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# MINUTES

DECEMBER 14, 2017

7:00 PM

## REGULAR MEETING

### YOUNGSVILLE COMMUNITY HOUSE

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

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

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

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

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

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

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

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

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

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

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

**MOTION: TO APPROVE THE CONSENT AGENDA**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The next item on the agenda was Committee Updates.

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

Finance Committee – There were no comments.

Capital Improvement Committee – There were no comments.

Comprehensive Development Committee – There were no comments.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The meeting adjourned at 8:19pm.