

**THE ERWIN BOARD OF COMMISSIONERS
SEPTEMBER 2023 REGULAR WORKSHOP
MONDAY, SEPTEMBER 25, 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. CLOSED SESSION**
 - A. Pursuant to General Statute 143-318.11(a) (3) for the Purpose of Preserving the Attorney-Client Privilege

- 4. NEW BUSINESS**
 - A. FAMPO **(Page 2)**
 - B. Wex Fuel Cards **(Page 34)**
 - C. Planning Proposal-MCCOG **(Page 38)**
 - D. Bayles Street Subdivision **(Page 44)**
 - E. Surplus Vehicles **(Page 46)**
 - F. Erwin Police Cadet Program **(Page 47)**

- 5. MANAGER’S REPORT**

- 6. GOVERNING COMMENTS**

- 7. ADJOURNMENT**

Erwin Board of Commissioners

REQUEST FOR CONSIDERATION

To: The Honorable Mayor and Board of Commissioners

From: Snow Bowden, Town Manager

Date: September 25, 2023

Subject: FAMPO

The Town of Erwin has been reached out to by a consultant on behalf of the Fayetteville Area Metropolitan Planning Organization (FAMPO) about potentially becoming a member of FAMPO. We are currently a member of the Mid-Carolina Rural Planning Organization (Mid-Carolina RPO). MPO's and RPO's always look at their boundaries every ten years after the US Census is completed. As you all know the 2020 US Census data was delayed in being processed and disturbed out so items like this could be addressed.

The Town of Erwin would benefit by becoming a member of FAMPO (if it is approved by the members of FAMPO). FAMPO is what is considered a "metropolitan planning organization" and the Mid-Carolina RPO is considered a "Rural Planning Organization". MPO's and RPO's do a similar job for their respective members. However, MPO's typically have a larger amount of discretionary spending that members can apply for-for projects like sidewalks, and other potential road improvements. The Town will still have to find 20% of the funds for a match for any grant. If we become members of FAMPO we will have dues to pay for membership. I cannot tell you an exact figure at the moment. FAMPO will not know the exact numbers until they can figure out who will all become members. The best estimate I can give you is \$2,615. It could be more or less.

At the moment, we do not pay any dues for our membership in the RPO exclusively. We do pay dues to the Mid-Carolina Council of Governments (Mid-Carolina COG). Harnett County pays dues to the Mid-Carolina RPO and that includes the municipalities from Harnett County. If Harnett County leaves the RPO we would have dues. I would estimate those dues to be around \$500.

I believe that we could see some benefits from joining FAMPO versus remaining in the RPO but there are pros and cons to both items. The Town of Angier saw success with moving to the Capital Area Metropolitan Planning Organization (CAMPO). The bottom line is we will have to be proactive and be involved with the MPO if we decide to move forward with asking to join. We are highly involved with the RPO and have been for years. I am currently the Vice-Chairman of the Rural Technical Coordinating Committee.

If we are interested in being a member of FAMPO I need to send them a letter of interest by 9/29/2023 (attached). This is not binding to either party. A separate Memorandum-of-Understanding (MOU) will need to be approved before anything is official.

FAMPO

Boundary Assessment



August 7, 2023

Agenda

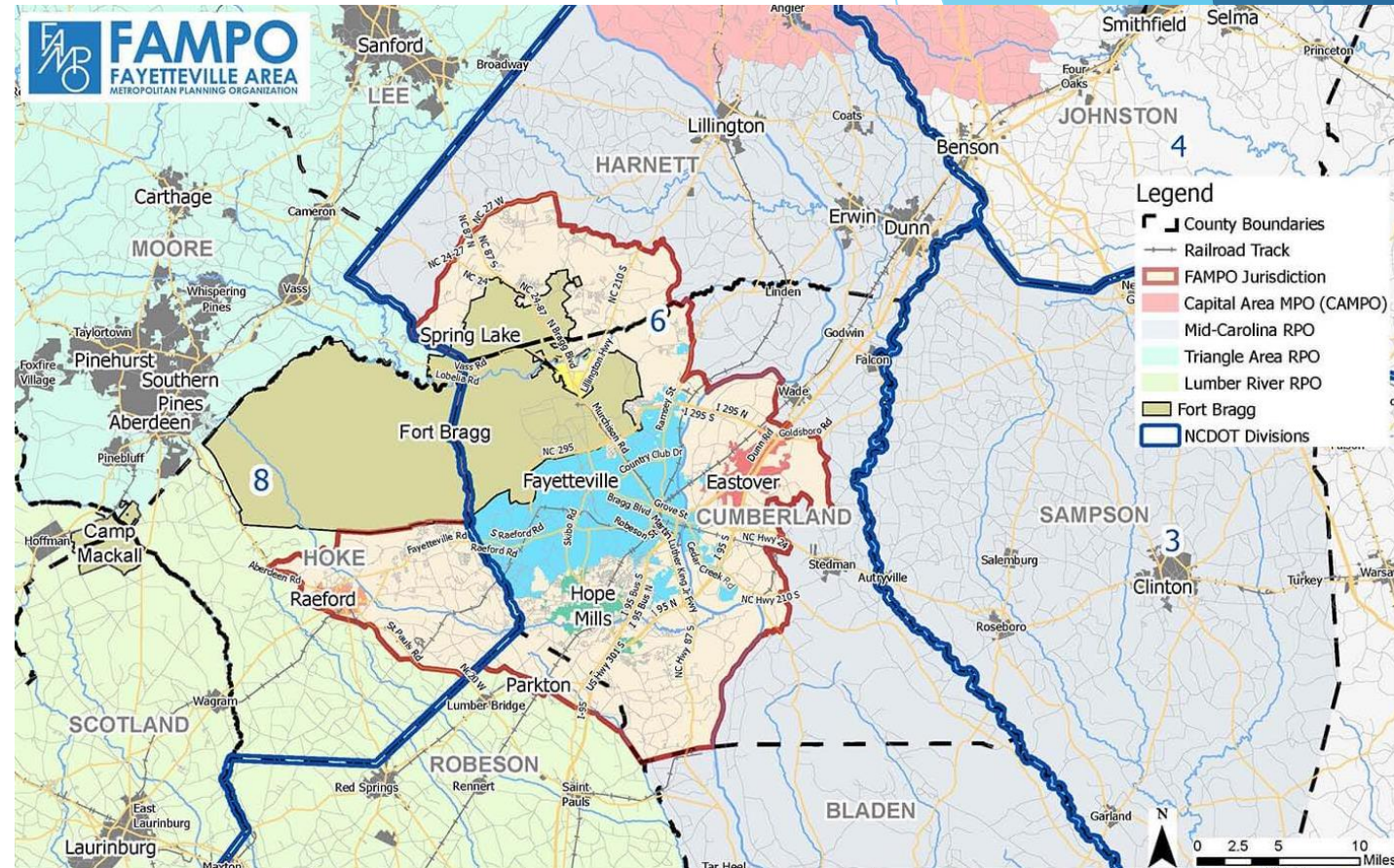
- Project Overview/Scope
- Public Agency Involvement
- Policy Review
- Potential Benefits/Impacts
- Additional Considerations
- Next Steps

What we need from you:

- Review background information/documentation
- Share your needs/concerns
- Provide feedback on initial alternatives

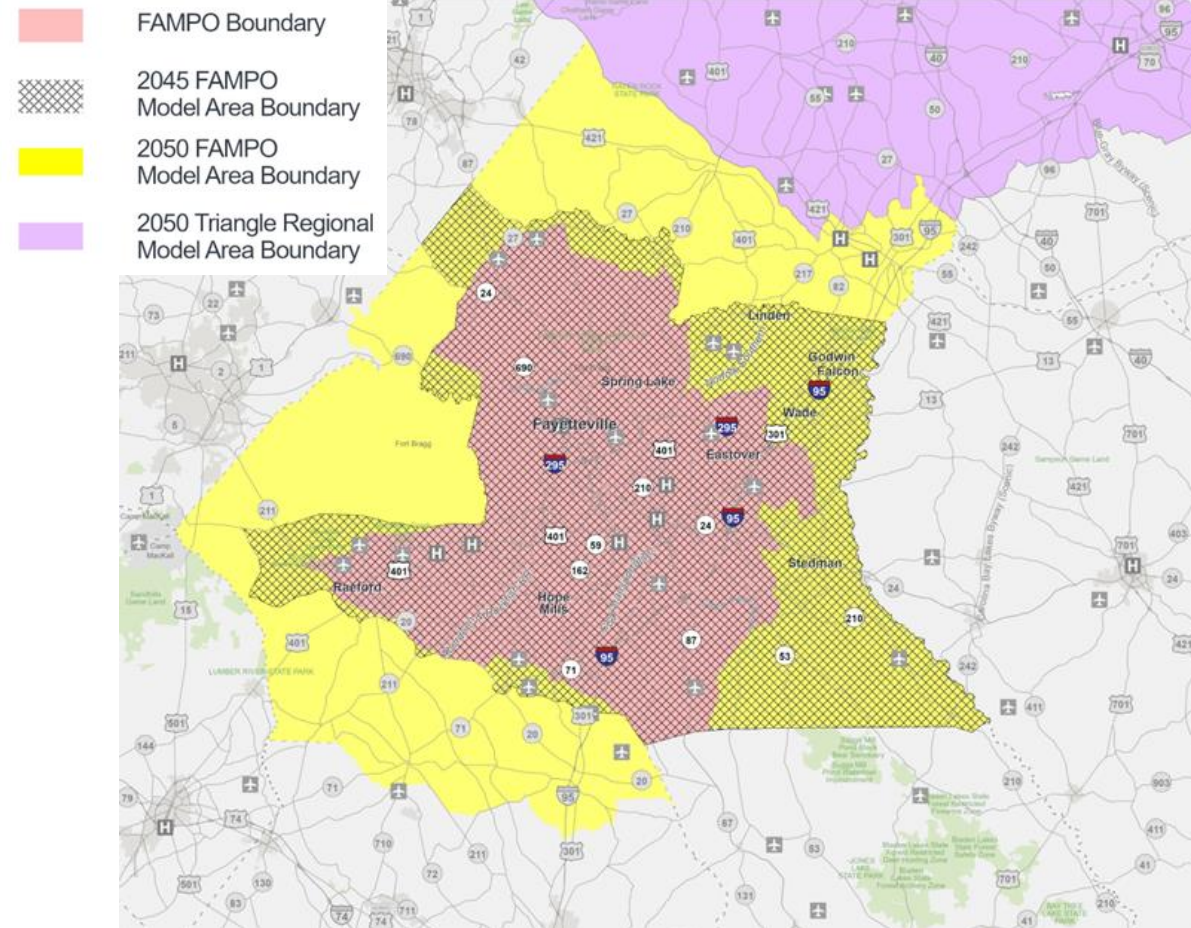
Overview

- FAMPO boundary last expanded in December 2014
- The urbanized area changed to reflect the 2010 Census
- This project will explore several alternatives for expanding the FAMPO boundary, to reflect the 2020 census results ([23CFR450.312](https://www.ecfr.gov/current/title-23/chapter-I/subchapter-B/part-450/subpart-3/section-23CFR450.312)).
- Alternatives may include:
 - Expansion to match travel demand model boundary
 - Soft expansion (locations may vary)
 - No expansion



Travel Demand Model Boundary

The FAMPO 2050 travel demand model recently expanded to include all of Cumberland and Hoke Counties, a majority of Harnett County, and portions of Robeson and Moore Counties.



Public Agency Involvement

- FAMPO
- FAMPO TAC, TCC, and CAC
- MCCOG, LRRPO, and TJCOG
- Cumberland, Harnett, Hoke, Robeson, and Moore Counties
- NCDOT Divisions 6 and 8
- NCDOT Transportation Planning Division
- FAMPO Member Jurisdictions
- Fort Liberty
- Regional Land Use Advisory Committee
- NCDOT Integrated Mobility Division (IMD)



Policy Review

- State and federal requirements ([23CFR450.312](#)).
- FAMPO long-range planning documents
- 2021 FAMPO Memorandum of Understanding and subsequent updates
- Case studies in interagency collaboration

Memorandum of Understanding

*Fayetteville Area
Metropolitan Planning
Organization (FAMPO)*

2021

Metropolitan Planning Organization (MPO) Boundary Requirements

- Agreement by all agencies plus the Governor [23CFR450.310](#)
- Must encompass the entire contiguous urbanized area plus areas expected to become urbanized within 20 years [23CFR450.312](#)
- Boundary to be reviewed after each census [23CFR450.312](#)
- MPA boundaries may be established to coincide with the geography of regional economic development and growth forecasting areas [23CFR450.312](#)
- The MPA boundary descriptions shall be submitted either as a geo-spatial database or described in sufficient detail to the Federal Highway Administration (FHWA) [23CFR450.312](#)
- NCDOT and FHWA Division office must approve changes by 12/29/2023 [FHWA Existing MPOs FAQ](#)

State & Federal Responsibilities

- Federal requirements
 - Help urbanized areas plan for the development, improvement, and management of transportation systems [23CFR450.308](#)
 - Use funds to support intermodal transportation planning for the movement of people and goods [23CFR450.306](#)
 - Develop long-range plans with a 20-year or greater planning horizon (MTP) [23CFR450.312](#)
 - Develop Transportation Improvement Program (TIP) [23CFR450.315](#)
 - Develop UPWP (Unified Planning Work Program) [23CFR450.314](#)
- State Requirements
 - Set Highway Safety Improvement Programs (HSIP) targets for safety performance measures [FHWA MPO Facet Sheet](#)

Long-Range Planning Documents

- Comprehensive Transportation Plan (CTP)
 - Identifies transportation deficiencies and provides recommendations
 - 25 to 30 year range
 - Not fiscally constrained
- Metropolitan Transportation Plan (MTP)
 - Identifies how the region plans to accomplish transportation goals
 - Includes transit, highway, bicycle, pedestrian, aviation, rail, freight, congestion management, Environmental Justice, Title VI, safety and security, and Public Involvement
 - 20+ year planning horizon
 - Fiscally constrained

Local & Flexible Funding

- Locally Administered Projects Program (LAPP)
 - Federally administered to Transportation Management Areas (TMAs)
 - TMA is a designated urbanized area with a population 200,000 or more
- Three sources of funding to build local projects
 1. Surface Transportation Block Grant Program - Direct Attributable (STBG-DA)
 2. Transportation Alternative Program - Direct Attributable (TAP-DA)
 3. Carbon Reduction Funds
- Competitive projects awarded through a scoring system
- Minimum 20% required match
- Applicants are responsible for fronting the project costs and requesting reimbursement
- Projects must be identified in the MTP and the STIP

Surface Transportation Block Grant – Direct Attributable (STBG-DA)

- Provides flexible funding to be used for projects to preserve and improve conditions on:
 - Federal aid highways
 - Public bridges and tunnels
 - Bicycle infrastructure
 - Pedestrian infrastructure
 - Transit Capital projects
 - More
- FAMPO receives \$5.8 million annually

Transportation Alternatives (TAP-DA)

- Provides flexible funding to be used for projects to preserve and improve conditions on:
 - Bicycle facilities
 - Pedestrian facilities
 - Community improvements like historic preservation and vegetation management
 - Recreational trails
 - Safe Routes to School
 - More
- FAMPO receives \$740,000 annually

Carbon Reduction Efforts

- Provides funding for projects designed to reduce transportation emissions. Eligible projects include:
 - Electric vehicle charging
 - Electric vehicles
 - Transit facilities
 - Carpool facilities
 - Bicycle and pedestrian facilities
- FAMPO receives \$708,000 annually
- Current funds available: \$3,540,000

Potential Benefits / Impacts

- Interagency collaboration
- Resource allocation
- Transportation and land use projections
- MPO governance
- Committee structure/membership
- Planning document preparation, schedule, and staffing needs

Alternatives Assessment

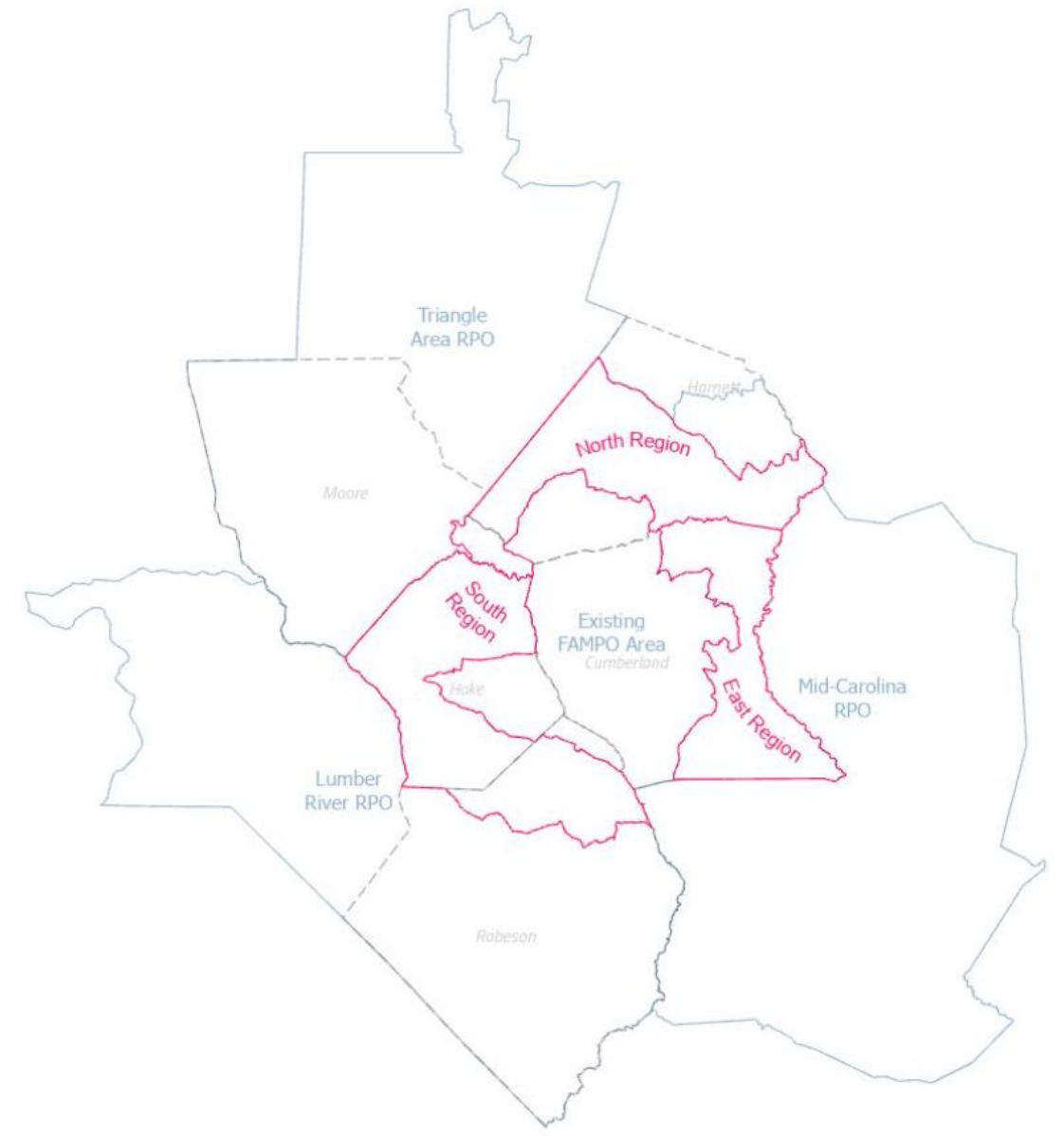
- Compile Geographic Information System (GIS) data and prepare study area base mapping
- Obtain 2020 U.S. Census population data
- Analyze/summarize the differences between the existing boundary and proposed boundary alternatives

Factors and Considerations

- Political boundaries
- Population density
- Employment density
- Existing and planned transportation facilities
- Existing and planned recreational facilities
- Existing land uses and major anticipated changes
- Environmental features
- Transit services

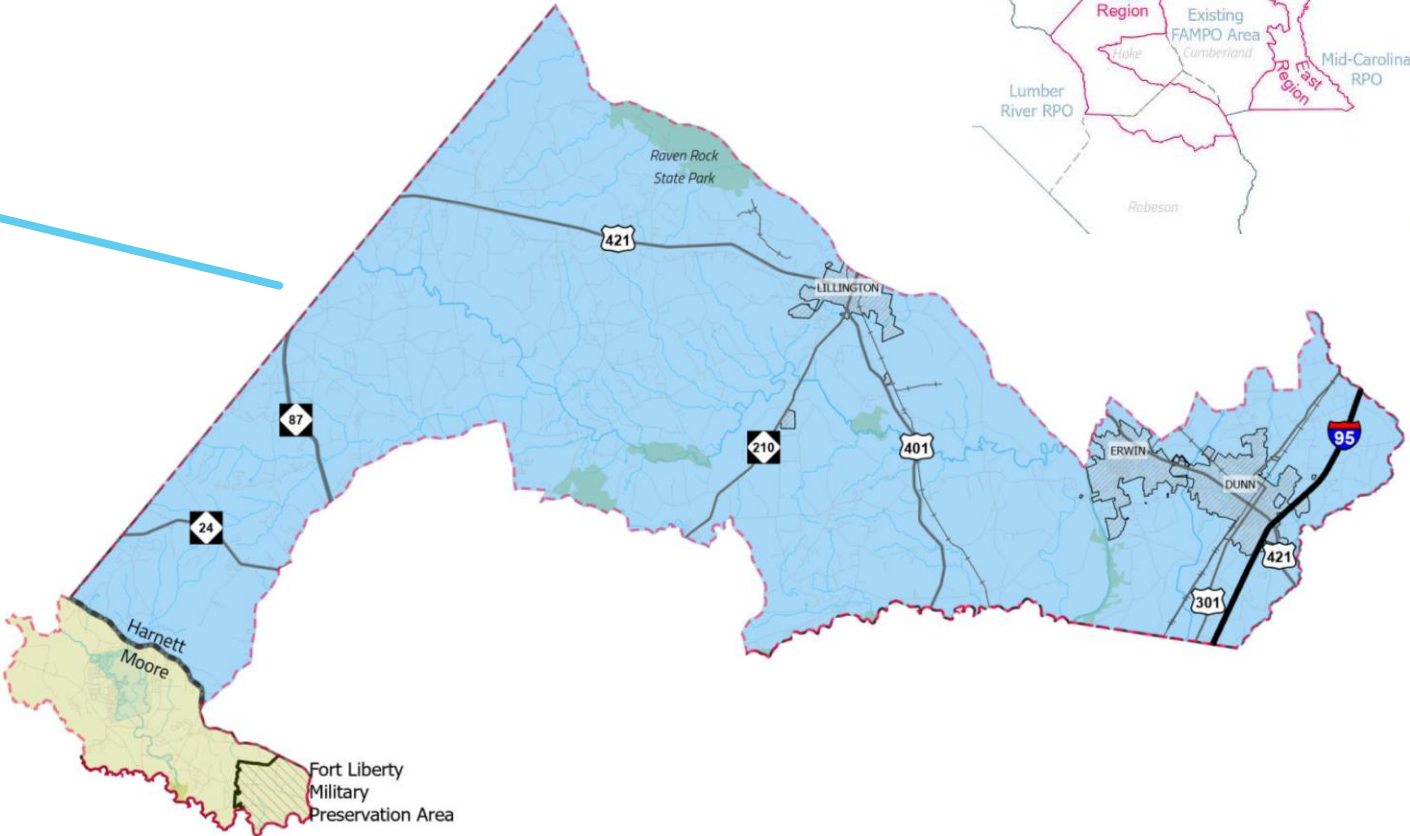
Initial Analysis

- Examined area between existing FAMPO boundary and 2050 travel demand model area
- Divided into three “regions”:
 - North - Harnett
 - East - Cumberland
 - South - Robeson/Hoke
- Focus on existing data, but socioeconomic (SE) projections being finalized as part of FAMPO 2050 MTP Update



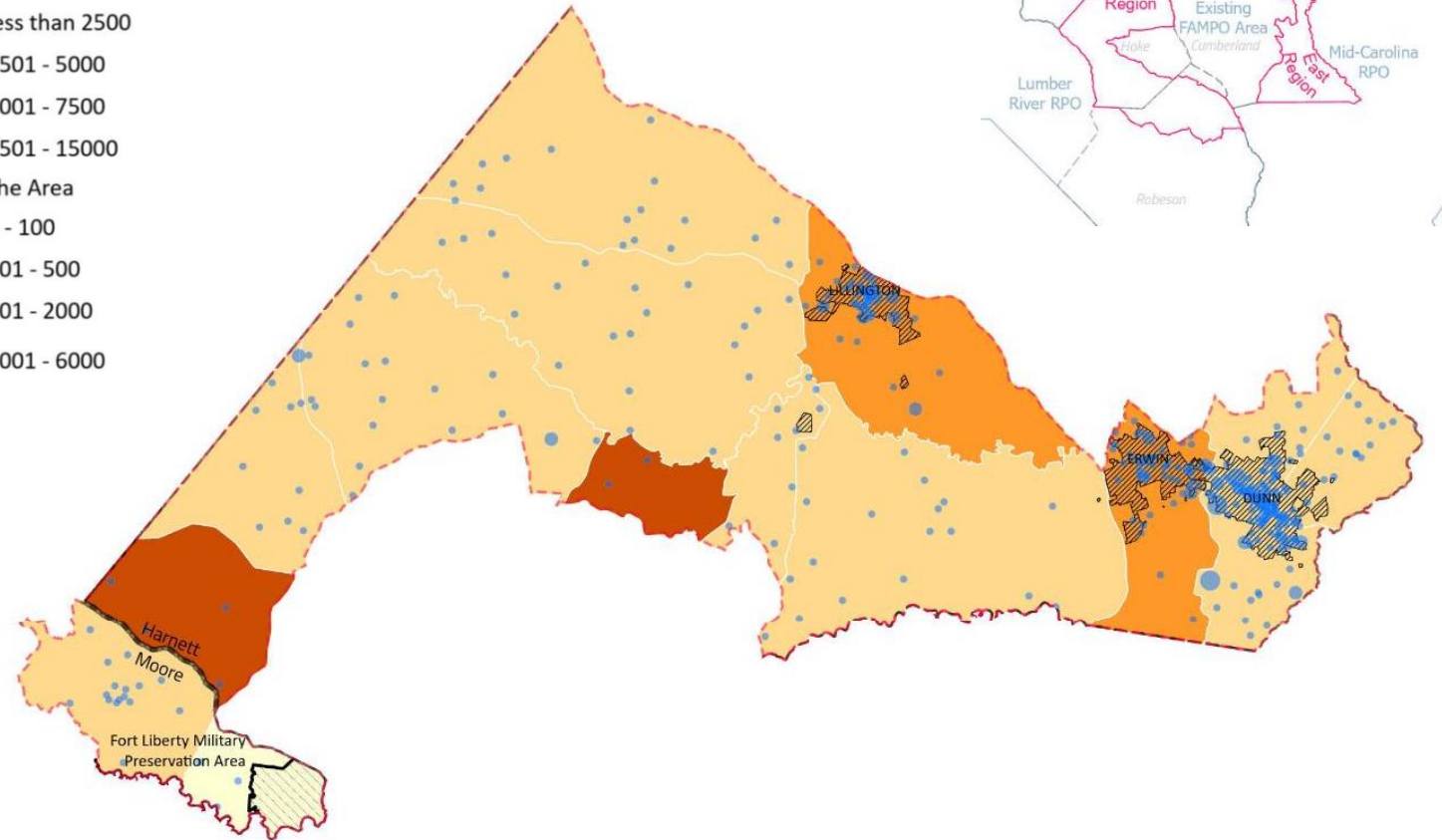
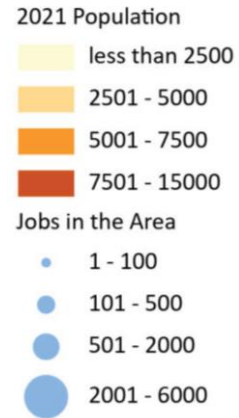
North Region

- Portion of Harnett County
 - Dunn
 - Erwin
 - Lillington
- Portion of Moore County
 - No Cities



North Region

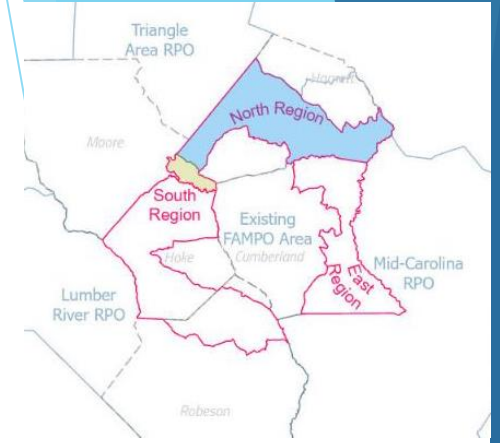
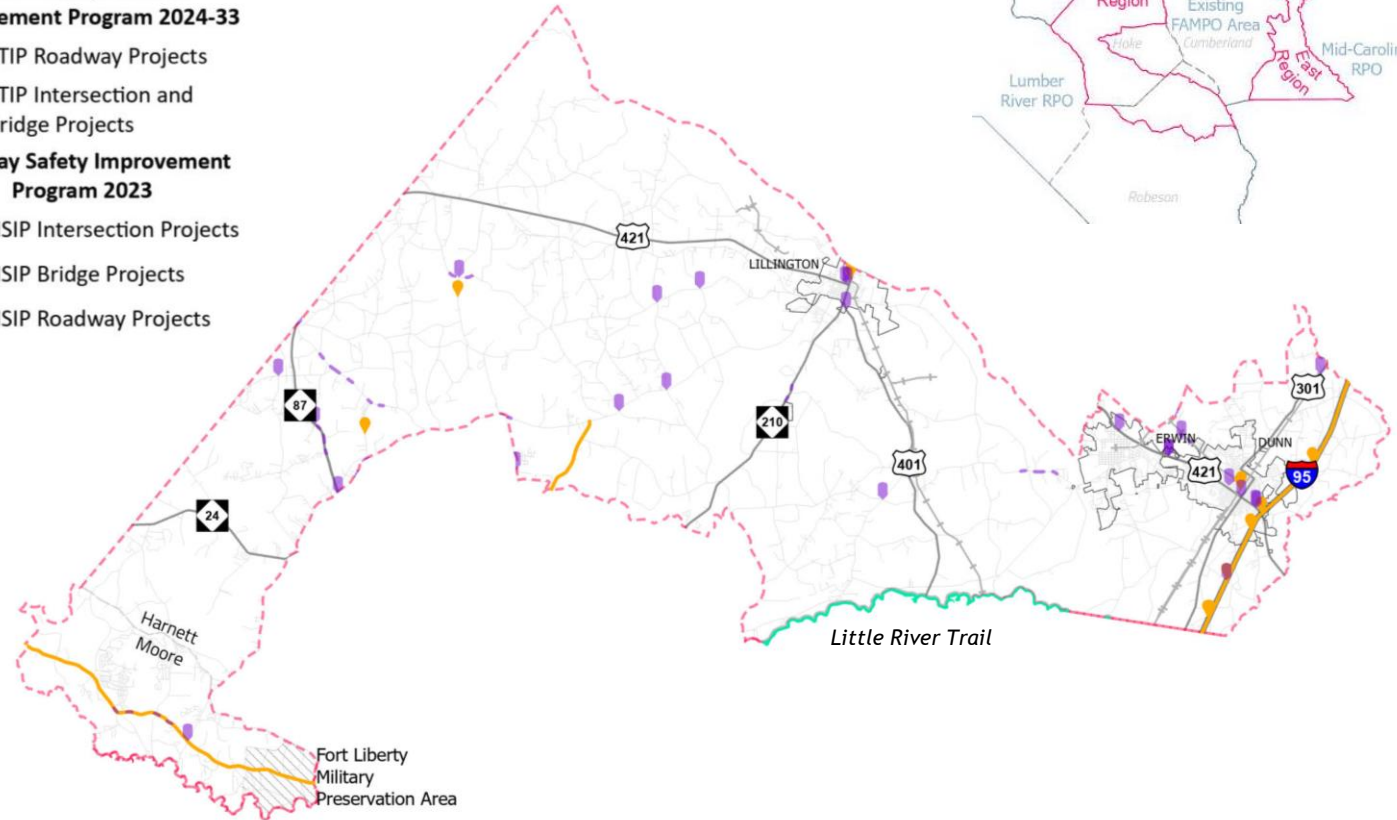
- Population gain:
 - Harnett County: 49,865
 - Moore County: 4,681
- Employment gain:
 - Harnett County: 14,206
 - Moore County: 201



North Region

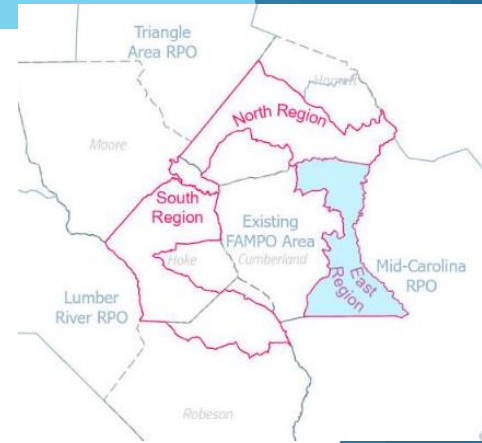
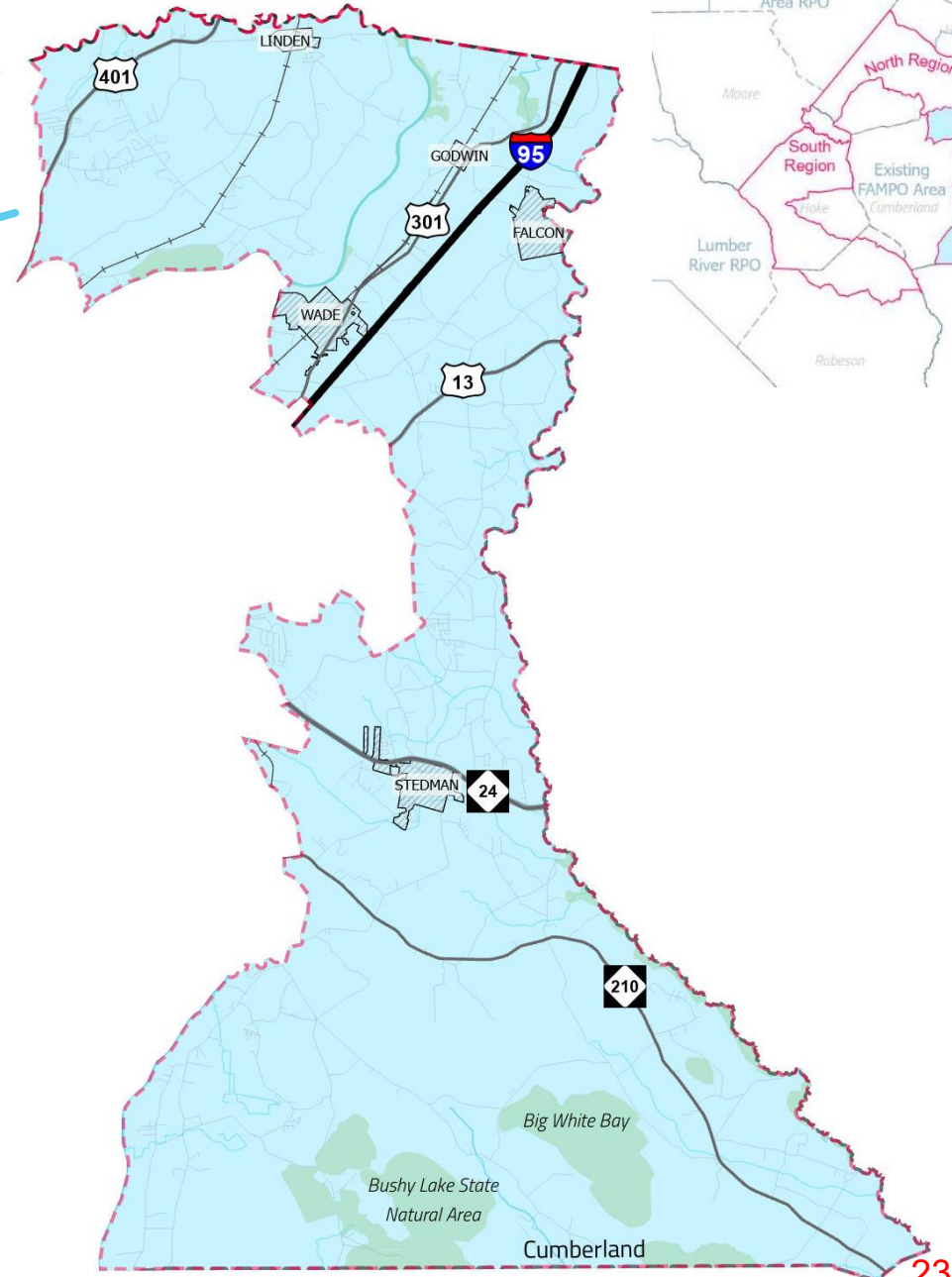
- Notable Proposed Transportation Projects:
 - Little River Trail
 - Harnett County Fixed Route Bus Service

- Proposed Projects**
- Multiuse Projects
 - Bike Projects
 - Pedestrian Projects
- State Transportation Improvement Program 2024-33**
- STIP Roadway Projects
 - 📍 STIP Intersection and Bridge Projects
- Highway Safety Improvement Program 2023**
- 📍 HSIP Intersection Projects
 - 🔄 HSIP Bridge Projects
 - HSIP Roadway Projects



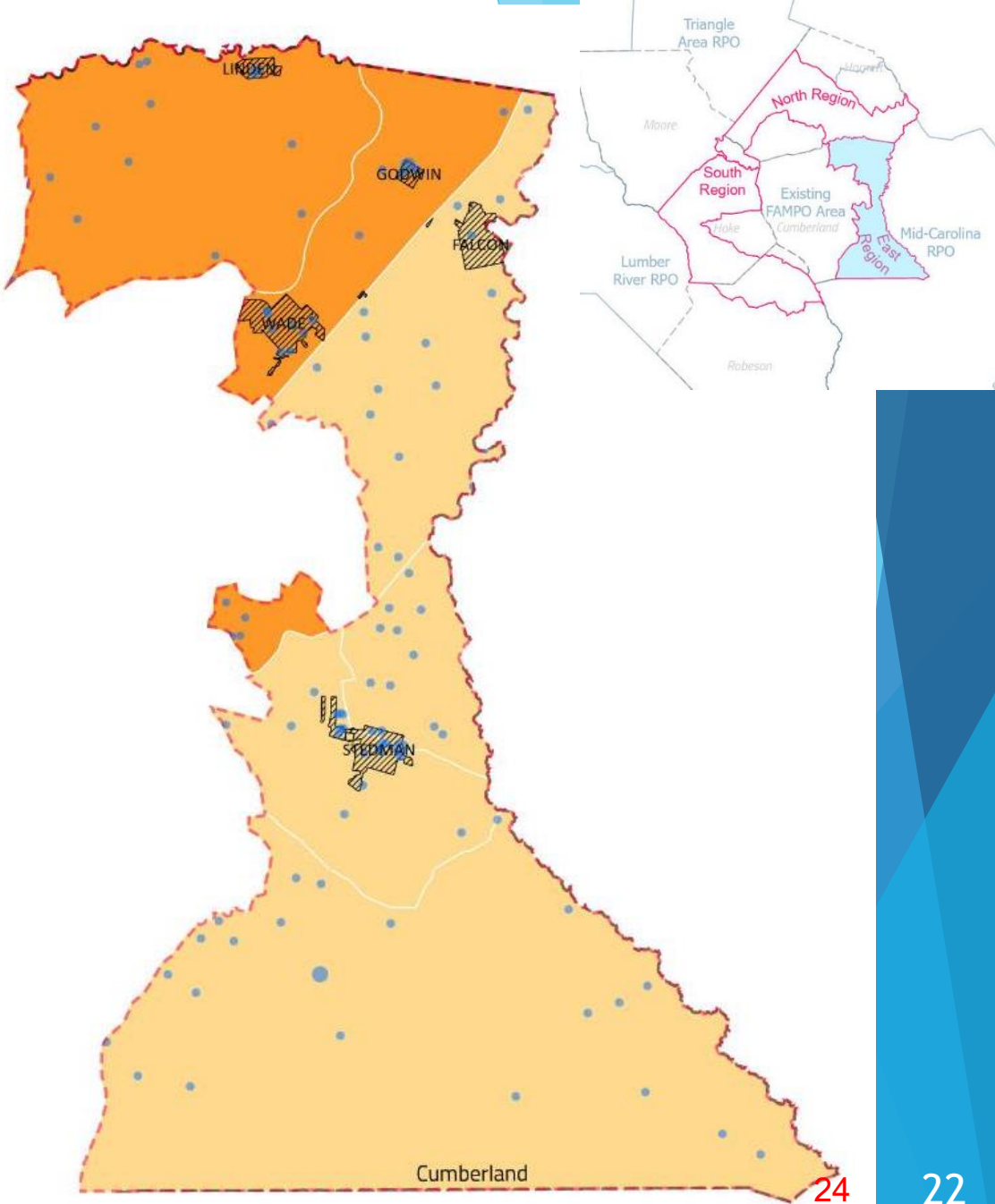
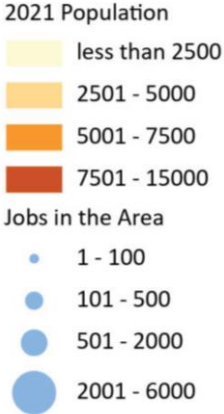
East Region

- Cumberland County
 - Stedman
 - Godwin
 - Linden
 - Wade
 - Falcon



East Region

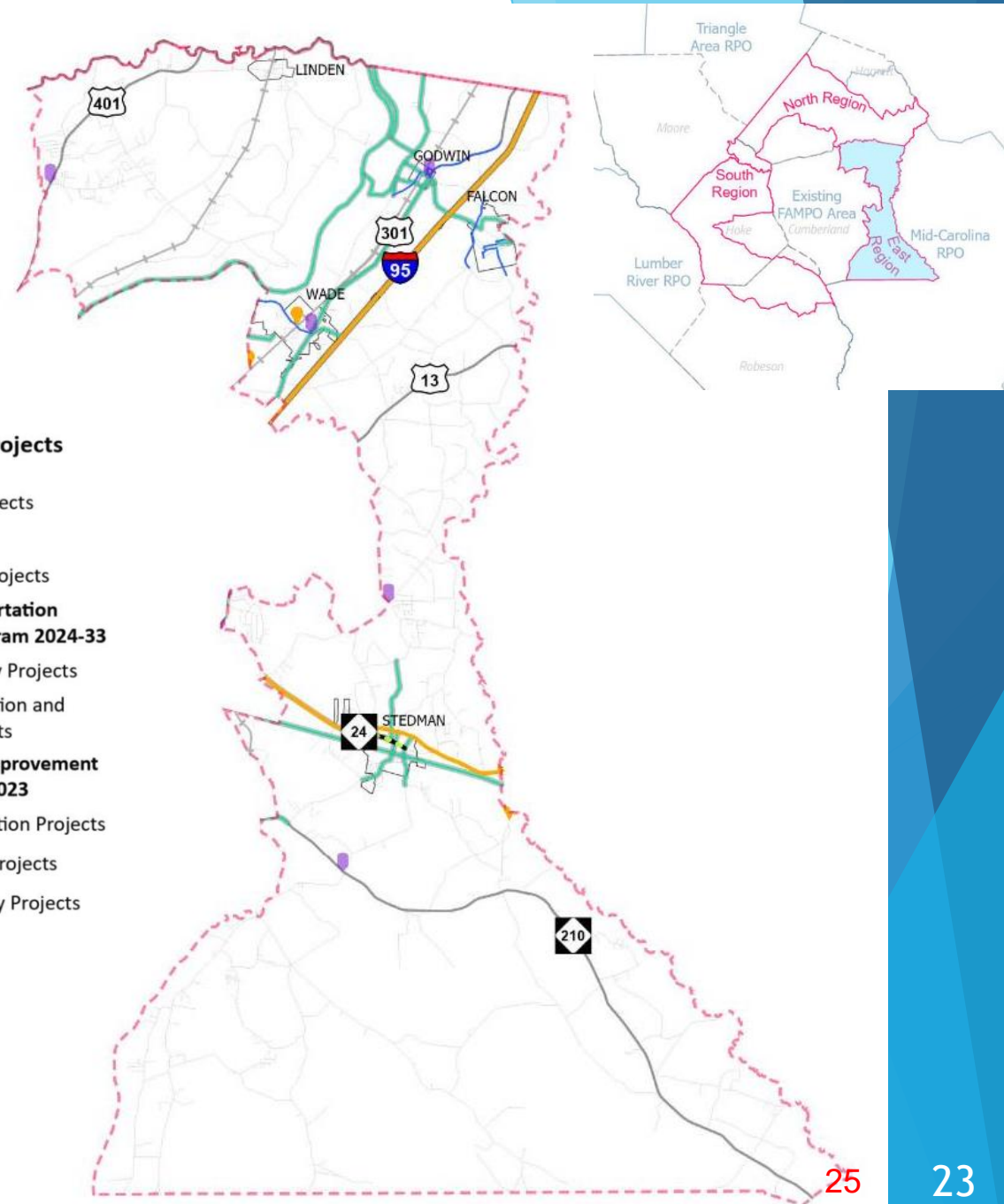
- Population gain: 22,117
- Employment gain: 1,716



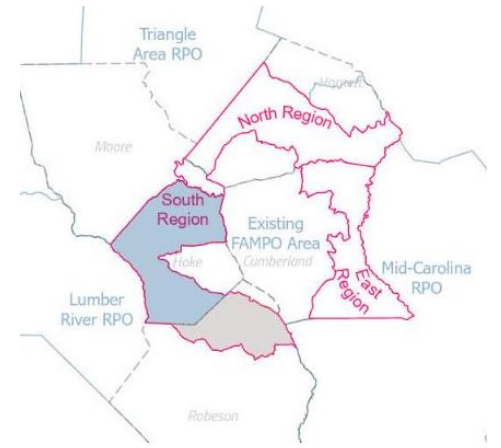
East Region

- Notable Transportation Projects:
 - US 13 Widening
 - Little River Trail
 - Cape Fear River Trail Extended
 - Godwin/Falcon Sidewalk Improvements
 - Stedman Rail Trail
 - Widening of I-95

- Proposed Projects**
- Multiuse Projects
 - Bike Projects
 - Pedestrian Projects
- State Transportation Improvement Program 2024-33**
- STIP Roadway Projects
 - STIP Intersection and Bridge Projects
- Highway Safety Improvement Program 2023**
- HSIP Intersection Projects
 - HSIP Bridge Projects
 - HSIP Roadway Projects

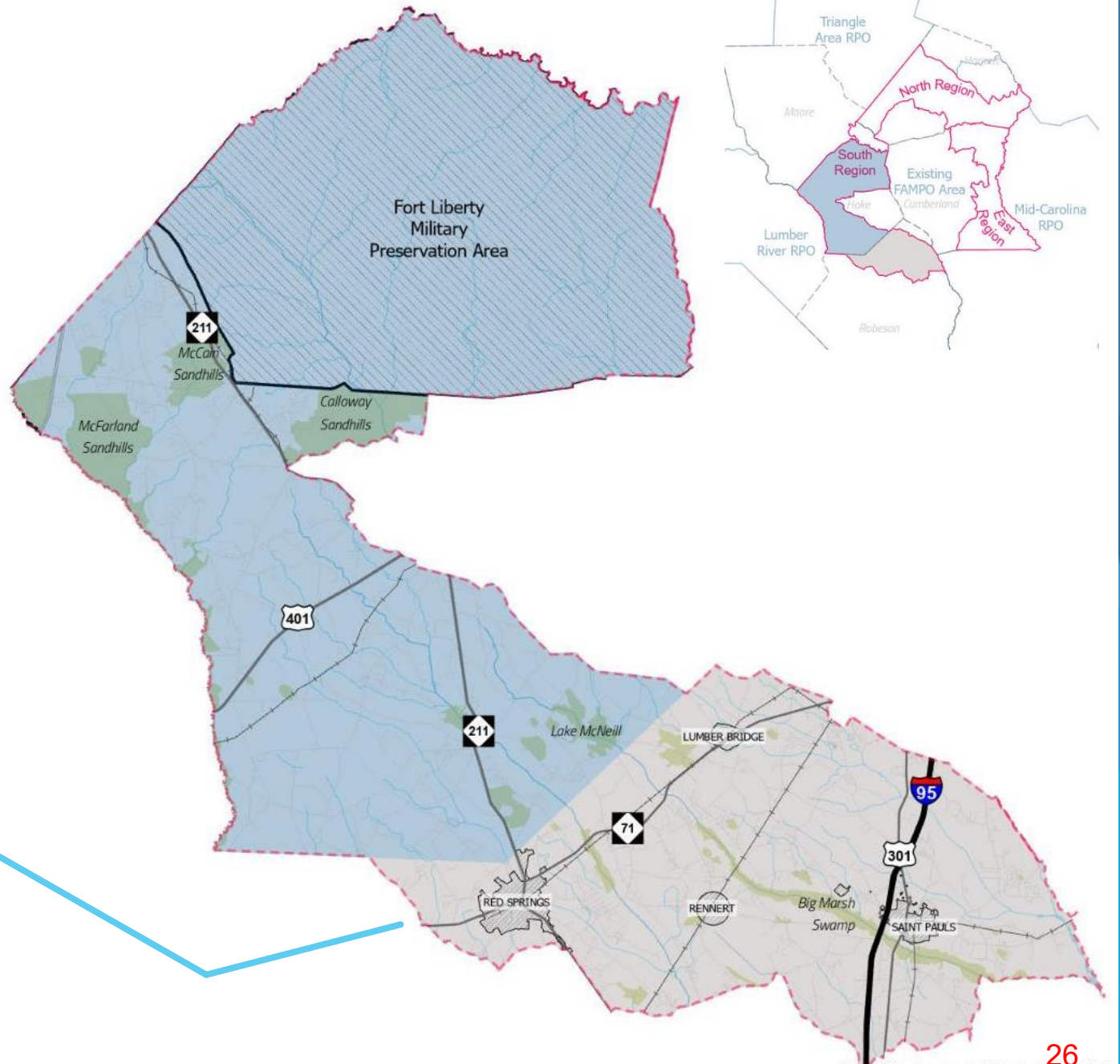


South Region



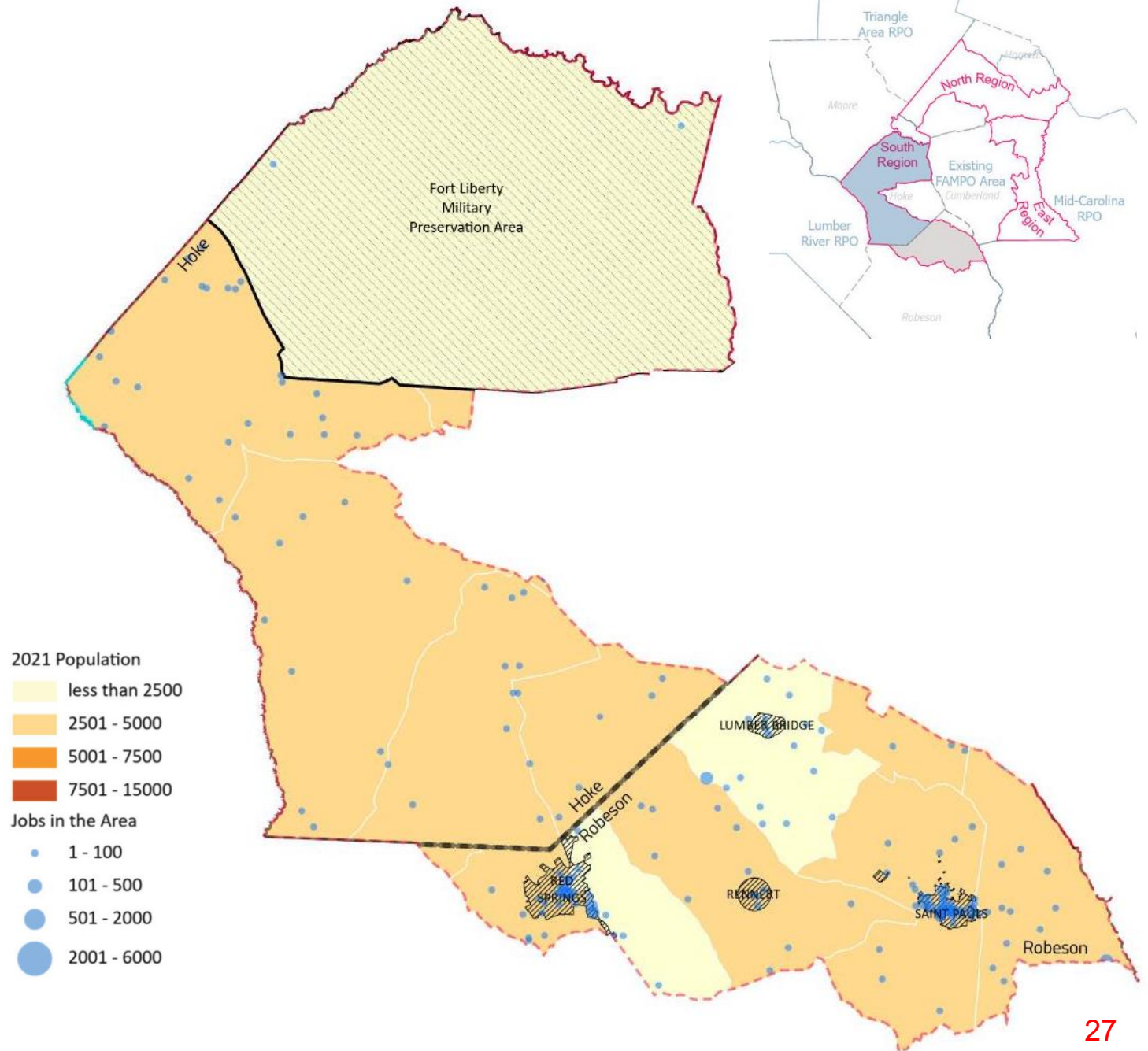
- Hoke County:
 - No new municipalities

- Robeson County:
 - Lumber Bridge
 - Saint Pauls
 - Rennert
 - Red Springs



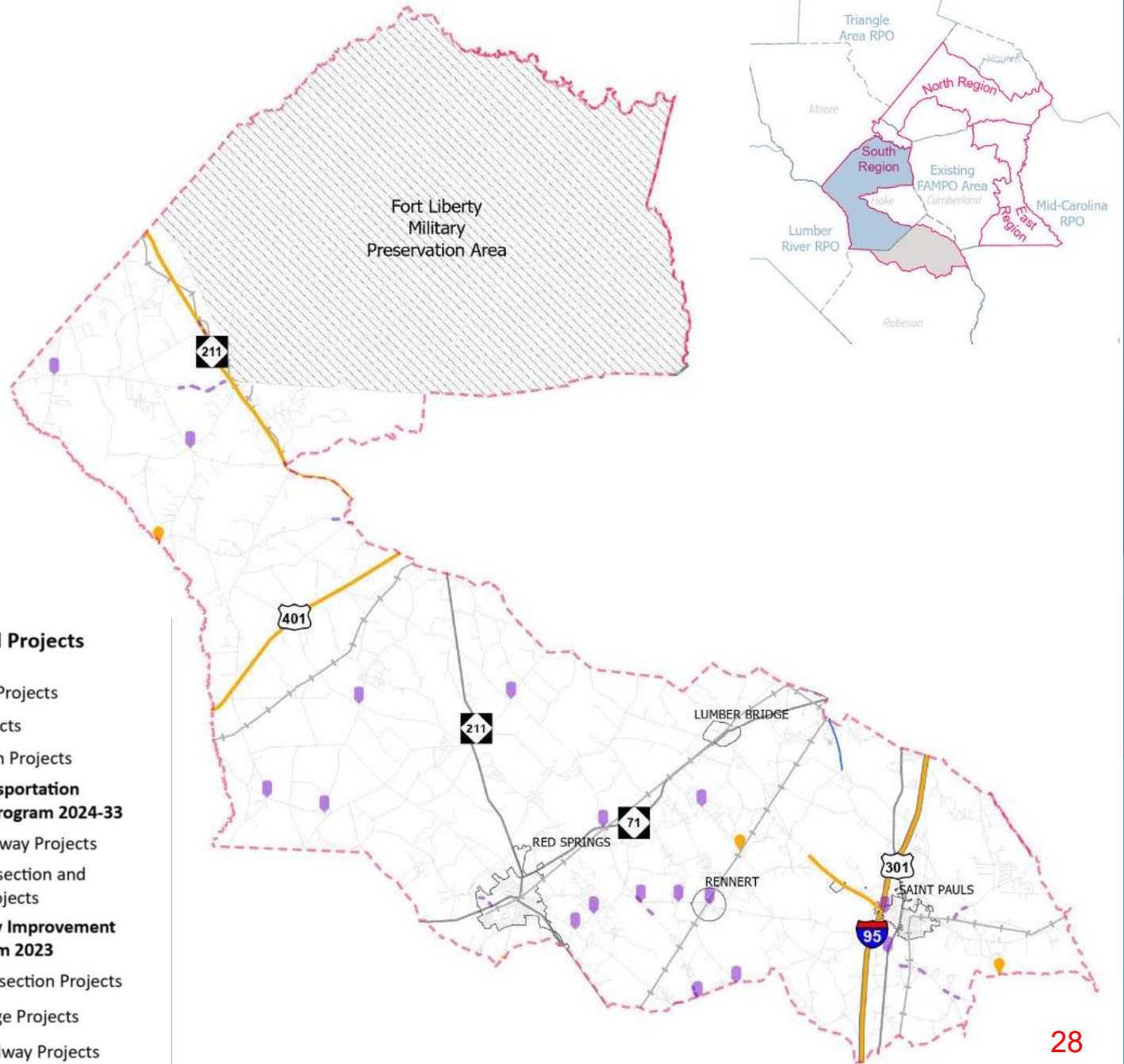
South Region

- Population Gain:
 - Robeson County: 19,655
 - Hoke County: 12,372
- Employment Gain:
 - Robeson County: 4,053
 - Hoke county: 506



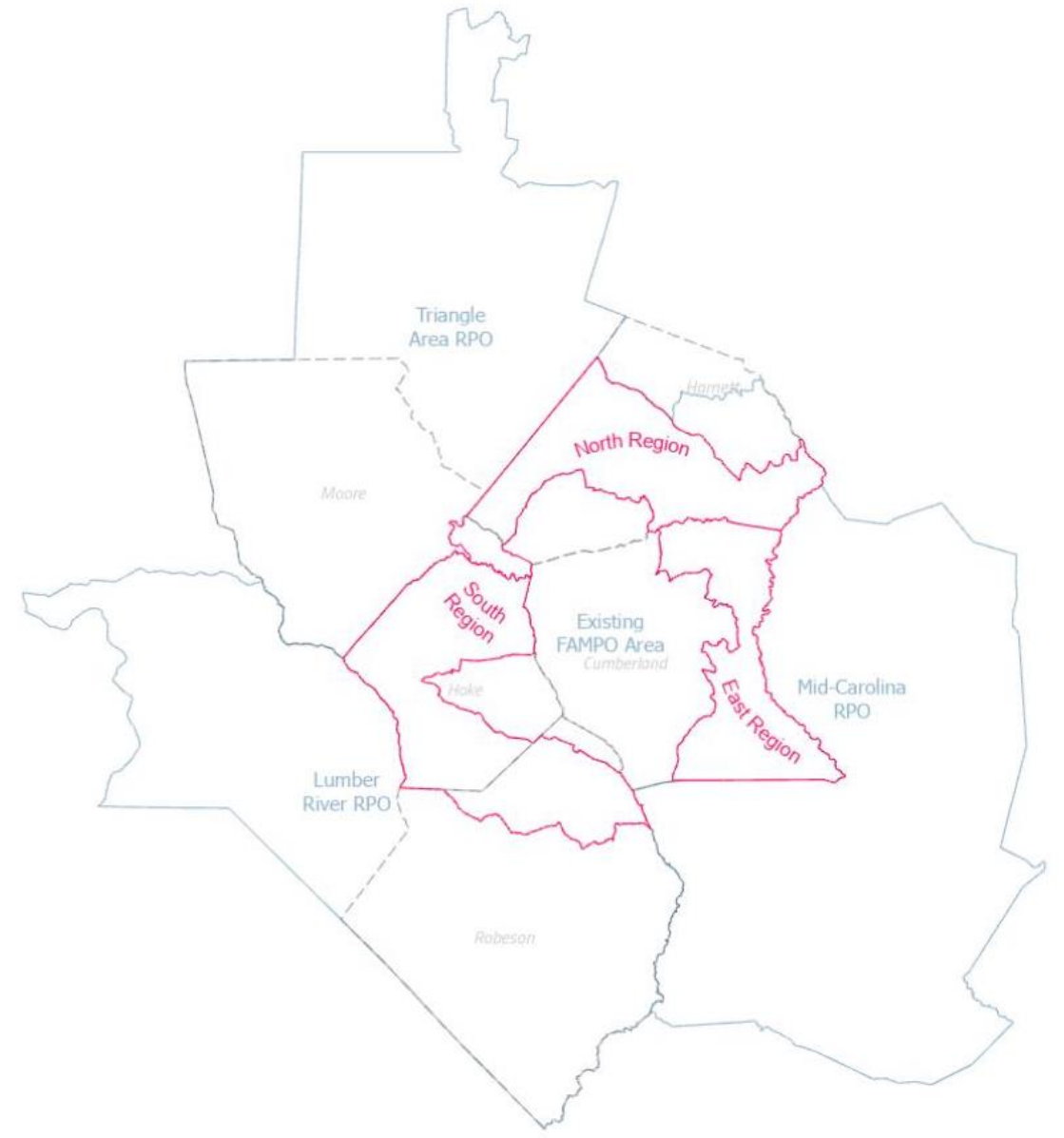
South Region

- Notable Transportation Projects:
 - US 401 Widening
 - NC 211 Improvements
 - Fayetteville St (Parkton) Sidewalk
 - Widening of I-95



Summary

- Total Population Gain: 108,690
- Total Employment Gain: 20,682



Additional Considerations

- FAMPO name to remain the same or change
- Lead planning agency
- Staffing
- Funding
- Organizational structure and governing boards
- Total Population Gain: 108,690
- Total Employment Gain: 20,682

Project Schedule

- June 2023 - Project initiation
- July 2023 - Base mapping and policy assessment
- August 2023 - Public agency workshop #1 and alternatives identification
- September 2023 - Alternatives assessment
- October 2023 - Public agency workshop #2 and alternative selection
- November 2023 - Draft memorandum of understanding;
(TAC Meeting 11/29/2023)
- December 2023 - Final memorandum of understanding and FHWA approval

Questions / Discussion



TOWN OF ERWIN

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

Mayor
Randy L. Baker
Mayor Pro Tem
Ricky W. Blackmon
Commissioners
Alvester L. McKoy
Timothy D. Marbell
Charles L. Byrd
David L. Nelson
William R. Turnage

Memo To: Hank Graham, AICP, FAMPO Executive Director

From: Snow Bowden, Town Manager

Re: Letter of Interest to join FAMPO

Date: September 25th, 2023

Mr. Graham,

I would like to thank you and the employees of Kittelson and Associates, INC. for putting together a great presentation about the benefits of joining the Fayetteville Metropolitan Planning Organization (FAMPO). I would also like to thank you for being responsive and answering any questions that I have had on behalf of the Town of Erwin.

The Town of Erwin is interested in continuing the conversation about potentially joining FAMPO. The Erwin Board of Town Commissioners believe that moving forward with joining FAMPO would be in the best interest of the residents of the Town of Erwin. Please let this letter serve as a verification of our interest in moving forward with this process.

The Town of Erwin understands that this is one-step in the process of potentially joining FAMPO. We understand that there is no guarantee of membership. We also reserve the right now to approve any Memorandum-Of-Understanding until we have the opportunity to review it. If you need any additional information please contact our Town Manager Snow Bowden at 910-591-4200 or by email at townmanager@erwin-nc.org.

Thanks,

Snow Bowden
Town Manager

Erwin Board of Commissioners

REQUEST FOR CONSIDERATION

To: The Honorable Mayor and Board of Commissioners

From: Snow Bowden, Town Manager

Date: September 25, 2023

Subject: Wex Fuel Cards

We currently use BP Fuel Cards for our Fuel Management program. Last year we started looking at installing fuel tanks back at the Erwin Public Works facility but due to costs, we could not justify the price of the equipment. Due to the fact that we are considering moving our Public Works facility as well, we thought that it would be best to wait before moving forward with taking this step. But it does make the most sense to have fuel in-house. You can save money on fuel and you are better prepared for emergencies and storms.

We have had some issues with the BP cards in the past and we would like to open a new account. We have done a lot of research and it seems that the WEX fuel card program is the best. There is no fee to open the account, and of course, we pay the account off each month so there are no interest fees. The cards are accepted and just about every gas station that we would use except for one in Town (Supermart).

STATE OF NORTH CAROLINA FLEET CARD PROGRAM



CONTRACT NO. 1510A

BETTER SAVINGS

Earn monthly rebates based on gallons purchased

Use electronic billing to reduce administrative costs

No enrollment, setup, or card fees

BETTER SECURITY

Enforce your spending policy with purchase limits you control

Driver PINs at the pump help prevent misuse

BETTER ACCOUNTING

Track spending online — see details like driver, odometer reading, and more for every purchase

Download monthly reports

Tax exemption reporting for qualified fleets

A BETTER EXPERIENCE



APPLY TODAY

State of North Carolina Fleet Card Contract No. 1510A

FAX the addendum to 1-866-527-8873

WEXG_590800_DM 03/22

FOR MORE INFORMATION

CALL 1-866-527-8870 | VISIT www.wexinc.com/NorthCarolina | EMAIL governmentmailbox@wexinc.com

ClearView Snap

Quick and easy insights



Fuel expense insights delivered straight to your inbox

ClearView Snap gives you a quick snapshot of your company's fueling activity in easy-to-interpret charts and graphs.

ClearView Snap dashboards include:

- Fuel consumption in gallons and dollars
- Mid- and premium-grade fuel purchasing
- A list of your highest-spending drivers

ClearView Snap does the work for you. Based on your WEX fuel card transaction data, it presents your spending over time, alerting you to irregular spending patterns or potential spending spikes that you may miss.

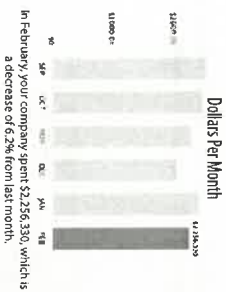
"Alexa, ask ClearView Snap for my summary."

With the ClearView Snap skill and Amazon Alexa, you can now get the same valuable insights you receive from your Snap dashboard by simply asking.

ClearView Snap: Dashboards that help you easily monitor your fuel spend

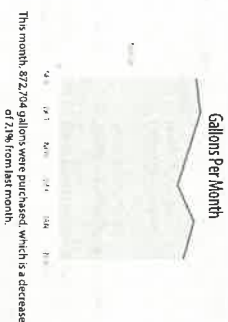
How much does your company spend on fuel every month?

Are your expenses climbing or are they under control? The **Dollars Per Month** bar chart shows not only the previous month's fuel expense but the spending trend over time.



Do gallons purchased numbers align with your business activity levels?

The **Gallons Per Month** graph shows the previous month's gallons purchased and your fuel consumption trend over time. The trend reflected here should run parallel to business activity volumes; if not, it may warrant your attention.



What products are employees buying?

Are there non-fuel purchases? The **Product Type** doughnut chart tells you what products were purchased in the previous month by category. It will alert you to non-compliant purchasing behaviors.



**ADDENDUM TO THE FLEET CARD AND RELATED SERVICES AGREEMENT BETWEEN
WEX BANK ("WEX") AND SOURCEWELL CONTRACT #080620-WEX FOR THE STATE OF NORTH
CAROLINA UNDER CONTRACT # 1510A**

CREDIT INFORMATION

Participating Entity has requested a credit account pursuant to the Sourcewell Contract #080620-WEX entered into between the Sourcewell and WEX Bank ("WEX") as adopted by the State of North Carolina through the execution of North Carolina Contract # 1510A on September 29, 2021 (the "Agreement"). By enrolling in this Program, the Participating Entity named below agrees that in the event their account is not paid as agreed, WEX may report the undersigned's liability for and the status of the account to credit bureaus and others who may lawfully receive such information.

Participating Entity			Phone #	Fax#
Headquarters Name and Physical Address (Do not include PO Box)				
Sourcewell Member ID Number			Applicant's Taxpayer ID # (TIN, FEIN or SSN)	
Non-Profit Only: SIC/Industry Code (e.g. 8399 Social Services; 6732 Education, Charitable Trusts; Other)			If Participating Entity is a Non-Profit Provide Gross Annual Revenue	
In Business Since (yyyy)	Year of Incorporation (yyyy)	Number of Vehicles	Avg Monthly Fuel Expenditures \$	Avg Monthly Service Expenditures \$

ACCOUNT SETUP INFORMATION

Write Participating Entity name as you wish it to appear on cards. Limit of 20 characters & spaces. Unless specified, no company name will appear on cards.

□□□□□□□□□□□□□□□□□□□□□□

Billing Contact	Billing Address	City	State	Zip+4
Designate the Fleet Contact authorized to receive all charge cards, reports, and other such information we provide from time to time and to take actions with respect to your account and account access. This is also the person designated by your company to provide all fleet vehicles, driver and other information we may request.				
Authorized Fleet Contact Name	Title	Phone #	Fax #	
Mailing Address (if different from billing address)		City	State	Zip+4
Email address (required to take advantage of product type card controls)				
<input type="checkbox"/> Check here if business is exempt from motor fuels tax				

TERMS

- This Addendum is to allow the Participating Entity to participate under the Agreement #080620-WEX between WEX and Sourcewell as adopted by the State of North Carolina through the execution of North Carolina Contract # 1510A on September 29, 2021. It does not modify, amend or change the Agreement #080620-WEX or North Carolina Contract # 1510A in any way.
- Participating Entity hereby requests the services of WEX described in the Agreement #080620-WEX as adopted by the State of North Carolina through the execution of North Carolina Contract # 1510A, and agrees to perform all duties required under the Agreement #080620-WEX and North Carolina Contract # 1510A, including, without limitation, timely payment of all charges (including any additional fees) on its account(s). Participating Entity agrees to be bound by the terms and conditions of the Agreement #080620-WEX as adopted by the State of North Carolina through the execution of North Carolina Contract # 1510A, including, without limitation, rules for authorized and unauthorized use of cards, disputes of charges, reporting lost and stolen cards, and all other rules and provisions relating to use of Participating Entity's account.
- Participating Entity acknowledges that its failure to make timely payment in accordance with the terms of the Agreement #080620-WEX and North Carolina Contract # 1510A may result in suspension or cancellation of the account(s).
- WEX Bank shall pay financial incentives in accordance with the terms and conditions set forth in the Agreement #080620-WEX between WEX and Sourcewell and North Carolina Contract # 1510A.

INFORMATION SHARING DISCLOSURE: Information regarding your transactions may be provided to Sourcewell accepting merchants or their service providers.

Compliance with Federal Law: WEX Bank complies with federal law which requires all financial institutions to obtain, verify, and record information that identifies each company or person who opens an account. What this means for you: when you open an account, we will ask for your name, address, date of birth, and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents for your business.

DISCLAIMER: THIS IS AN APPLICATION FOR SERVICES AND SHALL NOT BE BINDING UPON WEX UNTIL FINAL CREDIT APPROVAL HAS BEEN GRANTED BY WEX.

PARTICIPATING ENTITY AUTHORIZED SIGNATURE REQUIRED

Any person signing on behalf of the Participating Entity has been duly authorized by all necessary action of Participating Entity's governing body, and that the undersigned is authorized to make this application and accept the terms referenced herein on behalf of the Participating Entity.

Signature: _____ Print Name: _____
 Title: _____ Date: _____

Complete and sign addendum. Email to: governmentmailbox@wexinc.com. OR Fax to 1-866-527-8873

FOR OFFICE USE ONLY	Opoly Number	Sales Code	Plastic Type	Coupon Code C15	Account Number 04
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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: September 25, 2023

Subject: Planning Proposal- MCCOG

I have a proposal from the Mid-Carolina Council of Governments (Mid-Carolina COG). COG's can really help small towns with certain services such as planning. A few years ago the Mid-Carolina COG hired a new Executive Director and he has brought new life into the COG. They have started offering more services compared to what they were offering just a few years ago. I have a proposal that I would like us to consider for an update to our Town Code and a HWY 421 Overlay District. I do not think we need to consider the other planning services at this time.



September 8, 2023

Snow Bowden, Town Manager
Town of Erwin
100 W F Street
PO Box 459
Erwin, NC 28339

Re: Town of Erwin Planning Services

Mr. Bowden,

Thank you for the opportunity to submit a proposal to assist the Town of Erwin with Planning services as outlined below. Mid-Carolina Regional Council specializes in assisting our member governments with Planning Services and we would welcome the opportunity to work with the Town! Below is an outline of the project scope and additional information.

Scope of Work:

All services are individual and can be chosen on an A la Carte basis.

1. Planner Services

- Mid-Carolina will provide an on-site Planner to the Town of Erwin on an hourly basis, as requested by the Town.
- The Planner will be responsible for assisting the Town with various day-to-day Planning tasks as assigned by the Town. This is including but not limited to answering inquiries related to Planning/Zoning, review and issuance of zoning compliance and sign permits, review of development applications such as site plans, rezonings, and special use permits, and attendance at Board meetings to present such applications as necessary.

2. HWY 421 Overlay District Establishment

- Mid-Carolina will provide Planning services on an hourly basis to the Town of Erwin to establish a HWY 421 Overlay District, as requested by the Town.
- Text Amendment: Mid-Carolina staff will draft a text amendment to the Town's Unified Development Ordinance to establish an overlay district along HWY 421, which will be modeled after Harnett County's overlay district. Once drafted, Mid-Carolina will send the draft ordinance amendment to the



Town for review and comment, and address comments/concerns as necessary to prepare a final draft for Planning Board and Board of Commissioners review.

- GIS: Mid-Carolina staff will obtain GIS data from the Town and amend the zoning map to reflect the new overlay district that is to be established. A draft of this map will be provided to the Town alongside the draft text amendment for review and comment, so that a final map can be created for presentation to the Boards.
- Public Noticing & Board Hearings: Mid-Carolina staff will notify property owners affected by the by the map amendment via mail and will handle the publishing of required newspaper notices for the public hearings. Mid-Carolina staff will attend and present on behalf of the Town at the required Planning Board and Board of Commissioners meetings.

3. Unified Development Ordinance (UDO) Update

- Mid-Carolina will provide Planning services to the Town of Erwin at the flat rate of \$25,000 to rewrite the Town’s Unified Development Ordinance. This project is anticipated to take 60 weeks from project initiation to completion. Please see the attachment for a detailed scope pertaining to this project.

Billable hourly rate: For Planning services 1 &2, billed at an hourly rate, Mid-Carolina will charge \$75/hour.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Haley Hogg

Haley Hogg, AICP, CZO
Planning Director



Unified Development Ordinance (UDO) Update Town of Erwin Scope of Work

1) Project Initiation – 6 weeks

- Mid-Carolina Regional Council staff will initiate the project through an initial kick-off meeting with the Planning Board and Board of Commissioners. Staff will work alongside the Town of Erwin to select members of the community to serve on the project's Steering Committee and participate in future Stakeholder interviews.
- **Meetings:**
 - o Planning Board (1)
 - o Board of Commissioners (1)
 - o Steering Committee Meeting (1)
- **Deliverable:** Project Schedule and list of Steering Committee and Stakeholder members.

2) Diagnosis/Evaluation – 20 weeks

- Mid-Carolina Regional Council staff will evaluate the existing ordinance in-depth to identify recommendations for improvement. Staff will also evaluate the existing ordinance in conjunction with state statutes and the Town's adopted Land Use Plan.
- Public Meetings:
 - o **Stakeholder Interviews (1)**
 - Stakeholders identified in Step 1 will be interviewed to share comments regarding the Town's existing ordinances and development review process.
 - o **Steering Committee Meeting (2)**
 - Meeting 1: A meeting will be held to discuss the initial diagnosis with the Steering Committee members to receive input prior to proceeding with Step 3.
 - Meeting 2: This meeting will be held following the stakeholder interviews and public engagement meeting to provide steering committee members with an overview of feedback received.
 - o **Public Engagement Meeting (1)**
 - A survey will be created and shared with members of the community so that they may provide comments/recommendations.
 - A meeting will be held to present findings and recommendations to members of the public. This will allow for public comments/recommendations on the ordinance revisions.



- **Deliverables:**

- An initial diagnosis report will be produced based upon Mid-Carolina’s evaluation of the ordinance in conjunction with best practices, state statutes, and the Town’s Land Use Plan.
- A final diagnosis report will be produced based upon the stakeholder interviews and public engagement meeting. This report will be shared with the steering committee during its second meeting and will serve as the guideline for drafting the ordinance.

3) Drafting – 22 weeks

- Mid-Carolina Regional Council will prepare a draft of the new ordinance based upon the diagnosis report developed in Step 2.

- **Meetings:**

- **Steering Committee Meeting (2)**

- Meeting 1: The initial draft will be shared with the steering committee members.
- Meeting 2: This meeting will follow the public engagement meeting to discuss comments/participation.

- **Public Engagement Meeting (1)**

- The initial draft ordinance will be shared with members of the public. An open house will be held to receive input from members of the community.

- **Board Workshop (1 or 2)**

- The initial draft ordinance will be shared with the Planning Board and Board of Commissioners. Mid-Carolina staff will present an outline of each section to receive input from members of the Boards. This may be consolidated into a joint Board workshop, or separate workshops for Planning Board and Board of Commissioners.
- The Board workshop(s) will be held following the Steering Committee and Public Engagement meetings to discuss comments/participations from those groups with the Boards.

- **Deliverables:**

- Final Draft of new zoning and subdivision ordinance.

4) Adoption – 8 weeks

- During this time, Mid-Carolina Regional Council will present the final draft of the new zoning and subdivision ordinance with the Planning Board and Board of Commissioners for final adoption.



- **Public Meetings:**

- **Planning Board:** Public Hearing to vote on a recommendation to Board of Commissioners regarding the adoption of the new ordinance.
- **Board of Commissioners:** Public Hearing to vote on adoption of the new ordinance.

5) Delivery – 4 weeks

- Mid-Carolina Regional Council will finalize formatting and deliver to the Town of Erwin a copy of the final adopted ordinance.

Erwin Board of Commissioners

REQUEST FOR CONSIDERATION

To: The Honorable Mayor and Board of Commissioners

From: Snow Bowden, Town Manager

Date: September 25, 2023

Subject: Bayles Street Subdivision

We have a final plat for an 11-lot subdivision. All 11 lots front existing Town maintained streets. Due to the number of lots being created this is considered a major subdivision. There is an existing water and sewer line available to serve these new lots. All the lots meet the required lot dimensions.

GENERAL NOTES:

1. AREA MEASUREMENTS CALCULATED BY COORDINATE METHOD UNLESS STATED OTHERWISE.
2. ALL MEASUREMENTS ARE HORIZONTAL GROUND MEASUREMENTS, U.S. SURVEY FEET UNLESS STATED OTHERWISE.
3. EXISTING MONUMENTATION WAS FOUND AT PROPERTY CORNERS AS SHOWN HEREON.
4. NO NC GEODETIC MONUMENTS WERE FOUND AND/OR RECOVERED WITHIN 2,000 FT OF THE SITE.
5. NO TITLE SEARCH HAS BEEN CONDUCTED ON THIS PROPERTY BY THIS OFFICE. NO RESPONSIBILITY IS ASSUMED BY THIS SURVEYOR FOR ANY CONDITIONS THAT MAY EXIST BUT ARE UNKNOWN OR REFERENCED HEREON.
6. THE EXISTENCE OF UTILITIES MAY IMPLY THE EXISTENCE OF EASEMENTS OF RECORD.
7. THE NORTH CAROLINA STATE PLANE COORDINATES FOR THIS SURVEY WERE REALIZED WITH A SURVEY GRADE TOPCON HYBRID SYSTEM INCLUDING A HiPer SR RECEIVER AND ROBOTIC TOTAL STATION.
8. HORIZONTAL AND VERTICAL POSITIONS ARE REFERENCED TO NORTH CAROLINA GEODETIC SURVEY (NCGS) VIRTUAL REFERENCE STATION (VRS).
9. HORIZONTAL POSITIONAL DATA WERE OBTAINED BY REAL TIME KINEMATIC AND ROBOTIC OBSERVATIONS WITH 0.05" AVERAGE POSITIONAL ACCURACY.
10. VERTICAL POSITIONAL DATA WERE OBTAINED BY ROBOTIC SYSTEM WITH 0.05" AVERAGE POSITIONAL ACCURACY.

CERTIFICATE OF FLOODWAY INFORMATION:

PROPERTY SHOWN HEREON (---) IS (---X---) IS NOT LOCATED IN A FEMA DESIGNATED FLOOD ZONE 'AE'.

FLOOD HAZARD MAP NUMBER 3720059600J ZONE X, HARNETT COUNTY EFFECTIVE DATE: OCTOBER 3, 2006

PROFESSIONAL LAND SURVEYOR _____ DATE _____

CERTIFICATE OF SURVEY ACCURACY:

I, JASON E. GODWIN, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED DESCRIPTION RECORDED IN DEED BOOK 4101, PAGE 483); THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS BROKEN(DASHED) LINES (DRAWN FROM INFORMATION FOUND IN MAP BOOK SEE, PAGE REF); 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

JASON E. GODWIN _____ L-5080
NUMBER LICENSE

I, JASON E. GODWIN, PROFESSIONAL LAND SURVEYOR NO. L-5080, CERTIFY TO ONE OR MORE THE FOLLOWING AS INDICATED THUS X OR:

___X___A. THAT THIS PLAT IS OF A SURVEY THAT CREATED A SUBDIVISION OF LAND WITHIN THE AREA OF THE COUNTY OR MUNICIPALITY THAT HAS AN ORDINANCE THAT REGULATES PARCELS OF LAND.

___B. THAT THIS PLAT IS OF SURVEY THAT IS LOCATED IN SUCH PORTION OF A COUNTY THAT REGULATES PARCELS OF LAND.

- ___C. ANY ONE OF THE FOLLOWING:
- ___(1) THAT THE FOLLOWING IS OF AN EXISTING PARCEL OR PARCELS OF LAND AND DOES NOT CREATE A NEW STREET OR CHANGE OF EXISTING STREET.
 - ___(2) THAT THE SURVEY IS OF AN EXISTING BUILDING OR OTHER STRUCTURE, OR NATURAL FEATURE, SUCH AS WATERCOURSE; OR
 - ___(3) THAT THIS SURVEY IS A CONTROL SURVEY.

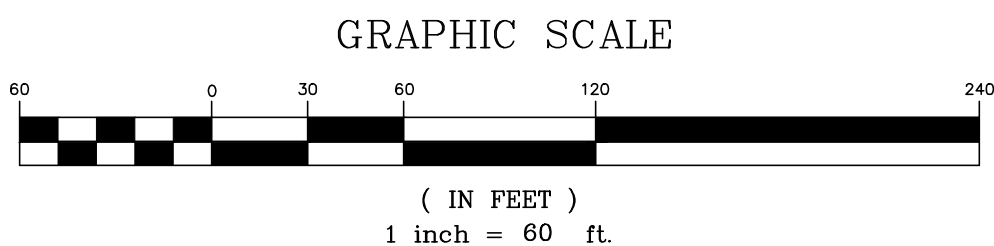
___D. THAT THIS PLAT IS OF A SURVEY OF ANOTHER CATEGORY, SUCH AS THE RECOMBINATION OF EXISTING PARCELS, A COURT-ORDERED SURVEY OR OTHER EXCEPTION TO THE DEFINITION OF SUBDIVISION.

___E. THAT THE INFORMATION AVAILABLE TO THIS SURVEY IS SUCH THAT I AM UNABLE TO MAKE A DETERMINATION TO THE BEST OF MY PROFESSIONAL ABILITY AS TO PROVISIONS CONTAINED IN (A) THROUGH (D) ABOVE.

JASON E. GODWIN, PROFESSIONAL LAND SURVEYOR _____ LICENSE NO. L-5080

SURVEYOR'S DECLARATION TO WHOM IT MAY CONCERN:

THIS PLAT IS A CORRECT REPRESENTATION OF THE LAND PLATTED. A NORTH CAROLINA LICENSED ATTORNEY AT LAW SHOULD BE CONSULTED CONCERNING OWNERSHIP, WIDTH, AND LOCATIONS OF EASEMENTS, ANY CEMETERIES OR FAMILY BURYING GROUNDS NOT SHOWN ON RECORDED MAPS OR DEEDS MADE AVAILABLE TO THE SURVEYOR BY PRESENT OWNERS AT THE TIME OF THIS SURVEY AND OTHER TITLE QUESTIONS REVEALED BY TITLE EXAMINATION. NO RESPONSIBILITY OF ANY NATURE IS ASSUMED BY THE SURVEYOR FOR ANY CONDITIONS WHICH MAY PRESENTLY EXIST BUT ARE UNKNOWN SUCH AS: CEMETERIES, FAMILY BURYING GROUNDS, TOXIC OR HAZARDOUS WASTE MATERIAL, ETC.



REGISTER OF DEEDS CERTIFICATE:

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

REGISTER OF DEEDS
BY: _____

CERTIFICATE OF REVIEW OFFICER:

STATE OF NORTH CAROLINA, COUNTY OF HARNETT
I, _____
REVIEW OFFICER OF HARNETT 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

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

NOTARY PUBLIC _____ DATE _____

SUBDIVISION ADMINISTRATOR'S CERTIFICATE:

STATE OF NORTH CAROLINA, TOWN OF ERWIN
I, _____
SUBDIVISION ADMINISTRATOR 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 FOR RECORDING IN THE
OFFICE OF THE REGISTER OF DEEDS OF HARNETT COUNTY

SUBDIVISION ADMINISTRATOR _____ DATE _____
ERWIN, NORTH CAROLINA

CERTIFICATION OF OWNERSHIP, DEDICATION, AND JURISDICTION:

I (We) herby certify that I am (we are) the owners or agent of the property shown and described hereon which is located in the subdivision regulation jurisdiction of Harnett County, N.C. and that I (we) adopt this plan of subdivision with my (our) free consent, establish the minimum building setback lines as noted, and dedicate all streets, rights-of-way, and easements to public or private use as noted. I (We) further acknowledge that I (we), nor any subsequent owners, CAN NOT use the minor subdivision provision within 3-years on this property or any other property located within 1,500 feet of the boundaries of this property.

Date _____ Signature of Owner or Agent _____

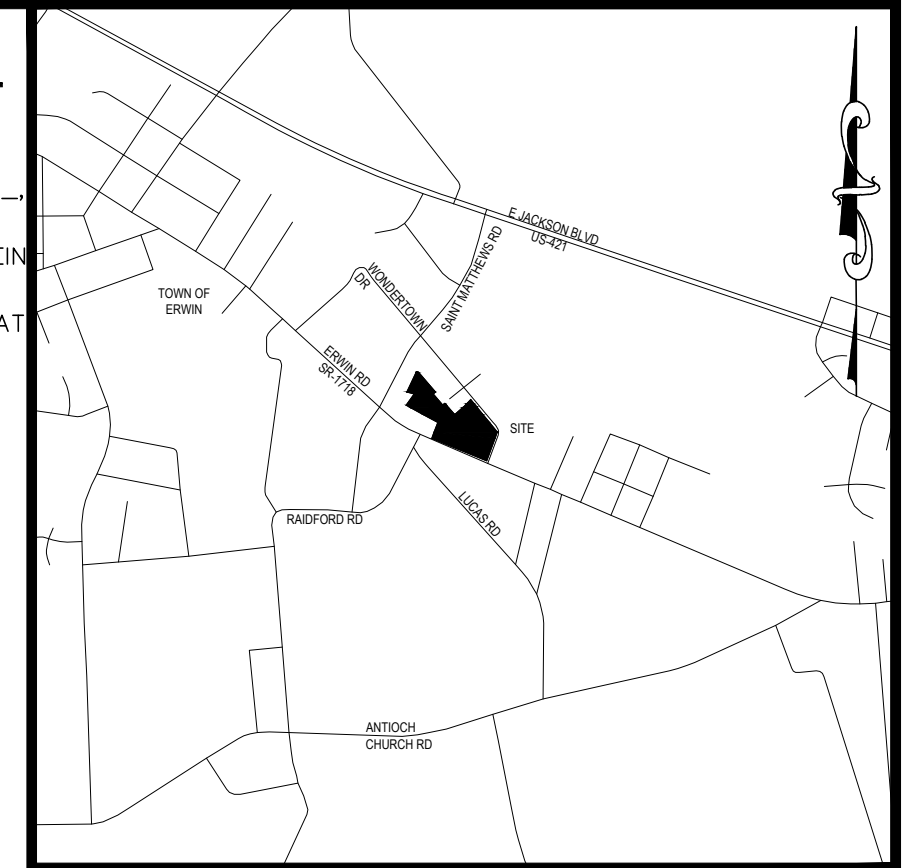
I, _____
CHAIRMAN OF THE PLANNING BOARD FOR THE TOWN OF
ERWIN, HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN
HEREIN HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION
ORDINANCE OF TOWN OF ERWIN, NORTH CAROLINA AND THAT
THIS PLAT HAS BEEN APPROVED BY THE ERWIN TOWN
PLANNING BOARD FOR RECORDING IN THE OFFICE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

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

STATE OF NORTH CAROLINA, TOWN OF ERWIN

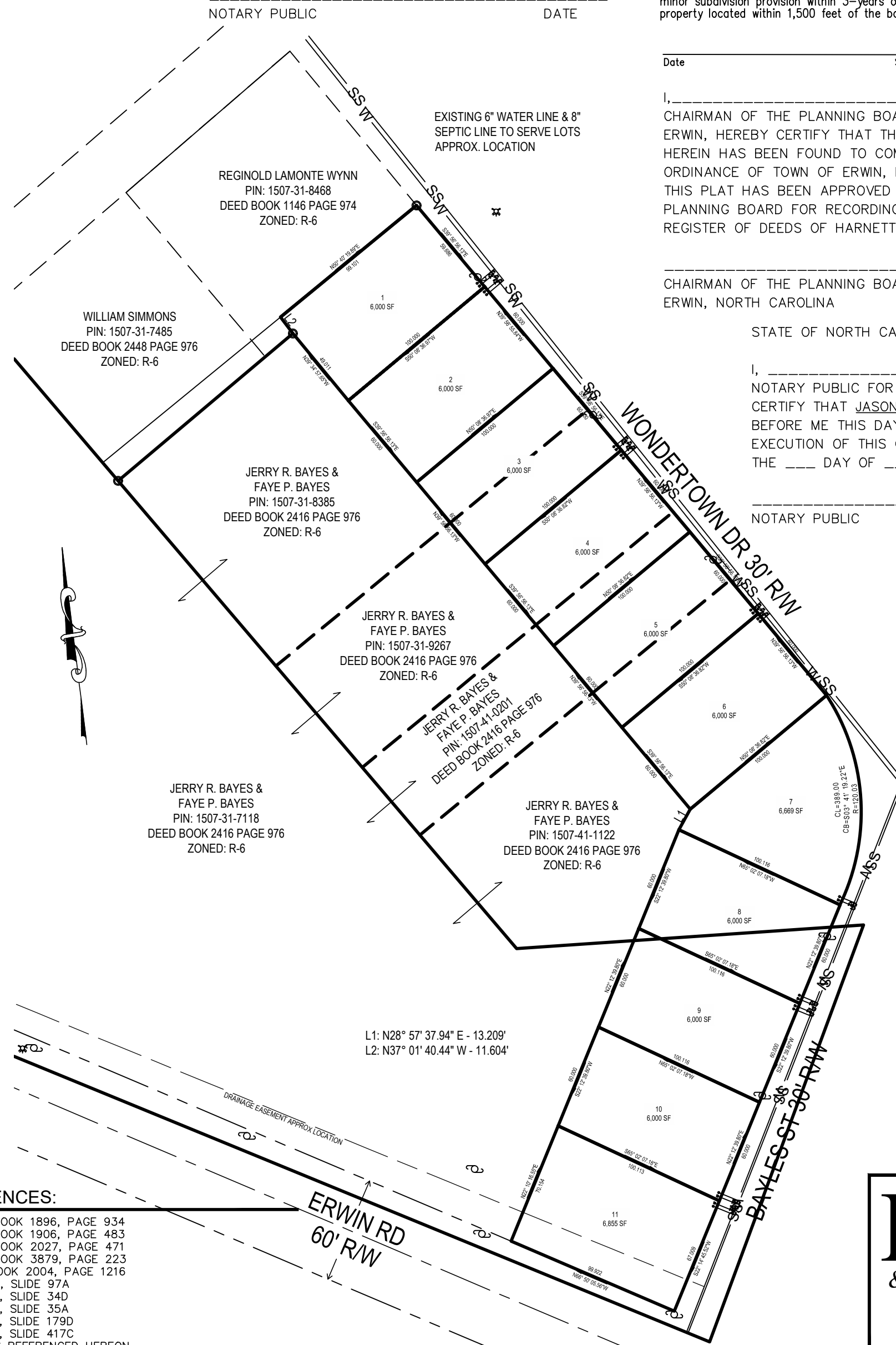
I, _____
NOTARY PUBLIC FOR THE TOWN OF ERWIN, DO HEREBY
CERTIFY THAT JASON E. GODWIN PERSONALLY APPEARED
BEFORE ME THIS DAY AND ACKNOWLEDGED THE DUE
EXECUTION OF THIS CERTIFICATE. WITNESS MY HAND THIS
THE ___ DAY OF _____

NOTARY PUBLIC _____ DATE _____



VICINITY-NOT TO SCALE

OWNER: JERRY R. BAYS &
FAYE P. BAYES
SITE ADDRESS: WONDERTOWN DR
ERWIN, NC 28334
WATERSHED DISTRICT: NOT IN WS-IV-P
FLOOD ZONE: X
MAP: 3720150600J
EFFECTIVE: 10/3/2006
CID: 370456
PANEL: 1506
ZONING: R-6
LOTS WILL BE SERVICED BY EXISTING 6" WATER LINE AND PRIVATE SEPTIC SYSTEMS



- REFERENCES:**
1. DEED BOOK 1896, PAGE 934
 2. DEED BOOK 1906, PAGE 483
 3. DEED BOOK 2027, PAGE 471
 4. DEED BOOK 3879, PAGE 223
 5. MAP BOOK 2004, PAGE 1216
 6. PC # D, SLIDE 97A
 7. PC # E, SLIDE 34D
 8. PC # E, SLIDE 35A
 9. PC # F, SLIDE 179D
 10. PC # F, SLIDE 417C
 11. OTHERS REFERENCED HEREON

SURVEY LEGEND:

AG	ABOVE GROUND
AL	AREA LIGHT
AXLE	AXLE IRON
BG	BELOW GROUND
BO	BOLLARD
CB	CATCH BASIN
CO	CLEAN OUT
CP	COMPUTED POINT
C/L	CENTERLINE
CPP	CORRUGATED PLASTIC PIPE
CMP	CORRUGATED METAL PIPE
ECM	EXISTING CONCRETE MONUMENT
EIP	EXISTING IRON PIPE
EIPC	EXISTING IRON PIPE CRIMP
EIPD	EXISTING IRON PIPE DISTURBED
EIS	EXISTING IRON STAKE
EISD	EXISTING IRON STAKE DISTURBED
ECS	EXISTING COTTON SPINDLE
ERRS	EXISTING RAILROAD SPIKLE
EPKN	EXISTING PK NAIL
FWG	FLUSH WITH GROUND
FH	FIRE HYDRANT
GV	GAS VALVE
GP	GUY POLE
ISS	IRONS STAKE SET
IPS	IRON PIPE SET
SPKN	SET PK NAIL
SSMH	SANITARY SEWER MAN HOLE
TP	TELEPHONE PEDESTAL
TB	TRAFFIC BOX
R/W	RIGHT-OF-WAY
ROW	RIGHT-OF-WAY MONUMENT
UP	UTILITY POLE
OHPL	OVERHEAD POWERLINE
WM	WATER METER
WV	WATER VALVE
F	FOUND
PVMT	PAVEMENT
PVC	POLYVINYL CHLORIDE PIPE
W	WATER
AC	ACRES
SQ FT	SQUARE FEET
MON	MONUMENT
---	LINES SURVEYED
- - -	LINES ADJOINING (NOT SURVEYED)
---	RIGHT OF WAY
---	CENTERLINE ROADWAY

NC GRID-DATUM: NAD83 (2011)
GNSS RTK NETWORK

Enoch
Engineers, P.A.
& PROFESSIONAL LAND SURVEYORS
1403 NC Highway 50 South - Benson, NC 27504
Phone: (919) 894-7765 Fax: (919) 894-8190
Firm License: C-2061

RECOMBINATION MAP for
JERRY R. BAYES

LOCATION: BAYLES ST & WONDERTOWN DR DUNN, NC 28334	PROPERTY OWNER(S): JERRY R. BAYES & FAYE P. BAYES PO BOX 343 ERWIN, NC 28334-0000
TOWNSHIP: DUKE COUNTY: HARNETT	SCALE: 1" = 80'
SURVEYED BY: - SURV. DATE: -	EE PROJECT: 5225 DRAWN BY: EE, PA SHEET: 1 OF 1

Erwin Board of Commissioners

REQUEST FOR CONSIDERATION

To: The Honorable Mayor and Board of Commissioners

From: Snow Bowden, Town Manager

Date: September 25, 2023

Subject: Surplus Vehicles

The Town of Erwin has the following surplus vehicles. I am requesting permission to list the following vehicles for sale on GOV Deals.

Erwin Police Department

- 2014 Dodge Charger VIN# 2C3CDXAT8EH346582. Mileage 96,651
- 2014 Dodge Charger VIN # 2C3CDXAT4EH190654 Mileage 88,268

Erwin Recreation Department

- We will have one F-150 to list as well. I will have the updated information for you at our workshop.

Erwin Public Works Department

- F-150- VIN #1FTNFICF6CKE38380 Mileage 127,536
- F-150- VIN #1FRF122X8KC71027 Mileage 106,364
- GMC 2500- VIN #1GCGC33R5YF465562 Mileage 81,467

Erwin Board of Commissioners

REQUEST FOR CONSIDERATION

To: The Honorable Mayor and Board of Commissioners

From: Snow Bowden, Town Manager

Date: September 25, 2023

Subject: Erwin Police Cadet Program

As I know all of you are aware it has gotten very competitive to recruit and retain good employees. One sector that is facing an extremely difficult time finding good employees is law enforcement. Town Staff has done a lot of research and we have found numerous other agencies in our area that have a cadet program. The agency basically pays a salary to a potential recruit while they are enrolled in Basic Law Enforcement Training (BLET). Most of the contracts with the recruits have certain clawback provisions and require a two to three-year commitment. We could word it however we wanted to. Of course, you can never guarantee a potential recruit will work out. But we would do a proper background check on any potential recruit before agreeing to bring them on as an employee.

At the moment, we are exploring our best option(s) such as having them as full-time employees or contract employees. Due to the number of hours BLET is we could not just hire them as part-time employees. If they are full-time employees, they would be eligible for benefits such as retirement, 401K, and insurance.