovation cost equal to or greater than fifty percent of the structure's appraised value shall not be subject to the above provisions but shall be required to meet the landscaping, buffering, and parking provisions of Articles 11 and 12. Signs shall also comply with the provisions of Article 17, Section 17.13 of this Ordinance.

[This space intentionally left blank.]

SECTION 129.

Amend Article 22, Section 4-1 – Discontinuation of nonconforming uses:

A nonconforming use is allowed to continue unless the use is discontinued for any reason for a period of 730 or more consecutive days, and there are no substantial good faith efforts to re-establish the use during this period. Obtaining permits to maintain the existing use or significant continuous efforts to market the property for sale or lease for the existing use (e.g., MLS listing, realtor contract, etc.) shall be regarded as substantial good faith efforts. A nonconforming use shall be deemed discontinued after a period of 1095 consecutive days regardless of any substantial good faith efforts to re-establish the use. Thereafter, the structure or property associated with the use may be used only for conforming uses. Where multiple nonconforming uses occupy the same premises, the reallocation of any combination of the nonconforming uses shall be allowable provided there is no net increase in the gross area of the combined nonconforming uses. Special uses discontinued for a period of 730 or more consecutive days shall be regarded as nonconforming uses and shall not be re-established without new special use permit approval.

SECTION 130.

Add Article 23, Section 2(A) – Conflicts of interest:

No staff member shall make a final administrative decision if the outcome of that decision would have a direct, substantial, and readily identifiable impact on the staff member or if the applicant or other person subject to that decision is a person with whom the staff member has a close familial, business, or other associational relationship.

SECTION 131.

Amend Article 23, Section 6-5 – Stop work orders:

Whenever a building, sign, or structure, or part thereof, is being constructed, reconstructed, altered, or repaired in violation of this Ordinance, the Planning, Zoning, & Subdivision Administrator may order the work to be immediately stopped. The stop work order shall be in writing and directed to the owner, occupant, or person doing the work. The stop work order shall state the specific work to be stopped, the specific reasons for the stoppage, and the conditions under which the work may be resumed. Such action shall be in accordance with NCGS 160D-401(b), as applicable, or the NC Building Code.

SECTION 132.

Amend Article 23, Section 6-6 – Revocation of permits:

The Planning, Zoning, & Subdivision Administrator may revoke and require the return of a permit by notifying the permit holder in writing stating the reason for the revocation. Permits

shall be revoked for any substantial departure from the approved application, plans, or specifications; for refusal or failure to comply with the requirements of any State or local laws; or for false statements or misrepresentations made in securing the permit. Any permit mistakenly issued in violation of an applicable State or local law may also be revoked (See NCGS 160D-403(f) for statutory authorization by law).

SECTION 133.

This ordinance shall be effective from and after its adoption.

Adopted this ____ day of _____, 2020.

Fonzie A. Flowers, Mayor

ATTEST:

Emily Hurd, Town Clerk



Town of Youngsville

Finance Report

To: Youngsville Board of Commissioners
From: Kari Patton-Motluck, Interim Finance Officer
Date: September 8, 2020
Re: Finance Report – August 2020

During the month of July, there were:

- 70 checks written and electronic payments made totaling \$234,650.21
- 861 day sheets recorded totaling \$535,894.37
- Our Current Debt Issuance:
 - Vehicle Loans – total balance \$429,105.83
 - Street Loan – total balance \$176,020.71
 - Town Hall Loan – total balance \$259,206.72
- Town's Anticipated Debt Issuance:
 - The loan application for the new Public Works Facility and Town Hall Renovation has been submitted to the LGC for consideration and is expected to be on their October agenda.
 - Anticipated loan amount is \$2,770,695 million (which includes paying off the remaining town hall loan) with a repayment term of 20-years at a fixed rate of 2.5% through Union Bank.
- Capital Improvements Plan
 - Public Works Facility and Town Hall Renovations – Site work and design work continues. Construction bids are expected to start soon.
 - Community House kitchen remodel – PO Issued to DS Handyman and Remodeling for \$12,300 – the cost of the stove and refrigerator is TBD.
 - Cemetery Fence – PO Issued to Seegars for \$4,974 and we also received a \$500 donation from a community citizen towards the cost.
 - Wayfinding Signs – PO Issued to Daniel Notch Signs totaling \$13,608.94 – partially complete
 - Luddy Park has two capital projects – a PO issued to AO Services for \$5,250 for stairs and First Light Technologies was issued a PO for \$9,693.00 for basketball court lights.
 - Police Department has received a PO for \$5,799.00 to Elan City for two radar speed signs – installed and paid.



Town of Youngville

Post Office Box 190, Youngville, North Carolina 27596
Phone: 919.925.3401 | Fax: 919.925.3402

September 6, 2020

To: Commissioners

From: Kari Patton-Motluck

Re: Financial Statements for month ended August 31, 2020.

Condensed Financial statements for the month ended August 31, 2020 are attached. The financial statements have been prepared on the modified accrual basis of accounting which essentially means that all unpaid bills that have been received as of today's date are included in the expenditures line items.

The financial statements are arranged in the following sequence:

General Fund (#100) Balance sheet
General Fund Budget vs Actual

Powell Bill Fund (#210) Balance Sheet
Powell Bill Budget vs Actual

Capital Projects Ordinance – Pedestrian Plan Grant (#305) Balance sheet
CPO – Pedestrian Plan Grant Budget vs Actual

Debt Set Off (#405) Balance Sheet
Debt Set Off Budget vs Actual

Fixed Assets & Accruals (#500) Balance Sheet

Please feel free to contact me if you have any questions.

Kari Patton-Motluck
Interim Finance Officer
Office: 919.925.3393
kpattonmotluck@townofyoungville.org

"The Gateway to Franklin County"

GL Balance Sheet
Period Ending 8/31/2020

TOWN OF YOUNGSVILLE

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100 GENERAL FUND

Asset

100-110-100 Operating Cash	\$773,821.11
100-110-105 P&R Registration Deposit Account	\$14,211.61
100-110-107 DOJ Checking	\$444.52
100-110-110 Petty Cash	\$100.00
100-110-200 Money Market/Savings Account	\$1,606,554.81
100-110-310 General Accounts Receivable	\$26,730.97
100-110-320 Property Tax Receivable	\$93,409.00
100-110-330 LG Sales Tax Receivable	\$90,190.44
100-110-340 Sales Tax Refund Receivable	\$18,667.73
100-110-351 Due from ABC Store	-\$40,774.15
100-110-360 Garbage & Recycling Receivable	\$23,093.12
100-110-361 Garbage & Rec Allowance for Doubtful Accounts	-\$11,608.72
100-110-390 Due from Funds	\$6,013.02
100-110-392 Due from Debt Set Off	\$4,259.85
100-110-393 Due From NCCMT	\$259,340.15
100-110-394 Due from Capital Projects	\$49,000.00
100-110-400 Other Current Assets	\$1,565.23
100-110-410 Prepaid Expenses	\$22,391.72
100-110-620 LMB MM Account	\$136,332.53

100 GENERAL FUND

Asset Total

\$3,073,742.94

Liability

100-210-100 Accounts Payable	\$918.86
100-210-200 Employee Related Accounts Payable	\$17,624.07
100-210-223 Retirement Contribution Payable	-\$402.69
100-210-225 Insurance Deductions Payable	\$6,415.09
100-210-227 State Continuation Payable	-\$1,031.30
100-210-228 Other Deductions Payable	-\$281.44
100-210-310 Community House Deposits	\$1,850.00
100-210-311 Field Rental Deposits	\$260.00
100-210-320 Deferred Revenue	\$19,918.06
100-210-321 Property Tax Prepayments	-\$796.09
100-210-322 Garbage & Recycling Prepayments	\$1,644.17
100-210-620 LMB Performance Bond	\$136,332.53
100-210-910 Reserve for Taxes Receivable	\$93,409.00
100-210-911 Reserve for PP Taxes	\$498.73

GL Balance Sheet
Period Ending 8/31/2020

TOWN OF YOUNGSVILLE

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100-299-500 Fund Balance		\$1,520,105.59
Current Fund Balance Adjustment		\$368,031.10
P/Y Fund Balance Adjustment		\$909,247.26
100 GENERAL FUND	Liability Total	\$3,073,742.94

Budget vs Actual (Summary)

TOWN OF YOUNGSVILLE
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Period Ending 8/31/2020

100 GENERAL FUND

Description	Budget	YTD	Variance	Percent
Revenues				
	4,209,198	787,614.49	(3,421,583.50)	19%
Revenues Totals:	4,209,198	0.00	787,614.49	(3,421,583.50) 19%
Expenses				
BOARD OF COMMISSIONERS / GOVERNING BODY	54,665	5,918.69	48,746.47	11%
ADMINISTRATION	574,528	80,575.71	493,951.94	14%
PUBLIC FACILITIES	1,469,001	32,604.97	1,436,396.11	2%
PUBLIC SAFETY	1,521,938	217,886.39	1,304,051.85	14%
PUBLIC WORKS	386,088	48,004.93	338,083.10	12%
PARKS & RECREATION	202,978	34,592.70	168,385.13	17%
Expenses Totals:	4,209,198	0.00	419,583.39	3,789,614.60 10%
100 GENERAL FUND Totals:		368,031.10		

GL Balance Sheet
 Period Ending 8/31/2020

TOWN OF YOUNGSVILLE

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210 POWER BILL

Asset

210-110-106 Operating Cash	\$4,993.77
210-110-210 Savings Account	\$45,265.27
210-110-340 Sales Tax Refund Receivable	\$982.35

210 POWER BILL	Asset Total	\$51,241.39
----------------	-------------	-------------

Liability

210-210-100 Accounts Payable	\$4,616.14
210-210-950 Due to General Fund	\$456.06
210-299-500 Fund Balance	\$81,090.50
Current Fund Balance Adjustment	-\$427.22
P/Y Fund Balance Adjustment	-\$34,494.09

210 POWER BILL	Liability Total	\$51,241.39
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Budget vs Actual (Summary)

TOWN OF YOUNGSVILLE
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Period Ending 8/31/2020

210 POWER BILL

Description	Budget	YTD	Variance	Percent
Revenues				
	40,000	0.00	(40,000.00)	
Revenues Totals:	40,000	0.00	0.00	(40,000.00)
Expenses				
PUBLIC WORKS	40,000	427.22	39,572.78	1%
Expenses Totals:	40,000	0.00	427.22	39,572.78 1%
210 POWER BILL Totals:		(427.22)		

GL Balance Sheet
Period Ending 8/31/2020

TOWN OF YOUNGSVILLE

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305 CAPITAL PROJECTS - PED PLAN GRANT

Asset

305-110-100 Operating Cash \$102,179.34

305-110-220 Savings Account \$3,635.70

305 CAPITAL PROJECTS - PED PLAN GRANT Asset Total \$105,815.04

Liability

305-210-950 Due to General Fund \$55,013.02

Current Fund Balance Adjustment \$50,802.02

305 CAPITAL PROJECTS - PED PLAN GRANT Liability Total \$105,815.04

Budget vs Actual

TOWN OF YOUNGSVILLE

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Period Ending 8/31/2020

305 CAPITAL PROJECTS - PED PLAN GRANT

Description	Budget	YTD	Variance	Percent
Revenues				
305-319-000 Intergovernmental - Restricted	0	0.00	0.00	
305-319-070 Ped Plan Grant Income	1,193,500	216,867.04	(976,632.96)	18%
305-370-000 Investment Income	0	0.00	0.00	
305-370-010 Interest Income	0	79.61	79.61	
305-395-000 Transfers from Funds	0	0.00	0.00	
305-395-305 GF Fund Appropriation	154,876	154,875.52	0.00	100%
Revenues Totals:	1,348,376	0.00	371,822.17	(976,553.35) 28%

Budget vs Actual

TOWN OF YOUNGSVILLE

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305 CAPITAL PROJECTS - PED PLAN GRANT

Description	Budget	YTD	Variance	Percent
Expenses				
305-500-000 Pedestrian Plan Project	0	0.00	0.00	
Expenses				
305-500-200 Project Oversight/Eng Fees	166,322	170,694.15	(4,372.10)	103%
305-500-310 Miscellaneous Expense	222,396	2,574.00	219,822.00	1%
305-500-350 Construction Expenses	959,657	144,787.00	814,870.47	15%
305-500-700 Other Cost	0	2,965.00	(2,965.00)	
305-500-799 Contingency	0	0.00	0.00	
PUBLIC FACILITIES Totals:	1,348,376	0.00	321,020.15	1,027,355.37 24%
Expenses Totals:	1,348,376	0.00	321,020.15	1,027,355.37 24%

Budget vs Actual

TOWN OF YOUNGSVILLE

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Period Ending 8/31/2020

305 CAPITAL PROJECTS - Totals:
PED PLAN GRANT

50,802.02

GL Balance Sheet
 Period Ending 8/31/2020

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405 DEBT SET OFF			
Asset			
	405-110-108 Operating Cash		\$1,655.34
	405-110-250 Investment in Term Portfolio		\$276,783.17
405 DEBT SET OFF		Asset Total	\$278,438.51
Liability			
	405-210-950 Due to General Fund		\$263,741.48
	405-299-500 Fund Balance		\$10,392.67
	Current Fund Balance Adjustment		\$33.76
	P/Y Fund Balance Adjustment		\$4,270.60
405 DEBT SET OFF		Liability Total	\$278,438.51

Budget vs Actual (Summary)

TOWN OF YOUNGSVILLE
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Period Ending 8/31/2020

405 DEBT SET OFF

Description	Budget	YTD	Variance	Percent
Revenues				
	2	33.76	31.76	1688%
Revenues Totals:	2	0.00	33.76	31.76 1,688%
Expenses				
	2	0.00	2.00	
Expenses Totals:	2	0.00	0.00	2.00
405 DEBT SET OFF Totals:		33.76		

GL Balance Sheet
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TOWN OF YOUNGSVILLE

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500 FIXED ASSETS & ACCRUALS

Asset

500-110-710 Buildings & Property	\$1,587,572.00
500-110-740 Vehicles	\$544,429.00
500-110-750 Equipment	\$179,587.00
500-110-791 Accumulated Depreciation	-\$853,197.00

500 FIXED ASSETS & ACCRUALS	Asset Total	\$1,458,391.00
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Liability

500-210-211 Accrued Vacation Pay	\$39,092.84
500-210-500 Installment Purchases/Capital Lease Obligations	\$567,894.00
500-210-710 Net Pension Liability - LGERS	\$161,328.00
500-210-720 Net Pension Liability - LEOSSA	\$112,153.00
500-299-500 Fund Balance	\$577,923.16

500 FIXED ASSETS & ACCRUALS	Liability Total	\$1,458,391.00
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Town of Youngsville

Board of Commissioners

P. O. Box 190 / 134 US 1A South

Youngsville, NC 27596

(919) 925-3401 – Town Hall / (919) 925-3402 – Fax

CustomerService@TownofYoungsville.org

www.townofyoungsville.org

MINUTES BOARD OF COMMISSIONERS

AUGUST 13, 2020
7:00PM

REGULAR MEETING

YOUNGVILLE 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 invocation. In attendance were Commissioners Cat Redd (teleconference), Terry Hedlund, Larry Wiggins, Scott Brame and Joseph Johnson. Others in attendance were Town Administrator Phillip Cordeiro, Town Clerk / Tax Collector Emily Hurd, Planning and Zoning Administrators Erin Klinger and Bob Clark, Police Chief J.W. Whitley, Finance Officer Kari Patton-Motluck (teleconference), Attorney Michael Cohen (teleconference), and Parks and Recreation Director Andrew Smith.

Mayor Flowers explained the updated Planning and Zoning Fee Schedule needed to be added to the agenda for discussion.

MOTION: TO AMEND THE AGENDA TO ADD THE UPDATED SCHEDULE OF ZONING AND SUBDIVISION DEVELOPMENT FEES TO NEW BUSINESS UNDER ITEM 9G

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

MOTION: TO APPROVE THE AMENDED AGENDA

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

The next item on the agenda was to swear in the new Youngsville Police Department Officers. Chief Whitley thanked family and friends for coming out to support the Officers. He stated the Police Department has made significant changes over the last few months.

Chief Whitley welcomed several new members to the Police Department that bring a wealth of knowledge and experience that will help to develop their Department and improve services to our citizens.

Ashlie Pippin was their new Administrative Specialist. Ms. Pippin was the top candidate in the Department's Administrative Specialist process. She has six years of experience with NCSU Police Department where she served as an Emergency Communications Training Officer. Ms. Pippin has an A.L.A. from Mercyhurst College and a B.A. in Criminal Justice from Park Point University. Her start date was August 10, 2020.

Brandon Lemons was the Department's new Patrol Sergeant. Mr. Lemons was the top candidate in their Sergeant assessment center. He has seventeen years of law enforcement experience with the Durham County Sheriff's Department, Butner Public Safety, NCDMV, and North Carolina Central University. Mr. Lemons has served as an accreditation officer and watch commander as part of the NCCU Police Department's command staff. Mr. Lemons has served with the US Army, Army Reserve and NC National Guard since 1997 and holds the rank of Major, Logistical Officer. He has a B.A. in Exercise and Sports Science from UNC Greensboro and a M.A. in Human Services and Executive Leadership from Liberty University. Mr. Lemons has an expected start date of August 24, 2020.

Officer Brittany Strother took her Oath of Office on July 16, 2020. Officer Strother has five years of law enforcement experience with the Henderson Police Department, where she served as a field training officer. Officer Strother has a B.A. in Business Administration from Campbell University. Officer Strother began field training on August 10, 2020.

Officer Jason Steinbrunner successfully completed field training on July 16, 2020. Officer Steinbrunner is our first recruit to take part in the Department's comprehensive three-phase field training program. A component of the program is a neighborhood portfolio project which requires the recruit to research a community related issue and develop a practical solution to address citizens' concerns. Officer Steinbrunner chose Laurel Oaks subdivision based on traffic-related issues in the neighborhood. Officer Steinbrunner presented his neighborhood project at the Youngsville Community House on August 12, 2020 at 5:00 PM.

Town Clerk Hurd swore in Officers Lemons, Strother, and Steinbrunner.

The next item on the agenda were two Public Hearings.

The first Public Hearing was on the Annexation Petition by Franklin McLeod for 104 Tarboro Road. Mayor Flowers opened the Public Hearing at 7:08pm. Klinger explained this property was next door to the Dollar General and would contain a self-storage business. Cordeiro polled all teleconference participants and there were no comments from the public. Hurd stated no one had registered to speak. Mayor Flowers closed the Public Hearing at 7:10pm.

The second Public Hearing was the proposed amendment to Section 8.210 (Amplified Sound) of the Town Code. Mayor Flowers opened the Public Hearing at 7:10pm. Cordeiro explained changes of this type to the ordinance did not require a Public Hearing, however it was done to engage the community and to gather additional information. The proposed change is to increase the cutoff time from 9pm to 10pm on Fridays and Saturdays. However, if the Board preferred different changes, it was at their pleasure. There was nothing, as far as procedure, that would prevent the Board from acting this evening.

Mayor Flowers opened the floor to comments from the public. Cordeiro polled all teleconference participants.

Brandon Schenck, the Yacht Club, spoke in favor of the proposed changes. Due to technical difficulties, Cordeiro asked for clarification. When asked, Mr. Schenck preferred extending the hours to 11pm instead of just 10pm.

Brian Whitley, the Victorian Youngsville, also spoke in favor of the proposed changes. When asked, Mr. Whitley stated he preferred 11pm instead of 10pm. Mr. Whitley felt this was the best move for all businesses.

Commissioner Wiggins asked for clarification on both speakers. Cordeiro explained both were business owners in Youngsville, noting the Yacht Club provides entertainment with amplified sound on weekends. Mr. Whitley was the owner and manager of the Victorian Youngsville. Commissioner Wiggins asked if they were residents of Youngsville and Cordeiro stated no.

Hurd stated there was no one else registered to speak. As there were no other comments, Mayor Flowers closed the Public Hearing at 7:17pm.

The next item on the agenda was citizens' comments. Due to the social distancing restriction for the COVID-19 Virus, citizens attended via web/teleconference. Cordeiro polled all teleconference participants and there were no comments from the public. Hurd stated no one had registered to speak.

The next item on the agenda was the Financial Report. Due to technical difficulties, Cordeiro read Patton-Motluck's report. During the month of July, there were 81 checks written totaling \$181,633.84. There were 28 day-sheets recording \$222,220.90 in deposits. Current debt included vehicle loans with a balance of \$429,105.83, street loan with a balance of \$178,875.11 and the Town Hall loan with a balance of \$268,812.48.

Cordeiro stated the loan application for the new Public Works facility and Town Hall renovation has been submitted to the Local Government Commission (LGC) for consideration and is expected to be on their September Agenda. The anticipated loan amount is \$2,436,768, which includes paying off the remaining balance on the Town Hall loan, with a repayment term of 20-years at a fixed rate of 2.5% through Union Bank.

Projects on the Capital Improvement Plan included the Public Works facility and Town Hall renovations. Site work and design work continue, and construction bids are expected

to start soon. Purchase Orders for the Community House kitchen remodel have been issued to DS Handyman and Remodeling for \$12,300, with the costs of the appliances to be determined. Work is expected to be complete in early October and includes new cabinets, countertops, updated electrical infrastructure, and appliances. Improvements to the fencing at the Cemetery was done by Seegars for \$4,974. The Town received a donation of \$500 from a community citizen towards the costs. A Purchase Order for wayfinding signs has been issued to Daniel Notch Signs totaling \$13,608.94. This includes a total of sixteen signs. The next sign to come in will be for Town Hall / Police Department. Wayfinding signs will be installed at a variety of locations as they come in. Luddy Park has two capital projects. A Purchase Order was issued to AO Services for \$5,250 for stairs and First Light Technologies was issued a Purchase Order for \$9,693 for basketball court lights. Cordeiro wanted to recognize Faith Baptist Church for installing some stairs at no costs to the Town. He stated solar lights will be installed at the basketball court. The Police Department received a Purchase Order for \$5,799 to Elan City for two radar speed signs.

Commissioner Hedlund inquired about the additional revenues based on all the new homes. He wondered if the increased revenue would allow for a reduction in the tax rate for next year. Cordeiro stated tax revenue for FYE 2019 was \$1.2 million and FYE 2020 was \$1.6 million. He expected tax revenue to continue increasing, which should allow for the possibility to reduce the tax rate.

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

- Minutes from the Regular Board Meeting – July 9, 2020
- Tax Collector's Report
- Police Department Report
- Planning and Zoning Report
- Tax Release – Bayer Healthcare LLC – correct value - \$1,279.22

MOTION: TO APPROVE THE CONSENT AGENDA

The motion was made by Commissioner Johnson 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 the consideration of an amendment to Section 8.210 (Amplified Sound) of the Town Code. Mayor Flowers stated the Board has discussed this over the past few months and felt they have done their due diligence. Town Staff has received feedback from the community and local business owners in the downtown area.

Commissioner Hedlund, after some thought on the situation, suggested increasing the allowable time to 10pm on Fridays and Saturdays. He supported moving forward slowly instead of going to 11pm right away.

Commissioner Brame suggested 11pm for Fridays and Saturdays. He felt this was reasonable, as well as being supported by citizen feedback, 71% in favor.

Mayor Flowers agreed with Commissioner Brame. He felt it would be easier to scale back to 10pm instead of increasing in increments. Mayor Flowers felt there would be both positive and negative feedback.

Commissioner Redd proposed extending hours to 10pm on weeknights, Sundays through Thursdays, and 11pm on Fridays and Saturdays. Commissioner Johnson agreed, noting he felt that was fair.

MOTION: TO AMEND SECTION 8.210 (AMPLIFIED SOUND) OF THE TOWN CODE TO 10PM SUNDAYS THROUGH THURSDAYS AND 11PM ON FRIDAYS AND SATURDAYS

The motion was made by Commissioner Brame and was seconded by Commissioner Johnson. The motion passed with three ayes from Commissioners Brame, Johnson and Redd and two nays from Commissioners Wiggins and Hedlund.

The second item under Old Business was Annexation Ordinance 2020-2 for 104 Tarboro Road.

MOTION: APPROVE ANNEXATION ORDINANCE 2020-2 – FRANKLIN MCLEOD – 104 TARBORO ROAD

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 to review the Town Attorney's opinion on the debt issuance and draft financing agreement with Union Bank. Cordeiro explained this was a procedural requirement by the LGC. The Town has satisfied the other legal requirements.

MOTION: TO RECEIVE TOWN ATTORNEY'S OPINION ON DEBT ISSUANCE AND DRAFT FINANCING AGREEMENT WITH UNION BANK

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

The second item under New Business was a Resolution approving issuance of debt for the Public Works facility construction and Town Hall refinance and renovation. Cordeiro explained he requested \$3,000,000 in the Resolution in case of unexpected costs, giving an example. He stated he would report the final costs to the Board before closing on the loan.

MOTION: APPROVE THE RESOLUTION APPROVING ISSUANCE OF DEBT FOR THE PUBLIC WORKS FACILITY CONSTRUCTION AND TOWN HALL REFINANCE AND RENOVATION

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 consider the application of Ben Rupert for appointment to the Youngsville ABC Board. Cordeiro explained the ABC Board consisted of five seats. Member Todd Casado resigned recently due to relocation for work. Chairman Sam Hardwick will resign after the September ABC Board Meeting and Member Mary Margaret Norman will resign after the October ABC Board Meeting. That leaves only two Members, Rick Houser and Danny Stutzman. Cordeiro noted the ABC Board needed leadership and membership but asked the Board to keep in mind they needed a good balance between in-town and out-of-town Members. Both remaining Members live outside of town limits. Cordeiro noted both Members Houser and Stutzman have contributed greatly and bring experience to the ABC Board.

With the loss of Chairman Hardwick, Cordeiro explained the Board of Commissioners would be responsible for appointing a replacement Chairman when they appointed the new Members. He stated it was permissible for the Board to nominate one of their own, as well as Town Staff. This is generally not preferred as conflicts may arise and they would have to recuse themselves. However, it is not uncommon to have Elected Officials or Staff on a local Board when lack of membership occurs. Cordeiro stated the Board could go this route with the understanding they will serve on the ABC Board until such time as a suitable replacement could be appointed.

Cordeiro stated Mr. Rupert has excellent qualifications and referred the Board to Mr. Rupert's resume. He expressed his concerns this would be the third Member from out of town. Mayor Flowers felt the Board would want to make sure that any Board they appointed would include a majority of tax paying citizens of Youngsville. He stated he knew Mr. Rupert from YAKS and felt he was capable of serving on the ABC Board. Mayor Flowers noted his only concern was having a Town-appointed Board with a majority of the Members from out of town. He stated they were still able to accept more applications for consideration. If no one steps up, then the Board can appoint someone. Mayor Flowers asked the Board to actively recruit for the ABC Board positions.

Commissioner Brame inquired about the terms and Cordeiro stated they were three-year terms, staggered. Hurd noted that Chairman Hardwick was re-appointed earlier this year and Member Norman's term expired at the end of this year. Members Stutzman and Casado were just appointed and had just over two years left on their term and Member Houser had approximately one year left. Commissioner Brame noted Member Stutzman had lived inside of town limits until recently.

The fourth item under New Business was to consider authorizing the release of the remaining portion of a cash bond and accrued interest in escrow totaling \$78,630.14 requested by Hampton Downs of Youngsville LLC for satisfactory completion of pavement and sidewalk improvements in Hampton Downs of Youngsville. Klinger explained the purpose of construction bonds. She noted the Town Engineer, Robert Graham, did a final walkthrough in June. The pavement looks good and the sidewalks

have been completed. The improvements are satisfactory, and Staff approves their request. Clark noted Hampton Downs now has 3" of asphalt, which exceeds regulation.

MOTION: AUTHORIZE RELEASE OF REMAINING PORTION OF CASH BOND AND ACCRUED INTEREST IN ESCROW TOTALING \$78,630.14 REQUESTED BY HAMPTON DOWNS OF YOUNGSVILLE LLC FOR SATISFACTORY COMPLETION OF PAVEMENT AND SIDEWALK IMPROVEMENTS IN HAMPTON DOWNS OF YOUNGSVILLE

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

The fifth item under New Business was to consider a request by Patterson Woods LLC to release Surety Bond No. 6670431 in the amount of \$35,000 for Camille Circle construction at the intersection of US 1A South in Phase 2 of Patterson Woods. Klinger stated this request was for 100' of Camille Circle at the southern end of Patterson Woods, Phase 2. The turn lanes have been completed and accepted by NC DOT. Staff approves this request. Clark stated the bond has been held for approximately eight years due to the recession. Everything has been completed and looks good.

Commissioner Hedlund expressed concerns about the new homes on 1A South. He felt it was dangerous because of the curve.

MOTION: APPROVE REQUEST BY PATTERSON WOODS LLC TO RELEASE SURETY BOND No. 6670431 IN THE AMOUNT OF \$35,000.00 FOR CAMILLE CIRCLE CONSTRUCTION AT US1A AT THE INTERSECTION OF US1A IN PHASE 2 OF PATTERSON WOODS

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

The sixth item under New Business was to consider authorizing Staff to advertise a Public Hearing for 7:00pm on September 10, 2020 in consideration of text amendments to the Youngsville Development Ordinance (YDO) to comply with N.C.G.S. Chapter 160D Legislation. Klinger explained the provisions from Chapter 160D went into effect in June and Towns have been given until next year for compliance. She stated Mr. Flowe had mentioned this during the YDO process. The Planning Board recommended approval at their August 4, 2020 Meeting. Clark stated the provisions would go into effect once they have been adopted.

MOTION: ADVERTISE A PUBLIC HEARING FOR 7:00PM ON SEPTEMBER 10, 2020 IN CONSIDERATION OF TEXT AMENDMENTS TO THE YOUNGSVILLE DEVELOPMENT ORDINANCE TO COMPLY WITH N.C.G.S. CHAPTER 160D LEGISLATION

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

The seventh item under New Business was the presentation of updated Planning Fee Schedule. Klinger stated the current Fee Schedule did not match up to what is shown in the YDO in regard to the fees being charged and some of them were left off. She explained the structure of the current Fee Schedule was also confusing. The proposed Fee Schedule brings us in line with what other Towns were charging and is easier to read. When asked, Klinger noted it was approximately a 5% increase in fees.

MOTION: ADOPT UPDATED PLANNING FEE SCHEDULE AS PROPOSED

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

The next item on the agenda was Reports and Other Business. Mayor Flowers noted some schools had recently opened, in person and online.

Cordeiro stated the potholes mentioned by Commissioner Hedlund last month have been repaired.

Cordeiro stated the November Board Meeting would have to be rescheduled and requested the Board send him available dates and times via email.

Cordeiro thanked Klinger for her hard work on Chapter 160D revisions. He stated her work saved the Town several thousands of dollars. Cordeiro stated Klinger attended training offered by UNC to familiarize herself on how to make the updates. He wanted to recognize her efforts.

Cordeiro also wanted to recognize the work done by the Youngsville Police Department and the Public Works Department. He stated he looked forward to the additional improvements around town.

Commissioner Hedlund stated there had been a couple of road cleans over the past couple of weeks. Holden Road was cleaned by Faith Baptist Church and he, along with a friend, did 1A. Next, they will try to do S Cross Street on September 12th. He thanked everyone for their help. When asked, Commissioner Hedlund stated they would meet at the Post Office at 10am. He recommended that any children that wanted to help be older than thirteen.

Commissioner Hedlund noted the Fall Festival has been cancelled for this year due to the pandemic. They are still planning to continue the Fall Festivals next year. When asked, A Smith stated the Halloween Committee met earlier this week. There are plans in place to keep everyone safe. Mayor Flowers inquired about the location and A Smith stated the plan was to hold the event outside.

Commissioner Hedlund stated Patterson Woods / East Woods of Patterson were collecting food for Oak Level Christian Church in Youngsville.

Commissioner Wiggins stated he has received positive calls regarding the improvements to the fence around the cemetery.

Commissioner Johnson thanked the Police Department for their efforts on controlling the speeding. He noted the number of speeders has been reduced. Commissioner Johnson stated he appreciated the effort and hard work.

Commissioner Brame stated the residents of Laurel Oaks were pleased to see the speed limit sign moved past their neighborhood. He stated they also appreciated Officer Steinbrunner for the neighborhood portfolio. Commissioner Brame stated it was well received by the neighborhood.

During the month of July, Klinger stated there were 11 permit applications submitted and issued; 4 for new homes, 2 for fences, 2 for signs, 1 for an accessory building, 1 for a home occupation, and 1 to add a covered walkway at a church. There were 3 Certificates of Compliance issued. Over 10 illegal signs were immediately removed by Staff during focused sign sweeps. Four notices of violation (NOVs) were mailed for illegal signs. Two were for off-premise signs located at the intersection of Holden Road and US-1. These signs have since been removed. The other two were for feather banners at Majestic Marble and Greater Grace Christian Church. Both signs have since been removed.

Chief Whitley noted the Youngsville Police Department recorded 511 calls for service during the month of July compared to 285 calls during the same month last year. Officers responded to one critical incident during this reporting period. On July 12, 2020 officers investigated a domestic dispute on Wolfpack Lane. Shortly after leaving the scene, the officers received a 911 call of "shots fired" to the same address, which was tragically the result of a murder and suicide.

The Youngsville Police Department investigated 8 motor vehicle collisions compared to 6 in the same month last year. The collisions resulted in minor property damage with no injuries reported.

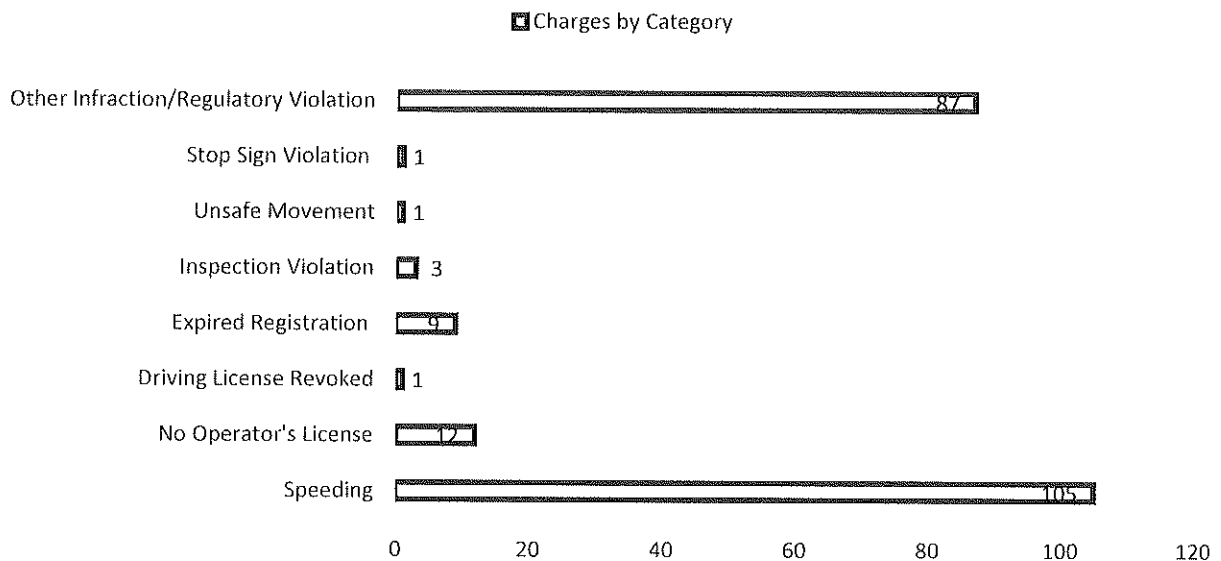
Officers continued their proactive enforcement efforts on the secondary streets and major points of ingress and egress along NC Highway 96, U.S. Route 1, and Youngsville Boulevard. A recent extension of the town wide speed limit of 35 miles per hour (MPH) on Holden Road, along with the addition of new traffic control at some of our neighborhood intersections, resulted in officers issuing several written warnings. In addition to the in-person notifications given by officers, they posted a statement on the Youngsville Police Department Facebook to inform our citizens, and those traveling through town, of these changes.

This month's patrol operations resulted in 81 written warnings and 163 citations issued with 219 charges total. Speeding and regulatory violations continue to account for most of the citations issued; however, these violations are primarily on the major thoroughfares as

moving violations on secondary streets decreased significantly following the recent traffic safety campaign. While speeding violations have decreased on the secondary streets, there has been a substantial increase in traffic interdiction on the major thoroughfares as officers shift their patrol focus.

Violations of note during this reporting period included officers issuing three citations on Winston Street ranging from 19 to 24 MPH over the posted speed and three citations on Holden Road ranging from 27 to 40 MPH over the posted speed.

July 2020 Traffic Violations



The department recently purchased two portable traffic monitoring devices which should arrive in August. These devices will measure traffic volume, prevalence of speeding violations, and peak travel times which will increase the efficiency of our traffic operations and improve community safety. The devices can collect data passively or display motorists' speed in real time, along with a digital message that may be used to caution drivers of the posted speed and associated fines.

The Police Department canceled many of their community events because of Covid-19 and the associated social distancing constraints of the Governor's Executive Orders. Assistant Chief Kimball is working with National Night Out program coordinators to plan the Department's inaugural event, which is scheduled for October 6, 2020. Dollar General will host the event, including vendors.

Officer Jason Steinbrunner successfully completed field training on July 16, 2020. Officer Steinbrunner is the first recruit to take part in the Department's comprehensive three-phase field training program. A component of the program is a neighborhood portfolio project which requires the recruit to research a community related issue and develop a practical solution to address citizens' concerns. Officer Steinbrunner chose Laurel Oaks subdivision based on traffic-related issues in the neighborhood. Officer Steinbrunner presented his

neighborhood project at the Youngsville Community House on August 12, 2020 at 5:00 PM. Cordeiro stated he recorded Officer Steinbrunner's presentation and will send it to the Board so they can see how the program works.

Commissioner Hedlund noted people continue to speed on US 1A South and in the East Woods of Patterson subdivision.

Mayor Flowers inquired about the Shop with a Cop program. Chief Whitley stated they would continue to do that again this year. As he had no further details at this time, Chief Whitley asked the Board to send any inquires to him. He stated Ms. Pippin would start handling community events and heading up projects.

Mayor Flowers read the Youngsville Fire Department Report.

August 2020 Report

- Incidents from 1/1/20- 8/14/20 = 591
- Incidents from 1/1/19- 8/14/19 = 678
- Change in 1 year for same period (12.83%)
- Fire Calls YTD 2020 = 327
- Medical Call YTD 2020 = 264

YFD response to the COVID-19 pandemic:

- YFD personnel are required to wear masks whenever they cannot socially distance, anytime that they are in public, and on all incidents.
- Access to the fire station has been restricted to only the personnel working on shift. Volunteers that respond from home are secluded to the bay area.
- Any personnel that have any symptoms of illness, or have family members that are sick, is placed on leave until the symptoms resolve.
- Franklin County is screening calls and if COVID-19 is suspected, they will not dispatch the fire department in order to reduce exposures.
- YFD has completed a comprehensive continuity of operations plan for a variety of different "worst case scenarios" to ensure continued delivery of service in the Youngsville Fire District.
- Training and meetings have moved to a virtual format for all personnel.

A Smith noted the regular Kickball Season ended this week, with playoffs starting soon.

A Smith stated Baseball registration was going well, noting they had more participation than last season in the older age groups. Coach Pitch has been a big deal in Youngsville, but it shows that they are aging up and still participating. A Smith stated they set a kid pitch team record since he's been here. Games should start after Labor Day and the concession stand will be open every night.

Registration for Adult Coed Softball will end next week, and the league will have enough teams. He noted he was still in discussions with business to help grow the league.

A Smith stated they had their initial meeting for Trick or Treat the Trails. The event will be held outside and will conform to social distancing. Vendors will have to abide by the rules set in place, such as gloves to hand out candy and the Costume Contest will allow one child on the stage at a time. A Smith stated he would keep the Board updated as they move forward. He stated Faith Baptist Church and Covenant Hope Church were good partners.

A Smith stated they will be hosting a Baseball Tournament this weekend. There will be fourteen teams on Saturday and Sunday. Revenue from rentals has increased, noting Luddy Park was booked through the end of November.

A Smith thanked Faith Baptist Church for their installation of the first set of stairs at Luddy Park. The larger set of stairs will be installed in September.

Cordeiro recognized the Public Works Team; Randy Smith, Public Works Supervisor, Eddie Fuller and Dyron Kearney. He stated all three have been working with A Smith to make improvements to Luddy Park. Cordeiro stated Faith Baptist Church has offered to help improve the appearance of the Mitchell Park as well. He appreciated their charitable offer.

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

The meeting adjourned at 8:21pm upon a motion made by Commissioner Wiggins, seconded by Commissioner Brame, and approved unanimously.



Town of Youngsville

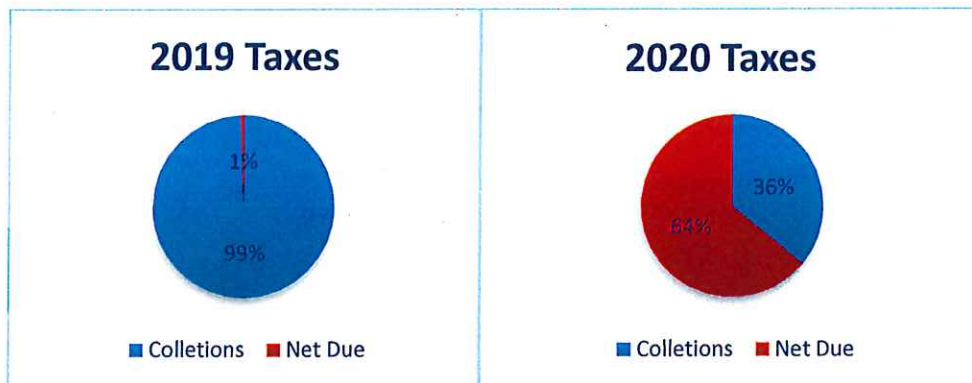
Memorandum

To: Board of Commissioners
From: Emily Hurd, Tax Collector
Date: 9/1/2020
Re: Monthly Tax Collection Report
Encl: Collections Rate Report

Please review and approve the below report of the August 2020 releases, adjustments, refunds, and tax collection report.

- Total release amount for August 2020 - \$1,279.22
- Total adjustment amount for August 2020 - \$102.51
- Total refund (overages) amount for August 2020 - \$1.97

As of August 31st, we have collected 99.44% of 2019 property taxes and 35.88% of 2020 property taxes.



Please do not hesitate to contact me if you have any questions or need more detailed information.

Collections Rate Report

TOWN OF YOUNGSVILLE

Tax Year	Charges	Collections	Net	Collections Percentage
1998	\$48.49	\$48.49	\$0.00	100.00%
1999	\$43.60	\$43.60	\$0.00	100.00%
2000	\$42.20	\$42.20	\$0.00	100.00%
2001	\$40.79	\$40.79	\$0.00	100.00%
2002	\$39.38	\$39.38	\$0.00	100.00%
2003	\$37.98	\$37.98	\$0.00	100.00%
2004	\$257.78	\$35.18	\$222.60	13.65%
2005	\$431.74	\$195.85	\$235.89	45.36%
2006	\$467.63	\$232.02	\$235.61	49.62%
2007	\$428.02	\$77.49	\$350.53	18.10%
2008	\$487.12	\$41.07	\$446.05	8.43%
2009	\$1,057.91	\$40.08	\$1,017.83	3.79%
2010	\$1,119.82	\$39.25	\$1,080.57	3.51%
2011	\$1,136.78	\$335.88	\$800.90	29.55%
2012	\$1,092.23	\$95.86	\$996.37	8.78%
2013	\$1,162.26	\$298.30	\$863.96	25.67%
2014	\$2,166.56	\$1,040.62	\$1,125.94	48.03%
2015	\$4,661.60	\$2,891.81	\$1,769.79	62.04%
2016	\$28,386.64	\$25,164.22	\$3,222.42	88.65%
2017	\$30,074.97	\$25,400.90	\$4,674.07	84.46%
2018	\$460,849.82	\$455,173.03	\$5,676.79	98.77%
2019	\$1,536,182.02	\$1,527,645.26	\$8,536.76	99.44%
2020	\$1,576,845.79	\$565,842.78	\$1,011,003.01	35.88%
Grand Totals:	\$3,647,061.13	\$2,604,802.04	\$1,042,259.09	71.42%



Youngsville Police Department
Post Office Box 190, Youngsville, North Carolina 27596
Phone: 919.925.3401 | Fax: 919.925.3403

MONTHLY REPORT

AUGUST 2020

CALLS FOR SERVICE

The Youngsville Police Department recorded 389 calls for service during the month of August compared to 416 calls during the same month last year. Of those 389 calls for service, 16 reports were taken, and 106 citations were written.

There were no critical events during this reporting period.

MOTOR VEHICLE COLLISIONS

During August 2020 the Youngsville Police Department investigated 8 motor vehicle collisions compared to 12 during August of last year. There were two incidents of minor injury reported.

PATROL OPERATIONS

Officers conducted visible patrol in and around the 400 block of Camille Circle regarding vehicles failing to stop at the intersection of Camille Circle and Blue Heron Drive. Additionally, Officers focused patrol efforts at the intersection of N. Cross Street and E. Franklin Street. The focused patrol of these areas was due to numerous citizens' complaints concerning motorists failing to stop at the intersections.

Officers took the following actions in response:

- There were 8 citations and 13 warnings issued at Franklin/Cross during the designated enforcement period.
- There were no enforcement actions at Camille and Blue Heron as there were no violations observed except for one commercial motor vehicle. The officer who observed this violation spoke to the job foreman responsible for area construction and



Youngsville Police Department
Post Office Box 190, Youngsville, North Carolina 27596
Phone: 919.925.3401 | Fax: 919.925.3403

advised him of the violation. There have been no observed violations since the conversation. Officers will utilize additional strategies in the coming weeks to ensure motorists are obeying the traffic control at this intersection.

During this reporting period officers recorded the following activities:

Citations	86
Charges	110
Warnings	45
Felony Drugs Charges	1
Misdemeanor Drug Charges	1
DWI	1
DWI Under 21	0
Warrant Services	0
Felony Arrests	0
Misdemeanor Arrests	1
Business Checks	170
Neighborhood Checks	287
Foot Patrols	69
Training Hours	36

On August 14, 2020 the Youngsville Police Department installed a traffic monitoring device, commonly referred to as a "speed sentry," on Youngsville Boulevard near Camille Circle. The speed sentry collected data of 25,923 motorists travelling westbound until September 1, 2020. The data collected included:

SPEED	TOTAL VEHICLES	PERCENTAGE OF SAMPLE
<=25mph	684	2.64%
26-35mph	2,286	8.82%
31-35mph	9,892	38.16%
36-40mph	7,879	30.39%
41-45mph	3,129	12.07%
46-65mph	2,053	7.92%



Youngsville Police Department
Post Office Box 190, Youngsville, North Carolina 27596
Phone: 919.925.3401 | Fax: 919.925.3403

The maximum speed recorded during this period was 80mph. The average speed was 37mph.

In addition to the placement of the speed sentry, officers conducted high visibility traffic observation at this location with minimum interdiction. The purpose was to have a visible officer presence, which coupled with the speed sentry, should have prompted voluntary motorist' compliance. This follows YPD's inform-warn-enforce approach to traffic safety. During the visible observation period, officers did however cite three motorists for gross speeding violations. The citations issued in these incidents were for 65MPH and two for 50MPH in the 35 MPH zone.

COMMUNITY POLICING

Upcoming Events:

- There will be a Drug Take Back Event on October 24, 2020 from 1pm-4pm at Town Hall. This event will allow to anyone to drop off unwanted, unused and expired medications for safe disposal.
- YPD is hosting our second annual Shop with a Cop event on December 15, 2020. Please refer to the YPD Facebook page or the Town website for information on how you may sponsor a child in need.

ADMINISTRATIVE, TRAINING AND OTHER ACTIVITIES

Officer Strother, Officer Woods, Officer Steinbrunner and Officer Monzon completed Tactical Ops-Taser training at Wake Tech.

Officer Woods and Sergeant Allen completed Desert Snow Training. Desert Snow is a comprehensive three-day course that provides officers with the latest techniques and Constitutionally sound practices to effectively enforce narcotics trafficking on our roadways.

Upcoming Training Next Month:

- Officer Steinbrunner is attending a Field Training Officer course at Wake Tech.
- Administrative Specialist Ashlie Pippin will attend:
 - NCJA Evidence and Property Training
 - Converting to NIBRS: What you need Training
 - GCC: Grant Award Workshop
 - GCC: Grant Writing Workshop



Youngsville Police Department

Post Office Box 190, Youngsville, North Carolina 27596
Phone: 919.925.3401 | Fax: 919.925.3403

The Youngsville Police Department is piloting its first Police Cadet Program, which will begin mid-November. The goal of this program is to recruit aspiring, inexperienced cadets who will serve in a paid internship position of six weeks prior to BLET. During this pre-academy period the cadets will ride along with senior officers, assist with community events, take part in study sessions to prepare them for the academy, and begin developing the relationships and skills to serve our community as competent law enforcement professionals. Following BLET the cadets must successfully complete a rigorous 21-week field training program.

We are actively recruiting for the spring session of BLET which begins January 2021.



Town of Youngsville

Planning Staff Report

To: Youngsville Board of Commissioners
From: Erin Klinger, Planning and Zoning Administrator
Date: September 8, 2020
Re: Planning Staff Report – August 2020

During the month of August, there were:

- 16 permit applications submitted and issued; 5 temporary food truck permits, 4 for new homes, 2 for signs, and 5 for other projects.
- 13 certificates of compliance (COCs) were issued.
- Over 14 illegal signs were immediately removed by town staff during focused sign sweeps.
- Four notices of violation (NOVs) were mailed for illegal signs. One was for an off-premise sign near the intersection of US-1 and Holden Road; two were for off-premise signs at the intersection of Cedar Creek and Hicks Roads; and another for an off-premise sign on Tarboro Road. Two of the signs were removed by the business owners. The other two signs were removed by Town staff and invoices have been sent to the companies for the violation.

Amendment to the Budget Ordinance

BE IT ORDAINED by the Board of Commissioners of The Town of Youngsville, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2020.

Section 1: To amend General Fund Expenditures based board approved appropriations and activities to date.

Contingency	\$	11,070.83
Public Safety	\$	4,000.00
Public Works	\$	180,000.00
Public Facilities	\$	1,401,446.92
Total Appropriations	\$	<u>1,596,517.75</u>

Section 2: It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020:

Property Tax	\$	6,023.85
Intergovernmental - Restricted	\$	137,496.00
Transfers from Funds	\$	(7,698.10)
Other Financing Revenue	\$	1,460,696.00
Total Estimated Revenues	\$	<u>1,596,517.75</u>

Section 3: Copies of this budget amendment shall be furnished to the Town Clerk and to the Finance Officer for their direction.

Adopted this _____ day of _____, 2020

Finance Officer

Mayor

Amendment to the Budget Ordinance

BE IT ORDAINED by the Board of Commissioners of The Town of Youngsville, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2020.

Section 1: To amend Powell Fund Expenditures based board approved appropriations and activities to date.

Street Signs	\$	13,608.94
Total Appropriations	\$	<u>13,608.94</u>

Section 2: It is estimated that the following revenues will be available in the Powell Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020:

GF Fund Balance Appropriation	\$	13,608.94
Total Estimated Revenues	\$	<u>13,608.94</u>

Section 3: Copies of this budget amendment shall be furnished to the Town Clerk and to the Finance Officer for their direction.

Adopted this _____ day of _____, 2020

Finance Officer

Mayor

Town of Youngsville – General Fee Schedule – Adopted 09/10/2020

COMMUNITY HOUSE	
Deposit, Refundable after Event	\$100.00
One (1) Day Event – In-Town Resident / Business	\$200.00
One (1) Day Event – Out-of-Town Resident / Business	\$300.00
Non-Profit Organizations that have proof of their Non-Profit Status, (Ex: 301(c)) – Mondays through Thursdays only	\$100.00 In-Town \$150.00 Out-of-Town
GARBAGE	
Mandatory Regular Service, 1 Roll Cart	\$27.15
Mandatory Regular Service, 2 Roll Carts	\$40.92
Mandatory Regular Service, 3 Roll Carts	\$54.40
Voluntary Recycling Service, 1 Cart	\$7.00
Voluntary Recycling Service, 2 Carts	\$13.00
Extra Loads: \$50.00 per load plus Tipping Fees	\$50.00 per load plus Tipping Fees *
*One (1) free load per week with active garbage account	
MISCELLANEOUS	
Christmas Parade Registration (standard)	\$50.00
Christmas Parade Registration (non-profit organizations with proof of status)	\$25.00
Special Event or Amplified Sound Permit	\$50.00
Permit to Dig in Streets	\$100.00
Copies of Public Records	\$0.20 / page (color) \$0.10 / page (black)
PARKS AND RECREATION	
Field Rentals	
Deposit, Refundable after Event	\$100.00
Field Use without Lights (per hour) – In-Town Resident	\$30.00
Field Use without Lights (per hour) – Out-of-Town Resident	\$40.00
Field Use with Lights (per hour) – In-Town Resident	\$60.00
Field Use with Lights (per hour) – Out-of-Town Resident	\$80.00
Field Lining Fee (if required) – Note: field will be groomed and lined	\$25.00 each time
Season Package – Mid February to Mid November - includes field grooming and lights	Market Rate, TBD
Youth Baseball Registration – In-Town Resident	\$65.00
Youth Baseball Registration – Out-of-Town Resident	
T-Ball	\$70.00
Coach Pitch	\$100.00
Kid Pitch	\$125.00
Youth Indoor Basketball Registration – In-Town Resident	\$65.00
Youth Indoor Basketball Registration – Out-of-Town Resident	\$85.00
Adult Kickball – In-Town Resident	\$45.00
Adult Kickball – Out-of-Town Resident	\$60.00
Adult Indoor Basketball – In-Town Resident	\$65.00
Adult Indoor Basketball – Out-of-Town Resident	\$85.00
Adult Outdoor Basketball – In-Town Resident	\$65.00
Adult Outdoor Basketball – Out-of-Town Resident	\$75.00
Adult Softball – In-Town Resident	\$55.00
Adult Softball – Out-of-Town Resident	\$75.00
Single-Day Art Course	Market Rate, TBD
PENALTIES	
Unless otherwise noted by Ordinance, each day any single violation continues shall be a separate violation	\$50.00

Public Nuisance	\$50.00
Willfully engaging in Disorderly Conduct	\$500.00
Noise Violations (within a thirty (30) day period)	
1 st Violation	\$100.00
2 nd Violation	\$250.00
3 rd Violation	\$500.00
4 th Violation	\$750.00
5 th and any subsequent offence	\$1,000.00
*Note: If more than six (6) violations within any 12-month period, each subsequent occurrence shall be subject to a	
Excessive False Alarms *After three (3) Warnings in a thirty day period by the Police Department (Not to exceed \$500 in a 30-day period)	\$100.00
PUBLIC WORKS	
Personnel Fee for Special Events, etc. (subject to availability):	
Maintenance Crew Member (rate includes overtime, fringe benefits, etc.)	\$50.00 / hour
POLICE DEPARTMENT	
Parking:	
Handicap Zone	\$100.00
Loading Zone	\$10.00
Obstruct Traffic Lane	\$10.00
Fire Lane	\$25.00
Prohibited Area	\$10.00
Parking too close to Intersection / Corner	\$10.00
Restricted Zone	\$10.00
Parking too close to Fire Plug	\$25.00
Wrong Direction	\$10.00
Fingerprints:	
In-Town Resident	\$5.00
Out-of-Town Resident	\$10.00
Military and First Responders	No Charge
Personnel Fee for Special Events, etc. (subject to availability):	
Police Officer (rate includes overtime, fringe benefits, etc.)	\$50.00 / hour
TAXES AND FEES	
Dog Tag	\$5.00
Beer and Wine Licenses:	
License to sell beer off premises	\$5.00
License to sell beer on premises	\$15.00
License to sell wine off premises	\$10.00
License to sell wine on premises	\$15.00
For beer and wine off premises, total	\$15.00
For beer and wine on premises, total	\$30.00
Peddler's License	\$25.00*
*Plus costs of back ground check	
Taxicabs	\$15.00
*Applicant pays the costs of advertisement of Hearing	
Vehicle Registration, included with Vehicle Tax	\$20.00
ZONING / PLANNING	
See Schedule A, 11.201	

Town of Youngsville – Zoning & Subdivision Development Fee Schedule – Adopted 08/13/2020

ZONING COMPLIANCE		
Certificate of Compliance		\$30.00
Change of Use		\$30.00
Home Occupation Permit		\$105.00
Temporary Zoning Permit		\$30.00
Zoning Compliance Permit – Non-Residential		\$300.00
Zoning Compliance Permit – Residential Accessory Structure		\$65.00
Zoning Compliance Permit – Residential Multi-Family		\$105.00/unit
Zoning Compliance Permit – Residential New Construction		\$105.00
Sign Permit		\$80.00
Sign Permit – Billboard		\$300.00
Sign Permit – Temporary		\$30.00
SITE PLAN REVIEW		
Preliminary Plat – Major Subdivision		\$300.00
Final Plat – Major Subdivision		\$200.00
Final Plat – Minor Subdivision		\$150.00
Site Plan Review	1,001 – 5,000 sq ft	\$300.00
	5,001 – 10,000 sq ft	\$400.00
	10,001 – 20,000 sq ft	\$500.00
	Over 20,000 sq ft	\$750.00
Sketch Plan		\$200.00
Exempt Plat		\$75.00
Development Agreement		\$600.00
ZONING AMENDMENTS AND SPECIAL USE PERMITS		
Conditional Zoning		\$750.00
Zoning Map Amendment		\$525.00
Zoning Ordinance Text Amendment		\$525.00
Special Use Permit		\$525.00
BOARD OF ADJUSTMENT CASES		
Appeal		\$325.00
Variance		\$325.00
MISCELLANEOUS FEES		
Floodplain Development Permit		\$130.00
Reinspection Fee		\$30.00
Zoning Letter		\$30.00
TELECOMMUNICATIONS TOWERS/COLLOCATIONS		
New Tower		\$6,500.00
Collocation Lease Negotiation Fee (Existing Tower)		\$5,000.00
Stealth Tower		\$5,000.00
CONSULTING FEES		
Traffic Impact Analysis. An applicant shall deposit funds sufficient to reimburse the Town for all reasonable costs of consultant.		100% of costs
Consulting Engineer Review. This is to fund the reimbursement costs incurred by the Town of Youngsville for any Consulting Engineer to review and provide comments/recommendations on development plans. This would include (but is not limited to) the review of site and subdivision plans, review of proposed stormwater facilities, field inspections, construction drawings, meetings, and special projects. These fees will be due upon invoice.		Fee is actual cost from Engineer.
Town Attorney Review. This is to fund the reimbursement costs incurred by the Town of Youngsville for the Town's Consulting Attorney that are above and beyond those costs covered by the retainer agreement. This would include (but is not limited to) the review of legal documents, preparation for court cases, and meetings. Those fees will be due upon invoice.		Fee is actual cost from attorney.

Planning Consultation Fee. An applicant shall reimburse the Town for professional planning time on potential development activities that are more than an hour consultation that may or may not lead to an application for zoning and subdivision development activities.	\$100/hour
---	------------

YOUNGSVILLE, NC TOWN HALL AV PROJECT

BID RESPONSE

Date Submitted:
August 14th, 2020

Submitted to:

Phillip D. Cordeiro
Town Administrator



Town of Youngsville
134 US 1A South
Youngsville, NC 27596

Submitted by:

Robert Kreysa
Director - AV Services

M: 919-537-5458
E: robert.kreysa@datanetav.com

Datanet AV
251 Towerview Court
Cary, NC 27513





TOWN OF YOUNGVILLE, NC- TOWN HALL AV PROJECT

Contents

3	About datanet
4	Wireless Option Overview and Pricing
6	Wired Option Overview and Pricing
8	Optional Equipment
9	Floorplan and Concept Drawings
14	Terms and Acceptance
	Manufacturer Documentation & Brochure - SEE GOOGLE DRIVE FOLDER for Documents





datanet AV
audio/video solutions

About Us

With over 30 years of experience working in the IT industry, we have helped countless companies navigate significant changes in technology and successfully address new challenges. As digital signage, audio and conference room technology continues to reshape marketing, advertising and communications, we remain at the forefront and provide customers with the latest solutions that allow them to innovate in a highly competitive business world.

datanet AV resolves both hardware and software dilemmas by demonstrating a clear commitment to quality work and excellent customer service. We pride ourselves on staying ahead of trends and employing top experts so that our clients can feel confident that their high expectations will be met with measurable results.

We go above and beyond industry standards to create cutting-edge solutions that entertain, inform and engage the defined audience.

At datanet AV, we are always looking towards the future and helping our clients successfully adopt and employ the latest technology so that they can reach their goals. We recognize digital signage and conference solutions as the future and work to provide the latest software and hardware solutions. All of our services are fast, reliable and competitively priced so that you know you are receiving the ideal balance of cost and performance.

By designing and implementing well-crafted and fully customized strategies, we are able to address

SOME OF OUR CUSTOMERS

Our relationships with our customers are valued therefore long-lasting



WIRELESS Option Overview

AUDIO

QTY	DESCRIPTION
17	Shure MXCW640 Wireless Conference Unit with 4.3 inch color touchscreen for voting, interpretation channel
17	Shure MXC416DF/C Cardioid Dual-Flex Gooseneck Microphone (16 in/40 cm) with flexible top and bottom
2	Shure MXCWNC wall/ceiling mounting plate Networked Charging Station with US IEC power cord that charges 10 X SB930 batteries in 4 hours;
1	Shure MXCWAPT-A Access Point Transceiver for US only; manages audio routing, frequency coordination, and
5	Shure SB930 MXCW640 wireless conference unit Rechargeable Li-Ion battery with Test button and LED charge status indicators; included with
1	QSC MP-A40V 800W FlexAmp technology Hi-Z / Lo-Z amplifier, 4 x 200W into 4 Ω , 8 Ω , 70V and 100V, Highpass filter per channel, GPIO for Remote Standby and Amp Status
12	QSC AC-C6T 6.5" Two-way ceiling speaker, 70/100V transformer with 8 Ω bypass, 110° conical coverage, includes C-ring and rails for blind

VIDEO

QTY	DESCRIPTION
1	QSC PTZ-12x72 Q-SYS PoE camera for AV-to-USB Bridging. 12x Optical Zoom 72° horizontal field of view. For small to medium conference rooms. Includes Lan, 3G-SDI and HDMI; includes a PTZ-WMB1 (Wall Mount Bracket)
2	Atlona AT-OME-EX-TX-WP Single Gang TX Wall Plate with USB Pass Through
1	Atlona AT-OME-RX31 Omega 4K/UHD Receiver with Dual HDBaseT inputs, HDMI input and HDMI output
6	Atlona AT-UHD-EX-70C-RX 4K/UHD HDMI Over HDBaseT Receiver with Control and PoE
1	Atlona AT-UHD-CAT-8 4K/UHD 8-Output HDMI to HDBaseT Distribution Amplifier
5	Chief LTM1U - Micro-Adjust Tilt Wall Mount Large
1	Chief LCB1U - CEILING MOUNT, B2B, LARGE
1	Chief CMA450 - SUSPENDED CEILING PLATE
1	Chief FCA 803 Fusion L Display above/Below Shelf
1	Chief CM5048W Fixed Pipe 48" White

WIRELESS Option Overview

CONTROL

QTY	DESCRIPTION
1	QSC CORE 110f Unified Core with 24 local audio I/O channels, 128x128 network I/O channels, dual LAN ports, POTS and VoIP telephony, 16x16 GPIO, 16 next-generation AEC processors, 1RU.
1	QSC SL-QUD-110-P Q-SYS Core 110 UCI Deployment Software License, Perpetual
1	QSC TSC-80w-G2-BK Q-SYS 8.0" PoE Touch Screen Controller for In-Wall Mounting. Includes 1 LAN Port and Aux Power input, available in black only.
1	QSC TSC-80t-G2-BK Table top mounting accessory for TSC-80t-G2-BK.
1	Lowell LER-2422 Rack-Enclosed 24U, 22 inch deep, 1 pr Adj. Rails, Rear Door, Black
1	Lowell LFD-24FV Door- Fully Vented Front - 24U, Locking, Bak
1	Lowell LMSB-22 Rack Base- Mobile - 22inch Deep, 3inch swivel casters, blk
1	Lowell ACR-1509-S Power Panel-15A, 9-Outlets, 1U, 9ft Cord, 1-stage Surge Supp with 1 LED, 9ft Cord, ETL Listed

LABOR

QTY	DESCRIPTION
1	Labor Installation Installation/Travel

COMMENTS:

Equipment prices include any required accessories.

Labor prices include design, engineering, installation, programming and training.

CONFERENCE ROOM - WIRELESS OPTION TOTAL

\$82,752.58

FINANCING OPTIONS

36 Month FMV Lease	\$ 2,282.78 /month	36 Month \$1 Buyout Lease	\$ 2,533.55/month
48 Month FMV Lease	\$ 1,896.01/month	48 Month S1 Buyout Lease	\$ 1,956.75 /month



OPTIONAL EQUIPMENT

INTERACTIVE TOUCHSCREEN DISPLAY

QTY DESCRIPTION

1 Optoma 65" Interactive Touch Display

LABOR

QTY DESCRIPTION

1 Labor Installation Installation/Travel

COMMENTS:

Equipment prices include any required accessories.

Labor prices include design, engineering, installation, programming and training.

CONFERENCE ROOM - WIRELESS OPTION TOTAL

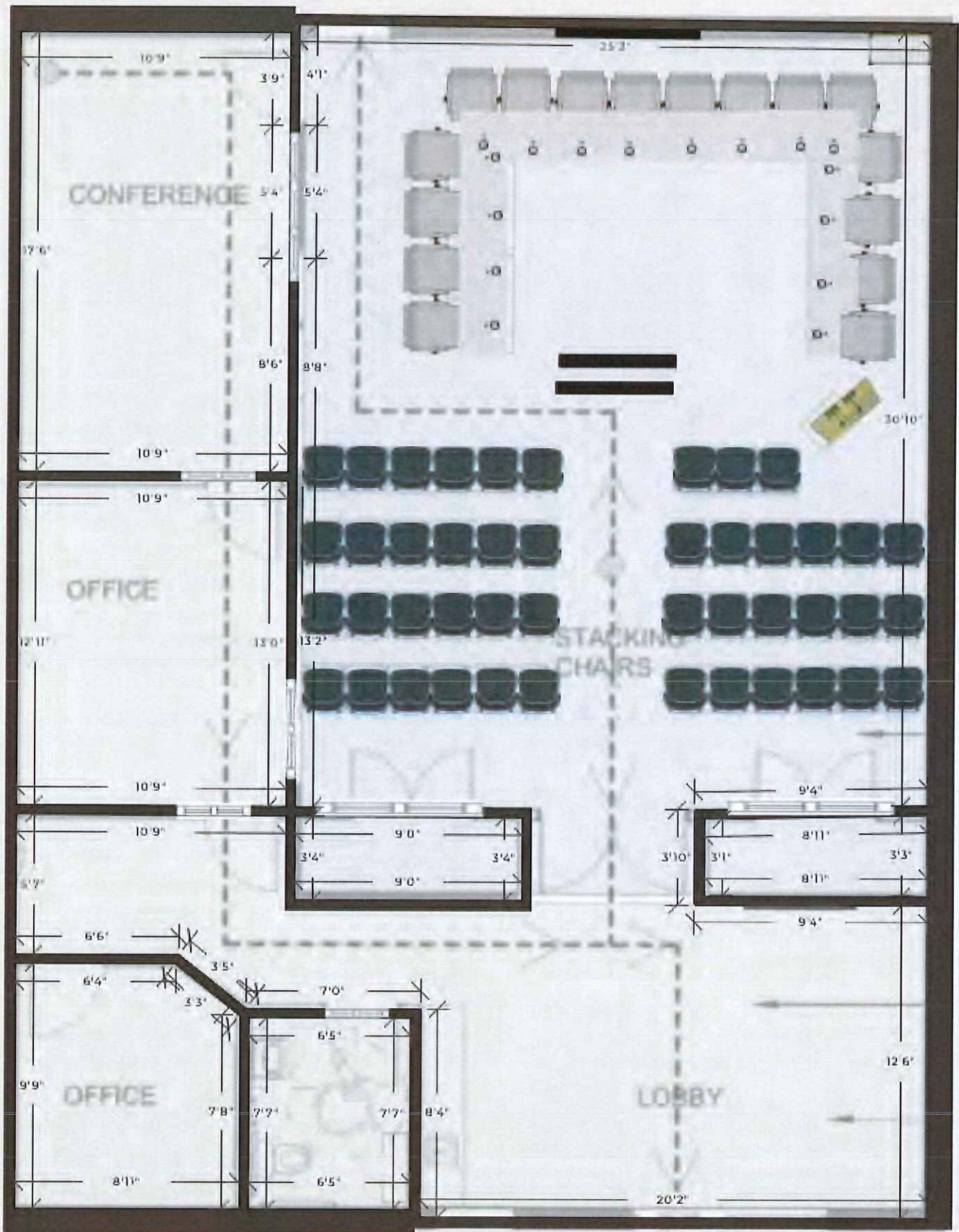
\$1,998.89

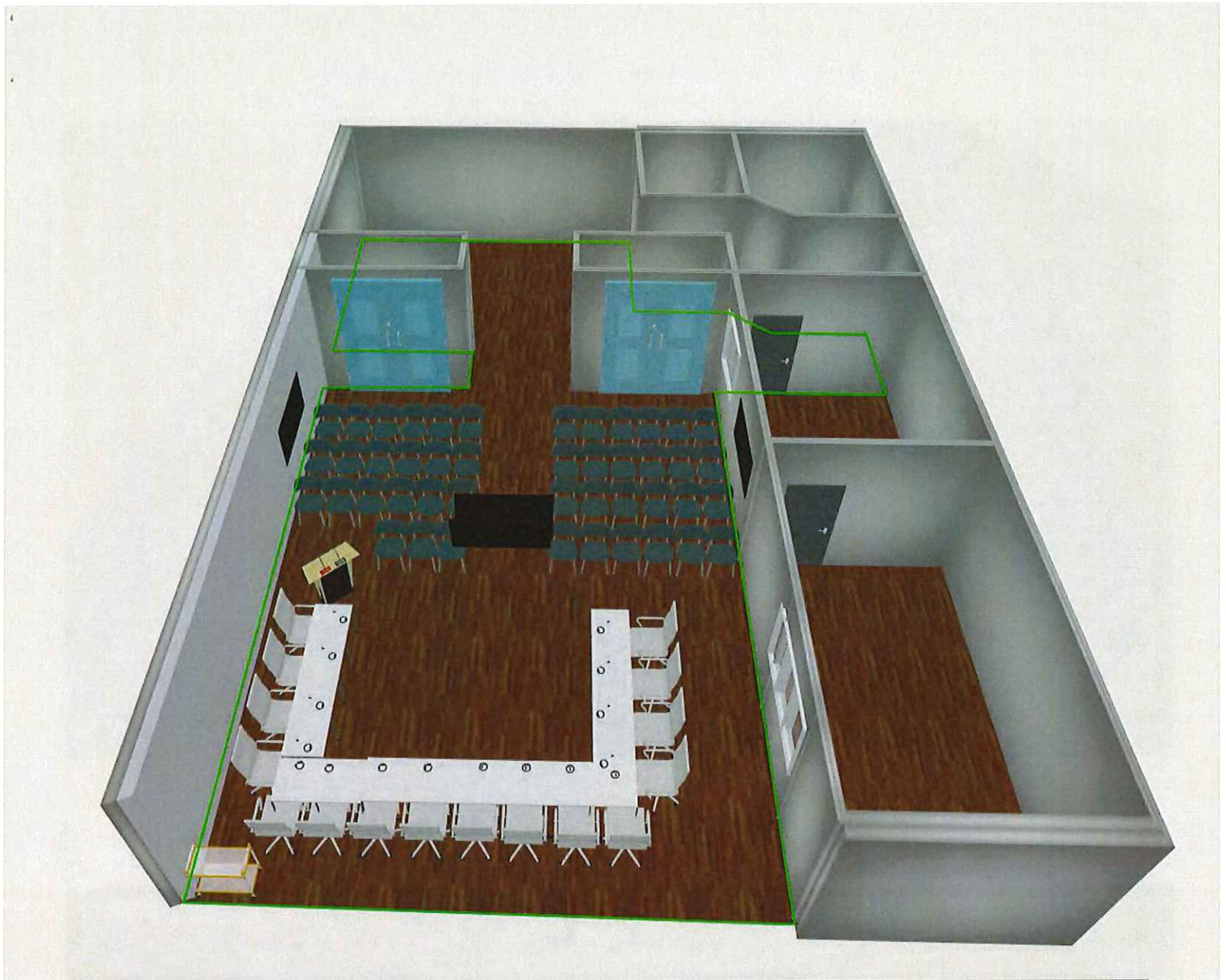
FINANCING OPTIONS

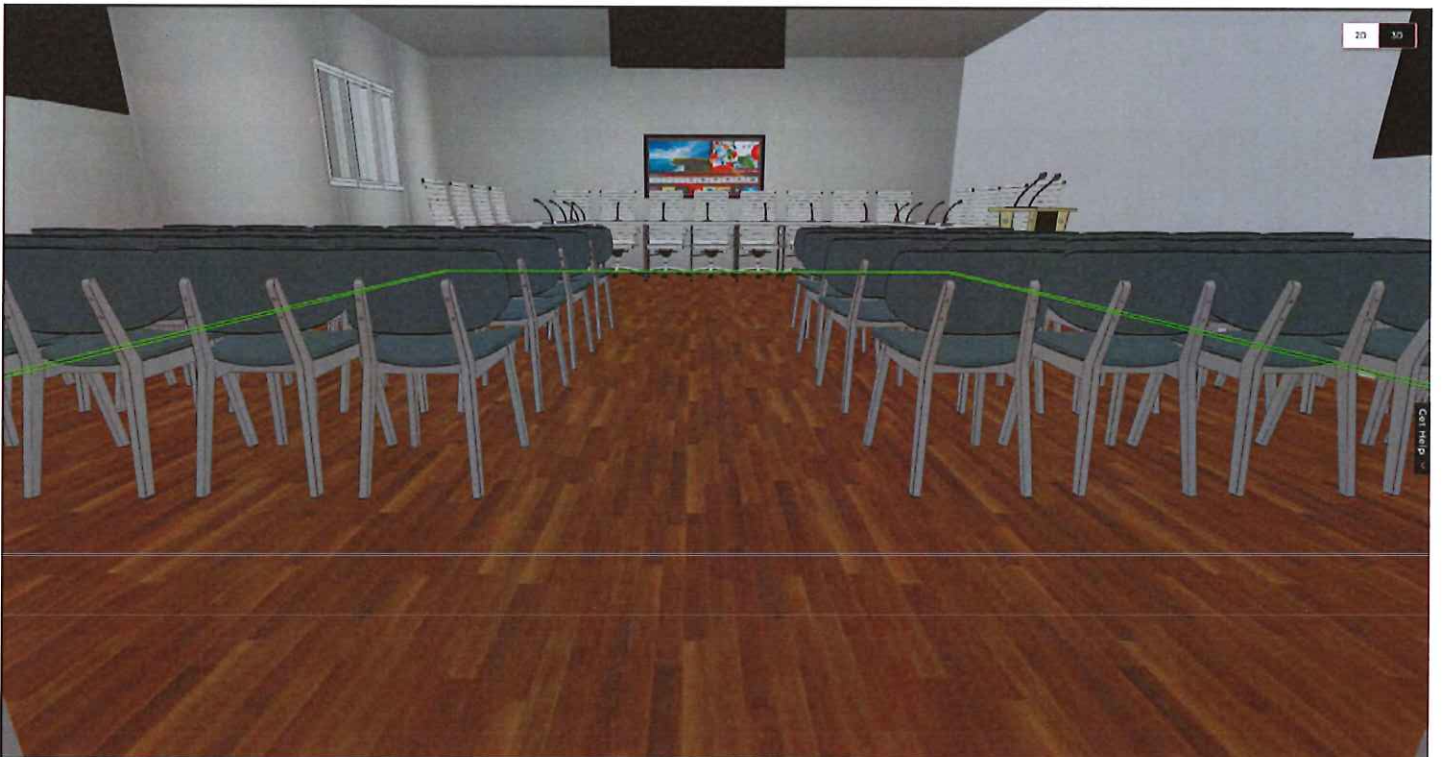
36 Month FMV Lease	\$ 55.14/month	36 Month \$1 Buyout Lease	\$ 61.20 /month
48 Month FMV Lease	\$ 45.80/month	48 Month S1 Buyout Lease	\$ 47.27/month

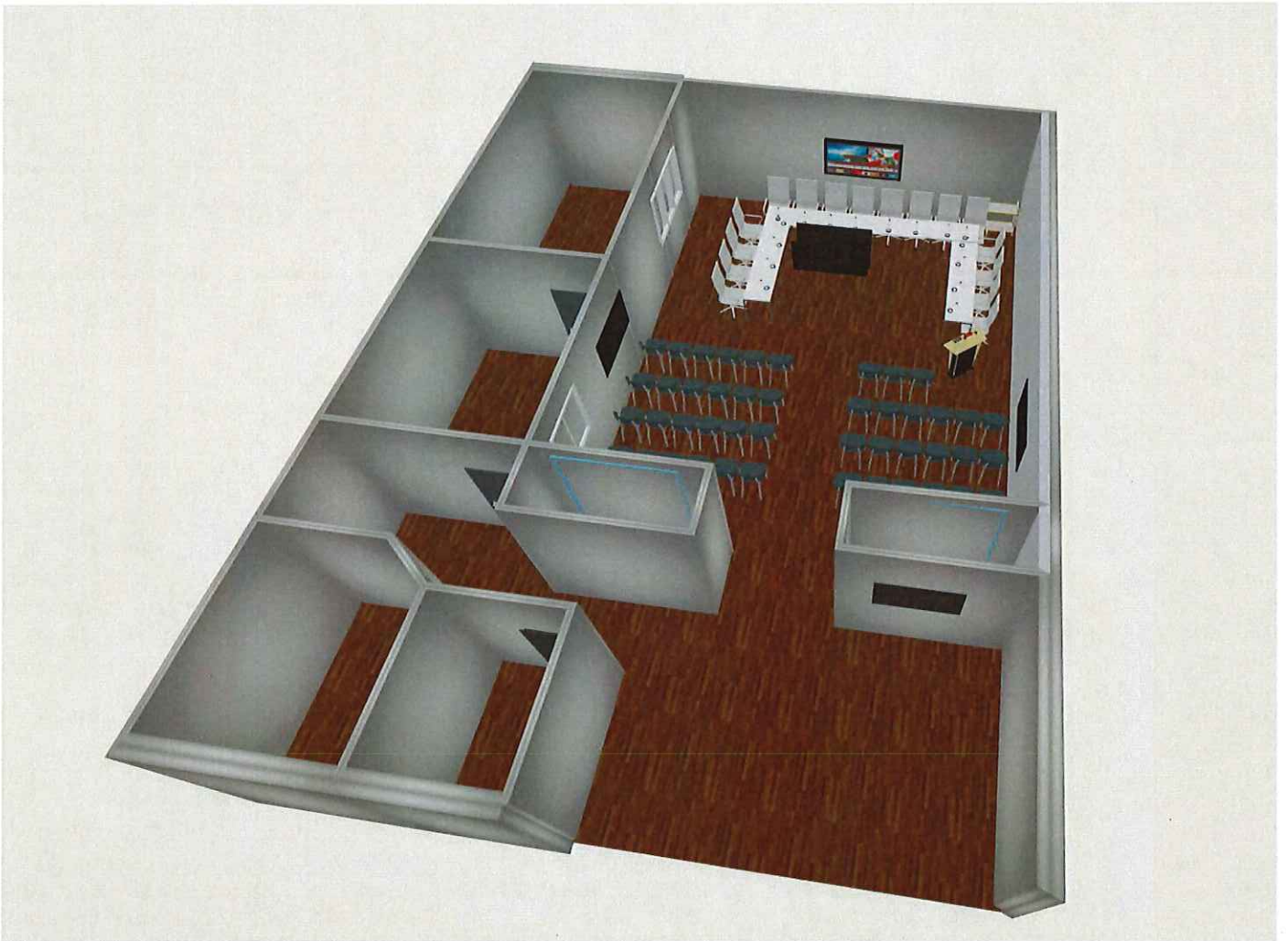


PLANS & DRAWINGS











TERMS & ACCEPTANCE

PROPOSAL TERMS & ACCEPTANCE

TERMS

I accept this proposal and hereby authorize datanet AV to proceed with the installation of the included systems at the facilities of The Town of Youngsville constructing at 134 US 1 A South, Youngsville NC 27596 as described in the totality of this document. I further authorize datanet AV to be granted the facility access that will be required to complete this project in a workmanlike and timely manner and for payment to be made to datanet AV. In keeping with the Terms of Payment listed above. It has been made clear to me that there exist no understandings regarding this project with any relevant party unless and until The Town of Youngsville and datanet AV agree to such additional or alternate understandings in writing. Project cost and pricing are dependent upon a continual flow of work without interruption or delays imposed by The Town of Youngsville or their staff, construction, other building trades or any other party, and additional costs may be incurred by The Town of Youngsville from datanet AV. If such delays result in additional costs that are not covered by the pricing in this proposal. I agree that any additions to and/or deletions from the materials and labor to be provided by my acceptance of this proposal and any resulting change(s) in cost of this project shall only be by way of written change order(s) and shall be valid only after being signed by The Town of Youngsville and datanet AV.

Pricing does not include shipping costs from manufacturers to datanet AV. Final tax (if applicable) and shipping costs will be calculated at time of invoicing.

This proposal is valid only if accepted in writing by The Town of Youngsville and deposit payment received no later than September 15th, 2020.

ACCEPTANCE

The Town of Youngsville

SIGNED

DATE

PRINT NAME

TITLE

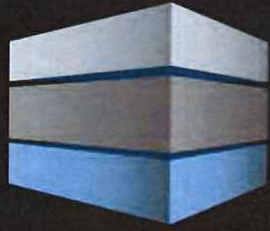
Datanet AV

SIGNED

DATE

PRINT NAME

TITLE



datanet AV

audio/video solutions

Robert Kreysa

Director - AV Services

robert.kreysa@datanetit.com

Phone: 919-460-9800

Cell: 919-537-5458

Datanet AV, 251 Towerview Court, Cary, NC, 27513

August 5, 2020

To: Phillip D. Cordeiro
Town Administrator
Town of Youngsville
From: Richard Williams
Sales Consultant
Sonitrol Integrated Security
Direct 919-414-6109
Re: Town of Youngsville; Town Hall & Public Works Facility

Similar local projects include;

<i>Diamonds Direct</i>	<i>American Tire Distributors</i>	<i>Iron Mountain</i>
<i>Fresh Market(s)</i>	<i>Raleigh Neurology</i>	<i>American Drywall</i>
<i>American Red Cross</i>	<i>Horizon Forest Products</i>	<i>Raleigh Charter School</i>
<i>Bobbitt Design Build</i>	<i>Advance Auto Parts</i>	<i>Quality Equipment John Deere</i>
<i>Holly Springs Town Hall & PD</i>	<i>David Allen Co.</i>	<i>Warrentown Town Hall & PD</i>
<i>Trane</i>	<i>Airgas</i>	<i>Office Suites Plus</i>
<i>ECPI</i>	<i>Martin Marietta</i>	<i>G&W Equipment Rental</i>
<i>Orange County Public Schools</i>	<i>Novan HQ</i>	<i>Empire Properties</i>
<i>Raytheon</i>	<i>Gregory Poole Caterpillar</i>	<i>Performance Auto Mall</i>
<i>Kraft Family YMCA</i>	<i>Cary YMCA</i>	<i>A.E. Finley YMCA</i>
<i>Oxford Police Department</i>	<i>Pet Supplies Plus</i>	<i>Trophy Brewing</i>
<i>Campbell University RTP</i>	<i>AC Restaurants</i>	<i>Empire Distributors</i>
<i>Ted's Montana Grill(s)</i>	<i>Chapel Hill Public Schools</i>	<i>CarQuest</i>
<i>Raleigh Radiology</i>	<i>Fullsteam Brewery</i>	<i>Salvation Army</i>
<i>Whole Foods</i>	<i>Bland Landscaping</i>	<i>Kimley-Horn & Associates</i>
<i>Hasentree</i>	<i>NC State Athletics (all facilities)</i>	<i>Spectrum Properties</i>
<i>Heritage Country Club</i>	<i>Fred Anderson Automotive</i>	<i>Humana Inc.</i>
<i>Sir Walter Chevrolet</i>	<i>NC Board of Nursing</i>	<i>NC Board of Dental Examiners</i>
<i>Greensboro Transit Authority</i>	<i>Duke Primary Care(s)</i>	<i>United Rentals</i>
<i>Compare Foods</i>	<i>Clay's Power Equipment</i>	<i>LC Industries</i>
<i>NC Bar Association</i>	<i>Johnson Lexus</i>	<i>NC Medical Board</i>
<i>Lowe's Foods</i>	<i>Syracuse Plastics</i>	<i>Chiesi USA</i>

References

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Director of IT
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don.smelcer@ncmedboard.org

919.326.1109 x238 direct
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Vice President
Stephenson General Contractors
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Mobile; (919) 422-2962
Jimmy@sgcdesignbuild.com

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chris.chandler@duke.edu
Mobile; (919) 812-8375

Chris Powers
Co-Owner
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Chris@trophybrewing.com
Mobile; (919) 434-7976

Jeffrey Baer
Vice President Operations
Diamonds Direct
Office; (704) 532-9041
Mobile; (404) 918-8984
jeff@diamondsdirect.com

Introduction

We are pleased to submit our proposal to install, monitor, and maintain Sonitrol Access Control and Video Surveillance systems for Youngsville Town Hall & Public Works Facility. Sonitrol provides commercial clients with a single source of integrated, state-of-the-art security solutions for Video Surveillance, Access Control, Intrusion Detection, and Fire Alarm, all backed with professional monitoring by experienced, trained personnel at the UL Listed & Certified *Sonitrol of Charlotte Central Station*.

Along with our national network of Dealers and our Parent Company **Stanley Black & Decker**, Sonitrol is a leader in the Triangle, as well as nationally, in providing electronic security services and equipment to commercial and institutional customers. Locally, for over 22+ years we have developed a proven track record of quality to over 1,600 current customers. Our high degree of customer loyalty is a reflection of superior technology, installation, monitoring, and customer service.

Letter from the Owner

Sonitrol of the Triangle was founded in August 1998, now Sonitrol Integrated Security, by then co-owners Chuck Harrelson and John Hoffmann. We were drawn to the idea of Sonitrol through close association with other Sonitrol owners and the impeccable reputation Sonitrol enjoyed around the country. Our goal was to utilize the unique Sonitrol "Verified Detection" or "Smart Audio" technology which separated Sonitrol from all the other companies in the industry. We combined this with the Sonitrol "Commitment to Service" and our own commitment to provide the highest quality installations, monitoring and especially customer service. We grew in the early years due to our dedication to those principles and we strive to continually treat each new customer as if they are our first and our first customers as if they are our newest. After 9 years, John Hoffmann retired from Sonitrol of the Triangle but much of our staff has been with us for the majority of our years in business.

We appreciate your interest in Sonitrol Integrated Security and would be happy to discuss any of your commercial security, access control, video surveillance or fire system needs.

Regards,

President
Chuck Harrelson
Sonitrol Integrated Security

Access Control; Town Hall

Following is a quote for seventeen doors to be equipped with electronic access control on the Sonitrol platform. Database management will be provided via our Sonitrol Raleigh office. Client may access the database for changes or to obtain access reports at MySonitrol.net, with limited programming via the Sonitrol phone app.

Schedule of equipment:

- (1) Sonitrol FlexIP Panel (*Internet access required*)
- (5) Access 4 Modules
- (1) LCD Keypad (*located at panel for diagnostic purposes*)
- (17) Sonitrol Proximity Readers
- (4) RCI Magnetic Locks
- (7) HES 5000 Electric Strikes
- (1) HES 9600 Electric Strike
- (1) HES 1006 Electric Strike
- (4) Interface w/ existing electric strikes
- (4) Securitron Electromechanical Egress Bars
- (4) Emergency Egress Push Buttons
- (2) Egress Motion Sensors
- (6) Pedestrian Door Contacts
- (2) Altronix SMP10 Power Supplies

- (1) AC-DRC4 Door Release Button at reception
- (2) Global Lockdown Buttons
- (50) HID ISOPROX Printable Badges
- (1) Grounding/surge protection/battery backup
- (1) Wire/misc. parts

Total for equipment and installation;
 \$22,574.00
 + 6.75% = \$1,523.74
 \$24,097.74 (tax included)

- Lifetime parts & labor warranty on all installed and existing equipment
- Same day service response for any emergency requests to include weekends or holidays
- Access to account management via MySonitrol.net if requested
- Complete customer service via our Raleigh office
- Complete database management for access control to include adds, deletes, changes, reports etc.
- Diagnostic service calls for access control related door problems
- Monitoring by Sonitrol of Charlotte Central Station
 - *Door force and prop monitoring of exterior building doors.*

\$390 per month service and maintenance, database management, power monitoring, door force and prop monitoring, warranty, and **Commitment to Service**

Video Surveillance; IP (Health-Monitored), Town Hall

Following is a quote for seven new, including one covert camera with built-in audio, and interfacing four existing IP Megapixel cameras recording to a 4TB Network Video Recorder (NVR). Recorded or live footage can be viewed locally or remotely via your network, as well as Smart Phone. This system is proactively monitored for video not present, NVR down, heat, days recording, and overall health of the appliance.

Schedule of equipment:

- (1) Sonitrol/3xLogic V250 16 Channel NVR 4TB
- (6) Sonitrol Outdoor IP Megapixel Bullet Camera (2MP Resolution, IR Day/Night, Fixed Lens)
- (1) Sonitrol Indoor IP Megapixel Dome Camera (2MP Resolution, IR Day/Night, Fixed Lens)
- (1) Motion Sensor Style Covert IP Camera w/ built-in audio
- (4) Interface w/ existing IP Cameras
- (1) Wire/misc. parts

Total for equipment and installation;
 \$6,433.00
 + 6.75% tax = \$434.27
 \$6,867.22 (tax included)

The monthly maintenance agreement includes warranty administration for the NVR (5 year), loaner in case of failure, and Sonitrol-installed and existing camera replacement for five years. Labor is covered for the lifetime of the agreement. All prices include installation.

\$63.00 per month health-monitoring, full service and maintenance, warranty, and **Commitment to Service**

Access Control; Public Works Facility

Following is a quote for nine doors and one motorized gate to be equipped with electronic access control on the Sonitrol platform. Database management will be provided via our Sonitrol Raleigh office. Client may access the database for changes or to obtain access reports at MySonitrol.net, with limited programming via the Sonitrol phone app.

Schedule of equipment:

- (1) Sonitrol FlexIP Panel (*Internet access required*)
- (3) Access 4 Modules
- (1) LCD Keypad (*located at panel for diagnostic purposes*)
- (9) Sonitrol Proximity Readers
- (5) HES 1600 Complete Strikes
- (4) HES 5000 Electric Strikes
- (1) DoorKing Microclik Receiver for the Gate
- (5) Pedestrian Door Contacts
- (5) Emergency Egress Motions
- (1) Door Release Button for Door 10 at Reception Desk
- (1) Global Lockdown Button at Reception Desk
- (1) Gate Release Button at Reception Desk
- (1) Altronix SMP10 Power Supply
- (1) Grounding/surge protection/battery backup
- (1) Wire/misc. parts

*MicroClik Fobs are \$45/each, allowing wireless access to the gate as well as door fob access.

Total for equipment and installation;

\$14,326.00

+ 6.75% = \$967.00

\$15,293.00 (tax included)

- Lifetime parts & labor warranty on all installed equipment
- Same day service response for any emergency requests to include weekends or holidays
- Access to account management via MySonitrol.net if requested
- Complete customer service via our Raleigh office
- Complete database management for access control to include adds, deletes, changes, reports etc.
- Diagnostic service calls for access control related door problems
- Monitoring by Sonitrol of Charlotte Central Station
 - *Door force and prop monitoring of exterior building doors.*

\$254 per month service and maintenance, database management, power monitoring, door force and prop monitoring, warranty, and **Commitment to Service**

Video Surveillance; IP (Health-Monitored), Public Works Facility

Following is a quote for six IP Megapixel cameras recording to a 2TB Network Video Recorder (NVR). Recorded or live footage can be viewed locally or remotely via your network, as well as Smart Phone. This system is proactively monitored for video not present, NVR down, heat, days recording, and overall health of the appliance.

Schedule of equipment:

(1) Sonitrol/3xLogic V250 8 Channel NVR 2TB

(6) Sonitrol Outdoor IP Megapixel Bullet Camera (2MP, IR Day/Night, Fixed Lens)

(1) Wire/misc. parts

Total for equipment and installation;

\$3,792.00

+ 6.75% tax = \$255.96

\$4,047.96 (tax included)

The monthly maintenance agreement includes warranty administration for the NVR (5 year), loaner in case of failure, and Sonitrol-installed and existing camera replacement for five years. Labor is covered for the lifetime of the agreement. All prices include installation.

\$38.00 per month health-monitoring, full service and maintenance, warranty, and **Commitment to Service**

Executive Summary

Total Equipment and Installation; \$50,305.92 (tax included)

Quality Assurance & Monitoring; \$745 per month

Sonitrol Will Host Your Cloud-Hosted Access Control System

Sonitrol pioneered, decades ago, the development of Central Station programmed access control and it has become one the most popular valued services we provide. It is an easy, cost effective alternative to purchasing a software product learning the program and tasking an employee with managing the database. The many benefits include:

- Secure 24/7 management of your database via our Sonitrol Central Station (UL) in Charlotte or during office hours by our Sonitrol office in Raleigh.
- Access to system by customer through MySonitrol.com
- No computer hardware or software to purchase and maintain
- No employee hours dedicated to software training/programming
- No re-training due to employee turnover, changes in job status etc.
- No need to be on-site to make needed changes
- Changes easily requested via email and phone
- Emergency card deletions or changes at any time
- Activity reports generated upon request and emailed
- Remote troubleshooting of problems encountered with the operation of the access control system
- A third-party audit trail of all changes, adds, deletes, reports, etc.

This proposal meets and exceeds all requirements of your business, as we understand them. Sonitrol offers your business the **reliability, technology** and **stability** of doing business with an international loss prevention company, while at the same time providing the **accountability, cost competitiveness**, and **service** of a **locally** owned and operated office. If you have questions regarding any material in the proposal, please call us at our local office (919) 848-3611 and we will be happy to provide an answer. We appreciate the opportunity to serve you in your facility and look forward to working with you more in the future.

Regards,

Richard Williams
Security Consultant
Sonitrol Integrated Security
919-414-6109

