

Town of Youngsville  
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## MINUTES

**JANUARY 8, 2015**

**7:00PM**

### REGULAR MEETING

### YOUNGSVILLE COMMUNITY HOUSE

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

The first item on the agenda was two Public Hearings. The first Public Hearing was called to order at 7:00pm. It was for a request for a Zoning Amendment from Residential to Commercial at 307 E Main Street. Dwayne Kroeze stated that he was under contract on the property and he did not want this decision to affect the owner should the contract not go through. Mr. Kroeze asked if the Board could hold off on their decision until next month as he felt that this would be in the best interest of the current owner. When asked, Mr. Kroeze stated that he would locate his land survey company in the building and would rent out the other office spaces. He stated that there would be renovations needed. The Public Hearing was concluded at 7:02pm.

The second Public Hearing was called to order at 7:03pm. It was for a request for a Zoning Amendment from Medium Industrial to Commercial for 932 S Cross Street. Katy Hannam and Sara Easley presented their request. They stated that they wish to relocate the Wake Forest Alano Club, a nonprofit organization, to 932 S Cross Street. They stated that they would be hosting spaces for recovery group meeting. They explained that this building has been vacant for three years and will need some upgrades but no structural changes. They stated that the Planning Board has reviewed their proposal and made some minor changes. When asked, they stated that they hoped to be open by April 25<sup>th</sup> for a scheduled event. They stated that they lost some membership when they had to relocate outside of Wake Forest town limits and that this will be a benefit for the area. Patricia Anderson stated that she has been helping with getting grants. She stated that they are looking at this location because it will help the tri-county area. She noted that the surrounding buildings are already commercial with a development across the street. Carolyn Webb, president, explained that they had walk-ins when they were located in downtown Wake Forest but their current location is too remote to make that an option for people. She stated that they wanted to get back in the area to be available for the community. Makenna Hannam stated that she was sixteen years old and had to go to meetings in Raleigh. She stated that it was hard for her and others to get there and she

would like to start a group for teens in Franklin County. She stated that these meetings have been very helpful. The Public Hearing concluded at 7:16pm.

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

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

The next item on the agenda was the approval of the Consent Agenda. The Consent Agenda consisted of approval of the minutes from the Board Meeting on December 11, 2014. Also included on the Consent Agenda were the Tax Collectors Report, the Police Department Report, and Budget Amendment 2015-07.

**MOTION: TO APPROVE THE CONSENT AGENDA**

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

The next item on the agenda was Old Business. The first item under Old Business was an update on the sale of the land / storage building. Attorney Olivieri stated that the process was moving along. He stated that the process ends when no one bids higher.

The second item under Old Business was the Planning Board recommendation on the request for Zoning Amendment from Residential to Commercial for 307 E Main Street. Clark stated that the Planning Board gave a unanimous Favorable Recommendation and that they considered a number of factors. He stated that the building is already adjacent to Commercial zoning on one side and a church, along with their parking area, that covered both the opposite side and the back of the property. Clark stated that there was residential across the street. He stated that there was not a pattern of spot zoning and this would fit in with the businesses along Main Street. He stated that it was a small lot that would need parking spots to meet the requirements. Commissioner Redd stated that if we were going to table it, she felt that she should let the Mr. Kroeze know that she was in favor of the Zoning Amendment.

**MOTION: TO TABLE THE REQUEST FOR ZONING AMENDMENT FROM RESIDENTIAL TO COMMERCIAL FOR 307 E MAIN STREET**

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

The third item under Old Business was the Planning Board recommendation on the request for Zoning Amendment from Medium Industrial to Commercial for 932 S Cross Street. Clark stated that this request received a Favorable Recommendation from the Planning Board. He stated that this property was in a large area of industrial and has been vacant for a few years. He stated that there were no upcoming projects that will be hindered by this request. Clark stated that the property was long and narrow. He stated that other properties in the area were also being used as Commercial. He stated that this would not interfere with any easements for the railroad. Clark stated that the Planning

Board recommended looking at the other properties along the road frontage to see about changing the area to Commercial. Commissioner Wiggins asked if they were nonprofit and the answer was yes.

**MOTION: TO APPROVE THE REQUEST FOR ZONING AMENDMENT FROM MEDIUM INDUSTRIAL TO COMMERCIAL FOR 932 S CROSS STREET**

The motion was made by Commissioner Stallings and was seconded by Commissioner Wiggins. It passed unanimously. Commissioner Redd stated that she was glad they were coming to Youngsville.

The next item on the agenda was New Business. The first item under New Business was a discussion and recommendation on the selection of the consultant for the Comprehensive Bicycle and Pedestrian Plan. Mayor Flowers stated that he had looked over the two proposals and one stood out for him. Clark stated that they solicited 42 companies that were prequalified and only received two proposals. He stated that URS has a long history in the area and Alta had been helping us with the grant from the beginning. He stated that both firms have the capability and received good comments from their references. Commissioner Wiggins noticed that both proposals were for the total amount of the grant and wanted to know if there were any negotiations regarding the fees. Clark stated that it was common for grants since the State determines what is required. Commissioner Redd asked if this would help with the Safe Routes to School and Clark stated that after this grant helps us to create a Plan, then we can apply for other grants such as the Safe Routes to School Grant. He stated that this will give us the tools to implement and make us eligible for other grants. Mayor Flowers asked if Clark's recommendation was for Alta and he stated yes. Mayor Flowers stated that they have a good track record.

**MOTION: TO ACCEPT ALTA AS CONSULTANTS FOR THE COMPREHENSIVE BICYCLE AND PEDESTRIAL PLAN**

The motion was made by Commissioner Redd and was seconded by Commissioner Wiggins. It passed unanimously. Commissioner Redd stated that we were moving forward.

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

The next item on the agenda was Committee Updates.

Policy / Ordinance Committee – There were no comments.

Finance Committee – There were no comments.

Capital Improvement Committee – There were no comments.

Comprehensive Development Committee – There were no comments.

The next item on the agenda was Reports and Other Business. Mayor Flowers stated that the Franklin County Chamber of Commerce would be having their annual meeting at the Boondocks next Thursday from 6-8:30pm.

Tatum stated that the heating unit at the Community House needed to be replaced and would cost around \$11,000. He stated that the leaf machine broke again and that a police car needed to have the engine replaced. He stated that this means that we won't do as well as we did last year.

Tatum stated that a few months back, a resident on Railroad Street came in concerning the flooding on his road and the cost to eliminate that problem would be \$2,285. This will replace the pipe and level out the road. Tatum stated that we would be discussing the prioritization of spending Powell Bill money at the January Work Session and that we can finish this discussion then. Commissioner Redd requested that we let the property owner know that we are discussing the problem and possible solutions. Tatum stated that he would call him. Commissioner Wiggins asked if this would be part of paving the road and Hurd stated that it was estimated at \$10,000 to pave the whole road but to fix the actual problem from flooding, it would only cost \$2,285. Tatum stated that paving the road is at the option of the Board but this would keep the road from flooding. Commissioner Wiggins stated that he felt we should move forward now and start the repairs to prevent the current drainage and flooding issues.

**MOTION: TO APPROVE THE REPAIRS FOR DRAINAGE AT THE 300  
BLOCK OF NW RAILROAD STREET**

The motion was made by Commissioner Wiggins and was seconded by Commissioner Stallings. Commissioner Redd stated that we have Powell Bill money that needs to be used and that discussion would take place at the Work Session and Hurd reminded the Board that no motions can be made at the Work Session. Commissioner Wiggins stated that it has been a problem for a while. Attorney Olivieri wanted to clarify that the area being flooded was public property and Hurd stated that it was a public road that we get Powell Bill money to maintain. Commissioner Redd stated that people other than the resident used the road such as Franklin County Public Utilities. The motion passed unanimously. Tatum stated that he would call the resident and let him know the decision.

Clark presented the Staff Report. He stated that the Planning Board felt that there needed to be action on the Zoning Ordinance as it applies to churches, temples, synagogues, etc. Clark stated that the Planning Board made a motion to recommend setting a Public Hearing for a text amendment to clarify the locations allowed throughout the zoning jurisdictions. He stated that in the past year, three separate congregations have come to him looking for a place to locate new facilities. The Zoning Ordinance is clear that they are not allowed in the Commercial and Mixed Use jurisdictions. Clark stated that there were some located in those areas that are grandfathered at this time such as Faith Baptist Church. He stated that there are a total of seven in these jurisdictions with a non-conforming use. Clark stated that assembly halls are allowed but not the churches,

temples, synagogues, etc as they are listed separately from assembly halls. He stated that this would be a house keeping matter and there were no issues that have come up concerning the other locations. He stated that the Planning Board asked that this be brought to the Board's attention and suggested that the staff draft a text amendment to the Zoning Ordinance to allow churches, temples, synagogues, etc in Commercial districts but still not allow them in the Main Street Business District. Attorney Olivieri asked if there was any action needed tonight and Clark recommended setting a Public Hearing at the March Board Meeting.

Commissioner Wiggins wanted to clarify that the churches would be allowed in Commercial districts and Clark stated that this would allow them in Commercial districts with the exception of the Main Street Business District. Attorney Olivieri stated that this would allow them in the outlying districts but clearly preserve the downtown area. He stated that this would clean up the Ordinance and recognize what already exists.

Commissioner Redd expressed concern that the 5-Points Shopping Center was not included in the Main Street Business District and felt that we also needed to rework the areas located in that jurisdiction. She stated that the Ordinance needed to be very clear and Clark stated that this would help make it clear for everyone to interpret throughout the coming years. Clark stated that he should be able to draft it quickly and get it out well before the Public Hearing. When asked if this would be strictly for downtown, Clark stated that it would allow the churches, temples, synagogues, etc to be allowed everywhere but downtown. Commissioner Wiggins stated that he felt letting churches go into a shopping center would restrict the retail aspect of that center. He stated that he felt it was a problem and may lead to a shopping center drying up. Clark stated that normally what happens is after the shopping center dries up, then they allow anyone to rent a space to help pay the bills and that's where a lot of churches in the shopping centers come from. Commissioner Wiggins stated that he felt that we should restrict it from retail areas. Clark stated that there was only a two block area that is zoned Main Street Business District, everywhere else is zoned business of any kind currently does not allow churches, temples, synagogues, etc but do allow assembly halls. Commissioner Wiggins wanted to clarify that as of right now, shopping centers do not allow them and Clark stated yes, they are not permitted if they are located in a Mixed Use or Commercial zoning district.

**MOTION: TO HAVE STAFF DRAFT A TEXT AMENDMENT TO PERMIT CHURCHES, TEMPLES, SYNAGOGUES, ASSEMBLY HALLS, LIBRARIES, MUSEUMS AND CEMETERIES IN COMMERCIAL AND MIXED USE ZONING JURISDICTIONS FOR A FEBRUARY 12, 2015 PUBLIC HEARING WITH A STIPULATION THAT THE PLANNING BOARD LOOKS INTO EXPANDING THE MAIN STREET BUSINESS DISTRICT IN A WAY THAT WORKS WITH THE COMMUNITY.**

The motion was made by Commissioner Redd and was seconded by Commissioner Wiggins. The motion passed with two aye votes with Commissioner Stallings not voting.

Commissioner Stallings stated that he felt each situation should be handled individually based on the situation.

Clark stated that he had received an application today from Jim Moss and Matthew Winslow concerning a subdivision that would include approximately 46 – 48 homes on the north side of Holden Road near Richland North. They wish to rezone the property from Residential Agricultural and Mixed Use to Residential Single Family. Clark stated that more information would be included in the packet next month and he would like to set a date for a Public Hearing. Clark stated that the Planning Board will be taking a look at it as well and it constituted two tracts of land. When asked, Clark clarified on the map which two tracts were to be rezoned. Clark stated that they would be submitting the subdivision plans to the Planning Board and would like for the Public Hearing to be scheduled on February 12<sup>th</sup>. Commissioner Wiggins asked if all of the paperwork had been done and Clark stated that it was subject to all paperwork and fees. Mr. Moss stated that it would be completed in time.

**MOTION: TO SET A PUBLIC HEARING FOR FEBRUARY 12, 2015 FOR ZONING AMENDMENT REQUEST FOR PROPERTY LOCATED ON THE NORTH SIDE OF HOLDEN ROAD NEAR RICHLAND NORTH**

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

The meeting adjourned at 8:20 pm.

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**MINUTES**  
**FEBRUARY 12, 2015**  
**7:00PM**  
**REGULAR MEETING**  
**YOUNGSVILLE COMMUNITY HOUSE**

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

The first item on the agenda was two Public Hearings. The first Public Hearing was called to order at 7:02pm. It was for a request for a Text Amendment to permit churches, temples, synagogues, assembly halls, museums, and libraries in the Commercial and Mixed Use districts. There were no comments from the public. The Public Hearing was concluded at 7:02pm.

The second Public Hearing was called to order at 7:03pm. It was a request for Zoning Amendment from Residential Agricultural (RA) and Mixed Use (MU) to Residential Single Family (RS) for property located on Holden Road by Winslow Custom Homes. Doug Welsh had several questions concerning the subdivision that would be placed on the property if the request for Zoning Amendment was granted. Clark explained that we had received an application for Zoning Amendment because a subdivision to cover the entire property would not be possible without it. He explained that part of the property that is zoned RA, about two thirds of the property, which would allow single family homes with possible public water and septic tanks. The other third of the area is MU, which is primarily industrial and commercial, but does allow for residential although not for single family homes. Clark explained that state statute does not allow for the rezoning for a specific layout. After it has been rezoned, then someone can apply with detailed plans concerning traffic, layout, sidewalks, drainage, etc. Clark stated that there has been a sketched plan that has been shown to the Planning Board but if the rezoning doesn't happen then they would have to draw up their plans based on the current zoning. Clark stated that this Public Hearing will not permit getting into the details of the subdivision. He stated that the question for this Public Hearing is that should these properties be rezoned to RS or should it be left as RA and MU for the housing that is allowed in those districts. Mr. Welsh asked if homes were built, would there be a detailed review and Clark stated that it would be reviewed by both staff and the Planning Board. Clark stated that all of this information is open to the public and he will meet with people for specifics if the rezoning was approved. Mr. Winslow stated that the homes would be in the \$300,000 - \$375,000 range. He stated that erosion is heavily

regulated by several departments within the State and they do regular checkups. He stated that he would be building with other custom builders. Mr. Winslow stated that they want to have walking trails along the back of the neighborhood. When asked, Mr. Winslow stated that they would be leaving trees and adding sidewalks. When asked, Mr. Winslow stated that they would put approximately 38 homes on 19.62 acres. Mr. Welsh asked if there was going to be another phase and Mr. Winslow stated that would be up to Mr. Moss as he owns the other property behind the current property in question. Mr. Winslow explained that it is custom to stub out access to other acreage. When asked, Mr. Winslow stated that he would meet with the neighboring community. He stated that it is a three step process in Youngsville, the first being a sketch plan to get the feedback from the Planning Board along with other agencies, which helps them to create a site plan that goes back to the Planning Board. Mrs. Welsh stated that they were just looking for more information on the subdivision and Mr. Winslow stated that he understood. Attorney Olivieri stated that anything filed with Town Hall was public record and Clark agreed, stating that they could schedule to meet with him, preferably as a group, so that he could go over some of the perspectives and details. Commissioner Stallings asked if they would be annexing the property before selling any of the lots and Mr. Winslow stated that he was unsure at this time. Mr. Winslow stated that he would be talking about it with Clark. He stated that his planning background states that it is the right thing to do but he just isn't sure yet. Fritz Thompson stated that they had concerns about the Town annexing their current subdivision and Hurd explained that State law prohibits the Town from forcibly annexing areas at this time. Darlene Thompson mentioned that there were already drainage problems and they had spent several thousand dollars on materials to fix it along their property. She also had a concern about the walking trail creating a lack of privacy issue. Mr. Winslow stated that the walking trail would be on the back of the development and not along the side. Commissioner Redd stated that this was all good information but the Public Hearing concerned only the rezoning request and did not involve information on the possible subdivision. Mrs. Thompson wanted to know that if the rezoning was approved today, did the plans just move forward and Attorney Olivieri stated that this rezoning was just to say that this area can be residential. He stated that it sounded like most of the concerns were more geared towards the nature of what is going on the property and the residents agreed that it was. Attorney Olivieri stated that the Public Hearing specifically can't address what is going in there as part of a zoning change. He explained that this part of the process is done during the review phase by the Planning Board. Attorney Olivieri stated that most of the information they were seeking would come from the examination of public records and meeting with Clark or Mr. Winslow. Commissioner Redd stated that they would have a chance to speak at the right time. Mr. Moss stated that he owned some of the land and has lived here all of his life. He wants this to be a benefit to the Town. He stated that if left as it was, the MU area can have 65 residential units on a small sliver of land. He stated that this rezoning would reduce the density by 50%. Mr. Moss stated that part of the back lot was annexed a few years ago and the Town has benefited from the taxation. He stated that he would appreciate a fair vote. The Public Hearing concluded at 7:23pm.

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

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



The next item on the agenda was the approval of the Consent Agenda. The Consent Agenda consisted of approval of the minutes from the Board Meeting on January 8, 2015 and the Work Session on January 17, 2015. Also included on the Consent Agenda were the Tax Collectors Report, the Police Department Report, and Budget Amendment 2015-08. There was also a Tax Release for Angie Tenney for 2014 taxes in the amount of \$32.40 and a Resolution to close the Water / Sewer Account with SunTrust.

**MOTION: TO APPROVE THE CONSENT AGENDA**

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

The next item on the agenda was Old Business. The first item under Old Business was an update on the sale of the land / storage building. Attorney Olivieri stated that the process was moving along with bids and counter bids going on. He stated that everything was ready once the bidding ends.

The second item under Old Business was to continue the discussion on the Request for Zoning Amendment from Residential (RS) to Commercial (C) for 307 E Main Street. Clark stated they Mr. Kroeze was ready to proceed with a decision on the rezoning request. He stated that they wanted to have an office at this location and the Planning Board gave a Favorable Recommendation. Clark stated that the applicant knows what he needs to do to meet the requirements if approved. Mr. Kroeze stated that they are working on the parking layout and the issues that need to be brought up-to-date according to the Franklin County Inspections Department. He stated that they are ready to move forward. Mr. Kroeze stated that they will get a land survey and rent some of the offices out. Commissioner Wiggins asked if there was a driveway and Mr. Kroeze stated yes. Mr. Kroeze stated that they were working on an easement with Youngsville Baptist Church but they don't want to depend on that in case it falls through.

**MOTION: TO APPROVE THE REQUEST FOR ZONING AMENDMENT FROM RESIDENTIAL TO COMMERCIAL FOR 307 E MAIN STREET**

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

The third item under Old Business was the Planning Board Recommendation on the Text Amendment to permit churches, temples, synagogues, assembly halls, museums, and libraries in the Commercial (C) and Mixed Use (MU) Districts. Clark explained that this was brought to our attention by several inquiries of prospective churches. He stated that the locations they were looking to place their church was not allowed by our Zoning Ordinance. Clark stated that the Planning Board recommended a text amendment to allow them to locate in the C / MU areas as they are only allowed in Residential areas at this time. Clark explained that there are already seven out of twelve churches in violation of the current rules. He stated that the Planning Board recommends this amendment to

add MU / C so that they will have a larger area to locate in and help the current churches to have a conforming use.

**MOTION: TO APPROVE THE TEXT AMENDMENT ALLOWING CHURCHES, TEMPLES, SYNAGOGUES, ASSEMBLY HALLS, MUSEUMS, AND LIBRARIES IN THE COMMERCIAL AND MIXED USE DISTRICTS**

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

The fourth item under Old Business was the Planning Board recommendation on the request for Zoning Amendment from Residential Agricultural (RA) and Mixed Use (MU) to Residential Single Family (RS) for property located on Holden Road by Winslow Custom Homes. Clark stated the Planning Board found several supporting issues including the RS zoning across Holden Road. He stated that the main heart of Youngsville was also RS. Clark stated that there were concerns about the MU area not being compatible with the residential areas already in existence. He stated that there was a natural buffer in the north. Clark stated that there are other subdivisions in the area and Holden Road can support another even though there is already a lot of traffic. Clark stated that this request did not trigger a traffic impact assessment, however, the long range plans for Holden Road improvements are upgrades associated with incoming developments. Commissioner Redd agreed that this was a good idea as it would help reduce multi-residential and commercial entities in the MU area. She stated that she recommends the change.

**MOTION: TO APPROVE THE REQUEST FOR ZONING AMENDMENT FROM RESIDENTIAL AGRICULTURAL AND MIXED USE TO RESIDENTIAL SINGLE FAMILY FOR PROPERTY LOCATED ON HOLDEN ROAD BY WINSLOW CUSTOM HOMES.**

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

The fifth item under Old Business was to continue the discussion on the Parks and Recreation 10 Year Plan. Gibson stated that after the January Work Session, they started working on a long term plan. He stated that their two biggest concerns were money and timing. Gibson stated that a lot depended on the status of the 501 C 3 as most grants are awarded to non-profit entities. He stated that he did have a discussion with the Town Administrator about starting a Capital Improvement Account. He stated that they will host another Home Run Derby and maybe have a consignment sale that day to help boost funds raised. He stated that other funds come in through concessions and private donations. Gibson stated that he was hoping to have enough funds raised to start the Capital Improvement Account. He also stated that in regards to field maintenance, he would like to trade in the Gator for another piece of equipment that can handle the field maintenance better. Commissioner Johnson stated that they looked on the internet for a 10 year plan for towns with a 1,500 and under population but also with a 5,000 to 10,000

population as a place to start since that covers the Youngsville area that we get our children from. He stated that most plans got into wish lists after about the first five years and they did not seem to be very attainable or cost efficient for Youngsville.

Commissioner Johnson stated that they had more of a five to seven year plan based on one they found from Indiana for small towns. He stated that it was one of the plans that didn't get overly aggressive on monies that came in based on the size of the town.

Commissioner Johnson stated that the plan had a lot of information and no real direction so they put what they thought we would need in the next three to five years in order to move forward. Commissioner Redd stated that she only had a copy of the information given at the January Work Session and Gibson stated that this should be different even though it did have some of the same information. Commissioner Hedlund asked if this was a Capital Expenditure Request for the next five years and Gibson stated that it wasn't a request so much as a plan of where they want to be based on the information gathered.

Commissioner Hedlund asked if there was anything on the Plan concerning searching out funds and Gibson stated yes. Gibson stated that the funds from Franklin County were no longer available as they had been given to another entity in our school district.

Commissioner Redd stated that she still wasn't seeing a difference in the Plan that she had from the one presented last month. Gibson looked at what she had and stated that he must have given Hurd the wrong information as that was indeed the older Plan. Gibson stated that there may be an option for a grant from the Franklin County Parks and Recreation but it was a 50% matching funds and was not built into the Plan at this time.

Commissioner Wiggins asked who the entity in our school district was and Gibson stated that it was the Miracle League for the new field at Long Mill Elementary School. Gibson stated that other items that have been mentioned were more of an expansion to the

existing park and he looks forward to putting them in the five to seven year range. These included festivals and adult recreation leagues. Gibson stated that he was considering an outdoor basketball league during the summer. Tatum stated that there were grants available for non-profits and wanted to know if it would be reasonable that the Parks and Recreation Department have their 501 C 3 in place within six months and Gibson stated yes. Tatum stated that was a good starting point and Gibson agreed. Tatum stated that the program should be under the 501 C 3 and the facilities would be under the Town. He stated that would get the program supported by the participants and the Town could then take its money and help maintain the field. He stated that it has to be done in that

sequence for this plan to work. Tatum stated that we need a foundation for the program that states what the needs and wants are. He stated that it gets back to if the funds aren't raised from the participants fees, then they have no money to spend. Tatum stated that if the Board supported the concept that within six months the Parks and Recreation Department start a 501 C 3 since the Town can't establish one. He stated that once that was done, then we can get more things done. Gibson asked if he needed Board approval to start the 501 C 3 and Tatum explained that the Town can't be involved in that process.

Tatum stated that it was just the best way to organize the Parks and Recreation Program. Attorney Olivieri stated that it would need to be started by either the Advisory Board, parents or other concerned citizens that come forward to create this 501 C 3 and then take over the program. Gibson wanted to know if it would be a conflict for him or any other Board member to be an officer or member of the 501 C 3 and Attorney Olivieri stated that he didn't think so but he would like to do more research to make sure. Mayor Flowers stated that he was on the Board of a 501 C 3 for YAKS and there were no

problems. Hurd stated that Board Members could serve on the Board of civic organizations like that. Gibson stated that he would email the Plan to the Board.

The sixth item under Old Business was to continue the discussion on applying for the LAPP Grant for a roundabout at 5-Points. Commissioner Hedlund stated that the bottom line is that intersection is rated an F at this point and a roundabout would improve it to a C rating. He stated that the bypass will not happen any time soon and the only solution available to us is the roundabout. Commissioner Hedlund explained that the LAPP finances 80%. He stated that he wanted to get Board approval to move forward to apply for the LAPP funding for the roundabout. Commissioner Redd stated that it was a fabulous idea and was all for it. Commissioner Hedlund stated that he felt this was our opportunity.

**MOTION: TO MOVE FORWARD IN PROCURING LAPP FUNDING FOR A ROUNDABOUT AT 5-POINTS**

The motion was made by Commissioner Hedlund and was seconded by Commissioner Redd. The motion passed with one nay vote from Commissioner Wiggins.

The seventh item under Old Business was to approve the contract with Alta for the Bicycle and Pedestrian Grant. Clark stated that it was a two part contract as it also includes the scope of the project. Clark ran through the process as outlined in the scope of the project to the Board.

**MOTION: TO APPROVE THE CONTRACT WITH ALTA FOR THE BICYCLE AND PEDESTRIAN GRANT**

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

The eighth item under Old Business was to adopt a Resolution calling for a Municipal-wide Mixed Beverage Referendum to be held in conjunction with the November 3, 2015 Municipal Election. Mayor Flowers stated that we have already written a request to the Franklin County Board of Elections but we need to adopt this Resolution as well.

**MOTION: TO APPROVE THE RESOLUTION CALLING FOR A MUNICIPAL-WIDE MIXED BEVERAGE REFERENDUM TO BE HELD IN CONJUNCTION WITH THE NOVEMBER 3, 2015 MUNICIPAL ELECTION**

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

The next item on the agenda was New Business. The first item under New Business was a Resolution setting the collection of minimal taxes to \$5.00. Hurd stated that setting this minimal tax amount to be billed will help offset the costs of billing and collection for taxes less than \$5.00.

**MOTION: TO ADOPT THE RESOLUTION SETTING THE COLLECTION OF MINIMAL TAXES TO \$5.00**

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

The next item on the agenda was Closed Session (if necessary). Mayor Flowers stated that the Board needed to go into Closed Session to discuss personnel and legal matters. The Board went into Closed Session at 8:04pm and came out at 8:10pm. Mayor Flowers stated that no action had been taken.

The next item on the agenda was Committee Updates.

Policy / Ordinance Committee – Commissioner Wiggins stated that they had made some corrections to the Policy Manual and have updated the Table of Contents from the approved items. He stated that they have a new policy for Public Works, 6.201. He stated that this puts on paper a plan for Public Works employees to police the trash along the streets and roads in Youngsville. He stated that it includes a section that if their duties are completed early, the employees can then work on policing the trash on the roadways. Commissioner Wiggins stated that he wanted to present this to the Board.

Finance Committee – There were no comments.

Capital Improvement Committee – There were no comments.

Comprehensive Development Committee – Commissioner Redd stated that she wants to start working on the Comprehensive Development Plan again with Clark. She stated that it was time to get this Plan going again and was there for any help that she can give.

The next item on the agenda was Reports and Other Business. Mayor Flowers wanted to mention an article in the Franklin Times concerning Youngsville Officers that went above and beyond the call of duty to help out a homeless family. He wanted to acknowledge Ron Adkins, Mike Thomas and Matt Little. Mayor Flowers stated that they had done a good job to help a family that had fallen on hard times. Chief Kirts stated that due to the article, they have learned of more resources to help them in the future.

Mayor Flowers stated that a Youngsville resident, Lt Col Clive Goodwin, Jr. CAP had received the Congressional Gold Medal of Honor for his service in World War II on February 7, 2015.

Tatum stated that he will be starting the budget process soon. He hopes to be able to tread water again this year. Tatum stated that they will need one police car and this will put them on a schedule to cycle out patrol cars every three years. He also stated that he wanted more time with N\*Focus. Tatum stated the Town has the same issues with Zoning as we do with Parks and Recreation and that is that people living in the ETJ are getting services but not paying taxes to help cover the costs. He stated that the zoning

fees are inadequate and both he and Clark will look at increasing them. Tatum explained that we need more time with Clark as there are a lot of things going on at this time such as the new developments. Tatum reminded the Board that Clark is getting paid for all of the time that he's taken to meet with people concerning the developments coming into Town. He stated that it also takes his time away from the items that we need him working on. Tatum stated that he wants to see what we can do without raising the tax rate to go forward. Commissioner Redd stated that if the Town did increase the amount of time that we had Clark, she had a couple of concerns. First was if Clark would be able to give more time as he had other obligations on those days and did the Town have the money available. Tatum stated that he was just bringing this need to the Board so that it can be taken into consideration for the budget planning.

Commissioner Hedlund also wanted to thank Chief Kirts and the Police Department for all that they do.

Clark stated that the Southeast High Speed Rail (SEHSR) had sent out an email stating that they have completed their environmental reviews and studies. He stated that Don Belk will be representing the Town at these meetings. Clark stated that there will be large maps of the Youngsville area and Mr. Belk will bring back information regarding these plans. Clark stated that he will keep the Board informed.

Clark stated that the pipeline has settled on a route and will be checking on the wetlands and developments on where they wish to place the new lines. Clark stated that the Bicycle and Pedestrian Grant timing was perfect as he hoped to have conversations concerning easements for walking trails on the areas that the new lines will go.

Clark stated that he had a meeting with Bryce Mendenhall, Franklin County Public Utilities (FCPU), concerning allocations for the upcoming developments such as the Holden Creek Subdivision. He stated that from a public utility standpoint, these projects do need water and sewer. Clark stated that the official updated allocations would be mentioned at the Franklin County Board Meeting. He stated that pertaining to annexation, there may be a way to link with FCPU. Clark explained that if someone needs water and sewer, prior to approval they would need to get an annexation petition from the Town. Clark stated that he wanted to get that conversation started and see where it goes. He stated that it may prove beneficial to everyone, certainly the tax payers in town.

Clark stated that we do have a fee in lieu of and/or open space recreation dedication provision on our regulations now. He stated that there was a potential to gain some fees and help offset some capital down the road. Clark stated that for the most part, there is open space dedicated. He stated that he has already spoken with Mr. Winslow concerning this for their proposed development. Tatum asked if the money had to be deposited with Franklin County and Clark explained that this was Town specific and separate from Franklin County. Clark stated that we have never received any money since most developments use open spaces for recreation instead of paying the fees. He stated that he would be looking at the fee structure carefully.

Chief Kirts mentioned that there were 10 accidents last month that were not in the Police Department Report. He stated that was up from the previous month.

Chief Kirts stated that they have been extremely busy the last two months and are stretched thin. He wanted the Board to keep that in mind concerning annexations. Chief Kirts stated that they try not to work in the ETJ unless needed by FCSO so that they can stay in the town. He stated that all of these subdivisions that come into our area need to realize that when they call 911, they are not going to get the Youngsville Police Department. He stated that they will get the FCSO, which takes about twenty minutes to respond in our area. Reminding the developers may help in getting the properties annexed.

Chief Kirts wanted to congratulate Sgt Adkins as well.

The meeting adjourned at 8:31pm.

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# MINUTES

**MARCH 12, 2015**

**7:00PM**

## REGULAR MEETING

### YOUNGSVILLE COMMUNITY HOUSE

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

The first item on the agenda was citizen's comments. David Jerose, Youngsville Kiwanis Club, gave the Board some history of the Kiwanis Club and stated that their one focus was youth service projects. He stated that when they started the Youngsville Chapter, there were 25 members but now they are down to seven members. He stated that they were actively recruiting to help the Kiwanis Club continue. Mr. Jerose stated that they have adopted several projects from YABA including Christmas Cares. He explained that seven members were just too few to do the work of twenty five. Mr. Jerose stated that the Wake Forest Chapter wants them back but they want to stay in Youngsville. When asked, he stated that they try to instill values and build character traits in the youth of Youngsville area children. Mr. Jerose stated that they have the Builders Club at Cedar Creek Middle School and the Key Club at Franklinton High School as well as the K Club at the elementary schools.

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

The next item on the agenda was the approval of the Consent Agenda. The Consent Agenda consisted of approval of the minutes from the Board Meeting on February 12, 2015. Also included on the Consent Agenda were the Tax Collectors Report, the Police Department Report, and Budget Amendment 2015-09.

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

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

The next item on the agenda was Old Business. The first item under Old Business was to approve the bid to purchase land located at 102 SW Railroad Street. Attorney Olivieri stated that the Board needed to pass a Resolution approving the bid. He stated that Patricia Anderson had the winning bid at \$8,000. He explained that the Resolution states



that the Board approves the sale of land with the legal description that was included in the bidding process. He stated that it is subject to a driveway easement and that she has 120 days to demolish the building on the premises and remove the debris.

**MOTION: TO ADOPT THE RESOLUTION APPROVING THE BID TO PURCHASE LAND LOCATED AT 102 SW RAILROAD STREET**

The motion was made by Commissioner Stallings and was seconded by Commissioner Hedlund. Commissioner Redd stated that Mrs. Anderson had called her at home and we needed to work with her to get her new business going. Hurd stated that Mrs. Anderson had met with Clark for about an hour and a half earlier that week concerning what she can legally place on that land. The motion passed unanimously. Attorney Olivieri stated that he would inform Mrs. Anderson that we were ready to move forward.

The second item under Old Business was to continue the discussion on the Parks and Recreation 10 Year Plan. Commissioner Johnson stated that Gibson was unable to attend. He stated that this has been talked about a lot but all of this hinges on the Parks and Recreation Department becoming a 501 C 3. He stated that this would allow them to get more grant money and donations. Commissioner Johnson stated that a key issue was to solidify the Advisory Board. He explained that the main issues right now involved upgrading areas for safety purposes, such as lights and screens for the batting cages, fence around the playground, and repairing the lights on the fields. It also included some field maintenance issues such as turf for upper and lower fields, new infield dirt and a new JD 1200 for dragging and maintaining the fields. The Plan also states their needs and wants on a two to five year basis, such as converting to 2 fields, seating, fencing, turf, and drainage, and a five to ten year basis, such as housing for community events and adult leagues. Commissioner Johnson stated that they will be talking to the coaches concerning fund raising during the spring draft. He stated that there were a number of children that have been drawn to the Youngsville program from places like South Granville, Bunn and Louisburg.

The third item under Old Business was to discuss Policy 6.201 – Roadside Trash Removal by Town Public Works Employees. Commissioner Hedlund stated that during slow times, this Policy asks that Town employees help with litter. He explained that this would not be something scheduled but done during down times. Commissioner Hedlund stated that he and some of his neighbors had gone out to pick up litter but they need help. Tatum stated that they have put in place a schedule to try doing this on Thursdays plus other days as time permits. Commissioner Hedlund stated that he would work on 1A South but other areas that need to be hit are Highway 96, S Cross Street and Holden Road. Tatum asked the Board to let us know at Town Hall if they see an area that needs to be cleaned and we will get it done. Commissioner Wiggins stated that this is subject to availability of the employees. Commissioner Redd asked Patterson if they would have the time to do this and Patterson stated that they would make time and do the best they can. Commissioners Wiggins and Hedlund stated that was all they were asking. Tatum explained that he was hoping to bring the only part time employee we have left as full time. He stated that this employee has been here for two years and he would become full time with the understanding that he may still only work three to five days a week as

needed. Tatum stated that they should have plenty of time between the two employees. Commissioner Hedlund stated that any help would be appreciated.

**MOTION: TO APPROVE POLICY 6.201 – ROADSIDE TRASH REMOVAL BY TOWN PUBLIC WORKS EMPLOYEES**

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

The next item on the agenda was New Business. The first item under New Business was to appoint Mayor Fonzie Flowers and Commissioner Catherine Redd to the Youngsville Fire Department Board of Directors. Mayor Flowers stated that as Youngsville grows, we need to be more involved to help mitigate concerns. Commissioner Redd stated that there were two openings on their Board that were set aside for Town Officials. She stated that she and Mayor Flowers want those positions and have been attending meetings already. Commissioner Hedlund stated that it was a good idea to connect with the Fire Department.

**MOTION: TO APPOINT MAYOR FONZIE FLOWERS AND COMMISSIONER CATHERINE REDD TO THE YOUNGSVILLE FIRE DEPARTMENT BOARD OF DIRECTORS**

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

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

The next item on the agenda was Committee Updates.

Policy / Ordinance Committee – Commissioner Hedlund stated that they were looking into an ordinance concerning snow removal. Hurd stated that there was already an ordinance on the books that stated that businesses needed to clear the snow and ice from the sidewalk in front of their businesses but it did not include residential. Commissioner Hedlund stated that they will look into it.

Finance Committee – There were no comments.

Capital Improvement Committee – There were no comments.

Comprehensive Development Committee – There were no comments.

The next item on the agenda was Reports and Other Business. Mayor Flowers wanted to thank the Maintenance Department for a job well done clearing the streets during our two snow storms. He stated that there were a couple of officers that went above and beyond as well but he would let Chief Kirts mention that.

Mayor Flowers also wanted to state that opening day for YAKS would be this Saturday and reminded everyone that traffic would be heavy.

Mayor Flowers stated that the Youngsville Fire Department will be having their Annual Family Day on April 11<sup>th</sup> at Hillridge Farms at 11am. He stated that they wanted him to mention that they needed more volunteer firemen. Mayor Flowers explained that they service a six mile radius of the Youngsville area.

Mayor Flowers stated that the YABA Business Expo has been moved to April 23<sup>rd</sup>. He stated that it would cost \$150 a booth and registration can be completed online at [www.yabaonline.com](http://www.yabaonline.com).

Mayor Flowers stated that Oak Level Church now operates their food pantry on Wednesday 11am to noon and Thursday even from 6pm to 7pm. He stated that they will have their rummage sale on March 21<sup>st</sup> from 9am to 1pm. He stated that they are located on Cedar Creek Road.

Tatum stated that there was a pothole in the Industrial Park and the only bid to come in was for \$2,100 from Oakes Grading.

Tatum stated that the new furnace came in under budget but we needed to get insulation in the attic. He stated that there were two bids that came in but Allpro Insulation Company, here in Youngsville, came in at the lowest bid at \$960.

Tatum stated that we sold the property on SW Railroad Street for \$8,000 but we need to purchase a new lawnmower. He stated that state contract gives a price of \$7,700 but he was able to negotiate a price of \$7,000 with another company. This is for a 60" Snapper, zero turn mower. Tatum explained that this was originally going to be for next year's budget but the mowers that we have need to be repaired often and we are spending a great deal on repairs. He stated that we can use the money from the sale of land to purchase the new mower for cheaper than financing on state contract.

Tatum stated that he was looking for affirmation from the Board for all three projects that he just mentioned.

**MOTION: TO PROCEED AS THE TOWN ADMINISTRATOR HAS RECOMMENDED CONCERNING PATCHING THE POTHOLE IN THE INDUSTRIAL PARK, INSULATION FOR THE COMMUNITY HOUSE, AND PURCHASING A MOWER**

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

Commissioner Redd wanted to express concerns about YABA's change of focus and felt that we need to set up a meeting with their current president, Wendy Jones. She stated that we need to find out how we can continue helping each other and the local businesses.

Mayor Flowers stated that he did not see any changes when he was last on their website. Tatum stated that he would schedule it for late April.

Commissioner Wiggins stated that he had concerns about annexation of subdivisions after the last Board Meeting. He stated that it may not be in Youngsville's best interest to approve rezoning and subdivisions if it is not annexed. Commissioner Wiggins stated that he met with Clark and Tatum to see what we can do to support the annexation of incoming subdivisions. He stated that one solution was to tie annexation in with the allocation of sewer. Commissioner Wiggins stated that this idea needs to be explored soon, because once the subdivision has been developed and the homes sold, there is no longer the option of annexing the properties. He stated that he wanted to get Board support before the Franklin County Public Utilities (FCPU) meeting on April 6<sup>th</sup>.

Commissioner Stallings stated that this was a good idea and felt that having our attorney present would also send a clear message at that meeting. Attorney Olivieri stated that he would talk to Clark to coordinate and help with the legal side of this matter. Tatum stated that Clark was hoping for a statement of support from the Board and had suggested a motion to show that support. Commissioner Wiggins stated that his reasoning behind this suggestion was that Youngsville will continue to grow and it will be at the tax payers' expense. Mayor Flowers agreed, especially when you consider emergency response.

Commissioner Redd wanted to clarify that if a subdivision comes in and wants sewer from FCPU, they would have to be annexed into the town and Attorney Olivieri stated that it was making FCPU have a policy to say that if they want utility services then, FCPU would then tell them that they need to ask for annexation. He stated that it was a way to get the Town and County to help support each other as growth happens.

Commissioner Redd asked if the subdivision decided that they didn't want to be annexed, they would still get water but no sewer and Commissioner Wiggins stated that this would make the subdivision have to get septic tanks, thus making the lot sizes larger and fewer homes located in the subdivision. Commissioner Wiggins stated that they are looking at other options as well since we aren't trying to shut down subdivisions coming to the area. He stated that one possibility is that the developer comes in and develops the area in two stages, after the completion of the first stage, the Town pays the developer for the streets (or a portion thereof) as an incentive for them to annex. Commissioner Wiggins stated that since we can't forcibly annex we have to do something if we want the town to grow. Tatum stated that Clark has experience with this concept and Commissioner Wiggins agreed.

**MOTION: TO SUPPORT THE GRANTING OF SEWER ALLOCATION BY FRANKLIN COUNTY OF TOWN APPROVED DEVELOPMENTS, SUCH AS HOLDEN ROAD SUBDIVISION, WITH THE UNDERSTANDING THE DEVELOPER PETITION FOR ANNEXATION OF THE PROPERTY MATCHED TO ANY PHASING OF THE ALLOCATION AS GRANTED BY THE COUNTY. IN ADDITION, AUTHORIZING THE ADMINISTRATION AND PLANNING STAFF TO WORK WITH THE BOARD'S POLICY COMMITTEE AND PLANNING BOARD IN STUDYING AND PRESENTING THE STRATEGIES FOR THE BOARD TO CONSIDER THAT STRENGTHEN THE TOWN'S**

**ABILITY TO PLAN GROWTH OF THE CORPORATE LIMITS. FURTHER, THOSE INVOLVED ARE ENCOURAGED TO CONSULT WITH FRANKLIN COUNTY UTILITIES AND COUNTY PLANNING IN CONSIDERING ITS RECOMMENDATIONS FOR DESIGNATING AREAS FOR FUTURE SEWER ALLOCATIONS.**

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

Commissioner Hedlund stated that the Steering Committee would meet on April 2<sup>nd</sup> at the Community House.

Chief Kirts stated that he had two officers go above and beyond the call of duty during the last snow storm. He stated that they drove their personal 4WD vehicles for patrol to keep the town safe. He stated that it was Officer Taylor and Sgt Kimball. Commissioner Wiggins stated that was fantastic and wanted to make sure that they were compensated for their mileage. Commissioner Wiggins also stated that the Police Department look into purchasing a 4WD instead of another police car this budget year. Chief Kirts stated that he was discussing it with Tatum about getting one that is patrol capable.

Hurd stated that we have collected \$3,530.29 in garbage from the Debt Setoff Program. She also wanted to mention that since there were issues in the news concerning government emails, the State Archives of North Carolina offers tutorials on maintaining government email accounts per State regulations.

Mayor Flowers stated that due to conflicts, the April Workshop has been cancelled. As there was no date clear for all members of the Board to have another Workshop soon, it was decided to have the Powell Bill discussion on the April agenda.

Patterson stated that he too had to drive his personal vehicle since the town truck didn't have 4WD either. He stated that they have been using the leaf truck to push snow but we would need different style of tires next year to get a better grip in poor conditions. Mayor Flowers stated that they have discussed getting the town staff a 4WD vehicle as well. Commissioner Wiggins stated that Wake Forest uses 4WD vehicles that have plow attachments to do their streets. Patterson stated that all of Wake Forest trucks were set up for snow plows. Commissioner Wiggins stated that they may be easier to maneuver and that we will work in that direction.

The meeting adjourned at 7:55pm.

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# MINUTES

APRIL 9, 2015

7:00PM

## REGULAR MEETING

### YOUNGSVILLE COMMUNITY HOUSE

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

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

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

The next item on the agenda was the approval of the Consent Agenda. The Consent Agenda consisted of approval of the minutes from the Board Meeting on March 12, 2015 and the Special Called Meeting on March 31, 2015. Also included on the Consent Agenda were the Tax Collectors' Report, the Police Department Report, and Budget Amendment 2015-10. The Consent Agenda included three Resolutions: one to close the Water & Sewer Fund (30), the second to close the Luddy Park Money Market Account (84) and transfer those assets to the Luddy Park Fund (78), and the third to open a Money Market Account at Union Bank and Trust for the performance maintenance guarantee for Stephen's Glen Subdivision by LBM, Inc. There were also two Tax Releases on the Consent Agenda: one for Linda Jones for \$73.60 and one for Rachel Macholl's Academy of Dance for \$18.63.

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

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

The next item on the agenda was Old Business. The first item under Old Business was to discuss Powell Bill expenditures concerning repairs and paving. Commissioner Redd stated that the Bicycle and Pedestrian Grant will entail drawing up the plan for pedestrian usage and then getting the funding to implement the plan, which includes installing sidewalks. She asked if we could hold onto some of the Powell Bill funding to use for that or if it is too far down the road. Hurd stated that it would be too long of a wait for some of it. Hurd also stated that she remembered being told that the Powell Bill won't cover the creation of the plan, only the implementation, and Commissioner Redd stated

that to be correct. Hurd stated that we do need to spend some of the money soon, and there are two roads that need to be repaved, Pine Street and Winston Street. She explained that when the Maintenance Department repaired pot holes, 14 out of 16 were on those two roads. Hurd explained that the patching was only a short-term solution on these roads. She also stated that it was recommended by the contractors to extend Winston Street a foot on each side if we can and the Town would be responsible for moving the mailboxes back off the roadway. Hurd explained that Pine Street has a considerable amount of cracks that get worse every year. She stated that Pine Street is used as a cut-through to miss Main Street traffic for people getting to Youngsville Elementary School or Holden Road. Hurd stated that everyone is aware of how often Winston Street is used as a cut-through as well. She stated that she wanted to bring this to the Board's attention so that it can be taken care of next fiscal year and that there is a guesstimated cost of around \$40,000 to do both roads, but that no quotes for the work have yet been received. Commissioner Stallings asked when the bidding process would start, and Hurd stated that it would start after the Board votes on moving forward with paving these roads. She stated that if it is done during the next fiscal year, it would be adopted in with the budget and we could start the bidding process after July 1<sup>st</sup>. Tatum stated that he didn't think we would need to wait to start the bidding process, only for the work to begin after July 1<sup>st</sup>. Mayor Flowers suggested that since we are unsure of the costs and may not be able to do both roads, we start with Winston Street and then Pine Street, if funds allow, and everyone agreed. Hurd stated that the next road that needs to be repaved is in the Industrial Park. She explained that the repairs on that road have been extensive to include cutting out portions of the roadway and repaving small areas. She stated that when they installed the road out there, it was not thick enough to handle the industrial traffic that they currently have. Hurd stated that this road will need to be repaved within the next few years, but that the two worst roads are Winston and Pine Streets. When asked, Hurd stated that we are hoping it will cost only around \$35,000 to \$40,000, which is the amount that the Town will receive in Powell Bill allocation this coming fiscal year. She explained that we may have to dip into funds that we already have in savings, but that the plan is to save some of the funds for the upcoming projects related to the Bicycle and Pedestrian Grant. Commissioner Redd wanted to clarify that we would be considered as using the oldest money in Powell Bill, and Hurd explained that it would work out as using the oldest funds so that it would help to add another year on saving funds for future projects. Hurd stated that there is almost \$125,000 in savings at this time. Tatum stated that we need to start the process of getting bids. Once the Board votes on the bids, then we can get these streets paved as quickly as possible.

**MOTION: TO PROCEED WITH THE BIDDING PROCESS FOR REPAVING WINSTON STREET AND PINE STREET**

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

The next item on the agenda was New Business. The first item under New Business was to discuss cleaning up the roadsides on April 18<sup>th</sup>. Commissioner Hedlund stated that this was the start of the Litter Sweep Campaign and he would like for the Board to volunteer to help clean up the rights-of-ways. He stated that the roads are looking good and wanted

to thank Patterson for all of the work he and his crew have put into them. He stated that the Kiwanis Club would be working on South Cross Street. Commissioner Hedlund stated that he wanted volunteers for about two hours and that they would meet at the Luddy Park at 9am. Mayor Flowers, Commissioner Redd, and Tatum stated that they would be out of town and unable to help at that time. Commissioners Stallings and Johnson both stated that they would be able to help. Tatum stated that the maintenance crew helps to pick up litter on Thursdays.

The second item under New Business was to discuss Town Hall maintenance and repairs. Tatum stated that there has been a leak in the roof at Town Hall. He stated that everyone who looked at repairing the roof has stated that it needs to be replaced because both roofs are rotten. Tatum stated that the estimates are around \$30,000 to \$40,000. He explained that the building is not well utilized and felt it is time to look at remodeling it. Tatum stated that he had an inspector come in who concluded that the building is structurally sound, so remodeling is an option. He stated that the next step would be to get an architect to see what can be done with the building and suggest a floor plan. Tatum stated that we need around 4,000 square feet. He stated that we need to start somewhere but that he isn't sure where. Chief Kirts stated that rain water runs under both the Police Department and Town Hall and he has concerns about the water undermining the structure. He wanted to caution the Board to make sure that the base is structurally sound before they proceed with spending any money. Mayor Flowers stated that overall the Board needs to look into doing something so that we can have a nice-looking Town Hall. Tatum requested Board approval to run the numbers and get ideas. He stated that he wants to get the plans for the Creedmoor Town Hall, which houses both the Town Hall and Police Department separately. All of this is subject to water damage to the building. Commissioner Hedlund stated that we do need to improve Town Hall, as it is an embarrassment. Commissioner Wiggins pointed out that there are considerable electrical issues that are a serious hazard. He also stated that there are plumbing issues as well. Chief Kirts stated that both buildings are unsafe.

**MOTION: TO PROCEED WITH THE PLANNING PROCESS OF  
RENOVATING TOWN HALL**

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

The third item under New Business was a discussion of Community House flooring repairs. Tatum stated that there was money left over from installing the HVAC unit in the Community House and he wanted to use it toward refinishing the floors. He stated that they had two bids for \$1,900 and \$2,000. Tatum explained that they would sand the floors down and give it three coats.

**MOTION: TO PROCEED WITH THE \$1,900 BID FOR REFINISHING THE  
FLOORS AT THE COMMUNITY HOUSE**

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



The fourth item under New Business was the preliminary Budget estimates. Tatum stated that it was a continuation Budget. He stated that they will be extending N\*Focus' hours by another half day a week, bringing it up to two days a week with Clark and Belk. Tatum stated that the Police Department will be adding one vehicle, and there will be two position realignments that will require promotions and cost an additional \$3,000 a year. Tatum stated that there won't be any other expansions. He explained that he doesn't have the final insurance quotes at this time and he has not yet received the final tax figures from Franklin County. Tatum stated that the budget is tight and there are several needs, such as new computers and accounting software at approximately \$30,000, and a two percent cost-of-living pay increase. Commissioner Stallings asked Tatum what he needs from the Board. Tatum stated that he wants the Board to look at the numbers now so that there aren't any problems when it goes to adopt the Budget in June.

The next item on the agenda was Closed Session (if necessary). Mayor Flowers stated that they needed to go into Closed Session to discuss real property purchase contracts and leases.

**MOTION: TO GO INTO CLOSED SESSION TO DISCUSS REAL PROPERTY PURCHASE AND LEASES**

The motion was made by Commissioner Wiggins and was seconded by Commissioner Johnson. It passed unanimously. The Board went into Closed Session at 7:23pm and came out at 7:43pm. Mayor Flowers stated that the Board did take action, and Attorney Olivieri explained that he was authorized to look into acquiring property in Town Limits.

The next item on the agenda was Committee Updates.

Policy / Ordinance Committee – There were no comments.

Finance Committee – There were no comments.

Capital Improvement Committee – There were no comments.

Comprehensive Development Committee – There were no comments.

The next item on the agenda was Reports and Other Business. Mayor Flowers mentioned that Fireman's Day was Saturday, April 11<sup>th</sup>, at Hill Ridge Farms. He also stated that the YABA Business Expo was scheduled for April 23<sup>rd</sup> at the Armory. He further stated that Baseball Season starts Saturday, April 11<sup>th</sup>.

Commissioner Stallings presented Attorney Olivieri with a cake from the Board in appreciation of finalizing the sale of the property on SW Railroad Street.

Commissioner Hedlund stated that he attended the first meeting with Alta for the Bicycle and Pedestrian Grant. He stated that it is a four-step process. He explained that the next step is to get input from the public, and that they would have a table set up at the YABA

Business Expo on April 23rd for that purpose. Commissioner Hedlund stated that this process should be wrapped up by November. He stated that we still need to get funding to proceed with the projects from this Plan.

Attorney Olivieri stated that the Board had previously authorized him and Clark to represent the Town regarding tying annexation to sewer allocations in conjunction with Franklin County. He stated that they would be attending a meeting scheduled on April 23<sup>rd</sup> and he would have something to report to the Board in May.

Attorney Olivieri stated that the buyer of the property on SW Railroad Street is having an environmental study done on the land and the paperwork will be finalized soon. He thanked the Board for working with him.

Chief Kirts stated that body cameras would soon become mandatory and they have been testing them for the past eight months. He stated that at this time we can't afford them but that none of his officers are against wearing them and he feels they are a good idea. He explained that they cost \$875 each, plus a \$200 per year memory storage fee.

Hurd reminded the Board that there will be a Board of Adjustment meeting on May 7<sup>th</sup>, at 7:00pm, at the Town Hall.

Patterson thanked the Board for the new truck and stated that he would have it operational by Monday, April 13<sup>th</sup>.

Patterson stated that they would be re-doing the flower beds on Main Street and inquired as to how much money can be spent on this project. He stated that the plan was for low-maintenance bushes to replace the existing flowers. He also stated that they would dig out the beds, using compost where the plants would be located and triple-shredded mulch for the rest of the beds. Commissioner Redd asked if this was in the Budget and Tatum stated no. Tatum asked about the estimated cost per bed and Patterson indicated less than \$1,000. Patterson stated that a landscaper has volunteered his time to show them how to set up the first bed, and then they would install the rest. Tatum stated that he could apply \$3,000 that was left over from the Community House heating fuel costs. Mayor Flowers stated that we need to get the costs first, and Commissioner Redd suggested asking local businesses if they would be able to donate the mulch. Tatum stated that the beds would need to be cleaned out while we look into costs.

The meeting adjourned at 7:59pm.

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## MINUTES

**MAY 14, 2015**

**7:00 PM**

### REGULAR MEETING

### YOUNGSVILLE COMMUNITY HOUSE

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

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

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

The next item on the agenda was the approval of the Consent Agenda. The Consent Agenda consisted of approval of the minutes from the Board Meeting on April 9, 2015. Also included on the Consent Agenda were the Tax Collector's Report, the Police Department Report, and the re-appointment of Janis Pearce to the Planning Board.

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

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

The next item on the agenda was Old Business. The first item under Old Business was to continue the discussion of the Recommended Budget. Tatum stated that he still has not received the final numbers from the Franklin County Tax Office, nor has he received the annual increase for the insurance. He stated that the Budget reflects his best guess and that he will revise it if he needs to.

The second item under Old Business was to continue the discussion on the renovation of Town Hall. Tatum stated needs and costs are still being determined. He stated that he and Mayor Flowers have visited the Spring Hope Town Hall, a good design that contains 5,200 square feet and was built in 2008 for \$1.2 million. Tatum also stated that they will be visiting the Creedmoor Town Hall the week of May 18<sup>th</sup>.

The next item on the agenda was New Business. The first item under New Business was to set a Public Hearing for the FY 2015/2016 Budget with a Tax Rate of \$.59 for June 11, 2015.

**MOTION: TO SET A PUBLIC HEARING FOR THE FY 2015/2016 BUDGET WITH A TAX RATE OF \$.59 FOR JUNE 11, 2015**

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

The second item under New Business was to adopt the Municipal Election Agreement with Franklin County. Mayor Flowers stated that Commissioners Johnson and Stallings are up for re-election this year, and stated that the Mixed Beverage Referendum will also be on the ballot.

**MOTION: TO ACCEPT THE MUNICIPAL ELECTION AGREEMENT WITH FRANKLIN COUNTY**

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

The third item under New Business was the Report from the Tax Collector on 2014 Unpaid Real Property Taxes, as required by GS 105-369(a). Hurd stated that we will be advertising the unpaid Real Property Tax on May 28<sup>th</sup>.

The fourth item under New Business was to order the Advertisement of 2014 Unpaid Real Property Taxes.

**MOTION: TO ADVERTISE THE 2014 UNPAID REAL PROPERTY TAX**

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

The fifth item under New Business was a request from Youngsville Animal Hospital to relocate the handicap parking space on East Main Street. Mayor Flowers explained that they wish to move the handicap parking space to the rear of the facility, as there is no ADA-accessible ramp for easy access from the parking space on East Main Street. Clark stated that he recommends moving the space as it would be more ADA-accessible and will still be accessible to the general public. He stated that the space does not meet current standards. Clark explained that the existing signage will be removed and the space left as regular public parking. When asked about other handicap parking spaces in the area, he stated that there are others in the area, thus exceeding the requirement per parking space.

**MOTION: TO SHOW SUPPORT OF THE RELOCATION OF THE HANDICAPP PARKING SPACE ON EAST MAIN STREET TO**

**BEHIND THE YOUNGSVILLE ANIMAL HOSPITAL LOCATED  
AT 141 EAST MAIN STREET**

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

The next item on the agenda was Closed Session (if necessary). Mayor Flowers stated that they needed to go into Closed Session to discuss real property purchase contracts and leases.

**MOTION: TO GO INTO CLOSED SESSION TO DISCUSS REAL PROPERTY  
PURCHASE AND LEASES**

The motion was made by Commissioner Johnson and was seconded by Commissioner Stallings. It passed unanimously. The Board went into Closed Session at 7:07 pm and came out at 7:17 pm. Mayor Flowers stated that the Board did take action regarding a real property transaction.

The next item on the agenda was Committee Updates.

Policy / Ordinance Committee – There were no comments.

Finance Committee – There were no comments.

Capital Improvement Committee – There were no comments.

Comprehensive Development Committee – There were no comments.

The next item on the agenda was Reports and Other Business. Mayor Flowers stated that it has been busy recently and that the YAKS program will be having a tournament during the upcoming weekend.

Commissioner Hedlund stated that there would be a Bicycle and Pedestrian Grant meeting on Monday, May 18<sup>th</sup>, at 6:00 pm, at the Youngsville Community House.

Commissioner Redd stated that the refinished floors at the Community House look good.

Clark stated that he wanted the Board to consider scheduling a Board of Adjustment meeting to consider a Conditional Use Permit for Triangle Golf, located at 111 S College Street. He stated that he would like to have this taken care of before the quarterly meeting in August. Mayor Flowers asked if this was the company that missed the deadline for the quarterly meeting in May and Clark confirmed. Attorney Olivieri asked if there were any reason not to hold a Board of Adjustment meeting during the monthly Board Meetings, and Clark stated that, other than the length, there is no reason not to schedule it for then.

Clark stated that he and the staff are looking into revising fee schedules.

Clark stated that there are several subdivision projects going before the Planning Board and explained that one of them, located on Fleming Road, consists of fourteen lots that will be well and septic.

Clark stated that the Planning Board meeting in June will consider the Holden Road Subdivision's request to expand. This request will then come back before the Board of Commissioners after the Planning Board's review.

Clark stated that he has received a number of inquiries concerning the activity on Youngsville Boulevard and Camille Circle. He stated that all of those lots have permits for septic and that he has met with Steve Gould concerning the expansion of Camille Circle. He stated that Mr. Gould will be extending Camille Circle and upgrading the intersection with Blue Heron Drive in approximately a year.

Attorney Olivieri stated that the building has been torn down on the property that the Town sold last month.

Attorney Olivieri also mentioned that he will be working with Clark in an effort to make the Board of Adjustment meetings more informative. He stated that they will be looking into getting more materials to the Board earlier to make the meetings run more straightforward.

Commissioner Redd stated that the flower beds are looking good.

The meeting adjourned at 7:26 pm.

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## MINUTES

**JUNE 11, 2015**

**7:00 PM**

### REGULAR MEETING

### YOUNGSVILLE COMMUNITY HOUSE

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

The first item on the agenda was a Public Hearing concerning the Budget for FY 2015/2016 with a Tax Rate of either \$.59 or \$.61. The Public Hearing was called to order at 7:00 pm. Keith Falt, of Chipping Sparrow Court, stated that he appreciates the job that the Town has done but cautioned against raising the tax rate. He had concerns that it would hinder the growth of the tax base. Mr. Falt stated that he knew there was a need but the Board needed to think carefully before making a decision. The Public Hearing was adjourned at 7:02 pm.

The next item on the agenda was citizens' comments. Mr. Falt requested that the Board send an official letter to the NC DOT to request "No Litter" signs be installed on Highway 96 and 1A. He stated that he, along with others, pick up the litter along those roadways. Mr. Falt stated that the request from the Board may get a better response from NC DOT.

Cathy Oakley, of East Pine Street, asked that South Cross Street be added to the list of NC DOT roadways that need "No Litter" signs. Mayor Flowers stated that Clark had been working on the situation and that he was pushing forward.

Richard May, of East Pine Street, stated that there were two dogs on East Persimmon Street that were aggressive and were constantly running away from their owner. He asked that something be done before there was a serious incident.

Mrs. Oakley stated that she too had seen the dogs attack a smaller dog and the owner cannot control them.

Mrs. Oakley stated that there was a problem with the grass getting tall. She listed several areas on state maintained roadways where the ditches had grass and stagnant water needed to be cleaned out. Mrs. Oakley stated that she knew that the Ordinance stated that

the grass needed to be maintained to the roadway and wanted to know if it included the ditches, which she stated was not her property. Hurd explained that the right of ways were permissions not property and that the property owner was the actual owner of the ditch and therefore responsible for the mowing of the ditches. Mrs. Oakley asked if the Board was still sending out letters to property owners that need to cut their property and Hurd stated yes. Mrs. Oakley asked if we had sent one out to the Post Office as they haven't cut their grass in five weeks. Hurd stated that she had seen where they had cut the vast majority of it but they missed a spot and she had sent them another letter concerning that spot. Mrs. Oakley stated that they had already cut again yesterday but they missed the same spot. Mrs. Oakley clarified her earlier statement that it was just the one area on the Pine Street side near the pine trees and berm that has not been cut since May 2<sup>nd</sup>. Commissioner Redd explained that there was a process of notifying owners to mow their property but it was a bit lengthy. Mrs. Oakley stated that maybe we needed to revise it and Hurd stated that we legally couldn't shorten the time frame on the notifications. Hurd stated that we did shorten the height so that we could notify earlier but we can't shorten the notification time. She also explained that if weather prevents people from being able to mow their lawns during that time frame, we legally have to give a reasonable amount of time for them to be able to get it taken care of. Tatum stated that he has requested bids to drag the ditches on several occasions and no one wants to bid on that type of work. Mrs. Oakley stated that as far as the Town right of ways, maybe the Town should hire part time help as one man can't do it all. Tatum asked which roadways was she talking about and Mrs. Oakley stated that all of the roadways around town. Mrs. Oakley explained which roads she was talking about, such as S Cross Street and Highway 96 and Hurd stated that they were NC DOT roads that they were in charge of maintaining them. Mrs. Oakley asked if the Town had stopped maintaining them like we used to and Hurd stated that we could not use the Powell Bill funds to mow state system streets. Commissioner Wiggins stated that 1A South was being cut and Mayor Flowers stated that the HOA for Patterson Woods cut that area. Commissioner Wiggins also stated that the right of way at Luddy Park was cut by the Town and Hurd explained that we own that property and maintained it to the roadway. Mrs. Oakley reiterated that Patterson can't do it all himself.

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

The next item on the agenda was the approval of the Consent Agenda. The Consent Agenda consisted of approval of the minutes from the Board Meeting on May 14, 2015. Also included on the Consent Agenda were the Tax Collector's Report, the Police Department Report, and Budget Amendment 2015-12.

**MOTION: TO APPROVE THE CONSENT AGENDA**

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

The next item on the agenda was Old Business. The first item under Old Business was to adopt the Budget for FY 2015/2016 with a Tax Rate of either \$.59 or \$.61. Commissioner Stallings felt that without the increase in taxes, the Town won't be able to



do what needs to be done in Town. Tatum explained that we have two full time employees in maintenance and he will look into why the roadways haven't been maintained on town streets. He stated that the increase in the Tax Rate would cover a 2% cost of living increase for all employees as well as giving the town of a cushion of \$18,000 instead of \$8,000. Tatum explained that last year, we had an unexpected expense that wiped out the entire contingency fund. He stated that if we don't raise the taxes then there is no pay raise for the employees and it leaves a contingency of less than \$10,000 for the whole year. Commissioner Stallings reiterated that he was in favor of the tax increase, especially considering it has been years since we've raised the Tax Rate.

**MOTION: TO ADOPT THE BUDGET FOR FY 2015/2016 WITH A TAX RATE OF \$0.61**

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

The second item under Old Business was an update on the Town Hall Project. Tatum stated that they had visited the Creedmoor Town Hall and felt that we could use the general design. He stated that they have also met with the USDA to explore finance options. He stated that the Town could get financing for a 30 year loan for 3.25% or 3.5% interest rate. Tatum stated that they would be meeting with the architect who designed the Creedmoor Town Hall to get an idea of what it would cost. Once all of this information was gathered, the Board could decide if they wished to move forward.

The next item on the agenda was New Business. The first item under New Business was to adopt the contract with N\*Focus for the FY 2015/2016. Tatum stated that they would be increasing the time by half a day, for a total of 2 days a week. He stated that the extra time would be primarily for Clark and Belk due to the growth in incoming developments. The cost would go from \$43,000 to \$52,000. Tatum clarified that the 2 days included the whole organization but the increase in time was mostly for Clark and Belk. Commissioner Redd stated that she felt this is what is best for Youngsville.

**MOTION: TO ADOPT THE CONTRACT WITH N\*FOCUS FOR THE FY 2015/2016**

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

The second item under New Business was recommended amendments to the Development Fee Schedule. Clark handed out information concerning the current fees and the recommended increases along with a Resolution that would need to be adopted. He explained that the last time the fees were updated was 2007. Clark stated that staff had looked at surrounding communities and compared fees and the kind of permits issued. He stated that with all of the development that is coming to Youngsville, this is a good time to update them. Clark explained that there were a lot of complicated and time consuming reviews and this would help to recover the costs associated with them. For example, Special Use Permits and Conditional Use Permits require both the Planning

Board and Board of Adjustment after the time spent with just staff. A Public Hearing will be needed before the Board can adopt the changes. There was a brief discussion concerning the size and style of houses that can be built on lots along with historical trees that need to be kept.

**MOTION: TO SET A PUBLIC HEARING FOR JULY 9, 2015 FOR RECOMMENDED AMENDMENTS TO THE DEVELOPMENT FEE SCHEDULE**

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

The next item on the agenda was Closed Session (if necessary). Mayor Flowers stated that they needed to go into Closed Session to discuss real property purchase contracts and leases.

**MOTION: TO GO INTO CLOSED SESSION TO DISCUSS REAL PROPERTY PURCHASE AND LEASES**

The motion was made by Commissioner Johnson and was seconded by Commissioner Wiggins. It passed unanimously. The Board went into Closed Session at 7:41 pm and came out at 7:55 pm. Mayor Flowers stated that the Board did take action. Attorney Olivieri stated it was regarding a real property transaction.

The next item on the agenda was Committee Updates.

Policy / Ordinance Committee – Commissioner Wiggins stated Chief Kirts suggested a policy concerning the registration of addresses for citizens that would need to be checked on such as elderly, sick or disabled. He felt that there should be an official policy in place. This would include emergency contacts and a way to maintain the records. Commissioner Wiggins stated that this would be for any citizen that would need assistance. He stated that he is hoping to have this available for the next Board Meeting.

Finance Committee – There were no comments.

Capital Improvement Committee – Commissioner Redd wanted to remind everyone that the Bicycle and Pedestrian Grant Committee has a survey online. She asked that everyone take the survey to help them create the plan. Mayor Flowers stated that there was also a link on the Town Facebook page.

Comprehensive Development Committee – There were no comments.

The next item on the agenda was Reports and Other Business. Mayor Flowers stated that the kids were now out of school.

Commissioner Redd stated that there was a new shop on Main Street, called Southern Suds that was a craft boutique.

Commissioner Wiggins wanted to request some time with Tatum and Clark concerning the grass situation to see if there was more that we can do.

Clark stated that the Board would need to approve a Resolution in support of the Federal LWCF grant. This grant is funded by oil and gas leases. Clark stated that the Luddy Park had previously benefited from this grant.

Clark stated that the company, ALTA, that is doing the Bicycle and Pedestrian Grant, has engaged the community and are doing a great job. He stated that they will be presenting a preliminary draft at their next meeting in July. Clark encouraged everyone to attend so that ALTA can get plenty of feedback on the plans.

Clark stated that there were two developments on Holden Road. Clark stated that both subdivisions will align their entrances on Holden Road to share the turn lane. The development on the north side has acquired more property and will increase from 38 lots to 62 lots. Clark stated that he would be meeting with Matt Winslow next week. He stated that they would be requesting that the new lots be rezoned from Residential/Agricultural to Residential Single Family like the first 38 lots. Clark stated that they would also be discussing water and sewer along with annexation. Commissioner Redd asked for clarification on the location of the newly acquired property and Clark explained that it surrounded the Strickland house. He stated that the Strickland's home would be included in the subdivision. Clark stated that he was asking that they submit what those plans may look like. He stated that they would also discuss sewer allocation as it concerns the addition of new lots. Clark stated that they were going through the proper application steps.

Clark stated that he met with a land owner concerning a large development off of Tarboro Road and they have access to Franklin County sewer.

Clark stated that the Planning Board approved a sketch plan for a 14 lot subdivision on Fleming Road. He stated that this was a Residential/Agricultural zoning district. Clark stated that they will come back with a preliminary design. He explained that they are outside of Town Limits and would not have any Franklin County utilities so they were not looking to annex at this time.

Clark stated that a developer would have a sketch plan for 175 lots off of Tom Williams and South Cross Street come in soon.

Clark stated that Triangle Golf Carts, 111 South College Street, had been thinking about a Conditional Use Permit for outdoor storage but will see how the indoor storage goes and may decide to do the Conditional Use Permit at a later time.

Commissioner Redd thanked Clark for all of his work on these projects.

Assistant Chief Thomas stated that Chief Kirts was on vacation. He stated that they Police Department had applied for a grant for new computers that was 100% covered for \$10,000 that has been approved.

Assistant Chief Thomas stated that he would look into the dog situation that was brought up during Citizen's Comments.

Tatum stated that Assistant Chief Thomas was instrumental in getting the grant and he wanted to thank him for his work on it. Mayor Flowers agreed that it was well done.

Patterson stated that he had two more flower beds to finish but he would need to get a locate for one of them as the railroad had their junction box located close to it. He stated he would also like to redo the Youngsville sign at 5 Points if he material left.

The meeting adjourned at 8:16 pm.

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# MINUTES

**JULY 9, 2015**

**7:00 PM**

## REGULAR MEETING

### YOUNGSVILLE COMMUNITY HOUSE

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

The first item on the agenda was a Public Hearing concerning the amended schedule of Zoning and Subdivision Development Fees. There were no comments. The Public Hearing was adjourned at 7:00 pm.

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

The next item on the agenda was the Financial Report. Tatum stated that he has been with the Town of Youngsville for four years now.

The next item on the agenda was the approval of the Consent Agenda. The Consent Agenda consisted of approval of the minutes from the Board Meeting on June 11, 2015. Also included on the Consent Agenda were the Tax Collector's Report, the Police Department Report, and a Resolution for a loan from Union Bank and Trust to purchase a police vehicle.

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

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

The next item on the agenda was Old Business. The first item under Old Business was to discuss bids for the repaving project on Winston and Pine Streets. Tatum explained that there was only one qualifying bid. He stated that the bid to repave Pine Street was \$88,317 and Winston Street was \$73,959. Tatum stated that we could not afford to do both and staff recommendation was for Winston Street first. He explained that Robert Graham, the Town Engineer, had taken a look at the bid, asked some questions, and has been satisfied with the answers and bid amounts. Tatum stated that it was now up to the Board to decide which area to repave. He stated that there was approximately \$104,000 in the Powell Bill Account. Tatum stated that this would leave approximately \$30,000

and we don't need to spend more than that this year. After a brief discuss, the Board concurred that while Pine Street was in need of repaving, Winston Street was in more of a need.

**MOTION: TO ACCEPT THE BID FROM BARNHILL CONTRACTING COMPANY TO REPAVE WINSTON STREET**

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

The second item under Old Business was to adopt the amended Schedule of Zoning and Subdivision Development Fees. Clark stated that the fees had not been updated since 2007. He explained that they compared the fees in the surrounding areas and the suggested fees are in line with them. Clark stated that the effective date was blank on the Ordinance and would be decided by the Board. He explained that the larger fees will help cover the costs associated with engineers or consultants, should they be needed.

**MOTION: TO ADOPT THE PROPOSED SCHEDULE OF ZONING AND SUBDIVISION DEVELOPMENT FEES EFFECTIVE JULY 10, 2015**

The motion was made by Commissioner Redd. Clark expressed concerns that this would effective current, ongoing projects.

**AMENDED MOTION: TO ADOPT THE PROPOSED SCHEDULE OF ZONING AND SUBDIVISION DEVELOPMENT FEES EFFECTIVE AUGUST 1, 2015**

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

The third item under Old Business was an update on the Town Hall Project. Tatum stated that the Wooten Company had built the Creedmoor Town Hall which both he and Mayor Flowers liked the layout. Tatum explained that they wished to do a study on the needs for the Town Hall and Police Department for a proposal. This means they will talk with everyone to see what the needs and wants of the employees are so that the new buildings will be efficient for years to come. Tatum explained that the study would cost \$3,200. He stated that others have expressed interest in this project as well. Tatum stated that we may need to hold off so that we can speak with the other interested parties before we decide what we are going to do. Mayor Flowers stated that was going to be his recommendation as well and table this study while the staff did their due diligence. Commissioner Wiggins asked if a study was necessary and Tatum stated that he felt we could take the Creedmoor plan and tweak it to our needs but they felt it was necessary from their standpoint. Commissioner Redd asked if we would be hiring an architect to do a plan or a study to ask what people what they want. Tatum stated that from his understanding, they would take the Creedmoor building and see how to tweak it for us. He stated that they would also take part in assisting the Town with the pre-application

process for the USDA financing. He explained that they would submit a report concerning the status of the current facilities. The Police Department needs to have an inspection done and it saves money if we do it instead of the architect firm. Tatum stated that the USDA would need this condition report from an architect for our application process.

**MOTION: TO TABLE UNTIL NEXT MONTH SO THAT STAFF HAS TIME TO SPEAK WITH ADDITIONAL PEOPLE**

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

The next item on the agenda was New Business. The first item under New Business was to approve a bid from Oakes Grading for repairs on SE Railroad Street near the Main Street intersection. Tatum explained that the pavement was fragmented. He stated that it would cost \$5,640 to repair the road and sidewalk. The area in question is approximately 1,800 square feet. When asked, Tatum stated that Powell Bill money would be able to pay for these repairs.

**MOTION: TO APPROVE THE BID FROM OAKES GRADING FOR REPAIRS ON SE RAILROAD STREET**

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

The second item under New Business was to set a date of August 13, 2015 for a Public Hearing for Holden Development's request to rezone property located on Holden Road.

**MOTION: TO SET A PUBLIC HEARING FOR AUGUST 13, 2015 FOR HOLDEN DEVELOPMENT'S REQUEST TO REZONE PROPERTY LOCATED ON HOLDEN ROAD**

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

The next item on the agenda was Closed Session (if necessary). Mayor Flowers stated that they needed to go into Closed Session to discuss real property purchase contracts and leases, Attorney / Client Privilege as well as personnel.

**MOTION: TO GO INTO CLOSED SESSION TO DISCUSS REAL PROPERTY PURCHASE AND LEASES, ATTORNEY / CLIENT PRIVILEGE AND PERSONNEL**

The motion was made by Commissioner Johnson and was seconded by Commissioner Stallings. It passed unanimously. The Board went into Closed Session at 7:21 pm and came out at 7:54 pm. Mayor Flowers stated that the Board did take action on real property purchases and leases as well as Attorney / Client Privilege but did not take

action on the personnel matter. Attorney Olivieri stated that it was covered under Attorney / Client privilege as it pertained to potential litigation.

The next item on the agenda was Committee Updates.

Policy / Ordinance Committee – There were no comments.

Finance Committee – There were no comments.

Capital Improvement Committee – There were no comments.

Comprehensive Development Committee – There were no comments.

The next item on the agenda was Reports and Other Business. Mayor Flowers congratulated the Parks and Recreation Teams that were heading to tournament, including Commissioner Johnson's team.

Tatum stated that the floors had been redone at the Community House but needed another three coats as the depth was not enough to prevent scratching. He asked for the Board's authorization to get that taken care of.

**MOTION: TO AUTHORIZE ANOTHER THREE COATS OF POLY FOR THE COMMUNITY HOUSE FLOORS.**

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

Commissioner Johnson stated that the 9U, 10U, 11U and 12U teams were all going to various tournaments. He stated that they were hoping to go the World Series again this year, which is being held in Los Angeles. Commissioner Johnson stated that they would be looking for donations and asked the press to help with coverage as they did last year. Mayor Flowers stated that they had done a great job.

Commissioner Hedlund stated that we were closer to getting the No Litter Signs and that they were looking at having them placed on Cross Street, Holden Road, Highway 96 and US 1A. He stated that Clark had done a lot of work and he appreciated it.

Commissioner Hedlund also wanted to remind everyone about the Bicycle and Pedestrian meeting on August 4<sup>th</sup>.

Clark stated that he had met with DOT concerning rural development, mainly looking at the prioritization of road projects. He explained that the new system ranks higher traffic areas as priorities.

Clark stated that they were going through the process of getting the litter signage. He stated that DOT encouraged that the Town also help to get the word out about the Adopt a Highway program and encourage residents to help.



Clark stated that the Bicycle and Pedestrian Grant meeting would be held on August 4<sup>th</sup>. There would be a steering committee meeting at 6pm and they would open it up to the public at 6:30. Clark stated that they will be presenting their draft plan at the August 13<sup>th</sup> Board Meeting. Commissioner Redd stated that she was excited.

Clark stated that the Planning Board is working on some text amendments that they would be bringing before the Board soon.

Clark stated that he had spoken with a developer for a sizable development at the corner of Tom Williams and Highway 96. He stated that it was Wynn Holmes and the Planning Board is looking at their conceptual design. Clark stated that it was a traditional layout that included sidewalks. He stated that he expected the formal application to come in within the next couple of months.

Tatum asked Clark where we stood with Franklin County Public Utilities concerning the sewer allocations connected with annexation. Clark stated that he had a meeting scheduled with the attorney and that Franklin County seemed to be receptive of our request.

Hurd stated that Waste Industries had increased garbage fees so our rates were going up in the July billing cycle. She explained that it would be a 3.36% increase, which is less than the State recommendation. Hurd stated that it was a \$.48 increase that she rounded up to make it an even number, which would be used to cover the fluctuation in gas prices. She stated that the Franklin County Landfill and Novozymes had no increases to their fees this fiscal year. Hurd stated that this new rate would go into effect this next billing cycle. When asked, Hurd stated that the information would be on the bills and had already been given to the webmaster to put on the webpage.

The meeting adjourned at 8:05 pm.

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# MINUTES

**AUGUST 13, 2015**

**7:00 PM**

## REGULAR MEETING

### YOUNGSVILLE COMMUNITY HOUSE

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

The first item on the agenda was a Public Hearing concerning Holden Development's request to rezone property located on Holden Road from Residential / Agricultural to Residential Single Family. The Public Hearing was called to order at 7:00 pm and there were no comments. The Public Hearing was adjourned at 7:01 pm.

The next item on the agenda was citizens' comments. Twig Wiggins congratulated the Parks and Recreation Staff. Mr. Wiggins handed out a map, a petition signed by the local business owners and some pictures showing the parking space on N Cross Street at the back entrance to Main Street Flooring, located at 151 E Main Street. He requested that the parking space be moved forward so that this back driveway would not be split in half by the current parking spot. There were concerns about the safety of people pulling or backing out of this driveway. Mr. Wiggins stated that this would also help for any deliveries to Casey Supplies and the new veterinary office. Janet Bailey, owner of 145 E Main Street, stated that she would prefer to have the parking spot taken away completely and did not want deliveries to the veterinary office to go past the 10' easement that they were already using. There were concerns expressed about the current curbing needing to be removed to allow for the driveway entrance to be expanded. After a brief discussion the Board asked Clark if he would look into this matter.

**MOTION: TO HAVE BOB CLARK LOOK INTO MOVING THE PARKING SPACE ON N CROSS STREET**

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

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

The next item on the agenda was the approval of the Consent Agenda. The Consent Agenda consisted of approval of the minutes from the Board Meeting on July 9, 2015, the Tax Collector's Report and the Police Department Report. Other items on the Consent Agenda included the approval of the contract for audit with Winston, Williams, Creech, Evans & Company, LLC, and the Tax Collector's Settlement report for FY 2014/2015 and the Order of Collection for 2015 Taxes.

**MOTION: TO APPROVE THE CONSENT AGENDA**

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

The next item on the agenda was Old Business. The first item under Old Business was the Planning Board Recommendation on Holden Development's request to rezone property located on Holden Road from Residential / Agricultural (RA) to Residential Single Family (RS). Clark stated that the Planning Board had given a Favorable Recommendation for the rezoning request. He explained that RA had a lower density of housing as compared to the RS which had a higher density with smaller lots that would be on public water and sewer. Clark stated that the Board had previously rezoned the adjoining property in February and this would be consistent with previous actions. He reminded the Board that there was also a subdivision going in across Holden Road as well. Clark stated that all notifications were done. There was a brief discussion concerning the location of the property. Commissioner Wiggins asked if they would be annexing the subdivision and Matt Winslow stated that they were unsure at this time. Mr. Winslow stated he had concerns about being able to sell the homes if they were annexed since it would include more taxes and Commissioner Wiggins had concerns about the strain on Town resources if the Town was not getting any tax money to cover the costs. Hurd explained the benefits of annexing into the Town and that it has not hindered other subdivisions from selling homes.

**MOTION: TO TABLE THE REQUEST TO REZONE FROM HOLDEN DEVELOPMENT FOR PROPERTY LOCATED ON HOLDEN ROAD FROM RESIDENTIAL / AGRICULTURAL TO RESIDENTIAL SINGLE FAMILY TO FURTHER STUDY THE IMPACT ON YOUNGSVILLE**

The motion was made by Commissioner Wiggins and was seconded by Commissioner Hedlund. When asked, Commissioner Wiggins stated that he wanted more information if this change would be good for Youngsville. Commissioner Stallings wanted to clarify that the Planning Board had voted unanimously for their Favorable Recommendation and Clark stated yes. After further discussion, Commissioner Johnson stated that he didn't see waiting since the Board had previously voted to rezone the other section of the proposed subdivision. The motion failed with two ayes and three nays.

**MOTION: TO APPROVE THE REQUEST TO REZONE FROM RESIDENTIAL / AGRICULTURAL TO RESIDENTIAL SINGLE**

## **FAMILY BY HOLDEN DEVELOPMENT FOR PROPERTY LOCATED ON HOLDEN ROAD.**

The motion was made by Commissioner Redd and was seconded by Commissioner Johnson. The motion passed with three ayes and two nays.

The second item under Old Business was an update on the Town Hall Project. Tatum stated that we need experienced people to help as it was becoming apparent that we don't know a lot about this kind of project. Tatum stated that Commissioner Wiggins has some background with this kind of thing and will help look at any proposals that come in. He explained that the Wooten Company had proposed to do a Space Needs Study for \$3,200 that will tell us exactly what we need, how much it will cost, and will help work on getting the USDA loan documents together. Tatum stated that we were still trying to get our feet on the ground and will give another update next month. He reiterated that we are just looking at what will be needed to build a new Town Hall and are not wanting to spend tax payer money at this time.

The next item on the agenda was New Business. The first item under New Business was a presentation of the draft for the Bicycle and Pedestrian Grant by Alta. Steve Bzomowski explained that they have been working on this plan since April along with the Steering Committee. He explained the planning process and that the final draft should be ready by October. Mr. Bzomowski stated that people want this as shown in the public comments section of the Plan that he was presenting to the Board tonight. See the attached Bicycle and Pedestrian Grant for information that was shown to the Board in a slide show.

When asked how all of this would work with the amount of traffic that we have on Main Street, Commissioner Redd stated that this would help slow the traffic and possibly deter them from the Main Street area. Commissioner Redd stated that we have already requested signage for an alternate truck route for Highway 98 instead of taking Highway 96 through town. She stated that the round-a-bout at the intersection of Highways 96 and 98 would also help to deter the truck traffic from downtown Youngsville. Commissioner Redd stated that at this time there were no other options. She explained we have to build up and protect people with the way things are now. When asked about safety, Mr. Bzomowski stated that this was an effort to make things safer for pedestrians on Main Street.

Mr. Bzomowski continued with his presentation. After the presentation, Mr. Bzomowski explained that the next steps would include a review of the draft plan by the Town, Steering Committee, CAMPO, DOT, and the public. He stated that would be completed during September and October and a Public Hearing would be needed before the Plan could be adopted. Don Belk stated that the Town webpage has a link to the plan and survey and Mayor Flowers stated that it was also up on the Town Facebook page. Mayor Flowers and Commissioner Hedlund thanked Mr. Bzomowski for the presentation and for all of Alta's hard work.

The second item under New Business was to authorize staff to submit a Bicycle and Pedestrian Project Grant Request. Clark stated that he knew that the draft Plan had not been adopted and would still need to be tweaked but he found out last week that the Town could go ahead and request for these projects to be placed on the Prioritization of Projects list with the State. He explained that the two projects that were recommended first were the Luddy Park Trail and the Main Street Project. Clark explained that the deadline for this request was tomorrow and there would be a lot of competition. He stated that once on the list, it could still be approximately seven years before the projects get funded. Clark stated that there was a lot of competition as there were already twenty projects on the list. He explained that the Luddy Park Trail would cost approximately \$486,000 and the Main Street Project would cost approximately \$238,000. Clark stated that the grant would provide 80% of the costs associated with these projects. He stated that the local match could come from other grants as well. Clark stated that he was suggesting that the Board move forward and get on the lists. He explained that they would need to pass through CAMPO, DOT, and then they may be listed on the State Plan by next year. After which, the Board can start setting up the other projects. Clark reminded the Board that this could be another seven years out but he would be remiss if he didn't present this to the Board. Attorney Olivieri asked if this committed the Town to implementing these projects and Clark stated that this was just to get the project on the radar and we could pull the project off the list at any time. Commissioner Hedlund stated that Main Street hasn't gotten any better in the last three years and nothing will improve if we don't try. He stated that the Luddy Park Trail already has people walking in that area and this would increase the safety aspect of that area.

**MOTION: TO AUTHORIZE THE MAYOR TO SIGN THE LETTER OF INTENT FOR BOTH OF THE BICYCLE AND PEDESTRIAN PROJECTS**

The motion was made by Commissioner Redd and was seconded by Commissioner Hedlund. It passed unanimously. Commissioner Redd stated that Alta, Clark and Belk were doing an awesome job. Belk stated that it was important to know that this Plan will also help us seek other funding sources and getting on this list was not just a "one shot" deal. He stated that there was a lot of support within CAMPO from other local governments, such as the Franklin County Managers Office.

The third item under New Business was a request by George Dillard and Terry Tyson for relief on the Ordinance Violation Fees for 119 W Main Street. Attorney Olivieri stated that there was a possible Conflict of Interest as he has had previous business with Mr. Dillard. He stated that the Board could listen to the case as presented but he recommended that no discussion or action be taken until this Conflict has been resolved. Attorney Olivieri stated that there was an appeals process but that time has passed beyond what the Statute allows for filing the appeal but the Board can hear them out. Mr. Dillard gave a timeline of events. He explained that he was planning on purchasing the property and had opened a feed store. Mr. Dillard stated that there had been one complaint that Mr. Eudy spoke with him about concerning driving the big trucks over the sewer lines behind the buildings on W Main Street. In February, he stated that he moved his barber chair into the building and Clark told him not to do anything else. Mr. Dillard stated that

he felt this meant don't do anything else on this property. He stated that he had surveys and inspections done. However, he received the Ordinance Violation for the trailer that was parked behind the buildings on W Main Street, he thought that Clarks "don't do anything" also included the removal of this trailer. Mr. Dillard stated that this trailer was for loading and unloading and was meant to be temporary. He stated that he thought he was still in compliance as Clark had told him "don't do anything". Mr. Dillard stated that Mr. Tyson received letters in March stating that it was a fire hazard and permanent structure but it was never permanent. He explained that he couldn't move the trailer at one point and discussed this with Clark who never told him to move it. Mr. Dillard stated that Tyson was upset about the \$14,000 fine and they moved the trailer and met with Clark. Mr. Dillard reiterated that he felt he was in compliance based on what Clark had told him. He stated that the trailer was actually on 117 W Main Street instead of 119 W Main Street and that he and the owner had a verbal lease for him to have it there. Mr. Dillard stated that he felt this was not handled properly and that he shouldn't be liable for the fines. He felt that there was a breakdown in communication and he never even received a courtesy email like he did over his sign. Mr. Dillard stated that he was told the complaint was about the trailer being ugly. He stated that his plans and goals had always been to make an exit onto Railroad Street. Mr. Dillard stated that he felt that more effort should have been made to reach out to him, especially after he was told not to do anything. He stated that he was not in violation as it was located on 117 W Main Street. Commissioner Redd asked for clarification that Eudy had sent him four certified letters and Mr. Dillard stated that he did not receive them except the one that Tucker had handed him at a Planning Board meeting. He stated that he has part time employees and that contact was never made. Eudy stated that he sent both certified letters and regular letters so that if the certified letter came back for any reason, the regular letter gets placed in the box. Per the law, this is considered proper notification. Eudy stated that it was the responsibility of the recipient to read the notifications. Commissioner Redd asked what the letters stated and Eudy explained that they were letters of Violation sent on February 24<sup>th</sup> and April 16<sup>th</sup> to contact him concerning the violations. He stated that he went to the property three times and called him repeatedly. Eudy stated that after no contact had been made with him, he sent the letters. Still after no contact was made, the fines came into effect. Mr. Dillard reiterated that he was still going on what Clark stated about doing nothing else on the property until he got the zoning right. Mr. Dillard stated that he did get the messages but he was never able to connect with Eudy. Commissioner Redd asked to clarify that he never contacted Eudy and Mr. Dillard stated that he tried a couple of times to call him back but they never got in contact with one another. Mr. Dillard stated that they were in contact with Eudy after the \$14,000 in fines were issued. He stated that the trailer had been moved after 19 days but stated again that the trailer was actually on the neighboring property.

Mr. Tyson thanked the Board for listening to them and wanted to appeal to their common sense. He stated that the trailer had not been located on his property. Commissioner Redd asked who owned the property and Mr. Dillard stated that he was leasing. Commissioner Redd asked if he had permission to place the trailer on the property and Mr. Dillard stated yes. When asked, Eudy clarified that he had placed both Mr. Dillard and Mr. Tyson on the same letter to both of them. Mr. Tyson explained that the appeals process has passed because he went to Mr. Dillard instead of going to the Town and he

stated that was a mistake on his part. Mr. Tyson explained that Mr. Dillard told him not to worry and that the Town will say he's not responsible and then he received another certified letter. He stated that he then met with Clark and Eudy. Once he had all of the information, he stated that the four of them met and Eudy explained that the trailer needed to be moved and the fines would increase daily. Mr. Tyson stated that the trailer had been moved on June 20<sup>th</sup>. He stated that he felt he acted swiftly and appropriately once he was notified of the problem.

Mr. Dillard stated that he didn't feel that he should be liable and stated again that Clark had told him "not to do anything". He stated that he felt the notices weren't timely. Mr. Dillard explained that he had the trailer there from November to February before the complaint and it was never meant to be permanent.

Mayor Flowers thanked Mr. Dillard and Mr. Tyson for coming. Eudy explained that there was an error on the GIS plat map which made him not realize that the trailer was located on two properties instead of just 119 W Main Street. He stated that the front part was on 119 W Main Street but the majority was located on 117 W Main Street.

Attorney Olivieri stated that Trico owned the property located at 117 W Main Street and Eudy stated that he didn't pick up on that. Eudy stated that the only other error was to put both names on the letters but that benefitted them as it makes them split the fines. He explained that if they had received separate letters, both would be responsible for the full \$14,000 in fines.

The fourth item under New Business was to get clarification on the town-wide on-road parking policy. Tatum stated that there had been issues with people parking on the roads in East Woods of Patterson during construction and Chief Kirts stated that he had been advised to be lenient with respect to parking violations. This is no longer an issue as most of the construction has died down. Chief Kirts stated that people are violating the parking ordinance on a regular basis and he wanted clarification by the Board on how to proceed. He stated that home owners and guests were the main culprits and they have been lenient as long as they are not blocking the roadway. Chief Kirts stated that complaints have started coming in and he wanted to make sure that the Board was behind him enforcing the ordinance. He stated that if it was being enforced, it would be enforced town wide, not just in East Woods of Patterson. Commissioner Hedlund recommended a warning before ticketing or to change the ordinance if we aren't going to enforce it. Commissioner Wiggins stated that some houses have trucks with trailers attached parked fully on the pavement every night. He stated that he felt this was a safety hazard, especially with the amount of children in the subdivision. Mayor Flowers agreed that this is a safety hazard. Commissioner Redd stated that they have the same issues on W Franklin Street. Commissioner Wiggins stated that the ordinance says parking on the road is a violation. Chief Kirts stated that he just needed the Board to let him know if they want this enforced or continue with the requested leniency of a previous Board Meeting.

**MOTION: TO ENFORCE THE PARKING ORDINANCE WITH ONE WARNING BEFORE TICKETING**

The motion was made by Commissioner Wiggins and was seconded by Commissioner Hedlund. Chief Kirks stated that we can't put a qualifier, we either have to enforce the ordinance town wide or not at all.

**AMENDED MOTION: TO ENFORCE THE ORDINANCE ON FILE CONCERNING PARKING IN THE STREET**

Commissioner Wiggins amended his motion and Commissioner Hedlund seconded it. The motion passed with four ayes and one nay vote.

The fifth item under New Business was to appoint Bob Clark as the Technical Coordinating Committee (TCC) representative for CAMPO, with Don Belk as the alternate.

**MOTION: TO APPOINT BOB CLARK AS THE TECHNICAL COORDINATING COMMITTEE REPRESENTATIVE FOR CAMPO, WITH DON BELK AS THE ALTERNATE**

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

The next item on the agenda was Closed Session (if necessary). Mayor Flowers stated that they needed to go into Closed Session to discuss real property acquisition and leases, Attorney / Client Privilege as well as personnel.

**MOTION: TO GO INTO CLOSED SESSION TO DISCUSS REAL PROPERTY ACQUISITION AND LEASES, ATTORNEY / CLIENT PRIVILEGE AND PERSONNEL**

The motion was made by Commissioner Johnson and was seconded by Commissioner Hedlund. It passed unanimously. The Board went into Closed Session at 8:57 pm and came out at 9:20 pm. Mayor Flowers stated that the Board did take action on attorney / client privilege and personnel but no action was taken on real property acquisition.

The next item on the agenda was Committee Updates.

Policy / Ordinance Committee – There were no comments.

Finance Committee – There were no comments.

Capital Improvement Committee – There were no comments.

Comprehensive Development Committee – There were no comments.

The next item on the agenda was Reports and Other Business. Commissioner Redd stated that it was good to feel safe in Youngsville.



Commissioner Hedlund stated that they would have their next group road cleanup on October 10<sup>th</sup> and asked that members of the Board help out. He stated that they would meet at 9am at the bank. Mayor Flowers asked about the status of the litter signs and Clark stated that the maintenance office in Durham is working it into their schedule.

Clark stated that the new fees are in place. He stated that staff issued permits at the end of the old fee schedule period. Clark stated that there were 60 permits issued for Hampton Downs and construction would start soon.

Clark stated that he would be attending a solar work shop next week. He stated that there were no requests for our area yet but there was potential.

Clark stated that the Planning Board was in the process of drafting amendments to the zoning text.

Clark stated that he has the opportunity to work with the Franklin County Economic Development Corp to see what we can do concerning incentive programs.

Attorney Olivieri stated that he and Clark spoke concerning the legalities and policies concerning combining the utilities with annexation and they would be sharing it with Franklin County soon.

Chief Kirts asked if Hampton Downs would be annexed and Clark stated yes. Chief Kirts asked for clarification on the location of this development.

Chief Kirts stated that the Police Department's new Dodge Durango had come in. He stated that it would be equipped next week. Chief Kirts thanked the Board.

Gibson stated that all was good in the Parks and Recreation Department. He stated that the All-star teams did well and the fall baseball draft had begun.

The meeting adjourned at 9:26 pm.

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# MINUTES

**SEPTEMBER 10, 2015**

**7:00 PM**

## REGULAR MEETING

### YOUNGSVILLE COMMUNITY HOUSE

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

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

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

The next item on the agenda was the approval of the Consent Agenda. The Consent Agenda consisted of approval of the minutes from the Board Meeting on August 13, 2015, the Tax Collector's Report and the Police Department Report. There was also the yearly donation to the Halloween Carnival in the amount of \$250 on the Consent Agenda. Mayor Flowers stated that there was an error on the minutes concerning the time of adjournment.

**MOTION: TO REMOVE THE MINUTES FROM THE BOARD MEETING ON AUGUST 13, 2015 FROM THE CONSENT AGENDA AND APPROVE THE REMAINING ITEMS ON THE CONSENT AGENDA**

The motion was made by Commissioner Wiggins and was seconded by Commissioner Hedlund. It passed unanimously. Mayor Flowers stated that the correct time of adjournment was 9:26pm.

**MOTION: TO APPROVE THE MINUTES FROM THE BOARD MEETING ON AUGUST 13, 2015 WITH THE CORRECTED TIME OF ADJOURNMENT AS 9:26PM**

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

The next item on the agenda was Old Business. The first item under Old Business was to continue the discussion of the Town-wide on-road parking policy. Tatum explained that the Board had decided to enforce that there be no parking in the roadways. However, the ordinance does not say anything specifically about parking in the roadways. Chief Kirts stated that he looked at the ordinance and stated that it was not enforceable without a no parking sign. Chief Kirts read Ordinance 5.502 and stated that he could not enforce the no parking in the roadways under this.

Attorney Olivieri recommended that the Board send this to N\*Focus to look at improving it. He stated that the Board would need to undo the enforcement action and make it a priority with N\*Focus. Chief Kirts stated that signs could be installed in Patterson Woods and then they would be able to enforce the no parking in those areas. Commissioner Redd asked if anyone had spoken with the residents and Chief Kirts stated that they have spoken with them on many occasions. Mayor Flowers stated that it becomes a problem when emergency services can't get to someone's home because of the parking situation. Chief Kirts stated that the ordinance covers parking near intersections. Mayor Flowers expressed concerns about the costs and Commissioner Redd expressed concerns about having signs in the residential neighborhoods.

Attorney Olivieri stated that there were several options including the signs or passing a general statute that covers everything. He stated that the Board could direct staff to look into the costs associated with signage and to locate the problem areas that would need the signage. Mayor Flowers asked if Ganus with N\*Focus was working on the ordinances and Hurd explained that he is working on updating the entire ordinance that would then be brought before the Board to adopt. Hurd stated that she would get the information to Ganus to allow him to start working on updating that ordinance. Commissioner Wiggins stated that Ganus has been working on updating the ordinances about a year ago and Hurd explained that Ganus was working on doing the whole ordinance. Hurd explained that he has to weed out the older ordinances that are no longer valid, update the ordinances that we still want to keep, and make sure of the legalities of each of them. She stated that it was going to take a great deal of time and Attorney Olivieri agreed. Attorney Olivieri stated that the ordinances were a mixture from over the years and he stated that a lot of towns have this situation. He stated that we wanted were ordinances that would be concise and still be valid in a hundred years. Attorney Olivieri stated that he understood that the parking issue was important and recommended that the Board direct Hurd to get in touch with Ganus and have the ordinances looked at. He also stated that Hurd may want to look into the costs associated with signage. Commissioner Wiggins expressed concerns about having to wait years while they update all of the ordinances and Hurd stated that they will focus on getting the ordinances aligned with any problems that we may currently be having but they don't want to piecemeal the entire ordinance over the years. Hurd stated that if she tells Ganus that we need to update the parking, as we are having issues with it at the moment, he will shift to fix these ordinances and then go back to working on the remaining portions of the ordinance. Hurd cautioned that it would not be a quick fix as he would have to check with state laws concerning parking while he updates it for us. She stated that she could go ahead and get him started on the process though.

Attorney Olivieri stated that the Board has three options. The first is to table it and do nothing or defer to the next meeting, second is to direct staff to look into the areas that need signage and costs of signage, and third is to direct staff to work with N\*Focus on updating the parking ordinances. Hurd stated that there would need to be a public hearing before adopting any ordinance changes so it will give the residents the opportunity to speak on the changes. Commissioner Wiggins stated that it needs to be addressed as he has received numerous complaints as this parking issue goes completely around Camille Circle. He explained there are parents that park the cars on the streets so that the children can play in the driveways which blocks traffic on Camille Circle, making into one lane of traffic. Commissioner Hedlund stated that East Woods of Patterson had some of the same issues.

**MOTION: MOVE FORWARD WITH HAVING N\*FOCUS WORK WITH CHIEF KIRTS ON AREAS WE NEED TO PURSUE WITH THIS ISSUE AS IT PERTAINS TO SIGNAGE VERSUS ORDINANCE**

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

The second item under Old Business was an update on the Winston Street Project. Tatum stated that he received a letter from the Town Engineer, Robert Graham, concerning the pre-paving meeting he had with Barnhill. Graham stated in his letter that Barnhill had underbid the price for paving and widening Winston Street. Tatum stated that the conclusions reached were that Winston Street is carrying a lot of traffic that it was not designed for. The problem is that people are using Winston Street as a cut through to avoid the intersection at Main and Cross Streets. Tatum stated that the recommendations were for a 3-way stop sign at Winston and Cross Streets and at Winston and Railroad Streets. Graham stated in his letter that he believed this would discourage through traffic. Commissioner Redd asked if we had discussed the stop signs with emergency services and Tatum stated that they have not at this point. Tatum stated that he asked about speed bumps and Graham stated that stop signs were preferable.

Commissioner Wiggins asked if Barnhill had overlooked items when bidding and Tatum stated yes. Tatum stated that he asked the same question and didn't get a good answer other than that is just the way it's done. He stated that another problem was that Barnhill was the only eligible company that bid on the project after advertising it three times. Tatum stated that he asked Graham if we should rebid and Graham stated that he didn't think so.

Mayor Flowers stated that he liked the idea of the 3-way stop signs at Cross and Winston Streets but was unsure how they would work at the railroad tracks. He stated that his concerns were the children that live on that road, as well as the residents backing out of their driveways, were in danger from the speeding cars that use Winston Street as a bypass.

Commissioner Redd asked what the Bicycle and Pedestrian Plan said about sidewalks in that area and would widening the road affect that. Tatum stated that Clark said it wouldn't affect it.

Commissioner Johnson stated that the main issue with Winston Street is that it is too narrow. He stated that two trucks can't get past each other driving down the road. Commissioner Johnson stated that it was a disaster at the railroad tracks as people go too fast over them. Tatum stated that we have the money to pave and widen Winston Street. Commissioner Redd asked about the costs of the stop signs and Tatum stated that they wouldn't be that expensive. Tatum explained that it was a traffic flow problem and Mayor Flowers agreed that the leading contributor to the potholes was the amount of traffic on a road not built for that much traffic. Commissioner Johnson stated that he had a fear that if we pave and widen it, it would encourage more traffic. Both Tatum and Mayor Flowers stated that the 3-way stop signs would hopefully discourage them from coming through. Commissioner Redd stated that she felt they would blow through the stop signs.

Tatum stated that we had a huge traffic flow problem throughout town but unfortunately the State owns the roads where the majority of the traffic flow problems are. He stated that it then creates a problem where the tax payers of Youngsville are having to pay for some of the State traffic. Chief Kirts stated that there were other areas that were cut through problems such as S Nassau Street, where people use it to get to Highway 96 without having to wait at the stoplight at Highway 96. Hurd stated that Town staff had mentioned cul-de-sac-ing S Nassau Street so that it didn't go through to Highway 96 and Chief Kirts stated that he agreed S Nassau Street didn't need to go all the way through to Highway 96. Hurd stated that it was a residential area, there were safety issues with the traffic cutting through this area, and the transfer trucks that cut down that way bring down the power lines almost yearly. Hurd stated that the Board may want to keep that in mind for later. Tatum stated that another option was to have Graham come forward with town wide recommendations since there are other problem areas. He stated that there weren't many options other than speed bumps and stop signs. Tatum stated that if we find that the stop signs don't work, we can always take them down. Commissioner Wiggins stated that he didn't have a problem with the 3-way stop signs but if we are going to repave Winston Street, then we do need to go forward with widening it. Tatum stated that the Board needed to approve if we are going to let Barnhill increase the bid by \$5,000 or \$19,000. He stated that the original bid was for \$71,000 and the new bid to widen it is \$91,400. Tatum explained that Barnhill sent someone to look at the streets before bidding but after meeting with Graham on the pre-paving meeting, they realize more work would need to be done to pave and widen Winston Street properly. Tatum stated that we can just pave Winston Street for \$78,000 or pave and widen it for \$91,400.

**MOTION: TO MOVE FORWARD WITH WIDENING WINSTON STREET AND ADDING A 3-WAY STOP SIGN AT CROSS STREET AND WINSTON STREET BUT DECLINE THE 3-WAY STOP SIGN RECOMMENDATION AT RAILROAD AND WINSTON STREET**

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

The third item under Old Business was an update on the request for parking changes on N Cross Street. Tatum referred to a memo from Clark concerning the proposal from Twig Wiggins request to move the parking space on N Cross Street. The memo detailed moving the parking space down and open up the driveway with no parking signs so that the driveway wouldn't be blocked. The driveway entrance should be repaved as an actual driveway entrance instead of sidewalk with curbing. Clark also noted that the Town could ask the property owners to cover the costs of relocating the parking space and creating a driveway entrance, which was quoted as costing \$3,150. Commissioner Redd stated that it was a good idea to move the parking space but wasn't sure if we should ask the property owners to pay for it. Mayor Flowers stated that they were the ones asking for the changes and felt they should bear some of the costs. Hurd stated that the delivery trucks were the reason that the sidewalk was crumbling at that location. She explained that the main reason of moving the parking spot was because of the request of the business owners but the area has been destroyed over the years due to the constant driving over the curbing and sidewalk. Hurd stated that she felt that the business owners should be responsible for some of the costs if not all. Commissioner Wiggins stated that he noticed trucks backing over the sidewalk there on occasion as well. Hurd stated that every Friday, the truck has everyone move from the parking spots in that area so that he can back in. Chief Kirts stated that there was no other way for the truck to get in and expressed concerns of moving the parking space up. He stated that he felt it wouldn't leave enough room for the truck to back in. Tatum stated that the driveway wouldn't be smaller but Chief Kirts stated that he felt it would leave less room for the truck to maneuver. Commissioner Wiggins stated that he felt it would make the driveway wider and Chief Kirts stated that he watches it every Friday and knew what he was talking about. Chief Kirts stated that he felt it would make things harder to maneuver. Commissioner Redd stated that she felt moving the parking spot down would then give the width of two driveways. Hurd stated that we were looking at removing the sidewalk and paving it as a driveway entrance with the incline so that it can handle the truck traffic over it. Commissioner Redd asked which businesses would be asked to cover the costs and Hurd stated that it would be the three businesses that use the driveway, which include Main Street Flooring, Casey Supplies, and the new vet office. Commissioner Redd asked if we could ask for maybe a small amount and have the Town cover the rest and Commissioner Stallings stated that he felt it was counterproductive to getting new businesses to come to Youngsville. Commissioner Stallings stated that we needed to make more effort to get businesses to come into Youngsville and not charge them to fix the sidewalks. Hurd stated that she looked at it as a sidewalk that was torn up due to the businesses that have been there over the years. Chief Kirts stated that we should take out the one parking space, and make the other two a loading zone and we wouldn't have any more problems with the trucks driving over the sidewalks. When asked if this would block traffic, Chief Kirts stated that it would not if the loading zone was done properly. Commissioner Stallings clarified that if they had the loading zone on N Cross Street, the businesses would then have to push their deliveries to the backs of their buildings and Chief Kirts stated that was correct. Commissioner Johnson asked if Mr. Wiggins gave any indication that he was willing to pay for any of this when he asked the Board about

moving the parking spot and Hurd stated no, it was not mentioned. Commissioner Redd stated that the loading zone would work for Main Street Flooring and Casey Supplies but had concerns about the vet office. Tatum expressed concerns about rainy weather possibly ruining portions of the deliveries. Chief Kirts stated that they still have to get the deliveries from the trucks to the buildings in bad weather as it is, this is just a little bit further to go. Tatum stated that the other option would be to wait until next month when Clark will be in attendance to get more information and possibly have him look at a loading zone. Mayor Flowers stated that he had concerns about Clark wanting to make the parking spots bigger. Attorney Olivieri stated that the Board may want staff to look into how the business owners feel about the loading zone or paying for repairs. Commissioner Hedlund asked what the options were and Mayor Flowers stated that we could table it to discuss the options with Clark next month concerning loading zones versus parking spots. Commissioner Johnson asked if we should contact the business owners concerning payment on the repairs. Attorney Olivieri stated that he felt staff should contact the owners and ask their opinions about this. Tatum stated that we needed to keep in mind that the businesses were responsible for the sidewalk being torn up. He pointed out that there was a transfer trucking backing up over the sidewalk on a weekly basis. Tatum stated that we wouldn't let the average person run over a sidewalk, damage it and not ask them to pay for it. He stated that was his problem concerning having the Town assume the responsibility for paying for the repairs. Tatum explained that when the Boondocks paid to have the sidewalk repaired in front of their buildings, the Town allowed them to have a rebate on property taxes as it helped the Town. Tatum stated that he wouldn't have a problem doing the same for these business owners as a contribution toward it. He stated that it wasn't practical to fix the sidewalk just because they asked us to after they tore it up. Mayor Flowers agreed. Tatum stated that we were moving the parking space to accommodate them and they have torn up the sidewalk. Attorney Olivieri stated that it was fine to make that a part of the conversation that we have with the business owners.

**MOTION: TABLE THE DISCUSSION ON THE PARKING CHANGES ON N CROSS STREET**

The motion was made by Commissioner Johnson and was seconded by Commissioner Redd. Tatum stated that he had no problem talking to the business owners and telling them that it would cost \$3,150 to repair the area that they have torn up and see if they would chip in half of the amount. Tatum stated that it was a reasonable request because if this was a business deal, they would be paying for all of it. The motion passed unanimously.

The fourth item on the Old Business was to continue discussion on request by George Dillard and Terry Tyson for relief on the ordinance violation fees for 119 W Main Street. Attorney Olivieri stated that there was still a conflict with legal issues between him and Mr. Dillard. He recommended taking no action at this time and to table the discussion. Attorney Olivieri stated he would advise the Board during Closed Session about some updates. Hurd asked if this would be tabled until next month and Attorney Olivieri stated that he recommended tabling it indefinitely until the issue can be resolved.

**MOTION: TO TABLE INDEFINITELY UNTIL THE CONFLICT OF INTEREST CAN BE RESOLVED**

The motion was made by Commissioner Johnson and was seconded by Commissioner Hedlund. Commissioner Stallings wanted to know why the Board was moving forward with this request since the appeals deadline had passed. Attorney Olivieri explained that this was not an actual appeal of the violation but a request by Mr. Dillard and Mr. Tyson for relief from the Board. He stated that the Board can choose to give them whatever relief they want in civil action. Attorney Olivieri clarified that this was not an appeal but a direct address to the Board. Tatum stated that the appeal was not timely made and outside of that procedure for appealing, they have come before the Board and asked for relief. Commissioner Stallings stated that they came before the Board to hear them out but that we didn't have to make a decision on it. Attorney Olivieri stated that the Board could decide not to make a decision but he would like to advise the Board during Closed Session. The motion passed unanimously.

The fifth item under Old Business was an update on the status of the Town Hall project. Mayor Flowers stated that he was unable to get the proper parties together for a meeting due to vacations. He stated that they will work on getting another meeting together. Mayor Flowers stated that they would be getting a different architect to meet with us since the other one was unable to show up on time.

The next item on the agenda was New Business. The first item under New Business was a bid from Oakes Grading for repairs on Ag Drive. Tatum stated that the repairs would cost \$6,924. He explained that the pavement was sinking and we needed to repair the subgrade. Mayor Flowers asked if there was enough money to cover the costs in Powell Bill and Tatum stated yes. Commissioner Redd expressed concerns about funding for the sidewalk projects and Hurd stated that since those projects were a few years down the road, the funds will build back up by then. Commissioner Wiggins stated that he was concerned that the quote stated this will be "hopefully" deep enough. Tatum explained that there was always hidden damage concept meaning that you don't know exactly how bad it may be until you dig it up and see what the problem is. He stated that Mr. Oakes gives us his best guess but until he's dug down, he won't know exactly and Commissioner Wiggins stated that he understood.

**MOTION: TO ACCEPT THE BID FROM OAKES GRADING FOR REPAIRS ON AG DRIVE**

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

The second item under New Business was a bid from Oakes Grading for repairs on the sidewalk at the intersection of E Main Street and SE Railroad Street. Tatum stated that this area had been run over by a truck at some point and needed to be repaired. He stated that Mr. Oakes stated that he can make that area ADA compliant. Hurd stated that we have received complaints concerning that section of sidewalk not being ADA compliant. Tatum stated that the bid was for \$1,720.



**MOTION: TO ACCEPT THE BID FROM OAKES GRADING FOR REPAIRS ON THE SIDEWALK AT THE INTERSECTION OF E MAIN STREET AND SE RAILROAD STREET**

The motion was made by Commissioner Johnson and was seconded by Commissioner Stallings. It passed unanimously. Attorney Olivieri mentioned to the Board that if we knew which truck damaged the area, we could get them to pay for the repairs and Hurd stated that if we can catch them, we normally try. Tatum stated that would then make the transfer truck responsible for the repairs on N Cross Street and Attorney Olivieri stated that it would be the trucks responsibility. Tatum stated that he would look into that.

The third item under New Business was to discuss the purchase of a John Deere Baseball Infield Groomer. Commissioner Johnson stated that he has spent some personal time out at the Luddy Park and stated that we do not have the proper equipment suited for our needs. He stated that this Groomer would do everything that we need. He stated that he has looked at new Groomers with a cost of \$13,000 or used for \$8,500 or less. Commissioner Johnson stated that if we can sell the gator, rain reel, and rotation seeder, those funds, approximately \$5,000 - \$7,000, can then be used to help pay for the Groomer. He stated that the Parks and Recreation Director would need to have usable equipment which would save time and money on all of the fields. Commissioner Johnson stated that the Groomer has a dropdown gate, rake, screen with a broom and it will dig, flatten, and sweep all at one time. He explained that this would help with the irrigation at the park. Commissioner Johnson stated that they are trying to do this by hand and it is highly inefficient. He stated that this would cut down on the field prep time. Commissioner Johnson requested that the Board purchase either a new or used and use the proceeds from the sale of the old equipment to help with that purchase. Tatum stated that this would be something similar to how we paid for the new Kabota and we would apply the proceeds of the sale of the older equipment to the loan. Commissioner Hedlund stated that it made good sense to him. Commissioner Johnson stated that they would be fundraising for other repairs to the Luddy Park such as the lights. He stated that he felt they could get through Fall Ball and start making repairs in the spring.

**MOTION: TO MOVE FORWARD WITH PURCHASING THE NEW EQUIPMENT – JOHN DEERE BASEBALL INFIELD GROOMER**

The motion was made by Commissioner Stallings and was seconded by Commissioner Hedlund. Mayor Flowers asked if the request was for a new or used Groomer and Commissioner Stallings stated that he thought the request was for Commissioner Johnson to look into which one would work for us. Tatum stated that we are looking at buying the equipment, sell the older equipment, then applying those proceeds towards the loan.

**AMENDED MOTION: TO MOVE FORWARD WITH PURCHASING NEW EQUIPMENT – JOHN DEERE BASEBALL INFIELD GROOMER, SELL THE OLDER EQUIPMENT AND APPLY THE PROCEEDS TOWARDS THE NEW EQUIPMENT**

Commissioner Stallings amended his motion and Commissioner Hedlund seconded it. Commissioner Johnson stated that they would be thrifty with the money. Commissioner Redd and Mayor Flowers both thanked Commissioner Johnson for the work he's put into the Parks and Recreation program. Tatum stated that this would actually be Parks and Recreation money that is being spent and not General Fund. The motion passed unanimously.

The next item on the agenda was Closed Session (if necessary). Mayor Flowers stated that they needed to go into Closed Session to discuss real property acquisition and leases, Attorney / Client Privilege as well as personnel.

**MOTION: TO GO INTO CLOSED SESSION TO DISCUSS REAL PROPERTY ACQUISITION AND LEASES, ATTORNEY / CLIENT PRIVILEGE AND PERSONNEL**

The motion was made by Commissioner Johnson and was seconded by Commissioner Hedlund. It passed unanimously. The Board went into Closed Session at 7:57 pm and came out at 8:16 pm. Attorney Olivieri stated that no action was taken on real property acquisition and leases but action was taken on personnel and litigation involving attorney / client privilege.

The next item on the agenda was Committee Updates.

Policy / Ordinance Committee – There were no comments.

Finance Committee – There were no comments.

Capital Improvement Committee – There were no comments.

Comprehensive Development Committee – There were no comments.

The next item on the agenda was Reports and Other Business. Mayor Flowers updated the Board on the upcoming meeting for the Committee of 100 on September 17<sup>th</sup> at 6pm and the COG Awards Banquet on September 24<sup>th</sup> at 6pm.

Mayor Flowers stated that Southern Suds and Gifts would have their grand opening soon and referred everyone to the Wake Weekly article for more information.

Mayor Flowers stated that YAKS would have their opening day soon and wanted to remind everyone that there would be a lot of traffic coming through.

Mayor Flowers also wanted to remind everyone of the Tar River Festival and the Youngsville Fall Festival later in September.

Commissioner Johnson stated that games would start this coming Saturday and he has been in contact with eighteen potential sponsors. He stated that the goal was to do the lights by spring. He stated that a local company has donated light towers for the batting

cages for the fall season. Commissioner Johnson stated that the park has been cleaned and wanted to thank Patterson and his crew for a job well done. He stated that they have also mowed and prepared the fields for season. Commissioner Johnson stated that they were moving forward with the program as well as hiring a new Director. He stated that the overall scope was to make the program bigger, with more sports and a vision for the future of our program. Commissioner Hedlund stated that the Kiwanis Club would be a good source for fundraising as their main focus was on the youth in our area.

Commissioner Hedlund stated that he will attend training for the LAPP Program which has federal funding for transportation projects. He stated that they wanted to present the Bicycle and Pedestrian Plan projects which could expedite their construction if approved, possibly as soon as FY 2017. Commissioner Hedlund stated that it would be him, Belk and Clark attending this training on September 22<sup>nd</sup>.

Belk reminded the Board that last month they had voted to move forward with presenting the Bicycle and Pedestrian Plan for funding. He stated that they would also be submitting the project under Priority 4.0, which is a new way for prioritizing DOT funding. Belk stated that the Main Street Project scored well but was listed as #21 when they only allow twenty on the list. He stated that should another project fall off the list or get funding from another source, then we would move up and get on the list. Belk stated that the Luddy Park Project did not score as well and will drop off this year unless a different Division picks it up. Belk stated that the round-a-bout was on a list of about thirty projects when you can only submit twenty. Again, he stated that if Divisions pick up projects, that could move up the list sooner. Belk stated that it would be November or December before projects were officially scored and selected. He stated that the TCC at CAMPO recommended our project to the Board. Belk explained that once the project is selected, they would need municipal commitment for the 20% matching funds. He stated that the Main Street Project would cost the Town about \$50,000 and the Luddy Park Project would cost about \$100,000 based on estimates.

Commissioner Redd thanked Belk for all of his work on these projects. Belk stated that this was encouraging information.

**MOTION: TO PROCEED WITH THE PURSUAL OF LAPP FUNDING**

The motion was made by Commissioner Hedlund and was seconded by Commissioner Redd. Commissioner Wiggins stated that he didn't think the Bicycle and Pedestrian Plan was finalized at this time and Belk stated that it was not at this time but we could go ahead and submit what we have already worked up and modify it later. Belk explained that having the projects already in the process would help it to continue to move forward in a timely manner.

Commissioner Johnson expressed fear that after all of this effort, the Projects may not get funded and end up in a limbo of waiting for funding to move forward like the High Speed Rail Plan. Belk stated that funds are appropriated yearly and it could happen sooner rather than later. He stated that he would have a report for the Board in a couple of

months. Commissioner Hedlund stated that even if it gets rejected the first round, it still made the list and is being looked at.

Commissioner Wiggins asked how one would make changes or suggestions on the Bicycle and Pedestrian Plan and Belk stated that you can contact Alta or make suggestions on the webpage, which is linked from the Town's webpage and Facebook page. Belk stated that once they finished finalizing the Bicycle and Pedestrian Plan, Alta would bring it back to the Board for their approval. Any changes can be requested at that time as well. Belk did want to remind the Board that if the Bicycle and Pedestrian Plan stays un-adopted, it could hurt funding prospects. He stated that during the review period was the time to make comments. The motion passed unanimously.

The meeting adjourned at 8:39 pm.

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## MINUTES

OCTOBER 15, 2015

7:00 PM

### RESCHEDULED REGULAR MEETING

### YOUNGSVILLE COMMUNITY HOUSE

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

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

The next item on the agenda was the Financial Report. Tatum stated that the Town had sold a scrape blade and a box blade for about \$1,000 for the Streets Department. He explained that the Town would use that money to help purchase a snowplow that would go on the front of the Ford F250 truck. Tatum stated that the snowplow would cost approximately \$1,800 leaving a net of \$800 as out of pocket expense.

The next item on the agenda was the approval of the Consent Agenda. The Consent Agenda consisted of approval of the minutes from the Board Meeting on September 10, 2015, the Tax Collector's Report and the Police Department Report. There was also a Tax Release for Canon Financial Services, an updated lease with the National Guard Armory in reference to the playground encroachment area, and Budget Amendment 2016-02 on the Consent Agenda.

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

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

The next item on the agenda was Old Business. The first item under Old Business was an update on the status of the Town Hall project. Mayor Flowers stated they had a meeting today with Wooten Builders. He explained that these gentlemen can come in to do a study to help us understand what our actual needs are such as square footage and facilities. Mayor Flowers stated that the study would cost \$3,200. He explained that if the Town chose to go with this study, these builders would then become the project manager throughout the entire process for building a new Town Hall.

The second item under Old Business was an update on the request for parking changes on N Cross Street. Tatum stated that he was appointed to discuss with the petitioners if they would be willing to help cover some of the costs of the upgrades. He stated that they have not gotten back with him.

The third item under Old Business was an update on the Sidewalk Enhancement and Roundabout Funding. Belk stated that the Main Street Project did make the top 20 list with CAMPO and has moved forward for recommendation.

Belk stated that the roundabout has been submitted under the LAPP Program. He stated that he, Commissioner Hedlund, and Clark went through a pre-submittal meeting and went through our application with CAMPO Staff. Belk stated that they suggested that the Town move forward with submitting the application as a design and right of way acquisition project. He explained that this would be submitting for the funding to get this all the way to “shovel ready”. Belk stated that previously, the Town was going to submit for design only. He stated that they advised that it would be more competitive if we submitted both together. Belk stated that they were working on getting it ready. He stated that the design phase would be approximately \$82,000 and they were unsure of how much the right of way acquisition would cost. Belk stated that they would be talking to Steve Winstead, NCDOT, to help come up with a good figure on the right of way acquisition costs. Belk stated that the deadline for application submittal is October 30<sup>th</sup> and he stated that they intended to meet that deadline. He explained that the Town’s obligation would be 20% of the costs of the design plus the eventual right of way acquisition. Belk stated that it would be approximately \$16,000 for the design but he had no way of knowing the costs for the right of way acquisition at this time. He explained that if the project made it all the way through the process, the Town would have the funding obligated by October 2016. Belk stated that the Town would have that year plus two additional years to do the design and right of way acquisitions. Belk explained that the Town’s 20% match would need to be in hand on July 1, 2018 in order to have enough time to do the design and right of way acquisition. He reminded the Board that this was not for construction at this time. Commissioners Hedlund and Redd stated that N\*Focus had done a great job on both projects.

The next item on the agenda was New Business. The first item under New Business was a presentation by the YMCA. Andy Martin explained that the YMCA was a place for healthy living and youth development. He stated that they were also all about community. Mr. Martin explained that the YMCA had several programs and explained a few of them. David McNeal read a letter from a woman that had grown up in the YMCA programs and explained how they had helped her throughout her entire life. Mayor Flowers stated that it was a great program.

The second item under New Business was a discussion on the Projects Reimbursement Policy. Commissioner Wiggins explained that they had developed a proposal for the Board that would encourage developments within the Youngsville town limits and also encourage developers outside of the town limits to annex. He stated that in its present form, there were a couple of options. Commissioner Wiggins stated that he wanted to get

it before the Board tonight so that they would have time to look over it and get a Public Hearing set.

Clark explained that the concept was to link this into the Town's desire for growth within the town limits and to invite annexation for growth outside of town limits. He stated that the draft policy has two basic concepts. Clark explained that Franklin County Economic Development has a similar Policy directed towards industry and job creation. He stated that the Town would be focusing primarily on residential growth and amenities such as new streets and sidewalks. Clark explained that if the Town adopted the Policy, there would be an annual review by the Board to see how effective the Policy is, whether it needs to be continued or modified, or stop it all together. He stated that the Policy was structured so that the Town would not be putting any money up front. Clark explained how the Policy would work. He stated that as the development occurs, we would take the existing predevelopment value and calculate the added value for the first five years to get the potential eligible reimbursement amount for the portion of increased tax amounts. Clark stated that if they did not annex into the town, then the developer would not be able to receive any reimbursement. He stated that the concept was fairly basic and has a number of qualifiers such as a development that would generate real income and increase the growth of the town. Clark stated that this has worked in other communities but is not something that is required. He stated that it may help to entice developers to annex.

Clark stated that the second part of the Policy dealt with Streets Project Reimbursements. He stated that it was similar but suggested that the Town not do both at the same time. Clark stated that one or the other of these policies would work.

Clark explained that this Policy is not intended for long term. He stated that the Town could try it out and see how it works. Clark stated that if another recession hit and the developers don't add the houses in the allotted amount of time, then they would not receive the incentive. Clark stated that homes would need to be built and finished before money is reimbursed to the developer.

Clark stated that the options for consideration were for the Board to pursue either one of these policies or both. He stated that the Board would also get feedback from the public. Clark reiterated to the Board that the developer would only get reimbursed one time in the five year period for each home.

Clark stated that in previous years, Powell Bill funds could be used to help reimburse for the streets portion of the policy but that no longer is the case. He stated that if adopted, the Board can set any effective date they want but he recommended starting January 1, 2016. He stated that it can be reviewed later in the year and would need to be re-adopted yearly. Clark stated that reimbursements would need to be requested by February of each year.

Clark stated that this would give assurance to the development community that we are looking for growth in the Youngsville area. When asked, Clark stated that it should be ready for the Public Hearing in either November or December. Commissioner Wiggins

stated that he preferred to have the Public Hearing in November. Clark stated that would give him ample time to advertise for the Public Hearing in November.

Commissioner Wiggins stated that under the Policy, each individual application would be approved on individual basis and it would not be an automatic reimbursement. Clark stated that each application for reimbursement would require a Public Hearing on an individual development request. He stated that it was another opportunity for the public to get involved and for the developer to have full transparency. Clark stated that there was also a form that would go along with the annual audit.

Clark stated that it did not matter on the start date of the policy but he did recommend that request for reimbursements be made in February, subject to the availability of funds that would be reimbursed near the end of the fiscal year.

Commissioner Hedlund stated that he felt it as a good step towards encouraging development in Youngsville and Mayor Flowers stated that it was well written.

**MOTION: TO SET THE PUBLIC HEARING FOR NOVEMBER 12, 2015 FOR THE PROJECTS REIMBURSEMENT POLICY**

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

The third item under New Business was the application for 2016 Smart Growth Technical Assistance Workshop. Belk stated that 2015 is the last year under the Federal Partnership for Sustainable Communities Program that had been established. He stated that this particular request was for free technical assistance from the nonprofit Smart Growth of America (SGA) Program, which was set up as a conduit for EPA funding. Belk explained that the program offers twelve technical assistance tools, consisting of one to two day workshops for each. He stated that the only obligation on the Town would be to provide the venue, hold the workshop, and a commitment from the Town that they would carry through with recommendations that come from the technical assistance. Belk stated that there were twelve tools on offer but he believes that several of these are already covered through the development of the Bicycle and Pedestrian Plan. He stated that he felt there were three workshops that the Board should consider. The first was Planning for Economic and Fiscal Health. Belk explained that this looks at planning and finding strategies similar to the previously discussed Projects Reimbursement Policy. The second workshop was for Smart Growth Zoning Codes for Small Cities which could help in the development and upgrade of our present Zoning Ordinance. The third workshop was for a Parking Audit. Belk stated that this focused on the best locations and needs for parking as the town grows.

Belk explained that we are on a tight time frame as the applications are due on October 21<sup>st</sup>. He stated that he needed the Board to take action tonight and the Mayor would need to sign a letter to go with the online application.



Tatum stated that if the Town followed the recommendations, there would be costs involved. Belk explained that some of the recommendations could be as simple as recommending provisions be added to the Zoning Ordinance. Tatum stated that recommendations would be fine as long as it's to the extent that funds are available. He stated that he didn't feel comfortable agreeing to something when you won't know the costs of the recommendations.

Commissioner Redd stated that she felt the Board should attend the workshop and asked who would be allowed to attend the workshops. Belk explained that if we were selected then SGA would come to Youngsville and do the workshop which will be attended by the Board, members of the community, civic organizations such as YABA, and Alta, as they are already working on the Bicycle and Pedestrian Plan. He explained that we would go through the workshop and at the end there would be a set of recommendations for the town. Belk stated that there are no financial obligations at this point in time and we can commit to the implementation of the recommendations even if it did take a few years to do.

Belk stated that it was free technical assistance that might give us a new direction. He stated that these are more commitments to look at ordinances and a parking audit. Belk stated that there may be grants to help fund some of the recommendations as well. He stated that it was a matter of getting good direction from SGA and it would then be up to the Board to pursue the recommendations. Belk stated that he felt this was a good opportunity for the Town. He also stated that he felt we would have a good chance to be awarded one of these workshops based on previous towns that had been awarded these workshops. Belk stated that these workshops have promoted good growth in areas that they have been awarded workshops.

Tatum wanted to clarify that if they held the workshop, came up with a list of recommendations, then the Town would not be obligated to fulfill those recommendations in a limited amount of time and Belk explained that they were more of setting a direction for the Town to head in. Commissioner Redd stated that she felt this would be free advice, like the Envision Youngsville project. Commissioner Hedlund wanted to clarify that there would be recommendations coming from these workshops and that he felt as Tatum did in committing to possible funding that we haven't seen in advance. Commissioner Redd stated that she felt the Board wouldn't be committing to any kind of funding. She stated that it would be like Envision Youngsville, meaning that it would be recommendations that could possibly sit on a shelf for years. Belk explained that the wording on the commitment letter signed by the Mayor states that "the commitment of local elected leaders to implement any local initiatives that result from the SGA technical assistance offering". He stated that it was not imposing any federal requirements, just recommendations. Belk explained that if they were going to come out to Youngsville and spend the time training the Board, they wanted to make sure that their recommendations were taken seriously. Commissioner Wiggins clarified that they wanted us to implement their recommendations and Belk stated yes. Belk explained that if we did the workshop on parking, the SGA would expect the Town to follow through and carry out a parking audit. He explained that if we did the workshop on codes, they would expect that we would pursue updating the recommended ordinances.

Commissioner Wiggins stated that it did sound like a financial obligation to him as well. Commissioner Redd agreed but she stated that we did need to move forward and we have professionals that are willing to give us free advice to help us in moving forward. She stated that she felt that Board needed to think hard about it.

Commissioner Johnson asked if this was a national initiative and Belk stated yes. Commissioner Johnson stated that we would be putting our application along with thousands of other communities. Hurd asked if there was a time frame to implement the recommendations and Belk stated that he did not see a time frame on the paperwork that he looked at. Commissioner Johnson stated that they probably wouldn't wait too long and Hurd agreed that she wasn't talking about waiting a decade but just a few years until funding became available. Commissioner Johnson stated that he felt we couldn't ask our tax payers to pay for these kinds of commitments but he felt it was a good idea to go ahead a apply and see where that leads.

**MOTION: TO APPLY FOR 2016 SMART GROWTH TECHNICAL ASSISTANCE FOR THE THREE RECOMMENDED WORKSHOPS**

The motion was made by Commissioner Johnson and was seconded by Commissioner Redd. It passed unanimously. Belk stated that we would know if we were accepted by December 2<sup>nd</sup>.

The next item on the agenda was Closed Session (if necessary). Mayor Flowers stated that they needed to go into Closed Session to discuss real property acquisition and leases, Attorney / Client Privilege as well as personnel.

**MOTION: TO GO INTO CLOSED SESSION TO DISCUSS REAL PROPERTY ACQUISITION AND LEASES, ATTORNEY / CLIENT PRIVILEGE AND PERSONNEL**

The motion was made by Commissioner Johnson and was seconded by Commissioner Wiggins. It passed unanimously. The Board went into Closed Session at 7:47 pm and came out at 8:15 pm. Attorney Olivieri stated that no action was taken on personnel but action was taken regarding real property acquisition and litigation. When asked, Attorney Olivieri clarified that action was taken to file an answer to litigation and to authorize him to start looking at acquiring a certain piece of property.

The next item on the agenda was Committee Updates.

Policy / Ordinance Committee – There were no comments.

Finance Committee – There were no comments.

Capital Improvement Committee – There were no comments.

Comprehensive Development Committee – There were no comments.

The next item on the agenda was Reports and Other Business. Mayor Flowers stated that Food Lion had its Grand Reopening on October 14<sup>th</sup>. He stated that the Youngsville Animal Hospital would be having its Grand Opening on October 24<sup>th</sup> from 1-3pm.

Mayor Flowers stated that the Winston Street upgrades have started. He explained that they have started the widening process and would be paving within the next few weeks.

Mayor Flowers stated that elections would be held on November 3<sup>rd</sup>. He stated that the referendum for allowing mixed beverages would be on the ballot and he felt this would help increase restaurant business inside of town limits.

Mayor Flowers stated that the Halloween Carnival was at the Armory from 6:30-8pm and Trick or Treating would be from 6-8pm on October 31<sup>st</sup>. There would be a costume contest for ages 0-2, 3-7, 8-12, and 13+.

Mayor Flowers stated that Novant Health Care closed the hospital in Louisburg. He stated that he was alarmed and shocked when he learned that they were closing the facility in Louisburg. Mayor Flowers stated that he felt disappointment for the Town Commissioners who spent countless hours advocating the support of the relocation of the two surgery rooms to Youngsville which could have widened the scope of quality healthcare across Franklin County especially in the greater Youngsville area. He stated that his heart goes out to all of the displaced employees and their family members as they are thrust back into the job market. Mayor Flowers stated that his thoughts are with the countless number of Franklin County citizens who will now have to travel greater distances to seek medical attention. With them also goes the countless number of dollars to another county and that county's economy. Mayor Flowers wanted to let it be known that the Town of Youngsville will welcome such facilities to service the community here along the Highway #1 and Highway 96 Corridor.

Commissioner Redd wanted to thank Patterson for coming each meeting and wanted to thank Commissioner Johnson for the fantastic job that he is doing with the Parks and Recreation Department. She stated that she knows it can't be easy.

Commissioner Stallings also wanted to thank Patterson for maintaining the Youngsville sign on Holden Road as he was starting to receive complaints about the overgrowth.

Commissioner Hedlund also wanted to thank Commissioner Johnson as the ballfields look great.

Clark stated that he received notice from Wake Forest concerning the Annexation Boundary Agreement that we have with them. He stated that they will be annexing an area within their designated zone near Gilcrest Farm Road. Clark explained that we would also need to adjust our ETJ to exclude the annexed area.

Clark stated that we would be having a Board of Adjustment meeting on November 5<sup>th</sup> with a possibility of three cases. They would include a Special Use Permit Application

from Wynn homes for the Preddy Property, Appeal for Variance for 235 Park Avenue, and a possible proposal for Total Fire Systems site on US 1A south.

Belk stated that they were working on finishing up the Bicycle and Pedestrian Plan and the Town would receive the final invoice soon. He stated that they would have a final Steering Committee meeting and would then have a review of the final Plan. Afterwards, they will bring the Plan before the Board. Belk stated that he hoped to have a work session on it before the Board adopted the Plan, which should be by the end of the year.

Clark stated that the Planning Board meeting had been moved to October 27<sup>th</sup>. He stated that Staff had attended NC Planning Conference.

Clark stated that he did not have an update on the “No Litter” signs at this time.

Commissioner Johnson stated that they had sold three pieces of park equipment worth \$10,300 that will be used towards the new groomer. He stated that the groomer was ready to be delivered within the next week. Commissioner Johnson stated that he had several promises of donations and sponsorships worth approximately \$10,000.

Commissioner Johnson stated that things were running smoothly for the Fall Baseball season and they were moving towards Basketball. He stated that information had been sent to the schools for registration.

Commissioner Johnson stated that he had people in line for committees back together. He stated that two Commissioners go to each game and that has helped open the lines of communication with the parents and coaches.

Commissioner Johnson stated that Patterson and his crew have been a great help and make things easier. Commissioner Johnson stated that people have seen a difference in how the Department has been run. He stated that he appreciates all of the help. Commissioner Johnson stated that they are now making a profit on the Concession Stand.

Commissioner Johnson stated that they are moving forward. He stated that since we are not having to pay a Director, we are going to use that money towards some safety upgrades. Commissioner Johnson stated that parents are helping with applying for grants.

Patterson stated that he would be maintaining the Youngsville sign on Holden Road from the stop sign to the edge of the woods on a weekly basis, like they do the other areas that are inside of town limits.

The meeting adjourned at 8:33 pm.

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## MINUTES

NOVEMBER 12, 2015

7:00 PM

### REGULAR MEETING

### YOUNGSVILLE COMMUNITY HOUSE

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

The first item on the agenda was a Public Hearing to hear comments on the Projects Reimbursement Policy. The Public Hearing was called to order at 7:00pm. Copies were handed out to the public upon request and there were no comments. The Public Hearing was closed at 7:01pm.

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

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

The next item on the agenda was the approval of the Consent Agenda. The Consent Agenda consisted of approval of the minutes from the Rescheduled Board Meeting on October 15, 2015, the Tax Collector's Report and the Police Department Report.

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

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

The next item on the agenda was Old Business. The first item under Old Business was an update on the status of the Town Hall project. Tatum stated that there were several new leaks. He stated that the maintenance crew was doing a good job of keeping the water off of the roof. Tatum stated that they would coat the roof with a sealant for \$383 when it dries off. He explained this was only a short term fix.

The second item under Old Business was to discuss the Projects Reimbursement Policy. Commissioner Hedlund wanted to thank Commissioner Wiggins for his hard work on this Policy. He stated that it was a positive move that would help attract developers to Youngsville. Commissioner Wiggins explained that the previously proposed Policy had two methods and has been pared down to the present format. He stated that the Policy as

presented will encourage developers to embrace Youngsville and help it to grow. Commissioner Redd asked where they got the Policy from and Commissioner Wiggins explained that they had looked at other towns and changed them to fit Youngsville. He stated that he felt some of them were a bit complicated and they simplified things for Youngsville. Commissioner Redd thanked Commissioner Wiggins for working on this Policy and Commissioner Hedlund stated that it had good value in it.

**MOTION: TO ADOPT THE PROJECTS REIMBURSEMENT POLICY AS PRESENTED**

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

The next item on the agenda was New Business. The first item under New Business was to set the date for a Public Hearing for December 10, 2015 to amend the ETJ Boundary to exclude the area being annexed by Wake Forest based on the Intergovernmental Annexation Agreement Notice. Clark gave a brief explanation of the Intergovernmental Annexation Agreement that was adopted in 2007 and the current request from Wake Forest. The area in question is off of Gilcrest Farm Road in the Traditions North subdivision.

**MOTION: TO SET A PUBLIC HEARING FOR DECEMBER 10, 2015 TO AMEND THE ETJ BOUNDARY TO EXCLUDE THE AREA BEING ANNEXED BY WAKE FOREST BASED ON THE INTERGOVERNMENTAL ANNEXATION AGREEMENT NOTICE**

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

The second item under New Business was to set the date for a Public Hearing for December 10, 2015 to rezone 899 Park Avenue from Medium Industrial (MI) to Mixed Use (MU) for Shaw Auto Group. Clark explained that the peak at the intersection of US Highway #1 and Highway 1A was zoned MI instead of MU like the surrounding area. He stated that retail and service was not allowed in the MI jurisdiction without amendments. Clark stated that his recommendation would be to not only rezone the requested property to MU but to also include the entire area of MI. He stated that all the businesses located in the MI area are nonconforming as is. Clark explained that this would clean up the zoning and match it to its current uses. He stated that he can't find the reason that this area was chosen as MI instead of MU like the surrounding areas.

Commissioner Stallings asked if the MU tax structure was the same and Clark stated yes, their taxes would still be based on the same assessment structure as it currently was.

Mayor Flowers stated that this seemed to be good housekeeping and Clark agreed.

**MOTION: TO SET A PUBLIC HEARING FOR DECEMBER 10, 2015 TO REZONE 899 PARK AVENUE AS WELL AS THE OTHER RECOMMENDED PROPERTIES IN THE MEDIUM INDUSTRIAL DISTRICT TO MIXED USE**

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

The next item on the agenda was Closed Session (if necessary). Mayor Flowers stated that they needed to go into Closed Session to discuss real property acquisition and leases, Attorney / Client Privilege as well as personnel.

**MOTION: TO GO INTO CLOSED SESSION TO DISCUSS REAL PROPERTY ACQUISITION AND LEASES, ATTORNEY / CLIENT PRIVILEGE AND PERSONNEL**

The motion was made by Commissioner Hedlund and was seconded by Commissioner Stallings. It passed unanimously. The Board went into Closed Session at 7:20 pm and came out at 7:40 pm. Attorney Olivieri explained that regarding real estate acquisition, the Board directed him to solicit offers and report to the Board next meeting on options to purchase real estate. He stated that regarding the personnel and pending litigation matter, the Board directed him to draft paperwork to settle those with the subject. When asked for clarification on the piece of property in question, Attorney Olivieri explained that at this current time, they were still looking for a piece of property and were not in the process of purchasing a specific property at this time. When asked for clarification on the litigation, Attorney Olivieri stated that the personnel and litigation concerned the same person and no litigation has been filed at this time.

The next item on the agenda was Committee Updates.

Policy / Ordinance Committee – Commissioner Hedlund stated that he was still working on the Human Resources Manual and hopes to have it completed soon.

Finance Committee – There were no comments.

Capital Improvement Committee – Commissioner Redd stated that she felt Clark has taken over most of these duties and is doing a great job.

Comprehensive Development Committee – There were no comments.

The next item on the agenda was Reports and Other Business. Mayor Flowers stated that Winston Street is now paved and looks amazing. He stated that the three-way stop signs are up and hopefully it is now safer. Commissioner Wiggins stated that three residents have commented that traffic appears to have slowed down and been reduced. He stated that they were complimentary of the stop signs.

Mayor Flowers stated that the election results have come in and the Mixed Beverage Referendum has passed. He stated that this should help to make Youngsville more business savvy and bring in more restaurants. Mayor Flowers stated that it should also increase the tax base and local revenues from the ABC Store.

Mayor Flowers stated that the Parade would be held on December 5<sup>th</sup> at 10am along with the Tree Lighting at 5:30pm. He stated that unfortunately he would be out of town that weekend. Mayor Flowers stated that Commissioner Hedlund had volunteered to head the Tree Lighting Ceremony.

Tatum stated that the Audit has been completed and filed with the State. He stated that Jim Winston would like to come to the December Board Meeting to present it to the Board.

Commissioner Redd stated that she felt it was a great idea to move the Tree Lighting Ceremony to Main Street.

Commissioner Johnson asked when the Christmas Lights were going up on Main Street and Patterson stated that they would be going up next Thursday. He explained that Wake Electric was unable to put them closer to December based on their schedule.

Commissioner Johnson stated that assessments for basketball were on Monday and Tuesday. He stated that signups are going extremely well. Commissioner Johnson stated that as other communities were having issues, we were getting children from all of the surrounding areas.

Commissioner Johnson stated that he would be asking the Board for help soon for the Parks and Recreation Department. He explained that he has a surveyor coming out so that he can get a quote for fencing and to open the bottom two fields. Commissioner Johnson explained that the Parks and Recreation Department was already \$9,000 revenue over expenditures, which did not include the Director's salary, which has gone unspent. He stated that he would be requesting funds, in the amount of \$4,300, from Franklin County that are earmarked for regional programs, which we are, in this area. Commissioner Johnson stated that this would help get the two fields developed and hopefully pull all of the games to the Luddy Park. He stated that they are also raising money to help fund these improvements. Commissioner Johnson stated that most of the labor would be done by volunteers to help save on costs. Commissioner Redd stated that she would attend the Franklin County meeting to support Commissioner Johnson.

Commissioner Hedlund stated that the Bicycle and Pedestrian Projects had passed the first round cuts. He stated that we would know within the next couple of months if they will get funded. Commissioner Hedlund explained that they were up for funding from two sources, LAPP and SPOT.

Commissioner Hedlund stated that the roundabout had been postponed until next year due to financial reasons.



Commissioner Hedlund stated that he was working on the Tree Lighting Ceremony and had already scheduled live music, though he may need a PA system. He stated that there would be beverages and cookies, possibly provided by the Women's Club.

Commissioner Hedlund stated that he has been advertising the event. Commissioner Redd thanked him for his help on this project and Commissioner Hedlund stated that it has been fun. Commissioner Hedlund stated that he has been working on a backup plan in case of rain but he has a good start on the plans.

Clark stated that during the recent Board of Adjustment Hearing on the Preddy Property, concerns were raised about the speed limit on Highway 96. He stated that he has inquiries to NC DOT. Clark explained that the developer was already paying for a traffic assessment and that would help to get recommendations from NC DOT. He stated that the warning for the reduction of speed was not adequate.

Clark gave an update for Belk regarding the Bicycle and Pedestrian Plan timeline. He stated that NC DOT had completed their review of the Plan and Alta will incorporate their comments and have a Draft Plan finalized by November 25<sup>th</sup>. Belk suggested having a Steering Committee meeting prior to the December Board Meeting. Belk's timeline suggested that final comments from the Board be received by November 18<sup>th</sup> and Town Staff to provide their final suggestions by November 19<sup>th</sup>. Alta would then present the Plan at the December 10<sup>th</sup> Board Meeting for discussion and decision.

Clark stated that Eudy has been working with NC DOT on getting the No Littering signs installed.

Clark stated that he and the Wake Forest Planning Department were planning on more dialogue between the two towns, including the Bicycle and Pedestrian Plan.

Commissioner Johnson stated that 1A South was in terrible shape and asked Clark who would maintain that road as it was outside of Town Limits. Commissioners Redd and Wiggins also expressed concerns about the condition of 1A South. Clark stated that it was a NC DOT road and that he would talk to them concerning repairs.

Commissioner Johnson stated that he felt there was more traffic on Winston Street now that it has been paved and asked if the center lines would be striped. Tatum and Clark explained that it was standard practice to not stripe town streets. Tatum stated that he would look into it with the engineer.

Clark stated that N\*Focus was within their allotted hours and he hoped to get back to working on the Land Use Plan.

Hurd stated that she had sent out flyers with the garbage bills early that day. She stated that on December 5<sup>th</sup>, the Youngsville Rescue would have their Pancake Breakfast from 7-9:30am. The Parade would start at 10am and end at the Youngsville Armory. Christmas Cheer would start at the Armory at 11am and go until approximately 1pm. At 5:30pm, the Tree Lighting Ceremony would take place at the Youngsville Animal

Hospital. Hurd stated that awards for the Decorating Contest would also be handed out at the Tree Lighting Ceremony.

Hurd stated that the Christmas Cares Program has been taken over by the Kiwanis Club. Last year, nearly 50 families and over 125 children were helped. She stated that donations are welcome and can be dropped off at Town Hall, as well as other local businesses.

Hurd stated that she also included the application for the Decorating Contest in the Flyers as well as a list of next year's Holiday Schedule. She stated that a list of the Garbage Rules was also included.

Patterson stated that he met with the owner of the Youngsville Animal Hospital and they have located where they want the Christmas Tree to go. He stated that you would be able to see the Tree from both directions of traffic.

Patterson stated that the new snow plow has come in and is ready to go. He explained that this would make plowing more efficient.

Patterson stated that Wake Electric has recommended that the wire for the Christmas Lights be replaced. He stated that they would replace it for free labor as long as the Town purchased the wire. Hurd stated that Wake Electric does all of the work for the Town on Progress Energy poles. She explained that they come in every year to put our lights up for free. Hurd stated that she just wanted to make the Board aware of the work that Wake Electric does for the Town as Progress Energy, who supplies the power for the majority of the town, does not help with things like this. She stated that Wake Electric has been very helpful, especially when we had the new lights going up. Hurd stated that they are willing to make some of these repairs that even Progress Energy won't touch. Patterson stated that they helped him put up new bulk heads as well. When asked why it needed to be replaced, Patterson explained that the wire was over 40 years old and was deteriorating. He stated that the area in question was 7/10's of a mile.

Mayor Flowers congratulated Commissioners Johnson and Stallings for their reelection and thanked them for their service.

The meeting adjourned at 8:08 pm.

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**MINUTES**  
**DECEMBER 10, 2015**  
**7:00 PM**  
**REGULAR MEETING**  
**YOUNGSVILLE COMMUNITY HOUSE**

Mayor Fonzie Flowers called the Meeting of the Town of Youngsville Board of Commissioners to order at 7:00 pm. Commissioner Hedlund gave the invocation. In attendance were Commissioners Catherine Redd, Graham Stallings, Larry Wiggins, Joseph Johnson, and Terry Hedlund. Also in attendance were Town Administrator Bill Tatum, Town Clerk / Tax Collector Emily Hurd, Town Attorney Joseph Olivieri, Maintenance Supervisor Sheldon Patterson, Administrative / Zoning Assistant Kathryn Tucker, and Planning / Zoning Administrators Bob Clark and Don Belk. Representatives from the Franklin Times and the Wake Weekly were also present. Mayor Flowers left at 7:25pm and Commissioner Johnson took over as Mayor Pro-Tem.

The first item on the agenda was to swear in Commissioners Stalling and Johnson after their re-election. Hurd swore in Commissioners Graham Stallings and Joseph Johnson.

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

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

The next item on the agenda was the approval of the Consent Agenda. The Consent Agenda consisted of approval of the minutes from the Board Meeting on November 12, 2015, the Tax Collector's Report and the Police Department Report. Also on the Consent Agenda was a Tax Release for Jeffrey Manners for 2015 personal property in the amount of \$37.45 for property no longer located in Youngsville.

**MOTION: TO APPROVE THE CONSENT AGENDA**

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

Mayor Flowers adjusted the Agenda for the Board to go into Closed Session at this time. He stated that they would be discussion pending litigation and the acquisition of real property. The Board went into Closed Session at 7:06pm and came out at 7:18pm. Mayor Flowers stated that there was no action taken regarding the pending litigation and the acquisition of real property.

The next item on the agenda was Old Business. The first item under Old Business was to continue discussion of ordinance violation fees for 119 W Main Street, incurred by George Dillard and Terry Tyson. Attorney Olivieri reminded the Board that Mr. Dillard

and Mr. Tyson had come before the Board several months prior to ask for relief from ordinance violation fees that amounted to over \$14,000. He reminded them that he had advised the Board that the formal appeal process had passed but Mr. Dillard and Mr. Tyson were asking the Board for relief. Attorney Olivieri explained that he had advised the Board at that time that there was a conflict of interest as he had represented Mr. Dillard in another matter. He stated that conflict has been resolved and he can now formally advise the Board on this matter. Attorney Olivieri stated that he had spoken with Mr. Dillard concerning an agreement for a reduced fee. Mr. Dillard would agree to pay \$1,000 for the violations and Mr. Tyson would be released from any liability as the landlord. He explained that the full \$1,000 would need to be paid within 90 days or the full amount of the fines would be reinstated. Attorney Olivieri stated that he felt pursuing the full fines would cost the Town more than they would get in the long run. He stated that this would allow us to move on. Attorney Olivieri stated that Mr. Dillard has signed this agreement and he recommended that the Board adopt this agreement as well. He reiterated that this would release Mr. Tyson of any liability and Mr. Dillard will accept the liability and make the payment of \$1,000.

**MOTION: TO ACCEPT THE PROPOSED AGREEMENT WITH GEORGE DILLARD TO REDUCE THE VIOLATION FINES TO \$1,000 PAYABLE IN 90 DAYS AND TO RELEASE TERRY TYSON OF ANY LIABILITY FOR THESE FINES.**

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

Mayor Flowers switched the third item under Old Business to come next on the Agenda. The third item under Old Business was an update on the status of the Town Hall project. Attorney Olivieri stated that Tatum has been keeping the Board informed of the status of the current Town Hall, which is in very bad shape. He stated that there are now safety concerns for the employees after working there every day and there are holes in the roof. Attorney Olivieri stated that there are also electrical issues and gave an example. He stated that he understood saving money and not having to work out of an extravagant building but there comes a point when it is in the best interest to move forward with something better. Attorney Olivieri explained that the Board was down to about three options. The first would be to tear down the current Town Hall and Police Department and build new. He explained that this would cost over a million dollars and take years to complete, which would put Town Hall employees working out of trailers during that time frame. After a request that he look into options that are in the area, there are only two that stood out as being functional as a Town Hall. The second option was 457 Park Avenue. He stated that it was a brick building near Hampton Village Apartments. The third option is 134 US 1A South, a brick building across from Youngsville Elementary School. Attorney Olivieri stated that he felt the Board needed to make a decision tonight on whether they want to build or look into purchasing property. He stated that he's looked into other properties in Youngsville, but there were problems with price, availability, or otherwise occupied by other tenants. Attorney Olivieri stated that if the Board made a decision tonight on which direction it wanted to move towards, then he

could get the process started. He stated that Tatum would need to work with the Local Government Commission to get approval, get financing and get an environmental study.

Commissioner Stallings asked if we had to make a decision tonight and Attorney Olivieri stated that he recommended moving forward as soon as possible. Attorney Olivieri stated that a couple of Commissioners, along with Tatum, had viewed the properties in questions and could help to answer any questions or recommendations.

Commissioner Redd stated that she felt building at the current site would create major headaches, especially when you consider running the offices out of trailers. She stated that she would prefer for Town Hall to be closer to the downtown area.

Attorney Olivieri stated that the new building option was \$1.6 million and also had concerns about the time frame. He stated that the other options, including upfitting the buildings to our needs, are lower than one million dollars. Commissioner Wiggins stated that the Police Department was in bad shape as well. He wanted to point out that the \$1.6 million didn't cover the costs of temporarily housing of the Town Hall and Police Department while it was being built.

Commissioner Wiggins stated that the Park Avenue building was close to the edge of downtown. He stated that it was a nice building that could be modified for our use but also had issues that would need to be fixed before we can move in. Commissioner Wiggins stated that the other building could easily be connected to downtown by sidewalks. He stated that it was a larger building, 7,500 square feet, and the office portion was almost move in ready. Commissioner Wiggins stated that the owners would leave the desk and cubicles in place if we want them. He stated that we would have to modify the area for the Police Department, such as adding walls. Commissioner Wiggins stated that all of this could be done for less than one million dollars. Commissioner Hedlund stated that he felt the 1A South building was more conducive to downtown and Commissioner Wiggins agreed.

Commissioner Stallings asked if there was adequate parking and Commissioner Wiggins stated that there was. Commissioner Wiggins explained that the parking lot was paved and there would also be some room for parking at the back if needed. Clark stated that there was 15 parking spots including one Handicapped space available at the current area.

Commissioner Wiggins asked how much acreage came with the property and no one had that information with them at this time.

**MOTION: TO MOVE FORWARD WITH THE INTENT TO PURCHASE THE PROPERTY LOCATED AT 134 US 1A SOUTH**

The motion was made by Commissioner Wiggins and was seconded by Commissioner Hedlund. The motion passed unanimously. Attorney Olivieri asked how much time was needed before having a Public Hearing and Hurd stated a minimum of 48 hours. Attorney Olivieri asked if we should go ahead and schedule a Public Hearing and Tatum stated that it would be approximately 45 days before he had an answer on financing.

Tatum stated that in order to have a Public Hearing, he felt that we needed to know what we were purchasing, how much it was going to cost and how it will be financed before we have a Public Hearing. He stated that those needed to be solid numbers. Attorney Olivieri asked if having a Public Hearing in February would be sufficient and Tatum stated that should be fine. Tatum explained that the financing would be USDA and that takes time. Attorney Olivieri stated that if we could have one sooner, then we could move up the Public Hearing. Hurd stated that the February Board Meeting would be held on the 11<sup>th</sup>.

**MOTION: TO SCHEDULE A PUBLIC HEARING CONCERNING THE PURCHASE OF A NEW MUNICIPAL BUILDING FOR FEBRUARY 11, 2016**

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

The second item under Old Business was a presentation and discussion on the final draft of the Bicycle and Pedestrian Plan (Plan). Belk stated that the Steering Committee met prior to the Board Meeting tonight and he introduced those in attendance. He stated that Mr. Poole with NCDOT had a letter giving NCDOT's approval of the proposed Plan.

Steven Bzomowski, one of the designers of the project from Alta, presented the Plan. He stated that it was similar to the version submitted in August. After a quick presentation, Mr. Bzomowski stated that adopting the Plan was the first step towards implementation. He stated that this would be a good resource for future improvements. Mr. Bzomowski stated that this Plan did not require any funds at this time but would help in appropriating funds and grants in the future.

Tatum asked for clarification on what was approved in the letter from NCDOT and Mr. Bzomowski explained that the Town was awarded money for a grant to create the Plan and the letter states that NCDOT has reviewed the Plan, which has met with their guidelines, and they are satisfied that it is complete. Jason Reyes stated that it approved the concept but not each specific element in the Plan. Tatum asked if NCDOT had approved any work on Highway 96, which is our Main Street and Mr. Reyes and Mr. Bzomowski stated that no work has been approved. They explained that the next step would be to go to design and engineering before starting any construction process. Belk stated that the letter means that the two projects that we have submitted to NCDOT for funding and any future projects can now be supported by a valid Plan which will help in acquiring funding.

Commissioner Wiggins asked what the estimated costs for the downtown section would be and the approximate costs would be \$500,000. Commissioner Wiggins asked what the taxpayers got for their money. Mr. Bzomowski stated that some of the funds included landscaping improvements, crosswalks, and curb extensions that make people more visible as they cross the street along with additional safety. In addition to that, there would be some sidewalk repairs. He stated that the overall idea is to provide better pedestrian activity throughout downtown so that people can enjoy the atmosphere of

downtown better. Commissioner Wiggins asked if this would eliminate any parking and Mr. Reyes stated that it would not. Mr. Reyes explained that the curb extensions would work around the parking spaces by using the dead spaces that we currently have on Main Street. Commissioner Wiggins asked if this would add congestion and Mr. Reyes stated that we already have a large amount of cars coming through along with some walkers and bikers. He stated that what we are missing is the comfort level for more people to come to downtown to walk and bike. Mr. Reyes stated that we needed to decide what the primary purpose of Main Street will be for our town, either just for traffic and moving cars through or for people to live and be in the downtown area. Commissioner Wiggins stated that we didn't have a choice concerning the traffic and though Mr. Reyes agreed that this was an NCDOT traffic corridor, he stated that there were some choices to help make the area better for walking and biking. When asked, Mr. Reyes stated that this would also help to connect to other trails. He stated that getting the trails from the Luddy Park Project connected to the Main Street improvements and then finally connect to the S Cross Street improvements proposed in the Plan could potentially connect the subdivisions to Wake Forest.

Mr. Reyes stated that the idea behind the funding, is that the Town of Youngsville would not have to put up all of the money. He explained that this Plan would help to get funding through grants, most of which only require the municipality to pay a 20% match. When asked, Mr. Reyes stated that there would still be a cost but it wouldn't be the whole amount. Commissioner Hedlund explained that we are going through the LAPP funding process to help fund these projects. He stated that Youngsville has moved up from number twenty-one on the list to fifteen. Commissioner Hedlund reiterated that there would be a 20% cost to the Town and that the Board had already discussed this in another meeting. He stated that this Town will finally start to revitalize. Commissioner Hedlund stated that he felt that we have not done a lot towards revitalization but this is our opportunity. He stated that the Main Street project will be reviewed by the LAPP Selection Committee next week. Commissioner Hedlund explained that the Board has to make a decision on adopting this Plan. He stated that if we don't adopt a Plan, then our project won't be allowed at next week's Selection Committee.

Mr. Bzomowski stated that not only were there health benefits and revitalization but there is also a return on investment. He explained that more pedestrian traffic attracts more businesses to downtown areas. Mr. Bzomowski reiterated that the Board needed to decide on the purpose of the corridor, was it mainly just for cars or did we want to strike a balance between the traffic and pedestrians. He stated that it wouldn't take away parking or how fast cars can come through but it is also providing infrastructure to make it safer. Commissioner Wiggins stated that it was hard to get a balance with all of the traffic problems we have already and Mr. Bzomowski stated that there will never be a balance if we do nothing.

Commissioner Redd stated that there was no way to stop the traffic coming through Youngsville. She explained that they have tried a few things to help alleviate the problem such as signage suggesting using Highway 98 as an alternate route. Commissioner Redd stated that there weren't any real options to relocate the traffic so one of the ideas was to install crosswalks with bump outs and add a round-a-bout to make

it difficult for the trucks to come through downtown so that they would want to take a different route. Commissioner Hedlund stated that we were not giving up on the round-about issue but we just weren't able to do that this year.

Commissioner Wiggins asked if there were no other options than to have a bike path down Main Street and Mr. Bzomowski stated that there were other options throughout town but this helped to get people downtown. He explained that you can't just have pathways near downtown, you have to have them in downtown as well. Mr. Reyes stated that the Main Street Project was more for pedestrian safety than for biking. He explained that there may be pavement markings to warn motorists of bikes in the road but there wouldn't be an actual bike path in the roadway. Belk asked if Main Street was already part of the State Bike Route and Mr. Bzomowski stated that it was and there was also a tourism factor as well.

Patterson asked how wide a bike lane is and Mr. Bzomowski stated that they were not proposing a bike lane but they are typically five feet wide. Mr. Bzomowski stated that there would be pavement markings to alert traffic to bikes on Main Street. Commissioner Redd stated that Main Street Project is really for pedestrians but the bicycle markings were for safety.

Dr. Chris Szwagiel, Franklin County Public Health Director, asked if Main Street was the center of commerce for Youngsville and Commissioner Redd stated yes. He stated that this Plan fits in line with planned communities that include a downtown area that is surrounded by livable communities that have walking and biking trails. Dr. Szwagiel stated that this helps give access to healthy living. He stated that the more people that can access downtown the more business will increase. Dr. Szwagiel stated pedestrians want to feel safe. He reiterated that this Plan fits in with other communities.

Clark stated that the Plan will include adding sidewalks where there are none and fixing any sidewalk areas that are not handicapped accessible. He stated that the bump outs will not interfere with traffic but will help drivers see people waiting to cross. Clark stated that he sees the Main Street Project as primarily a safety factor. He stated that the landscaping is considered a nice thing to have but is not necessary. Clark stated that it was an opportunity to put them in at the same time we do the other portions of the project.

Belk stated that the Plan has already had an influence on some of the developments coming into Town. Clark stated that he has had conversations with the developer of Holden Preserve and Laurel Oaks has given a dedication of a ten foot right of way that ties in with the Plan. At the Board of Adjustment, Timberlake Preserve also agreed to install a portion of the walking trail along S Cross Street. Clark stated that this could be used as a planning tool which will help get other portions of the Plan installed with the help of developers. He stated that we see this as part of the overall Comprehensive Plan. Clark stated that we also have a Thoroughfare Plan that talks about streets and ties in with this Plan. He stated that we also have Envision Youngsville which sets out concepts for improvements and economic development. Clark stated that Staff is working on the Land



Use Plan. He stated that during the process of developing the Plan, CAMPO and NCDOT picked up a couple of these projects with potential of being funded.

Clark also wanted to mention that sidewalks on side streets have to be five foot wide per NCDOT standards but our Ordinance states four feet and needs to be corrected. He also stated that the Plan recommends that we create a Bicycle and Pedestrian Committee that meet quarterly and consists of volunteers. Clark stated that any time that NCDOT makes improvements to their roadways, we need to keep an eye out to see if something from our Plan could be included in the construction process. He stated that it could be something as simple as marking or adding a bicycle lane on the side. Clark stated that safety was the primary issue and he recommends adopting the Plan.

Commissioner Johnson thanked all that were involved in the process of developing this Plan. He stated that the Board talks about how important downtown is and how it looks. Commissioner Johnson stated that we can't change the buildings so it does need to be ascetically pleasing to lure people to the downtown area. He stated that even though the Plan is a Bicycle and Pedestrian Plan, he stated that he felt it was more pedestrian oriented. Commissioner Johnson stated that he didn't see Youngsville as a big biking area but he understood that there were some and that Highway 96 was a State Bike Route. He stated that people walk to the shops, restaurants and the new vet and to get more people to walk downtown, it's going to have to look a lot different than it does now. Commissioner Johnson stated that downtown was not ascetically pleasing to the eye but it was time for the Board to step up and do something about it. Commissioner Hedlund stated that this was our opportunity.

**MOTION: TO ADOPT THE PROPOSED BICYCLE AND PEDESTRIAN PLAN**

The motion was made by Commissioner Hedlund and was seconded by Commissioner Redd. Commissioner Redd stated that the Plan was amazing and she wants to be on the Committee. She stated that the implementation portion was very interesting and she wants to be a part of it. Commissioner Johnson stated that if it turned out half as good as it looks on paper, it would be great. Commissioner Hedlund stated that it was exciting. Commissioner Johnson stated that it was time to move forward. He stated that people are coming to Youngsville and it shows by the amount of houses being built. Commissioner Johnson stated that if you want people to stay then we have got to have this in place. It passed unanimously.

The next item under Old Business was to reschedule the Public Hearing for January 14, 2016 to amend the ETJ Boundary to exclude the area being annexed by Wake Forest based on the Intergovernmental Annexation Agreement Notice.

**MOTION: TO RESCHEDULE THE PUBLIC HEARING FOR JANUARY 14, 2016 TO AMEND THE ETJ BOUNDARY TO EXCLUDE THE AREA BEING ANNEXED BY WAKE FOREST BASED ON THE INTERGOVERNMENTAL ANNEXATION AGREEMENT NOTICE**

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

The next item under Old Business was to reschedule the Public Hearing for January 14, 2016 to rezone all properties located in the Medium Industrial jurisdiction at the intersection of US Highway #1 and US #1-A North to Mixed Use. Clark gave a brief description of the area in question and stated that we did not have enough time to advertise before the December Board Meeting.

**MOTION: TO RESCHEDULE THE PUBLIC HEARING FOR JANUARY 14, 2016 TO REZONE ALL PROPERTIES LOCATED WITHIN THE MEDIUM INDUSTRIAL JURISDICTION AT THE INTERSECTION OF US HIGHWAY #1 AND US #1-A NORTH TO MIXED USE**

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

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

The next item on the agenda was Closed Session (if necessary). The Board went into Closed Session earlier in the Meeting.

The next item on the agenda was Committee Updates.

Policy / Ordinance Committee – There were no comments.

Finance Committee – There were no comments.

Capital Improvement Committee – There were no comments.

Comprehensive Development Committee – Commissioner Redd stated that the Plan fits right in with this.

The next item on the agenda was Reports and Other Business. Commissioner Johnson stated that the Christmas Parade was fantastic. He stated that we had three bands this year and the streets were packed.

Commissioner Hedlund stated that he wanted to thank everyone that helped with the Tree Lighting Ceremony. He stated that the Ceremony went well and it was fun to have. Commissioner Hedlund stated that about thirty to forty people came to the Ceremony. He thanked the Youngsville Animal Hospital for letting us use their property, Grace Haven Baptist Church for donating the Christmas tree, Brandi's Botanicals for helping to decorate the Christmas tree, the Youngsville Women's Club for all of their help and for baking cookies, and Allstate for providing a Santa Clause. He also wanted to thank Commissioner Stallings for being there as well.

Commissioner Johnson stated that Basketball Season started tonight and we had the most children registered this year that we have ever had. He stated that the Youngsville Parks and Recreation Department was moved to January on the Franklin County Commissioners Board Meeting but the date for that meeting is unknown at this time. Commissioner Johnson stated that it has been a great year as a whole and he's looking forward to 2016.

Commissioner Wiggins stated that he received a complaint about the Christmas Parade. A gentleman that lives on W Persimmon Street stated that he went to get time sensitive medication for his child and he was blocked from getting back to his home. He stated that the Police Officer told him that he needed to leave and he stated that he did not appreciate being threatened by the Officer. He stated that he would appreciate a direct communication about road closures next time. Commissioner Wiggins stated that he didn't know what could be done about this and Hurd explained that notification was mailed to all of the garbage customers, posted on the webpage, in the newspapers, and signs were up on Main Street in four locations. Hurd stated that she didn't know any other way and Commissioner Johnson stated that this happens every year. Commissioner Wiggins stated that there was nowhere in Youngsville that you can't get around and Commissioner Redd stated that you can park your car and walk to Persimmon Street fairly quickly. Commissioner Wiggins stated that he told the gentleman that he would bring it up to the Board. He stated that he felt all citizens should be heard.

Commissioner Stallings stated that he concurred with all of the comments about the Christmas Parade and Tree Lighting Ceremony. He stated that he would like for the Town to upgrade the snowman signs that we place in downtown advertise the parade. Patterson stated that he would be using larger numbers for the date next year.

Commissioner Redd thanked everyone that helped with the Christmas Tree Lighting Ceremony and hated that she was out of town and missed it. She stated that she can't wait until next year.

Clark stated that the Hampton Downs project is underway as they have started with the soil removal.

Clark stated that Danny Eudy, the Code Enforcement Officer, did a sign sweep with Patterson. He stated that a common question that comes up often concerns the right of way on Highway 96 and he explained that the right of way varies often on that stretch of highway and it makes it difficult to tell if a sign is located in the correct spot or not.

Clark stated that Tucker and Fleming have been issuing a lot of building permits for housing.

Patterson asked when they would be opening the back portion of Camille Circle towards Youngsville Boulevard. Clark stated that Mr. Gould has received the permits to do the extension and they are hoping to begin at the start of the year.

Attorney Olivieri asked the Board if they would go ahead and approve \$2,500 for an environmental survey for the property at 134 US 1A South. He stated that he felt this would speed the process along. Commissioner Wiggins stated that he felt it would be premature to grant this before we have a contract. Attorney Olivieri stated that he wouldn't start this survey until after we have a contract. Commissioner Redd wanted to clarify that he just wanted approval in case the contract is approved before our next meeting so that he can move forward to save time and Attorney Olivieri agreed. He stated that he wouldn't spend the money until he knew we had a contract. Commissioner Wiggins stated that we can't have a contract before the next meeting and Attorney Olivieri agreed. Tatum stated that we can do this next month.

Hurd wanted to thank Commissioner Hedlund for all of the work he put into the Christmas Tree Lighting Ceremony. She stated that he did a great job and everyone loved it. Hurd wanted to thank the Kiwanis Club for all of their help getting the Christmas Parade lined up and going, especially David Jerosé. Hurd stated that Cedar Creek Middle School, Bunn High School, and Franklinton High School Bands participated. She also wanted to thank the Police Department. Hurd also wanted to thank Wake Electric for their help getting the Christmas decorations up on Main Street and the Maintenance crew for all of the work they did getting everything ready. She stated that it took a lot of people to get that one day to turn out as well as it did.

Hurd stated that the Christmas Cares Program is underway. She stated that they are starting to drop off the presents. Hurd explained that the Kiwanis Club took that over this year from YABA. She stated that there are approximately thirty families with over ninety children, all of which have been adopted by other people. She stated that we are not having to do any shopping on our own this year. Hurd stated that everything has gone really well this year. She stated that the food will arrive in the middle of next week from United Way and the turkeys will be picked up Saturday morning. Hurd stated that all of this will be handed out on December 19<sup>th</sup>. She stated that Dollar General did an amazing job filling a Police car. Hurd stated that they want to go bigger next year and fill a float.

Hurd stated that the original pre-lit tree that we had stopped working this year. She stated that Sam Hardwick worked with Mosca Design, the company that we purchase our Christmas decorations from, and she wanted to ask him about the outdoor trees they sold. Hurd stated that she was hoping he could get the Town a deal on a tree or maybe even purchase a used one. She stated that she was hoping to get donations to help purchase one for next year. Hurd explained that you can expand the tree by four foot sections if you want to go bigger at any time. Commissioner Redd stated that sounded fantastic and Commissioner Hedlund stated that he preferred the real tree that we had this year. Hurd stated that it was up to the Board but she still wanted to at least get a price. Commissioner Wiggins stated that a pre-lit tree saves a lot of work. Hurd stated that these trees break down into sections for easy storage.

Hurd stated that the Powell Bill General Statutes have been changed. She explained that they are now requesting that money be spent "primarily" on resurfacing the streets. Hurd stated that they had wanted to shift that to "only" resurfacing but did change it to

“primarily”. She stated that they will be keeping a close eye on how the Towns are spending their money. Hurd stated that out of almost \$150,000,000 only 42.6% was spent on resurfacing roads and they are not happy about it. She stated that she just wanted to bring this to the Board’s attention. Hurd stated that we can still do the sidewalks. Commissioner Redd asked if there was a certain percentage that can be used for items other than resurfacing and Hurd stated not at this time but they did want to bring up the 42.6%. She stated that it wouldn’t change a lot of what we do since we do a lot of resurfacing and patching.

The meeting adjourned at 8:28 pm.