

**THE ERWIN BOARD OF COMMISSIONERS
JANUARY 2022 REGULAR MEETING
THURSDAY, JANUARY 6, 2022 @ 7:00 P.M.
ERWIN MUNICIPAL BUILDING BOARD ROOM**

AGENDA

1. **MEETING CALLED TO ORDER**
 - A. Invocation
 - B. Pledge of Allegiance
2. **AGENDA ADJUSTMENTS /APPROVAL OF AGENDA**
3. **CONSENT**

All items on Consent Agendas are considered routine, to be enacted on one motion without discussion. If a Board member or citizen requests discussion of an item, the item will be removed from the Consent Agenda and considered under New Business.

 - A. Minutes of Regular Meeting on December 2, 2021 **(Page 2)**
 - B. Financial Report for November 2021 **(Page 13)**
 - C. Pitney Bowes Agreement Renewal 2022 **(Page 15)**
4. **PUBLIC COMMENT**

Each speaker is asked to limit comments to 3 minutes, and the requested total comment period will be 15 minutes or less. Citizens should sign up prior to the start of the meeting. Please provide the clerk with copies of any handouts you have for the Board. Although the Board is interested in hearing your concerns, speakers should not expect Board action or deliberation on the subject matter brought up during the Public Comment segment. Thank you for your consideration of the Town Board, staff, and other speakers. §160A-81.1
5. **PRESENTATION OF JANUARY CITIZEN OF THE MONTH**
6. **PUBLIC HEARING**
 - A. SU-2021-007 **(Page 19)**
 - B. SU-2021-008 **(Page 20)**
 - C. Sign Text Amendment **(Page 39)**
7. **NEW BUSINESS**
 - A. Fill Vacant Ward 4 Seat **(Page 42)**
 - B. FY 2022-2023 Budget **(Page 46)**
 - C. **Annexation Request 127 Red Hill Church Road**
8. **MANAGER'S REPORT**
9. **ATTORNEY'S REPORT**
10. **GOVERNING BODY COMMENTS**
11. **ADJOURNMENT**

ERWIN BOARD OF COMMISSIONERS**REGULAR MINUTES****JANUARY 6, 2022****ERWIN, NORTH CAROLINA**

The Board of Commissioners for the Town of Erwin with Mayor Patsy Carson presiding held its Regular Meeting in the Erwin Municipal Building Board Room on Thursday, January 6, 2022, at 7:00 P.M. in Erwin, North Carolina.

Board Members present were: Mayor Patsy Carson, Mayor Pro Tem Randy Baker, and Commissioners William Turnage, Thurman Whitman, and Alvester McKoy.

Board Members absent were: Commissioner Ricky Blackmon

Town Manager Snow Bowden, Town Clerk Lauren Evans, Town Attorney Tim Morris, Town Engineer Bill Dreitzler, and Police Chief Jonathan Johnson were present.

Commissioner McKoy gave the invocation.

Commissioner Whitman led the Pledge of Allegiance.

AGENDA ADJUSTMENT/APPROVAL OF AGENDA

Town Manager Snow Bowden requested to add Annexation Request under New Business as Item C.

Commissioner Turnage made a motion to approve the adjusted agenda and was seconded by Mayor Pro Tem Baker. **The Board voted unanimously.**

CONSENT

Mayor Pro Tem Baker made a motion to approve **(ITEM A)** Minutes of Regular Meeting on December 2, 2021 **(ITEM B)** Financial Report for November 2021 **(ITEM C)** Pitney Bowes Agreement Renewal 2022 and was seconded by Commissioner Whitman. **The Board voted unanimously.**

PUBLIC COMMENT

No one was present for Public Comment.

TOWN OF ERWIN
 FINANCIAL SUMMARY REPORT
 FOR MONTH OF November 2021



BANK BALANCES AS OF November, 2021

CASH MANAGEMENT	2,101,090.48
FIRST FEDERAL BUSINESS MONEY MARKET	109,186.03
FIRST FEDERAL PREMIUM MONEY MARKET	136,676.58
Y-T-O INVESTMENT BALANCE IN GENERAL FUND ACCOUNTS	667,306.00
BBT STATE PORTEFURE	3,104,287.17
BB & T CAPITAL RESERVE/COMM ENHANCEMENT	4,246.64
FIRST FEDERAL CAP. RESERVE/GENERAL	199,914.22
BS&T HEALTH RESERVE/HRA ACCT	2,350,858.33
FRIEBE FIELD ACCT.	13,688.44
AL WOODMALL PARK IMPROVEMENTS	12,170.52
AMERICAN RELIEF FUNDS	973,394.46
Y-T-O INVESTMENT BALANCE RESTRICTED FUNDS	821,602.01
CUMULATIVE BALANCE FOR TOWN OF ERWIN	2,954,620.83
POWELL BILL BALANCE	6,168,787.80

\$353,698.54

REVENUES	ANNUAL BUDGET	Nov-21 ACTIVITY	ACTUAL TO DATE	Y-T-O % COLLECTED
CURRENT YEAR LEVY OF PROPERTY TAXES	1,103,956.00	63,318.00	208,907.00	19.02%
CURRENT YEAR MOTOR VEHICLE TAXES	175,470.00	18,252.00	66,398.00	37.83%
PROPR YEAR TAXES / Penalties & Interest	10,000.00	688.00	38,323.00	383.23%
UTILITIES FRANCHISE TAXES	190,000.00	877.00	42,235.00	22.23%
ENTRY FEES	19,000.00	6,400.00	11,615.00	61.13%
SALES & LINE TAX	700,000.00	67,404.00	393,803.00	51.97%
ZONING PERMIT APPLICATIONS	8,000.00	570.00	8,285.00	78.66%
REFUSE COLLECTIONS FEES	410,256.00	36,537.00	193,394.00	47.14%
STORM WATER COLLECTION	69,530.00	5,165.00	26,108.00	37.53%
ALL OTHER REVENUES	697,042.00	25,661.00	214,789.00	30.81%
	3,383,564.00	221,782.00	1,170,946.00	34.60%
EXPENDITURES				
GOVERNING BODY	47,945.00	2,372.00	9,533.00	19.88%
ADMINISTRATION	265,399.00	23,290.00	103,404.00	39.26%
NON-DEPARTMENTAL	279,319.00	39,093.00	221,455.00	79.28%
PLANNING & INSPECTIONS	77,369.00	166.00	9,377.00	12.12%
POWELL BILL-STREETS	157,000.00	1,000.00	6,000.00	3.82%
POLICE	984,020.00	78,177.00	387,598.00	40.21%
POLICE-SRO	64,030.00	5,189.00	26,788.00	41.81%
CONTRACT SERVICES-FIRE	238,307.00	14,648.00	57,737.00	24.23%
PUBLIC WORKS-ADMIN	109,004.00	14,872.00	51,852.00	47.57%
PUBLIC WORKS-STREETS	396,884.00	17,897.00	122,971.00	30.98%
PUBLIC WORKS-SANITATION	345,343.00	41,987.00	114,894.00	33.27%
PUBLIC WORKS-STORM WATER	15,000.00	0.00	3,549.00	23.66%
RECREATION	349,119.00	24,176.00	140,177.00	40.15%
LIBRARY	69,406.00	6,963.00	27,641.00	39.83%
COMMUNITY CENTER	7,300.00	350.00	1,772.00	24.27%
	3,383,564.00	266,984.00	1,284,726.00	37.87%
Y-T-O GENERAL FUND BALANCE INCREASE (DECREASE)		(45,192.00)	(113,682.00)	

Town Of Erwin
Financial Summary Report
YTD Comparison of November FY 2020 & FY 2021



	YTD		YTD DIFFERENCE
	Nov-21	Nov-20	
Revenues			
CURRENT YEAR LEVY OF PROPERTY TAXES	209,907.00	209,458.00	1,449.00
CURRENT YEAR MOTOR VEHICLE TAXES	66,386.00	76,696.00	(10,310.00)
CURRENT YEAR TAXES (Franchise & Retail)	36,323.00	19,666.00	16,657.00
UTILITIES FRANCHISE TAXES	42,235.00	39,734.00	2,497.00
ENTRY FEES	11,615.00	0.00	11,615.00
SALES & USE TAX	363,003.00	322,657.00	41,246.00
ZONING PERMITS/APPLICATIONS	6,265.00	4,520.00	1,745.00
REFUSE COLLECTIONS FEES	193,394.00	173,954.00	19,440.00
STORM WATER COLLECTION	26,106.00	24,835.00	1,271.00
ALL OTHER REVENUE	214,788.00	429,556.00	(214,768.00)
	\$ 1,170,646.00	\$ 1,259,964.00	(129,138.00)

	YTD		YTD DIFFERENCE
	Nov-21	Nov-20	
Expenditures			
GOVERNING BODY	9,533.00	9,343.00	190.00
ADMINISTRATION	103,404.00	104,633.00	(1,229.00)
NON-DEPARTMENTAL	221,455.00	149,437.00	72,018.00
PLANNING & INSPECTIONS	9,377.00	17,790.00	(8,413.00)
POWELL BELL STREETS	6,000.00	5,000.00	1,000.00
POLICE	397,596.00	329,940.00	67,656.00
POLICE-ARO	26,768.00	41,028.00	(14,260.00)
CONTRACT SERVICES-FIRE	57,737.00	37,262.00	20,475.00
PUBLIC WORKS-ADMIN	51,852.00	43,712.00	8,140.00
PUBLIC WORKS-STREETS	122,971.00	99,993.00	22,978.00
PUBLIC WORKS-SANITATION	114,894.00	118,394.00	(4,060.00)
PUBLIC WORKS-STORM WATER	3,548.00	1,769.00	1,779.00
RECREATION	140,177.00	102,592.00	37,585.00
Library	27,641.00	24,977.00	2,664.00
COMMUNITY CENTER	1,772.00	1,525.00	247.00
	\$ 1,294,728.00	\$ 1,086,665.00	198,073.00

BANK ACCOUNT BALANCES	
	Nov-21
CASH MANAGEMENT	2,101,090.48
FIRST CASH IN BANK	109,165.09
FIRST FEDERAL BUSINESS MONEY MARKET	136,876.56
FIRST FEDERAL MONEY MARKET	857,366.00
YTD INVESTMENT BALANCE IN GENERAL FUND ACCOUNTS	\$ 3,204,287.17
IRISA STATE PORTFOLIO	4,246.54
BB & T CAPITAL RESERVE/COMM ENHANCEMENT	199,814.25
FIRST FEDERAL CAP. RESERVE/GENERAL	2,340,646.32
BB&T HEALTH RESERVE IRA ACCT.	13,836.44
PRIME FELD ACCT.	12,179.52
AL WOODALL PARK IMPROVEMENTS	372,394.48
Armedon Interfund	631,682.01
YTD BALANCE RESTRICTED FUNDS	\$ 2,854,520.63
CUMULATIVE BALANCE FOR TOWN OF ERWIN	\$ 6,188,787.80

Erwin Board of Commissioners

REQUEST FOR CONSIDERATION

To: The Honorable Mayor and Board of Commissioners

From: Snow Bowden, Town Manager

Date: January 6, 2022

Subject: Pitney Bowes Agreement Renewal 2022

We need to renew our lease with Pitney Bowes for our postage machine. We are currently paying \$402/quarter (\$134/month). We reached out to Pitney Bowes for an updated lease. In the new proposed lease, we will pay \$242.22/quarter (\$80.74/month) saving the Town \$639.12 a year. This lease agreement is offered through Sourcewell which means that it meets formal bidding requirements.

Attachments:

- Pitney Bowes Lease Agreement

Action Recommended

- Authorize the Town Manager to sign a new lease with Pitney Bowes for our postage machine



Sourcewell (formerly known as NJPA) State & Local FMV Lease

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Agreement Number

Your Business Information

Full Legal Name of Lessee / DBA Name of Lessee		Tax ID # (FEIN/TIN)	
TOWN OF ERWIN		560890158	
Sold-To: Address			
100 W F ST, ERWIN, NC, 28339-2029, US			
Sold-To: Contact Name	Sold-To: Contact Phone #	Sold-To: Account #	
Linda Williams	(910) 591-4203	0011688459	
Bill-To: Address			
PO BOX 459, ERWIN, NC, 28339-0459, US			
Bill-To: Contact Name	Bill-To: Contact Phone #	Bill-To: Account #	Bill-To: Email
		0011533889	
Ship-To: Address			
100 W F ST, ERWIN, NC, 28339-2029, US			
Ship-To: Contact Name	Ship-To: Contact Phone #	Ship-To: Account #	
Linda Williams	9105914203	0011688459	
PO #			

Your Business Needs

Qty	Item	Business Solution Description
1	SENDPROC SERIES4	SendPro C Series - Version 4
1	1FXA	Interface to InView Dashboard
1	7H00	C Series IMI Meter
1	8H00	C Series IMI Base
1	993-4C	DM400 Series Return Kit With Box
1	APAC	Connect+ Accounting Weight Break Reports
1	APAX	Cost Acctg Accounts Level (100)
1	APB2	Cost Accounting Devices (10)
1	APKN	Account List Import/Export
1	C425	SendPro C425
1	CAAB	Basic Cost Accounting
	F9S2	SendPro C Install Training with Shipping
1	HZ80001	SendPro C Series Drop Stacker
1	ME1A	Meter Equipment - C Series

1	MP81	C Series Integrated Scale
1	MP8110	SendPro C Series Scale Upgrade
1	PAB1	C Series Premium App Bundle
1	SJS1	C200 SoftGuard
1	STDSLA	Standard SLA-Equipment Service Agreement (for SendPro C Series - Version 4)
1	ZH24	Manual Weight Entry
1	ZH27	HZ02 65 LPM Speed
1	ZHC425	SendPro C425 Base System Identifier
1	ZHD5	USPS Rates with Metered Letter
1	ZHD7	E Conf Services for Metered LTR. BDL
1	ZHWM	10lb/5kg Weighing Option for MP81

Your Payment Plan

Initial Term: 60 months	Initial Payment Amount:	
Number of Months	Monthly Amount	Billed Quarterly at*
60	\$ 80.74	\$ 242.22

*Does not include any applicable sales, use, or property taxes which will be billed separately.

- Tax Exempt Certificate Attached
- Tax Exempt Certificate Not Required
- Purchase Power[®] transaction fees included
- Purchase Power[®] transaction fees extra

Your Signature Below

Non-Appropriations. You warrant that you have funds available to make all payments until the end of your current fiscal period, and shall use your best efforts to obtain funds to make all payments in each subsequent fiscal period through the end of your lease term. If your appropriation request to your legislative body, or funding authority ("Governing Body") for funds to make the payments is denied, you may terminate this lease on the last day of the fiscal period for which funds have been appropriated, upon (i) submission of documentation reasonably satisfactory to us evidencing the Governing Body's denial of an appropriation sufficient to continue this lease for the next succeeding fiscal period, and (ii) satisfaction of all charges and obligations under this lease incurred through the end of the fiscal period for which funds have been appropriated, including the return of the equipment at your expense.

By signing below, you agree to be bound by all the terms and conditions of this Agreement, including the NJPA Contract Number 041917-PIT, effective date May 17, 2017 and the State and Local Fair Market Value Lease Terms (including the Pitney Bowes Terms) (Version 2/20) which is available at <http://www.pb.com/states/njpa> and is incorporated by reference (the "Agreement"). You acknowledge that, except for non-appropriation, you may not cancel this lease for any reason and that all payment obligations are unconditional. This lease will be binding on us after we have completed our credit and documentation approval process and have signed below. This lease requires you to either provide proof of insurance or participate in the ValueMAX[®] requirement protection program (see Section 6 of the State and Local Fair Market Value Lease Terms) for an additional fee. If software is included in the Order, additional terms apply which are available by clicking on the hyperlink for that software located at <http://www.pitneybowes.com/us/license-terms-of-use/software-and-subscription-terms-and-conditions.html>. Those additional terms are incorporated by reference.

Not Applicable
State/Entity's Contract#

Lessee Signature
Print Name
Title
Date
Email Address

Pitney Bowes Signature
Print Name
Title
Date

Sales Information

KENNETH GADDY

kenneth.gaddy@pb.com

Account Rep Name

Email Address

PBGFS Acceptance

MINUTES CONTINUED FROM JANUARY 6, 2022

Mayor Carson brought to everyone's attention, the supplies in the lobby as you walk through the Chamber doors. She stated in conjunction with the Sheriff's Department and the whole county, these supplies will be sent to Mayfield, Kentucky. The Town will collect supplies until Tuesday, January 11th. She asked everyone who can to contribute water, tools, wipes, new clothes, socks, shoes, and anything else that would help those less fortunate.

PRESENTATION OF CITIZEN OF THE MONTH

Mark Hobbs of 800 East H Street was recognized as the January 2022 Citizen of the Month. Mayor Patsy Carson presented him with a Proclamation Plaque.

PUBLIC HEARING

SU-2021-007

Town Manager Snow Bowden stated that the applicant of this request is out of the country and requested the Public Hearing be tabled due to his absence. He stated he spoke with the applicant and there will be possible changes to his plan. He stated due to there being a discussion against the application at the previous meeting, he wanted to update the Board and the Public.

Mayor Pro Tem Baker made a motion to table SU-2021-007 until our next scheduled Board of Commissioners Meeting on February 3, 2022, at 7 PM in the Erwin Municipal Building Board Room and was seconded by Commissioner Turnage. **The Board voted unanimously.**

SU-2021-008

Town Manager Snow Bowden stated that the Town received a request to use 413 East Jackson BLVD as a combination of storage and a model showroom for manufactured homes.

Commissioner McKoy made a motion to open the Public Hearing and was seconded by Commissioner Whitman. **The Board voted unanimously.**

Mayor Carson asked if anyone would like to come forward and speak in favor of the request.

No one came forward.

Mayor Carson asked if anyone would like to come forward and speak against the request.

No one came forward.

Mayor Pro Tem Baker made a motion to close the Public Hearing and was seconded by Commissioner Thurman. **The Board voted unanimously.**

Mayor Pro Tem Baker made a motion to table SU-2021-008, due to the applicant not being present to represent the application, until our next scheduled Board of Commissioners Meeting



TOWN OF ERWIN

P.O. Box 459 • Erwin, NC 28339
Ph: 910-897-5140 • Fax: 910-897-5543
www.erwin-nc.org

PROCLAMATION RECOGNIZING MARK HOBBS FOR CITIZEN OF THE MONTH

2021-2022—007

Mayor
Patsy M. Carson
Mayor Pro Tem
Randy L. Baker
Commissioners
William R. Turnage
Thurman E. Whitman
Alvester L. McKoy
Ricky W. Blackmon

WHEREAS, the Town of Erwin Mayor and Board of Commissioners, realize that the Town of Erwin's greatest asset is viewed as the citizens that contribute tirelessly and unselfishly of themselves to aid in the well-being of the residents within the community. These citizens display characteristics and qualities in an individual that strive to make a real difference in the lives of children, adults and the elderly without desire for recognition or personal gain; and

WHEREAS, Mr. Mark Hobbs of 800 East H Street, Erwin was born at Good Hope Hospital on January 28, 1963, to Billy and Shirley Hobbs. He married Jo Ann Hobbs in 1997 and their 24 years of marriage has been blessed with 4 children, Crystal Franklin, Casey Stewart, Jacob Hobbs, Dustin Wallace; and 7 grandchildren; and

WHEREAS, Mr. Hobbs has been a native of Erwin his entire life. He was a volunteer Firefighter for Erwin at the age of 16 until graduating High School in 1981 when he went on to serve in the US Coast Guard until 1985. After enlisting in the Coast Guard, he served at Cape May, New Jersey on their Fire Department until he went out to sea. He served 2 additional years in the Reserves and worked for the NC Dept. of Agriculture, retiring after 31 years; and

WHEREAS, Mr. Hobbs coached Baseball, Basketball, and Soccer at the Erwin Park for several years. He is a member of Antioch PFWB Church and has served as a deacon, on the cook team, Men's Fellowship, and he volunteers cutting bushes and maintaining the grounds of the church. Mr. Hobbs is always ready and willing to help his family, neighbors, and church.

NOW THEREFORE BE IT RESOLVED that the Town of Erwin Mayor and Board of Commissioners give recognition and appreciation to Mr. Mark Hobbs for his valuable contributions to the quality of life in our community and proudly acknowledge Mr. Mark Hobbs as the January 2022 Citizen of the Month.

Duly Adopted, this the 6th day of January 2022.


Patsy M. Carson, Mayor

ATTEST:


Lauren Evans, Town Clerk

Erwin Board of Commissioners

REQUEST FOR CONSIDERATION

To: The Honorable Mayor and Board of Commissioners

From: Snow Bowden, Town Manager

Date: January 6, 2022

Subject: SU-2021-007

Town Staff has had a few discussions with the applicant for SU-2021-007. We have talked about potential changes to the submitted site plan. The applicant will be out of town during our January meeting. He asked if I could have the item tabled until our February meeting.

Action Recommended:

- Table discussion until our next regularly scheduled meeting on February 3, 2022, at 7 PM at the Erwin Town Hall.

MINUTES CONTINUED FROM JANUARY 6, 2022

on February 3, 2022, at 7 PM in the Erwin Municipal Building Board Room and was seconded by Commissioner McKoy. **The Board voted unanimously.**

Sign Text Amendment

Town Manager Snow Bowden stated that Staff presented the Planning Board with a proposed text amendment to our Signs Ordinance that would allow for bigger signs in proportion to the size of the wall. We had a detailed discussion at the Planning Board Meeting and the consensus was to allow signs to be proportionate to the walls.

Mayor Pro Tem Baker made a motion to open the Public Hearing and was seconded by Commissioner Whitman. **The Board voted unanimously.**

Mayor Carson asked if anyone would like to come forward and speak in favor of the sign text amendment.

No one came forward.

Mayor Carson asked if anyone would like to come forward and speak against the sign text amendment.

No one came forward.

Mayor Pro Tem Baker made a motion to close the Public Hearing and was seconded by Commissioner Turnage. **The Board voted unanimously.**

Mayor Pro Tem Baker stated it is his understanding that since the Planning Board Meeting, there may be some additional language that may be proposed for the signs rather than what was provided in our packets.

Town Manager Snow Bowden stated we would never do a text amendment for one situation but after the Planning Board Meeting, it was apparent that the proposed amendment would not help the situation involved with Good Hope Hospital because of Item B, districts facing residential districts. The proposed changes would be across the board, striking out 50 square feet in the Ordinance and allowing a cap of 20 percent of the total wall area for all businesses. There will be one wall sign per building provided that it does not exceed more than 20 percent of the wall area.

Mayor Pro Tem Baker made a motion to table the proposed text amendment to allow the Board to review the proposed changes and discuss the changes at our next scheduled Workshop on January 24, 2022, at 6 PM and resume the Public Hearing at our next scheduled Board of Commissioners Meeting on February 3, 2022, at 7 PM in the Erwin Municipal Building Board Room and was seconded by Commissioner McKoy. **The Board voted unanimously.**

Erwin Board of Commissioners

REQUEST FOR CONSIDERATION

To: The Honorable Mayor and Board of Commissioners

From: Snow Bowden, Town Manager

Date: January 6, 2022

Subject: SU-2021-008

The Town has received an application for an amendment to an existing conditional use permit that was issued back in June 2017. The property is located at 413 East Jackson BLVD and can be identified by its Harnett County Tax PIN # 1507-23-5569.000. The applicant would like to use this property to store the manufactured homes and to set one or two models up to show them to potential customers.

Attachments:

- SU-2021-008 Application
- SU-2021-008 Staff Report
- Harnett County GIS image with zoning
- Harnett County GIS image with no zoning
- Site Plan- Outdoor Storage

Suggested Motions:

For legal purposes, Staff recommends that 3 separate recommendations be made:

1. I move to recommend that the proposed special use application:
 - a. Meets all the Findings of Fact in the Affirmative, or
 - b. Meets one or more of the Findings of Fact in the negative (if this motion is made, then the application would have to be recommended for denial.)
2. I move that:
 - a. The proposed amendment is consistent with those documents that constitute the officially adopted land development plan and other applicable plans: or
 - b. The proposed amendment is not consistent with those documents that constitute the officially adopted land development plans and other applicable plans, in that (state reason(s) for nonconsistency).

3. I move to recommend:
- a. Approval of SU-2021-008 Special Use Application to operate a business that would sale manufactured homes at 413 East Jackson BLVD (HC Tax PIN #1507-23-5569.000).
 - b. Denial of SU-2021-008 Special Use Application to operate a business that would sale manufactured homes at 413 East Jackson BLVD (HC Tax PIN #1507-23-5569.000).
 - c. Approval of SU-2021-008 Special Use Application to operate a business that would sale manufactured homes at 413 East Jackson BLVD (HC Tax PIN #1507-23-5569.000) with additional conditions (state conditions).



TOWN OF ERWIN

100 West F St., Post Office Box 459
 Erwin, NC 28339
 (910) 897-5140 V (910) 897-5543 F
 www.erwin-nc.org

SPECIAL USE PERMIT APPLICATION

In the Matter Of the Request to the Erwin Board of Commissioners

Applicant Name	Clayton Homes	Property Owner Name	Michael J. Wood
Mailing Address	2001 W. Cumberland St.	Mailing Address	413 E. Jackson Blvd
City, State, Zip	Dunn NC 28334	City, State, Zip	Erwin NC 28334
Telephone	910 892.0108	Telephone	
Email		Email	
Address of Subject Property		413 E. Jackson Blvd Erwin NC 28339	
Parcel Identification Number(s) (PIN) of Subject Property		1507 - 23 - 5569 .000	
Legal Relationship of Applicant to Owner	Rent	Floodplain SFHA	Yes <input checked="" type="checkbox"/> No
Legal Description: Lot _____ Block _____ Subdivision _____			
Zoning District	B-2	Wetlands	Yes <input checked="" type="checkbox"/> No
Public Water Available:	Y or N	Public Sewer Available:	Y or N
Existing Septic Tank:	Y or N		
Number of Buildings to Remain		Gross Floor Area to Remain	
Describe Proposed Project or Request with Conditions proposed by applicant: 5' outdoor storage and sale lot for Clayton Homes			
Total Acreage or Square Footage to be Disturbed			
Estimated Cost of Project \$			

Attach a scaled illustrative plot or site plan showing all lot dimensions, buildings, structures, driveways, parking spaces, and distances between structures and property lines.

Provide complete mailing addresses for each adjacent property owners (also property within 100 feet) and/or property owners directly across a street, if any. Names and addresses must be from current Harnett County tax listings.

Date Application Submitted	12/11/21	Office Use Only	Application Fee \$	300	Received By	_____
Case # SU-2021-028						



TOWN OF ERWIN

100 West F St., Post Office Box 459
Erwin, NC 28339
(910) 897-5140 V (910) 897-5543 F
www.erwin-nc.org

Special Use Signature Page

It is understood by the undersigned that the development and execution of the Special Use Permit is based upon the division of the Town into districts within which districts the use of land and buildings, and the bulk and location of buildings and structures in relation to the land, is substantially uniform. It is recognized, however, that there are certain uses which, because of their characteristics, cannot be properly classified in any particular district or districts, without consideration, in each case, of the impact of those uses upon neighboring land and of the public need for the particular location. Such special uses fall into two categories.

1. Uses publicly operated or traditionally affected with a public interest
2. Uses entirely private in character, but of such unusual nature that their operation may give rise to unique problems with respect to their impact upon neighboring property or public facilities.

The Zoning Ordinance as originally adopted and as subsequently amended is presumed by the Town to be appropriate to the property involved and that the burden of proof for a Special Use approval rests with the applicant. Applicant is encouraged to discuss the proposed use with affected property owners.

It is further understood that prior to the granting of any special use, the Board of Commissioners may stipulate, such conditions and restrictions upon the establishment, location, reconstruction, maintenance, and operation of the special use as it is deemed necessary for the protection of the public interest and to secure compliance with the standards and requirements specified in 9- 411.5 of the Town Code. In all cases in which special uses are granted, the Board of Commissioners shall require such evidence and guarantees as it may deem necessary as proof that the conditions stipulated in connection therewith are being and will be complied with.

- Such conditions may include a time limitation;
- Conditions may be imposed which require that one or more things be done before the use requested can be initiated. (For example, "that a solid board fence be erected around the site to a height of 6 feet before the use requested is initiated");
- Conditions of a continuing nature may be imposed. (For example, "exterior loud speakers shall not be used between hours of 10:00 p.m. and 9:00 a.m.")

Compliance with Other Codes: Granting of a Special Use Permit does not exempt applicant from complying with all of the requirements of building codes and other ordinances.

SU- 201 - 008

Signature Page

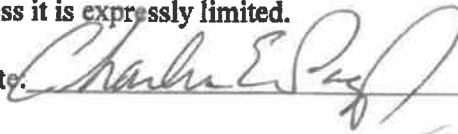
Page 1 of 2

Revocation: In any case where the conditions of the Special Use Permit have not been or are not being complied with, the Building Inspector shall give the permitted notice of intention to revoke such permit at least ten (10) days prior to a Board of Commissioners review thereof. After conclusion of the review, the Board of Commissioners may revoke such permit.

Expiration: In any case where a Special Use Permit has not been exercised within the time limit set by the Board of Commissioners, or within one year if no specific time limit has been set, then without further action, the permit shall be null and void. "Exercised" as set forth in this section shall mean that binding contracts for the construction of the main building have been let; or in the absence of contracts that the main building is under construction to a substantial degree; or that pre-requisite conditions involving substantial investment are contracted for, in substantial development, or completion (sewer, drainage, etc.). When construction is not part of the use, "exercised" shall mean that the use is in operation in compliance with the conditions set for in the permit.

Duration: Duration of a special use and any conditions attached shall be perpetually binding to the property unless it is expressly limited.

Applicant Signature and Date:



- Attached



TOWN OF ERWIN
100 West F St., Post Office Box 459
Erwin, NC 28339
(910) 897-5140 V (910) 897-5543 F
www.erwin-nc.org

SPECIAL USE APPLICATION
Record of Adjacent Property Owners
With Mailing Addresses Per Harnett County Land Records

Property Owner (1)	_____	Mailing
Address	_____	City _____ ST _____ Zip _____
Property Owner (2)	_____	Mailing
Address	_____	City _____ ST _____ Zip _____
Property Owner (3)	_____	Mailing
Address	_____	City _____ ST _____ Zip _____
Property Owner (4)	_____	Mailing
Address	_____	City _____ ST _____ Zip _____
Property Owner (5)	_____	Mailing
Address	_____	City _____ ST _____ Zip _____
Property Owner (6)	_____	Mailing
Address	_____	City _____ ST _____ Zip _____
Property Owner (7)	_____	Mailing
Address	_____	City _____ ST _____ Zip _____
Property Owner (8)	_____	Mailing
Address	_____	City _____ ST _____ Zip _____
Property Owner (9)	_____	Mailing
Address	_____	City _____ ST _____ Zip _____
Property Owner (10)	_____	Mailing
Address	_____	City _____ ST _____ Zip _____
Property Owner (11)	_____	Mailing
Address	_____	City _____ ST _____ Zip _____
Property Owner (12)	_____	Mailing
Address	_____	City _____ ST _____ Zip _____
Property Owner (13)	_____	Mailing
Address	_____	City _____ ST _____ Zip _____

SU- 221 - 004

-Attached

**Town of Erwin Planning Board
Special Use Guidelines for Findings of Fact**

1. The use requested is listed among the special uses in the district for which application is made:

 Yes No _____

2. The requested use is essential or desirable to the public convenience or welfare

 Yes No _____

3. The requested use will not impair the integrity or character of the surrounding or adjoining districts, nor be detrimental to the health, morals, or welfare

 Yes No _____

4. The requested use will be in conformity with the Land Development Plan

 Yes No _____

5. Adequate utilities, access roads, drainage, sanitation and/or other necessary facilities have been or are being provided

 Yes No _____

6. That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets

 Yes No _____

7. That the special use shall, in all other respects, conform to the applicable regulations of the district in which it is located, except as such regulations may, in each instance, be modified by the Board of Commissioners pursuant to the recommendations of the Planning Board

 Yes No _____



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SPECIAL USE APPLICATION PROCEDURES

1. Completed application for the Special Use Permit, signed by the applicant, shall be addressed to the Board of Commissioners and presented to the Administrative Official. Applications must be submitted by the first Friday of the month prior to the following Town Board.
2. Each application shall contain or be accompanied by such legal descriptions, maps, plans and other information so as to completely describe the proposed use and existing conditions.
3. Pay the Special Use Permit Fee as established by the Board of Commissioners and found in the Schedule of Fees in the Office of the Town Clerk. Current fee is \$300.

Conditions and Guarantees

Prior to the granting of any special use, the Board of Commissioners may stipulate, such conditions and restrictions upon the establishment, location, reconstruction, maintenance, and operation of the special use as is deemed necessary for the protection of the public interest and to secure compliance with the standards and requirements specified by ordinance. In all cases in which special uses are granted, the Board of Commissioners shall require such evidence and guarantees as it may deem necessary as proof that the conditions stipulated in connection therewith are being and will be complied with.

- Such conditions may include a time limitation;
 - Conditions may be imposed which require that one or more things be done before the use requested can be initiated. (For example, "that a solid board fence be erected around the site to a height of 6 feet before the use requested is initiated");
 - Conditions of a continuing nature may be imposed. (For example, "exterior loud speakers shall not be used between hours of 10:00 p.m. and 9:00 a.m.")
1. Administrative official posts property at least one (1) week prior to public hearing
 2. Newspaper advertisement once (1) each week for two (2) successive weeks prior to the public hearing
 3. The Board of Commissioners shall approve, modify or deny the application for Special Use Permit following the public hearing.

Action by the Board of Commissioners

In granting a Special Use Permit the Board of Commissioners shall make written findings that the applicable regulations of the district in which it is located are fulfilled. With due regard to the nature and state of all adjacent structures and uses, the district within which same is located, and official plans for future development, the Board of Commissioners shall also make written findings that the following provisions are fulfilled:

1. The use requested is listed among the special uses in the district for which application is made
2. The requested use is essential or desirable to the public convenience or welfare
3. The requested use will not impair the integrity or character of the surrounding or adjoining districts, nor be detrimental to the health, morals, or welfare
4. The requested use will be in conformity with the Land Development Plan
5. Adequate utilities, access roads, drainage, sanitation and/or other necessary facilities have been or are being provided
6. That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets
7. That the special use shall, in all other respects, conform to the applicable regulations of the district in which it is located, except as such regulations may, in each instance, be modified by the Board of Commissioners.



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IMPORTANT

This is a complete Special Use Application package consisting of 10 pages. For this application to be accepted, it must be completed and returned with all required documents and entries.

Do be aware that under certain conditions the applicant may be required to obtain a Driveway Permit from the NC Department of Transportation prior to Special Use Permit approval.

Using the Zoning Ordinance

- Go to the applicable zoning district in Article 3. That section will serve as a guide to begin the development of your site plan. This section will also direct you to pertinent requirements such as: parking, sign, lighting, and other general provision such as streetscape requirements and other general development regulations that may apply to the proposed development.
- Be sure to read Article 11 – Special Uses.
- Complete the Special Use Permit Application, the Special Use Signature page, and the Record of Adjacent Property Owners sheet; and include other required information with the application. Use additional pages if necessary. Adjacent property owners' names must be from current Harnett County tax listing; so this requires that the applicant contact Harnett County. Addresses of the adjacent property owners must be complete which includes name, mailing address, and zip code.
- The submitted site plan must be drawn to scale and include all dimensions and required provision. Of these dimensions and other requirements, be sure to include the following:
 - Existing structures on the proposed lot, their dimensions and distances between on another and the lot's property lines
 - Proposed structures including their dimensions and distances from other structures on the lot and proposed distances from property lines (i.e. setbacks)
 - All easements and rights-of-way located on the proposed lot
 - All natural features including tree lines, drainage ways, etc.
 - The location and dimensions of required parking area(s) as may be required by Ordinance
 - Proposed lighting plans as may be required by Ordinance
 - Demonstration of the placement of buffers and streetscape as may be required by ordinance



TOWN OF ERWIN

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Processing Requirements

Special Uses are not Uses by Right. It is the responsibility of the applicant to demonstrate that the requested use will meet the minimum requirements set forth in the Erwin Zoning Ordinance. The Board's decision will be greatly influenced by the completeness and neatness of the submitted application.

A requested and very necessary tool is the site plan. Its importance cannot be overstated. Applicant is encouraged to portray in detail and to accurately scale the property boundaries, improvements, and any natural features. In some cases, approval or denial may depend on the quality of the Site Plan.

If the proposed use involves business operations, description of the anticipated activity needs to be sufficiently disclosed. This will assist the Board in determining the Town's infrastructure capability, the public health and safety considerations such as traffic and noise, and how neighboring property may be affected.

All uses require dedicated parking spaces and some may require lighting, buffering, fences, landscaping, and other elements. It is suggested that the applicant spend some time reading the Town's Zoning Ordinance prior to application. Copies of the Zoning Ordinance may be purchased at Town Hall. Copies are available in the Erwin Library and Town Hall for review. An electronic copy of the Ordinance can be found on the Town website as well at www.erwin-nc.org.

A complete application consists of all documents included in the application package and any required maps, site plan, and/or related documents. These documents become the property of the Town. It is the applicant's responsibility to submit 10 copies of this completed application. Each member of the Governing Board receives a copy including the Town Manager, Town Clerk, Town Attorney, and Code Enforcement Officer.

The completed application and fees must be submitted no later than the first Friday of the month to be placed on following month's Town Board Agenda.

**Town of Erwin
Record and Decisions**

Notice Mailed 12/16/2021 Office Use Only Property Posted 12/16/2021 Newspaper Advertised Date 12/21,28/2021

Public Hearing Date and Comments: _____

<u>Governing Body Motion</u>	Record of Decision:	Yea	Nay
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

Town Board Decision and Date _____

Certified By: _____

Michael Jefferson Wood
1431 Bailey Road
Coats, NC 27521

BPRV LLC
1004 Procure Street
Fuquay-Varina, NC 27526

KOMVISH LLC
4020 Chaumont Drive
Apex, NC 27502

GIZMO REALTY LLC
100 South 10th Street
Lillington, NC 27546

Carmen Meza
Humberto Paz
114 1st Street
Erwin, NC 28339

Casper Tart Jr.
200 Murdock C Road
Cameron, NC 28326

EZS Company LLC
27 Annette Drive
Suite 107
Benson, NC 27504

LAD HAIR INC.
409 E Jackson BLVD
Erwin, NC 28339

CHIRO PROPERTIES LLC
101 Shelly Drive
Dunn, NC 28334

Turtle Run LLC
PO Box 608
Smithfield, NC 27577

Joe Jernigan
Larry Hardison
29 Stonegate Drive
Angier, NC 27501

Glover Sales INC
406 East Jackson BLVD
Erwin, NC 28339

Southeasten Properties of Buies Creek
PO Box 4200
Buies Creek, NC 27506



SPECIAL USE REQUEST STAFF REPORT

Case: SU-2021-008

Snow Bowden, Town Manager
townmanager@erwin-nc.org

Phone: (910) 591-4200 Fax: (910) 897-5543

Public Hearing Date: Thursday, January 6th, 2022

Requested special use permit to operate a business that would sale manufactured homes at 413 East Jackson BLVD. The requested use would involve the outdoor storage of the homes on the lot. They are requesting an amendment to the existing conditional use permit that was approved in June 2017. The parcel can also be identified by its Harnett County Tax PIN # 1507-23-5569.000.

Applicant Information

Owner of Record:

Name: Michael Jefferson Wood

Address: 1431 Bailey Road

City/State/Zip: Coats, NC 27521

Applicant:

Name: Clayton Homes

Address: 2001 West Cumberland Street

City/State/Zip: Dunn, NC 28334

Property Description

Harnett County Tax PIN 1507-23-5569.000

Acres 7.07

Zoning District- Highway Business (B-2)

Vicinity Map

- See Attached Document

Physical Characteristics

Site Description- This is a seven acre parcel that has an existing structure in the middle of the parcel. Based on Harnett County GIS data the structure was placed on the lot in 1996. It is 1,944 square feet. This parcel was most recently used by Piedmont Natural Gas as a staging site back in 2017-2018. They did receive a conditional use permit for outdoor storage of equipment.

Surrounding Land Uses- This parcel is adjacent to three vacant lots in Professional Park Drive. There is a mix of commercial uses off of Highway 421 adjacent to the property.

Services Available

- Electricity (Duke Energy)
 - Telephone (Centurylink)
 - Harnett Regional Water and Sewer
-
-

Zoning District Compatibility

Special Use	B-2
Outdoor Storage of Equipment	X

Staff Evaluation

Staff Evaluation

Yes No The use requested is listed among the special uses in the district for which the application is made.

- **Reasoning:** Outdoor storage of equipment is allowed as a special use in our Highway Business (B-2) Zoning District.

Yes No The requested use is essential or desirable to the public convenience or welfare.

- **Reasoning:** The requested use would allow for a retail service establishment to operate on this parcel with outdoor storage of equipment.

Yes No The requested use will not impair the integrity or character of the surrounding or adjoining districts, nor be detrimental to the health, morals, or welfare. .

- **Reasoning:** There is an existing conditional use permit for this parcel to be used for outdoor storage of equipment. There needs to be a fenced installed the applicant is seeking an amendment to the existing conditional use permit to allow for the outdoor storage of equipment and to use this lot as a sales lot for the homes.

Yes No The requested use will be in conformity with the Land Development Plan.

- **Reasoning:** This parcel is found in an area in our 2014 Land Use Plan as an area for High Intensity Growth. The 2014 Land Use Plan states "This land use classification is intended for commercial uses that have a more regional draw and may serve residents outside of the immediate area".

Yes No Adequate utilities, access roads, drainage, sanitation and/or other necessary facilities have been or are being provided.

- **Reasoning:** This is an existing building that already has most of these items in place. If given approval that applicant would need to set up service for trash collection.

Yes No That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.

- **Reasoning:** The previous occupant of this parcel was granted approval from the North Carolina Department of Transportation to operate with no changes to Highway 421. If granted approval for this use the applicant would need to obtain approval from the North Carolina Department of Transportation to operate this business on this parcel.

Yes No

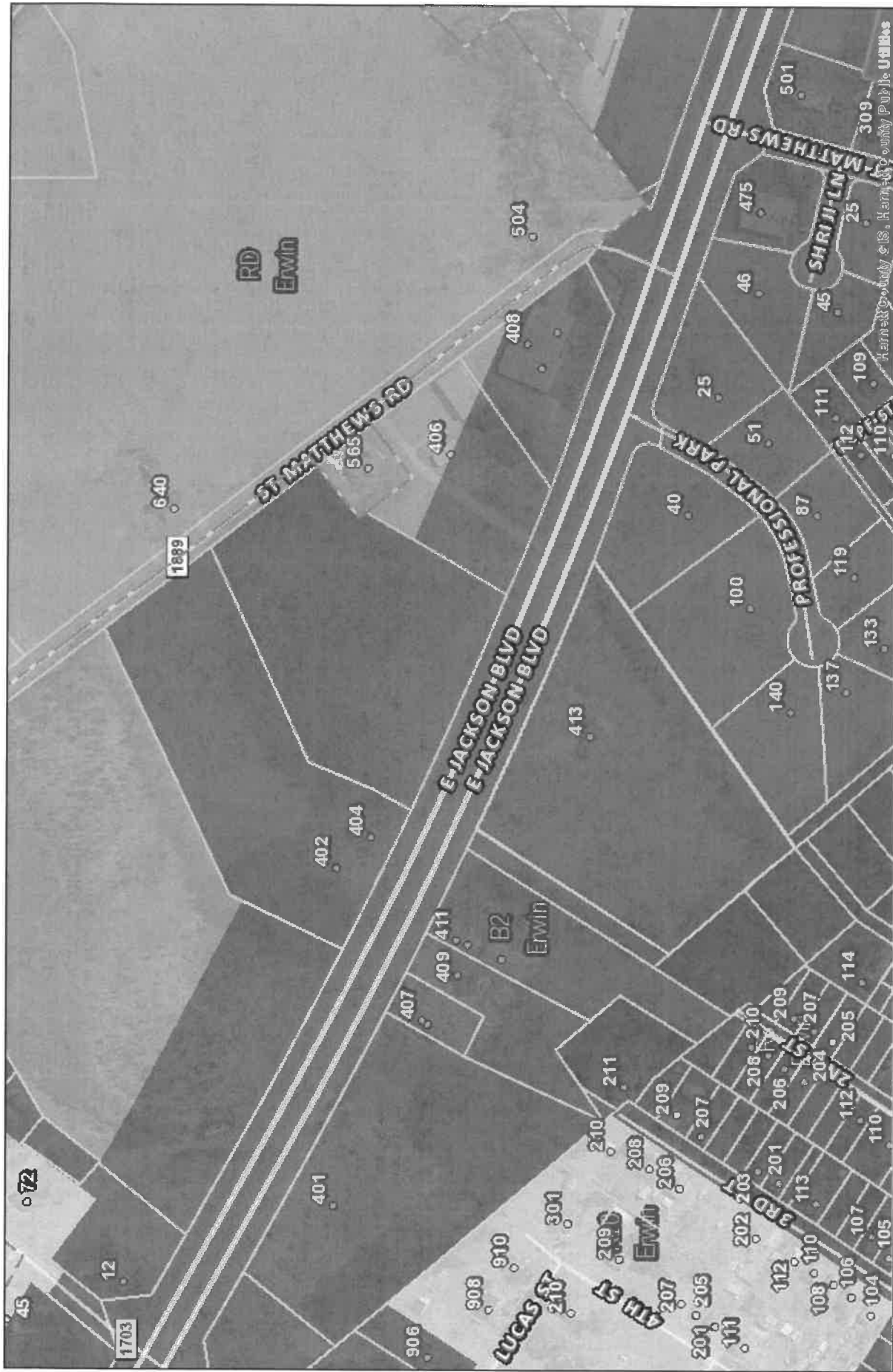
That the special use shall, in all other respects, conform to the applicable regulations of the district in which it is located, except as such regulations may, in each instance, be modified by the Board of Commissioners.

• **Reasoning:**

Attachments:

- SU-2021-008 Application
- SU-2021-008 Staff Report
- Harnett County GIS Image with Zoning Overlay
- Harnett County GIS Image with No Zoning
- Property Owners notified
- Conditional Use Site plan

Harnett GIS



NOT FOR LEGAL USE



Harnett COUNTY
NORTH CAROLINA

GIS/E-911 Addressing
December 28, 2021

Surrounding County Boundaries

- City Limits
- Address Numbers
- Airport

MajorRoads

- Interstate
- NC
- US
- Roads

Mile_Markers

- Mile_Markers
- Railroad
- Parcels
- CapeFearRiver



N
W E
S




0 165 330 660 Feet

1 inch = 376 feet

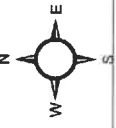
Harnett GIS





Harnett
COUNTY
NORTH CAROLINA

GIS/E-911 Addressing
December 28, 2021



1 inch = 376 feet
27

Surrounding County Boundaries	MajorRoads	Mile_Markers	Mile_Markers
City Limits	Interstate	Interstate	Mile_Markers
Address Numbers	NC	NC	Railroad
Airport	US	US	Parcels
	Roads	Roads	CapeFearRiver

Exhibit A
413 E. Jackson Blvd, Erwin, NC – Conditional Use Site Plan



Existing building = approx. 79' length x
 28 feet width = approx. 2,212 sf



NOT TO SCALE

Erwin Board of Commissioners

REQUEST FOR CONSIDERATION

To: The Honorable Mayor and Board of Commissioners

From: Snow Bowden, Town Manager

Date: January 6, 2022

Subject: Sign Text Amendment

Town staff presented a proposed text amendment to our sign ordinance in regards to the size illuminated sign could be. Illuminated signs currently have a maximum size of 50 square feet in all of our zoning districts except for Highway Business (B-2). I would like to point out that we had a very good discussion with the members of the Planning Board with this proposed text amendment. The proposed text amendment started with eliminating the maximum size of a sign. But after much discussion, the members of the Planning Board recommended just including the Downtown Mill Village District to the exception list to the maximum size allowed.

Attachments:

- Proposed text amendment
- DMV zoning district

Current Ordinance

Illuminated wall signs and projecting signs shall have a total sign surface area in square feet no greater than two times the linear frontage in feet of the wall or the building to which the sign is attached, but in no case greater than 50 square feet, with exception to the B-2 Highway Business District. Display lighting shall be shielded so as to prevent a direct view of the light source from a residence in a residential district. No intermittent lighting effects may be utilized except for time and temperature devices and for motion picture theater. The following limitations apply to illuminated wall signs in the B-2 Highway Business District:

- a. Illuminated wall signs have a total sign surface area in square feet no greater than two times the linear frontage in feet of the wall of the building to which the sign is attached.
- b. Illuminated wall signs which directly face land residentially zoned (either abutting directly or separated by any publicly maintained road) shall conform to the same dimensional requirement as such signs in all other zoning districts.

Proposed Changes

Current Ordinance

Illuminated wall signs and projecting signs shall have a total sign surface area in square feet no greater than two times the linear frontage in feet of the wall or the building to which the sign is attached, but in no case greater than 50 square feet, with exception to the B-2 Highway Business District and the Downtown Mill Village District. Display lighting shall be shielded so as to prevent a direct view of the light source from a residence in a residential district. No intermittent lighting effects may be utilized except for time and temperature devices and for motion picture theater. The following limitations apply to illuminated wall signs in the B-2 Highway Business District:

- a. Illuminated wall signs have a total sign surface area in square feet no greater than two times the linear frontage in feet of the wall of the building to which the sign is attached.
- b. Illuminated wall signs which directly face land residentially zoned (either abutting directly or separated by any publicly maintained road) shall conform to the same dimensional requirement as such signs in all other zoning districts.

Harnett GIS



Harnett County GIS, Harnett County, Public Works

Harnett COUNTY
NORTH CAROLINA

GIS/E-911 Addressing
December 28, 2021

1 inch = 752 feet

Surrounding County Boundaries — NC — US

City Limits [Symbol]

Airport [Symbol]

Major Roads — Interstate —

Mile_Markers [Symbol]

Mile_Markers [Symbol]

Railroad [Symbol]

Parcels [Symbol]

CapeFearRiver [Symbol]

Roads [Symbol]

MINUTES CONTINUED FROM JANUARY 6, 2022**NEW BUSINESS****Fill Vacant Ward 4 Seat**

Town Manager Snow Bowden stated that Town Staff is looking for direction on how the Board would like to proceed with filling the Vacant Seat of Ward 4. Our Town Clerk Lauren Evans provided the Board with a proposed application. He recommended to the Board to allow a certain amount of time to take applications. He stated we can advertise in the paper and on our website asking all applicants to submit their applications to Town Clerk Lauren Evans. The staff is happy to make any changes to the application if the Board sees fit.

Commissioner Turnage stated it is important to open the application to give everyone a chance to apply in Ward 4. He was unsure about the timeline.

Mayor Pro Tem Baker stated he has sat through multiple of these situations and he believed the standard application process is 60 days. This timeline would give Town Staff ample time to advertise the position and everyone who wants to apply ample time to fill out the application and return it to the Town Clerk.

Mayor Carson stated 60 days is a long time. If the applicants are truly interested then 30-45 days should be plenty of time.

Commissioner Whitman stated 30 days is enough time.

Town Manager Snow Bowden informed the Board that when the seat is vacant, it does not count towards the quorum.

Mayor Pro Tem Baker stated in respect to the Board and more respect to the Citizens, representation is important. He felt 60 days was fair considering other Towns have a longer set time. He will go along with whatever the pleasure of the Board is whether it be 60 days or 30 days but he does not want anyone to come back and say they did not have time to apply.

Commissioner Turnage asked Town Attorney Tim Morris if we will go into closed session with the applicants or if the process will be in open session.

Town Attorney Tim Morris advised establishing some type of algorithm about what the Board is looking for such as experience, length of residence, contributions to the community, etc. Then the Board would meet in the privacy of Closed Session to discuss the application and come back into open session to announce their decision and why they chose that person.

Town Manager Snow Bowden suggested having all applications turned into Town Clerk Lauren Evans by February 23rd at 4 PM. This is the last Wednesday in February and would give the staff time to provide the Board with applications to review and schedule interviews. This timeline will be right around 45 days, allowing time to get the word out since the Daily Record only runs twice a week. Any applications turned into the Town Clerk will be held until February 23rd at 4 PM, at that time, we cut off the application process and make six copies of all applications to provide to each Board Member.

MINUTES CONTINUED FROM JANUARY 6, 2022

The Consensus of the Board was to accept Town Manager Snow Bowden's recommendation and advertise the position in the newspaper, on our Website, on our sign, and request a line on the water bills from Harnett Regional Water.

FY 2022-2023 Budget

Town Manager Snow Bowden informed the Board that the FY 2022-2023 Budget process has begun. At our February regularly scheduled meeting he plans to ask to schedule a budget workshop in February. Erwin has seen a lot of growth and has more needs, the Town received the final rule from the ARP dollars, the potential Library consolidation, the Depot, and the \$100,000 grant we received for the Community Building are just a few of the items for discussion this upcoming fiscal year. He has asked the Department Heads to have their requests turned in to him by January 28th. If the Board decides to purchase new equipment such as a bucket truck or limb truck, the Town needs to get our name on the list due to delays in manufacturing.

Annexation

Town Manager Snow Bowden informed the Board that a Resolution was created to direct Town Clerk Lauren Evans to investigate Annexing 127 Red Hill Church Rd. He stated PCC Properties has been involved in the community since they came to town and he has enjoyed working with them.

Mayor Pro Tem Baker made a motion to adopt a Resolution Directing the Town Clerk to Investigate an Annexation Petition received under G.S. 160A-31 and was seconded by Commissioner Whitman. **The Board voted unanimously.**

MANAGER'S REPORT

Town Manager Snow Bowden stated Town Staff is going to request to have a Workshop on January 24th. Town Staff has prepared a Stormwater Policy and would like to discuss the policy with the Board. The Town has a lot of needs in regards to Stormwater and Town Staff needs direction on where new ditches should go. We will plan to discuss the Library and the Sign Text Amendment as well. He informed the Board that he hopes to have more information for the Board next month on the ARP dollars after reviewing the Final Rule. It seemed the rules were more lenient than we originally thought and the reporting seemed more clear now. We have received the Street Sweeper with the tags on it but the Public Works Staff is waiting to have instruction on how to use it. He stated that staff will inform the Board of any updates to the Election.

Erwin Board of Commissioners

REQUEST FOR CONSIDERATION

To: The Honorable Mayor and Board of Commissioners

From: Snow Bowden, Town Manager

Date: January 6, 2022

Subject: Fill Vacant Ward 4 Seat

Town Staff would like some direction with how you would like to fill the vacant seat for Ward 4. Based on some research it seems the most common way to fill a vacant seat on an elected board is to take applications. Town Staff has prepared a proposed application to use. Please offer any feedback.

Action Recommended:

- Approve the application for the vacant seat;
- Set a time frame to take applications;
- Direct Town Staff on how to advertise position;
- Direct all applications to be given in a sealed envelope to our Town Clerk Lauren Evans by the time frame selected by the Town Board.



**APPLICATION FOR TOWN OF ERWIN
BOARD OF COMMISSIONERS
WARD 4 VACANCY**



This application must be submitted with a resume and received by the Town Clerk no later than 4:00 p.m. on _____. All information is required for a complete application, failure to do so may result in an application being deemed ineligible.

Applicant Name: _____

Date of Birth (mm/dd/yyyy): _____

Residence Address: _____

Email Address: _____

Home Phone: _____ Cell Phone: _____

NC Driver's License or NC-issued State ID Number: _____

Employer: _____

Position: _____

Gender: _____

Do you live in the Erwin city limits? YES NO

Do you live in Ward 4? YES NO

I have lived in Ward 4 since _____ (year) and _____ (month)

Are you a registered voter in Harnett County? YES NO



**APPLICATION FOR TOWN OF ERWIN
BOARD OF COMMISSIONERS
WARD 4 VACANCY**



What do you consider to be the top three priorities for the Town of Erwin and why?

Based on your qualifications and experiences, briefly describe why your service on the Town Board would be beneficial to the Town of Erwin.



**APPLICATION FOR TOWN OF ERWIN
BOARD OF COMMISSIONERS
WARD 4 VACANCY**



What do you believe is the most pressing issue for Ward 4 and if appointed, how would you propose to address this issue?

Date: _____ Applicant Signature: _____

By signing this application, the applicant verifies that the above information is true and accurate.

RETURN
APPLICATION
TO:

Town Clerk's Office
Town of Erwin Municipal Building
100 West F Street
Erwin, NC 28339
Phone: (910) 897-5140
levans@erwin-nc.org

Erwin Board of Commissioners

REQUEST FOR CONSIDERATION

To: The Honorable Mayor and Board of Commissioners

From: Snow Bowden, Town Manager

Date: January 6, 2022

Subject: FY 2022-2023 Budget

I have started to prepare a proposed budget for the upcoming Fiscal Year. I have handed out the information to all of our Department Heads, and I have requested that all requests be submitted by January 28th, 2022. At our February regularly scheduled meeting I am going to ask to schedule a budget workshop in February.

Action Recommended:

- No action is necessary.

Erwin Board of Commissioners

REQUEST FOR CONSIDERATION

To: The Honorable Mayor and Board of Commissioners

From: Snow Bowden, Town Manager

Date: January 6, 2022

Subject: Annexation

The Town has received a voluntary annexation request for one parcel in our planning zone. The parcel is located at 127 Red Hill Church Road. It can also be identified by its Harnett County Tax PIN # 1507-15-5219.000. The property is owned by PCC Properties, LLC. This is a commercial building that is currently occupied. The current owners acquired this building in early 2021.

Attachments:

- Petition Requesting Annexation
- Resolution Directing Town Clerk to Investigate

Action Recommended:

- Approve Resolution instructing Town Clerk Lauren Evans to move forward with this process.

State of North Carolina
County of Harnett
Town of Erwin

IRREVOCABLE PETITION REQUESTING ANNEXATION


Date: 1/3/2022

To the Mayor and Board of Commissioners of the Town of Erwin:

1. We the undersigned owners of real property respectfully request that the area described in paragraph 2 below be annexed into the Town of Erwin.
2. The area to be annexed is contiguous to the Town of Erwin and the boundaries of such territory are as follows:

127 Red Hill Church Road: 1507-15-5219.000

3. We acknowledge that any zoning vested rights acquired pursuant to G.S. 160A-385.1 or G.S. 153A-344.1 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. (If zoning vested rights are claimed, indicate below and attach proof.)

Name	Address	Do you declare vested rights? Indicate yes or no	Signature
PCC Properties 1149 Taos Trail Raleigh, NC 27603		No	



TOWN OF ERWIN

P.O. Box 459 • Erwin, NC 28339
Ph: 910-897-5140 • Fax: 910-897-5543
www.erwin-nc.org

Mayor
Patsy M. Carson
Mayor Pro Tem
Randy L. Baker
Commissioners
William R. Turnage
Thurman E. Whitman
Alvester L. McKoy
Ricky W. Blackmon

**RESOLUTION DIRECTING THE TOWN CLERK TO
INVESTIGATE AN ANNEXATION PETITION
RECEIVED UNDER G.S. 160A-31
2021-2022—01**

WHEREAS, a petition requesting annexation of an area described in the said petition was received on January 3, 2022, by the Mayor and Board of Commissioners of the Town of Erwin; and

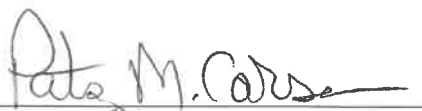
WHEREAS, G.S. 160A-31 provides that the sufficiency of the petition shall be investigated by the Town Clerk before further annexation proceedings may take place; and

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

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Board of Commissioners of the Town of Erwin that:

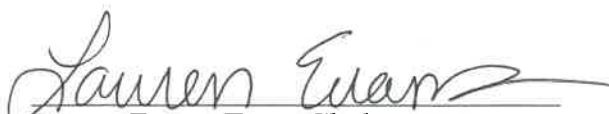
The Town Clerk is hereby directed to investigate the sufficiency of the above-described petition and to certify as soon as possible to the Mayor and Board of Commissioners the result of her investigation.

ADOPTED, this 6th Day of January 2022.



Patsy M. Carson, Mayor

ATTEST:



Lauren Evans, Town Clerk

MINUTES CONTINUED FROM JANUARY 6, 2022

ATTORNEY'S REPORTS

Town Attorney Tim Morris thanked the Board for allowing him to be the Town Attorney. He stated over the course of building the new school he took pictures and then had them put on square canvas tiles. The school is a beautiful building and the Hospital should not be overlooked either.

GOVERNING COMMENTS

Commissioner McKoy stated he is glad we were able to crossover to another year. Considering everything going on in the world, it is a blessing to be together and continue to work together. He thanked the public who came to the meeting. He encouraged the public to get in contact with their neighbors and friends and let them know when the meetings are and they do have a say in what goes on in their community.

Commissioner Turnage stated he is so proud to say he is from Erwin. He can not wait to have a grand opening for the new school. Erwin has come a long way and there is more building going on in Erwin right now than he has seen in his lifetime.

Mayor Carson asked the Board and Attorney Tim Morris to bring a case of water to Town Hall to send to Kentucky. They have nothing in Kentucky, let's show them we are Erwin and help them out.

ADJOURNMENT

Mayor Pro Tem Baker made a motion to adjourn at 7:40 P.M. and was seconded by Commissioner Turnage. **The Board voted unanimously.**

**MINUTES RECORDED AND TYPED BY
LAUREN EVANS TOWN CLERK**

ATTEST:



Randy Baker
Mayor Pro Tem



Lauren Evans
Town Clerk