

**MINUTES  
JOINT WORK SESSION  
BOARD OF COMMISSIONERS  
PLANNING BOARD  
OCTOBER 1, 2019  
6:00PM**

**YOUNGSVILLE COMMUNITY HOUSE  
115 E MAIN STREET**

**GUEST: F. RICHARD FLOWE, N\*FOCUS**

Mayor Fonzie Flowers called the meeting to order at 6:00 pm.

In attendance were Commissioners Catherine Redd, Graham Stallings, Larry Wiggins, Joseph Johnson, and Terry Hedlund. Also in attendance were Members of the Youngsville Planning Board: Donnie Tharrington, Janice Pearce, John Cyrus, Scott Anderson, and Hank Lindwall. Members of Staff present included Planning / Zoning Administrator Bob Clark, Planning / Zoning Officer Erin Klinger, Town Administrator Phillip Cordeiro, Town Attorney Edward Bartholomew, and Town Clerk Emily Hurd.

Rick Flowe of N\*Focus thanked Mayor Flowers for his introduction and welcomed back the Planning Board. He began by clarifying the difference between the Youngsville Development Ordinance (hereinafter referred to as "YDO") and the Town Comprehensive Land Use Plan. The notebook distributed to the Board contains the YDO along with supporting documentation.

Mr. Flowe started the discussion of the YDO with an overview of the Reading Guide, which was intended to help the Commissioners break down the various sections of the Ordinance. He stated there were really three parts to the Ordinance – Administrative and Procedural, State and Federal Mandates, and Character Elements. Elements of the first section establish formalities and set in place procedures, while those in the second group must be included. The third section contains the character elements of the ordinance, beginning with districts and moving through types of development, uses, and particulars like landscape, parking, and streets.

Article 2 was not included in the Administrative and Procedural section as it contains most of the fundamental basics and answers to simple questions such as fences, driveways, and site triangles. The notebook itself goes beyond this organizational structure, starting with Tab 24, where the Standards and Specifications manual is located. This manual is not part of the Ordinance itself but rather it provides standards for items such as paving types. There is also a separate section following Article 7 for plat certifications. These were kept as separate file items so they could be more easily found on the website.

Mr. Flowe continued by stating that very seldom would any project use any significant amount of the Ordinance. There are several provisions that will likely be dealt with infrequently, but they are in the Ordinance as when that project is submitted that does need that provision, the Town would be faced with issues as to whether they could move forward with the project. The Ordinance contains many tools that the Town can use for future development.

He recommended that the YDO not be included in the Town's Ordinance and should rather be inserted as a reference sheet and remain a free-standing document. He offered to provide Town Clerk Emily Hurd with language for this. He mentioned codification of the YDO could also cause legal issues.

Mr. Flowe pointed out the State of Emergency tool at the end of Article 1. This tool allows for a suspension of rules so as not to cite people for small violations. He gave an anecdotal example of when this tool was used in Andrews, NC.

He then turned the conversation to the Comprehensive Plan that was adopted in March of 2019. This plan set forth a policy direction that charged the Planning Board with developing an across-the-board vision that would look at how the community deals with growth overall. The purpose of this plan was to help the Town not lose sight of the big picture and to help them make a well-informed decision.

Mr. Flowe demonstrated how the existing residential (RS) zoning district gave rise to the creation of the new SFR-3 district by showing how he had run a development scenario for each district. The SFR-3 district creates a win-win scenario for both the Town and developers by making development costs lower while increasing return on investment while also lowering the costs for the Town to serve that district. There will also be higher neighborhood standards. He stated that this example was given to show the Board that plans and ordinances are tested prior to adoption to ensure they work.

He also intended the YDO to reinforce non-residential areas like downtown by figuring out ways to create places that work for a changing marketplace. Mr. Flowe read an article from the AARP about what people want in housing. He said the point he was attempting to make was that we are trying to come up with standards that would satisfy both an aging and a replacement population. We want to create a community that people want to return to.

Mr. Flowe then walked through a summary of openings and closings in chain store retail in 2019 to illustrate that stores are opening at a faster pace than most people think. He wanted to point this out because the YDO crafts the character elements for the zoning districts that will in turn create neighborhoods where people want to be and places that will support local commerce.

The conversation then shifted to a discussion of the zoning map. Mr. Flowe stated that, for reference, the bold black line was the Town limits, while beyond was the Town's ETJ. The proposed map will surrender areas currently in Wake Forest's sphere of influence back to Franklin County to manage the growth until these areas can annex into Wake Forest. The gray area on the map represents Wake Forest's zoning limits.

The red area in the middle of the map is downtown. This district sets standards to create an opportunity to fill in blanks in development. The brighter green is the agricultural (AG) district. There is not yet any sewer in this area and it is not yet ready for development. The yellows vary from higher density to lower density single-family residential. Around the downtown is the Residential Main Street Transition (RMST) area, which was really a "before zoning" district that was written for established older homes while still allowing for other types of housing. Writing the district in this manner brought our ordinance into compliance with State laws that have come into effect since the zoning ordinance was last updated. The mixed-use areas allow for a multitude of uses. For example, the heavy-duty mixed-use area might have anything from grocery stores to condominiums, while the lighter mixed-use might have townhomes and condominiums mixed with limited commercial development. MU-2 is more intense than MU-1. The bright red along US-1 is the conventional highway commercial district. There are also several industrial areas along Park Avenue. The blue areas are the civic districts, where schools, churches, and government offices are located. This district was created because historically, there have been different standards for non-residential uses in different residential districts. These properties are also all tax-exempt. Mr. Flowe concluded the discussion of the proposed zoning map by explaining the VSR district and giving an example.

He then paused to give the members of the Planning Board an opportunity to speak. Chairman Tharrington stated that their primary focus had been to maintain the character of the Town while at the same time allowing for the growth that will come. He mentioned one of the actions the Planning Board was trying to take was to create a

blueprint for future development as well as to allow for flexibility for change. He then asked if any of the other Planning Board members had comments. Member Lindwall said he appreciated the level of quality Mr. Flowe had put in to drafting the YDO and that it represented a good long-term vision of what Youngsville could develop into, particularly when taken in conjunction with the Comprehensive Plan.

Mr. Flowe thanked Chairman Tharrington and Member Lindwall for their comments. He then asked if there were any questions about the proposed zoning map. Mayor Flowers commented that he thought the YDO put the Town on solid footing and provided good direction for the future. Commissioner Wiggins asked a question about the enforcement procedures in Article 23. He wondered what the procedure was if there was an individual with a violation who corrected said violation but then made the same error the following month. Planning and Zoning Administrator Clark stated that this would be a repetitive violation and the penalties would be cumulative. Mr. Flowe mentioned these penalties are consistent with others that the Town has. Mr. Bartholomew said the statute gives the Town a lot of flexibility and that when the Ordinance works together in conjunction with the statute, enforcement is easier.

Mr. Clark wanted to know what the standards and specifications might be for streets and also wanted to see some examples of what new neighborhoods might look like. Mr. Flowe gave several examples in a PowerPoint slide show of other areas where these standards had been applied. He stated the new YDO tries to clean up simple mistakes from the previous ordinance; for example, utility easements located on private property, property lines located within the floodplain, and green space that people can enjoy. He also mentioned that the new ordinance also regulates building types and contains improved criteria for commercial buildings.

Mr. Flowe concluded by mentioning what the next steps were for adoption of the Ordinance. The Planning Board has sent their recommendation to the Board of Commissioners. Between this meeting and the public hearing on the 28<sup>th</sup>, the Franklin Times will run a notice about the adoption of the new ordinance. The draft is on the website and there is a book at Town Hall for the public to review. Following the public hearing, the decision is in the Board's hands as to whether the new ordinance is adopted. Mr. Flowe strongly suggested adopting the new ordinance.

He then asked if there were any other comments. Mr. Bartholomew mentioned the Board of Adjustment. Mr. Clark said that variances, appeals, and interpretations will all be heard by the Board of Adjustment, while all other decisions will be made by the Board of Commissioners.

Mayor Flowers solicited additional questions. Mr. Bartholomew asked if the elements of new statute 160D would be referenced in the final draft. Mr. Flowe said no, because the laws won't take effect until January 2021 and he couldn't cite future laws. He thought the citations could be figured out over the next year. Mr. Bartholomew requested it be made simpler for the future.

Mayor Flowers thanked everyone. He adjourned the meeting at 8:12 PM.