



Town of Youngsville
Board of Commissioners
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**MINUTES
BOARD OF COMMISSIONERS**

**MAY 13, 2021
7:00PM**

REGULAR MEETING

YOUNGVILLE COMMUNITY HOUSE

Mayor Fonzie Flowers called the Board Meeting of the Town of Youngsville Board of Commissioners to order at 7:01pm. Commissioner Hedlund gave invocation. In attendance were Commissioners Cat Redd, Scott Brame, Larry Wiggins, Terry Hedlund and Joseph Johnson. Others in attendance were Town Administrator Phillip Cordeiro, Town Clerk / Tax Collector Emily Hurd, Police Chief Greg Whitley, YFD Battalion Chief AC Rich, Attorney Katie Barber-Jones, Finance Officer Kari Patton-Motluck, Parks and Recreation Director Andrew Smith, Public Works Supervisor Randy Smith, Planning Director Erin Klinger, and ABC Board Chairman Rick Houser.

MOTION: TO APPROVE THE AGENDA

The motion was made by Commissioner Wiggins and was seconded by Commissioner Johnson. The motion passed unanimously, 5-0.

The next item on the agenda were Public Hearings.

The first public hearing was for a request to rezone 686 Fleming Road from AG to SFR-1. Mayor Flowers opened the public hearing at 7:02pm. Klinger gave a brief description of the request to rezone and noted both the Planning Board and Staff recommend approval of this request.

Karl Warkomski, 385 Fleming Road, spoke against the request to rezone. He felt the lots were too small and would therefore be incompatible with the surrounding properties. Mr. Warkomski also expressed concerns about the environmental impacts and traffic issues.

Barbara Robinson, 588 Fleming Road, noted she was adjacent to the property in question. She spoke against the request to rezone because it would impact the things she values in

the area. Ms. Robinson felt the proposed rezoning and subdivision would be incompatible with the surrounding properties as well, noting there were approximately nine horse farms on Fleming Road. She also expressed concerns about property values decreasing.

Faye Ellington, 604 Fleming Road, stated she and her husband Glenn were opposed to the request to rezone and noted there was a petition signed by area residents that were also against the rezoning. After giving a brief background of her history in Youngsville, she stated it felt like Youngsville was moving towards subdivisions with homes on smaller lots. Mrs. Ellington stated the area should remain the same as the neighboring properties and noted there would not be a large benefit to their properties.

Mayor Flowers noted there were two additional emails received after the deadline that will be added to the agenda packet located at Town Hall.

The applicant, Brian Watts, stated the values noted in the application were not based on tax values but on sales values. He stated Fleming Farms was located on the east side of Fleming Road and was in Franklin County's zoning jurisdiction with the west side of Fleming Road being in Youngsville's ETJ. Mr. Watt's stated there were other subdivisions in multiuse zoning and noted there were also existing lots in subdivisions on Fleming Road that were approximately .6 acres. He explained the type of housing he was looking to build on the proposed subdivision.

Commissioner Brame inquired about annexation and Mr. Watts stated he was unsure of the process. Commissioner Brame explained annexation would bring the subdivision inside of town limits, which would make them taxpayers of Youngsville thus increasing Youngsville's tax base. When asked, Mr. Watts stated this was something he would consider.

Based on his experience, Commissioner Hedlund stated property values tended to increase when new homes were built in the area.

As there were no further comments, Mayor Flowers closed the public hearing at 7:25pm.

The second public hearing was for a Development Agreement for Conyers' property single-family subdivision. Mayor Flowers opened the public hearing at 7:25pm. Klinger gave a brief description of the proposed Development Agreement for Conyers' property single-family subdivision.

James Moss, 217 N College Street, expressed concerns about the Development Agreement. He also inquired about the owner of the property and if the developer had purchased the land. Mr. Moss noted he owned the adjoining property and expressed concerns about how his property would be affected. He stated the area included a future bypass and wanted to make sure the right of way would be protected. Mr. Moss wanted to make sure there were consequences if the Development Agreement was violated.

As there were no other comments, Mayor Flowers closed the public hearing at 7:35pm.

The third public hearing was a Development Agreement for Conyers' property townhome development. Mayor Flowers opened the public hearing at 7:35pm. Klinger gave a brief description of the Development Agreement for Conyers' property townhome development, noting it was a sister project to the subdivision.

Commissioner Hedlund inquired if the townhomes would be rental property and Klinger stated they would be sold individually. Commissioner Redd asked about connectivity between the two projects and Klinger explained they would be connected. Commissioner Wiggins inquired if there would be an outlet on Fish Stallings Road and Klinger stated yes. Commissioner Redd asked if NC DOT was fine with the proposed entrances and Klinger stated NC DOT felt there would be minimal impact.

Patsy Bradley, 95 Rolling Acres Road, stated she had three main concerns: drainage from the pasture area, location of a proposed berm, and retention of the existing trees as a buffer.

Commissioner Wiggins felt there was a misconception about how much traffic will use Fish Stallings Road, especially as a cut-through. Commissioner Redd asked for clarification regarding the tree line and Klinger explained a 30' buffer was required. Based on her experience, Klinger noted most developers retain the existing trees instead of taking them down and planting new ones. When asked, Klinger stated the buffer would need to be between any adjacent property, noting the plans show the location of the buffer trees. Commissioner Wiggins inquired about the location of the berm and Klinger stated she was unsure. She explained the property would be graded so that it will drain away from the Rolling Acres subdivision.

As there were no further comments, Mayor Flowers closed the public hearing at 7:45pm.

The fourth public hearing was for amendments to the Youngsville Development Ordinance Article 3 – Definitions; Table 8.1 – Table of Uses; and Section 10.2-13 – Shooting Range, Indoor. Mayor Flowers opened the public hearing at 7:45pm. Klinger gave a brief description of the proposed amendments.

Hurd stated no one had registered to speak and Cordeiro polled those on teleconference. As there were no comments, Mayor Flowers closed the public hearing at 7:51pm.

The fifth public hearing was on amendments to the Youngsville Development Ordinance Table 17.1 – Permanent Sign Standards and Criteria. Mayor Flowers opened the public hearing at 7:51pm. Klinger gave a brief description of the proposed amendments.

Youngsville ABC System General Manager Bridget Stanley explained the new ABC Store wished to be treated like the neighboring businesses. She noted they would be occupying two suites and a thirty-two square foot sign would not only be too small but could be considered an eyesore. When looking at the economic growth in the area, Stanley explained the smaller signs seemed unreasonable.

Youngsville ABC Board Chairman Rick Houser noted there was not an available space on the monument sign so the only signage the ABC Store would have was the main sign on the storefront.

Commissioner Redd asked if the request was a special use only for the ABC Store or a change in the YDO. Klinger explained the proposed amendment would change the YDO. Commissioner Redd wanted to know why the proposed change and Klinger explained the proposed amendments would allow for equal treatment, noting special uses for signage were not allowed by the YDO. Commissioner Redd expressed concerns about huge signs showing up in the future. Mayor Flowers also expressed concerns about large signs on downtown businesses. Cordeiro explained the proposed amendments were more desirable as signage would then be proportional to the business, noting a thirty-two square foot sign on a small business would look gaudy. With the graduated system proposed, small businesses would have smaller signs and larger businesses would have larger signs. Commissioner Wiggins asked if the proposed amendments were only for shopping centers and Cordeiro stated the proposed amendments would apply to all signs. When asked, Klinger stated there were four signs that exceeded the current standards: Foodlion, Fiesta Mexicana, Anytime Fitness and Kindred Oaks Dentistry. Cordeiro stated only allowing 32 square feet of signage for stores like Foodlion create a deficiency. It was noted the four signs over 32 square feet were grandfathered and considered legally nonconforming.

As there were no other comments, Mayor Flowers closed the public hearing at 7:57pm.

The sixth public hearing was for amendments to the Youngsville Development Ordinance Section 5.3-3(B)(2) – method of procedure for mailed notice of zoning map amendments; Section 6.14(B) – action by the Board of Adjustment; Section 7.8-8 – Public Notification; and 7/14-1(B) – Notices and Public Hearings – General Notice Requirements. Mayor Flowers opened the public hearing at 7:58pm. Klinger gave a brief description of the proposed amendments.

Hurd stated no one had registered to speak and Cordeiro polled those on teleconference. As there were no further comments, Mayor Flowers closed the public hearing at 8:00pm

The seventh public hearing was for amendments to the Youngsville Development Ordinance Section 2.13-1 – Accessory uses and structures and Section 2.13-2 – Fences and Walls. Mayor Flowers opened the public hearing at 8:00pm. Klinger gave a brief description of the proposed amendments.

Hurd stated no one had registered to speak and Cordeiro polled those on teleconference. As there were no further comments, Mayor Flowers closed the public hearing at 8:01pm

The eighth public hearing was for amendments to the Youngsville Development Ordinance Section 2.14 – Single-Family Residential Grading (New Section); Article 3 – Definitions; Section 7.1-1(A)(4) – Construction Plans; Section 7.7-1(G)(1)(E) – Site Construction Plan Required; Section 9.2-2(A) – Detached House Lot Type Standards and Specifications – Building Placement, Parking, and Vehicle Access; Section 9.2-3(A) – Detached House Building Type – Permitted Height, Uses, Encroachments, and Resiliency Standards;

Section 9.3-2(A) – Attached House Lot Type Standards and Specifications – Building Placement, Parking, and Vehicle Access; Section 9.2-2(A) – Attached House Building Type – Permitted Height, Uses, Encroachments, and Resiliency Standards; and Section 9.4-2(A) – Multi-Family Lot Type Standards – Building Placement, Parking and Vehicle Access. Mayor Flowers opened the public hearing at 8:03pm. Klinger gave a brief description of the proposed amendments. She explained the Planning Board tabled the proposed amendments, but the Public Hearing had already been advertised. Klinger requested the public hearing be continued to the June Board Meeting.

Hurd stated no one had registered to speak and Cordeiro polled those on teleconference.

MOTION: TO CONTINUE THE PUBLIC HEARING UNTIL THE JUNE 10, 2021 BOARD MEETING

The motion was made by Commissioner Redd and was seconded by Commissioner Johnson. The motion passed unanimously, 5-0.

As there were no further comments, Mayor Flowers closed the public hearing at 8:06pm

The ninth public hearing was on the proposed FYE 2022 Budget, with a tax rate of \$.655. Mayor Flowers opened the public hearing at 8:07pm. Commissioner Hedlund inquired about a tax decrease and Cordeiro explained one of the requirements for federal pandemic relief funds included a stipulation the tax rate will not be decreased for two years. Should the town reduce the tax rate, we would have to refund the federal aid, approximately \$500,000. Cordeiro noted the tax base at that time should support a decrease in the tax rate.

Hurd stated no one had registered to speak and Cordeiro polled those on teleconference. As there were no further comments, Mayor Flowers closed the public hearing at 8:09pm

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. Gordon Poulsen, developer for the Conyers Single-family subdivision and townhome complex, stated he was unable to speak during the public hearing due to technical difficulties. Mayor Flowers allowed him the opportunity to speak regarding the questions raised concerning buffers, drainage, and a berm. Chase Matthews, the civil engineer on the project, explained all stormwater would be directed to the eastern side of the property to be collected, then redirected to the existing stream. He explained they would keep the existing tree line for the buffer, noting it was shown in the landscape section of the plans. Mr. Matthews stated he was unsure of the berm that was mentioned and was unable to answer any questions at this time. Cordeiro noted he would communicate with Mr. Matthews later for clarification.

Mr. Matthews explained they were coordinating with the Town, NC DOT, and the US #1 Council regarding the future bypass that was located on the property. He stated they have gone through the appropriate channels to get approved. Joshua Reinke, the traffic engineer on the project, noted they would be making improvements which will be coordinated with NC DOT and the Town. He stated there were five adjacent developments that will require

more turn lanes and some signal adjustments. Mr. Poulsen stated they would make the traffic in the area safer, and Mr. Reinke explained the additional turn lanes would keep traffic on Holden Road from backing up. Once the turn lanes and signal adjustments have been made, the traffic will operate more efficiently.

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

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

- Minutes from the Regular Board Meeting – April 8, 2021
- Finance Report
- Fire Department Report
- Parks and Recreation Report
- Planning and Zoning Report
- Police Department Report
- Public Works Report
- Tax Collector's Report
- Budget Amendment – 2021-6
- Direct Town Administrator to negotiate and execute a contract between the Town of Youngsville and S Preston Douglas & Associates, LLP, for Audit Services

MOTION: TO APPROVE THE CONSENT AGENDA

The motion was made by Commissioner Wiggins and was seconded by Commissioner Redd. The motion passed unanimously, 5-0.

The next item on the agenda was Old Business. The first item under Old Business the proposed Budget for FYE 2022, with a tax rate of \$.655 per \$100 valuation.

MOTION: ADOPT FYE 2022 BUDGET ORDINANCE, WITH A TAX RATE OF \$.655 PER \$100 VALUATION

The motion was made by Commissioner Wiggins and was seconded by Commissioner Brame. The motion passed unanimously, 5-0.

The next item on the agenda was New Business. The first item under New Business was a request to rezone 686 Fleming Road from AG to SFR-1. Commissioner Hedlund expressed concerns over the amount of people opposed to the request to rezone. Commissioner Johnson understood people moved to Youngsville for a reason, but times have changed. He worried about deciding the matter before getting a true feel of what was happening. Commissioner Johnson stated he did not have a good feeling about the request to rezone at this time because of the homestead types of property in the area. Commissioner Redd agreed as she did not see the benefits outweighing the negatives, noting there would not be an increase in the tax base. Currently, all they have are neighbors that do not want the proposed development. Mayor Flowers agreed there was no benefit to the Town, noting

previous Boards were not amenable to growth which resulted with the growth surrounding Youngsville and leaving the Town to deal with the problems that came with that growth, such as traffic. He stated if the Board moved forward with the request to rezone, it makes sense that it be annexed so the Town could see a benefit from this happening. Mayor Flowers recommended tabling the discussion for Town staff to investigate annexing the property.

Commissioner Wiggins agreed the development would still affect the Town even if they were not inside of town limits. He noted the Board had previously discussed property on Fleming Road being developed, including conversations with Mr. Parrish. Commissioner Wiggins felt it was fair to consider owners that want to develop their property if it was to everyone's benefit, noting both sides needed to be looked at. Commissioner Redd agreed, noting the discussions during the YDO process explained the AG zoning was not there for protection but was used because of tax rates, thus allowing for future development of these areas. However, she was not sure if now was the best time and with this specific property. Commissioner Redd stated the AG zoning did not mean the property was never going to be developed, noting it was not a protection.

Commissioner Hedlund stated the residents received a promise that it was not going to be developed and felt the Town was now changing that promise to allow for development. Commissioner Redd noted the Town never made that promise. Commissioner Hedlund clarified that was the impression that residents took away and noted the number of people against the proposed rezoning.

Commissioner Johnson noted a lot of developments in the ETJ have been on the books for a long time but before deciding the Board needed to think it through completely because this will not be the only property on Fleming Road that will be sold for development. He explained he was not against moving forward or the YDO plans for AG to be converted at some point. However, he felt at this point the Town did not want to flood the area, especially if the Town or the people in the area did not benefit from the development.

With no disrespect to the residents of the ETJ, Cordeiro noted only in-town residents voted for the Board of Commissioners. He explained the Board needed to work in a way that was in the best interest of Youngsville and its taxpaying citizens. Cordeiro explained annexation was voluntary and anyone could apply.

Commissioner Brame stated he saw both the current residents' side as well as the developer's. He stated annexation would help weigh his decision as it would fit with the Comprehensive Land Use Plan. Another concern was the Northeast Area Study (NEAS) showed a bypass going through that area. Commissioner Brame noted this would also increase development in the area moving forward. He stated he believed in property rights, that owners should be able to do what they want with their property if they go through the right channels, but he also felt adjoining property owners should be heard as well. Commissioner Brame stated the proposed development does not completely fly in the face of the area as there is already development on the east side that includes lots under one acre. He stated he wanted to run through all the problems facing the Board. Commissioner

Brame stated he would be more favorable if the property were annexed as there would be little to no benefit to the Town otherwise.

Based on comments from the Board, Mayor Flowers recommended tabling the discussion until more information can be gathered, including the possibility of annexing the property. Commissioner Hedlund did not feel that more time would garner more information and asked how long the matter would be tabled. When asked, Hurd stated she would need to receive the annexation petition before committing to a timeframe. She explained the full annexation process would take approximately two to three months, depending on when the annexation petition was received. Cordeiro noted Staff would be able to collect any information requested by the Board. Commissioner Wiggins noted the question on annexation would affect how some of the Commissioners felt. He inquired if the matter would come back to the Board if they did not petition for annexation and Cordeiro explained the motion to table could be made to include waiting on the annexation petition to be filed. There was also an option to negotiate with the developer before rescheduling the continued discussion. Cordeiro stated another option was to table the discussion until the June Board Meeting so the Board could be updated on the progress. When asked, Attorney Barber-Jones agreed the discussion could be tabled while staff gathered more information. She noted the Board would have to vote on the request to rezone unless the applicant voluntarily withdrew the application. Cordeiro stated a motion to direct staff to negotiate the sufficiency of annexation with the intention of tabling this matter until the June Board Meeting.

MOTION: DIRECT STAFF TO NEGOTIATE THE SUFFICIENCY OF ANNEXATION WITH THE INTENTION OF TABLING THIS MATTER UNTIL THE JUNE BOARD MEETING

The motion was made by Commissioner Johnson and was seconded by Commissioner Brame. The motion passed 4-1, with Commissioner Hedlund voting no.

The second item under New Business was a Development Agreement for Conyers Property Single-Family Subdivision. Commissioner Redd expressed concerns about the number of people and Commissioner Brame agreed. He stated he appreciated the developer included the crosstown boulevard in the plans. Commissioner Brame stated it was nice to see the first step of the plan unfolding and that developers were not blocking future access to the road. It was noted the property would be annexed into town limits.

MOTION: APPROVE THE DEVELOPMENT AGREEMENT – CONYERS PROPERTY SINGLE-FAMILY SUBDIVISION AS PROPOSED

The motion was made by Commissioner Johnson and was seconded by Commissioner Brame. The motion passed unanimously, 5-0.

The third item under New Business was a Development Agreement for Conyers Property Townhome Development.

**MOTION: APPROVE THE DEVELOPMENT AGREEMENT – CONYERS
PROPERTY TOWNHOME DEVELOPMENT AS PROPOSED**

The motion was made by Commissioner Hedlund and was seconded by Commissioner Wiggins. When asked, Klinger explained the property was owned by one person but there were two developers for the different types of housing. The motion passed unanimously, 5-0.

The fourth item under New Business were amendments to the Youngsville Development Ordinance Article 3 – Definitions; Table 8.1 – Table of Uses; and Section 10.2-13 – Shooting Ranges, Indoor.

MOTION: APPROVE AMENDMENTS AS PROPOSED

The motion was made by Commissioner Brame and was seconded by Commissioner Johnson. When asked, Klinger explained this only affected industrial zoning in addition to the zoning designations already allowed. The motion passed unanimously, 5-0.

The fifth item under New Business were amendments to the Youngsville Development Ordinance Table 17.1 – Permanent Sign Standards and Criteria.

MOTION: APPROVE AMENDMENTS AS PROPOSED

The motion was made by Commissioner Brame and was seconded by Commissioner Hedlund. The motion passed 4-1, with Commissioner Redd voting no.

The sixth item under New Business were amendments to the Youngsville Development Ordinance Section 5.3-3(B)(2) – method of procedure for mailed notice of zoning map amendments; Section 6.14(B) – action by the Board of Adjustment; Section 7.8-8 – Public Notification; and 7/14-1(B) – Notices and Public Hearings – General Notice Requirements.

MOTION: APPROVE AMENDMENTS AS PROPOSED

The motion was made by Commissioner Redd and was seconded by Commissioner Hedlund. The motion passed unanimously, 5-0.

The seventh item under New Business were amendments to the Youngsville Development Ordinance Section 2.13-1 – Accessory uses and structures and Section 2.13-2 – Fences and Walls.

MOTION: APPROVE AMENDMENTS AS PROPOSED

The motion was made by Commissioner Brame and was seconded by Commissioner Hedlund. Commissioner Wiggins asked for clarifications on the changes. Klinger explained the YDO was confusing as it stated 6' in one section and 8' in another section. Based on research of surrounding municipalities, she averaged the height to 7'. The

amendments on height will only affect rear yards, not side or front yards. The motion passed unanimously, 5-0.

The eighth item under New Business were amendments to the Youngsville Development Ordinance Section 2.14 – Single-Family Residential Grading (New Section); Article 3 – Definitions; Section 7.1-1(A)(4) – Construction Plans; Section 7.7-1(G)(1)(E) – Site Construction Plan Required; Section 9.2-2(A) – Detached House Lot Type Standards and Specifications – Building Placement, Parking, and Vehicle Access; Section 9.2-3(A) – Detached House Building Type – Permitted Height, Uses, Encroachments, and Resiliency Standards; Section 9.3-2(A) – Attached House Lot Type Standards and Specifications – Building Placement, Parking, and Vehicle Access; Section 9.2-2(A) – Attached House Building Type – Permitted Height, Uses, Encroachments, and Resiliency Standards; and Section 9.4-2(A) – Multi-Family Lot Type Standards – Building Placement, Parking and Vehicle Access. Mayor Flowers noted this item was continued until the June 10th Board of Commissioners’ Meeting.

The ninth item under New Business was to consider and adopt the Tar River Regional Hazard Mitigation Plan. Cordeiro noted there was a link to the Plan on the Town’s website. He explained Franklin County Emergency Management, along with other agencies, worked hard to update the Plan which is needed to receive FEMA funding. Cordeiro stated staff has reviewed the Plan and find it acceptable.

MOTION: ADOPT RESOLUTION APPROVING THE TAR RIVER REGIONAL HAZARD MITIGATION PLAN

The motion was made by Commissioner Hedlund and was seconded by Commissioner Johnson. The motion passed unanimously, 5-0.

The tenth item under New Business was to set compensation for Youngsville ABC Board Members at a rate of \$49.92 per month, with payment of each month’s compensation being contingent upon the compensated Members’ satisfactory attendance of all meetings in that month. Commissioner Hedlund abstained from voting as his wife was a Member of the Youngsville ABC Board. Commissioner Redd asked who would keep track and Cordeiro stated attendance would be certified by the General Manager and ABC Board Chairman. Unless a Member is excused, then an absence is considered unexcused making them ineligible for compensation. Cordeiro stated the Finance Officer also added another layer of internal control.

MOTION: APPROVE COMPENSATION AS PROPOSED

The motion was made by Commissioner Redd and was seconded by Commissioner Brame. The motion passed unanimously, 4-0 with Commissioner Hedlund abstaining.

The eleventh item under New Business was to re-appoint Rick Houser to the Youngsville ABC Board – Term to expire June 30, 2024.

MOTION: RE-APPOINT RICK HOUSER – TERM TO EXPIRE JUNE 30, 2024

The motion was made by Commissioner Wiggins and was seconded by Commissioner Johnson. The motion passed unanimously, 5-0.

The twelfth item under New Business was to select the Chairman and Vice-Chairman of the Youngsville ABC Board. The recommendation was to re-elect Rick Houser as Chairman and appoint Kirk David as Vice-Chairman. When asked, Cordeiro noted the recommendation came from the ABC Board.

MOTION: RE-APPOINT RICK HOUSER AS CHAIRMAN AND KIRK DAVID AS VICE-CHAIRMAN TO THE YOUNGSVILLE ABC BOARD

The motion was made by Commissioner Wiggins and was seconded by Commissioner Johnson. The motion passed unanimously, 5-0.

The next item on the agenda was Reports and Other Business.

Mayor Flowers noted it was National Law Enforcement Week and expressed his appreciation for the Youngsville Police Department. He stated he and Commissioner Redd had been able to go for a test ride with the cadets, which they enjoyed immensely.

Cordeiro noted there were several questions in both the public hearings and citizen's comments. He suggested all requests be submitted in writing so Staff can follow up.

Cordeiro thanked Faith Baptist Church for coming to Town Hall on National Day of Prayer.

Cordeiro stated the Town will advertise for the Main Street Improvements Project (MSIP) with a follow up meeting scheduled for May 25th. The contract will be awarded during the July Board Meeting with NC DOT approving it the following week. Once a notice to proceed has been issued, the Town can start work, hopefully in early August. The MSIP should take approximately nine months to complete. Cordeiro stated NC DOT has planned improvements for the 5-Points intersection, including turn lanes, that will improve the level of service. Once the improvements have been made, then NC DOT will re-evaluate the intersection for further improvements. When asked, Cordeiro clarified the 5-Points turn lanes would be a separate project from the MSIP but would happen at the same time. All flagging work and lane closures will be coordinated.

Cordeiro stated the Public Works facility was going well and should be finished by late June or early July.

Commissioner Redd stated she was excited to participate in the cadets' training. She stated she was also very excited about the progress of the MSIP as it has been a long time coming. Commissioner Redd thanked Staff for their hard work.

Commissioner Hedlund noted the Museum looked great after the volunteer work. Both Commissioner Redd and Mayor Flowers stated it looked amazing.

Commissioner Hedlund requested the Police Department move the speed warning sign to US 1A South as it has become a problem recently. Commissioner Wiggins stated he has seen cars passing motorists that are going the speed limit. Commissioner Hedlund stated that people were not stopping at the stop signs either. Commissioner Redd stated she has noticed the increase in the police presence and Commissioner Hedlund stated residents have noticed as well.

Commissioner Johnson noted there continued to be a problem on E Winston and N Cross Streets. He agreed with Commissioners Hedlund and Wiggins about US 1A South and expressed concerns about the safety of the baseball participants with all the speeders in that area. Commissioner Johnson noted the baseball participants also added a significant amount of traffic to the area, including parking along the roadways and walking down the busy street. He agreed the Police Department was doing a great job and noted most of the problem drivers were people coming through town.

Commissioner Brame also expressed his appreciation for the Police Department. He gave an example of how they were able to solve a problem in his neighborhood.

Commissioner Brame stated the Northeast Area Study (NEAS) has been finalized and will be presented during the June Board Meeting. He noted there was an interactive map online, including multiple bypasses. The NEAS is part of the Mountains to the Sea Trail. Commissioner Johnson commended Commissioner Brame for his efforts with CAMPO.

Patton Motluck stated there were no changes to the Finance Report.



Town of Youngsville Finance Report

To: Youngsville Board of Commissioners
From: Kari Patton-Mothuck, Finance Officer
Date: May 10, 2021
Re: Finance Report – April 2021

During the month of April, there were:

- 205 checks written and electronic payments made totaling \$490,283.83
- 343 deposits recorded totaling \$910,728.85
- Our Current Debt Issuance:
 - Vehicle Loans – total balance \$358,654.04
 - Street Loan – total balance \$164,688.90
 - Public Works and Town Hall Loan – total balance \$966,319.22
- Town's Debt Changes:
 - Construction Loan Reimbursement #2 in the amount of \$820,818.80.
- Items of Note:
 - PO issuance will end for the fiscal year beginning May 31, 2021.
- Capital Improvements Plan
 - Public Works Facility and Town Hall Renovations – Site work and design work continues.

Mayor Flowers welcomed Battalion Chief AC Rich as the new Youngsville Fire Department's representative. Battalion Chief Rich explained he was the new liaison to the Town and is at the Fire Station Monday through Friday. He stated the Board could reach out to him anytime. Battalion Chief AC Rich stated there was nothing to add to the Youngsville Fire Department Report.



YOUNGVILLE FIRE DEPARTMENT
803 Wheaton Ave, Youngsville NC 27596
919.556.6899 – Headquarters
www.yvfd.com

Town of Youngsville, Board of Commissioners' Report – April 2021

Incidents – April 2021	72
Incidents for Same Period in 2020	76
Percentage Change	-5.26%

YTD 2021 Incidents (Jan. 1 – Apr. 30)	285
YTD for Same Period in 2020	320
Percentage Change	-13.94%

Incidents by type for April 2021:

- (1) Structure Fire Call
- (8) Outside Fires (Woods, Vehicle, Trash)
- (23) EMS Calls
- (20) Motor Vehicle Accidents
- (16) Investigation Calls/Assistance/Canceled/No Emergency
- (4) Automatic Fire Alarm Activations

Agency Updates:

- The Fire Department is adjusting its COVID-19 plan, to allow more interaction with the community. Our administration continues to monitor and maintain best practices for safety.
 - Public Education interaction, Business Pre-Fire Plans, and Station visits are allowed; however all with safe practices in place (face coverings, appropriate distancing).
 - Fire Department in-person activity (training, small group meetings) has resumed.
- Station #2 staffing with volunteer duty crew members (Mon.- Fri. evenings) continues to provide positive improvements.
- A new Fire Engine has been ordered (to replace aged E341). Expected delivery in approx. 10 months.
- District wide fire hydrant inspections continue. District wide Pre-Fire Plans are resuming in May. Note: Pre-Plan activity consists of business visits for the purposes of updating our information and known facility hazards. It is not a "fire inspection."

Submitted by Battalion Fire Chief A.C. Rich

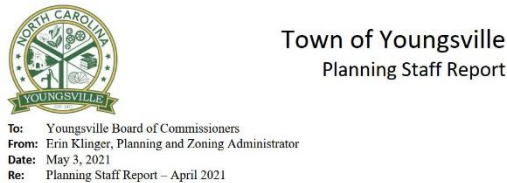
A Smith wanted to bring the Summer Affair to the Board's attention. Brooke Hogan has been helping run the event. He noted there would be food trucks and vendors and they were working on getting music. A Smith stated this would become a monthly event if it worked out. Currently, there are almost thirty vendors with room for more. A Smith stated he had nothing further to add to the Parks and Recreation Report. Mayor Flowers stated he was excited for the upcoming Golf Tournament.



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

- Recreation programs
 - Spring baseball
 - Games began April 12th
 - Spring adult kickball
 - Games began April 14th
 - The first annual Youngsville Parks and Recreation golf tournament will take place on May 21st
 - Event will be held at Olds Liberty Golf Club
 - Event will begin at 9:00 AM
 - Summer adult softball registration has opened
- Community Programs
 - Spring into Summer Fair
 - Event will take place on June 5th, July 24th, and August 21st from 10:00AM-5:00PM at Luddy Park
 - Over 30 local vendors and food trucks will be in attendance offering a variety of art, décor, jewelry, boutiques, soaps, and food

Klinger stated she had nothing to add to the Planning Report.



During the month of April there were:

- 13 permit applications were submitted and 14 were issued; 7 for new homes, 1 for a new commercial building, 2 for interior upfits, 2 for temporary signs, 1 for a change of use, and 1 for a residential accessory use. The commercial building permit was submitted in March and had been waiting on response to comments from the applicant.
- 8 certificates of compliance were issued.
- Over 20 illegal signs were immediately removed by town staff via the expenditure of 1 staff hour during focused signs sweeps.
- Three notices of violation were issued; one for operation of a home occupation without a business, and two for noise and lighting violations at 321 N. Nassau Street. The violations at 321 N. Nassau Street have since been remedied.
- Upcoming projects:
 - Development agreement for apartment complex located at the corner of Cedar Creek and Hicks Roads.
 - Zoning map amendment for a parcel owned by Ronnie Wrenn located on NC-96.
 - Special use permit to allow an indoor gun range at 132 Franklin Park Drive.

Chief Whitley reiterated it was National Law Enforcement Week. He noted 125 officers have fallen in the line of duty since January 1, 2021 and asked everyone to keep their families in their thoughts and prayers. Chief Whitley stated there was nothing further to add to the Youngsville Police Department Report.



Youngsville Police Department
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MONTHLY REPORT APRIL 2021

CALLS FOR SERVICE

The Youngsville Police Department recorded 361 calls for service during the month of April 2021 compared to 161 calls during the same month last year. Of those 361 calls for service, 20 reports were taken, and 81 citations were issued.

There were no critical incidents this reporting period.

MOTOR VEHICLE COLLISIONS

During April 2021, the Youngsville Police Department investigated six (6) motor vehicle collisions compared to two (2) the same month last year. There were two (2) collisions with reported injuries.

PATROL OPERATIONS

- **Main Street Campaign:** Officers conducted a campaign consisting of visible patrols on Main Street and in the downtown area during April 2021. This campaign was in response to multiple complaints concerning noise and moving violations in the area. The officers' efforts resulted in the issuance of one (1) vehicle exhaust citation on 4/21/2021 at the intersection of Winston Street and Nassau Street. The vehicle in this incident was not targeted specifically as part of this campaign; however, based on the officer's investigation, did appear to be the possible source of several complaints received from residents.
- **Downtown Foot Patrols:** Officers have increased foot patrols in the downtown area on nights and weekends during periods of heightened patron activity at downtown businesses. The frequent foot patrols serve to increase officer presence in the area as part of the department's community policing strategy. Officers have interacted with many of our residents and business owners as well as identified attractive nuisances such as open doors (two were discovered after



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business hours), located one water main break, prevented loitering within the alleyways, and decreased the amount of litter discarded at these locations. Officers will continue these efforts throughout the summer months.

- **Youngsville Elementary School:** Officers assisted FCSO Deputy Daniel to increase patrols in the area in response to persons loitering about the premises after school hours.
- Patrol efforts this reporting period resulted in the following self-initiated activities:

Citations	81
Charges	108
Warnings	11
Felony Drugs Charges	3
Misdemeanor Drug Charges	0
DWI	0
DWI Under 21	0
Warrant Services	3
Felony Arrests	3
Misdemeanor Arrests	1
Business Checks	270
Neighborhood Checks	258
Foot Patrols	131
Training Hours	138

COMMUNITY POLICING

- The police department hosted a Drug Take Back Event on April 24, 2021 from 10:00 AM until 2:00 PM. This event allowed anyone to drop off unwanted, unused, and expired medications to the police department for safe disposal. During the event, three boxes were filled, weighing approximately 70 pounds.
- Wake Electric held an employee appreciation event on 4/24/2021 from 8:00 AM until 4:00 PM. Officers provided event security and traffic control.



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Upcoming Events:

- The Youngsville Police Department will partner with Faith Baptist Church and the American Red Cross to host a blood drive on May 13th from 10:00 AM to 3:00 PM. The goal is to schedule 51 appointments for this blood drive.

ADMINISTRATIVE TRAINING AND ACTIVITIES

- Officer E. McAdams received Field Training Officer certification.
- Officer S. Woods completed recertification for intoxilyzer.
- Officer Z. L. Robinson completed Child Abuse and Fatality Investigation training.
- Sergeant Steinrunner completed Officer Survival training.
- Officers participated in the departments biannual Police Officers' Physical Ability Test.
- Ashlie Pippin completed PRI-Management Managing Police Records Training.

R Smith stated he had nothing to add to the Public Works Report. Commissioner Redd noted the Irene Mitchell Park looked great. R Smith stated Aubrey Cooper and Faith Baptist Church will help Public Works move into Phase 2 quicker, which includes the gazebo being washed, painted, and repaired. The brush will be cut back and pruned, along with a new flower bed. The goal is to re-seed in early fall with new benches and picnic tables next year. Commissioner Wiggins noted there was some brush that needed to be picked up at the cemetery and R Smith stated they will remove the brush and spray around the parks and cemetery.



Youngsville Public Works Memorandum

From: Randy Smith, Public Works Supervisor
To: Board of Commissioners
Via: Phil Cordiero, Town Administrator
Date: May 6, 2021
Subject: Public Works Monthly Report for April 2021

During the month of April 2021, the Public Works team accomplished the following:

- Facilities / Grounds Maintenance
 - Grass Cutting: 64 hours (Town Facilities and additional areas)
 - Grass Notice Violation Cuts: 0 hours
 - Town Hall
 - Number of hours of grounds maintenance performed: 1
 - Community Building
 - Number of hours of grounds maintenance performed: 2
 - Public Works Facility
 - Number of hours of grounds maintenance performed: 0
 - Luddy Park
 - Number of hours of grounds maintenance performed: 2
 - Mitchell Park
 - Number of hours of grounds maintenance performed: 40
 - ABC Store
 - Number of hours of grounds maintenance performed: 2
- Streets
 - Potholes repaired: 2
 - Storm Drains:
 - Street signs replaced or repaired: 1
 - Dead Animal Removal: 1
 - Litter Sweeps:
 - Special –
- Solid Waste
 - Tons of brush waste collected: 12.71
 - Tons of bulky-item waste collected: 11.66
 - Delivered refuse containers/recycling container to new residents: 8
 - Trash Service notices: 10

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

- Fleet Maintenance
 - Number of maintenance hours performed: 3 hours (Parks and Recreation)
- Training
- Upcoming Projects for the month – **May 2021:**
 - 5/3 to 5/7/2021 – Community Building right rear door roofing overhaul.
 - Hole in sidewalk near railroad tracks repair

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Attorney Barber-Jones stated she had nothing to add at this time.

Hurd stated she had nothing to add to the Tax Collector Report.



Town of Youngsville Memorandum

To: Board of Commissioners
From: Emily Hurd, Tax Collector
Date: 5/10/2021
Re: Monthly Tax Collection Report
Encl: Collections Rate Report

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

- Total release amount for April 2021 - \$0.00
- Total adjustment amount for April 2021 - \$0.00
- Total refund (overages) amount for April 2021 - \$0.00
- Received \$21,379.77 from FC Tax Office for March Vehicle Taxes

As of May 3rd, we have collected 99.51% of 2019 property taxes and 99.15% of 2020 property taxes.



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

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Mayor Flowers stated the Board needed to go into Closed Session personnel, NCGS 143-318.11 (a) (6).

MOTION: TO GO INTO CLOSED SESSION FOR PERSONNEL – NCGS 143-318.11 (a) (6)

The motion was made by Commissioner Wiggins and was seconded by Commissioner Johnson. The motion passed unanimously, 5-0. After a short recess, the Board entered Closed Session at 9:19pm and exited at 9:33pm.

**MOTION: TO ACCEPT TOWN ADMINISTRATOR PHILLIP CORDEIRO'S
RESIGNATION EFFECTIVE JULY 30, 2021**

The motion was made by Commissioner Johnson and was seconded by Commissioner Wiggins. The motion passed unanimously, 5-0.

The meeting adjourned at 9:35pm upon a motion made by Commissioner Wiggins, seconded by Commissioner Hedlund, and approved unanimously, 5-0.