

**THE ERWIN BOARD OF COMMISSIONERS
FEBRUARY 2022 REGULAR MEETING
THURSDAY, FEBRUARY 3, 2022 @ 7:00 P.M.
ERWIN MUNICIPAL BUILDING BOARD ROOM**

AGENDA

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

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

 - A. Minutes of Regular Meeting on January 6, 2022 **(Page 2)**
 - B. Financial Report for December 2021 **(Page 8)**
4. **PUBLIC COMMENT**

Each speaker is asked to limit comments to 3 minutes, and the requested total comment period will be 15 minutes or less. Citizens should sign up prior to the start of the meeting. Please provide the clerk with copies of any handouts you have for the Board. Although the Board is interested in hearing your concerns, speakers should not expect Board action or deliberation on the subject matter brought up during the Public Comment segment. Thank you for your consideration of the Town Board, staff, and other speakers. §160A-81.1
5. **PRESENTATION OF FEBRUARY CITIZEN OF THE MONTH**
6. **PUBLIC HEARING**
 - A. SU-2021-007 **(Page 10)**
 - B. SU-2021-008 **(Page 11)**
 - C. SU-2022-001 **(Page 30)**
 - D. Sign Text Amendment **(Page 49)**
7. **OLD BUSINESS**
 - A. GFL **(Page 55)**
 - B. Potential Annexation of 127 Red Hill Church Rd **(Page 56)**
8. **NEW BUSINESS**
 - A. Schedule Budget Retreat **(Page 60)**
 - B. Grant Project Ordinance “Community Building Renovations ORD 2021-2022: 002” **(Page 61)**
9. **MANAGER’S REPORT**
10. **ATTORNEY’S REPORT**
11. **GOVERNING BODY COMMENTS**
12. **ADJOURNMENT**

ERWIN BOARD OF COMMISSIONERS

REGULAR MINUTES

JANUARY 6, 2022

ERWIN, NORTH CAROLINA

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

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

Board Members absent were: Commissioner Ricky Blackmon

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

Commissioner McKoy gave the invocation.

Commissioner Whitman led the Pledge of Allegiance.

AGENDA ADJUSTMENT/APPROVAL OF AGENDA

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

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

CONSENT

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

PUBLIC COMMENT

No one was present for Public Comment.

MINUTES CONTINUED FROM JANUARY 6, 2022

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

Sign Text Amendment

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

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

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

No one came forward.

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

No one came forward.

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

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

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

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

MINUTES CONTINUED FROM JANUARY 6, 2022

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

PRESENTATION OF CITIZEN OF THE MONTH

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

PUBLIC HEARING

SU-2021-007

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

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

SU-2021-008

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

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

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

No one came forward.

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

No one came forward.

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

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

MINUTES CONTINUED FROM JANUARY 6, 2022

NEW BUSINESS

Fill Vacant Ward 4 Seat

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

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

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

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

Commissioner Whitman stated 30 days is enough time.

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

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

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

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

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

MINUTES CONTINUED FROM JANUARY 6, 2022

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

FY 2022-2023 Budget

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

Annexation

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

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

MANAGER'S REPORT

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

MINUTES CONTINUED FROM JANUARY 6, 2022

ATTORNEY'S REPORTS

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

GOVERNING COMMENTS

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

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

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

ADJOURNMENT

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

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

ATTEST:

Randy Baker
Mayor Pro Tem

Lauren Evans
Town Clerk

TOWN OF ERWIN
 FINANCIAL SUMMARY REPORT
 FOR MONTH OF December 2021



REVENUES	ANNUAL BUDGET	December 2021 ACTIVITY	ACTUAL TO DATE	Y-T-D % COLLECTED
CURRENT YEAR LEVY OF PROPERTY TAXES	1,103,856.00	354,340.00	564,247.00	51.12%
CURRENT YEAR MOTOR VEHICLE TAXES	175,470.00	13,401.00	79,789.00	45.47%
PRIOR YEAR TAXES / Penalties & Interest	10,000.00	1,166.00	37,490.00	374.90%
UTILITIES FRANCHISE TAXES	190,000.00	49,503.00	91,738.00	48.28%
ENTRY FEES	19,000.00	295.00	11,910.00	62.68%
SALES & USE TAX	700,000.00	73,860.00	437,662.00	62.52%
ZONING PERMITS/APPLICATIONS	8,000.00	1,025.00	7,310.00	91.38%
REFUSE COLLECTIONS FEES	410,256.00	37,291.00	230,684.00	56.23%
STORM WATER COLLECTION	69,930.00	5,308.00	31,417.00	44.93%
ALL OTHER REVENUES	697,042.00	168,555.00	383,343.00	55.00%
	3,383,564.00	704,744.00	1,875,590.00	55.43%
EXPENDITURES	ANNUAL BUDGET	December 2021 ACTIVITY	ACTUAL TO DATE	Y-T-D % SPENT
GOVERNING BODY	47,945.00	1,776.00	11,309.00	23.59%
ADMINISTRATION	263,399.00	19,153.00	122,557.00	46.53%
NON DEPARTMENTAL	279,319.00	15,764.00	237,219.00	84.93%
PLANNING & INSPECTIONS	77,369.00	181.00	9,557.00	12.35%
POWELL BILL-STREETS	157,000.00	1,000.00	7,000.00	4.46%
POLICE	964,020.00	72,476.00	460,073.00	47.72%
POLICE-SRO	64,030.00	5,073.00	31,841.00	49.73%
CONTRACT SERVICES-FIRE	238,307.00	68,647.00	126,384.00	53.03%
PUBLIC WORKS-ADMIN.	109,004.00	8,879.00	60,731.00	55.71%
PUBLIC WORKS-STREETS	386,994.00	36,276.00	159,248.00	40.11%
PUBLIC WORKS-SANITATION	345,343.00	3,023.00	117,916.00	34.14%
PUBLIC WORKS-STORM WATER	15,000.00	0.00	3,549.00	23.66%
RECREATION	349,119.00	21,954.00	162,131.00	46.44%
LIBRARY	69,405.00	5,196.00	32,837.00	47.31%
COMMUNITY CENTER	7,300.00	590.00	2,362.00	32.36%
	3,383,564.00	259,988.00	1,544,714.00	45.65%
Y-T-D GENERAL FUND BALANCE INCREASE (DECREASE)		444,756.00	330,876.00	

BANK BALANCES AS OF December 2021		
CASH MANAGEMENT		2,193,018.46
BB&T CASH IN BANK	*	394,909.83
FIRST FEDERAL PRESTIGE - BUSINESS MONEY MARKET		136,705.80
FIRST FEDERAL PREMIUM - BUSINESS MONEY MARKET		857,450.72
Y-T-D INVESTMENT BALANCE IN GENERAL FUND ACCOUNTS		3,582,084.81
BB&T STATE FORFEITURE		4,246.64
BB & T CAPITAL RESERVE/COMM ENHANCEMENT		202,092.43
FIRST FEDERAL CAP. RESERVE/GENERAL		2,351,257.69
BB&T HEALTH RESERVE HRA ACCT		11,686.44
PRIEBE FIELD ACCT.		12,222.30
AL WOODDALL PARK IMPROVEMENTS		382,411.61
AMERICAN RELIEF FUNDS		821,602.01
Y-T-D INVESTMENT BALANCE RESTRICTED FUNDS		3,785,619.12
CUMULATIVE BALANCE FOR TOWN OF ERWIN		7,367,603.73

POWELL BILL BALANCE
\$439,194.89

Town Of Erwin

Financial Summary Report

YTD Comparison of December FY 2020 & FY 2021



MARK FOSTER REPORT

	YTD		YTD		DIFFERENCE
	Dec-21	Dec-20	Dec-21	Dec-20	
Revenues					
CURRENT YEAR LEVY OF PROPERTY TAXES	564,247.00	577,825.00	(13,378.00)		
CURRENT YEAR MOTOR VEHICLE TAXES	79,789.00	87,177.00	(7,388.00)		
PRIOR YEAR TAXES / Penalties & Interest	37,490.00	21,959.00	15,531.00		
UTILITIES FRANCHISE TAXES	91,736.00	93,818.00	(2,080.00)		
ENTRY FEES	11,910.00	0.00	11,910.00		
SALES & USE TAX	437,662.00	383,707.00	53,955.00		
ZONING PERMITS/APPLICATIONS	7,310.00	6,195.00	2,115.00		
REFUSE COLLECTIONS FEES	230,694.00	209,393.00	21,291.00		
STORM WATER COLLECTION	31,417.00	29,468.00	1,949.00		
ALL OTHER REVENUES	383,343.00	574,093.00	(190,750.00)		
	\$ 1,875,690.00	\$ 1,982,325.00	(106,735.00)		
Expenditures					
GOVERNING BODY	11,309.00	11,393.00	(84.00)		
ADMINISTRATION	122,557.00	126,504.00	(3,947.00)		
NON-DEPARTMENTAL	237,219.00	170,659.00	66,560.00		
PLANNING & INSPECTIONS	9,557.00	21,409.00	(11,852.00)		
POWELL BILL-STREETS	7,000.00	10,500.00	(3,500.00)		
POLICE	460,073.00	395,145.00	64,928.00		
POLICE-SRO	31,841.00	46,253.00	(14,412.00)		
CONTRACT SERVICES-FIRE	126,384.00	125,854.00	530.00		
PUBLIC WORKS-ADMIN.	60,731.00	52,660.00	8,071.00		
PUBLIC WORKS-STREETS	169,246.00	123,072.00	46,174.00		
PUBLIC WORKS-SANITATION	117,916.00	149,067.00	(31,151.00)		
PUBLIC WORKS-STORM WATER	3,549.00	1,769.00	1,780.00		
RECREATION	162,131.00	126,337.00	35,794.00		
LIBRARY	32,837.00	28,901.00	3,936.00		
COMMUNITY CENTER	2,362.00	9,351.00	(6,989.00)		
	\$ 1,544,714.00	\$ 1,398,764.00	145,950.00		

	YTD		YTD	
	Dec-21	Dec-20	Dec-21	Dec-20
BANK ACCOUNT BALANCES				
CASH MANAGEMENT	2,193,016.46	1,510,068.91		
BB&T CASH IN BANK	394,909.83	587,644.61		
FIRST FEDERAL BUSINESS MONEY MARKET	136,706.50	136,336.06		
FIRST FEDERAL MONEY MARKET	857,450.72	865,737.63		
Y-T-D INVESTMENT BALANCE IN GENERAL FUND ACCOUNTS	\$ 3,662,084.61	\$ 3,089,777.11		
BB&T STATE FORFEITURE	4,246.64	3,691.32		
BB & T CAPITAL RESERVE/COMM. ENHANCEMENT	202,092.43	176,022.94		
FIRST FEDERAL CAP. RESERVE/GENERAL	2,351,257.69	2,346,659.89		
BB&T HEALTH RESERVE HRA ACCT.	11,686.44	11,172.43		
PRIEBE FIELD ACCT.	12,222.30	9,227.94		
AL WOODALL PARK IMPROVEMENTS	382,411.61	343,561.41		
AMERICAN RELIEF FUNDS	821,602.01	-		
Y-T-D BALANCE RESTRICTED FUNDS	\$ 3,785,518.12	\$ 2,890,255.93		
CUMULATIVE BALANCE FOR TOWN OF ERWIN	\$ 7,367,603.73	\$ 5,980,033.04		

Erwin Board of Commissioners

REQUEST FOR CONSIDERATION

To: The Honorable Mayor and Board of Commissioners

From: Snow Bowden, Town Manager

Date: February 3, 2022

Subject: SU-2021-007

Town Staff has had a few discussions with the applicant for SU-2021-007. We have talked about potential changes to the submitted site plan. The applicant is still out of Town and would like to request to have this item tabled until our March Town Board meeting.

Action Recommended:

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

Erwin Board of Commissioners

REQUEST FOR CONSIDERATION

To: The Honorable Mayor and Board of Commissioners

From: Snow Bowden, Town Manager

Date: February 3, 2022

Subject: SU-2021-008

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

Attachments:

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

Suggested Motions:

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

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

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



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

SPECIAL USE PERMIT APPLICATION

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

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

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

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

Date Application Submitted	12/11/21	Office Use Only
Application Fee \$	300	Received By _____
Case # SU-2021	-008	



TOWN OF ERWIN

100 West F St., Post Office Box 459

Erwin, NC 28339

(910) 897-5140 V (910) 897-5543 F

www.erwin-nc.org

Special Use Signature Page

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

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

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

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

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

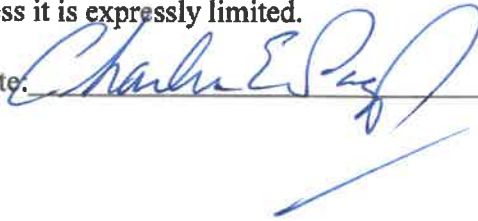
Compliance with Other Codes: Granting of a Special Use Permit does not exempt applicant from complying with all of the requirements of building codes and other ordinances.

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:



A handwritten signature in blue ink, appearing to read "Charles E. Pugh", is written over a horizontal line. Below the line, there is a long, thin, diagonal stroke.

- Attached



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

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

Property Owner (1)	_____	Mailing
Address	_____ City _____	ST _____ Zip _____
Property Owner (2)	_____	Mailing
Address	_____ City _____	ST _____ Zip _____
Property Owner (3)	_____	Mailing
Address	_____ City _____	ST _____ Zip _____
Property Owner (4)	_____	Mailing
Address	_____ City _____	ST _____ Zip _____
Property Owner (5)	_____	Mailing
Address	_____ City _____	ST _____ Zip _____
Property Owner (6)	_____	Mailing
Address	_____ City _____	ST _____ Zip _____
Property Owner (7)	_____	Mailing
Address	_____ City _____	ST _____ Zip _____
Property Owner (8)	_____	Mailing
Address	_____ City _____	ST _____ Zip _____
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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 _____

-Attached

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

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

 Yes No _____

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

 Yes No _____

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

 Yes No _____

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

 Yes No _____

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

 Yes No _____

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

 Yes No _____

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

 Yes No _____



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SPECIAL USE APPLICATION PROCEDURES

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

Conditions and Guarantees

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

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

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

Public Hearing Date and Comments: _____

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

Town Board Decision and Date _____

Certified By: _____

Michael Jefferson Wood
1431 Bailey Road
Coats, NC 27521

BPRV LLC
1004 Procure Street
Fuquay-Varina, NC 27526

KOMVISH LLC
4020 Chaumont Drive
Apex, NC 27502

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

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

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

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

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

CHIRO PROPERTIES LLC
101 Shelly Drive
Dunn, NC 28334

Turtle Run LLC
PO Box 608
Smithfield, NC 27577

Joe Jernigan
Larry Hardison
29 Stonegate Drive
Angier, NC 27501

Glover Sales INC
406 East Jackson BLVD
Erwin, NC 28339

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



SPECIAL USE REQUEST STAFF REPORT

Case: SU-2021-008

Snow Bowden, Town Manager

townmanager@erwin-nc.org

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

Public Hearing Date: Thursday, January 6th, 2022

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

Applicant Information

Owner of Record:

Name: Michael Jefferson Wood

Address: 1431 Bailey Road

City/State/Zip: Coats, NC 27521

Applicant:

Name: Clayton Homes

Address: 2001 West Cumberland Street

City/State/Zip: Dunn, NC 28334

Property Description

Harnett County Tax PIN 1507-23-5569.000

Acres 7.07

Zoning District- Highway Business (B-2)

Vicinity Map

- See Attached Document

Physical Characteristics

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

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

Services Available

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

Zoning District Compatibility

Special Use	B-2
Outdoor Storage of Equipment	X

Staff Evaluation

Staff Evaluation

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

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

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

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

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

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

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

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

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

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

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

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

Yes No

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

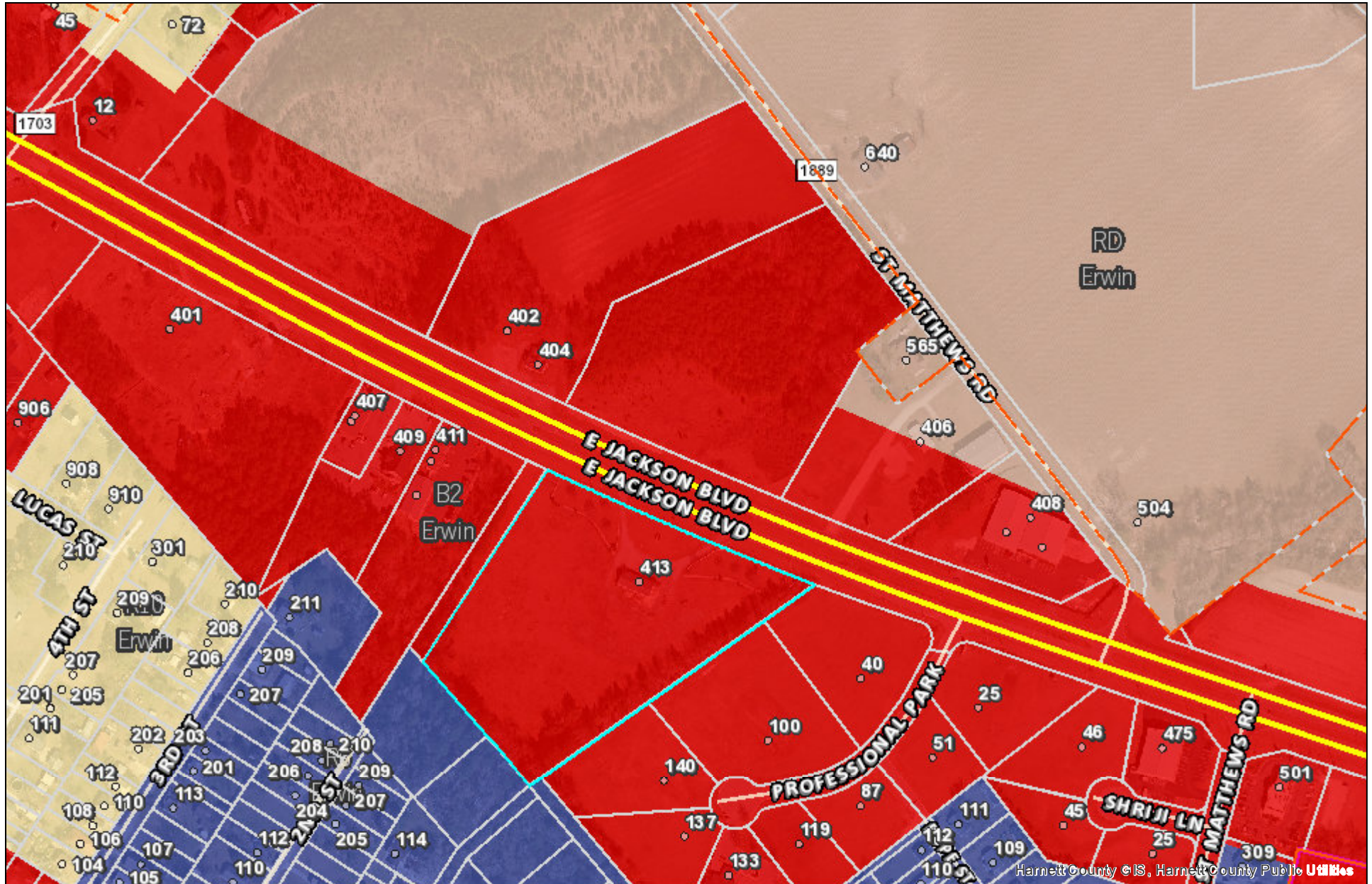
- **Reasoning:**

Attachments:

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

Harnett GIS

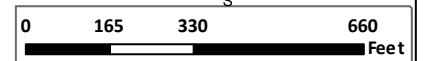
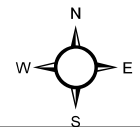
NOT FOR LEGAL USE



GIS/E-911 Addressing
December 28, 2021

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

Harnett County GIS, Harnett County Public Utilities



1 inch = 376 feet

Harnett GIS

NOT FOR LEGAL USE

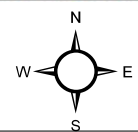


Harnett County GIS, Harnett County Public Utilities



GIS/E-911 Addressing
December 28, 2021

- | | | |
|-------------------------------|--------------------|---------------------|
| Surrounding County Boundaries | Major Roads | Mile_Markers |
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| Address Numbers | NC | Railroad |
| Airport | US | Parcels |
| | Roads | CapeFearRiver |



1 inch = 376 feet

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



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



NOT TO SCALE

Erwin Board of Commissioners

REQUEST FOR CONSIDERATION

To: The Honorable Mayor and Board of Commissioners

From: Snow Bowden, Town Manager

Date: February 3, 2022

Subject: SU-2022-001

The Town has received a special use application to build a duplex on a vacant parcel located off of North 14th Street. The parcel is adjacent to 722 North 14th Street. It can also be identified by its Harnett County Tax PIN # 0597-56-9873.000. Two-family units are allowed with a special use permit in our R-6 Zoning District.

(Definition in our Code of Ordinances)- Dwelling, two-family, means a dwelling arranged or designed for occupancy by two families, with separate housekeeping, cooking facilities for each, and a shared wall.

Attachments:

- SU-2022-001 Application
- SU-2022-001 Staff Report
- Harnett County GIS Image with no zoning
- Harnett County GIS Image with zoning

Suggested Motions:

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

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

3. I move to recommend:
- a. Approval of SU-2022-001 Special Use Application to build a duplex on a vacant parcel located off of North 14th Street. The parcel is adjacent to 722 North 14th Street. (HC Tax PIN # 0597-56-9873.000).
 - b. Denial of SU-2022-001 Special Use Application to build a duplex on a vacant parcel located off of North 14th Street. The parcel is adjacent to 722 North 14th Street. (HC Tax PIN # 0597-56-9873.000).
 - c. Approval of SU-2022-001 Special Use Application to build a duplex on a vacant parcel located off of North 14th Street. The parcel is adjacent to 722 North 14th Street. (HC Tax PIN # 0597-56-9873.000) with additional conditions (state conditions).



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SPECIAL USE PERMIT APPLICATION

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

Applicant Name	Jose Moleno	Property Owner Name	ll ll
Mailing Address	5174 Bradshaw RD	Mailing Address	ll ll
City, State, Zip	Newton Grove, NC 28366	City, State, Zip	ll ll
Telephone	919-868-9111	Telephone	ll ll
Email		Email	

Address of Subject Property	Vacant		
Parcel Identification Number(s) (PIN) of Subject Property	0597 - 56 - 9873 .000		
Legal Relationship of Applicant to Owner	owner	Floodplain SFHA	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Legal Description: Lot	Block	Subdivision	
Zoning District	R-6	Wetlands	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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	1	Gross Floor Area to Remain	5702
Describe Proposed Project or Request with Conditions proposed by applicant: Duplex - multi-family			
Total Acreage or Square Footage to be Disturbed	5702 3,182 total		
Estimated Cost of Project \$			

~~2506~~
 SF
 per unit
 near
 1591 SF
 per unit

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	1/13/22	Office Use Only	Application Fee \$	300	Received By	MSB
Case #	SU-2022-001	PAID				

JAN 13 2022 check 1383



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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- 2022 - 007

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:

 1-13-21

★ See attached



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SU- 207 - 001

See attached 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 _____

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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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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.



TOWN OF ERWIN

100 West F St., Post Office Box 459
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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 01/13/2022 Property Posted _____ Newspaper Advertised Date 1/18,25/2022

Public Hearing Date and Comments: _____

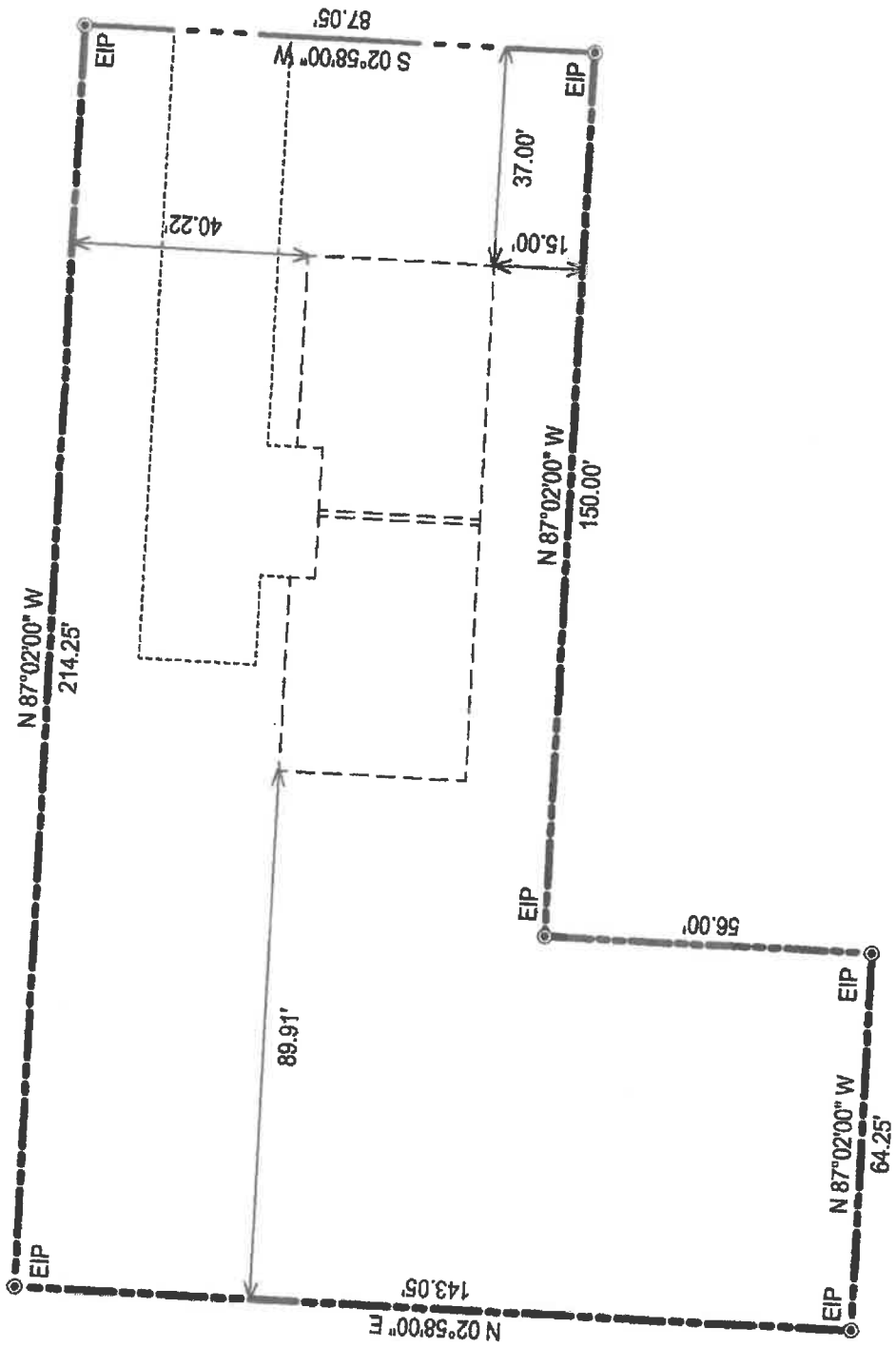
<u>Governing Body Motion</u>	Record of Decision:	Yea	Nay
	_____	<input type="checkbox"/>	<input type="checkbox"/>
	_____	<input type="checkbox"/>	<input type="checkbox"/>
	_____	<input type="checkbox"/>	<input type="checkbox"/>
	_____	<input type="checkbox"/>	<input type="checkbox"/>
	_____	<input type="checkbox"/>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

Town Board Decision and Date _____

Certified By: _____

min lot width - 75
 min sf for 2 units -> 10,000 square feet lot
 lot is 22,215 square feet

F-25'
 R-25'
 S-81



Maryland Rankin
1006 North King Avenue
Dunn, NC 28334

Jose Chavez-Moreno
5174 Bradshaw Road
Newton Grove, NC 28366

Callie McNeill
C/O Sharon M. Gainey
502 W McNeill Street
Lillington, NC 27546

Sandra Morant
271 Bailey Road
Coats, NC 27521

Douglas Atwater
6205 Farrington Road
Apt #5
Chapel Hill, NC 27517

Eunice C. Hymes
727 West M Street
Erwin, NC 28339

Rudolph and Desserre Hicks
702 North 15th Street
Erwin, NC 28339

Leacon (Leathen) Shaw
PO Box 264
Erwin, NC 28339

Craig and Jodi Smith
720 North 14th Street
Erwin, NC 28339

Mary Ratliff
C/O Cornelia McKoy
PO Box 655
Buies Creek, NC 27506

Josephine Hicks
C/O Lula Thompson
PO Box 367
Erwin, NC 28339



SPECIAL USE REQUEST STAFF REPORT

Case: SU-2022-001

Snow Bowden, Town Manager

townmanager@erwin-nc.org

Phone: (910) 591-4200

Fax: (910) 897-5543

Public Hearing Date: Thursday, February 3, 2022

Requested special use permit to build a duplex on a vacant parcel off of North 14th Street. The parcel does not have an address but it is adjacent a house with an address of 722 North 14th Street. The parcel can also be identified by its Harnett County Tax PIN #0597-56-9873.000

Applicant Information

Owner of Record:

Name: Jose Guadalupe Chavez-Moreno

Address: 5174 Bradshaw Road

City/State/Zip: Newton Grove, NC 28366

Applicant:

Name: Jose Guadalupe Chavez-Moreno

Address: 5174 Bradshaw Road

City/State/Zip: Newton Grove, NC 28366

Property Description

Harnett County Tax PIN 0597-56-9873.000

Acres .51

Zoning District- Residential (R-6)

Vicinity Map

- See Attached Document

Physical Characteristics

Site Description- This is a vacant parcel that is .51 acres. The road frontage is 87.05 feet according to the most recent survey. The vacant parcel is 22,215 square feet. There are no environmental issues based on data from Harnett County GIS. Harnett Regional Water and Sewer are available for the site as well based on Harnett County GIS Data.

Surrounding Land Uses- The parcel is adjacent to a vacant tract of land that is .43 acres to the North. To the South it is adjacent to a structure that is a single-family dwelling. The majority of the surrounding land uses are structures that are single-family dwellings. Porter Park is one block to the South of this parcel. There are also some churches in the area as well.

Services Available

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

Zoning District Compatibility

Special Use	R-6
Two-family dwelling	X

Staff Evaluation

Staff Evaluation

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

- **Reasoning:** A two-family dwelling structure is allowed as a special use in our R-6 Zoning District.

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

- **Reasoning:** The requested use would allow for a two-family dwelling on a parcel that is currently vacant. It would provide a residential option for someone that wants to live in the Town of Erwin.

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

- **Reasoning:** This request is for a structure that would be a residential structure for two separate families. It would provide a similar land use to the surrounding parcels with single-family structures located on them.

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

- **Reasoning:** This parcel is found in an area in our 2014 Land Use Plan as an area for Medium Intensity Growth. The 2014 Land Use Plan states “The medium intensity land use classification is primarily intended for medium to high density mixed residential uses.”

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

- **Reasoning:** The property owner plans on purchasing a drainage tile to install with the one driveway located off of this parcel to serve the two-family dwelling. The units will be required to connect to the Harnett Regional Water system for water and sewer services. They will be provided trash and recycling collection services by the Town of Erwin which currently utilizes a contracted service provider to provide this service.

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

- **Reasoning:** This two-family structure will be served by one drive-way located off of North 14th Street. There will be adequate parking for each unit. There will be no on-street parking for the unit.

Yes No That the special use shall, in all other respects, conform to the applicable regulations of the district in which it is located, except as such regulations may, in each instance, be modified by the

Board of Commissioners.

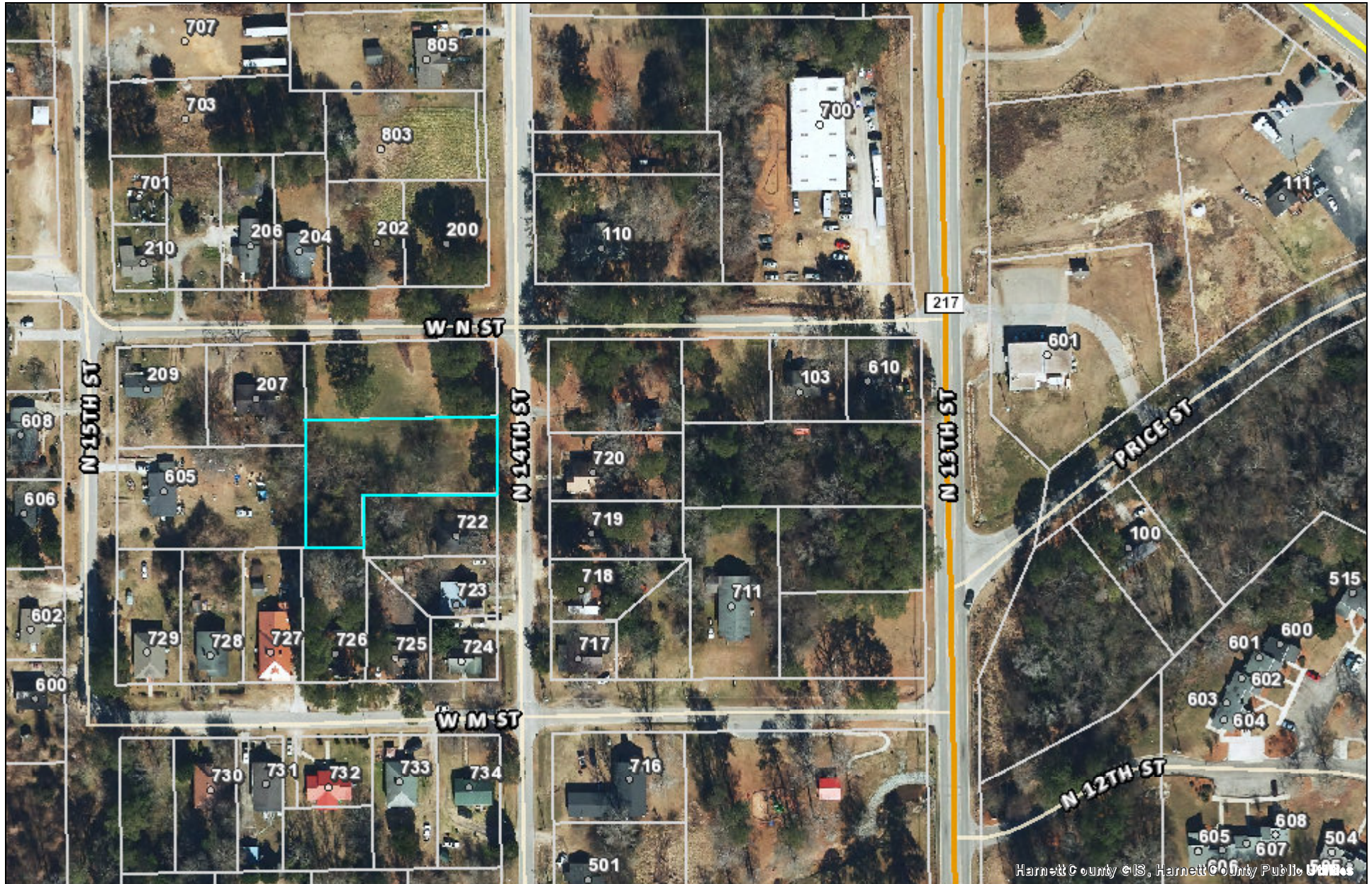
- **Reasoning:**

Attachments:

- SU-2022-001 Application
- SU-2022-001 Staff Report
- Harnett County GIS Image with Zoning
- Harnett County GIS Image with no Zoning

Harnett GIS

NOT FOR LEGAL USE



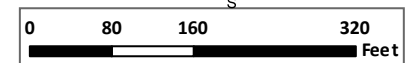
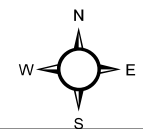
Harnett County GIS, Harnett County Public Utilities



GIS/E-911 Addressing

January 14, 2022

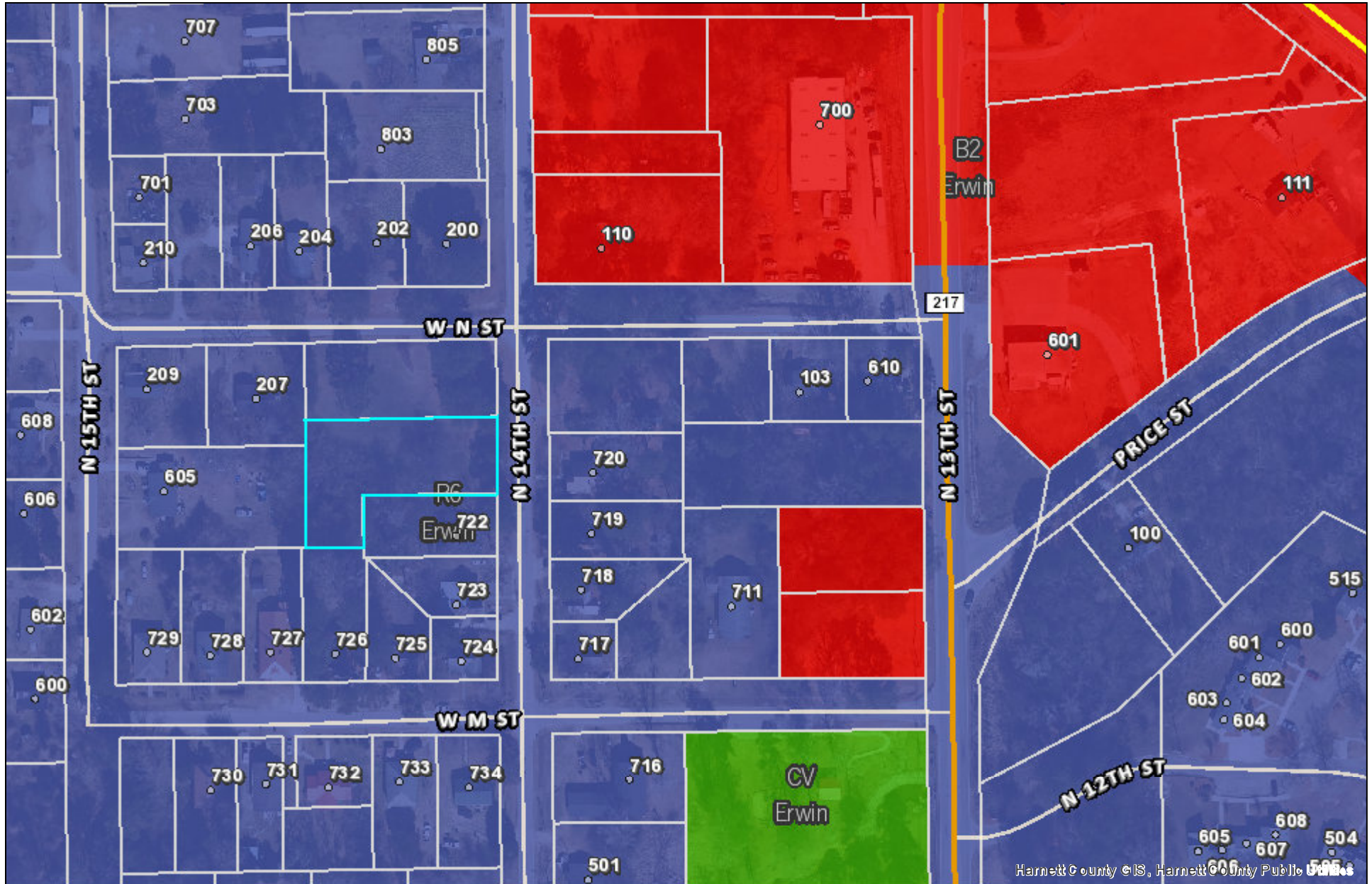
- | | | |
|-------------------------------|--------------------|---------------------|
| Surrounding County Boundaries | Major Roads | Mile_Markers |
| City Limits | Interstate | Mile_Markers |
| Address Numbers | NC | Railroad |
| Airport | US | Parcels |
| | Roads | CapeFearRiver |



1 inch = 188 feet

Harnett GIS

NOT FOR LEGAL USE



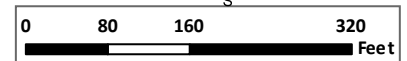
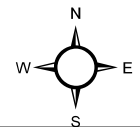
Harnett County GIS, Harnett County Public Works



GIS/E-911 Addressing

January 14, 2022

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



1 inch = 188 feet

Erwin Board of Commissioners

REQUEST FOR CONSIDERATION

To: The Honorable Mayor and Board of Commissioners

From: Snow Bowden, Town Manager

Date: February 3, 2022

Subject: Proposed Text Amendment

Town Staff has prepared a text amendment to our sign ordinance. These proposed changes are in line with what the Planning Board recommended at our December 2021 meeting. The proposed text amendment would allow for buildings to have larger signs based on the size of the building. This would apply to signs in all of our business districts.

Attachments:

- Proposed text amendment
- Ordinance amending 36-549 Business Signs- ORD 2021-2022: 005

Sec. 36-549. Business signs.

Business signs and name signs shall be permitted on the premises of the business in districts in which the principal use is permitted subject to the following limitations:

- (1) Wall signs shall not project more than one foot from any wall or canopy to which the wall sign is attached.
- (2) Projecting signs shall be permitted subject to the following limitations:
 - a. One projection sign per separate business establishment may be allowed in any nonresidential district.
 - b. No part of a projecting sign may project more than five feet from the building wall.
 - c. The bottom edge of a projecting sign must be located at least ten feet above the walking surface for pedestrian movement, except in cases in which such a sign is located underneath an awning or canopy, the bottom edge shall be at least eight feet above the walking surface for pedestrian movement.
- (3) Non-illuminated wall signs and projecting signs have a total sign surface area in square feet no greater than twenty (20) percent of wall area. ~~two times the linear frontage in feet of the wall of the building to which the sign is attached, but in no case greater than 100 square feet with exception to the B-2 Highway Business District. The following limitations apply to non-illuminated wall signs in the B-2 Highway Business District:~~
 - a. ~~Non-illuminated wall signs have a total sign surface area in square feet no greater than two times the linear frontage in feet of the wall of the building to which the sign is attached.~~
 - b. ~~Non-illuminated wall signs which directly face land residentially zoned (either abutting directly or separated by any publicly maintained road) shall conform to the same dimensional requirement as such signs in all other zoning districts.~~
- (4) Illuminated wall signs and projecting signs shall have a total sign surface area in square feet no greater than twenty (20) percent of wall area. ~~two times the linear frontage in feet of the wall or the building to which the sign is attached, but in no case greater than 50 square feet, with exception to the B-2 Highway Business District. Display lighting shall be shielded so as to prevent a direct view of the light source from a residence in a residential district. No intermittent lighting effects may be utilized except for time and temperature devices and for motion picture theater. The following limitations apply to illuminated wall signs in the B-2 Highway Business District:~~
 - a. ~~Illuminated wall signs have a total sign surface area in square feet no greater than two times the linear frontage in feet of the wall of the building to which the sign is attached.~~
 - b. ~~Illuminated wall signs which directly face land residentially zoned (either abutting directly or separated by any publicly maintained road) shall conform to the same dimensional requirement as such signs in all other zoning districts.~~
- (5) Freestanding signs shall be located no less than 12 feet from the street right-of-way line or property line, whichever is greater. No freestanding sign shall be located in a required side yard or within ten feet of the side property line. No building shall have more than one freestanding sign except buildings having frontage on more than one public street. In this not more than two freestanding signs shall be permitted. A freestanding sign shall in no case exceed a height of 35 feet or 200 square feet in area.
- (6) Special provisions for certain signs.
 - a. Shopping centers signs shall be subject to the following additional limitations:

1. Freestanding. Each shopping center may provide not more than one freestanding sign that displays the name of the shopping center and the tenant businesses.
 2. Wall. Businesses located in attached buildings may display not more than one wall sign. See non-illuminated and illuminated wall signs per this article for sign face area.
- b. Commercial park subdivisions and industrial park subdivisions with multiple tenants shall be subject to the following additional limitations:
1. Commercial and industrial subdivisions may provide not more than one freestanding development entrance sign that displays the name of the subdivision with the tenant business.
 2. Multitenant buildings: wall signs.
 - (i) Front primary elevation: each tenant may display one wall sign that shall not exceed two square feet of sign surface area per linear foot of the store/business front.
 - (ii) Secondary elevations (side and rear): the maximum sign surface area permitted on the side and rear elevations of a building shall not exceed one square foot of sign surface area per linear foot of primary building frontage.
- c. Industrial sites located on 50 or more acres shall be subject to the following additional limitations:
1. *Freestanding signs.* In addition to subsection (5) of this section, such industrial sites may have one monument sign on one side of secondary entrance/driveway.
 - (i) Maximum height of 15 feet as measured from ground level at the base of the sign structure
 - (ii) A single side of the sign area face may not exceed 25 square feet.
 2. *Wall signs for multitenant buildings:*
 - (i) Front primary elevation. Each tenant may display one wall sign that shall not exceed two square feet of sign surface area per linear foot of the store-business front.
 - (ii) Secondary elevations (side and rear). The maximum sign surface area permitted on the side and rear elevations of a building shall not exceed one square foot of sign surface per linear foot of primary building frontage.
- (7) Changeable copy, electronic reader board, and LED signs are permitted only in the B-2 Highway Business Zoning District and for churches, schools, community centers, and other public institutional uses under the following conditions:
- a. If changeable copy, electronic reader board, or LED (also referred to as "electronic display") signs are utilized as a part of a permitted freestanding sign, then the total electronic display area of such freestanding sign shall be a minimum of 30 percent and a maximum of 50 percent changeable copy, electronic reader board, or LED signage.
 - b. Electronic reader board or LED signs that display anything other than the time and temperature shall not change messages or images more often than every ten seconds.
 - c. Electronic display signs shall be comparable in composition, durability, and workmanship to the existing sign.

- d. Display lighting shall be shielded, or dimmed so as to prevent direct rays of light from being cast into a residential area or district and/or vehicles approaching on a public right-of-way from any direction.
- (8) No wall or projecting sign shall extend above the height of the building roof line. In case of a flat roof, no sign shall extend above the parapet wall.
- (9) No sign may be placed upon any roof surface.

(Code 1977, § 9-4081.3; Ord. of 5-7-2009; Ord. of 1-6-2011; Ord. of 10-4-2011; Ord. No. 2013-2014:005, § 2, 1-9-2014; Ord. No. 2021-2022-002 , 7-1-2021)



TOWN OF ERWIN

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Ph: 910-897-5140 • Fax: 910-897-5543
www.erwin-nc.org

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

ORDINANCE OF THE TOWN OF ERWIN, NORTH CAROLINA AMENDING 36-549 BUSINESS SIGNS ORD 2021-2022: 005

WHEREAS, the current language of 36-549 Business Signs reads:

Section 36-549. Business signs.

(3) Non-illuminated wall signs and projecting signs have a total sign surface area in square feet no greater than two times the linear frontage in feet of the wall of the building to which the sign is attached, but in no case greater than 100 square feet with exception to the B-2 Highway Business District. The following limitations apply to non-illuminated wall signs in the B-2 Highway Business District:

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

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

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

WHEREAS, the Town of Erwin wishes to amend the current language of the same in order to better reflect the desired development and type of signs within the Town's Planning Jurisdiction; and

WHEREAS, the Town of Erwin wishes to amend the current language of the same to read:

Sec. 36-549. Business signs.

(3) Non-illuminated wall signs and projecting signs have a total sign surface area in square feet no greater than **twenty (20) percent of wall area.** ~~two times the linear frontage in feet of the wall of the building to which the sign is attached, but in no case greater than 100 square feet with exception to the B-2 Highway Business District. The following limitations apply to non-illuminated wall signs in the B-2 Highway Business District:~~

a. ~~Non-illuminated wall signs have a total sign surface area in square feet no greater than two times the linear frontage in feet of the wall of the building to which the sign is attached.~~

b. ~~Non-illuminated wall signs which directly face land residentially zoned (either abutting directly or separated by any publicly maintained road) shall conform to the same dimensional requirement as such signs in all other zoning districts.~~

(4) Illuminated wall signs and projecting signs shall have a total sign surface area in square feet no greater than **twenty (20) percent of wall area.** ~~two times the linear frontage in feet of the wall or the building to which the sign is attached, but in no case greater than 50 square feet, with exception to the B-2 Highway Business District. Display lighting shall be shielded so as to prevent a direct view of the light source from a residence in a residential district. No intermittent lighting effects may be utilized except for time and temperature devices and for motion picture theater. The following limitations apply to illuminated wall signs in the B-2 Highway Business District:~~

a. ~~Illuminated wall signs have a total sign surface area in square feet no greater than two times the linear frontage in feet of the wall of the building to which the sign is attached.~~

b. ~~Illuminated wall signs which directly face land residentially zoned (either abutting directly or separated by any publicly maintained road) shall conform to the same dimensional requirement as such signs in all other zoning districts.~~

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Town of Erwin, North Carolina that the current language as herein found with respect to 36-549 of the Town Code is stricken where indicated by strikethrough lines and include such language as herein indicated by bold print.

Adopted this 3rd day of February 2022.

ATTEST:

Randy Baker
Mayor Pro Tem

Lauren Evans
Town Clerk

Erwin Board of Commissioners

REQUEST FOR CONSIDERATION

To: The Honorable Mayor and Board of Commissioners

From: Snow Bowden, Town Manager

Date: February 3, 2022

Subject: GFL

GFL Environmental is here tonight to discuss the contracted services that they provide to the Town of Erwin residents. Nick Zdeb is a General Manager with GFL Environmental and one of our primary contacts.

Erwin Board of Commissioners

REQUEST FOR CONSIDERATION

To: The Honorable Mayor and Board of Commissioners

From: Lauren Evans, Town Clerk

Date: February 3, 2022

Subject: Potential Annexation of 127 Red Hill Church Rd

As instructed by the Board at our January Meeting, I have investigated the sufficiency of the petition to annex 127 Red Hill Church Rd into the Erwin limits.

Attachments:

- Certificate of Sufficiency
- Irrevocable Petition Requesting Annexation
- Resolution Fixing Date of Public Hearing

Action Recommended

- Accept the Certificate of Sufficiency from Town Clerk and Approve the Resolution Fixing Date of Public Hearing on Question of Annexation.

CERTIFICATE OF SUFFICIENCY

To the honorable Mayor and Board of Commissioners of the Town of Erwin, North Carolina:


I, Lauren Evans, Town Clerk, do hereby certify that I have investigated the attached petition and hereby make the following findings:

- a. The petition contains an adequate property description of the area proposed for annexation.
- b. The area described in the petition is contiguous to the Town of Erwin's primary corporate limits, as defined by G.S. 160A-31.
- c. The petition is signed by and includes the address of all owners of real property lying in the area described therein.

In witness whereof, I have hereunto set my hand and affixed the seal of the Town of Erwin, this the 24th Day of January, 2022.



(SEAL)


Lauren Evans
Town Clerk

State of North Carolina
County of Harnett
Town of Erwin

IRREVOCABLE PETITION REQUESTING ANNEXATION


Date: __1 /2022__

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

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

127 Red Hill Church Road: 1507-15-5219.000

3. We acknowledge that any zoning vested rights acquired pursuant to G.S. 160A-385.1 or G.S. 153A-344.1 must be declared and identified on this petition. We further acknowledge that failure to declare such rights on this petition shall result in a termination of vested rights previously acquired for the property. (If zoning vested rights are claimed, indicate below and attach proof.)

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



TOWN OF ERWIN

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RESOLUTION FIXING DATE OF PUBLIC HEARING ON QUESTION OF ANNEXATION PURSUANT TO G. S. 160A-31 2021-2022-----002

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

WHEREAS, a petition requesting annexation of the area described herein has been received; and

WHEREAS, the Mayor and Board of Commissioner of the Town of Erwin has by resolution directed the Town Clerk to investigate the sufficiency of the petition; and

WHEREAS, certification of the Town Clerk as to the sufficiency of the petition has been made;

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

Section 1. A public hearing on the question of annexation of the area described herein will be held at the Erwin Town Hall, 100 West F Street, Erwin, NC 7:00 PM. on Thursday, March 3, 2022.

Section 2. The area proposed for annexation is described as follows:

127 Red Hill Church Rd

Section 3. Notice of the public hearing shall be published in the Daily Record, a newspaper having general circulation in the Town of Erwin, at least ten (10) days prior to the date of the public hearing.

Adopted this 3rd Day of February 2022.

Attest:

Randy Baker, Mayor Pro Tem

Lauren Evans, Town Clerk

Erwin Board of Commissioners

REQUEST FOR CONSIDERATION

To: The Honorable Mayor and Board of Commissioners

From: Snow Bowden, Town Manager

Date: February 3, 2022

Subject: Schedule Budget Retreat

At the moment, we do not have any projected revenues with the property tax revaluation. We have a lot of items we need to discuss at this retreat including possible library consolidation, the American Rescue Plan Project Ordinance, The Depot, potential Land Use Plan/Comprehensive Plan Update, and to start planning in general for the upcoming Fiscal Year.

Potential Days:

- Thursday, March 10th
- Friday, March 11th
- Thursday, March 18th
- Tuesday, March 22nd
- Thursday, March 24th
- Other suggestions?

Erwin Board of Commissioners

REQUEST FOR CONSIDERATION

To: The Honorable Mayor and Board of Commissioners

From: Snow Bowden, Town Manager

Date: February 3, 2022

Subject: Grant Project Ordinance “Community Building Renovations ORD 2021-2022: 002”

The Town of Erwin has received a State Capital and Infrastructure Fund Directed Grant that was appropriated by the North Carolina General Assembly in the Current Operations Appropriations Act of 2021. Town Staff has submitted all of the requested documentation that has been requested. The amount of the grant is \$100,000. In the past, we have discussed much-needed improvements to the Erwin Community Building. Town Staff would like to discuss these potential improvements at our regularly scheduled workshop board meeting on Monday, February 28th at 6 PM.

Attachments:

- Grant Project Ordinance

Action Recommended

- Approve Grant Project Ordinance “Community Building Renovations ORD 2021-2022: 002”



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A GRANT PROJECT ORDINANCE FOR THE TOWN OF ERWIN

COMMUNITY BUILDING RENOVATIONS ORD 2021-2022: 002

BE IT ORDAINED by the Board of Commissioners of the Town of Erwin, North Carolina that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following Grant Project Ordinance is hereby adopted:

Section 1. This project is authorized to be completed with the funds in the Community Building Renovations Grant.

Section 2. The following revenues are anticipated to be available to complete the project:

Community Building Renovations Grant: \$100,000

Section 3. The following expenditures are expected to be incurred during this project will require additional approval from the Board of Commissioners of the Town of Erwin, North Carolina.

Contracted Services/Misc. Expenses \$100,000

Section 4. The Finance Director is hereby directed to maintain within the Grant Project Fund sufficient specific detailed accounting records required by any financing agreement associated with the project and/or State and Federal Regulations

Section 5. The Town Manager is hereby directed to report quarterly on the financial status of each project element and the total revenues received or claimed.

Section 6. The Grant Project Ordinance shall be entered into the minutes of the Board after adoption and copies thereof shall be filed with the Town Clerk.

Adopted this 3rd day of February 2022.

Randy Baker
Mayor Pro Tem

ATTEST:

Lauren Evans
Town Clerk