



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

AGENDA
REGULAR MEETING
NOVEMBER 5, 2020
7:00PM

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

If joining via Microsoft Teams, use the following link:
tinyurl.com/boc-2020-11-05

If joining via phone, use the following dial-in info:
Phone Number: **872-240-8002**
Conference code: **662 725 372#**

1. CALL TO ORDER AND INVOCATION
2. APPROVAL OF AGENDA
3. PUBLIC HEARING
 - A. ANNEXATION PETITION 2020-3 – HAMPTON DOWNS, PHASE 1B
 - i. OPEN HEARING TO THE PUBLIC
 - ii. COMMENTS FROM PUBLIC
 - iii. CONTINUE OR CLOSE HEARING
 - B. ADMENDMENTS TO THE YOUNGVILLE DEVELOPMENT ORDINANCE
ARTICLE 3 – DEFINITIONS; TABLE 8.1, TABLE OF USES; SECTION 10.1-18 –
NEW SECTION; AND TABLE 15.1 – SPECIAL EVENTS AND TEMPORARY
STRUCTURES
 - i. OPEN HEARING TO THE PUBLIC
 - ii. COMMENTS FROM PUBLIC
 - iii. CONTINUE OR CLOSE HEARING
 - C. REZONING APPLICATION #ZMA-200824-01 – SFR-3 TO CIV FOR PROPERTY
LOCATED AT 2179 HICKS ROAD
 - i. OPEN HEARING TO THE PUBLIC
 - ii. COMMENTS FROM PUBLIC
 - iii. CONTINUE OR CLOSE HEARING
4. CITIZEN'S COMMENTS



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5. CONSENT AGENDA

- A. MINUTES FROM THE REGULAR BOARD MEETING – OCTOBER 8, 2020
- B. PARKS AND RECREATION REPORT
- C. PLANNING AND ZONING REPORT
- D. POLICE DEPARTMENT REPORT
- E. TAX COLLECTOR'S REPORT
- F. BUDGET AMENDMENT 2020-2

ACTION REQUESTED: APPROVE CONSENT AGENDA AS SUBMITTED

6. OLD BUSINESS

- A. ADOPT ANNEXATION ORDINANCE 2020-3 FOR HAMPTON DOWNS, PHASE 1B

REQUESTED ACTION: ADOPT ANNEXATION ORDINANCE – 2020-3

7. NEW BUSINESS

- A. PRESENTATION OF ANNEXATION PETITION 2020-4 – YOUNGVILLE ACADEMY CHARTER SCHOOL, INC – HICKS ROAD
- B. RESOLUTION DIRECTING CLERK TO INVESTIGATE A PETITION RECEIVED UNDER G.S. 160A-31 – ANNEXATION PETITION 2020-4

ACTION REQUESTED: APPROVE RESOLUTION

- C. ADMENDMENTS TO THE YOUNGVILLE DEVELOPMENT ORDINANCE ARTICLE 3 – DEFINITIONS; TABLE 8.1, TABLE OF USES; SECTION 10.1-18 – NEW SECTION; AND TABLE 15.1 – SPECIAL EVENTS AND TEMPORARY STRUCTURES

ACTION REQUESTED: APPROVE AMENDMENTS AS PRESENTED

- D. REZONING APPLICATION #ZMA-200824-01 – SFR-3 TO CIV FOR PROPERTY LOCATED AT 2179 HICKS ROAD

ACTION REQUESTED: APPROVE REZONING AS REQUESTED

8. REPORTS AND OTHER BUSINESS

- i. MAYOR
- ii. TOWN ADMINISTRATOR
- iii. COMMISSIONERS
- iv. FINANCE
- v. FIRE DEPARTMENT



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- vi. MAINTENANCE
- vii. PARKS & RECREATION
- viii. PLANNING & ZONING
- ix. POLICE CHIEF
- x. TOWN ATTORNEY
- xi. TOWN CLERK / TAX COLLECTOR

9. ADJOURN

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

**ORDINANCE CERTIFICATION
2020-3**

The Town of Youngville, North Carolina, hereby certifies that the attached is a true and accurate copy of the ordinance adopted by the Board of Commissioners at a meeting held November 5, 2020.

Witness my hand and the official seal of the Town of Youngville this the 5th day of November, 2020.

Emily Hurd
Town Clerk

**AN ORDINANCE TO EXTEND THE CORPORATE LIMITS OF THE
TOWN OF YOUNGSVILLE, NORTH CAROLINA**

WHEREAS, the Board of Commissioners has been petitioned under G.S. 160A-31 to annex the area described below; and

WHEREAS, the Board of Commissioners has by resolution directed the Town Clerk to investigate the sufficiency of the petition; and

WHEREAS, the Town Clerk has certified the sufficiency of the petition and a public hearing on the question of this annexation was held at 7:00pm at Youngsville Town Hall on November 5, 2020 after due notice by publication on October 22, 2020; and

WHEREAS, the Board of Commissioners finds that the petition meets the requirements of G.S. 160A-31;

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Town of Youngsville, North Carolina that:

Section 1. By virtue of the authority granted by G.S. 160A-31, the following described territory is hereby annexed and made part of the Town of Youngsville as of November 30, 2020;

**Legal Description for
"HAMPTON DOWNS, PHASE 1B"**

Beginning at a point, the TRUE POINT OF BEGINNING, on the northwestern right-of-way of Park Avenue (US Highway 1-A), a common corner with Mason Kenneth Hurt and Krystal Dawn Hurt, Deed Book 1965, Page 325; thence leaving the right-of-way of Park Avenue and continuing with the Hurt property S 57°52'11" W 199.99 feet to a point; thence S 36°15'39" W 392.36 feet to a point; thence N 53°44'58" W 134.22 feet to a point; thence N 51°14'40" feet to a point of curvature; thence along the curve with a chord bearing and distance of S 81°15'02" W 20.51 feet and a radius of 14.50' to a point; thence N 53°44'58" W 194.00 feet to a point of curvature; thence along the curve with a chord bearing and distance of N 08°44'58" W 20.51 and a radius of 14.50' to a point; thence N 56°15'16" W 40.04 feet to a point; thence N 53°44'58" W 129.50 feet to a point; thence N 36°15'02" E 564.00' to a point; thence S 53°44'58" E 357.80 feet to a point; thence N 36°15'02" E 17.22' to a point of curvature; thence along the curve with

a chord bearing and distance of S 70°31'14" E 131.50 feet and a radius of 130.00 feet to a point; thence N 79°05'58" E 81.99 feet to a point along the northwestern right-of-way of Park Avenue (US Highway 1A); thence continuing with the right-of-way of Park Avenue S 06°59'28" E 61.52 feet to a point, thence S 06°59'28" E 6.58 feet to a point; thence S 10°23'01" E 74.84 feet to the point and place of beginning and containing 7.86 acres according to a map titled "Annexation for Town of Youngsville" dated September 11, 2020; prepared by Mack Gay Associates, P.A..

Section 2. Upon and after November 30, 2020, the above described territory and its citizens and property shall be subject to all debts, laws, ordinances and regulations in force in the Town of Youngsville and shall be entitled to the same privileges and benefits as other parts of the Town of Youngsville. Said territory shall be subject to municipal taxes according to G.S. 160A-58.10.

Section 3. The Mayor of the Town of Youngsville shall cause to be recorded in the office of the Register of Deeds of Franklin County, and in the office of the Secretary of State at Raleigh, North Carolina, an accurate map of the annexed territory, described in Section 1 above, together with a duly certified copy of this ordinance. Such a map shall also be delivered to the Franklin County Board of Elections, as required by G.S. 163-288.1.

Section 4. Notice of adoption of this ordinance shall be published once, following the effective date of annexation, in a newspaper having general circulation in the Town of Youngsville.

Adopted this 5th day of November 2020.

Fonzie Flowers, Mayor

ATTEST:

APPROVED AS TO FORM:

Emily Hurd, Town Clerk

Town Attorney



Town of Youngsville Memorandum

To: Youngsville Board of Commissioners
From: Erin Klinger, Planning and Zoning Administrator
Date: October 27, 2020
Re: Public Hearing to consider text amendments to the Youngsville Development Ordinance Article 3 – Definitions; Table 8.1 – Table of Uses; Section 10.1-18 – New Section; and Table 15.1 – Special Events and Temporary Structures.
Encl: Amended Article 3, Table 8.1, Section 10.1-18, and Table 15.1 as described below.

Item: A public hearing is scheduled to consider text amendments to: Revise Article 3 to amend the definitions of “food truck” and “market, tailgate”; revise Table 8.1 to add food trucks as a use with additional standards in the MS, RMST, C-1, CIV, MU-1, and MU-2 zoning districts; revise Table 8.1 to remove “food trucks” from the “Market – Tailgate” use; add new Section 10.1-18 – Food Trucks to Article 10; and revise Table 15.1 to remove food trucks as a temporary use.

Comments: During its October 6, 2020 regular meeting the Planning Board voted unanimously to recommend approval of the proposed text amendments, stating that (1) the current requirements do not permit food trucks to operate any more than (5) days per calendar year and (2) the amendments are consistent with the goals of the Town Plan 2040 – Comprehensive Land Use Plan of “Downtown Business Retention” and “Attract New Businesses”.

Planning Board Statement of Plan Consistency and Recommendation:

During its October 6, 2020 regular meeting the Planning Board voted unanimously to recommend approval of the proposed text amendments, stating that they are consistent with the plans and policies of the Town of Youngsville (Motion by Scott Anderson, second by Robert Martin, approved 4-0).

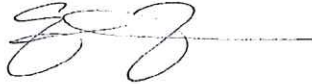
Staff comments:

Food trucks are currently a listed use with additional standards in the Mixed-Use (MU), Main Street (MS), Civic (CIV), and Commercial (C-1) zoning districts. However, the requirement of Table 15.1 that food trucks are limited to operating only five days per calendar year presents a problem. Staff has had several complaints within the past few months from food truck owners that this limitation presents a hardship to their business, particularly in the current climate of the COVID-19 pandemic. If the current regulations remain, we anticipate further grievances along these lines.

Planning staff supports the proposed amendments. The proposed amendments are consistent with the goals of the Town Plan 2040 – Comprehensive Land Use Plan of “Downtown Business Retention” as the new regulations will help encourage growth and expansion of existing businesses and “Attract New Businesses” as the proposed text amendments will aid in attracting new businesses as well as fostering growth in existing local businesses.

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

Sincerely,

A handwritten signature in black ink, consisting of stylized initials and a horizontal line extending to the right.

Article 3

FOOD TRUCK. ~~See MARKET, TAILGATE.~~ A motorized vehicle or pushcart that is designed and operated for the purpose of preparing and/or selling food and/or non-alcoholic beverages to the general public on a recurring basis and is to be readily moved.

MARKET, TAILGATE. The periodic offering for sale of fresh agricultural and/or prepared food products directly to the customer at an open-air venue. ~~Including the term "Food Truck"~~

DRAFT

Article 8

Table 8.1 – Add Food Trucks as Use with Additional standards (S (10.1-18)) in MS, RMST, C-1, CIV, MU-1, and MU-2 Zoning Districts

Table 8.1 – Market – Tailgate (Fresh Foods and “Food Trucks” or Prepared Foods)(as Temporary Use – see Article 15)

DRAFT

Article 10

Section 10.1-18 Food Trucks (New section, all subsequent sections will shift down in number.)

10.1-18(A) Permits.

(1.) A food truck permit must be obtained by the food truck vendor. The food truck permit must be accompanied by the following:

(a.) A complete application signed by both the food truck vendor and the property owner or the property owner's agent of the property on which the food truck is to be located.

(b.) A site plan showing the limits of the property, the location of the proposed food truck, and distances from the objects listed in Section 10.1-18(B)(1)(b).

(c.) Copies of North Carolina Sales and Use Certificate, County Health Department Permit from home location, North Carolina Department of Agriculture Food Permit (if applicable), and a copy of the vehicle/trailer registration.

(d.) Fee paid to the Town of Youngsville. Fees for this permit shall be as established in the Town's yearly fee schedule.

(2.) Permit is valid for one year from the date of initial issuance and must be renewed on an annual basis. Permits are not transferable.

(3.) All applicable Franklin County and Town of Youngsville permits and licenses must be clearly displayed on the food truck. A copy of the approved zoning permit shall be kept in the food truck during the operation.

(4.) Non-commercial private events held on single-family lots shall not be required to obtain a food truck permit.

10.1-18(B) Regulations

1. Location

(a.) Food trucks may not occupy any required parking stall for the primary use while the primary use is open to the public. Food trucks and the primary use may share parking spaces when having separate hours of operation. Parking stalls that are overflow or extra according to the regulations in the zoning code may be used to park a food truck; however, parking stalls leased to another business or adjacent use may not be used unless the food truck is operating under separate hours of operation. Food trucks may not park in handicapped accessible parking spaces, nor can they park in access or drive aisles or loading and unloading spaces.

(b.) Food trucks and food truck uses must be located at least (5) feet from the edge of any driveway or public sidewalk, utility boxes and vaults, handicapped ramp, building entrance, exit or emergency access/exit way, or emergency call box and must not be located within any area that impedes, endangers, or interferes with pedestrian or vehicular traffic. Food trucks must be located a minimum distance of fifteen (15) feet in all directions from a fire hydrant.

(c.) Food trucks and food truck uses must be located at least one hundred (100) feet from the main entrance to any eating establishment or similar food service business. If a zoning permit is issued and a restaurant subsequently opens within one hundred (100) feet of the approved food truck location, the food truck may continue to operate until the permit expires.

(d.) Food trucks may not encroach upon open space, landscaping, or fire lanes, and shall not obstruct or disturb existing buffers, required setbacks from buffers or streetscapes, or stormwater drainage systems on the subject property.

(e.) Only one vendor may be located on any parcel at one time, unless vendors are participating in a separately permitted special event.

(f.) Food trucks are prohibited on parcels used for residential purposes except as otherwise allowed in this section or by law.

2. Operation

(a.) The food truck's operator is responsible for the proper disposal of waste and trash associated with the operation. Town of Youngsville trash receptacles are not to be used for this purpose. Operators shall remove all trash and waste associated with their truck at the end of each day. The operator shall keep all areas within five (5) feet of their truck clean of grease, trash, paper, cups, or cans associated with the vending operation. No liquid waste or grease is to be disposed of in tree pits, storm drains, or onto sidewalks, streets, or other public space. Under no public circumstances shall grease be released or disposed of into the sanitary sewer system.

(b.) All equipment required for the operation of the food truck must be contained within, attached to, or within three (3) feet of the food truck and all food preparation, storage, and sales/distribution made in compliance with all applicable County, State, and Federal Health Department regulations.

(c.) Food trucks may not use audio amplification. Food trucks are all subject to the Town of Youngsville noise ordinance.

(d.) Food truck vendors shall not provide customer seating.

(e.) No products shall be sold from any food truck which is stopped, standing, or parked in any public street, right-of-way, or easement, nor shall the food truck vendor impede the flow of traffic or pedestrians on the sidewalk.

(f.) The mobile restaurant operator or a designated person knowledgeable of the operation and regulations pertaining to food trucks shall be present at all times except in the case of an emergency.

3. Hours

(a.) The days and hours of operation shall be between:

i. Sunday through Thursday: 7:00 a.m. to 10:00 p.m.

ii. Friday and Saturday: 7:00 a.m. to 11:00 p.m.

iii. When located within 150 feet of a residential dwelling unit, the hours of operation shall be between 7:00 a.m. and 9:00 p.m.

(b.) Food trucks and food truck uses must be removed from all permitted locations when the food truck is not in operation or associated food truck uses are not taking place.

4. Signs

(a.) One freestanding sandwich board sign may be permitted as part of the food truck vending operation. One temporary gatorboard or similar sign per street frontage of the primary use may be permitted as well.

(b.) All signage associated with any food truck or food truck use must comply with Article 17 of this Ordinance.

5. Special Events

(a.) This section and its requirements, rights, and/or privileges shall not apply in any respect to food truck vending at any market, festival, activity, arts and crafts exhibit, or similar event sanctioned or in partnership with or by the Town of Youngsville through the approval of a Town special event permit.

(b.) Food trucks and food truck uses are prohibited from locating on public streets unless the public street is closed for reasons referenced above.

10.1-18(C) Enforcement

(1.) Any food truck vendor that has a suspended or revoked permit by the State of North Carolina and/or Franklin County, and on a subsequent inspection, a State of North Carolina and/or Franklin County inspector determines that the food truck vendor has not corrected the violation(s), shall have its Town of Youngsville-issued food truck permit revoked and food service shall cease in the Town.

(2.) If, at any time, the Franklin County Environmental Health Department revokes or suspends the issued food vending permit, the Town of Youngsville food truck permit shall be revoked or suspended simultaneously.

(3.) Vendors must operate in a safe, sanitary, and non-offensive manner. Complaints of unsafe conditions, excessive waste or noise (from patrons or machinery), or other disruptive conditions will be investigated and may be the cause for revoked permits or denied permit renewal.

(4.) The Planning, Zoning, & Subdivision Administrator may engage in zoning enforcement or prohibit/suspend a food truck vendor's operations if they are causing parking, traffic congestion, or litter problems either on or off the property where the use is located or if such use is otherwise creating a danger to the public health or safety.

Article 15

Table 15.1:

Special Event and/or Temporary Structure	Maximum Duration (see note 5)	Maximum Frequency (see note 5)	Districts	Permit Required	Additional Standards
Market, Tailgate – Fresh or Food Trucks Prepared Foods	1 day	5 per calendar year	“MU”, “MS”, “CIV”, “C-1”	Yes	Not permitted in public right-of-way

DRAFT



Town of Youngsville

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

TOWN OF YOUNGSVILLE PUBLIC HEARING ELECTRONIC MEETING NOTICE

The Youngsville Board of Commissioners will hold a public hearing at 7:00 p.m., or soon thereafter, on November 5th, 2020. Please be advised that this meeting will be held electronically. Consequently, public participation in this meeting will be via electronic means only. Immediately below is the electronic meeting information.

If joining via Microsoft Teams, use the following link:

tinyurl.com/boc-2020-11-05

If joining via phone, use the following dial-in info:

Phone Number: **872-240-8002**

Conference code: **662 725 372#**

The Board of Commissioners will receive public comments on proposed amendments to the Youngsville Development Ordinance to revise Article 3 to amend the definitions of “food truck” and “market, tailgate”; revise Table 8.1 to add food trucks as a use with additional standards in the MS, RMST, C-1, CIV, MU-1, and MU-2 zoning districts; revise Table 8.1 to remove “food trucks” from the “Market-Tailgate” use; add new Section 10.1-18 – Food Trucks to Article 10; and revise Table 15.1 to remove food trucks as a temporary use. The proposed ordinance will remove the five-day-per-year restriction from food truck operations while also adding some additional standards for food truck businesses. For more information, contact the Youngsville Planning Department at (919) 925-3401.

Citizens are welcome to attend the hearing electronically and provide comment. All persons requesting to speak during a public comment period must register in advance before 12:00 pm on the day prior to the meeting by calling town hall at (919) 925-3401 or by visiting the following website: tinyurl.com/Youngsville-comment. When requesting to register for a public hearing, persons must provide their name, physical address, comment topic, and the phone number used to dial-in to the electronic meeting. Registered persons will be recognized for comments in the order registered. The time limit for each speaker shall be five minutes.

Written public comments will also be accepted via U.S. mail, customerservice@townofyoungsville.org, and in-person at Town Hall until 24 hours before the public hearing.

Full meeting agendas may be downloaded via the Town’s website (townofyoungsville.org) by clicking on the “Government” link near the top-center of the home page.

Please advertise in the October 22, 2020 and October 29, 2020 editions of the Franklin Times.

Send affidavit of publication and invoice to:
Town of Youngsville
Emily Hurd, Town Clerk
P.O. Box 190
Youngsville, NC 27596
(919) 925-3401

**AN ORDINANCE TO AMEND THE DEFINITIONS, TABLE OF USES, AND
USES WITH ADDITIONAL DEVELOPMENT STANDARDS SECTIONS OF
THE ZONING ORDINANCE OF THE TOWN OF YOUNGSVILLE**

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

WHEREAS, following due advertisement announcing a public hearing as provided by law, the Board of Commissioners for the Town of Youngsville, North Carolina held said public hearing on November 5, 2020, to consider amending the Zoning Ordinance, and

WHEREAS, the Board of Commissioners of the Town of Youngsville, North Carolina may enact ordinances to protect the health, safety, and welfare of its citizens under the North Carolina General Statutes § 160A-174 and § 160A-383, and

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

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

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

SECTION 1.

Amend Article 3, Definitions to read as follows:

FOOD TRUCK. A motorized vehicle or pushcart that is designed and operated for the purpose of preparing and/or selling food and/or non-alcoholic beverages to the general public on a recurring basis and is to be readily moved.

MARKET, TAILGATE. The periodic offering for sale of fresh agricultural and/or prepared food products directly to the customer at an open-air venue.

SECTION 2.

Add to Table 8.1, Table of Uses:

Food trucks as a Use with Additional standards. Table will refer to S(10.1-18), and the use will be listed with additional standards in the MS, RMST, C-1, CIV, MU-1, and MU-2 zoning districts.

SECTION 3.

Amend Table 8.1, Table of Uses to read as follows:

Market – Tailgate (Fresh Foods or Prepared Foods)(as Temporary Use – see Article 15)

SECTION 4.

Add Article 10, Section 1-18 to read as follows:

10.1-18(A) Permits.

1. A food truck permit must be obtained by the food truck vendor. The food truck permit must be accompanied by the following:
 - a. A complete application signed by both the food truck vendor and the property owner or the property owner's agent of the property on which the food truck is to be located.
 - b. A site plan showing the limits of the property, the location of the proposed food truck, and distances from the objects listed in Section 10.1-18(B)(1)(b).
 - c. Copies of North Carolina Sales and Use Certificate, County Health Department Permit from home location, North Carolina Department of Agriculture Food Permit (if applicable), and a copy of the vehicle/trailer registration.
 - d. Fee paid to the Town of Youngsville. Fees for this permit shall be as established in the Town's yearly fee schedule.
2. Permit is valid for one year from the date of initial issuance and must be renewed on an annual basis. Permits are not transferable.

3. All applicable Franklin County and Town of Youngsville permits and licenses must be clearly displayed on the food truck. A copy of the approved zoning permit shall be kept in the food truck during the operation.
4. Non-commercial private events held on single-family lots shall not be required to obtain a food truck permit.

10.1-18(B) Regulations.

1. Location.

- a. Food trucks may not occupy any required parking stall for the primary use while the primary use is open to the public. Food trucks and the primary use may share parking spaces when having separate hours of operation. Parking stalls that are overflow or extra according to the regulations in the zoning code may be used to park a food truck; however, parking stalls leased to another business or adjacent use may not be used unless the food truck is operating under separate hours of operation. Food trucks may not park in handicapped accessible parking spaces, nor can they park in access or drive aisles or loading and unloading spaces.
- b. Food trucks and food truck uses must be located at least (5) feet from the edge of any driveway or public sidewalk, utility boxes and vaults, handicapped ramp, building entrance, exit or emergency access/exit way, or emergency call box and must not be located within any area that impedes, endangers, or interferes with pedestrian or vehicular traffic. Food trucks must be located a minimum distance of fifteen (15) feet in all directions from a fire hydrant.
- c. Food trucks and food truck uses must be located at least one hundred (100) feet from the main entrance to any eating establishment or similar food service business. If a zoning permit is issued and a restaurant subsequently opens within one hundred (100) feet of the approved food truck location, the food truck may continue to operate until the permit expires.
- d. Food trucks may not encroach upon open space, landscaping, or fire lanes, and shall not obstruct or disturb existing buffers, required setbacks from buffers or streetscapes, or stormwater drainage systems on the subject property.
- e. Only one vendor may be located on any parcel at one time, unless vendors are participating in a separately permitted special event.
- f. Food trucks are prohibited on parcels used for residential purposes except as otherwise allowed in this section or by law.

2. Operation.

- a. The food truck's operator is responsible for the proper disposal of waste and trash associated with the operation. Town of Youngsville trash receptacles are not to be used for this purpose. Operators shall remove all trash and waste associated with their truck at the end of each day. The operator shall keep all areas within five (5) feet of their truck clean of grease, trash, paper, cups, or cans associated with the vending operation. No liquid waste or grease is to be disposed of in tree pits, storm drains, or onto sidewalks, streets, or other public space. Under no public circumstances shall grease be released or disposed of into the sanitary sewer system.
- b. All equipment required for the operation of the food truck must be contained within, attached to, or within three (3) feet of the food truck and all food preparation, storage, and sales/distribution made in compliance with all applicable County, State, and Federal Health Department regulations.
- c. Food trucks may not use audio amplification. Food trucks are all subject to the Town of Youngsville noise ordinance.
- d. Food truck vendors shall not provide customer seating.
- e. No products shall be sold from any food truck which is stopped, standing, or parked in any public street, right-of-way, or easement, nor shall the food truck vendor impede the flow of traffic or pedestrians on the sidewalk.
- f. The mobile restaurant operator or a designated person knowledgeable of the operation and regulations pertaining to food trucks shall be present at all times except in the case of an emergency.

3. Hours.

- a. The days and hours of operation shall be between:
 - i. Sunday through Thursday: 7:00 a.m. to 10:00 p.m.
 - ii. Friday and Saturday: 7:00 a.m. to 11:00 p.m.
 - iii. When located within 150 feet of a residential dwelling unit, the hours of operation shall be between 7:00 a.m. and 9:00 p.m.
- b. Food trucks and food truck uses must be removed from all permitted locations when the food truck is not in operation or associated food truck uses are not taking place.

4. Signs.

- a. One freestanding sandwich board sign may be permitted as part of the food truck vending operation. One temporary gatorboard or similar sign per street frontage of the primary use may be permitted as well.
- b. All signage associated with any food truck or food truck uses must comply with Article 17 of this Ordinance.

5. Special Events.

- a. This section and its requirements, rights, and/or privileges shall not apply in any respect to food truck vending at any market, festival, activity, arts and crafts exhibit, or similar event sanctioned or in partnership with or by the Town of Youngsville through the approval of a Town special event permit.
- b. Food trucks and food truck uses are prohibited from locating on public streets unless the public street is closed for reasons referenced above.

10.1-18(C) Enforcement.

1. Any food truck vendor has a suspended or revoked permit by the State of North Carolina and/or Franklin County, and on a subsequent inspection, a State of North Carolina and/or Franklin County inspector determines that the food truck vendor has not corrected the violation(s), shall have its Town of Youngsville-issued food truck permit revoked and food service shall cease in the Town.
2. If, at any time, the Franklin County Environmental Health Department revokes or suspends the issued food vending permit, the Town of Youngsville food truck permit shall be revoked or suspended simultaneously.
3. Vendors must operate in a safe, sanitary, and non-offensive manner. Complaints of unsafe conditions, excessive waste or noise (from patrons or machinery), or other disruptive conditions will be investigated and may be the cause for revoked permits or denied permit renewal.
4. The Planning, Zoning, & Subdivision Administrator may engage in zoning enforcement or prohibit/suspend a food truck vendor's operations if they are causing parking, traffic congestion, or litter problems either on or off the property where the use is located or if such use is otherwise creating a danger to the public health or safety.

SECTION 5.

Amend Table 15.1 – Special Events & Temporary Structures to read as follows:

Special Event and/or Temporary Structure	Maximum Duration (see note 5)	Maximum Frequency (see note 5)	Districts	Permit Required	Additional Standards
Market, Tailgate – Fresh or Food Trucks Prepared Foods	1 day	5 per calendar year	“MU”, “MS”, “CIV”, “C-1”	Yes	Not permitted in public right-of-way

SECTION 6.

This ordinance shall be effective from and after its adoption.

Adopted this ____ day of _____, 2020.

Fonzie A. Flowers, Mayor

ATTEST:

Emily Hurd, Town Clerk



Town of Youngsville Memorandum

To: Board of Commissioners

From: Erin Klinger, Planning and Zoning Administrator *EB*

Date: October 27, 2020

Re: Public Hearing to consider a rezoning application #ZMA-200824-01
SFR-3 to CIV for property located at 2179 Hicks Road

Encl: (1) Rezoning Application

Item: A public hearing is scheduled in consideration of an application #ZMA-200824-01 filed by Youngsville Academy Charter School to rezone a lot located at 2179 Hicks Road, near the corner of Hicks and Cedar Creek Roads (PIN 1853-92-5452) from Single-Family Residential-3 (SFR-3) to Civic (CIV). Attached is a copy of the completed application.

Proposed Zoning: The applicant indicated that they intend to locate their new high school on the subject property. Their current location would not allow them to invest in parking and athletic fields, while their master plan for the subject property would permit the development of additional field spaces as well as the requisite parking.

Surrounding Land Uses and Zoning:



The above aerial view shows the subject property as currently vacant.

North: Vacant property, zoned SFR-3.

South: An existing house, zoned SFR-3.

East: The existing Youngsville Academy Charter School site, not in the Town of Youngsville's zoning jurisdiction.

West: Vacant property, zoned SFR-3.

Planning Board Statement of Plan Consistency and Recommendation:

During its October 6, 2020 regular meeting, the Planning Board voted unanimously to recommend approval of the rezoning, stating that (1) the zoning map amendment is harmonious with the surrounding zoning in the area and (2) the proposed amendment is consistent with several of the goals of the Town Plan 2040 – Comprehensive Land Use Plan, among them “Plan for Growth”.

Staff comments:

- The property is bounded by SFR-3 zoning on all sides except the east, which is compatible with the proposed zoning.
- A minimum 15-foot wide Type “C” buffer would be required between this parcel and adjacent parcels not zoned CIV so as to provide proper screening from this use.
- This does not constitute spot zoning as the existing Youngsville Academy Charter School site is across the street from the subject property.
- The proposed rezoning would be consistent with the goal of “Plan for Growth” from the Comprehensive Land Use Plan as it will help the Town provide adequate educational facilities for new residents.
- Rezoning this property to CIV would not be consistent with the Future Land Use Map; however, as previously mentioned, the proposed zoning is compatible with the surrounding zoning.

Planning staff supports this request as it is consistent with several of the goals from the Town Plan 2040 – Comprehensive Land Use Plan. Moreover, the proposed zoning is harmonious with the existing zoning of the surrounding parcels.

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



TOWN of
YOUNGSVILLE

Planning and Zoning Department
Youngsville Town Hall
134 US 1A South
Youngsville, NC 275963
t 919-925-3401
f 919-925-3402

ZONING AMENDMENT PETITION APPLICATION

PROCESS INFORMATION and FILING INSTRUCTIONS

1. Before filing an application, the applicant shall meet with the Planning, Zoning, and Subdivision Administrator to discuss the proposed amendment.
2. It is also required that the applicant for a rezoning meet with representatives of the neighborhood in which the property to be rezoned is located.
3. The applicant must complete this application in full. This application will not be processed unless all requested information is provided.
4. This is a process that requires a public hearing and public notification including mailed notice to adjacent property owners and a sign posted on the property. The applicant will need to provide a list of adjacent property owners and their mailing addresses.
5. The petition must be submitted by 12 pm on the first business day of the previous calendar month in order to be considered at the Planning Board meeting the following month. The Planning Board meets on the first Tuesday of each month at 6 pm, excluding holidays, at the Youngsville Community House. Following Planning Board recommendation, the proposal will be heard by the Board of Commissioners at a public hearing.
6. Please see the adopted fee schedule for the current filing fee. This must be paid in full at the time of application submittal.
7. For additional information or assistance, call the Planning Department at 919-925-3401.

FOR DEPARTMENT USE ONLY

Date Filed: 8/24/2020

Fee Paid: _____

Date Public Hearing Scheduled: _____

Date Hearing Advertised: _____

Petition Number: _____

Approved Denied

Authorized Signature: _____

Disposition Date: _____



TOWN of
YOUNGVILLE

Planning and Zoning Department
Youngsville Town Hall
134 US 1A South
Youngsville, NC 275963
t 919-925-3401
f 919-925-3402

GENERAL INFORMATION

Applicant Name: Youngsville Academy Charter School, Inc

Mailing Address: 2045 Hicks Road, Youngsville NC 27596

Phone: 984.235.4620

Email: dan.henson@youngsvilleacademy.org

Property Owner Name (if different from applicant): _____

Mailing Address: _____

Phone: _____

Email: _____

PETITION INFORMATION

NOTE: If you are filing a petition for a text amendment, please skip to the next section.

Location of property:

2179 Hicks Road, Youngsville NC 27596

Tax Map ID/PIN: 1853-92-5452

Current zoning classification: SFR-3

Requested zoning reclassification: CIV

Legal description of the property (metes and bounds, or, if subdivided, lot block and subdivision plat book and page number. Attach additional pages if necessary.)

BEING all of Tract 1, containing 15.463 acres as shown on plat entitled "Minor Subdivision Plat for

Charter FC Youngsville LLC", a copy of which is recorded in Book of Maps 2020, Page 222, Franklin

County Registry



TOWN of
YOUNGVILLE

Planning and Zoning Department
Youngsville Town Hall
134 US 1A South
Youngsville, NC 27596
t 919-925-3401
f 919-925-3402

NOTE: If the person who has requested the Board of Commissioners to take action on a particular piece of property is not the owner of the property and does not have a binding option to purchase the property, then the actual owner(s) of the land must complete this form. If the person who is requesting the Board of Commissioners to take action on a particular piece of property is the owner of the property or has a binding option to purchase the property, please disregard this form. Attach a copy of the option to purchase if the applicant has a binding option to purchase the property.

I/We YOUNGVILLE ACADEMY am/are the owner(s) of the property located at 2179 HICKS ROAD, YOUNGVILLE NC 27596.

I/We hereby authorize LARRY + DANIEL HENSON to appear by consent before the Youngsville Board of Commissioners in order to ask for a zoning amendment to

THE 15.463 ACRES SHOWN ON PLAT ENTITLED "MINOR SUBDIVISION PLAT FOR CHARTER FC YOUNGVILLE LLC", (BOOK OF MAPS 2826, PAGE 222) OF PIN 1853-92-5452

at this location. I/we authorize the Town of Youngsville to advertise and present this matter in my/our name as the owner of the property.

If there are any questions you may contact DANIEL HENSON at my address,

2045 HICKS ROAD, YOUNGVILLE NC 27596

or by telephone at (984) 235-4620 or email address DAN.HENSON@YOUNGVILLEACADEMY.ORG

Respectfully yours,

LARRY HENSON
Owner

Date

8/21/2020

John Allen
Owner

Date

8/21/2020

Granville County, North Carolina

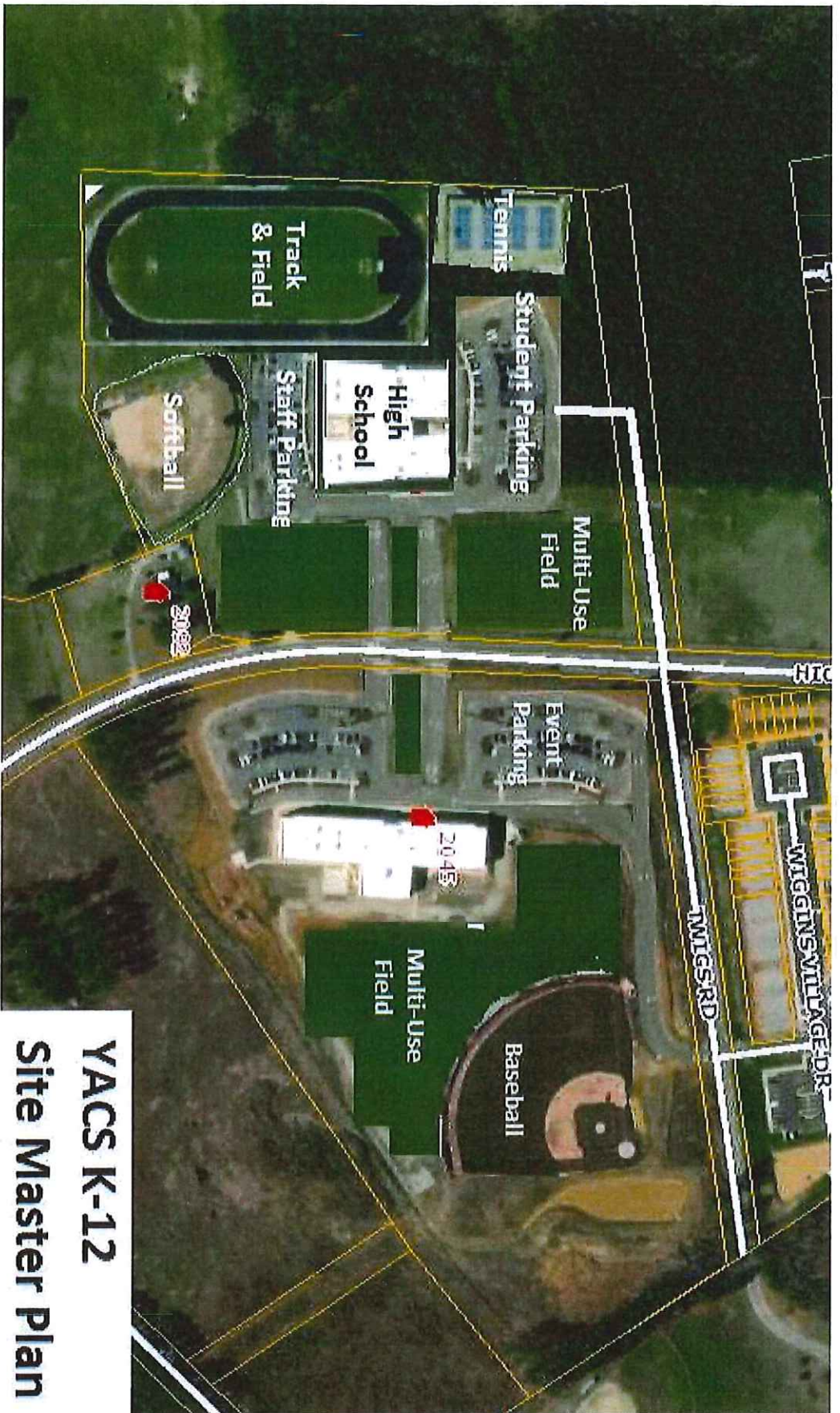
I certify that the following person(s) personally appeared before me this day, each acknowledging to me that he or she voluntarily signed the foregoing document for the purpose stated therein and, in the capacity, indicated: Larry Henson John Allen

Date: 8-21-20

8/

Dencie R. Barbour





YACS K-12
Site Master Plan



September 3, 2020

Subject: Rezoning

Dear Landowner,

Youngsville Academy Charter School has submitted a rezoning request to the Town of Youngsville for the property depicted on the attached sketch. You are receiving this letter because you own property adjacent to or near this property. The rezoning request would rezone this property to Civic (CIV). Youngsville Academy Charter School invites you to attend a teleconference to discuss this rezoning on Thursday, September 17, 2020 at 5:30pm. The purpose of this meeting will be to provide information regarding the rezoning and allow you to ask the owner questions. Please choose your option below to attend this teleconference. If you are unable to attend this meeting, please feel free to reach out to Mr. Dan Henson at 984.235.4620 ext 113 during school business hours.

Options for Attending Meeting:

Conference Call:

Dial-in number: (515) 604-9099

Access code: 333-457-200

Video and Screen Sharing:

Online meeting link: <https://join.freeconferencecall.com/333-457-200>

Sincerely,

Daniel Henson
Business Director
Youngsville Academy
dan.henson@youngsvilleacademy.org



Youngsville Academy – Rezoning Meeting

Minutes:

Meeting Date: September 17, 2020
Meeting Time: 5:30pm – 6:00pm

Purpose:

To discuss rezoning parcel to accommodate High School facility and preserve field space and to allow for questions and comments.



In attendance:

- Bob Clark, Town of Youngsville
- Erin Klinger, Town of Youngsville
- Dan Henson, Youngsville Academy

Discussion:

- Dan Henson opened the meeting at 5:30pm with only representatives from the Town of Youngsville and Youngsville Academy on the phone. The line remained open for 30 minutes to ensure anyone who joined late would have an opportunity to hear about the planned project and ask questions and/or provide comments. No additional guests joined the call.
- Dan Henson informed Town of Youngsville Employees that that notices had been distributed to nearby landowners and the nearby homeowner's association. No phone calls, feedback, or correspondence regarding the planned rezoning had been received.
- Meeting closed at 6:00pm



Town of Youngville

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

October 27, 2020

RE: Zoning Map Amendment Application, Youngville Academy Charter School

1. A Public Hearing Notice was sent to adjoining property owners (see attached list) on October 22, 2020, to inform them of the Public Hearing scheduled for November 5, 2020 at 7:00 p.m. at the Youngville Community House to hear comments on a Zoning Map Amendment Application submitted by Youngville Academy Charter School, to rezone a lot near the corner of Hicks Road and Cedar Creek Road (PIN 1853-92-5452) from Single-Family Residential-3 (SFR-3) to Civic (CIV). Information was also provided on how to access the meeting electronically.
2. The Public Hearing Notice sign was posted on October 28, 2020.

Erin Klinger
Planning and Zoning Administrator

**TOWN OF YOUNGSVILLE
PUBLIC HEARING ELECTRONIC MEETING NOTICE**

The Youngsville Board of Commissioners will hold a public hearing at 7:00 p.m., or soon thereafter, on Thursday, November 5th, 2020. Please be advised that this meeting will be held electronically. Consequently, public participation in this meeting will be via electronic means only. Immediately below is the electronic meeting information.

If joining via Microsoft Teams, use the following link:
tinyurl.com/boc-2020-11-05

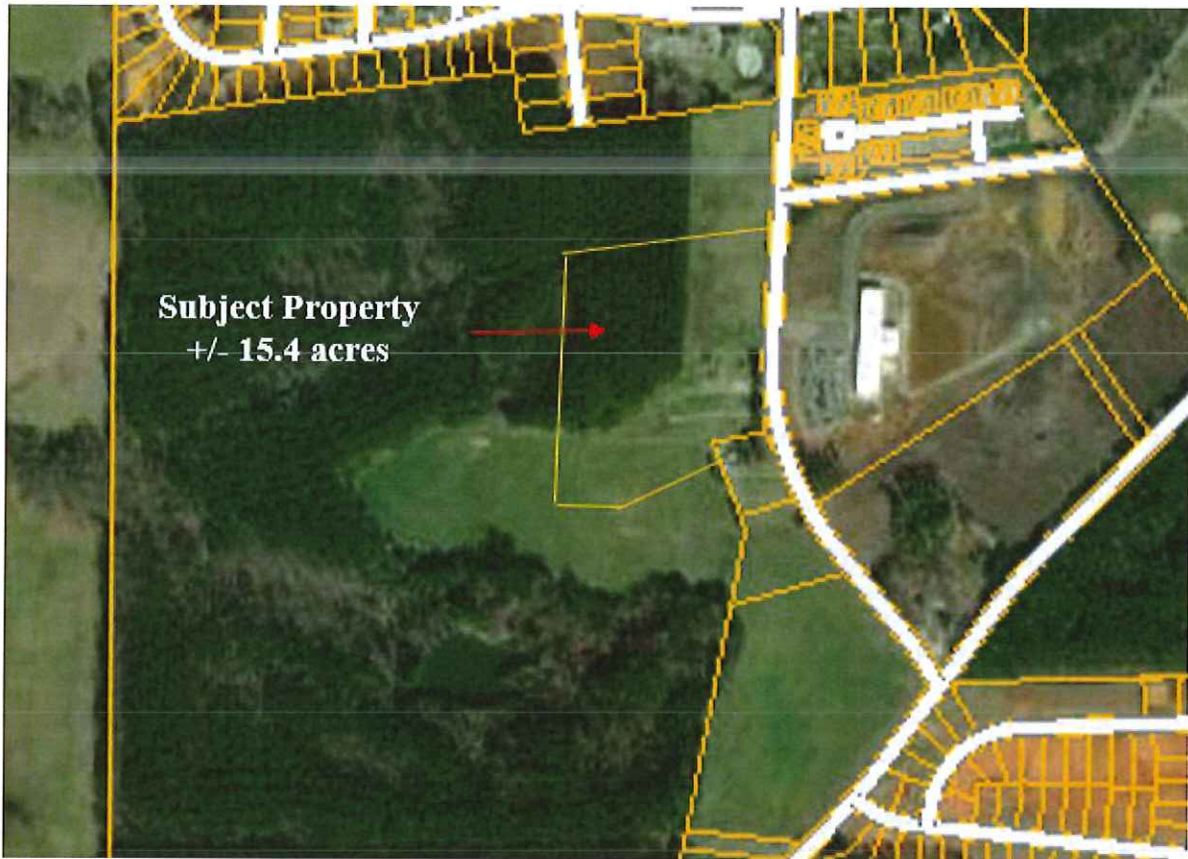
If joining via phone, use the following dial-in info:
Phone Number: **872-240-8002**
Conference code: **662 725 372#**

The Board of Commissioners will receive public comments on proposed amendments to the Youngsville Development Ordinance to rezone a lot located at 2179 Hicks Road, near the Corner of Hicks and Cedar Creek Roads (PIN 1853-92-5452) from Single-Family Residential-3 (SFR-3) to Civic (CIV). For more information, contact the Youngsville Planning Department at (919) 925-3401.

Citizens are welcome to attend the hearing electronically and provide comment. All persons requesting to speak during a public comment period must register in advance before 12:00 pm on the day prior to the meeting by calling town hall at (919) 925-3401 or by visiting the following website: tinyurl.com/Youngsville-comment. When requesting to register for a public hearing, persons must provide their name, physical address, comment topic, and the phone number used to dial-in to the electronic meeting. Registered persons will be recognized for comments in the order registered. The time limit for each speaker shall be five minutes.

Written public comments will also be accepted via U.S. mail, customerservice@townofyoungsville.org, and in-person at Town Hall until 24 hours before the public hearing.

Full meeting agendas may be downloaded via the Town's website (townofyoungsville.org) by clicking on the "Government" link near the top-center of the home page.



ADJOINERS FOR PINs 1853-92-5452

PINs 1853-92-5452
JTM Properties LLC
1536 Carr Street
Raleigh, NC 27608

Applicant
Youngsville Academy Charter School, Inc.
2045 Hicks Road
Youngsville, NC 27596

PIN 1863-02-6786
Harry A Peterson
2092 Hicks Road
Youngsville, NC 27596

PIN 1863-13-2393
Charter FC Youngsville LLC
19950 West Country Club Drive
#800
Aventura, FL 33180

AN ORDINANCE TO AMEND THE OFFICIAL ZONING MAP
OF THE TOWN OF YOUNGSVILLE, NORTH CAROLINA

WHEREAS, on August 24, 2020, Youngsville Academy Charter School, Inc submitted a petition (ZMA-200824-01) and filing fee requesting rezoning from Single-Family Residential-3 (SFR-3) to Civic (CIV) 15.46 +/- acres of property (PIN 1853-92-5452). Said property is located near the corner of Hicks Road and Cedar Creek Road, and more particularly described in:

Franklin County Register Book 2020, page 222; PIN 1853-92-5452

WHEREAS, the Planning Board on October 6, 2020, voted unanimously (4-0) to advise the Board of Commissioners that the amendment is consistent with the surrounding area and plans and policies for the Town of Youngsville, and to adopt the staff report which addresses plan consistency and other matters; and

WHEREAS, following due advertisement, notice to property owners, and posting signs announcing a public hearing as provided by law, the Board of Commissioners for the Town of Youngsville held said public hearing on November 5, 2020; and

WHEREAS, in accordance with the provisions of North Carolina General Statute 160D-605(a), the Board of Commissioners does hereby find and determine that the adoption of the ordinance rezoning the above described property is consistent with the plans and policies of the Town of Youngsville.

NOW THEREFORE BE IT ORDAINED by the Board of Commissioners of the Town of Youngsville, North Carolina in order to protect the public health, welfare, and safety, the Official Zoning Map is hereby amended as follows:

The 15.46 +/- acre property described hereinabove is reclassified from Single-Family Residential-3 (SFR-3) to Civic (CIV).

DULY ADOPTED this ____ day of _____, 2020.

Fonzie Flowers, Mayor

ATTEST:

Emily Hurd, Town Clerk



Town of Youngsville

Board of Commissioners

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

Youngsville, NC 27596

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

CustomerService@TownofYoungsville.org

www.townofyoungsville.org

MINUTES BOARD OF COMMISSIONERS

OCTOBER 8, 2020
7:00PM

REGULAR MEETING

YOUNGVILLE COMMUNITY HOUSE

Mayor Fonzie Flowers called the Board Meeting of the Town of Youngsville Board of Commissioners to order at 7:00pm. Commissioner Hedlund gave invocation. In attendance were Commissioners Cat Redd, Terry Hedlund (teleconference), Scott Brame, Larry Wiggins and Joseph Johnson (teleconference). Others in attendance were Town Administrator Phillip Cordeiro, Town Clerk / Tax Collector Emily Hurd, Planning and Zoning Administrators Erin Klinger (teleconference) and Bob Clark (teleconference), Police Chief J.W. Whitley, Finance Officer Kari Patton-Motluck, Attorney Michael Cohen (teleconference), Parks and Recreation Director Andrew Smith, and Public Works Supervisor Randy Smith. Lee Grissom of S Preston Douglas & Associates, LLP was also in attendance.

MOTION: TO APPROVE THE AGENDA

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

The next item on the agenda was citizens' comments. Due to the social distancing restriction for the COVID-19 Virus, citizens attended via web/teleconference.

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

The next item on the agenda was the Financial Report. Lee Grissom, S Preston Douglas & Associates, LLP, presented the FYE 2020 Audit Report. Mr. Grissom stated that Youngsville was in good shape overall. There were no issues with Staff and no illegal acts were found. He stated the audit was finished early due to the organization of records.

Mr. Grissom noted there had been a turnover in the Finance Department and Patton-Motluck has a good accounting background. The financial trends are extremely positive.

Mr. Grissom noted that in previous years, there had been two findings. As of this year, there is only one finding due to the size of staff making the segregation of duties difficult.

Mr. Grissom presented graphs pertaining to the audit. The first graph was an analysis of the Fund Balance – Governmental Funds. Total Fund Balance was \$2,600,931 as compared to last year's \$1,867,156. He noted the last two years have shown a significant increase.

The second graph was an analysis of unassigned Fund Balance as a percentage of General Fund Expenditures. Mr. Grissom explained Fund Balance was the money the Town had in reserve as emergency funds. He noted it has increased over the last three years; 2017 was 48.30%, 2018 was 61.81%, 2019 61.98%, and 2020 was 77.30%.

The third graph showed Total Cash across all funds. Mr. Grissom stated the last two years show a significant increase; 2018 was \$1,276,214, 2019 was \$1,911,089, and 2020 was \$2,706,020.

The fourth graph showed Long-Term Debt. Mr. Grissom stated the long-term debt started increasing in FYE 2020, mainly because the Town added \$504,425 in capital lease obligations. He noted the graph shows a positive trend; 2018 was \$880,468, 2019 was \$1,053,211 and 2020 was \$1,377,409.

Mr. Grissom noted Tax Collections were 99.49%, which is inline with most of North Carolina.

Mr. Grissom stated there were no budgeting issues this year, noting the Town stayed under budget by over \$300,000.

Mr. Grissom stated the current ratio, which is the current assets over the current liabilities, was 5.2%. This means the current assets could be divided into current liabilities five times, which is very favorable. Overall, total assets are at \$5.1 million and total liabilities is \$1.7 million, leaving the total net position of \$3.6 million. The Town's net position increased by \$886,049 for FYE 2020. The largest portion of the net position is unrestricted at \$2,019,320 or 56.06%. An additional portion of the Town's net position, \$335,328, represents resources that are subject to external restrictions on how they may be used.

Mr. Grissom stated there was a net increase in fund balance of \$733,775. The General Fund came in under budget close to \$400,000.

Mr. Grissom stated the previous year included two findings. He explained the Town was able to get rid of one. The second finding related to the segregation of duties. Mr. Grissom explained the lack of segregation was due to limited staff and was typical of what you would expect from municipalities of this size. He noted they felt the current staff was

competent and capable. Mr. Grissom stated Cordeiro has done a great job building the finances for the Town. Youngsville is in great shape.

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

- Minutes from the Regular Board Meeting – September 10, 2020
- Parks and Recreation Report
- Planning and Zoning Report
- Police Department Report
- Tax Collector's Report
- Tax Release – Wayport Inc. - \$63.31 – Value Correction

MOTION: TO APPROVE THE CONSENT AGENDA

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

The next item on the agenda was Old Business. The first item under Old Business was the consideration of text amendments to the Youngsville Development Ordinance (YDO) to comply with new NCGS Chapter 160D legislation. Klinger reminded the Board these amendments were required by General Statute. When asked, Cordeiro explained the State had overhauled the statutes relating to zoning with Chapter 160D and the Town was updating their YDO accordingly.

MOTION: APPROVE TEXT AMENDMENTS TO THE YOUNGSVILLE DEVELOPMENT ORDINANCE TO COMPLY WITH NEW NCGS CHAPTER 160D LEGISLATION

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

The next item on the agenda was New Business. The first item under New Business was to review applications for the ABC Board. Mayor Flowers noted the previous applicant, Ben Rupert, had a substantial background in civil engineering. He felt Mr. Rupert would be better suited to the Planning Board. As such, Mr. Rupert has requested that his application for the ABC Board be withdrawn and submitted to the Planning Board.

Mayor Flowers stated there was an in-town resident, Kirk David, that has applied for one of the vacant ABC Board positions. Mr. David was recommended by Graham Stallings.

MOTION: ACCEPT APPLICATION AND APPOINT KIRK DAVID TO THE ABC BOARD

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

MOTION: ACCEPT APPLICATION AND APPOINT BEN RUPERT TO THE YOUNGSVILLE PLANNING BOARD AS AN ETJ MEMBER

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

The second item under New Business was to consider a Memorandum of Understanding with Dominion Energy supporting natural gas as an alternative fuel. Cordeiro explained the Memorandum of Understanding signals the Town's support of Dominion Energy as an alternate fuel for power. He stated essentially is a commitment from the Town to partner in any reasonable way we can with Dominion Energy to provide natural gas to homes. Cordeiro stated there are other green energies, and the Town will support those as well. He stated this was a way for the Town to commit to them and for Dominion Energy to commit to the Town as well. Cordeiro stated they will be able to assist Youngsville in utilizing natural gas as energy. They are one of the largest producers of natural gas in North Carolina, employing a lot of people. He noted this Memorandum of Understanding also goes hand in hand with Dominion Energy providing infrastructure to the new Public Works facility. It demonstrates their effort to assist Youngsville in providing alternate fuel.

MOTION: APPROVE THE MEMORANDUM OF UNDERSTANDING WITH DOMINION ENERGY SUPPORTING NATURAL GAS AS AN ALTERNATIVE FUEL.

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

The third item under New Business was a Resolution accepting the offer of dedication of streets in the Laurel Oaks Subdivision. Klinger explained she received the request from Holden Development LLC and Town Engineer Robert Graham has inspected the streets in the Laurel Oaks Subdivision. All items noted by Mr. Graham have been repaired by the developer and certified. Klinger stated Staff was recommending approval.

Commissioner Brame asked if taking over the streets included the streetlights. Cordeiro explained the Town partnered with Duke Progress for repairs and explained any problems with streetlights should be reported to Town Hall.

MOTION: ADOPT RESOLUTION ACCEPTING THE OFFER OF DEDICATION OF STREETS – LAUREL OAKS SUBDIVISION

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

The fourth item under New Business was a Resolution of intent to permanently close the northern portion of the 500 block of Hillsboro Street and a portion of Trogden Avenue and set a Public Hearing for December 10, 2020. Klinger explained Youngsville Storage was requesting the closure of a portion of Hillsboro Street and Trogden Avenue in order to expand their existing facility. There have been no concerns expressed about the proposal.

Klinger noted Trogden Avenue was a dirt path. Mayor Flowers asked if this would affect the residents and Klinger stated that it would not. She explained the closure was past all the residences on Hillsboro Street, just after the current entrance to the storage facility.

MOTION: ADOPT RESOLUTION OF INTENT TO PERMANENTLY CLOSE THE NORTHERN PORTION OF THE 500 BLOCK OF HILLSBORO STREET AND A PORTION OF TROGDEN AVENUE AND SET A PUBLIC HEARING FOR DECEMBER 10, 2020

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

The fifth item under New Business was the presentation of Annexation Petition 2020-3 for Hampton Downs, Phase 1B. Hurd explained this petition was for the second portion of duplexes built in the Hampton Downs subdivision. She stated each owner signed their own petition for annexation and the maps, along with the descriptions, are correct and ready to move forward.

The sixth item under New Business was a Resolution directing the Clerk to investigate a Petition received under NCGS 160A-31 – Annexation Petition 2020-3.

MOTION: ADOPT RESOLUTION DIRECTING CLERK TO INVESTIGATE A PETITION RECEIVED UNDER NCGS 160A-31 – ANNEXATION PETITION 2020-3

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

The seventh item under New Business was the presentation of the Certificate of Sufficiency for Annexation Petition 2020-3, Hampton Downs, Phase 1B. Hurd stated that all signatures were present, and the property description was in line with the annexation map.

The eighth item under New Business was a Resolution fixing the date of a Public Hearing on the question of annexation pursuant to NCGS 160A-31 – Annexation Petition 2020-3.

MOTION: ADOPT RESOLUTION FIXING DATE OF PUBLIC HEARING ON QUESTION OF ANNEXATION PURSUANT TO NCGS 160A-31 – ANNEXATION PETITION 2020-3 – FOR NOVEMBER 5, 2020

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

The next item on the agenda was Reports and Other Business. Mayor Flowers noted the EMS Fundraising Golf Tournament would be held tomorrow.

Mayor Flowers stated he was pleased with how well the planning for both Halloween and Christmas was going. He felt both events would be spectacular this year.

Mayor Flowers stated he appreciated Commissioners Hedlund and Brame, along with the Kiwanis Club, for their efforts to keep Youngsville clean. They gathered over twenty bags of trash. Mayor Flowers stated he still couldn't find a solution to Youngsville's litter problem. He hoped that leading by example would help show people the way.

Cordeiro stated the Main Street Improvements Project is back on track as NC DOT has increased their cash reserves. He explained NC DOT had intended to enter into a deferred agreement with several municipalities but they did have a small amount of funds they can provide for immediate reimbursements which allows us to move forward without having to get into the deferred contracts previously discussed. Cordeiro stated the Town would advertise for construction next week, hold a conference on the 27th of October, and have the final addendums by November 3rd. On November 5th, there will be a question and answer session and bids will be opened by November 12th. Kimley Horne will administrate the process and submit the formal award letter to NC DOT by November 15th for approval. The final contract should be presented to the Board at their January 14th Board Meeting, then a notice to proceed will be issued to the successful firm by January 25th. Construction would start shortly afterwards and take approximately nine months. This project would also include approximately \$800,000 in upgrades by Franklin County Public Utilities. Cordeiro explained the upgrades to the water and sewer lines on Main Street will help prevent the need to dig up the newly paved streets and sidewalks for repairs. He stated business owners will be kept up to date on the progress of construction to help minimize any problems that may affect them.

Cordeiro stated the ABC Board has gone through the upset bid process to sell the property the current ABC Store is located on. The sale was approved at \$395,000, which will net a significant cash flow. He stated the ABC Board intends to open a second location at the Foodlion Plaza, which should increase revenues that come back to the Town. This will allow for improvements in the downtown area and possibly reduce the tax rate. Cordeiro felt the ABC Board was heading in the right direction. He explained they will negotiate a lease with the new owner, so the ABC Store won't have to move immediately. Cordeiro stated the ABC Store is exploring the option of renting at 5-Points Plaza for approximately three to five years. The immediate plan is to open a second location to bring in additional revenues.

Commissioner Redd inquired about the timeframe. Cordeiro explained the ABC Board would open the second location while staying at their current location, then move the current store to 5-Points Plaza. This way, there will be two ABC Stores always open before the current store moves back to the newly developed plaza. He stated the final timeframe was dependent on the developer building on the current site.

Commissioner Redd inquired about the size of the new space and Cordeiro explained they would have more room. The sales floor on the front of the 5-Points Plaza would be approximately the same but the warehouse at the rear would be larger, increasing inventory space by about 1,500 square feet.

Cordeiro stated Shop with a Cop was still happening and noted Chief Whitley would give more details.

Cordeiro stated new wayfinding signs were being installed at Town Hall. He thanked the Public Works Department for getting the signs installed.

Cordeiro noted stairs have been installed at Luddy Park at Field 3. This will improve the safety for attendees that need to get to the lower fields. The first part of the shipment of lights has arrived. The other portion has been held up in customs. Cordeiro stated they should be installed in a couple of weeks. He noted the new gates have also been installed.

Cordeiro stated the Public Works facility has nearly completed the final plans, which will be submitted for review. Construction should start in November or December and be complete in March. Cordeiro thanked Patton-Motluck for her hard work with the Local Government Commission (LGC) to get the financing approved. Financing was approved quickly at the LGC meeting.

Cordeiro reminded the Board the November Board Meeting would be held on November 5th instead of the 12th.

Commissioner Hedlund thanked Mayor Flowers and Commissioner Brame for their help cleaning the roadways. He also thanked the other volunteers that helped.

Mayor Flowers read the Youngsville Fire Department Report.

Town of Youngsville Report- October 2020

Incidents Jan 1- Sept 30, 2020 - 692
Incidents for Same Period 2019 - 818
Percentage Change -- -15%

September 2020 Incidents 57

Incidents by type for September 2020:

- (2) Structure Fires
- (6) Outside Fires
- (12) EMS Calls
- (9) Motor Vehicle Accidents
- (1) Hazmat
- (15) Investigation Calls/Canceled/No Emergency
- (12) Automatic Fire Alarm Activations

Agency Updates for September 2020:

- Continuing to operate under COVID-19 restrictions for protection of personnel.
- No issues with response due to COVID-19 currently. Operating at normal capacity in terms of response.

R Smith stated Public Works will use the new garbage truck for bulk waste services in order to familiarize Staff with the equipment and make sure the truck is in good working order. He stated they will install the lighting for the new sign at Town Hall.

A Smith read the Parks and Recreation Monthly Report.

During the month of September, the parks and recreation department:

- Started the 2020 youth fall baseball season
 - Overall, we have 11 teams participating (Up from 9 the previous year)
 - There are 138 kids that are participating (Up from 115 the previous year)
- Created and started the first ever adult co-ed softball league
 - Overall, we have three teams participating
 - There are 54 participants in the league
- Stairs leading down the slope of Field 3 were installed on the first base side
- A pest control company came to spray the entire park for fire ants
- The playground mulch renovation project with the local girl scout troop was completed
- Interviews were conducted to fill the open parks and recreation supervisor position
- We have added another part time volunteer to our staff
- Planning for the 2nd annual Trick or Treat the Trail event
 - The event will take place Friday, October 30th from 5:00-7:30
 - Currently we have 14 confirmed vendors and 2 food truck vendors that will be participating in the event
 - Would love to have up to 20 vendors this year
 - We had 10 vendors last year
 - Activities that will be offered that night include:
 - Candy Booths
 - Costume Contest
 - Scavenger Hunt
 - Monster Mash Dance Party
 - Halloween Storytime with the Mayor (X2)
 - Candy Guessing Games
 - Photo Spots
- Planning for the Christmas Tree Lighting event has begun
 - This event will take place on Friday, December 4th from 4:30-7:00
 - Commissioner Hedlund will be leading the tree lighting ceremony starting at 6:00
 - Santa has been confirmed for pictures with Santa that night
 - Food trucks will be on site to offer food and drinks
- The 2nd annual family pumpkin carving night will take place on Tuesday, October 20th at 6:00. This event will take place at Luddy Park. Registration is currently open online and at Town Hall

- Upcoming Projects
 - The lights for Luddy Park’s basketball court should be in this month and installed
 - A new roof is going to be put on the concession stand at Luddy Park
 - Fence toppers have been donated and ordered by coach Robbie Reagle to be placed around fields 2 and 3
- Upcoming Programs
 - Find the Bats around town scavenger hunt
 - Family pumpkin carving night
 - Trick or Treat the Trail event
 - Juggling Club
 - November art class (Most likely flowerpot turkeys)
 - Christmas tree lighting event
- Reminders
 - The EMS fundraiser golf tournament will take place on October 9th

Klinger read the Planning and Zoning Monthly Report.

During the month of September, there were:

- 16 permit applications submitted and issued; 7 for new homes, 4 temporary food truck permits, and 5 for other projects.
- 1 certificate of compliance was issued.
- No new illegal signs were identified.
- Upcoming projects:
 - Text amendment modifying the regulations for food trucks.
 - Youngsville Academy rezoning petition from SFR-3 to CIV for a parcel on Hicks Road.

Chief Whitley read the Youngsville Police Department Report.

Calls for Service

The Youngsville Police Department recorded 434 calls for service during the month of September compared to 425 calls in the same month last year. Of those 434 calls for service, 15 reports were taken.

Motor Vehicle Collisions

During September 2020 the Youngsville Police Department investigated 6 motor vehicle collisions as compared to 6 the same month last year. There was one minor injury reported.

Patrol operations

- Officers conducted traffic observation at the 400 block of Camille Circle regarding vehicles failing to stop at the stop sign off Camille Circle and Blue Heron Drive. Three warnings were issued, and two citations were written.
- Officers monitored the intersection of Franklin and Cross for stop sign violations. Seven warnings were issued.

- Youngsville officers conducted a driver's license check point at Youngsville Boulevard and Camille circle on September 21, 2020. The officers issued one citation for Driving While License Revoked and one citation for No Operators License.
- Youngsville officers conducted a license checkpoint at E. Winston Street at N.E. Railroad Street on September 22, 2020 which resulted in the issuance of two citations for No Operators License.

Total proactive patrol operations for September 2020 consisted of the following:

Citations	136
Charges	168
Warnings	51
Felony Drugs Charges	1
Misdemeanor Drug Charges	1
DWI	1
DWI Under 21	0
Warrant Services	5
Felony Arrests	2
Misdemeanor Arrests	2
Business Checks	265
Neighborhood Checks	304
Foot Patrols	124
Training Hours	41.5

Community policing

Upcoming Events:

- The Blood Connection Blood Drive is scheduled for October 10, 2020 from 10 am-2 pm at Faith Baptist Church. Each donor will receive a \$10 gift card and a \$10 donation will be made to Special Olympics for each donation.
- The Drug Take Back Event will be October 24, 2020 from 1pm-4pm. This event will allow anyone to drop off unwanted, unused and expired medications to the police department for safe disposal.
- Downtown Trick or Treat will take place on October 30, 2020 from 3 pm-6 pm. The Youngsville Police Department will have a table in front of the community house to handout candy and enjoy the festivities with our downtown business owners and attendees. Officers will also be working the event to greet the attendees and ensure the overall safety of the event.
- Trick or Treat the Trail will take place on October 30, 2020 from 5:00 pm- 7:30 pm. The Youngsville Police Department will have a table on the trail to pass out candy. Officers will also be working the event to ensure the safety of the attendees along the roadway and Trick or Treat Trail.
- Shop with a Cop will be December 15, 2020. Nomination forms have been posted on the Youngsville Police Department's website and Facebook page. Nomination forms have also been distributed to Faith Baptist Church and the Youngsville Elementary school. Interested sponsors may also come by the police department to nominate a family.

Administrative Training and Activities

- Officer Jason Steinbrunner completed Field Training Officer course at Wake Tech.
- Sergeant Thomas Allen completed the following training:
 - DCI Module 1
 - Introduction to Interview and Interrogation training
- Administrative Specialist Pippin completed the following training:
 - NCJA Evidence and Property Training
 - Converting to NIBRS: What you need Training
 - GCC: Grant Award Workshop
 - GCC: Grant Writing Workshop

Hurd stated the Christmas Parade Committee needed more volunteers.

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

MOTION: TO ENTER INTO CLOSED SESSION TO DISCUSS PERSONNEL, N.C.G.S. 143-318.11 (6)

The motion was made by Commissioner Redd and was seconded by Commissioner Brame. The motion passed unanimously. After a short recess, the Board entered Closed Session at 8:11pm and exited at 8:18pm. No action was taken.

The meeting adjourned at 8:19pm upon a motion made by Commissioner Brame, seconded by Commissioner Redd, and approved unanimously.

Amendment to the Budget Ordinance

BE IT ORDAINED by the Board of Commissioners of The Town of Youngsville, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021.

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

Governing Body	\$	(1,439.27)
Administration	\$	3,944.47
Contingency	\$	(4,541.38)
Parks & Recreation	\$	(23,919.15)
Public Safety	\$	1,506.20
Public Works	\$	7,800.00
Public Facilities	\$	16,505.00
Total Appropriations	\$	<u>(144.13)</u>

Section 2: It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

Property Tax	\$	17,282.71
Intergovernmental - Restricted	\$	(20,596.50)
Other Miscellaneous Revenue	\$	2,669.66
Contributions and Donations	\$	500.00
Total Estimated Revenues	\$	<u>(144.13)</u>

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

Adopted this _____ day of _____, 2020

Finance Officer

Mayor

PETITION REQUESTING ANNEXATION

To the Town Board of the Town of Youngsville;


1. We the undersigned owner(s) of real property respectfully request that the area, described in Paragraph 2 below, be annexed to the Town of Youngsville.

2. The area to be annexed is satellite annexation to the Town of Youngsville and the boundaries of such territory are as follows:

Property consisting of: (See Attached)

3. We acknowledge that any zoning vested rights required pursuant to G.S. 160A-385.1 or G.S. 153a-44.a must be declared and identified on this petition. We further acknowledge that failure to declare such rights on this petition shall result in a termination of vested rights previously acquired for the property.

LARRY HENSON
Owner's Name


Signature

2045 HICKS ROAD, YOUNGSVILLE, NC 27596
Owners Address

This the 27 day of OCTOBER, 2020.

Property Consisting Of:

**Legal Description for
"YOUNGSVILLE ACADEMY CHARTER SCHOOL, INC"**

BEING all of Tract 1, containing 15.463 acres as shown on plat entitled
"Minor Subdivision Plat for Charter FC Youngsville LLC", a copy of
which is recorded in Book of Maps 2020, Page 222, Franklin County Registry.



Town of Youngville

Post Office Box 190, Youngville, North Carolina 27596

Phone: 919.925.3401 | Fax: 919.925.3402

RESOLUTION DIRECTING THE CLERK TO INVESTIGATE A PETITION RECEIVED UNDER G.S. 160A-31

WHEREAS, a petition requesting annexation (2020-4) of an area described in said petition was received on November 5, 2020 by the Board of Commissioners; and

WHEREAS, G.S. 160A-31 provides that the sufficiency of the petition shall be investigated by the Town Clerk before further annexation proceedings may take place; and

WHEREAS, the Board of Commissioners of the Town of Youngville deems it advisable to proceed in response to this request for annexation;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Youngville that:

The Town Clerk is hereby directed to investigate the sufficiency of the above described petition and to certify as soon as possible to the Board of Commissioners the result of her investigation.

Fonzie Flowers, Mayor

ATTEST:

Emily Hurd, Town Clerk

This is to certify that this is a true and accurate copy of Resolution No. _____ adopted by the Town of Youngville Board of Commissioners on the 5th day of November 2020.

Emily Hurd, Town Clerk

Date



Town of Youngsville

Finance Report

To: Youngsville Board of Commissioners
From: Kari Patton-Motluck, Interim Finance Officer
Date: November 1, 2020
Re: Finance Report – October 2020

During the month of September, there were:

- 80 checks written and electronic payments made totaling \$212,221.61
- 703 deposits recorded totaling \$175,677.90
- Our Current Debt Issuance:
 - Vehicle Loans – total balance \$429,105.83
 - Street Loan – total balance \$173,456.47
 - Town Hall Loan – total balance \$249,791.02
- Town's Anticipated Debt Issuance:
 - The loan application for the new Public Works Facility and Town Hall Renovation has been approved by the LGC.
 - Anticipated loan amount is \$2,770,695 million (which includes paying off the remaining town hall loan) with a repayment term of 20-years at a fixed rate of 2.5% through Union Bank and is expected to close in November 2020.
- Capital Improvements Plan
 - New Capital Projects –
 - Roof for concession stand at Luddy Park - \$4,242. Completed.
 - Basketball Court Resurfacing to include multiple Pickleball Courts - \$600 (requested)
 - Public Works Facility and Town Hall Renovations – Site work and design work continues.
 - Community House kitchen remodel – Completed with a total cost of \$17,100.
 - Cemetery Fence – Completed.
 - Wayfinding Signs – PO Issued to Daniel Notch Signs totaling \$13,608.94 – partially complete – payment will be issued upon completion.
 - Luddy Park has two capital projects – Stairs and Lights complete.
 - Police Department paid \$5,799.00 to Elan City for two radar speed signs – installed and paid.
- Budget Amendment #2 – higher than expected revenue collections and lower than expected expenses allowed for only a net change of \$144.13 on this budget amendment. Great work team!



Town of Youngsville

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

November 1, 2020

To: Commissioners

From: Kari Patton-Motluck

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

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

The financial statements are arranged in the following sequence:

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

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

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

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

Fixed Assets & Accruals (#500) Balance Sheet

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

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

"The Gateway to Franklin County"

GL Balance Sheet

Period Ending 10/31/2020

TOWN OF YOUNGSVILLE

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100	GENERAL FUND	
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Asset

100-110-100 Operating Cash	\$784,103.28
100-110-105 P&R Registration Deposit Account	\$2,010.08
100-110-107 DOJ Checking	\$444.54
100-110-110 Petty Cash	\$100.00
100-110-200 Money Market/Savings Account	\$1,606,788.11
100-110-310 General Accounts Receivable	\$25,640.97
100-110-320 Property Tax Receivable	\$29,001.00
100-110-330 LG Sales Tax Receivable	\$106,486.96
100-110-340 Sales Tax Refund Receivable	\$20,947.82
100-110-351 Due from ABC Store	\$8,343.24
100-110-360 Garbage & Recycling Receivable	\$23,093.12
100-110-361 Garbage & Rec Allowance for Doubtful Accounts	-\$11,608.72
100-110-392 Due from Debt Set Off	\$4,401.33
100-110-393 Due From NCCMT	\$259,340.15
100-110-394 Due from Capital Projects	\$55,013.02
100-110-400 Other Current Assets	-\$782.61
100-110-620 LMB MM Account	\$136,349.34

100	GENERAL FUND	Asset Total	\$3,049,671.63
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Liability

100-210-100 Accounts Payable	\$725.81
100-210-200 Employee Related Accounts Payable	\$23,214.80
100-210-225 Insurance Deductions Payable	\$6,070.80
100-210-228 Other Deductions Payable	-\$157.42
100-210-310 Community House Deposits	\$1,550.00
100-210-311 Field Rental Deposits	\$260.00
100-210-321 Property Tax Prepayments	-\$804.66
100-210-322 Garbage & Recycling Prepayments	\$1,634.59
100-210-620 LMB Performance Bond	\$136,349.34
100-210-910 Reserve for Taxes Receivable	\$29,001.00
100-299-500 Fund Balance	\$1,661,403.83
Current Fund Balance Adjustment	\$362,952.54
P/Y Fund Balance Adjustment	\$827,471.00

100	GENERAL FUND	Liability Total	\$3,049,671.63
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Budget vs Actual (Summary)

TOWN OF YOUNGSVILLE
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Period Ending 10/31/2020

100 GENERAL FUND						
Description	Budget	Encumbranc	YTD	Variance	Percent	
Revenues						
	5,805,716	0.00	1,372,368.27	(4,433,347.47)	24%	
Revenues Totals:	5,805,716	0.00	1,372,368.27	(4,433,347.47)	24%	
Expenses						
BOARD OF COMMISSIONERS / GOVERNING BODY	54,665	13,632.00	24,391.48	16,641.68	70%	
ADMINISTATION	585,598	31,570.70	174,831.40	379,196.38	35%	
PUBLIC FACILITIES	2,870,448	135,662.90	142,732.68	2,592,052.42	10%	
PUBLIC SAFETY	1,525,938	77,293.59	428,347.19	1,020,297.46	33%	
PUBLIC WORKS	566,088	123,840.40	174,696.69	267,550.94	53%	
PARKS & RECREATION	202,978	5,328.08	64,416.29	133,233.46	34%	
Expenses Totals:	5,805,716	387,327.67	1,009,415.73	4,408,972.34	24%	
100 GENERAL FUND Totals:			362,952.54			

GL Balance Sheet
Period Ending 10/31/2020

TOWN OF YOUNGSVILLE

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210 POWER BILL		
Asset		
210-110-106 Operating Cash		\$10,839.74
210-110-210 Savings Account		\$56,995.12
210-110-340 Sales Tax Refund Receivable		\$988.66
210 POWER BILL	Asset Total	\$68,823.52
Liability		
210-210-100 Accounts Payable		\$558.52
210-210-950 Due to General Fund		\$456.06
210-299-500 Fund Balance		\$81,090.50
Current Fund Balance Adjustment		\$21,212.53
P/Y Fund Balance Adjustment		-\$34,494.09
210 POWER BILL	Liability Total	\$68,823.52

Budget vs Actual (Summary)

TOWN OF YOUNGSVILLE
11/1/2020 7:52:59 AM

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Period Ending 10/31/2020

210 POWER BILL						
Description	Budget	Encumbranc	YTD	Variance	Percent	
Revenues						
	53,609	0.00	21,729.85	(31,879.09)	41%	
Revenues Totals:	53,609	0.00	21,729.85	(31,879.09)	41%	
Expenses						
PUBLIC WORKS	53,609	0.00	517.32	53,091.62	1%	
Expenses Totals:	53,609	0.00	517.32	53,091.62	1%	
210 POWER BILL Totals:			21,212.53			

GL Balance Sheet
Period Ending 10/31/2020

TOWN OF YOUNGSVILLE

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305 CAPITAL PROJECTS - PED PLAN GRANT		
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Asset

305-110-100 Operating Cash	\$102,179.34
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305-110-220 Savings Account	\$3,635.85
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305 CAPITAL PROJECTS - PED PLAN GRANT	Asset Total	\$105,815.19
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Liability

305-210-950 Due to General Fund	\$55,013.02
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Current Fund Balance Adjustment	\$50,802.17
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305 CAPITAL PROJECTS - PED PLAN GRANT	Liability Total	\$105,815.19
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Budget vs Actual

TOWN OF YOUNGSVILLE
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Period Ending 10/31/2020

305 CAPITAL PROJECTS - PED PLAN GRANT

Description	Budget	YTD	Variance	Percent
Revenues				
305-319-000 Intergovernmental - Restricted	0	0.00	0.00	
305-319-070 Ped Plan Grant Income	1,193,500	216,867.04	(976,632.96)	18%
305-370-000 Investment Income	0	0.00	0.00	
305-370-010 Interest Income	0	79.76	79.76	
305-395-000 Transfers from Funds	0	0.00	0.00	
305-395-305 GF Fund Appropriation	154,876	154,875.52	0.00	100%
Revenues Totals:	1,348,376	0.00	371,822.32	(976,553.20) 28%

Budget vs Actual

TOWN OF YOUNGSVILLE
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Period Ending 10/31/2020

305 CAPITAL PROJECTS - PED PLAN GRANT

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

Budget vs Actual

TOWN OF YOUNGSVILLE

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Period Ending 10/31/2020

Expenses Totals:	1,348,376	0.00	321,020.15	1,027,355.37	24%
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Budget vs Actual

TOWN OF YOUNGSVILLE
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Period Ending 10/31/2020

305 CAPITAL PROJECTS - Totals:
PED PLAN GRANT

50,802.17

GL Balance Sheet
Period Ending 10/31/2020

TOWN OF YOUNGSVILLE

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405 DEBT SET OFF

Asset

405-110-108 Operating Cash	\$1,655.43
405-110-250 Investment in Term Portfolio	\$276,805.22

405 DEBT SET OFF	Asset Total	\$278,460.65
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Liability

405-210-950 Due to General Fund	\$263,741.48
405-299-500 Fund Balance	\$10,392.67
Current Fund Balance Adjustment	\$55.90
P/Y Fund Balance Adjustment	\$4,270.60

405 DEBT SET OFF	Liability Total	\$278,460.65
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Budget vs Actual (Summary)

TOWN OF YOUNGSVILLE
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Period Ending 10/31/2020

405 DEBT SET OFF						
Description	Budget	Encumbranc	YTD	Variance	Percent	
Revenues						
	2	0.00	55.90	53.90	2795%	
Revenues Totals:	2	0.00	55.90	53.90	2,795%	
Expenses						
	2	0.00	0.00	2.00		
Expenses Totals:	2	0.00	0.00	2.00		
405 DEBT SET OFF Totals:			55.90			

GL Balance Sheet
 Period Ending 10/31/2020

TOWN OF YOUNGSVILLE

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500 FIXED ASSETS & ACCRUALS

Asset

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

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

Liability

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

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

From: Andrew Smith, Parks and Recreation Director
To: Youngsville Board of Commissioners
Date: November 5, 2020
Subject: Parks and Recreation Department Month of October Report

Please find below a summary of the parks and recreation department's activity during the month of October 2020.

- Recreation programs
 - Fall youth baseball
 - The 2020 fall youth baseball season concluded successfully
 - 11 teams participated (up from 9 in the previous year)
 - 138 children participated (up from 115 in the previous year)
 - Fall adult co-ed softball
 - This season is ongoing, and anticipated to successfully conclude on November 4th
 - Three teams and 54 adults are participating
 - Trick-or-treat the trail event
 - Event was successfully held on the evening of Friday, October 30th
 - This was our second year hosting this event
 - Approximately 1,500 people attended
 - 21 vendors and 3 food trucks participated in the event (Up from 10 vendors the previous year)
 - Family pumpkin carving event
 - Event was successfully held on the evening of Tuesday, October 20th
 - This was our second year hosting this event
 - 22 people participated (up from 7 last year)
 - All participants carved one pumpkin, enjoyed "spooky snacks," and took their carving kit home upon the event's conclusion
 - Christmas tree lighting
 - Event planning is underway
 - This event will take place on Friday, December 4th from 4:30pm-7:00pm
 - Commissioner Hedlund will be leading the tree lighting ceremony starting at 6:00pm
 - Santa has been confirmed for pictures
 - Food trucks (quantity TBD) will be on site to offer food and drinks
 - Community partnerships
 - The Youngsville EMS fundraiser golf tournament was a success and that organization looks forward to hosting the event again next fall
 - Facilities maintenance / capital improvements
 - A new roof was installed on the concession stand at Luddy Park
-

- One pair of new solar lights was installed on the outdoor basketball court at Luddy Park
- Fence toppers have been donated to the town and ordered by coach Robbie Reagle to be placed around fields 2 and 3
- Lining of 3 pickleball courts on the outdoor basketball court at Luddy Park will be completed by November 20th
- Personnel
 - The department's vacant recreation supervisor position was filled by Mr. Holden Hartzog



Town of Youngsville Planning Staff Report

To: Youngsville Board of Commissioners
From: Erin Klinger, Planning and Zoning Administrator
Date: November 2, 2020
Re: Planning Staff Report – October 2020

During the month of October, there were:

- 15 permit applications submitted and issued; 5 for signs, 2 for new homes, 2 for temporary food truck permits, and 6 for other projects.
- 11 certificates of compliance were issued.
- Two illegal signs were identified. They have since been removed.
- One notice of violation was sent for illegal signage at 321 N. Nassau Street. The signs have since been removed.
- Upcoming projects:
 - Wiggins Townhomes rezoning petition from SFR-3 to MU-1 for a parcel on Hicks Road between the parcel owned by Youngsville Academy and the Stephen's Glen subdivision.
 - Public hearing for the road closure petition for portions of Hillsborough Street and Trogden Road.



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

MONTHLY REPORT

OCTOBER 2020

CALLS FOR SERVICE

The Youngsville Police Department recorded 351 calls for service during the month of October compared to 350 calls during the same month last year. Of those 351 calls for service, 17 reports were taken, and 120 citations were written.

There were no critical incidents this reporting period.

MOTOR VEHICLE COLLISIONS

During October 2020 the Youngsville Police Department investigated 9 motor vehicle collisions as compared to 10 during the same month last year. There were no reported injuries.

PATROL OPERATIONS

- A traffic monitoring device with reader board was installed at N. Cross Street facing Main Street. The reader board copy displays, "Please Stop Ahead" as motorists approach the intersection. The installation of the device was in response to concerns regarding motorists failing to stop at the intersection. Officers have also monitored the intersection, issued warnings, and taken enforcement action when appropriate for motorist and pedestrian safety.
- The police department received several complaints regarding traffic delays at the intersection of Cross St and Main Street in reference to the left turn signal. Officers monitored the intersection during peak travel times and determined the traffic signal to be working as programmed by NCDOT.



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- Youngsville officers recorded the following patrol activities during the month of October:

Citations	124
Charges	161
Warnings	40
Felony Drugs Charges	1
Misdemeanor Drug Charges	3
DWI	0
DWI Under 21	0
Warrant Services	6
Felony Arrests	3
Misdemeanor Arrests	1
Business Checks	285
Neighborhood Checks	317
Foot Patrols	86
Training Hours	106

COMMUNITY POLICING

- The Blood Connection Blood Drive was on October 10, 2020 from 10 am-2 pm at Faith Baptist Church. There were 10 successful blood donations during the event which raised \$100 for Special Olympics. The donation to Special Olympics was based upon a \$10 donation committed by the Blood Connection for each donor.
- The police department's inaugural Drug Take Back Event was on October 24, 2020 from 1pm-4pm. This event allowed anyone to drop off unwanted, unused and expired medications to the police department for safe disposal. The event was a success with approximately 25 pounds of medication collected to prevent potential unlawful and dangerous diversion. Additionally, we collected approximately 25 pounds of medication through our drop box during the biannual collection period. Both collections were delivered to the SBI on October 27, 2020 for destruction.



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- The downtown Trick or Treat took place on October 30, 2020 from 3 pm-6 pm. The event was a success with an estimated three hundred people in attendance. The Youngsville Police Department had a table in front of the community house where we greeted attendees and passed out candy. Officers worked the event to ensure the safety of the attendees.
- The Town of Youngsville's Trick or Treat the Trail took place on October 30, 2020 from 5:00 pm- 7:30 pm. The Youngsville Police Department passed out candy and assisted with games for children. Officers circulated the grounds and took numerous pictures with participants which can be seen on the Youngsville Police Department's Facebook page. Officers also controlled traffic and assisted pedestrians to ensure the safety of motorists and attendees. Parks and Recreation personnel estimated nearly 1500 people in attendance through ticker tracking of attendees.

Both events were supported by partnerships with Walmart, Food Lion, Family Dollar and Wegmans with candy donations.

Upcoming Events:

- Shop with a Cop will be December 15, 2020. Nomination forms have been posted on the Youngsville Police Departments website and Facebook page. Nomination forms have also been distributed to Faith Baptist Church and the Youngsville Elementary school. The nomination period will end on November 2nd at 5:00 PM. The Youngsville Police Department is partnering with The Lemon Tree restaurant to provide a holiday meal for the families.
- We are partnering with Toys for Tots to accept toy donations for the program. A box has been placed in the lobby of Town Hall for donations. Youngsville Town Hall is a designated drop location on Toys for Tots' website during our normal business hours. Furthermore, we are partnering with Family Dollar to have a Fill a Cruiser event for Toys for Tots. The event date is November 14, 2020 from 11:30 am-4:30 pm. Two officers will be present to great donors and assist with the event.



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ADMINISTRATIVE TRAINING AND ACTIVITIES

- Officer Monzon and Officer Woods completed DCI Module 1 training.
- All officers completed the POPAT.
- Captain Magsi completed NCJA Leadership Institute training and Police Law Institute.
- Sergeant Lemons attended the Emergency Response Conference.
- Sergeant Allen attended Executive Leadership training.



Town of Youngsville

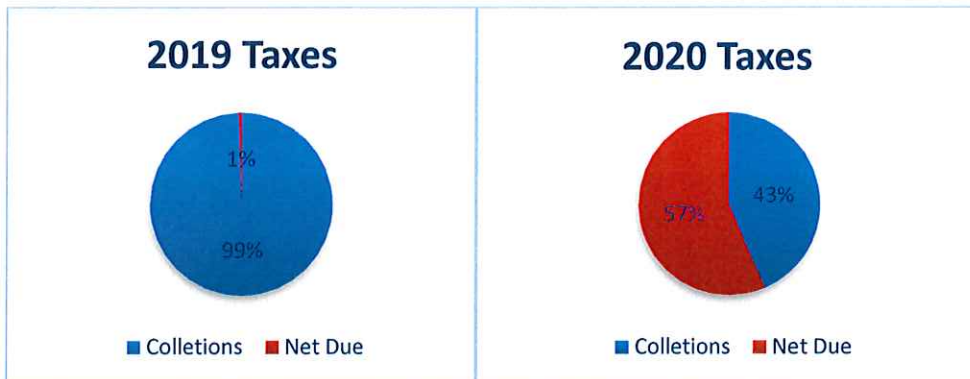
Memorandum

To: Board of Commissioners
From: Emily Hurd, Tax Collector
Date: 11/2/2020
Re: Monthly Tax Collection Report
Encl: Collections Rate Report

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

- Total release amount for October 2020 - \$61.31
- Total adjustment amount for October 2020 - \$0.00
- Total refund (overages) amount for October 2020 - \$0.00
- Billed Deferred Taxes (2017-2020) in the amount of \$197.78
- Received Franklin County Vehicle Taxes for September - \$14,508.46

As of October 31st, we have collected 99.45% of 2019 property taxes and 43.47% of 2020 property taxes.



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

