



# 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](mailto:CustomerService@TownofYoungsville.org)  
[www.townofyoungsville.org](http://www.townofyoungsville.org)

## MINUTES BOARD OF COMMISSIONERS

**MARCH 11, 2021**  
**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 Johnson gave invocation. In attendance were Commissioners Cat Redd, Terry Hedlund (teleconference), Scott Brame, Larry Wiggins, and Joseph Johnson. Others in attendance were Town Administrator Phillip Cordeiro (teleconference), Town Clerk / Tax Collector Emily Hurd, Police Chief Greg Whitley, Attorney Katie Barber-Jones (teleconference), Parks and Recreation Director Andrew Smith, Public Works Supervisor Randy Smith, Planning Director Erin Klinger, and ABC Board Chairman Rick Houser.

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

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

The next item on the agenda was the swearing in of Youngsville Police Officers: Zeb Robinson and Michael Bader. Chief Whitley introduced both officers.

Officer Michael James Bader graduated Basic Law Enforcement Training (BLET) at Vance Granville Community College (VGCC) in May of 2019. Previously, he worked with the Oxford Police Department with over two years of experience. Officer Bader's family live in Youngsville.

Officer Zeb Landon Robinson graduated BLET at VGCC in 2015. He has six years of experience with the Henderson Police Department as a Sergeant. Officer Robinson also has a B.S. Degree from NC State in Wildlife Biology. He is currently working on his master's degree from Arkansas State University in Public Administration. Officer Robinson holds an Intermediate Law Enforcement Certificate.

Mayor Flowers swore in Officers Bader and Robinson.

The next item on the agenda were Public Hearings. The first Public Hearing was Annexation Petition 2021-1 and 2021-5, Holden Creek LLC and Taylor Morrison for Holden Creek Preserve, Phase 6.

Mayor Flowers opened the Public Hearing at 7:08pm. 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 Annexation Petition 2021-4 – Patterson Woods LLC for East Woods of Patterson, Phase 7.

Mayor Flowers opened the Public Hearing at 7:10pm. 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 7:11pm.

The third Public Hearing was a request to rezone by Michael Hurt for 2468 Cedar Creek Road from Franklin County R-8 to Town of Youngsville MU-2.

Mayor Flowers opened the Public Hearing at 7:12pm. Klinger explained Mr. Hurt approached Staff regarding annexation of the property and the construction of a 144-unit apartment complex. She stated the annexation ordinance was approved the previous month. Klinger explained this request would change the property from County zoning to Town zoning. She noted the property is bounded by residential on all sides except the west, where it is bounded by MU-2 zoning. All uses are compatible with the proposed zoning. Klinger stated the request to rezone was consistent with the Future Land Use Map and Comprehensive Development Plan (CDP). Planning Staff supports the request to rezone and the Planning Board recommended approval of the request to rezone at their March 2<sup>nd</sup> meeting.

Mayor Flowers opened the floor to the public. 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 7:13pm.

The fourth Public Hearing was the proposed amendments to Chapter 6 of the Town Code of Ordinances (Solid Waste Management Program) and the amendments to the Town's Fee Schedule.

Mayor Flowers opened the Public Hearing at 7:14pm. Cordeiro noted the Board received the two proposed draft revisions at their previous Board Meeting. One proposed revision gave the responsibility of servicing the compactor to the Town and the other proposed revision gave the responsibility of servicing the compactor to the owner. Cordeiro stated Staff recommends the proposed ordinance revision stating it would be the owner's responsibility. After several conversations with Mark Hurt, the owner of Hampton Village Apartments, Staff realized there was some confusion by the tenants regarding services,

such as the location for bulky items and how to work the compactor. Cordeiro stated they have worked to alleviate these problems but there were some things that needed to be addressed in the ordinance. He urged the Board to consider the proposed amendments. There was no requested action tonight but Cordeiro wanted to provide the opportunity to share input. Cordeiro recommended the amendment for owner responsibility, noting the ordinance makes the responsibilities clear and includes an enforcement mechanism. He explained Code Enforcement will be able write citations for violations and issue fines. Cordeiro stated this would modernize the ordinance and make it easier for both the Town and owners.

Mayor Flowers opened the floor to the public. 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 7:17pm.

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.

ABC Board Chairman Rick Houser wanted to update the Board regarding the progress of the new ABC Store. Chairman Houser stated the NC ABC Commission formerly approved the relocation of the ABC Store to the Shopping Plaza on US #1 Highway. He stated they were in the process of negotiating the lease and have plans for a July 1<sup>st</sup> opening date.

Chairman Houser explained the current ABC Store would stay at the N College Street location until November, though they may continue leasing on a month-to-month basis since the owner has not yet submitted his plans. If the ABC Board decides to keep the downtown ABC Store open, they will have to go before the NC ABC Commission for approval.

Chairman Houser noted Commissioner Hedlund's wife had expressed interest in serving on the ABC Board. Based on his call with Laurie Lee at the NC ABC Commission, Mrs. Hedlund would be able to serve with no problems. Chairman Houser stated he reviewed Mrs. Hedlund's resume and was very impressed. He felt she would make a great addition to the ABC Board.

Hurd stated no one else had registered to speak. Cordeiro polled all teleconference participants and there were no other comments from the public.

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

- Minutes from the Regular Board Meeting – February 11, 2021
- Finance Report
- Fire Department Report
- Parks and Recreation Report
- Planning and Zoning Report
- Police Department Report
- Public Works Report
- Tax Collector's Report

- Tax Release – 2020 – Space Walk of North Carolina, LLC – Business closed in 2019 - \$40.51
- Order to Advertise 2020 Tax Liens between March 1, 2021 and June 30, 2021
- Budget Amendment – 2021-4

**MOTION: TO APPROVE THE CONSENT 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 Old Business. The first item under Old Business was to adopt Annexation Ordinance 2021-1, Holden Creek LLC portion for Holden Creek Preserve, Phase 6

**MOTION: ADOPT ANNEXATION ORDINANCE 2021-1, HOLDEN CREEK LLC PORTION OF HOLDEN CREEK PRESERVE, PHASE 6**

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

The second item under Old Business was to adopt Annexation Ordinance 2021-4 for Patterson Woods LLC, East Woods of Patterson, Phase 7.

**MOTION: ADOPT ANNEXATION ORDINANCE 2021-4, PATTERSON WOODS LLC FOR EAST WOODS OF PATTERSON, PHASE 7**

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

The third item under Old Business was to adopt Annexation Ordinance 2021-5 for the Taylor Morrison portion of Holden Creek Preserve, Phase 6.

**MOTION: ADOPT ANNEXATION ORDINANCE 2021-5, TAYLOR MORRISON PORTION OF HOLDEN CREEK PRESERVE, PHASE 6**

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

The fourth item under Old Business was a discussion on Chapter 6 of the Town Code of Ordinances (Solid Waste Management Program) and the amendments to the Town’s Fee Schedule. Mayor Flowers noted the proposed amendments were up for discussion tonight with no action requested at this time.

Commissioner Brame inquired if the Town would still provide bulk waste pickup services as part of the owner services provision. Cordeiro explained the Town would not provide

any service under the proposed revision in which the owner provides service. If the apartments are not paying the monthly service fees, then they would not be eligible for services provided by the Town. Commissioner Brame agreed that he would recommend that proposed amendment over the Town provided services amendment.

Mayor Flowers also agreed, noting the Town asked the owner of the apartment complex to take over service of the compacter in 2014 and felt they have done a good job. He did not see why the Town should add the additional headache. Mayor Flowers noted there was a consensus for owner provided services.

The next item on the agenda was New Business. The first item under New Business was a request to rezone from Franklin County R-8 to Youngsville MU-2 by Michael Hurt for 2468 Cedar Creek Road.

**MOTION: APPROVE REQUEST TO REZONE 2468 CEDAR CREEK ROAD TO YOUNGSVILLE MU-2 FROM FRANKLIN COUNTY R-8**

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

Commissioner Redd noted the Board has recently had conversations regarding the traffic in the area. She felt that with all the new residential additions in the area, this was something the Town may need to be proactive about. Klinger noted NC DOT has requested the developers work on a signal warrant analysis. Commissioner Brame agreed with Commissioner Redd. When asked, Klinger explained the signal analysis was in addition to the previous recommendations by NC DOT. She noted Wiggins Village, Phase 2 did not warrant an analysis because they did not have enough units.

The motion passed unanimously.

The second item under New Business was to review Lila Hedlund's application for the ABC Board. Commissioner Hedlund abstained from the discussion and vote.

**MOTION: APPOINT LILA HEDLUND TO THE ABC BOARD WITH TERM TO EXPIRE ON JUNE 30, 2022**

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

The next item on the agenda was Reports and Other Business. Mayor Flowers noted he had a good discussion with Representative Matt Winslow regarding the litter problem in Youngsville. He stated Representative Winslow was trying to introduce legislation to significantly increase the fines for littering. Mayor Flowers hoped this would help stem some of the littering problem.

Mayor Flowers stated he was excited about Baseball Season starting soon.

Cordeiro stated the ABC Board needed one additional Member. He expressed his gratitude to Mrs. Hedlund for her participation and for other residents serving on the Town's advisory boards.

Cordeiro stated he would submit the budget within the next couple of weeks for discussion during the April Board Meeting with possible adoption during the May Board Meeting.

Cordeiro noted how hard Staff has been working in his absence and expressed his appreciation for everything they were doing. He stated there have been no disruptions in service as Staff works well together.

Commissioner Hedlund stated the First Annual Road Clean would be held on Saturday, March 27<sup>th</sup>. Volunteers will meet at the Burnt Barrell and noted they could use more volunteers. He noted they had recently cleaned US 1A South as it could not wait. They ended up with seventeen bags of debris.

Commissioner Wiggins noted the vehicle noise continued to increase on Main Street. Chief Whitley stated he would work on it.

Commissioner Brame stated he joined the Youngsville Area Business Association (YABA) and is now a member of their Board. He noted he has gone to a couple of meetings and is still learning.

Patton-Motluck stated she had nothing in addition to her report.



*Town of Youngsville*  
*Finance Report*

To: Youngsville Board of Commissioners  
From: Kari Patton-Motluck, Finance Officer  
Date: March 8, 2021  
Re: Finance Report – February 2021

During the month of February, there were:

- 69 checks written and electronic payments made totaling \$367,862.76
- 327 deposits recorded totaling \$65,216.36
- Our Current Debt Issuance:
  - Vehicle Loans – total balance \$375,462.62
  - Street Loan – total balance \$167,664.78
  - Public Works and Town Hall Loan – total balance N/A at this time
- Town's Debt Changes:
  - No material changes.
- Items of Note:
  - No items of note.
- Capital Improvements Plan
  - Public Works Facility and Town Hall Renovations – Site work and design work continues.

Mayor Flowers had nothing to add to the Youngsville Fire Department Report.



YOUNGSVILLE FIRE DEPARTMENT  
803 Wheaton Ave, Youngsville NC 27596  
919.556.6899 – Headquarters  
[www.yvfd.com](http://www.yvfd.com)

Town of Youngsville Report- February 2021

Incidents- February 2021	67
Incidents for Same Period 2020	81
Percentage Change	-17%

YTD 2021 Incidents	162
YTD for Same Period 2020	196
Percent Change	-17%

**Incidents by type for February 2021:**

- (4) Structure Fire Calls
- (3) Outside Fires (Woods, Vehicle, Trash)
- (27) EMS Calls
- (12) Motor Vehicle Accidents
- (17) Investigation Calls/Cancelled/No Emergency
- (4) Automatic Fire Alarm Activations

**Agency Updates:**

- Continuing to operate under strict COVID-19 restrictions for protection of personnel and the general public.
  - o A large majority of the staff and members have now been vaccinated.
  - o Continuous review of COVID-19 restrictions occurs based on best practices to keep staff and the public safe.

R Smith noted Commissioner Hedlund had requested help with the litter on Highway 96 and they got approximately twenty bags of litter. While they were cleaning the area, R Smith explained one of the site guys for Timberlake Preserve stated their employees would try to keep that area cleaned of litter when possible.

R Smith stated he had a couple of updates for his report. The Mitchell Park tree project will begin Phase 1 after a meeting with the arborist. There are four trees with ribbons on them that will be completely removed. The stumps will be ground down and the remaining trees will be pruned to create more sunlit areas. R Smith stated this will be a three-phase project, noting the trees will be handled first.

R Smith noted Commissioner Johnson had expressed concerns regarding the lower parking at Luddy Park. He stated they added stone as well as beams to border the parking area, using three loads of rock. R Smith stated they were looking at adding more rock, but the ruts have been secured.



# Youngsville Public Works Memorandum

**From:** Randy Smith, Public Works Supervisor  
**To:** Board of Commissioners  
**Via:** Phil Cordeiro, Town Administrator  
**Date:** March 4, 2021  
**Subject:** Public Works Monthly Report for February 2021

During the month of February 2021, the public works team accomplished the following:

- Facilities / Grounds Maintenance
  - Town Hall
    - Number of hours of grounds maintenance performed: 1
    - Installed mulch bed around building signage
  - Community Building
    - Number of hours of grounds maintenance performed: 2
    - Sprayed weed killer around building and mulch bed
    - Repaired lighting over back door in kitchen
    - Repaired restroom – toilet blockage
  - Public Works Facility
    - Number of hours of grounds maintenance performed: 2
    - Removed all non-sealable metal and aluminum from garage
  - Luddy Park
    - Number of hours of grounds maintenance performed: 4
    - Moved poles to assist Concessions Contractor at fields 3 and 4
    - Graded ruts at bottom parking lot and assisted with rock spreading
  - Mitchell Park
    - Number of hours of grounds maintenance performed: 4
    - Began tree trimming of large low hanging limbs
    - Met with Arborist
  - ABC Store
    - Number of hours of grounds maintenance performed: 0
- Streets
  - Potholes repaired: 0
  - Storm Drains: 1 repaired / unclogged all drains on Main Street and College Street during Ice Storm
  - Street signs replaced or repaired: 3
  - Dead Animal Removal: 0
  - Litter Sweeps: 20 Bags from N. College and Park / From Speedway to town limit sign

Town of Youngsville memorandum dated 03/04/2021  
PUBLIC WORKS MONTHLY REPORT FOR February 2021

- Solid Waste
  - Tons of brush waste collated: 1.83 (March will have higher volume due to Ice Storm damage)
  - Tons of bulky-item waste collected: 1.84
- Fleet Maintenance
  - Number of maintenance hours performed: 2.5
  - Prepared lawn equipment for the upcoming grass season
  - Repaired Switch on Parks and Rec drag machine
- Training
  - Impromptu training on lawn equipment for Public Works staff – D. Kearney leading
  - The Importance of proper PPE (personal protective equipment) during grass season R. Smith leading
- Upcoming Projects for the month – **March 2021:**
  - Mitchell Park – Phase 1 (tree work) will be an ongoing project for several months with the assistance of the Arborist
  - Town Signs (4) – Have placed a request for the line locations to be marked for installations

A Smith stated he had nothing in addition to his report.



# Town of Youngsville Parks and Recreation

**From:** Andrew Smith, Parks and Recreation Director  
**To:** Youngsville Board of Commissioners  
**Date:** March 11, 2021  
**Subject:** Parks and Recreation Department Month of February Report

Please find below a summary of the parks and recreation department's activity during the month of February 2021.

- Recreation programs
  - Youngsville Community Egg Hunt
    - Event planning is underway
    - This event will take place on Saturday, March 27th from 9:00am-12:00pm
    - Event will be set up similar to our Trick or Treat the Trail event in order to help maintain social distancing
      - Participants will come at certain timeframes based on the first letter of their last name in order to prevent a larger group of citizens showing up at one time
      - Sanitizing stations and social distancing signage will be located throughout the park
    - 12 different tables will be set up around the trail for participants to get eggs
    - Kona Ice will serve free snow cones to those that locate all 12 eggs around the trail
  - Spring baseball
    - Registration is full and we are on a waitlist
    - Season will begin March 15th
  - Spring adult kickball
    - Registration is open
    - Season will begin April 14th
  - The first annual Youngsville Parks and Recreation golf tournament will take place on May 21st
    - Event will be held at Olde Liberty Golf Club
- Facilities maintenance / capital improvements
  - On February 26th we conducted a field renovation workday on Fields 1, 2, and 3 at Luddy Park
    - 102 tons of dirt were added to the fields
    - The lips around the fields were made flat
    - Field 1 was aerated and seeded

Klinger noted the May Board Meeting will have a heavy agenda. She had nothing in addition to her report.





Town of Youngsville  
Planning Staff Report

To: Youngsville Board of Commissioners  
From: Erin Klinger, Planning and Zoning Administrator  
Date: February 26, 2021  
Re: Planning Staff Report – February 2021

During the month of February there were:

- 24 permit applications were submitted and 23 were issued; 13 for new homes, 5 for new signs, 3 for commercial upfits or change of use permits, and 2 for residential accessory uses. A food truck permit was denied because it did not meet the standards in the ordinance.
- 3 certificates of compliance were issued.
- Over 20 illegal signs were immediately removed by town staff via the expenditure of 2 staff hours during focused sign sweeps.
- Three notices of violation were sent for illegal off-premise signage: one for signage located at the corner of Bert Winston Road and US-1 and the other two for bandit signage located throughout town.

Chief Whitley stated he had nothing in addition to his report.



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

MONTHLY REPORT  
FEBRUARY 2021

CALLS FOR SERVICE

The Youngsville Police Department recorded 284 calls for service during the month of February 2021 compared to 343 calls during the same month last year. Of those 284 calls for service, 18 reports were lakker, and 74 citations were issued.

There were no critical incidents this reporting period.

MOTOR VEHICLE COLLISIONS

During February 2021, the Youngsville Police Department investigated 7 reportable motor vehicle collisions compared to 8 during the same month last year. There were two collisions with injuries reported. The first collision occurred on US-1 A near Stephen Taylor Road. While this collision was outside of YPD's typical patrol response area, a YPD officer conducted the investigation at the request of the NC Highway Patrol. The second injury related collision involved a Youngsville police officer which occurred on Park Avenue at NC 96. This incident was investigated by the NC Highway Patrol.

PATROL OPERATIONS

Officers recorded the following activities during this reporting period:

Citations	73
Charges	97
Warnings	39
Felony Drugs Charges	0



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

Misdemeanor Drug Charges	0
DWI	0
DWI Under 21	0
Warrant Services	1
Felony Arrests	0
Misdemeanor Arrests	1
Business Checks	148
Neighborhood Checks	182
Foot Patrols	53
Training Hours	29

COMMUNITY POLICING

Upcoming Events:

- The Youngsville Community Egg Hunt will take place on March 27, 2021 from 9:00 AM to 12:00 PM at Luddy Park. The Youngsville Police Department will staff a greeting table on the Luddy Park trail to provide attendees with community policing related information and Easter treats. Officers will be present to ensure the safety of the attendees and provide traffic control. Additional event information may be found on the Town of Youngsville's website and Police Department's Facebook page.
- Chief Whitley spoke with Sheriff Winstead concerning the significant amount of trash along Cedar Creek Road and other throughfares near town. Sheriff Winstead said he will make Youngsville a priority for clean up once Covid-19 restrictions allow jail trustees to serve on roadcrews.

ADMINISTRATIVE, TRAINING AND OTHER ACTIVITIES

- Police Officer interviews were conducted on February 23<sup>rd</sup>, 2021
- Officer J. Bader joined the YPD team on February 22, 2021.

Cordeiro thanked Chief Whitley for reaching out to the Franklin County Sheriff's Office regarding inmates for road clean. He noted the Sheriff committed inmate help as soon as they are able. Mayor Flower thanked Chief Whitley as well, noting he understood the wait.

Mayor Flowers congratulated Chief Whitley on his new hires. Chief Whitley stated the cadets will be ready in early fall then the Police Department will be fully staffed.

Attorney Barber-Jones stated she had nothing to add and stated she was there for any questions.

Hurd noted the ABC Board met the third Tuesday of each month at 9am. She explained this was one of the reasons it was hard to get volunteers.

Hurd noted she had nothing in addition to the Tax Collector's Report.



Town of Youngsville  
Memorandum

To: Board of Commissioners  
From: Emily Hurd, Tax Collector  
Date: 3/9/2021  
Re: Monthly Tax Collection Report  
End: Collections Rate Report

---

Please review and approve the below report of the February 2021 releases, adjustments, refunds, and tax collection report.

- Total release amount for February 2021 - \$11.15
- Total adjustment amount for February 2021 - \$0.00
- Total refund (overages) amount for February 2021 - \$0.00
- Received \$20,075.63 from FC Tax Office for January Vehicle Taxes
- Attached is a Master Balance List of all Real and Personal Property owed for 2020 taxes.

As of March 2<sup>nd</sup>, we have collected 99.52% of 2019 property taxes and 98.22% of 2020 property taxes.



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

Mayor Flowers stated the Board had no need to go into Closed Session.

The meeting adjourned at 7:44pm upon a motion made by Commissioner Brame, seconded by Commissioner Wiggins, and approved unanimously.