

**THE ERWIN BOARD OF COMMISSIONERS
AUGUST 2023 REGULAR WORKSHOP
MONDAY, AUGUST 28, 2023 @ 6:00 P.M.
ERWIN MUNICIPAL BUILDING BOARDROOM**

AGENDA

1. **MEETING CALLED TO ORDER**
 - A. Invocation
 - B. Pledge of Allegiance

2. **AGENDA ADJUSTMENTS /APPROVAL OF AGENDA**

3. **NEW BUSINESS**
 - A. Creating Outdoor Recreation Economies (CORE) MOU (**Page 2**)
 - B. West K Street (**Page 10**)
 - C. Al Woodall Park Parking Lot (**Page 25**)
 - D. Comprehensive Land Use Plan (**Page 28, Presentation Separate**)
 - E. Erwin Wilderness Challenge (**Page 29**)
 - F. 502 East H Street (**Page 30**)
 - G. Wondertown Drive Preliminary Plat (**Page 35**)
 - H. Pump Station Road Preliminary Plat (**Page 42**)
 - I. Renewal of SRO Updated MOU (**Page 52**)
 - J. ZT-2023-005 (**Page 53**)
 - K. SU-2023-005 (**Page 59**)
 - L. SU-2023-006 (**Page 75**)
 - M. *Community Conservation Assistance Program (CCAP)*

4. **MANAGER'S REPORT**

5. **GOVERNING COMMENTS**

6. **ADJOURNMENT**

ERWIN BOARD OF COMMISSIONERS
REGULAR WORKSHOP MINUTES
AUGUST 28, 2023
ERWIN, NORTH CAROLINA

The Board of Commissioners for the Town of Erwin with Mayor Randy Baker presiding held its Regular Workshop in the Erwin Municipal Building Board Room on Monday, August 28, 2023, at 6:00 P.M. in Erwin, North Carolina.

Board Members present were: Mayor Randy Baker, Mayor Pro Tem Ricky Blackmon, and Commissioners David Nelson, Charles Byrd, Timothy Marbell, Alvester McKoy and William Turnage.

Town Manager Snow Bowden, Town Clerk Lauren Evans, Town Engineer Bill Drietzler, and Town Attorney Tim Morris were present.

Mayor Baker called the meeting to order at 6:00 P.M.

Commissioner Blackmon gave the invocation.

Commissioner Marbell led the Pledge of Allegiance.

AGENDA ADJUSTMENT/APPROVAL OF AGENDA

Town Manager Snow Bowden requested to add the letter from the North Carolina Department of agriculture as Item M under New Business.

Commissioner Blackmon made a motion to approve the agenda as amended and was seconded by Commissioner Byrd. **The Board voted unanimously.**

NEW BUSINESS

Creating Outdoor Recreation Economies (CORE) MOU

Bruce Naegelen from the North Carolina Department of Commerce came forward and presented a presentation the Board and discussed the next steps for the CORE Program including adopting the proposed MOU.

The presentation is attached to these minutes as Attachment 1.

The consensus of the Board was to place this item under Consent on the agenda for our Regularly Scheduled Meeting in September.

West K Street

Town Engineer Bill Drietzler came forward and addressed the Board. He stated as discussed previously, because the complexity of this project and the potential of it hitting the eight hundred thousand-to-one-million-dollar range, the appropriate course of action was to hire a consultant, prepare of set of bid documents, design plans, a survey, and hydraulic analysis. The Town received six submittals and he was

Erwin Board of Commissioners

REQUEST FOR CONSIDERATION

To: The Honorable Mayor and Board of Commissioners

From: Snow Bowden, Town Manager

Date: August 28, 2023

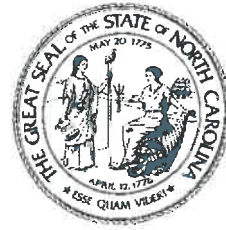
Subject: Creating Outdoor Recreation Economies (CORE) MOU

We have Bruce Naegelen here tonight from the North Carolina Department of Commerce to discuss the CORE program and the proposed MOU for us to participate in this program. CORE stands for Creating Outdoor Recreation Opportunities. I think that this will be a great opportunity for the Town of Erwin. We really need to find a way to capitalize on our natural resources such as the Cape Fear River, and our proximity to Raven Rock State Park. The Dunn-Erwin Rail Trail is also an asset to consider in this program. The Dunn-Erwin Rail Trail is highlighted in our updated Land Use Plan.

Attachments:

- Proposed MOU from the N.C. Department of Commerce
- Proposed resolution from the N.C. Department of Commerce

N.C. Department of Commerce
Rural Economic Development Division
NC Main Street & Rural Planning Center
Rural Planning Program



**MEMORANDUM OF UNDERSTANDING
CREATING OUTDOOR RECREATION ECONOMIES (CORE) PROJECT
Town of Erwin, NC**

This Memorandum of Understanding (MOU) is entered into by and between the North Carolina Department of Commerce, Rural Economic Development Division, Main Street & Rural Planning Center, Rural Planning Program ("Program"), and Town of Erwin, NC, and together the "Parties," for the purpose of setting out the terms and understandings between the Parties for the Program to provide Creating Outdoor Recreation Economies services to the Town of Erwin.

WHEREAS, as part of the North Carolina Department of Commerce, the state's lead agency for promoting economic development and prosperity, the Program provides services and assistance to add value to local community economic development efforts.

WHEREAS, through its American Rescue Plan Travel, Tourism & Outdoor Recreation program, the U.S. Economic Development Administration focused resources to accelerate the recovery of communities that rely on the travel, tourism, and outdoor recreation sectors. This included a non-competitive "State Tourism Grant" to help states quickly invest in marketing, infrastructure, workforce, and other projects to rejuvenate safe leisure, business, and international travel.

WHEREAS, as part of North Carolina's successful request for a State Tourism Grant, the Program developed a technical assistance initiative to provide outdoor recreation economy strategic planning and asset development services to rural North Carolina communities. The initiative, Creating Outdoor Recreation Economies ("CORE"), is intended leverage the abundant outdoor recreation assets available across the state to bolster local economic vitality.

WHEREAS, as Town of Erwin applied to receive CORE services and subsequently met with the Program to identify the strategic planning process, asset development and other plan implementation services, and work products that would suit the County's needs ("CORE Project"), including the roles and responsibilities of the Parties, the involvement of other partners, as well as the projected timeframe to complete the CORE Project.

WHEREAS, the mission of the NC Main Street & Rural Planning Center, which includes the Program, is to work in regions, counties, cities, towns, downtown districts, and designated North Carolina Main Street communities to inspire placemaking through building asset-based economic development strategies that achieve measurable results such as investment, business growth, and jobs. To further that mission, the Program may share successful "best practices" with other communities when appropriate. In this context, relevant materials produced from the project and economic outcomes may be shared with other communities, as needed.

The Program and Town of Erwin agree as follows:

1. Scope of Work

Primary Services

The primary services to be provided by the Program for Town of Erwin's CORE Project include the following:

1. Outdoor Recreation Asset Mapping

Map the county's outdoor recreation assets along with relevant businesses to identify gaps and opportunities in assets and resources. By identifying assets and opportunities the county will be able to create a strategic plan to leverage outdoor recreation as an economic development tool

2. Outdoor Recreation Economy Strategic Planning

Community Assessment

The Program will facilitate one or more assessment meeting(s) with a local work group to include, but not be limited to:

- 1) Presentation of general information about the outdoor recreation economic sector, as well as relevant outdoor recreation economy and other data.
- 2) Discussion of local outdoor recreation assets and how they relate to the local economy.
- 3) Presentation and discussion of results of interviews, surveys, and other input gathered during the Community Assessment from the local work group, stakeholders, and the community regarding outdoor recreation and the economy.

Development of an Outdoor Recreation Economy Strategic Plan

Following the Community Assessment, the Program will work with the local work group and Town of Erwin staff to develop a strategic plan focused on the local outdoor recreation economy. The Community Assessment will inform the identification and development of recreation assets, an outdoor recreation economy-building positioning statement/vision, strategies, goals, objectives, actions/projects, and tasks that will comprise the outdoor recreation strategic plan.

- 3. Asset Development and Other Plan Implementation Services –** Once the Outdoor Recreation Asset Mapping, if applicable, and the Outdoor Recreation Economy Strategic Planning have been completed, the Program will work with Town of Erwin staff, the local work group, and other project partners, to determine the asset development and plan implementation services that may be the most beneficial for the community's outdoor recreation economy-building efforts, potential resources for acquiring such services, and the timeframe(s) within which the services should be pursued.

Town of Erwin Roles and Responsibilities

- A. Local Work Group –** Town of Erwin will be responsible for assembling a local work group to participate in the CORE Project. The local work group may include, but is not limited to, elected officials, municipal or county staff, local business owners/operators, representatives of civic organizations with an interest in the community, and/or active residents.

- B. Meetings – Town of Erwin will be responsible for providing or otherwise securing meeting space for the local work group and other activities related to the CORE Project. If local work group meetings and/or other CORE Project activities must be conducted virtually, using an internet-based video conferencing platform, for example, Town of Erwin will be responsible for ensuring participants are able to access and attend such meetings.
- C. Meeting Materials and Other Information – Town of Erwin will share the meeting agenda, relevant maps and other images, documents, and plans electronically with the Program and all CORE Project participants.

Project Staff

Bruce Naegelen, Community Economic Development Planner for North Central Region, is the Program staff member assigned to lead the CORE Project. Other Program staff will assist with the project, as needed.

Snow Bowden, Town Manager, will be Town of Erwin’s primary contact for the CORE Project.

Proposed Project Timeline

The CORE Project is planned to begin in October 2023 and to be completed by March 2024.

Project Schedule:

Town of Erwin - Proposed Schedule												
Task #	2023			2024								
	Qtr 4			Qtr 1			Qtr 2			Qtr 3		
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept
1	█	█										
2	█	█	█	█	█							
3				█	█	█						
4						█	█	█	█	█	█	

Project Schedule Tasks

- 1) Asset Mapping
- 2) Community Assessment
- 3) Strategic Planning
- 4) Asset Development and Other Implementation Projects

No Cost for Services

The Program will provide its CORE Project services (including Program staff time, materials, and travel costs), and final project work products at no cost to the Town of Erwin, thanks to the State Tourism Grant from the U.S. Economic Development Administration.

Next Steps

The CORE Project will be scheduled to begin upon receipt by the Program of this signed MOU and a signed resolution to request Program services for the CORE Project (sample resolution attached) adopted by the Town of Erwin Board of Commissioners.

2. Effective Term and Termination of MOU

This MOU will be effective on the date the last of the Parties executes it through December 31, 2025. This MOU is subject to modification at any time upon written amendment signed by the Parties. In the event of staff turnover, budget reductions, or other unforeseeable events, however, the Program may be compelled to place a project in an indefinite "hold" status until replacement staff resources can be secured. In rare cases, where very specialized staff skills are unable to be replaced, the project commitment may be terminated by the Program. Projects may also be reprioritized consistent with department or division policies.

3. Funding

The Program will provide its CORE Project services, including Program staff time, labor, materials, and travel costs, as well as project work products produced by the Program, at no cost to the Town of Erwin, thanks to the State Tourism Grant from the U.S. Economic Development Administration.

4. Auditing

The records as they relate to this MOU shall be accessible to the North Carolina State Auditor's Office in accordance with N.C. Gen. Stat. §147-64.7 and to any other State or federal entity authorized to conduct audits with respect to activities performed pursuant to this MOU.

5. Information Sharing/Confidentiality

To facilitate necessary information sharing and cooperation in fulfilling the purpose of this MOU, the Parties agree that they will protect all confidential information provided to them by the other Party in accordance with applicable state and federal statutes. Those employees who receive confidential information will be limited by the Parties to those who need access to it for the purpose of carrying out the functions outlined in this MOU and confidential information shall not be disclosed to third parties for any purpose, except when required by law.

6. Notices

All notices given in connection with this MOU shall be in writing and, if routine, may be sent by email and, if requested, followed by first class United States mail, postage prepaid, or sent by certified mail, return receipt requested, hand delivered, or delivered by overnight courier. Notices shall be delivered to the appropriate Parties at the addresses set forth below.

PROGRAM:

Karen Smith, AICP, Rural Planning Program Manager
NC Main Street & Rural Planning Center
48 Grove Street
Asheville, NC 28801
ksmith@commerce.nc.gov

MacDonald Snow Bowden, Jr.
Town of Erwin
PO Box 459
Erwin, NC 28339
townmanager@erwin-nc.org

7. Governing Law

This MOU is governed and construed in accordance with the laws of the State of North Carolina.

(THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK)

8. Signatures

The Program and Town of Erwin agree to the foregoing understandings as indicated by the signatures below of their respective authorized representatives, on duplicate originals.

**NORTH CAROLINA DEPARTMENT OF COMMERCE
RURAL ECONOMIC DEVELOPMENT DIVISION
NC MAIN STREET & RURAL PLANNING CENTER
RURAL PLANNING PROGRAM**

Karen C. Smith, AICP
Rural Planning Program Manager

Date

TOWN OF ERWIN, NC

Randy Baker, Mayor
Town of Erwin

Date

Please sign, date, and return one original, by email or U.S. mail, to:

Karen Smith, Rural Planning Program Manager
NC Main Street & Rural Planning Center
48 Grove Street
Asheville, NC 28801
ksmith@commerce.nc.gov

Please also send a signed copy, by email or U.S. mail, to:

Bruce Naegelen, Community Economic Development Planner
8998 US 70 Hwy Business West
Suite 100
Clayton, NC 27520
Bruce.naegelen@commerce.nc.gov

**Resolution Requesting
Creating Outdoor Recreation Economies (CORE) Services
from the NC Main Street & Rural Planning Center, Rural Planning Program**

WHEREAS, the Erwin, NC, Board of Commissioners believes the Town of Erwin would benefit from assistance with outdoor recreation economy strategic planning and asset development; and

WHEREAS, the NC Main Street & Rural Planning Center's Rural Planning Program ("Program") has developed the Creating Outdoor Recreation Economies ("CORE") initiative to provide outdoor recreation economy strategic planning and asset development services to rural communities in North Carolina; and

WHEREAS, the Erwin Board of Commissioners would like the Program to provide CORE services to the Town of Erwin; and

WHEREAS, Town of Erwin and the Program have reached agreement on the scope of work for the Town of Erwin's CORE project, as outlined in the attached Memorandum of Understanding.

NOW, THEREFORE, BE IT RESOLVED, that the Erwin Board of Commissioners hereby requests that the Program assist the Town of Erwin with its CORE project and expresses its commitment to the CORE planning process and plan implementation.

Duly adopted by the Town of Erwin, NC Board of Commissioners, this ____ day of _____, 2023.

Randy L. Baker, Mayor, Town of Erwin

ATTEST:

Lauren Evans, City Clerk, Town of Erwin, NC

MINUTES CONTINUED FROM AUGUST 28, 2023

pleased. Scoring was based on the way the RFQ was set up and Gradient was the highest scoring company with 98 out of 110 points. Negotiations began and he brought them before the Board. At a million-dollar project, normally you would expect about 5-6% cost for engineering designs, this proposal was 4.5% including the hydraulic analysis. He was pleased with the \$45,115 which was the cost for the design, hydraulic analysis, permitting, bidding, and construction administration. He did ask for a proposal to close the open channel with the potential to not do the culvert project, that cost was \$22,090 and his recommendation to the Board was not to accept that and move forward with the culvert design.

Commissioner McKoy arrived at 6:18 PM.

Commissioner Blackmon inquired about the Board seeing all six proposals.

Town Engineer Bill Dreitzler stated staff usually does the scoring and recommending based on qualification. He could provide the scoring sheet to the Board.

Commissioner Blackmon stated he understood but for the Board to approve over \$45,000, the Board needed to see all proposals and how they were scored. He was not questioning their ability; he just felt the Board needed to see all the information to ensure each member was comfortable with the selection.

Mayor Baker verified that whatever contracting company this project was completed by, that every step would be under the supervisor of this engineering firm.

Town Engineer Bill Dreitzler stated that was correct, all development will have to have the engineer's seal.

Commissioner Byrd asked if this project is bid out to a contracting company and the engineering firm will be onsite to make sure everything goes right, who was liable if something was to go wrong?

Town Engineer Bill Dreitzler stated the Engineer will have liability for the design so if it was an error in design, the Engineer who put their seal on the drawings would be liable. If it was an issue with the contractor, we would have included retainage and general language in the contract to protect the Town.

Commissioner Blackmon verified that the engineer would do the hydraulics downstream.

Town Engineer Bill Dreitzler stated that was correct.

The consensus of the Board was to place this item and the budget amendment under Consent on the agenda for our Regularly Scheduled Meeting in September with the expectation that Staff will get the six proposals to the Board in a timely manner.

Al Woodall Park Parking Lot

Town Manager Snow Bowden stated at our last workshop, Town Engineer Bill Dreitzler presented the Board with a potential plan to expand the parking lot at Al Woodall Park. Mr. Dreitzler reached out to a company and received a max of \$6,000 for a design plan which he felt was fair.

Town Engineer Bill Dreitzler stated he called this company because they just completed two parking lots in the Town of Angier. He sent Town Manager Snow Bowden the well-designed plans so he could see their work. The company was a one-man shop out of Sanford, he was inexpensive and does quality work.

The consensus of the Board was to place this item and the budget amendment under Consent on the agenda for our Regularly Scheduled Meeting in September.

Erwin Board of Commissioners

REQUEST FOR CONSIDERATION

To: The Honorable Mayor and Board of Commissioners

From: Snow Bowden, Town Manager

Date: August 28, 2023

Subject: West K Street

Our Town Engineer Bill Dreitzler has been hard at work with this project the last few months. He put out an RFQ (request for qualifications) last month. This process allows firms to put together a packet of information with the requested information. The Town received six (6) submittals to our RFQ request. Mr. Dreitzler reviewed all six of them in detail and scored them based on the quality of the submittal. Gradient was the highest-scoring RFQ. So Bill started the discussion with them to negotiate a fee for their services with this project. We have a proposed budget amendment that includes transferring funds from our Powell Bill Fund to pay this firm.

Attachments:

- Proposed budget amendment using Powell Bill Funds
- Proposal from Gradient

**BUDGET ORDINANCE AMENDMENT
BOA 2024 – 01
FISCAL YEAR 2023-2024**

BE IT ORDAINED by the Governing Board of the Town of Erwin, North Carolina that the following amendments are made to the annual budget ordinance for the fiscal year ending June 30, 2024.

Section 1. This Budget Ordinance Amendment seeks to Increase Revenues and Increase Expenditures by \$44,115.00. This amendment is for a proposed fix to West K Street.

Section 2. To amend the General Fund: The revenues are to be changed as follows:

Account	Description	Current Approp.	Increase/Decrease	Amended Appropriation
10-3430-000	Powell Bill Revenue	\$150,000	(+) \$44,115	\$194,115

Section 3. To amend the General Fund: The Expenditures are to be changed as follows:

Account	Description	Current Approp.	Increase/Decrease	Amended Appropriation
10-4510-450	Contracted Serv.	\$133,000	(+) \$44,115	\$177,115

Section 4. Copies of this budget amendment shall be furnished to the Clerk, the Governing Board, the Budget Officer and the Finance Director for their direction.

Adopted this 7th day of September 2023.

Randy L. Baker, Mayor

ATTEST:

Lauren Evans, Town Clerk NCCMC



August 7, 2023

Town of Erwin, NC
Attn: Bill Dreitzler, Town Engineer
PO box 459
Erwin, NC 28339

RE: Scope of Work & Fee Proposal
West K Street Culvert Replacement
Town of Erwin, NC

Dear Bill:

Attached to this letter is our Scope of Work & Fee Proposal which outlines the professional surveying and engineering services we propose to provide to the Town of Erwin (Town) for the project to be called *West K Street Culvert Replacement*. The purpose of the project is to address the failed pipe culvert crossing on West K Street located between N 14th Street and N 15th Street.

We have included the various elements you requested (culvert replacement vs. open channel) and trust the information herein is clear and concise on those two elements. We would be happy to meet with you to review this information should you desire or to provide further clarification if necessary.

Please contact me with any questions you may have. We are prepared to begin work once we have a notice to proceed from the Town.

Sincerely,
GRADIENT, PLLC

A handwritten signature in blue ink, appearing to read 'Gordon A. Rose'.

Gordon A. Rose, PE



Scope of Work
K Street Culvert Replacement
Town of Erwin, NC

PROJECT DESCRIPTION

This Scope of Work outlines the professional surveying and engineering services to be provided to the Town of Erwin (Town) for the project to be called *West K Street Culvert Replacement*. The purpose of the project is to replace the failed pipe culvert crossing on West K Street located between N 14th Street and N 15th Street. The existing culvert crossing West K Street is an approximate 36-inch diameter corrugated metal pipe which has failed, causing significant erosion and potential failure of the roadway. The scope of this project includes:

- Topographic Survey services
- Hydrologic and Hydraulic Investigation
- Culvert design services
- Construction drawings

Items which are not included with this proposal but can be provided as an additional service at a later date include:

- Subsurface Utility Exploration (SUE)
- Bid package development
- Assistance during construction

The Gradient team will include sub-consultants to be used as needed to provide data collection. GEL Solutions will be used for field topographic survey services; this scope will include obtaining finished floor and other critical structure/component elevations, relevant storm pipe and system detail, utility locations (as marked by others), topographic surveys, as well as representative channel cross-sections. Subsurface Utility Engineering (SUE) services can be provided at an additional cost.

Building and Earth Sciences will be used for geotechnical services, to assess the subsurface soil conditions. Inver Consulting will be used to identify any potential wetlands and assist with permitting for proposed impacts.

PROPOSED SCOPE OF WORK

Gradient, PLLC (Professional) will provide Hydrologic & Hydraulic (H&H) analysis; design development; and preparation of construction contract documents. Not included with this scope of work but services which can be provided if needed include assistance with bidding and construction contract award services; and assistance during construction as outlined below. The proposed scope of work has been prepared in general accordance with the engineering standard of practice and discussion of the project with the Town and consists of the following basic services:

1. Preliminary Investigation

1.1 Site Visit and Kick Off Meeting

Professional will attend a site visit with representatives of the Town to walk the site and to observe the proposed working area. The visit will occur prior to the field survey efforts to validate the scope of the project and the survey limits.

1.2 Conventional Survey Services

GEL Solutions will provide topographic survey services to assist with the overall project scope. GEL will establish XYZ control via GPS and create a localized point along with secondary control through the project limits (the project limits are shown on Exhibit A). At least one (1) benchmark will be set within the project limits. The following items will be located in the field to complete the final deliverables.

- Sanitary Sewer Structures to include size, type, and inverts
- Locate property along the project limits
- Pavement within the project limits
- Finished floor elevation (FFE) of adjacent structures (as needed)
- Hydrographic features throughout the project limits and further defined during the field scoping meeting
- Existing visible planimetric features including, but not limited to
 - Signs, Poles, Guy Wires, Utility Structures, Fences, etc.
 - Top of valve nut elevations including, but not limited to water, sewer, and gas valves
 - Horizontal SUE paint markings of existing utilities as marked by others
 - Aerial utility connectivity within the project limits

1.2.1 Easement Exhibit Maps

Survey easement services, if required, will be provided through our subconsultant, GEL Solutions. GEL will conduct limited boundary surveys and produce map exhibits for the upstream (south) and downstream (north) tie-in locations for the proposed culvert replacements. The easement map exhibits will be delivered to the Town on 8.5X11 or 11X17 sized pages.

It appears from recorded maps there is an existing drainage easement on the parcel on the upstream (south) side of West K Street. It is assumed the existing pipe is within this easement such that no additional easements will be required. We find no evidence of an existing easement on the property on the downstream (north) side of West K Street. We will prepare an easement exhibit map on the north side of the road sufficient to address the work zone only. This does not include preparation of an easement map across the entire parcel.

1.2.2 Property Owner Notification

Professional will develop a list of properties that may require access during the survey services. The Town will notify the property owners and provide notice prior to commencement of survey services. Property notification services are not included in this scope.

1.2.3 Basemap

The Surveyor (GEL) will update the survey data and basemapping in electronic format, including a surface file for the topographic surveyed areas. The basemap will be used in developing the design and construction drawings.

The following survey services (1.3 and 1.4) are not included in the scope and fee proposal. These services can be added if desired.

1.3 Subsurface Utility Engineering (SUE) Quality Level D-B Survey

If requested and upon negotiation of an additional survey fee, GEL will collect available records of existing utilities within the project limits. GEL will then employ non-intrusive geophysical technologies to designate the existence and determine horizontal positions of non-gravity utilities within survey limits. A combination of EM equipment and GPR

equipment will be used to designate the targeted utilities in accordance with the APWA Uniform Color Code scheme. Paint markings and structures will be horizontally located during Task 1.2 to include in the final MicroStation.dgn deliverable.

1.4 Subsurface Utility Engineering (SUE) Quality Level A Test Holes

Upon completion of Task 1.3, GEL can complete test holes identified by Professional after review of the deliverable from Task 1. GEL will employ non-intrusive geophysical technologies to designate the existence and determine horizontal positions of the targeted utilities described to be in conflict to properly lay out each test hole location. "Vacuum Excavation Reports" will be generated for each test hole completed and be included in the final SUE deliverable.

- Provide equipment, personnel, and supplies necessary for the completion of the test holes. The exact locations of the test holes will be determined by GEL and the Professional based on the actual utility conflicts found during Task 1.
- Excavate test holes to expose the utility to be measured. In performing such excavations, GEL Engineering shall comply with applicable utility damage prevention laws. GEL Engineering shall schedule and coordinate with the utility companies and their inspectors, as required, so they may be present during the excavation of their facilities.
- Provide notification and information concerning: (a) the outside diameter of the utility and configuration of non-encased, multi-conduit systems; (b) the utility structure material composition, when reasonably ascertainable; (c) the type of surface material; (d) the general soil type and site conditions; and (e) such other pertinent information as is reasonably ascertainable from each test hole site.
- Measure and record distance to top of utility, and place a pk, hub/tack, chiseled x, nail, and/or disk over the utility to allow for survey of each test hole.
- Provide restoration of pavement using cold patch asphalt within the limits of the original cut and spoils to be used as fill. When test holes are excavated in areas other than roadway pavement, these disturbed areas shall be restored as nearly as possible to the condition that existed prior to the excavation. Additional restoration efforts will be billed at cost plus 15%.
- We assume that no contaminated soils will be present which would require special equipment decontamination and/or off-site disposal of materials. Spoils will be used for test hole backfill and will be compacted by tamping prior to any surface repair.

Survey and SUE Deliverables:

- *2D and 3D Microstation dgn in accordance with NCDOT mapping standard*
- *TIN and corresponding GPK files*
- *Signed and sealed .pdf of the completed survey*
- *Signed and sealed reports of all test holes completed during Task 1.4 (if this option is selected)*

1.5 Geotechnical Services

The purpose of the geotechnical investigation will to be determine soil types at the site that could be expected during construction. The services include:

1.5.1 Coordination and Field Exploration

- **Coordination and Scheduling:** Professional will coordinate this work with the Town regarding access to the site.
- **Utility Clearances:** As identified in Task 1.3 and Task 1.4 above.

- **Drilling and Sampling:** Perform a total of two (2) soil test borings. One boring will be advanced to a depth of 15 feet, and the other will be advanced to a depth of 20 feet, below the ground surface.
- **Groundwater:** After drilling the hollow stem auger borings, we will measure the groundwater level at the end of the day. After retrieving the measurement, we will backfill the borehole(s) with soil cuttings.

1.5.2 Laboratory Testing

- Laboratory testing is geared towards identifying the materials that should be expected during construction.
- The quantity and nature of the laboratory tests performed will vary depending upon the type of soils encountered. Based on the drilling scope and requested geotechnical evaluations, we anticipate performing the following laboratory tests:

Laboratory Test	ASTM	Number of Tests
Atterberg Limits	D4318	2
Gradation Analysis	D6913	2
Natural Moisture Content	D2216	13

1.5.3 Engineering Analysis and Reporting

Perform engineering analysis for shallow foundations. Findings will be sent in an electronic report, which will include, but not necessarily be limited to, the following information:

- Summary of existing surface conditions.
- A description of the subsurface conditions encountered at the boring locations.
- Site preparation considerations including material types to be expected during grading as well as recommendations regarding handling and treatment of unsuitable soils, if encountered.
- Compaction requirements and recommended criteria to establish suitable surfaces for structural backfill.
- Boring logs detailing the materials encountered with soil classifications, penetration values, and groundwater levels (if measured).
- Presentation of laboratory test results.
- Plans and maps showing the location of the project and our onsite work.

1.6 Preliminary Hydrology & Hydraulics - Culvert Option

The hydraulics and hydrology for the project will be determined using PCSWMM or other appropriate modeling software. The hydraulic model will utilize LiDAR topography outside the project limits and the surveyed topographic data within the project limits. The H & H analysis will be used to determine the final design culvert configuration. Once the design concept is established, the 25- and 100-year, 24-hour event will be analyzed to estimate flooding conditions.

Deliverables:

- *Preliminary design concept plan*

2. Design Development

2.4 Preliminary Plan & Profiles

Professional will use the design concept from the previous Task 1.6 to develop preliminary construction drawings. The preliminary construction drawings, considered to be 30% complete, will include a title sheet, existing conditions sheet (with project survey control), plan and profile sheet, and pertinent project details. The Town will review, provide comments, and give approval to proceed with the 60% design submittal. Professional will also develop a preliminary Opinion of Probable Construction Cost based on the preliminary drawings and unit costs from other, similar projects.

Deliverable:

- *Preliminary 30% construction drawings with Preliminary Opinion of Probable Construction Cost*

2.5 Progress Design and Submittals 60% and 90%

Professional will incorporate comments from the preliminary plan submittal to prepare 60% design construction drawings. The 60% design drawings will build on the 30% design preliminary plans by including project details, preliminary utility relocation plans (as required), preliminary traffic control plan/concept, erosion control concept/procedures, and preliminary easement locations. The 60% design submittal will include one (1) progress meeting with Town.

Professional will incorporate comments from the 60% design submittal to prepare 90% design construction drawings. The 90% design drawings will build on the 60% design plans by including general notes and a construction sequence, materials and quantities sheet, utility relocation details, sediment and erosion control plan, and traffic control plan. The 90% design submittal will include a tabulation of bid quantities, an opinion of probable construction cost, a general outline of the technical specifications, and preliminary easement plats. The 90% design submittal will include one (1) progress meeting with Town.

Deliverable:

- *Preliminary 60% construction drawings with Preliminary Opinion of Probable Construction Cost*
- *Preliminary 90% construction drawings with Preliminary Opinion of Probable Construction Cost*

3. Construction Contract Documents and Permitting

3.4 Develop Project Manual

Professional will develop the final project manual using front-end and technical specifications provided by the Town or from other sources, to be approved by the Town. This includes preparation of the bid tabulation and quantities, as well as editing the pertinent front-end sections and the project specific technical specifications.

3.5 Permit Applications

This scope does not include utility permit services, but does include the Town's review, comments, and approval for water and gravity sewer relocation designs (if required).

Biological permitting services will be performed by Inver Consulting as a sub-consultant to Gradient and includes the following:

- **Wetland/stream delineation:** Identify and characterize potential Clean Water Act resources within the project area according to current methodologies. Establish

Ordinary High-Water Mark along stream channels. Perform NC Stream Assessment Method to document stream functions.

- Coordinate with surveyor on PLS location of stream banks and wetland flagging (if required).
- Discuss design after delineation for compliance with Nationwide Permit.
- Prepare an electronic Pre-Construction Notification for submittal to the USACE and NCDWR, including:
 - PCN Form
 - Species database review
 - Historic resources database review
 - Delineation information
 - Stream functional assessment
 - Mitigation proposal or justification

Items not included:

- *No Jurisdictional Determination will be requested from the USACE due to agency workload. Delineation information will be included in the e-PCN*
- *Design will comply with Nationwide Permit & General Certification conditions and will be Allowable under the Buffer Rules. No Individual Permit or Buffer Variance required.*
- *Permit fees to be paid by others if required.*
- *No compensatory mitigation will be required, or if required will be provided by the Town via in-lieu-fee or mitigation bank payment.*

3.6 Final Construction Documents

Professional will incorporate previous comments to finalize the 100% Design construction drawings and project manual documents. The final construction documents shall be signed, sealed, and prepared for bid advertisement.

3.7 Utility Coordination

Professional will assist during the utility coordination process by answering questions and providing project drawings. Town will coordinate with utility companies having existing utilities within the project area such as electric, cable, telephone and gas and will submit drawings to the various utility providers for review as required. If relocations are required, Town will coordinate the relocation process with the affected utility providers. Proposed relocations, as proposed by the utility companies and approved by the Town, will be indicated on the final drawings.

The following services are not included in this scope of work but can be added at a later date if desired by the Town:

4. Bidding and Construction Contract Award

4.1 Bid Advertisement

The Town will develop a bid advertisement and will post the advertisement. As part of this task the Professional will assist the Town during the bid process by helping to address bidder's questions, and the Professional may attend one pre-bid meeting.

4.2 Distribute Bid Documents

Professional shall prepare and package the construction drawings and bid documents in pdf format so they can be viewed electronically and/or be printed by the Town for distribution. Town will be responsible for the distribution of the bid documents.

4.3 Bid Opening

The Town will receive the project bids and conduct the bid opening process. The Professional will assist the Town in reviewing the bid submittals and will draft a recommendation of award letter to the Town.

4.4 Execution of Construction Contract

The Town will work with the selected construction contractor to implement the construction contract execution. Professional will assist the Town in this process by answering questions.

5. Construction Administration

5.1 Preconstruction Meeting

Professional will attend one (1) preconstruction meeting with the Town and construction contractor.

5.2 Construction Administration

The Town will assign a project representative and/or inspector responsible for the construction administration and observation and will be the primary contact for the construction contractor. The Professional will assist the Town representative by periodically visiting the site, addressing design questions during construction, and reviewing project submittals as requested. The construction administration estimated time is based on one (1), four (4) hour visit per week for a 120-day construction time (68 total hours).

5.3 Shop Drawing Review

The Professional will review shop drawings submitted by the contractor and provide documentation to the Town regarding this review. Final review and approval of shop drawings will be the responsibility of the Town.

5.4 Pay Apps

The Professional will assist the Town by answering questions from the Town representative on the interpretation and verification of the contractor's requests for payment. The Town will be responsible for verifying quantities during construction.

5.5 Change Orders

The Professional will assist the Town by reviewing and making recommendations about change order requests that may be submitted by the construction contractor. The Town will be responsible for final approval and execution of change orders.

5.6 Final Inspection

The Professional will participate with the Town in the final inspection and final project walk-through. The Professional will assist the Town by providing comments and recommendations about final "punch-list" items and approvals.

5.7 Prepare "As-Built" Drawings and Certifications

Record drawings, as-built surveys, and final certifications are not included in this scope.

ADDITIONAL SERVICES: Alternative Design

The Town may want to consider an alternative to replacement of the existing culvert. This alternative would involve an open channel across West K Street and thereby eliminating through traffic. The tasks described below would be in addition to the tasks identified above for the culvert replacement:

1. Preliminary Investigation

1.1 Site Visit and Kick Off Meeting

Same as described above. No additional scope or fee.

1.2 Conventional Survey Services

Same as described above. No additional scope or fee.

1.2.1 Easement Exhibit Maps

Same as described above. No additional scope or fee.

1.2.2 Property Owner Notification

Same as described above. No additional scope or fee.

1.2.3 Basemap

Same as described above. No additional scope or fee.

1.3 Subsurface Utility Engineering (SUE) Quality Level D-B Survey

Same as described above. No additional scope or fee.

1.4 Subsurface Utility Engineering (SUE) Quality Level A Test Holes

Same as described above. No additional scope or fee.

1.5 Geotechnical Services

1.5.1 Coordination and Field Exploration

Same as described above. No additional scope or fee.

1.5.2 Laboratory Testing

Same as described above. No additional scope or fee.

1.6 Preliminary Hydrology & Hydraulics - Open Channel Option

The hydraulics and hydrology for the open channel option will be determined using PCSWMM or other appropriate modeling software. The hydraulic model will utilize LiDAR topography outside the project limits and the surveyed topographic data within the project limits. The H & H analysis will determine the required channel configuration and grading required to establish adequate side slopes. Once the design concept is established, the 25- and 100-year, 24-hour event will be analyzed to estimate flooding conditions.

2. Design Development

2.1 Preliminary Plan & Profiles

Professional will use the design concept from the previous Task 1.6 (Open Channel option) to develop a preliminary plan and profile of the proposed open channel and grading impacts. The preliminary construction drawings, considered to be 30% complete, will include a plan and profile sheet, and pertinent project details. The Town will review, provide comments, and give approval to proceed with the 60% design submittal should this option be selected. Professional will also develop a preliminary Opinion of Probable Construction Cost based on the preliminary drawings and unit costs from other, similar projects.

2.2 Progress Design and Submittals 60% and 90%

Professional will incorporate comments from the preliminary plan submittal to prepare 60% design construction drawings for the open channel option. The 60% design drawings will

build on the 30% design preliminary plans by including project details, preliminary utility relocation plans (as required), preliminary traffic control plan/concept, erosion control concept/procedures, and preliminary easement locations. The 60% design submittal will include one (1) progress meeting with Town.

Professional will incorporate comments from the 60% design submittal to prepare 90% design construction drawings. The 90% design drawings will build on the 60% design plans by including general notes and a construction sequence, materials and quantities sheet, utility relocation details, sediment and erosion control plan, and traffic control plan. The 90% design submittal will include a tabulation of bid quantities, an opinion of probable construction cost, a general outline of the technical specifications, and preliminary easement plats. The 90% design submittal will include one (1) progress meeting with Town.

Deliverable:

- *Preliminary 60% construction drawings with Preliminary Opinion of Probable Construction Cost*
- *Preliminary 90% construction drawings with Preliminary Opinion of Probable Construction Cost*

3. Construction Contract Documents and Permitting

3.1 Develop Project Manual

Same as described above.

3.2 Permit Applications

Same as described above.

3.3 Final Construction Documents

Same as described above.

3.4 Utility Coordination

Same as described above.

4. Bidding and Construction Contract Award

4.1 Bid Advertisement

Same as described above.

4.2 Distribute Bid Documents

Same as described above.

4.3 Bid Opening

Same as described above.

4.4 Execution of Construction Contract

Same as described above.

COMPENSATION

Compensation for engineering services and reimbursable expenses shall be based on the following fixed fees. These fees will be invoiced monthly based on our estimation of the percentage complete on each task.

Task #	Description	Culvert Replacement Total	Open Channel Total
1	PRELIMINARY INVESTIGATION		
1.1	Site Visit & Kick Off Meeting	\$700.00	\$0.00
1.2	Conventional Survey Services	\$5,595.00	\$0.00
1.2.1	Easement Exhibit Maps	\$1,830.00	\$0.00
1.2.2	Property Owner Notification	\$475.00	\$0.00
1.2.3	Basemap	\$1,730.00	\$0.00
1.3	Subsurface Utility Exploration (SUE)	\$0.00	\$0.00
1.4	Subsurface Utility Exploration (SUE) - Test Holes	\$0.00	\$0.00
1.5	Geotechnical Services	\$0.00	
1.5.1	Coordination & Field Exploration	\$3,000.00	\$0.00
1.5.2	Laboratory Testing	\$1,500.00	\$0.00
1.5.3	Engineering Analysis & Reporting	\$1,000.00	\$0.00
1.6	Preliminary Hydrology & Hydraulics	\$3,590.00	\$1,610.00
	<i>Sub-Total Preliminary Investigation</i>	\$19,420.00	\$1,610.00
2	DESIGN DEVELOPMENT		
2.1	Preliminary Plan & Profile	\$4,600.00	\$3,100.00
2.2	Progress Design & Submittals		
	60% Design	\$6,880.00	\$6,710.00
	90% Design	\$6,380.00	\$6,250.00
	<i>Sub-Total Design Development</i>	\$17,860.00	\$16,060.00
3	CONSTRUCTION CONTRACT DOCUMENTS & PERMITTING		
3.1	Develop Project Manual	\$1,465.00	\$660.00
3.2	Permit Applications	\$2,860.00	\$1,160.00
3.2	Final Construction Documents	\$1,610.00	\$1,280.00
3.4	Utility Coordination	\$1,900.00	\$1,320.00
	<i>Sub-total Construction Contract Documents</i>	\$7,835.00	\$4,420.00
	Total Project	\$45,115.00	\$22,090.00

This proposal is valid for 30 days from the date of the proposal. If the proposal is not accepted within 30 days, we reserve the right to revise or withdraw the proposal entirely at our discretion. Please confirm your acceptance of this proposal by signing one copy and returning it to our office. Our receipt of the executed copy of this proposal will serve as our Notice to Proceed and contract to perform the work described herein. This Agreement is subject to the Gradient Standard Terms and Conditions which are incorporated herein by reference.

AUTHORIZATION TO PROCEED
Proposal for Surveying & Civil Engineering Services
Town of Erwin
West K Street - Culvert Replacement

I/We agree and accept Gradient's proposal to provide the above described services. We understand the Scope of Services as provided herein and agree to the fees estimated for these services. We further acknowledge that Gradient will provide a proposal for any change in the Scope of Services described herein and that a signed agreement to provide those additional services will be executed prior to any work being performed.

Printed Name

Title

Signature

Date

Erwin Board of Commissioners

REQUEST FOR CONSIDERATION

To: The Honorable Mayor and Board of Commissioners

From: Snow Bowden, Town Manager

Date: August 28, 2023

Subject: Al Woodall Park Parking Lot

Our Town Engineer Bill Dreitzler reached out to a firm that he is familiar with. The proposal includes an hourly rate of \$80.00 per hour with a cap of \$6,000. Town Staff does not expect to reach the maximum amount of \$6,000. We have prepared a budget amendment that proposes a \$6,000 transfer from our Capital Reserve Account to the General Fund to cover this expense. The total costs of this project will probably be in the \$80,000 to \$90,000 range in the current market.

Attachments:

- Proposed budget amendment
- Proposal from Drafting and Design Services

**BUDGET ORDINANCE AMENDMENT
BOA 2024 – 02
FISCAL YEAR 2023-2024**

BE IT ORDAINED by the Governing Board of the Town of Erwin, North Carolina that the following amendments are made to the annual budget ordinance for the fiscal year ending June 30, 2024.

Section 1. This Budget Ordinance Amendment seeks to Increase Revenues and Increase Expenditures by \$6,000. This amendment is for Al Woodall Parking Lot improvements.

Section 2. To amend the General Fund: The revenues are to be changed as follows:

Account	Description	Current Approp.	Increase/Decrease	Amended Appropriation
10-3950-450	Trans. From Capital	\$ 0	(+) \$6,000	\$6,000
	Reserve Fund			

Section 3. To amend the General Fund: The Expenditures are to be changed as follows:

Account	Description	Current Approp.	Increase/Decrease	Amended Appropriation
10-6200-450	Contracted Serv.	\$33,975	(+) \$6,000	\$39,975

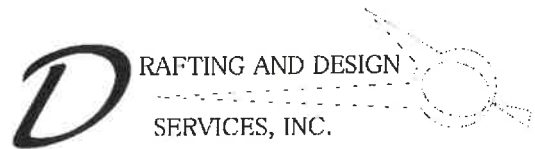
Section 4. Copies of this budget amendment shall be furnished to the Clerk, the Governing Board, the Budget Officer and the Finance Director for their direction.

Adopted this 7th day of September 2023.

Randy L. Baker, Mayor

ATTEST:

Lauren Evans, Town Clerk NCCMC



6728 Carbonton Road
Sanford, NC 27330
(919) 499-8759
draftinganddesign@ymail.com

August 8, 2023

Mr. William Dreitzler, P.E.
Town of Erwin
Erwin, NC

Reference: Contract/Proposal – Town of Erwin - AI Woodall Parking Lot Expansion

Mr. Dreitzler;

Drafting and Design Services, Inc. (DDS) is submitting a proposal of services to provide design services for Town of Erwin - AI Woodall Parking Public Parking Lot Expansion

Project Scope

Preliminary/Final Layout/Design of Parking Lot

Grading and Drainage Design

Bidding quantities and Engineers Estimate

Contract Survey Services for Design Data (topo, locations, etc.)

DDS respectfully will provide design services at an hourly (\$80.00/hr) contract to not to exceed: \$6,000

We appreciate the opportunity to provide you our services and we look forward to partnering with you on this and future projects. If you have any questions, please contact me directly at 919.499.8759 or draftinganddesign@ymail.com. If this proposal is acceptable, please sign below and email or send 1 copy.

Respectfully submitted:

Drafting and Design Services, Inc.

Michael T. Blakley

Principal

Accepted by:

Signature

Title

Date

MINUTES CONTINUED FROM AUGUST 28, 2023

Erwin Comprehensive Land Use Plan

Town Manager Snow Bowden stated we had finally reached the point of adopting our Land Use Plan at our September Board Meeting. Town Clerk Lauren Evans provided the Board with a hard copy of the Land Use Plan. He asked if anyone had any questions to please let him know.

Commissioner Blackmon stated he started reading over it and so far it looked okay but he stated he wanted to ensure we minimizing so many special use and rezoning requests.

Town Manager Snow Bowden stated one of the goals for this year was to update our UDO.

Mayor Baker stated this needed to be utilized and address issues. He was pleased with the outcome but it was up to the Town Staff and the Town Board to implement the changes and do the steps this plan called for.

Town Manager Snow Bowden stated Jake from Stewart Group would be present at the September Meeting to speak during the Public Hearing.

The consensus of the Board was to place this item on the agenda for our Regularly Scheduled Meeting in September to hold the Public Hearing.

Erwin Wilderness Challenge

Mayor Baker stated Patsy Carson contacted him and asked if the Town would be willing to assist with and sponsor the Erwin Wilderness Challenge.

Town Manager Snow Bowden stated Mr. Carson requested sponsorship of \$1,000. In the past, the Board has sponsored \$500.

The consensus of the Board was to approve the \$1,000 sponsorship for the Erwin Wilderness Challenge.

502 East H Street

Town Manager Snow Bowden stated he received a phone call from Dr. Rao stating he wished to donate the land at 502 East H Street to the Town. His request was that the Town build a Children's Park in honor of his late wife.

Discussion continued among the Board.

The consensus of the Board was that the land was not big enough for a kids park. They instructed Town Manager Snow Bowden to ask Dr. Rao if he would consider allowing the Town to build a dog park or possibly a rest area due to its proximity to the Rail Trail.

Wondertown Drive Preliminary Plat

Town Manager Snow Bowden presented the Board with the Preliminary Plat for an 11 lot subdivision off of Wondertown Drive and Bayles Street. All of the lots conform to R-6 standards.

Discussion continued among the Board.

Erwin Board of Commissioners

REQUEST FOR CONSIDERATION

To: The Honorable Mayor and Board of Commissioners

From: Snow Bowden, Town Manager

Date: August 28, 2023

Subject: Erwin Comprehensive Land Use Plan

Town Staff will present and discuss our proposed updated Land Use Plan at the workshop meeting. If you can think of anything to add or remove please let me know as soon as possible. The Planning Board served as our steering committee and put a lot of work into this updated plan. The Planning Board has recommended this plan as proposed for adoption. We will have a representative from Stewart, INC. at our September Town Board meeting to make a presentation on this plan.

Attachments:

- Draft of proposed Land Use Plan

Erwin Board of Commissioners

REQUEST FOR CONSIDERATION

To: The Honorable Mayor and Board of Commissioners

From: Snow Bowden, Town Manager

Date: August 28, 2023

Subject: Erwin Wilderness Challenge

The Erwin Wilderness Challenge will be held on Saturday, September 9th this year. A portion of the funds raised this year will go towards Operation Gratitude. Operation Gratitude is a nonprofit organization that provides people to express their gratitude to our military and first responders. They do this by providing care packages to our military members and first responders. Operation Gratitude has been pretty active in supporting our first responders in the Town of Erwin and Harnett County.

The Town has been requested to sponsor this event, and I wanted to get approval from the Town Board if you see fit to approve this sponsorship.

Erwin Board of Commissioners

REQUEST FOR CONSIDERATION

To: The Honorable Mayor and Board of Commissioners

From: Snow Bowden, Town Manager

Date: August 28, 2023

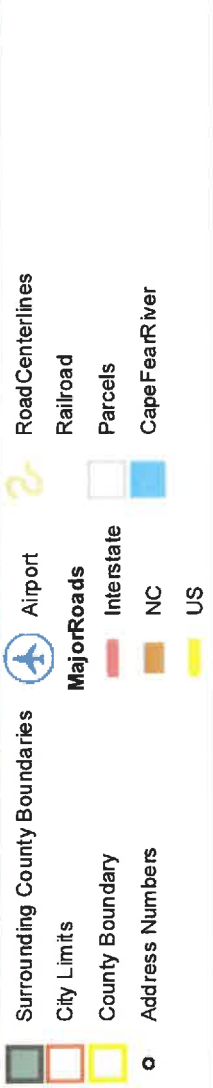
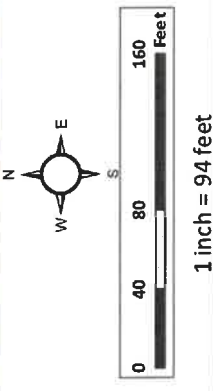
Subject: 502 East H Street

Dr. Rao reached out to the Town. He would like to donate that parcel of land that he currently owns at the corner of North 9th Street and East H Street. The parcel used to have a house located on it but due to the condition that it was in the home was demolished. The parcel can be identified by its Harnett County Tax PIN # 0597-84-6662.000. The parcel can also be identified by its address 502 East H Street. The only condition of this land donation is that we build a kids park and dedicate it to his late wife Jyoti Rao. I thanked Dr. Rao for this thoughtful gesture and told him that I would need to bring this before the Town Board for discussion.

I think this is something we should consider. We could develop a nice pocket park at this site. Due to its proximity to the Dunn-Erwin Rail Trail, this would be a nice addition to the Town. There is parking on East H Street we could make some improvements as well. This park would be geared towards younger kids that might accompany their parents on a walk on the trail. There are a few things to consider such as a proper title search, long-range plans, equipment needed, potential need for parking, lights, security, and additional maintenance to name a few items. There would most likely be an increase to our property and liability insurance due to the fact that we were adding a new park to it.

A goal in our new proposed Land Use Plan is to study potential locations for a neighborhood park. This would be a park geared towards younger children but it would still be an option for our families with younger kids.

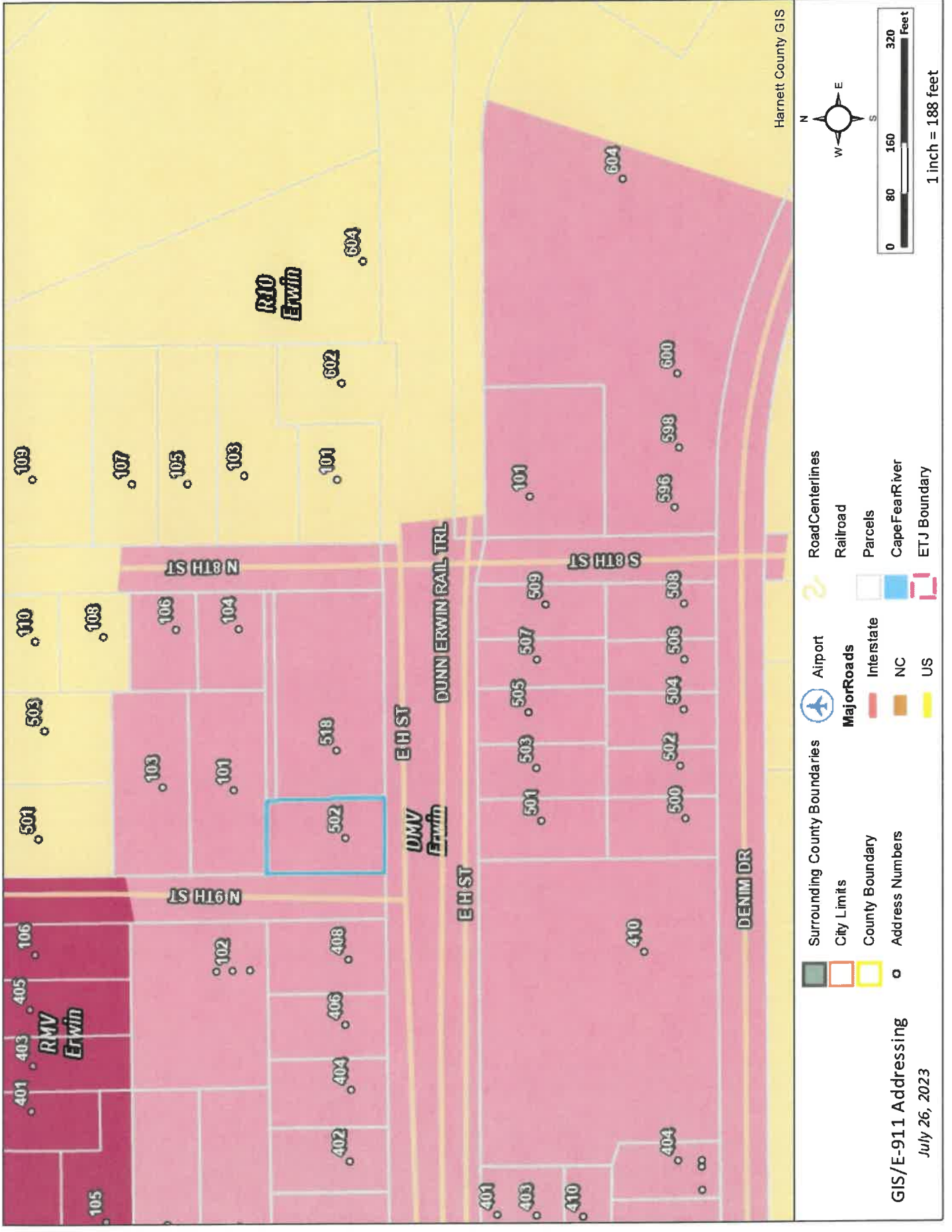
Harnett GIS



NOT FOR LEGAL USE .

GIS/E-911 Addressing
July 27, 2023

Harnett GIS





Harnett County GIS

PID: 06059711220010

PIN: 0597-84-6662.000

Account Number: 607585000

Owner: RAO LAKSHMAN & RAO JYOTI

Mailing Address: 71 HUNTINGTON DRIVE DUNN, NC 28334-0000

Physical Address: 502 E H ST ERWIN, NC 28339 ac

Description: LT#253 ERWIN MILLS SEC#1

Surveyed/Deeded Acreage: 1

Calculated Acreage: 0.32

Deed Date: 975992400000

Deed Book/Page: 1454 - 0304

Plat(Survey) Book/Page: -

Last Sale: 2000 - 12

Sale Price: \$38000

Qualified Code: Q

Vacant or Improved: I

Transfer of Split:

Actual Year Built:

Heated Area : SqFt

Building Count : 0

Building Value: \$0

Parcel Outbuilding Value: \$0

Parcel Land Value: 17640

Market Value: \$17640

Deferred Value: \$0

Total Assessed Value: \$17640

Zoning: Downtown Mill Village - 0.32 acres (100.0%)

Zoning Jurisdiction: Erwin

Wetlands: No

FEMA Flood: Minimal Flood Risk

Within 1mi of Agriculture District: No

Elementary School: Erwin Elementary

Middle School: Coats-Erwin Middle

High School: Triton High

Fire Department: Erwin

EMS Department: Medic 5, D5 EMS

Law Enforcement: Erwin Police

Voter Precinct: Erwin/Duke

County Commissioner : W Brooks Matthews

School Board Member: Joey Powell



MINUTES CONTINUED FROM AUGUST 28, 2023

The consensus of the Board was to place this item and the budget amendment under New Business on the agenda for our Regularly Scheduled Meeting in September.

Pump Station Road Preliminary Plat

Town Manager Snow Bowden stated the developer had to make some changes to the septic tanks for this subdivision. It was a 6-lot subdivision, and it was expected for 5 lots to be buildable. The only question he had was the concern with Pumpstation Road. According to the person who lived at 281 Pump Station Road, there was a court case that went up to the supreme court because the owner was blocking off the road and blocking access to their property.

The consensus of the Board was to place this item and the budget amendment under New Business on the agenda for our Regularly Scheduled Meeting in September.

Renewal of SRO Updated MOU

Town Manager Snow Bowden informed the Board that at our last Board meeting, the Town Board approved the updated SRO MOU but then Harnett County stated they sent the wrong MOU. We highlighted the only difference. He and Chief Johnson did not have any issues with the changes.

The consensus of the Board was to place this item under Consent on the agenda for our Regularly Scheduled Meeting in September.

ZT-2023-005

Town Manager Snow Bowden made the Board aware of the Public Hearing scheduled for case ZT-2023-005 at our Regularly Scheduled Meeting in August.

Mayor Baker expressed his concern with what kind of product was being proposed and whether the street could handle the additional traffic. He stated no clear plans were submitted to the Town which would be required for a conditional district. He asked how a multifamily development would merge with the businesses in the area. He stated in his opinion, the application was incomplete.

Commissioner Byrd stated this parcel was the one area the Town had that was already set up for commercial. If someone came and wanted to build, we would have somewhere for them to put a business.

Commissioner Blackmon stated he agreed that for a conditional zoning request, the applicant must bring the Board their product and submit plans. A decision could not be made based on what was submitted.

Discussion continued among the Board.

Mayor Baker and Commissioner Blackmon both agreed that once the applicant is informed of our requirements, if they need to pull the request and come back, we should take care of the cost for the Public Hearing.

The consensus of the Board was for the owners to submit a plan and design then Town Staff would need to take the request back to the Planning Board for recommendation.

Erwin Board of Commissioners

REQUEST FOR CONSIDERATION

To: The Honorable Mayor and Board of Commissioners
From: Snow Bowden, Town Manager
Date: August 28, 2023
Subject: Wondertown Drive Subdivision Preliminary Plat

The Town of Erwin has received a preliminary plat proposal for a subdivision off of Wondertown Drive and Bayles Street. The preliminary plat includes 11 proposed lots with road frontage on two separate municipal streets. The proposal will call for the new 11 lots to be served by Harnett Regional Water for water and sewer. There are no environmental issues based on a review from Harnett County GIS data. The previously identified wetlands on this property are not located on any of the new proposed lots for the development. The surveyor has included the requested storm water easement that runs parallel with Denim Drive.

R-6 Zoning District

- Minimum required front yard-25 feet
- Minimum required rear yard-25 feet
- Minimum required side yard-8 feet
- Minimum lot area 6,000 square feet
- Minimum lot width 50 feet (single-family)
 - *The minimum lot width is 75 feet for multi-family

GENERAL NOTES:

- AREA MEASUREMENTS CALCULATED BY COORDINATE METHOD UNLESS STATED OTHERWISE.
- ALL MEASUREMENTS ARE HORIZONTAL AND VERTICAL UNLESS OTHERWISE STATED.
- EXISTING MONUMENTATION WAS FOUND AT PROPERTY CORNERS AS SHOWN ON THIS PLAT.
- NO BENCH OR OTHER MONUMENTS WERE FOUND AND/OR RECORDED WITHIN 2,000 FT. OF THE SITE.
- NO CORRECTIONS WERE MADE TO THIS SURVEY FOR ANY REASON, AND NO RESPONSIBILITY IS ASSUMED BY THIS SURVEYOR FOR ANY CONDITIONS THAT MAY EXIST BUT ARE UNKNOWN OR REFERRED TO.
- THE EXISTENCE OF UTILITIES MAY IMPAIR THE EXISTENCE OF EASEMENTS AND RIGHTS TO THE SURVEYED LAND.
- THE SURVEY WAS CONDUCTED IN ACCORDANCE WITH THE NORTH CAROLINA SURVEYING BOARD'S (NCSB) PRACTICE STANDARDS FOR THE STATE OF NORTH CAROLINA.
- HORIZONTAL AND VERTICAL POSITIONS ARE REFERENCED TO THE NORTH CAROLINA GEODETIC SURVEY (NCGS) VERTICAL REFERENCE STATION (VRS).
- THE SURVEY WAS CONDUCTED IN ACCORDANCE WITH THE NCGS PRACTICE STANDARDS FOR THE STATE OF NORTH CAROLINA.
- ALL ROBOTIC OBSERVATIONS WITH GROUND AVERAGE POSITIONAL ACCURACY.
- VERTICAL POSITIONAL DATA WERE OBTAINED BY ROBOTIC SYSTEM WITH AN AVERAGE POSITIONAL ACCURACY.

CERTIFICATE OF FLOODWAY INFORMATION:
 PROPERTY SHOWN HEREON () IS () IS NOT LOCATED IN A FEMA DESIGNATED FLOOD ZONE "AE".

FLOOD HAZARD MAP NUMBER: 372005960001 ZONE X, HARRIETT COUNTY
 EFFECTIVE DATE: OCTOBER 3, 2006

PROFESSIONAL LAND SURVEYOR _____ DATE _____
 JASON E. GOWIN _____
 LICENSE _____

CERTIFICATE OF SURVEY ACCURACY:
 I, JASON E. GOWIN, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED DESCRIPTION RECORDED IN DEED BOOK 4100, PAGE 483.); THAT THE BOUNDARIES NOT SHOWN ON THIS PLAT WERE DETERMINED BY MEASUREMENTS FROM A CONTROL POINT WITH AN ACCURACY OF 1:10,000+; THAT THE RATIO OF PRECISION AS CALCULATED IS 1:10,000+; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH N.C.G.S. 47-30 AS AMENDED.

WITNESS MY ORIGINAL SIGNATURE, LICENSE NUMBER AND SEAL. THIS DAY OF _____ A.D., 2023.

REGISTER OF DEEDS CERTIFICATE:
 STATE OF NORTH CAROLINA, COUNTY OF HARRIETT
 FILED FOR REGISTRATION AT _____ 2023 IN THE REGISTER OF DEEDS OFFICE _____ PAGE _____
 RECORDED IN PLAT BOOK _____

CERTIFICATE OF REVIEW OFFICER:
 STATE OF NORTH CAROLINA, COUNTY OF HARRIETT
 REVIEW OFFICER OF HARRIETT COUNTY, CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

REVIEW OFFICER _____ DATE _____
 STATE OF NORTH CAROLINA, TOWN OF ERWIN

SUBDIVISION ADMINISTRATOR'S CERTIFICATE:
 STATE OF NORTH CAROLINA, TOWN OF ERWIN
 SUBDIVISION ADMINISTRATOR FOR THE TOWN OF ERWIN, HEREBY CERTIFIES THAT THIS PLAT HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION ORDINANCE OF TOWN OF ERWIN, NORTH CAROLINA AND THAT THIS PLAT HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE REGISTER OF DEEDS OF HARRIETT COUNTY

SUBDIVISION ADMINISTRATOR _____ DATE _____
 ERWIN, NORTH CAROLINA

CERTIFICATION OF OWNERSHIP, DEEDS, AND JURISDICTION:
 I, (We) hereby certify that I am (we are) the owner (s) of the land shown hereon and that I have the legal authority to execute this deed. I (We) accept the jurisdiction of Harriett County, N.C. and that I (We) and all persons claiming through me (us) are not subject to any pending legal proceedings, judgments, or decrees in any court of law that may affect the title of the land shown hereon. I (We) further certify that I (We), nor any subsequent owners, shall NOT use the information contained herein for any purpose other than the use properly disclosed within 1,250' feet of the boundaries of this property.

Signature of Owner or Agent _____

CHAIRMAN OF THE PLANNING BOARD FOR THE TOWN OF ERWIN, HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREIN HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION ORDINANCE OF TOWN OF ERWIN, NORTH CAROLINA AND THAT THIS PLAT HAS BEEN APPROVED BY THE TOWN OF ERWIN PLANNING BOARD FOR RECORDING IN THE OFFICE OF THE REGISTER OF DEEDS OF HARRIETT COUNTY

CHAIRMAN OF THE PLANNING BOARD _____ DATE _____
 ERWIN, NORTH CAROLINA
 STATE OF NORTH CAROLINA, TOWN OF ERWIN

NOTARY PUBLIC FOR THE TOWN OF ERWIN, DO HEREBY CERTIFY THAT JASON E. GOWIN PERSONALLY APPEARED BEFORE ME THIS DAY AND ACKNOWLEDGED THE DUE EXECUTION OF THIS CERTIFICATE. WITNESS MY HAND THIS _____ DAY OF _____

NOTARY PUBLIC _____ DATE _____

VICINITY MAP TO SCALE

OWNER: JERRY R. BAYES & FAYE P. BAYES
 SITE ADDRESS: WONDERTOWN DR ERWIN, NC 28334
 WATERSHED DISTRICT: NOT IN WS-IV-P
 FLOOD ZONE: X
 EFFECTIVE DATE: 10/31/2006
 PANEL: 1506
 ZONING: R-6

LOTS WILL BE SERVICED BY EXISTING 6" WATER LINE AND PRIVATE SEPTIC SYSTEMS

DATE _____

CHAIRMAN OF THE PLANNING BOARD FOR THE TOWN OF ERWIN, HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREIN HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION ORDINANCE OF TOWN OF ERWIN, NORTH CAROLINA AND THAT THIS PLAT HAS BEEN APPROVED BY THE TOWN OF ERWIN PLANNING BOARD FOR RECORDING IN THE OFFICE OF THE REGISTER OF DEEDS OF HARRIETT COUNTY

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 ERWIN, NORTH CAROLINA
 STATE OF NORTH CAROLINA, TOWN OF ERWIN

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NOTARY PUBLIC _____ DATE _____

EXISTING F/WATERLINE 4" SEPTIC LINE TO SERVE LOTS APPROX. LOCATION

WONDERTOWN DR 30' RW

ERWIN RD 60' RW

JERRY R. BAYES & FAYE P. BAYES
 PIN 1509-41-172
 DEED BOOK 348 PAGE 976
 ZONED R-6

JERRY R. BAYES & FAYE P. BAYES
 PIN 1509-41-172
 DEED BOOK 348 PAGE 976
 ZONED R-6

JERRY R. BAYES & FAYE P. BAYES
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 ZONED R-6

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 PIN 1509-41-172
 DEED BOOK 348 PAGE 976
 ZONED R-6

JERRY R. BAYES & FAYE P. BAYES
 PIN 1509-41-172
 DEED BOOK 348 PAGE 976
 ZONED R-6

JERRY R. BAYES & FAYE P. BAYES
 PIN 1509-41-172
 DEED BOOK 348 PAGE 976
 ZONED R-6

WILLIAM SIMMONS
 PIN 1507-31-1465
 DEED BOOK 248 PAGE 976
 ZONED R-6

RENOULD LAMORTE W/NN
 PIN 1507-31-1468
 DEED BOOK 168 PAGE 974
 ZONED R-6

11.201' 12.3880' E 142'
 12.3 30' 12.3229' E 112'

PRELIMINARY
 NOT FOR RECORDATION
 OR CONVEYANCE

REFERENCES:

- DEED BOOK 1886, PAGE 834
- DEED BOOK 1606, PAGE 483
- DEED BOOK 1509, PAGE 233
- DEED BOOK 3370, PAGE 238
- MAP BOOK 2074, PAGE 218
- P.F. # 1, SHEET 240
- P.F. # 1, SHEET 241
- P.F. # 1, SHEET 1750
- P.F. # 1, SHEET 4170
- GROUPS REGISTERED HEREON

REGISTER OF DEEDS CERTIFICATE:
 STATE OF NORTH CAROLINA, COUNTY OF HARRIETT
 FILED FOR REGISTRATION AT _____ 2023 IN THE REGISTER OF DEEDS OFFICE _____ PAGE _____
 RECORDED IN PLAT BOOK _____

CERTIFICATE OF REVIEW OFFICER:
 STATE OF NORTH CAROLINA, COUNTY OF HARRIETT
 REVIEW OFFICER OF HARRIETT COUNTY, CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

REVIEW OFFICER _____ DATE _____
 STATE OF NORTH CAROLINA, TOWN OF ERWIN

SUBDIVISION ADMINISTRATOR'S CERTIFICATE:
 STATE OF NORTH CAROLINA, TOWN OF ERWIN
 SUBDIVISION ADMINISTRATOR FOR THE TOWN OF ERWIN, HEREBY CERTIFIES THAT THIS PLAT HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION ORDINANCE OF TOWN OF ERWIN, NORTH CAROLINA AND THAT THIS PLAT HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE REGISTER OF DEEDS OF HARRIETT COUNTY

SUBDIVISION ADMINISTRATOR _____ DATE _____
 ERWIN, NORTH CAROLINA

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 I, (We) hereby certify that I am (we are) the owner (s) of the land shown hereon and that I have the legal authority to execute this deed. I (We) accept the jurisdiction of Harriett County, N.C. and that I (We) and all persons claiming through me (us) are not subject to any pending legal proceedings, judgments, or decrees in any court of law that may affect the title of the land shown hereon. I (We) further certify that I (We), nor any subsequent owners, shall NOT use the information contained herein for any purpose other than the use properly disclosed within 1,250' feet of the boundaries of this property.

Signature of Owner or Agent _____

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CHAIRMAN OF THE PLANNING BOARD _____ DATE _____
 ERWIN, NORTH CAROLINA
 STATE OF NORTH CAROLINA, TOWN OF ERWIN

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NOTARY PUBLIC _____ DATE _____

RECOMBINATION MAP for
 JERRY R. BAYES

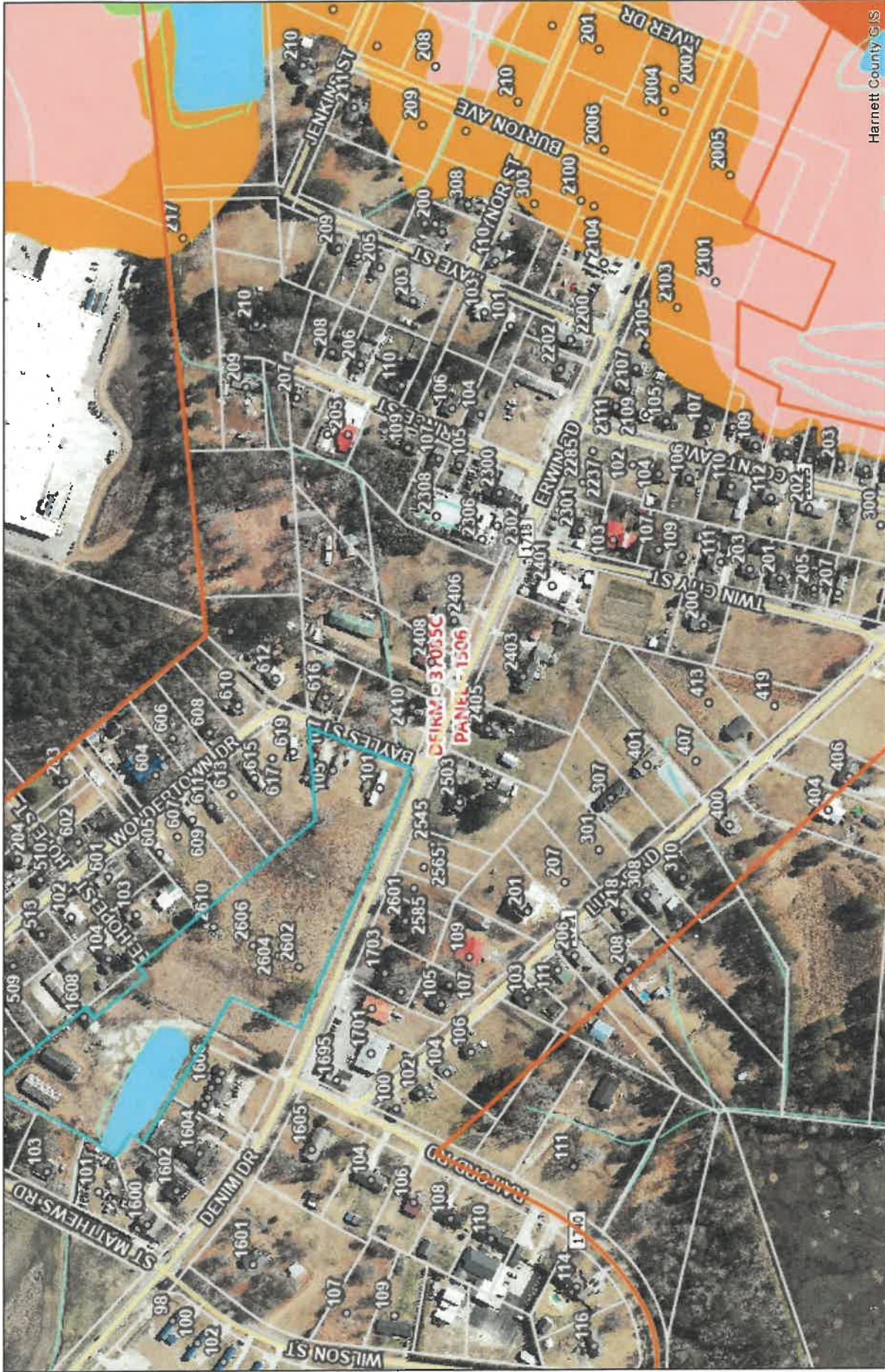
PROPERTY OWNERS:
 JERRY R. BAYES & FAYE P. BAYES
 ERWIN, NC 28334

ENoch Engineers, P.A.
 & PROFESSIONAL LAND SURVEYORS
 1405 N.C. 1501, Suite 200, Erwin, NC 28334
 Phone: (719) 966-2726 Fax: (719) 966-1100
 Email: Lsawyer@Enoch.com

SCALE: 1" = 80'
 SURVEYED BY: _____ DATE: _____
 DRAWN BY: _____ DATE: _____
 SHEET: 1 OF 1

Harnett GIS

NOT FOR LEGAL USE .



Harnett County GIS

Surrounding County Boundaries

- City Limits
- County Boundary
- Address Numbers

MajorRoads

- Interstate
- NC
- US

Airport

- Airport

RoadCenterlines

- Railroad
- Parcels
- Cape Fear River
- Blue Line Streams

Scale

0 165 330 660 Feet

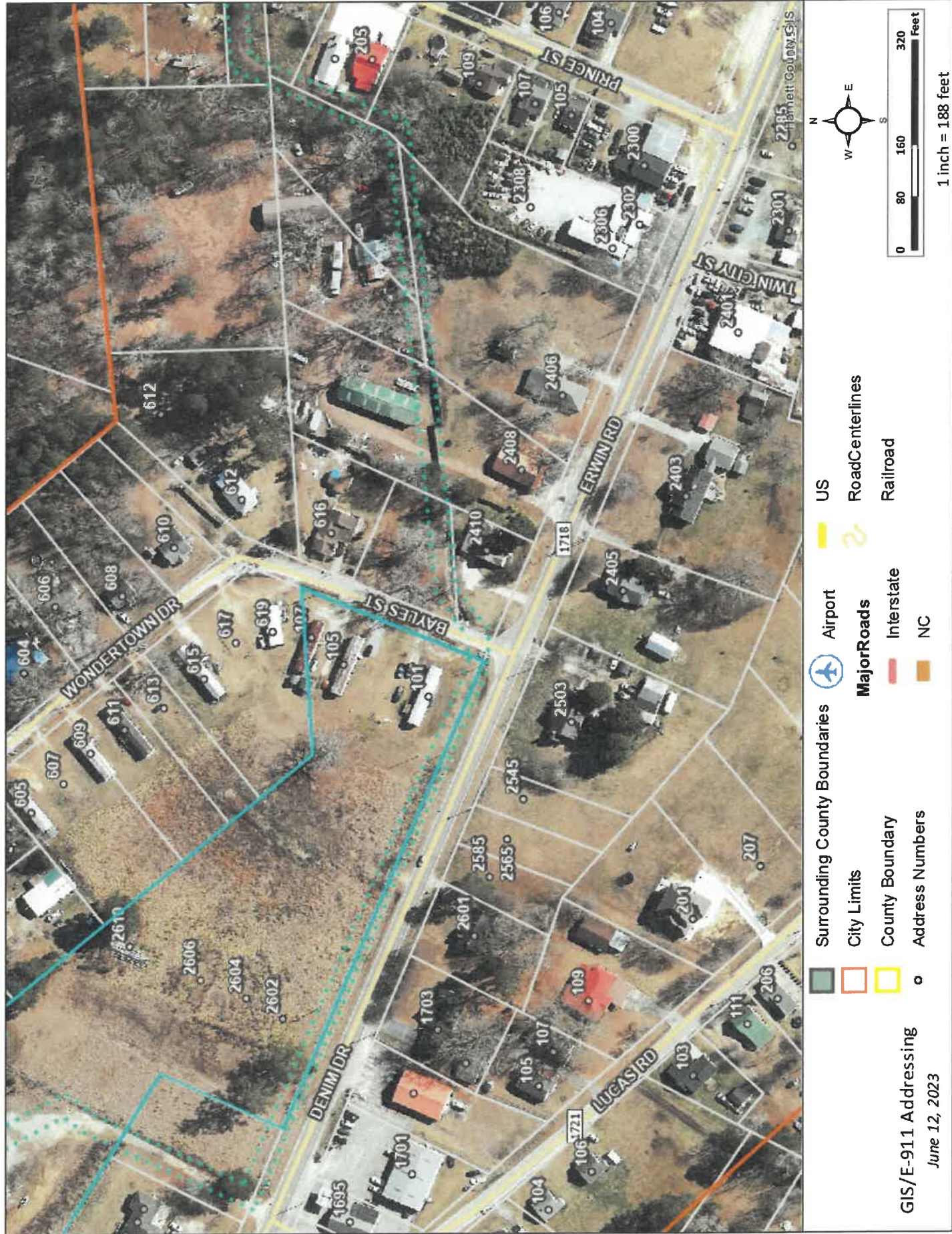
1 inch = 376 feet

Compass

N
W E
S

GIS/E-911 Addressing
June 12, 2023

Harnett GIS



NOT FOR LEGAL USE .

GIS/E-911 Addressing

June 12, 2023

Part 9 Chapter 3	Article 3 Procedure for Review and Approval of Subdivision Plats	Subdivision Regulations
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Plats		
Information	Preliminary	Final
Title Block Containing	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
Property designation		
Name of owner	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
Location (including township, county and state)	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
Date or dates survey was conducted and plat prepared	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
A scale of drawing in feet per inch listed in words or figures	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
A bar graph	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
Name, address, registration number and seal of the Registered Land Surveyor	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
The name of the subdivider	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
A sketch vicinity map showing the relationship between the proposed subdivision and surrounding area	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
Corporate limits, township boundaries, county lines if on the subdivision tract	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
The names, addresses and telephone numbers of all owners, mortgagees, registered land surveyors, land planners, architects, and professional engineers responsible for the subdivision	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
The registration numbers and seals of the professional engineers	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
Date of plat preparation	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
North arrow and orientation	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
The boundaries of the tract or portion thereof to be subdivided, distinctly and accurately represented with all bearings and distances shown	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
The exact boundary lines of the tract to be subdivided, fully dimensioned by lengths and bearings, and the location of existing boundary lines of adjoining lands	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
The names of owners of adjoining properties	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
The names of any adjoining subdivisions of record or proposed and under review	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
Minimum building setback lines	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
The zoning classifications of the tract to be subdivided and adjoining properties	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
Existing property lines on the tract to be subdivided and on adjoining properties	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
Existing buildings or other structures, water courses, railroads, bridges, culverts, storm drains, both on the land to be subdivided and land immediately adjoining	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
Proposed lot lines, lot and block numbers, and approximate dimensions	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
The lots numbered consecutively throughout the subdivision	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
Wooded areas, marshes, swamps, rock outcrops, ponds or lakes, or streambeds and any streams other natural features affecting the site	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
The exact location of the flood hazard, floodway and floodway fringe areas from the community's FHBM or other FEMA maps	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>

Part 9 Chapter 3	Article 3 Procedure for Review and Approval of Subdivision Plats	Subdivision Regulations
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Plats		
Information	Preliminary	Final
The following data concerning streets:	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
Proposed streets	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
Existing and plated streets on adjoining properties and in the proposed subdivision	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
Rights-of-way, locations and dimensions	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
Payment widths	✓ <input type="checkbox"/>	✓ 1
Approximate grades	✓ <input type="checkbox"/>	✓ 1
Design engineering data for all corners and curves	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
Typical street cross sections	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
Street names	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
Type of street dedication; all streets must be designated either "public" or "private". Where public streets are involved which will not be dedicated to a municipality, the subdivider must submit the following documents to the N. C. Department of Transportation District Highway Office for review: a complete site layout, including any future expansion anticipated; horizontal alignment indicating general curve data on site layout plan; vertical alignment indicated by percent grade, PI station and vertical curve length on site plan layout; (the District Engineer may require the plotting of the ground profile and grade line for roads where special conditions or problems exist);	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
†-Required on preliminary and final plats for major subdivisions and required only on a final plats for minor subdivisions.		
Typical section indicating the pavement design and width and the slopes, widths and details for either the curb and gutter or the shoulder and ditch proposed; drainage facilities and drainage areas.		
Where streets are dedicated to the public, but not accepted into a municipal or the state system before lots are sold, a statement explaining the status of the street.		✓ <input type="checkbox"/>
If any street is proposed to intersect with a state maintained road, the subdivider shall apply for driveway approval as required by the North Carolina Department of Transportation, Division of Highways' Manual on Driveway Ordinance		
Evidence that the subdivider has obtained such approval	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
The location and dimensions of all:		
Utility and other easements	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
Riding trails	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
Natural buffers	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
Pedestrian or bicycle paths	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
Parks and recreation areas with specific type indicated	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
School sites	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
Areas to be dedicated to or reserved for public use	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
Areas to be used for purposes other than residential with the purpose of each stated	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
Plats		

<h1 style="margin: 0;">Part 9</h1> <p style="margin: 0;">Chapter 3</p>	<h2 style="margin: 0;">Article 3</h2> <h3 style="margin: 0;">Procedure for Review and Approval of Subdivision Plats</h3>	<h2 style="margin: 0;">Subdivision Regulations</h2>
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Information	Preliminary	Final
The future ownership (dedication or reservation for public use to governmental body, for owners to duly constituted homeowners' association, or for tenants remaining in subdivider's ownership) of recreation and open space lands	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
The plans for utility layouts including:		
Public or Community Sewage System (if any)	✓ <input type="checkbox"/>	✓ <input checked="" type="checkbox"/>
Storm sewers	✓ <input type="checkbox"/>	✓ <input checked="" type="checkbox"/>
Other drainage facilities, (if any)	✓ <input type="checkbox"/>	✓ <input checked="" type="checkbox"/>
Public water system (if any)	✓ <input type="checkbox"/>	✓ <input checked="" type="checkbox"/>
Natural gas lines	✓ <input type="checkbox"/>	✓ <input checked="" type="checkbox"/>
Telephone lines	✓ <input type="checkbox"/>	✓ <input checked="" type="checkbox"/>
Electric lines	✓ <input type="checkbox"/>	✓ <input checked="" type="checkbox"/>
Illustrating connections to existing systems, showing line sizes, the location of fire hydrants, blow offs, manholes, force mains and gate valves.		
Plans for individual water supply and septic tank systems, if any.	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
Profiles based upon Mean Sea Level datum for sanitary sewers and storm sewers	✓ <input type="checkbox"/>	
Site calculations including: -Acreage in total tract to be subdivided.	✓ <input type="checkbox"/>	
Acreage in parks and recreation areas and other nonresidential uses.	✓ <input type="checkbox"/>	
1-Required on preliminary and final plats for major subdivisions and required only on a final plats for minor subdivisions.		
Total number of parcels in created	✓ <input type="checkbox"/>	
Acreage the smallest lot in the subdivision	✓ <input type="checkbox"/>	
Linear feet in streets	✓ <input type="checkbox"/>	
The name and location of any property or buildings within the proposed subdivision or within any contiguous property that is located on the U.S. Department of Interior's National Register of Historic Places-	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
Sufficient engineering data to determine readily and reproduce on the ground every straight or curved line, street line, lot line, right-of-way line, easement line, and setback line, including dimensions, bearings, or deflection angles, radii, central angles, and tangent distance for the center line of curved property lines that are not the boundary line of curved streets. All dimensions shall be measured to the nearest one-tenth of a foot and all angles to the nearest minute.		✓ <input type="checkbox"/>
The accurate locations and descriptions of all monuments, markers and control points.		✓ <input type="checkbox"/>
A copy of any proposed deed restrictions or similar covenants. Such restrictions are mandatory when private recreation areas are established.	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
A copy of the erosion control plan submitted to the appropriate authority, and a copy of the letter of approval of the erosion control plan by the appropriate authority.	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
Topographic map with contour intervals of five feet	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
All certifications required in § 9-3031	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>

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Erwin Board of Commissioners

REQUEST FOR CONSIDERATION

To: The Honorable Mayor and Board of Commissioners

From: Snow Bowden, Town Manager

Date: August 28, 2023

Subject: Pumpstation Road Subdivision Preliminary Plat

The Town of Erwin has received a preliminary plat proposal for a subdivision off of Pumpstation Road. The preliminary plat includes six proposed new lots located off of a private drive located in our Planning Zone (ETJ). The first lot in the originally plan has been calculated to have approximately 10,450 sqft of soil that is suitable for septic. These lots are located in our R-10 Zoning District. According to the surveyor, the extension of Pump Station Road will be recorded as a road with an access easement for each lot. The existing Harnett Regional Water line will be extended to serve all six lots. The Planning Board did recommend this preliminary plat for approval.

R-10 Zoning District

- Minimum required front yard- 35 feet
- Minimum required rear yard 35 feet
- Minimum required side yard 10 feet
- Minimum lot area 10,000 square feet (.229 acres)
- Minimum lot width 75 feet

Harnett GIS



Harnett County, NC

■ Surrounding County Boundaries ✈ Airport ■ US
■ City Limits Ⓜ Major Roads 🛣 Road Centerlines
■ County Boundary 🚊 Interstate 🚊 Railroad
○ Address Numbers ■ NC

0 80 160 320 Feet
 1 inch = 188 feet

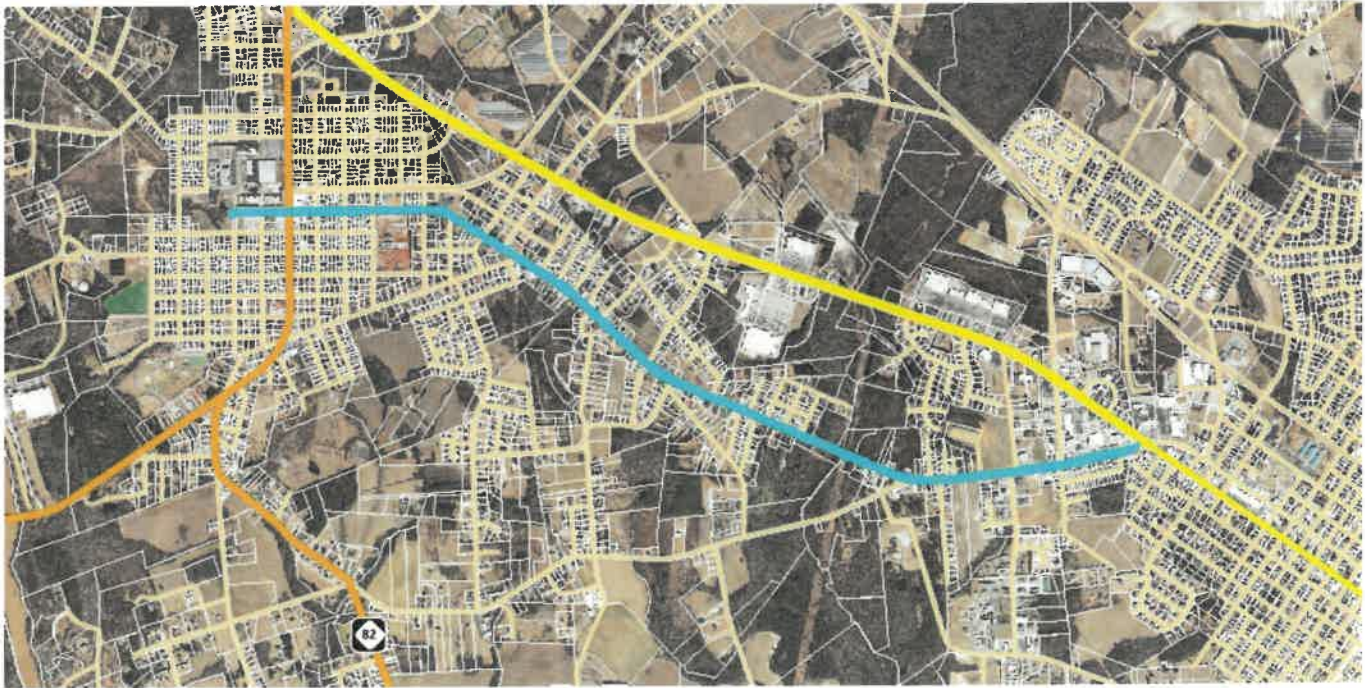
GIS/E-911 Addressing
 July 12, 2023

NOT FOR LEGAL USE .



Harnett County GIS

PID: ROW Street	Building Value: \$
PIN: 1507-21-3919.000	Parcel Outbuilding Value: \$
Account Number:	Parcel Land Value:
Owner: NC DEPARTMENT OF TRANSPORTATION	Market Value: \$
Mailing Address: 1546 MAIL SERVICE CENTER RALEIGH, NC 27611	Deferred Value: \$
Physical Address: ac	Total Assessed Value: \$
Description:	Zoning: Central Business - 0.0 acres (0.0%), Downtown Mill Village - 3.9 acres (15.75%), Highway Business
Surveyed/Deeded Acreage:	Zoning Jurisdiction: Dunn, Erwin
Calculated Acreage: 24.78	Wetlands: No
Deed Date:	FEMA Flood: 100 Year Flood Plain, 500 Year Flood Plain, Minimal Flood Risk
Deed Book/Page: -	Within 1mi of Agriculture District: Yes
Plat(Survey) Book/Page: -	Elementary School: Dunn Elementary, Erwin Elementary
Last Sale: -	Middle School: Coats-Erwin Middle, Dunn Middle
Sale Price: \$	High School: Triton High
Qualified Code:	Fire Department: Dunn, Erwin
Vacant or Improved:	EMS Department: Medic 15, D15 EMS, Medic 5, D5 EMS
Transfer of Split:	Law Enforcement: Dunn Police, Erwin Police, Harnett County Sheriff
Actual Year Built:	Voter Precinct: Erwin/Duke, West Avasboro
Heated Area : SqFt	County Commissioner : Barbara McKoy, W Brooks Matthews, William Morris
Building Count :	School Board Member: Bradley Abate, Joey Powell, Sharon Gainey



Harnett GIS



Harnett County GIS

Surrounding County Boundaries
 City Limits
 County Boundary
 Address Numbers

Airport
Major Roads
 Interstate
 NC

US
 Road Centerlines
 Railroad

0 80 160 320 Feet
 1 inch = 188 feet

GIS/E-911 Addressing
 June 12, 2023

NOT FOR LEGAL USE .

Harnett GIS

NOT FOR LEGAL USE .



Harnett County GIS

1 inch = 376 feet

Surrounding County Boundaries
 City Limits

 County Boundary

 Address Numbers

Major Roads
 Interstate

 NC

 US

Airport

Road Centerlines
 Railroad

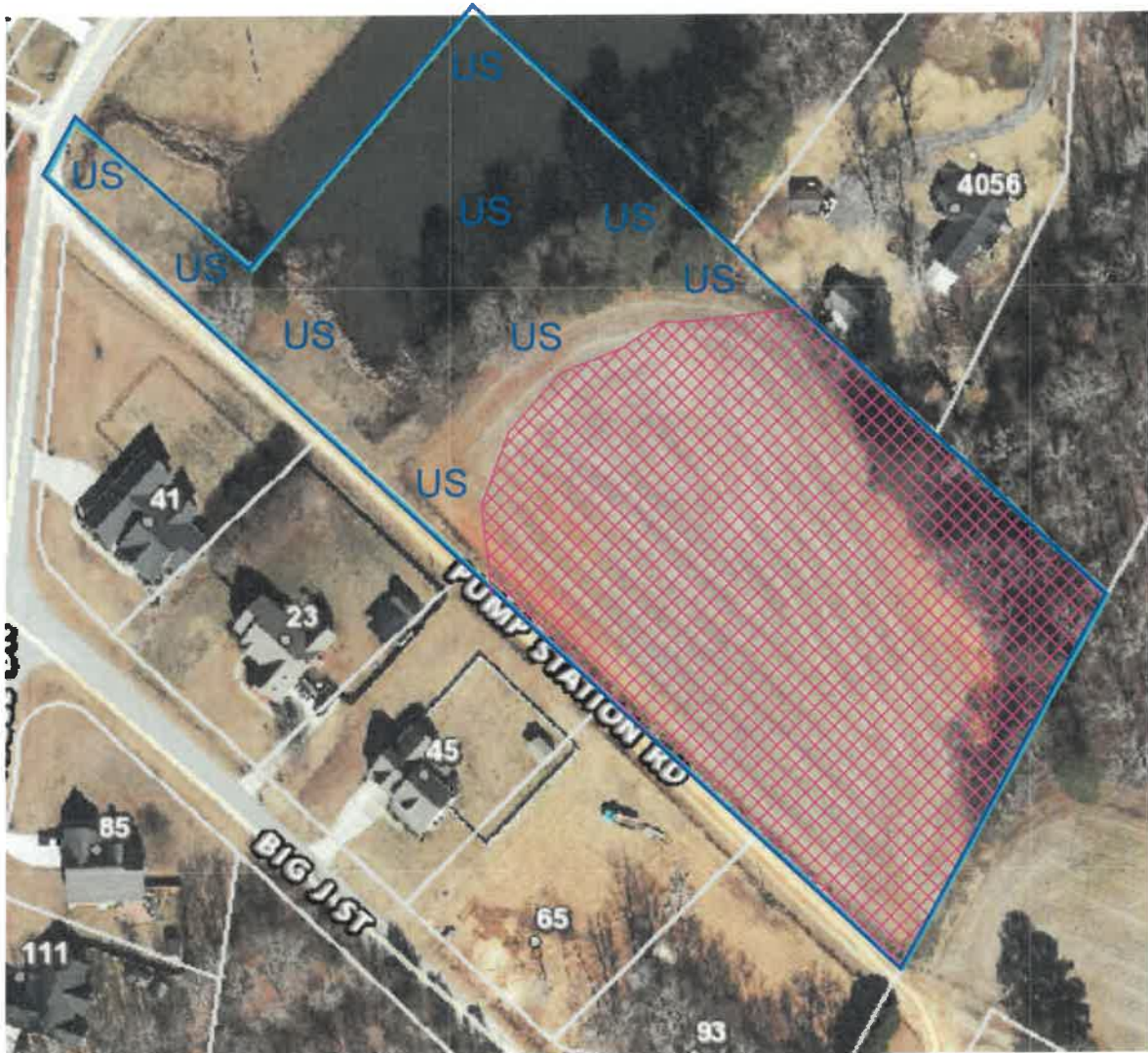
 Parcels

 Cape Fear River

 Blue Line Streams

GIS/E-911 Addressing
 June 12, 2023

Preliminary Soils Evaluation
 ~4.37 acres
 Pump Station Road - Harnett county



Legend



Areas contain soils with 30 inches or more of useable material and have potential for conventional, modified conventional, LPP or ultra-shallow conventional septic systems. There may be inclusion of soils 24-29 inches to a restrictive horizon that will have potential for LPP septic systems.

US

Unsuitable Areas or Areas Not Evaluated

*Not a Survey
 (sketched from public records)

*Preliminary Soils Evaluation

*Not a Survey (sketched from public records).

*Septic system setbacks listed below for new lots.

- 1) 10' from property lines.
- 2) 100' from wells for primary and repair systems.
- 3) 50' from surface waters (streams, ponds, lakes).

*Any mechanical disturbances such as grading, cutting and filling of the suitable soil areas can render areas unsuitable for future septic areas.

*See accompanying report for additional information.

*Base map sketched from preliminary plat map

*Due to Soil Variability, Adams Soil Consulting cannot guarantee that the areas shown as suitable will be permitted by the local Health Department.

*A more detailed soil evaluation should be performed prior to further subdivision.

1" = 125'



Adams
 Soil Consulting
 919-414-6761
 Project #1446

Part 9 Chapter 3	Article 3 Procedure for Review and Approval of Subdivision Plats	Subdivision Regulations
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Plats		
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Title Block Containing	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
Property designation		
Name of owner	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
Location (including township, county and state)	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
Date or dates survey was conducted and plat prepared	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
A scale of drawing in feet per inch listed in words or figures	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
A bar graph	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
Name, address, registration number and seal of the Registered Land Surveyor	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
The name of the subdivider	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
A sketch vicinity map showing the relationship between the proposed subdivision and surrounding area	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
Corporate limits, township boundaries, county lines if on the subdivision tract	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
The names, addresses and telephone numbers of all owners, mortgagees, registered land surveyors, land planners, architects, and professional engineers responsible for the subdivision	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
The registration numbers and seals of the professional engineers	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
Date of plat preparation	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
North arrow and orientation	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
The boundaries of the tract or portion thereof to be subdivided, distinctly and accurately represented with all bearings and distances shown	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
The exact boundary lines of the tract to be subdivided, fully dimensioned by lengths and bearings, and the location of existing boundary lines of adjoining lands	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
The names of owners of adjoining properties	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
The names of any adjoining subdivisions of record or proposed and under review	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
Minimum building setback lines	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
The zoning classifications of the tract to be subdivided and adjoining properties	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
Existing property lines on the tract to be subdivided and on adjoining properties	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
Existing buildings or other structures, water courses, railroads, bridges, culverts, storm drains, both on the land to be subdivided and land immediately adjoining	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
Proposed lot lines, lot and block numbers, and approximate dimensions	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
The lots numbered consecutively throughout the subdivision	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
Wooded areas, marshes, swamps, rock outcrops, ponds or lakes, or streambeds and any streams other natural features affecting the site	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
The exact location of the flood hazard, floodway and floodway fringe areas from the community's FHBM or other FEMA maps	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>

Part 9 Chapter 3	Article 3 Procedure for Review and Approval of Subdivision Plats	Subdivision Regulations
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Plats		
Information	Preliminary	Final
The following data concerning streets:	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
Proposed streets	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
Existing and plated streets on adjoining properties and in the proposed subdivision	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
Rights-of-way, locations and dimensions	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
Payment widths	✓ <input type="checkbox"/>	✓ 1
Approximate grades	✓ <input type="checkbox"/>	✓ 1
Design engineering data for all corners and curves	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
Typical street cross sections	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
Street names	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
Type of street dedication; all streets must be designated either "public" or "private". Where public streets are involved which will not be dedicated to a municipality, the subdivider must submit the following documents to the N. C. Department of Transportation District Highway Office for review: a complete site layout, including any future expansion anticipated; horizontal alignment indicating general curve data on site layout plan; vertical alignment indicated by percent grade, PI station and vertical curve length on site plan layout; (the District Engineer may require the plotting of the ground profile and grade line for roads where special conditions or problems exist);	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
†-Required on preliminary and final plats for major subdivisions and required only on a final plats for minor subdivisions.		
Typical section indicating the pavement design and width and the slopes, widths and details for either the curb and gutter or the shoulder and ditch proposed; drainage facilities and drainage areas.		
Where streets are dedicated to the public, but not accepted into a municipal or the state system before lots are sold, a statement explaining the status of the street.		✓ <input type="checkbox"/>
If any street is proposed to intersect with a state maintained road, the subdivider shall apply for driveway approval as required by the North Carolina Department of Transportation, Division of Highways' Manual on Driveway Ordinance		
Evidence that the subdivider has obtained such approval	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
The location and dimensions of all:		
Utility and other easements	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
Riding trails	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
Natural buffers	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
Pedestrian or bicycle paths	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
Parks and recreation areas with specific type indicated	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
School sites	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
Areas to be dedicated to or reserved for public use	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
Areas to be used for purposes other than residential with the purpose of each stated	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
Plats		

<h1 style="margin: 0;">Part 9</h1> <p style="margin: 0;">Chapter 3</p>	<h2 style="margin: 0;">Article 3</h2> <h3 style="margin: 0;">Procedure for Review and Approval of Subdivision Plats</h3>	<h2 style="margin: 0;">Subdivision Regulations</h2>
--	--	---

Information	Preliminary	Final
The future ownership (dedication or reservation for public use to governmental body, for owners to duly constituted homeowners' association, or for tenants remaining in subdivider's ownership) of recreation and open space lands	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
The plans for utility layouts including:		
Public or Community Sewage System (if any)	✓ <input type="checkbox"/>	✓ <input checked="" type="checkbox"/>
Storm sewers	✓ <input type="checkbox"/>	✓ <input checked="" type="checkbox"/>
Other drainage facilities, (if any)	✓ <input type="checkbox"/>	✓ <input checked="" type="checkbox"/>
Public water system (if any)	✓ <input type="checkbox"/>	✓ <input checked="" type="checkbox"/>
Natural gas lines	✓ <input type="checkbox"/>	✓ <input checked="" type="checkbox"/>
Telephone lines	✓ <input type="checkbox"/>	✓ <input checked="" type="checkbox"/>
Electric lines	✓ <input type="checkbox"/>	✓ <input checked="" type="checkbox"/>
Illustrating connections to existing systems, showing line sizes, the location of fire hydrants, blow offs, manholes, force mains and gate valves.		
Plans for individual water supply and septic tank systems, if any.	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
Profiles based upon Mean Sea Level datum for sanitary sewers and storm sewers	✓ <input type="checkbox"/>	
Site calculations including: -Acreage in total tract to be subdivided.	✓ <input type="checkbox"/>	
Acreage in parks and recreation areas and other nonresidential uses.	✓ <input type="checkbox"/>	
1-Required on preliminary and final plats for major subdivisions and required only on a final plats for minor subdivisions.		
Total number of parcels in created	✓ <input type="checkbox"/>	
Acreage the smallest lot in the subdivision	✓ <input type="checkbox"/>	
Linear feet in streets	✓ <input type="checkbox"/>	
The name and location of any property or buildings within the proposed subdivision or within any contiguous property that is located on the U.S. Department of Interior's National Register of Historic Places-	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
Sufficient engineering data to determine readily and reproduce on the ground every straight or curved line, street line, lot line, right-of-way line, easement line, and setback line, including dimensions, bearings, or deflection angles, radii, central angles, and tangent distance for the center line of curved property lines that are not the boundary line of curved streets. All dimensions shall be measured to the nearest one-tenth of a foot and all angles to the nearest minute.		✓ <input type="checkbox"/>
The accurate locations and descriptions of all monuments, markers and control points.		✓ <input type="checkbox"/>
A copy of any proposed deed restrictions or similar covenants. Such restrictions are mandatory when private recreation areas are established.	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
A copy of the erosion control plan submitted to the appropriate authority, and a copy of the letter of approval of the erosion control plan by the appropriate authority.	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
Topographic map with contour intervals of five feet	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
All certifications required in § 9-3031	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>

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Re: Renewal of School Resource Officer Program Memorandum of Understanding

Per Article VII entitled "Amendments and Modifications: Additional Policies and Procedures" of the School Resource Officer Program Memorandum of Understanding dated October 1, 2018 ("MOU"), attached hereto, the Harnett County Board of Education and Town of Erwin mutually agree to renew the MOU. The terms are contingent on the negotiations with the Sheriff or Police Chief that allow the school district to address performance issues with individual school resource officers actively. All other terms and conditions will remain the same for a term of 12 months, beginning July 1, 2023, and ending June 30, 2024.

SIGNATURES:

Duncan E. Jagers _____

6/29/2023

DATE

DATE

Erwin Board of Commissioners

REQUEST FOR CONSIDERATION

To: The Honorable Mayor and Board of Commissioners

From: Snow Bowden, Town Manager

Date: August 28, 2023

Subject: ZT-2023-005

The Town has received a request to have seven parcels located in Professional Park rezoned from Highway Business to R-6-Conditional District. The applicant wishes to build apartments on these vacant parcels. They have verified with Harnett Regional Water that there is capacity to serve this type of development.

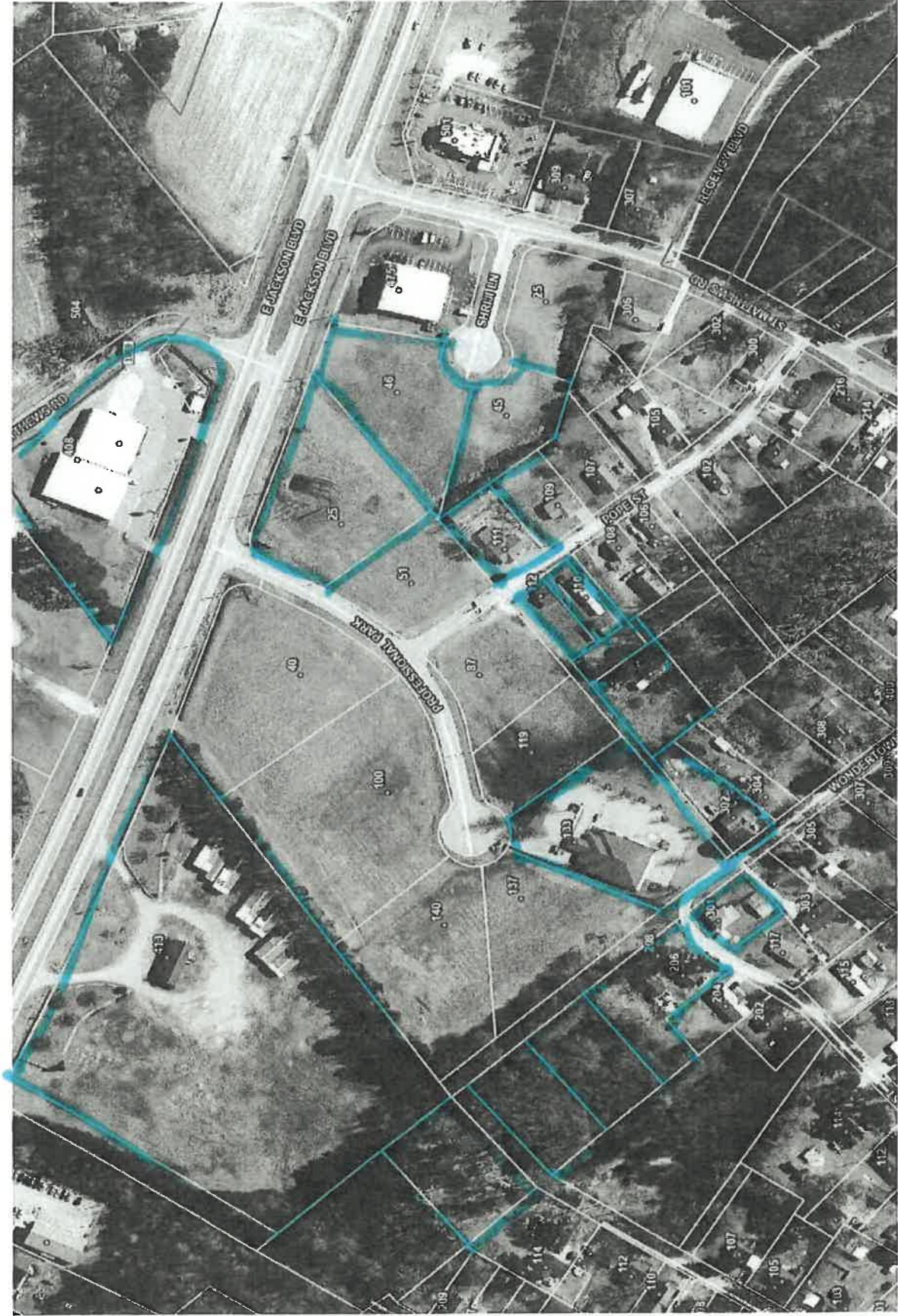
At the moment, apartments are not allowed in our B-2 Zoning District. We are working on a few proposals to consider with our updated Land Use Plan. If you think about apartments they are “commercial” in their business models.

The Planning Board voted 3 for to 2 against recommending this request for approval.

Attachments:

- ZT-2023-005 Application
 - ZT-2023-005 Harnett County GIS Image with zoning
 - ZT-2023-005 Harnett County GIS Image with no zoning
-

Exhibit B



Blue lines outline any adjacent areas and areas within 100 ft of the affected areas



Green lines outline any areas involved in the requested project

Harnett GIS



NOT FOR LEGAL USE .

Surrounding County Boundaries

- City Limits
- County Boundary
- Address Numbers

Major Roads

- Interstate
- NC
- US

Airport

- Airport

Road Centerlines

- Railroad
- Parcels
- Cape Fear River

GIS/E-911 Addressing
August 15, 2023

Scale:
1 inch = 376 feet

Legend:
0 165 330 660 Feet

Compass:
N W E S

MINUTES CONTINUED FROM AUGUST 28, 2023**SU-2023-005**

Town Manager Snow Bowden made the Board aware of the Public Hearing scheduled for case SU-2023-005 at our Regularly Scheduled Meeting in September. No discussion was had among the Board.

SU-2023-006

Town Manager Snow Bowden made the Board aware of the Public Hearing scheduled for case SU-2023-006 at our Regularly Scheduled Meeting in September. No discussion was had among the Board.

Community Conservation Assistance Program (CCAP)

Town Manager Snow Bowden stated last week Lynn Lambert, the Natural Resources Director of the Harnett Soil and Water Conservation District, reached out to Mayor Baker and I followed back up with her. Ms. Lambert set up a meeting with the State to discuss the Community Conservation Assistance Program. The Town would have to match the grant for the program would provide \$35,000 for streambank restoration. They informed him that Porter Park would score fairly high. He wanted the Board's approval before moving forward. Something to think about was that this grant would restore the streambank but the streambank would have to grow up, may look a little overgrown, in order to maintain itself.

The consensus of the Board was to move forward.

MANAGER'S REPORT

Town Manager Snow Bowden stated he would have a full report at our Regularly Scheduled Meeting in September.

ATTORNEY'S REPORT

Town Attorney Tim Morris thanked the Board for allowing him to be the Town Attorney.

GOVERNING COMMENTS

Commissioner Turnage stated he knew everyone was tired of hearing this but he asked the Board to give Town Manager Snow Bowden permission to apply with DOT to put sidewalks down S 13th Street.

Town Manager Snow Bowden stated he planned on bringing the information to the Board in the Fall. We included money in the budget this year for sidewalks.

Commissioner Turnage expressed his concern with people driving golf carts illegally on Town Streets.

Mayor Baker stated at our next meeting he would like an update on condemning the little house at the corner of St Matthews Road. He also stated we needed to contact a company about tearing the Depot down to the foundation level. If that building was sitting in anyone else's front yard, there would be a condemnation sign in front of it. He asked for an update on the History Room signage.

Town Manager Snow Bowden stated we took the library signage off of the building and were waiting for the History Room to complete the Barn Quilt.

Erwin Board of Commissioners

REQUEST FOR CONSIDERATION

To: The Honorable Mayor and Board of Commissioners

From: Snow Bowden, Town Manager

Date: August 28, 2023

Subject: SU-2023-005

The Town has received an application for a townhome development at the end of North 16th Street. The proposed development calls for a total of 90 townhomes. They have spoken with Harnett Regional Water and there is the capacity to serve this amount of new homes. I am still waiting on a little additional information from the applicant.

Attachments:

- SU-2023-005 Application
- SU-2023-005 Harnett County GIS Image with zoning
- SU-2023-005 Harnett County GIS Image with no zoning



TOWN OF ERWIN

100 West F St., Post Office Box 459
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 (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	Alternative Investment Holdings, Inc.	Property Owner Name	Temple of New Beginnings Ministries
Mailing Address	324 Mason, Street	Mailing Address	1867 Neills Creek Road
City, State, Zip	Fayetteville, NC 28301	City, State, Zip	Lillington, NC 27546
Telephone	910-670-0630	Telephone	
Email	darrin@cresfund.com	Email	

Address of Subject Property	N 13TH ST ERWIN, NC 28339		
Parcel Identification Number(s) (PIN) of Subject Property	0597	- 56 -	2485 .000
Legal Relationship of Applicant to Owner	Attorney	Floodplain SFHA <u> </u> Yes <u> </u> X No	
Legal Description: Lot	Block	Subdivisions: 17 AC. E MILLS & TURLINGTON MAP#2000-763	
Zoning District: R6	Wetlands: <u> </u> Yes <u> </u> X No	Watershed Area <u> </u> X Yes <u> </u> No	
Public Water Available: <u> </u> Y or N	Public Sewer Available: <u> </u> Y or N	Existing Septic Tank: <u> </u> Y or N	
Number of Buildings to Remain	N/A	Gross Floor Area to Remain N/A	
Describe Proposed Project or Request with Conditions proposed by applicant: Develop the property as multi-family community.			
Total Acreage or Square Footage to be Disturbed	6.17		
Estimated Cost of Project \$	Ten million dollars (\$10,000,000.00)		

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.

Office Use Only	
Date Application Submitted <u>8/1/23</u>	Application Fee \$ _____ Received By _____
Case # SU-20 <u>23</u> -0 <u>05</u>	



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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- 2023 - 005

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:  7.31.23



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

Property Owner (1)	Desserre Hicks	Mailing
Address	702 N. 15th Street	City Erwin ST NC Zip 28399
Property Owner (2)	Dexter Pierre Cox	Mailing
Address	731 W. M. Street	City Erwin ST NC Zip 28399
Property Owner (3)	Gregory T. Wilson	Mailing
Address	8608 Appaloosa Way Lane	City Charlotte ST NC Zip
Property Owner (4)	Arthur Lee Brown	Mailing
Address	609 N. 16th Street	City Erwin ST NC Zip 28399
Property Owner (5)	James A Brewington	Mailing
Address	999 Blackman Road	City Dunn ST NC Zip 28334
Property Owner (6)	Esther Hicks and Others	Mailing
Address	513 West M. Street	City Erwin ST NC Zip 28399
Property Owner (7)	Sally H. Wilson	Mailing
Address	614 Old Stage Road	City Coats ST NC Zip
Property Owner (8)	William Gerald Minshew	Mailing
Address	308 W K Street	City Erwin ST NC Zip 28399
Property Owner (9)	Phillip Ennis and Anne Ennis	Mailing
Address	2835 Fairground Road	City Dunn ST NC Zip 28334
Property Owner (10)	Town of Erwin	Mailing
Address	PO Box 459	City Erwin ST NC Zip 28399
Property Owner (11)	Harnett County	Mailing
Address	PO Box 759	City Lillington ST NC Zip 27546
Property Owner (12)	David Johnson and Veronica Johnson	Mailing
Address	130 Annie Louise Lane	City Erwin ST NC Zip 28399
Property Owner (13)		Mailing
Address		City Erwin ST Zip 28399

SU- 2021-025

**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 provisions 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



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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**

Office Use Only

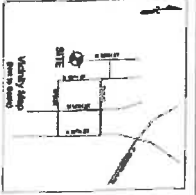
Notice Mailed _____ Property Posted _____ Newspaper Advertised Date _____

Public Hearing Date and Comments: _____

<u>Governing Body Motion</u>	<u>Record of Decision:</u>	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"/>

Town Board Decision and Date _____

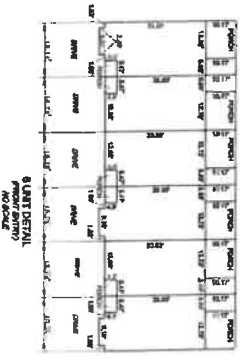
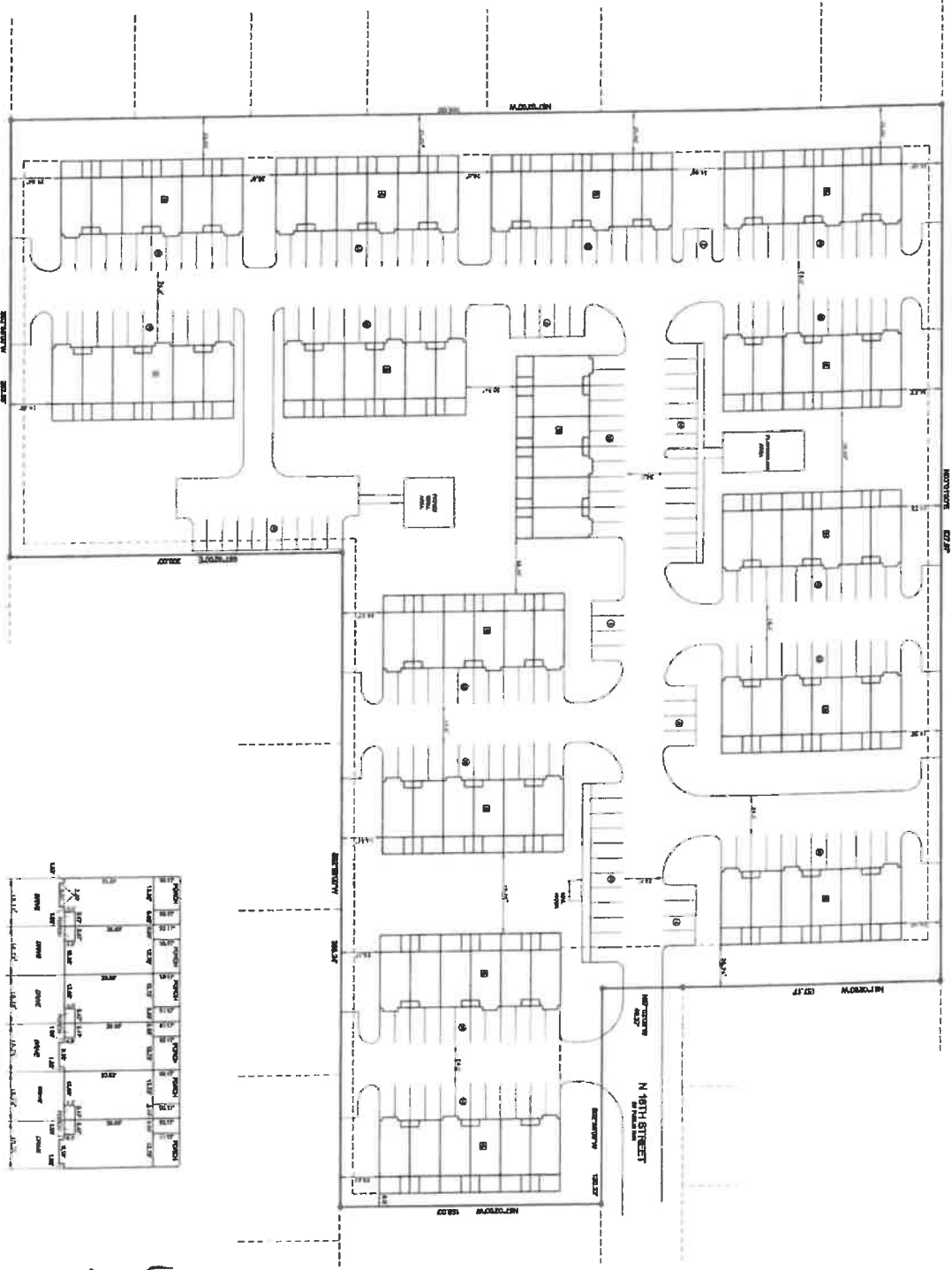
Certified By: _____



CONSISTENCY OF DESIGN AND ACCURACY
 The information contained herein is based on the information provided by the client and is not to be used for any other purpose without the written consent of the engineer. The engineer is not responsible for the accuracy or completeness of the information provided by the client. The engineer is not responsible for the accuracy or completeness of the information provided by the client. The engineer is not responsible for the accuracy or completeness of the information provided by the client.

FIELD PLANNING NOTES
 1. Verify field conditions and measurements.
 2. All dimensions are in feet and inches.

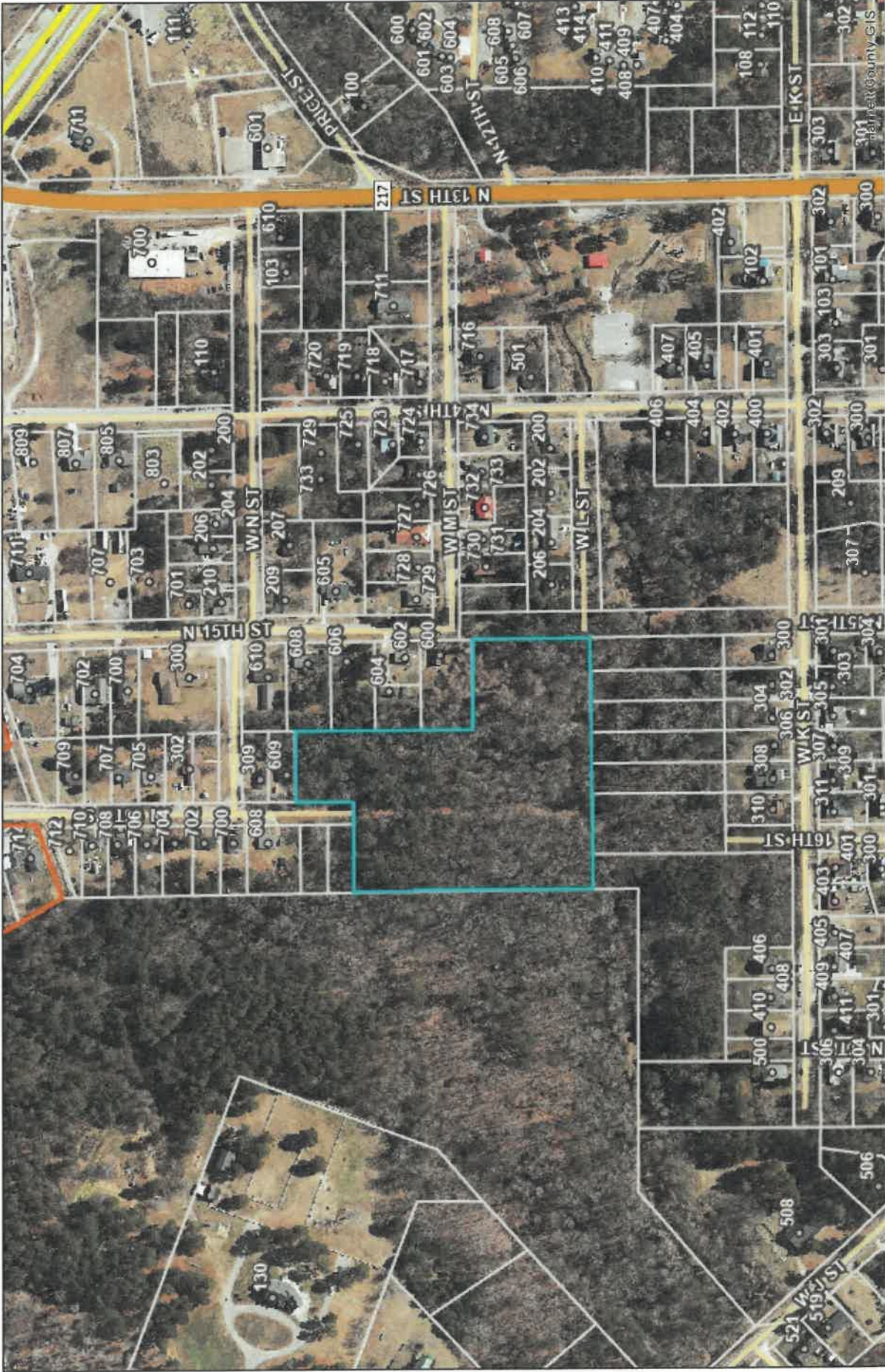
CRESTLAND
 ENGINEERING & ARCHITECTURE
 2000 Valley Road
 Suite 100
 Denver, CO 80202
 Phone: 303.733.1111
 Fax: 303.733.1112
 Website: www.crestland.com



Site - 2000 - 2000



Harnett GIS



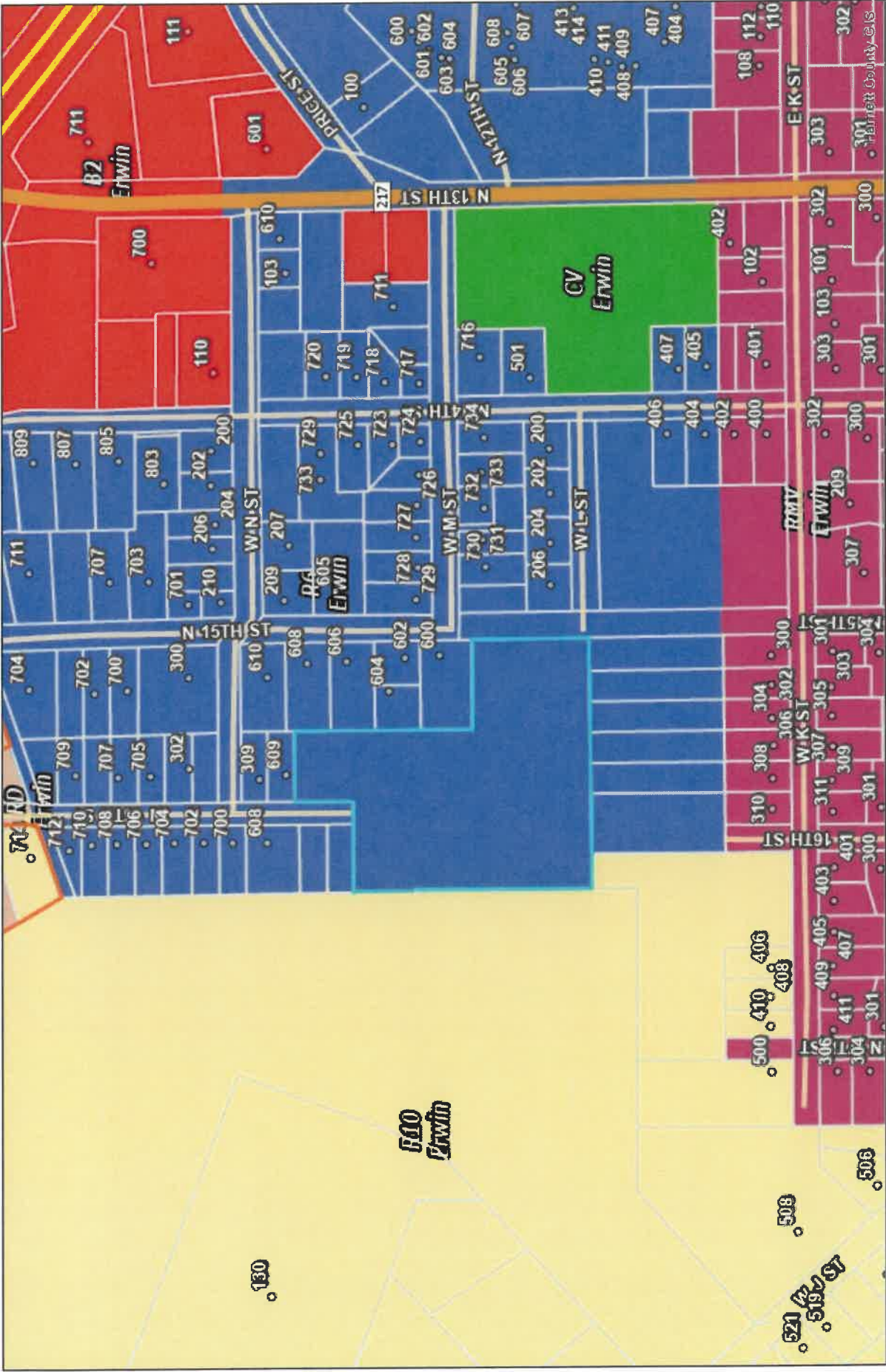
Surrounding County Boundaries Airport
 City Limits MajorRoads
 County Boundary Interstate
 Address Numbers NC
 US
 RoadCenterlines
 Railroad
 Parcels

0 165 330 660 Feet
 1 inch = 376 feet

GIS/E-911 Addressing
 August 16, 2023

NOT FOR LEGAL USE .

Harnett GIS



Surrounding County Boundaries
 Airport
 Road Centerlines

City Limits
 Major Roads
 Railroad

County Boundary
 Interstate
 Parcels

Address Numbers
 NC
 ETJ Boundary

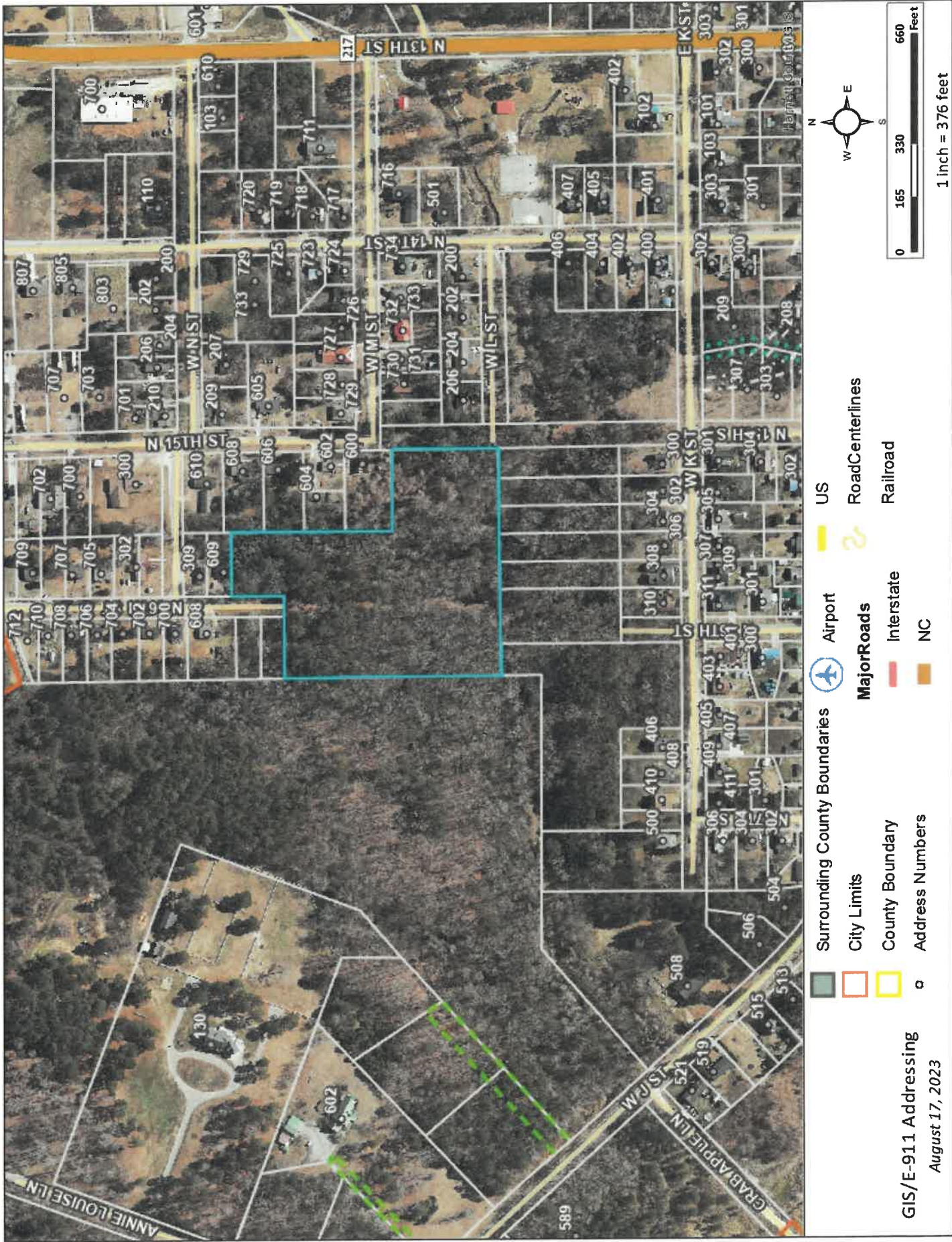
US

0 165 330 660 Feet
 1 inch = 376 feet

NOT FOR LEGAL USE .

GIS/E-911 Addressing
 August 16, 2023

Harnett GIS



NOT FOR LEGAL USE .

GIS/E-911 Addressing
August 17, 2023

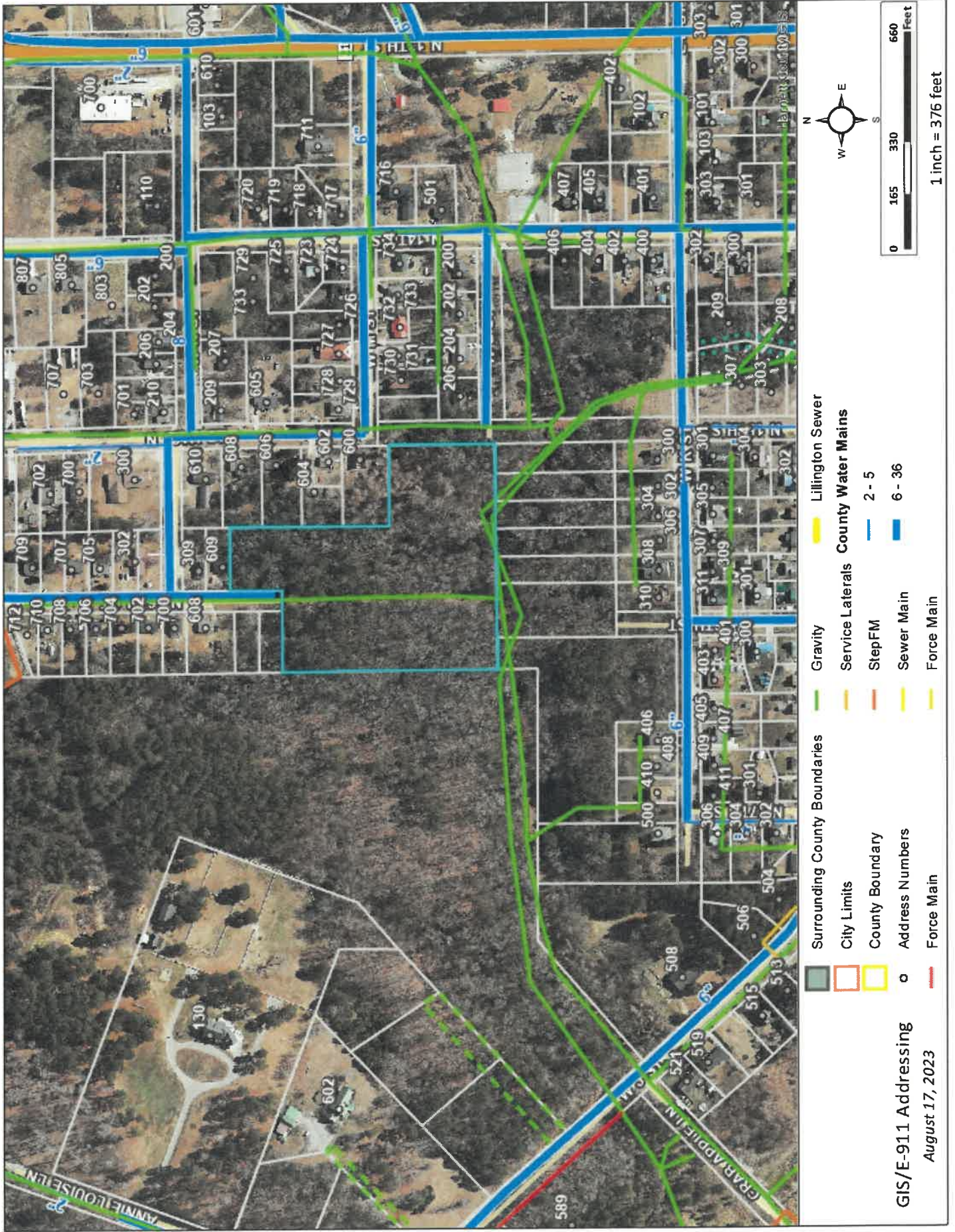
Surrounding County Boundaries
 City Limits
 County Boundary
 Address Numbers

Airport
 MajorRoads
 Interstate
 NC

US
 RoadCenterlines
 Railroad

0 165 330 660 Feet
 1 inch = 376 feet

Harnett GIS



NOT FOR LEGAL USE .

Erwin Board of Commissioners

REQUEST FOR CONSIDERATION

To: The Honorable Mayor and Board of Commissioners

From: Snow Bowden, Town Manager

Date: August 28, 2023

Subject: SU-2023-006

The Town has received a special use application to build ten (10) townhomes on four separate lots at the moment. If approved the four lots would become ten separate lots with an attached-single family dwelling on each parcel.

*Townhomes are considered single-family dwellings. The unit does have a shared wall but the homeowner owns the unit and the land the parcel is on.



TOWN OF ERWIN
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PAID

AUG 11 2023

TOWN OF ERWIN

check 7704

SPECIAL USE PERMIT APPLICATION

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

Applicant Name	MY Home LLC	Property Owner Name	MY the VO
Mailing Address	202 Winterlochman dr	Mailing Address	// //
City, State, Zip	Dunn NC 28334	City, State, Zip	// //
Telephone	678-468-9675	Telephone	// //
Email		Email	

Address of Subject Property	TOWN Homes Development		
Parcel Identification Number(s) (PIN) of Subject Property	see staff memo		.000
Legal Relationship of Applicant to Owner	owner	Floodplain SFHA	Yes <input checked="" type="checkbox"/> No
Legal Description: Lot	Block	Subdivision	
Zoning District	Wetlands	Yes	No
Public Water Available: <input checked="" type="checkbox"/> or N	Public Sewer Available: <input checked="" type="checkbox"/> or N	Existing Septic Tank: Y or <input checked="" type="checkbox"/> N	
Number of Buildings to Remain	N/A	Gross Floor Area to Remain	N/A
Describe Proposed Project or Request with Conditions proposed by applicant:			
Town 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	8/11/23	Office Use Only	Application Fee \$	700	Received By	MJB
Case #	SU-2023-005006					



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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- 2020 - 006

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:  ~~8-11-23~~ 8-11-23

see Staff Report



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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- 2023-226

See staff report

**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



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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**

Office Use Only

Notice Mailed _____ Property Posted _____ Newspaper Advertised Date _____

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"/>

Town Board Decision and Date _____

Certified By: _____

Harnett GIS



Surrounding County Boundaries Airport
 City Limits Major Roads
 County Boundary Interstate
 Address Numbers NC

US
 Road Centerlines
 Railroad
 Parcels

0 165 330 660 Feet
 1 inch = 376 feet

N
 E
 S
 W

GIS/E-911 Addressing
 August 16, 2023

NOT FOR LEGAL USE .

Harnett GIS



GIS/E-911 Addressing
August 16, 2023

Surrounding County Boundaries

- City Limits
- County Boundary
- Address Numbers

MajorRoads

- Interstate
- NC
- US

Airport

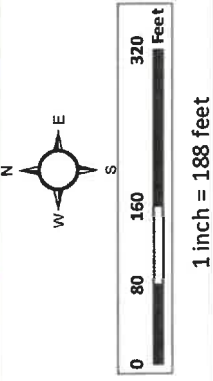
RoadCenterlines

- Railroad
- Parcels
- ET/J Boundary

Scale: 0 165 330 660 Feet
1 inch = 376 feet

NOT FOR LEGAL USE

Harnett GIS



- Surrounding County Boundaries
- City Limits
- County Boundary
- Address Numbers
- Force Main
- Gravity
- Service Laterals
- StepFM
- Sewer Main
- Force Main
- Lillington Sewer
- County Water Mains
- 2 - 5
- 6 - 36

GIS/E-911 Addressing
August 17, 2023

NOT FOR LEGAL USE .

Harnett GIS



Harnett County GIS

Surrounding County Boundaries
 City Limits
 County Boundary
 Address Numbers

Airport
 Interstate
 NC

US
 Road Centerlines
 Railroad

0 40 80 160 Feet
 1 inch = 94 feet

GIS/E-911 Addressing
 August 17, 2023

NOT FOR LEGAL USE.

Erwin Board of Commissioners

REQUEST FOR CONSIDERATION

To: The Honorable Mayor and Board of Commissioners

From: Snow Bowden, Town Manager

Date: August 28, 2023

Subject: Community Conservation Assistance Program (CCAP)

Last week the Natural Resources Director of the Harnett Soil and Water Conservation District reached out to Mayor Baker and I followed back up with her. We had a meeting to discuss a potential grant for Porter Park. This would be another streambank restoration project that we could apply for a grant to potentially get funding for. This grant would require a match from the Town of Erwin. We could bring up to \$35,000 from the CCAP grant. The Harnett Soil and Water Conservation District could help us apply for this grant and they seemed to think this project would have a pretty good chance of getting funded.

This is a streambank restoration project so the streambanks would be stabilized; but they would need to remain in a vegetative stage. A riparian buffer would have to be installed on the new streambanks so it would look like overgrowth to your average person but the vegetation does serve multiple functions.

If this is something you think we should apply for I will need to let Lynn Lambert know after our next Town Board meeting because she will need to present it to her board at her September meeting. If you need me to find out more information I am happy to do so.

MINUTES CONTINUED FROM AUGUST 28, 2023

Mayor Baker stated he and Town Manager Snow Bowden attended the open house and ribbon cutting for Heritage Counseling and Wellness located at the Keen's old property. The Services they will be able to offer to our citizens and the area citizens was going to be a true gem for our Town. He expressed his appreciation for the calls and prayers for his wife. The Lord definitely answers prayers.

ADJOURNMENT

Commissioner Byrd made a motion to adjourn at 7:32 P.M. and was seconded by Commissioner Nelson. **The Board voted unanimously.**

MINUTES RECORDED AND TYPED BY**LAUREN EVANS TOWN CLERK****Randy Baker****Mayor****ATTEST:****Lauren Evans****Town Clerk**