



# 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](mailto:CustomerService@TownofYoungsville.org)

[www.townofyoungsville.org](http://www.townofyoungsville.org)

## MINUTES BOARD OF COMMISSIONERS

**JANUARY 9, 2020  
7:00PM**

### REGULAR MEETING

### YOUNGSVILLE COMMUNITY HOUSE

Mayor Fonzie Flowers called the Board Meeting of the Town of Youngsville Board of Commissioners to order at 7:00pm. Commissioner Hedlund gave invocation. In attendance were Commissioners Cat Redd, Larry Wiggins, Joseph Johnson, Terry Hedlund and Scott Brame. Others in attendance were Town Administrator Phillip Cordeiro, Town Clerk / Tax Collector Emily Hurd, Finance Officer Jaclyn Patterson, Planning and Zoning Administrator Bob Clark, Assistant Planning and Zoning Administrator Erin Klinger, Town Attorney Edward Bartholomew, and Police Chief J. G. Whitley. A representative from the Franklin Times was also present.

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

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

The next item on the agenda was to swear in Chief of Police J. G. Whitley. Mayor Flowers swore in Chief of Police Whitley.

The next item on the agenda was to present Commissioner Graham Stallings with a Plaque of Appreciation. Mayor Flowers wanted to express a couple of things. First, he noted Commissioner Stallings had been ready to retire from the Board of Commissioners at the last election but stayed because he knew we had a great team with a lot of projects going on. Mayor Flowers told a couple of stories regarding Commissioner Stallings. He noted that Commissioner Stallings has always been resolute, and he will miss working with him. Mayor Flowers knew that Commissioner Stallings will enjoy having the time to spend with his family. He stated Youngsville was in a better place because of Commissioner Stallings and he thanked him for his service.

Mayor Flowers read the Plaque and presented it to Commissioner Stallings.

County Manager Angela Harris stated it was an honor to stand beside Commissioner Stallings as he was a talented leader. She noted she has full respect for the work he has done, explained Commissioner Stallings was a master at the art of collaboration. He knew the right people to get things done and how to get people engaged. County Manager Harris stated she enjoyed working with Commissioner Stallings and was proud of the work he has done, and the risks he has taken, for Youngsville. She stated she will miss him and appreciates everything that he has done for both Youngsville and Franklin County. County Manager Harris expressed best wishes to Commissioner Stallings.

Commissioner Stallings recognized his family in attendance, including his wife Anna, his brother M.L. Stallings and his wife, and Nikki Perry and Karen Wilson from FC Social Services. He thanked everyone for coming. Commissioner Stallings reminisced on how he and Commissioner Johnson were elected when two previous Commissioners were ready to retire. Commissioner Marvin Roberts, who served Youngsville for 50+ years, talked both into running for Commissioner. Commissioner Stallings noted their first meeting lasted only about ten minutes. Over the years, they grew into a Board where everyone had something to contribute. They helped to build the community up to what it is today. Commissioner Stallings stated Youngsville has grown a lot, noting the surrounding developments.

Of all the accomplishments, Commissioner Stallings stated three stood out the most. First was hiring Bill Tatum as Finance Officer to help straighten out the Town's finances. He noted Tatum did an excellent job. Second, Commissioner Stallings noted the sale of the water and sewer system to Franklin County. He explained that system was killing the Town. Commissioner Stallings stated the third was hiring Phillip Cordeiro as Town Administrator, noting what a job Cordeiro has done for Youngsville.

Commissioner Stallings noted that Youngsville has good Staff, a good Planner, good Law Enforcement Officers, and a lot of qualified people. He wished everyone well.

The next item on the agenda was citizens' comments. Tom Parrish, Fleming Road, stated he had spoken at the Public Hearing on Tuesday night to express his concerns regarding the Youngsville Development Ordinance (YDO). He stated it was not very often that public employees listened to the citizens. Mr. Parrish thanked Cordeiro for speaking with him and for explaining the YDO in detail so that he better understood the zoning of his property. He stated that Cordeiro alleviated his fears. Mr. Parrish stated communication was key and appreciated that Cordeiro took the time to speak with him and then followed up with an email as well. He thanked Cordeiro for his time, noting he was happy with the outcome.

Alex Cleghorn noted he had been unable to attend previous Public Hearings. He noted he owned property along US #1 Highway and understood he could replace the mobile homes when needed. Mr. Cleghorn stated he had been speaking with developers and wanted to make sure the property could be rezoned with the proper plan as he was concerned about the future and Cordeiro stated that was correct.

Jim Moss, 217 N College Street, stated he attended the Public Hearing on Tuesday as well. He explained he wanted a Workshop as originally promised but Cordeiro had explained to him statute required a Public Hearing instead. Mr. Moss stated his understanding was the information from the Public Hearing would be taken into consideration by the Board, along with additional information from other property owners that had asked for amendments. He stated he had put forth information to Staff, though not all of it was ready for changes, noting some was preliminary information. Mr. Moss stated he did not know how one appropriately studies and considers the text that was presented to the Board. He had hoped there would be more time, possibly waiting until the February or March Board Meetings. As it was on the agenda for tonight's consideration, Mr. Moss wanted to express his opinion that deciding tonight was not in keeping with the spirit of the Public Hearing on October 28, 2019. To some degree, deciding tonight was not what Staff had stated, noting Staff had mentioned having Workshops. Mr. Moss felt there would be fewer wrinkles to iron out later if there was additional time to address the issues at hand now.

The next item on the agenda was the Financial Report. Patterson stated everyone was going well.

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

- Minutes from the Regular Board Meeting – December 12, 2019
- Tax Collector's Report
- Police Department Report
- Resolution appointing a member of the Youngsville Board of Commissioners to the Capital Area Metropolitan Planning Organization Executive Board
- Recommendation to Franklin County to re-appoint John Cyrus as an ETJ Member of the Youngsville Planning Board – Term to expire January 31, 2023

**MOTION: TO APPROVE THE CONSENT AGENDA**

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

The next item on the agenda was Old Business. The first item under Old Business the consideration of the Statement of Consistency and Reasonableness for the adoption of the Town of Youngsville Development Ordinance. Cordeiro wanted to address the concerns that Mr. Moss had. He explained the Town has undergone a robust process to develop the YDO and Zoning Map. The proposed YDO culminates 18 months' worth of work. Cordeiro stated the Planning Board has been working on this project for over a year, the Town conducted two Public Hearings, and Staff had met with approximately fifty individuals. Those individual meetings with citizens and property owners helped Staff to adjust their property per their requests. Cordeiro noted the product was imperfect as it was impossible to have a perfect plan. However, there comes a time when the YDO and Zoning Map need to be adopted so the information can be provided to developers. Cordeiro stated the YDO will do a great deal to provide insight to the developers that are interested in

Youngsville. He made the commitment that adjustments can be made as needed so that Mr. Moss, along with other property owners, can get the greatest value and use of their land. Cordeiro stated the Board was also committed to this as well.

Cordeiro explained there were two action items required to adopt the YDO. The Statement of Consistency and Reasonableness confirms the process and that the product is consistent with the statutory authorization of this Board to regulate zoning and zoning related matters. The second item was to approve the YDO.

**MOTION: TO APPROVE THE STATEMENT OF CONSISTENCY AND REASONABLENESS**

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

**MOTION: TO ADOPT THE TOWN OF YOUNGSVILLE DEVELOPMENT ORDINANCE**

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

The second item under Old Business was the consideration of the contract to sell the Old Town Hall / Police Department to the Upset Bid Winner. Cordeiro explained the contract before the Board includes information from the purchasing party that was in line with the discussions. He felt the purchasing party would put the property to good use and will do a great job that will make Youngsville proud. When asked, Cordeiro stated timeframes were set forth in the contract. Attorney Bartholomew stated everything was as it should be, noting there was a provision to extend the timeframe for a reasonable period based on the environmental study as they were unsure of that outcome. Mayor Flowers thanked everyone for their hard work noting they did go through it in depth at their December Board Meeting.

**MOTION: TO APPROVE THE CONTRACT TO SELL THE OLD TOWN HALL / POLICE DEPARTMENT TO THE UPSET BID WINNER**

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

The next item on the agenda was New Business. The first item under New Business was a Resolution approving a Public Sponsorship of Special Events – 2020 5K Color Run and Community Egg Hunt on April 4, 2020. Mayor Flowers stated he was a big fan. Amber Winterton, a senior at Franklin Academy, thanked the Board for giving her this opportunity. The 5K Color Run project has given her the opportunity to interact and meet people as well as teaching her things.

Ms. Winterton stated she would like to organize a 5K Color Run for 8am on April 4, 2020. She hopes to raise awareness for Operation Underground Railroad, a non-profit

organization, which spreads awareness for rescuing and relocating human sex trafficking victims. Her goal for this race was to not only bring the community together to raise funds for a lifesaving organization but to also raise awareness for an growing epidemic that has already stricken this state. Ms. Winterton explained this project will coincide with the Community Egg Hunt that was sponsored by Faith Baptist Church, Youngsville Kiwanis Club, Friends of the Youngsville Library, Covenant Hope Church, and the Youngsville Parks and Recreation Department. She stated Pastor Aubrey Cooper with Faith Baptist Church has offered to share their facilities and items such as barriers, lanyards for volunteers, tents and sound system. Other donations will be collected from local businesses, including snacks, water bottles, materials for signs and bags for the color. Ms. Winterton asked that the Town provide emergency personnel, waste management, and waive the fees for the Luddy Park as this event will bring the community together and raise awareness. She stated she would spend a couple of minutes on the day of the 5K Color Run to help raise awareness of human trafficking. Ms. Winterton thanked the Board again for their support.

**MOTION: TO ADOPT THE RESOLUTION APPROVING A PUBLIC SPONSORSHIP OF SPECIAL EVENTS – 2020 5K COLOR RUN AND COMMUNITY EGG HUNT ON APRIL 4, 2020**

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

The second item under New Business was to consider cancelling the Deed of Trust between NEMO Associates, Inc and the Town of Youngsville for the construction of North Brook Drive in the Industrial Park located off Burt Winston Road. Clark explained North Brook Drive had been taken over by NC DOT and has been complete for ten years. He explained the developers had put up the Deed to insure the completion of the street. As this was done years ago, Clark explained the Deed needed to be cancelled. Attorney Bartholomew stated he had researched this and doesn't think there should be any problems for the Town to be concerned about. He noted this could be done quickly.

**MOTION: TO DIRECT THE ATTORNEY TO PROCEED WITH THE CANCELLATION OF THE DEED OF TRUST**

The motion was made by Commissioner Redd and was seconded by Commissioner Johnson. Commissioner Wiggins inquired if there were other obligations regarding North Brook Drive and Cordeiro and Clark stated no. Clark explained NC DOT already maintains the street and everything has already been completed. He stated a part of the old Subdivision Ordinance required bonds or deeds of trust to ensure the streets were built correctly. The motion passed unanimously.

The third item under New Business was a discussion on the Manual of Specifications, Standards, and Design. Klinger explained the Manual was a part of the YDO. It was a helpful reference tool for both developers and engineers, so they have specific sets of plans and standards to refer to when working on projects. Clark noted the Manual dictates how streets are built, which will help with their longevity. Information included in the Manual

is in concert with Franklin County Public Utilities (FCPU). The manual included information regarding drainage, which we have had problems with over the years. Clark noted the information was easy for professionals to access. The Manual also included the newest information from the State and is similar to other towns, including Wake Forest.

Mayor Flowers asked for clarification on approving the Manual. Clark explained the Manual needed two readings. Even though it was presented at the Public Hearing on Tuesday, Staff preferred the second reading be at the February Board Meeting. Commissioner Redd appreciated the extra time to review the Manual.

**MOTION: TO CONTINUE THE DISCUSSION ON THE MANUAL OF SPECIFICATIONS, STANDARDS, AND DESIGN AT THE FEBRUARY 13, 2020 BOARD MEETING.**

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

The next item on the agenda was Reports and Other Business. Mayor Flowers stated the Board has been invited to the Groundbreaking Ceremony for Oak Grove Baptist Church.

As today was National Law Enforcement Appreciation Day, Mayor Flowers expressed his appreciation for all the hard work done by the ladies and gentlemen of the Youngsville Police Department.

Mayor Flowers stated Basketball Season was going great. He noted this was the first time they had cheerleading with Parks and Recreation in years. Mayor Flowers stated he was proud of the work Smith has achieved, noting this year had the most teams he can remember. He stated teams were playing at Youngsville Elementary and Faith Baptist Church. Mayor Flowers stated they also had adult leagues this year.

Cordeiro agreed that Parks and Recreation was doing great this year, noting he has seen people using the outdoor courts. The lights for the outdoor court will be included in the upcoming CIP.

Cordeiro thanked Staff and the Planning Board for all their hard work, noting they were saints for all the work they put into the YDO.

Commissioner Redd reminisced about Commissioner Stallings. She agreed that so much has changed, and she loves how everyone works together.

Commissioner Hedlund thanked Mayor Flowers for his help in cleaning Holden Road, it was appreciated. He noted Highway 96 towards FoodLion has not been adopted and needed cleaning. Commissioner Hedlund requested Maintenance Staff clean that road quarterly if possible. He stated he didn't know what it would take to get people to stop littering. Commissioner Hedlund stated they could always use help if anyone wanted to volunteer. Commissioner Wiggins stated he would get one of his employees to help.

Commissioner Johnson stated he had two teenagers that could help as well. Commissioner Hedlund stated he would get dates from the Kiwanis Club and let everyone know.

Commissioner Johnson noted there were some potholes from waterline repairs in town. Cordeiro stated he spoke with Summit Consulting earlier in the day and had also spoken with the FCPU Director.

Commissioner Johnson stated Commissioner Stallings was a very good man with a great family. He stated it had been a privilege to serve with Commissioner Stallings and he hated to see him go. Commissioner Johnson stated he was glad to have Commissioner Brame on board, noting how great it was to have a citizen step up. He stated Commissioner Stallings was a good leader and someone that people looked up to.

Commissioner Hedlund stated the Kiwanis Club did a great job on S Cross Street. Mayor Flowers stated he got his children involved and stated they got a whole new appreciation for it. He explained they needed to lead by example. Commissioner Johnson stated he could not believe what people threw out of their cars.

Commissioner Brame stated he enjoyed the presentation to Commissioner Stallings as it helped him to get to know the man he was replacing. He appreciated the passion Commissioner Stallings had for the Town and the way the Town also appreciated his service. Commissioner Brame was looking forward to stepping in and filling his shoes.

Klinger stated the Board of Adjustment would need to meet at their quarterly February meeting. She explained there were three Special Use Applications; one for Hunter Place behind Sirchie, Washington Manor on S College Street, and an addition to Hampton Village. Cordeiro clarified the February Board of Adjustment would be held on February 6<sup>th</sup> on their regular quarterly schedule. Clark explained all applications were received prior to the adoption of the YDO and the applicant can choose which set of procedures they wish to follow. At this time, the applicants have chosen to follow the previous Ordinances procedures. Clark noted the Planning Board would hear the Special Use Applications this coming Tuesday. Attorney Bartholomew stated they would only need a simple majority.

Attorney Bartholomew noted he would help with road cleanup as well. He stated he enjoyed celebrating the community while helping to keep it clean.

Attorney Bartholomew stated he would continue working on completing all the tasks he has been assigned. He noted he would be taking a leave of absence for the birth of his first child from the end of March through the end of June. Attorney Bartholomew stated he would be available for emergencies. He stated he has already spoken with Cordeiro regarding an interim Town Attorney, and noted he has some colleagues that are interested in filling in. Attorney Bartholomew stated they can discuss this more as they move forward.

Attorney Bartholomew thanked the Police Officers for their hard work, stating that Police Officers should be recognized more often.

Chief Whitley also thanked the Police Officers for coming out to support him. He stated it meant a lot, noting that time is something that he can never pay them back for. Chief Whitley stated he went to the shooting range with the Police Officers earlier this week and spoke of their fellowship and comradery. It reminded him of everything that was great about law enforcement.

Chief Whitley stated they had 361 calls for service last month, which was up from 289 for the same timeframe last year. He explained this was reasonable considering the growth of Youngsville. Chief Whitley stated there were only 23 reportable incidents and 90 citations issued. He stated there was a low crime rate in Youngsville that he attributed to the Police Officers being present throughout town. There were seven collisions this month, which is consistent with our traffic count. Only one person needed to be transported to the hospital. The indication is the speed of collisions is slowing.

Chief Whitley stated the Board had previously discussed two traffic issues regarding S Nassau Street and the intersection of E Persimmon and S Cross Streets. Officer Parrish put a survey together and sent out 30 door hangers. There were two surveys; one for the closure of S Nassau Street at Highway 96 and one for right turn only from E Persimmon Street onto S Cross Street. Of the 30 door hangers Officer Parrish sent out, only ten responded. All ten replies were in favor of the right turn only from E Persimmon onto S Cross Street. Only eight replies were in favor of closing S Nassau Street at Highway 96. The surveys allowed for residents to make comments as well and the commentary they received back included suggestions.

Chief Whitley explained the greatest issue for him was public safety, not necessarily the free flow of traffic. He has seen some significant speeding on S Nassau Street. Chief Whitley noted there hasn't been a serious issue lately, possibly because of the increased Police presence. He stated public safety should be the primary goal, not convenience. Chief Whitley stated his recommendation would be for temporary barriers to be placed at the intersection of S Nassau Street and Highway 96. He told the Board this would not get a lot of commentary until people realized how it would affect them. Most of the negative comments would come from the people who are using this street as a thoroughfare. Chief Whitley stated the Town owes it to the residents to provide a level of public safety. Mayor Flowers inquired if S Nassau Street would be closed completely or only during certain hours. Chief Whitley explained it would be a semi-permanent closure. He stated residents were told on their surveys they would have a chance to speak at tonight's Board Meeting. Mayor Flowers agreed that public safety was paramount. He understood people will be upset once the cut-through has been closed. Once the signals get fixed at Cross and Main Streets, Mayor Flowers felt the traffic flow would be easier and would negate the need for people to cut through town streets. When asked about a time frame, Cordeiro stated NC DOT was continuously evaluating the signal. He stated they have already changed the timing twice. Cordeiro explained that NC DOT observes traffic monthly but noted they have not given a time frame for adding a turn signal.

Clark noted there would be duplexes built on Highway 96 across from the S Nassau Street intersection. He explained NC DOT would require the developer to improve the intersection area and that may help to eliminate some of the problems. Clark stated there

was a curve just past the intersection and the developers will have to make sure their duplexes do not create problems for drivers coming around the curve. He stated a long-term solution may be to redesign the entire intersection. There are other projects coming that will also enhance the safety of the area.

Commissioner Redd thanked Officer Parrish for her hard work and community outreach. She noted it was a big deal to communicate with the citizens. Commissioner Redd stated Officer Parrish did an amazing job on all the different levels.

Commissioner Wiggins stated that he has seen cars cross Main Street from S Nassau Street to N Nassau Street without stopping.

**MOTION: TO APPROVE THE SEMI-PERMANENT BARRICADE TO CLOSE S NASSAU STREET AT HIGHWAY 96**

The motion was made by Commissioner Wiggins and was seconded by Commissioner Redd. Mayor Flowers agreed this was a good idea. The motion passed unanimously.

Chief Whitley stated they have increased patrols over the last thirty days on some of the high traffic areas, including Winston Street, College Street, Nassau Street, Camille Circle, and Holden Road. He explained they had over 210 officer hours that resulted in 41 traffic stops, of which 11 were for speeding. Chief Whitley stated their primary purpose was to increase citizen awareness that Youngsville was trying to increase public safety. The Police Department is putting in a significant amount of time, looking over comments and Police Officer observations. The next step is working with the District Attorney on a campaign to make sure the charges stick, especially for repeat offenders. Mayor Flowers stated this was a big deal and thanked the Police Officers for their hard work. He noted it was a daunting process but was very much appreciated.

Chief Whitley stated the Youngsville Police Department held Shop with a Cop on December 17<sup>th</sup>. They hosted twelve children. He explained they had dinner at the Community House then went to the Wake Forest Walmart to shop. Chief Whitley stated it was a huge hit and the Police Officers had a great time. He stated they intended to continue this program moving forward. Chief Whitley thanked Officer Parrish for putting it all together. Mayor Flowers echoed Chief Whitley's sentiments and thanked all the Police Officers involved, especially Officer Parrish. He also wanted to thank the local businesses who helped to cater the event. Officer Parrish stated Fiesta Mexicana contributed a huge amount of food, as did Subway. She stated it was a wonderful meal. Officer Parrish explained Sam's Club awarded the Youngsville Police Department the grant and they were willing to work with us on a regular basis. Mayor Flowers thanked everyone again for everything they do.

Mayor Flowers read the Youngsville Fire Department 2019 Operations Report. He noted the number of calls keeps increasing. Mayor Flowers noted they love working together with the Youngsville Police Department.

Cordeiro wanted to thank Faith Baptist Church for their cooperation with the Parks and Recreation Department and allowing them to use their facilities for Basketball Season.

Cordeiro explained the leaf machine finally broke down for good and Randy Smith picked up a new machine from Pennsylvania. This new piece of equipment will be more reliable, and he thanked Smith for going out of his way to pick it up. Cordeiro stated the new equipment will help improve our service. Mayor Flowers asked what the Town planned to do with the old leaf truck and Cordeiro stated he wasn't sure if it was worth anything at this time. Cordeiro stated he would figure something out. Mayor Flowers stated the old leaf machine had been a menace and he was glad the Town was making strides to improve service.

The next item on the agenda was Closed Session. Mayor Flowers stated there was no need for the Board needed to go into Closed Session.

The meeting adjourned at 8:19pm.