

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

AGENDA

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

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

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

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

ERWIN BOARD OF COMMISSIONERS

REGULAR MINUTES

DECEMBER 2, 2021

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, December 2, 2021, 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, Alvester McKoy, Thurman Whitman, and Melinda Alvarado.

Board Member present was: Commissioner Ricky Blackmon

Town Manager Snow Bowden, Town Clerk Lauren Evans, Finance Director Linda Williams, Police Chief Jonathan Johnson, and Town Attorney Tim Morris were present.

Commissioner McKoy gave the invocation.

Commissioner Alvarado led the Pledge of Allegiance.

AGENDA ADJUSTMENT/APPROVAL OF AGENDA

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

CONSENT

Commissioner McKoy made a motion to approve **(ITEM A)** Minutes of Regular Workshop on October 25, 2021 **(ITEM B)** Minutes of Regular Meeting on November 4, 2021 **(ITEM C)** Financial Report for October 2021 **(ITEM D)** 2022 Meeting Schedule and was seconded by Commissioner Turnage. **The Board voted unanimously.**

PUBLIC COMMENT

Jay Sills of 200 D Street in Erwin came forward and addressed the Board. He stated a pit bull attacked his dog he had on a leash in the backyard. When speaking to his neighbors, he was informed that the pitbull has been running loose for a year. He stated cats are still running around his yard and eating his dog's food. He spoke with the County and was informed they are

MINUTES CONTINUED FROM DECEMBER 2, 2021

shorthanded. The County just got \$7,000,000 from the State and the Town pays the County \$10,000, he wanted to know why they cannot get more traps.

Randy Elliot of 719 N 16th Street came forward and addressed the Board. He expressed his concern for the company on 14th Street. He stated he is against whatever the owner has planned and the dirt in the air. He asked the Board to please help the people in Erwin and not let it happen.

PRESENTATION OF CITIZEN OF THE MONTH

Judy McLean of 307 West A Street was recognized as the December 2021 Citizen of the Month. Mayor Carson presented her with a Proclamation Plaque.

PRESENTATION OF FISCAL YEAR 2020-2021 AUDIT

R. Bryon Scott, CPA came forward and presented the Fiscal Year 2020-2021 Audit for the Town of Erwin.

A copy of the Fiscal Year 2020-2021 Audit Presentation is attached to these minutes.

Mayor Pro Tem Baker made a motion to accept the audit report as submitted and was seconded by Commissioner Alvarado. **The Board voted unanimously.**

PUBLIC HEARING

SU-2021-006

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

Town Manager Snow Bowden informed the Board that this request is to open a beauty salon as a customary home occupation at 104 West C Street. Only the people who live in the home will work in the business. Based on his conversation with the applicant will only be herself and one client at a time.

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

MINUTES CONTINUED FROM DECEMBER 2, 2021

Applicant Erika Morales came forward with a translator and was sworn in by Town Clerk Lauren Evans.

Ms. Morales addressed the Board and informed them that she is requesting a Special Use so that she can work in her home. After the pandemic, her work decreased. She does not want to close down her salon in Dunn after 10 years but the rent has gone up. She had spoken to the State Board who approved of her home occupation, she just needs the approval of the Town Board. She wanted to be able to take care of her faithful customers and she planned to use her saving to have a tree cut down to allow for parking of her cars and her client's car within her property.

Mayor Pro Tem Baker asked what services she will be providing and if the services will be provided in a room that already exists in the home.

Ms. Morales will be performing haircuts and facials in a room that exists but is being divided from the rest of the home.

Mayor Pro Tem Baker asked there were any additions to the plumbing to meet the standards of the State Board.

Ms. Morales will be adding a restroom to the home.

Mayor Pro Tem Baker verified that the clients will be scheduled by appointment, one client at a time and that Ms. Morales will be the only person performing the proposed services.

Ms. Morales confirmed those states are correct.

Commissioner Turnage stated he admired Ms. Morales for continuing her business with all the hardships she has faced in the Pandemic.

Commissioner Alvarado asked what the height will be of the proposed fences.

Town Manager Snow Bowden stated they will be 4 feet in the front and 6 feet on the sides.

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

Tristen Overbee of 106 W C Street came forward and was sworn in by Town Clerk Lauren Evans.

MINUTES CONTINUED FROM DECEMBER 2, 2021

Mr. Overbee stated that he came to the meeting in the interest of his landlord, Sue Wood, who had two concerns, the parking and the property being so close together, which were both addressed in Ms. Morales' statement.

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

Mayor Pro Tem Baker made a motion in the affirmative that the use requested is listed among the special uses in the district for which the application is made. Customary home occupations are allowed as a special use in the Residential Mill Village Zoning District. The customary home occupation is required to take place inside of the home and not in an accessory building and was seconded by Commissioner Alvarado. **The Board voted unanimously.**

Commissioner Alvarado made a motion in the affirmative that the requested use is essential or desirable to the public convenience or welfare. The applicant is requesting a special use permit to open a customary home occupation inside her home. She provides a needed service to the area and was seconded by Mayor Pro Tem Baker. **The Board voted unanimously.**

Commissioner Turnage made a motion in the affirmative that 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. This is an existing home. The home occupation will be inside the home and there will not impact the district and was seconded by Mayor Pro Tem Baker. **The Board voted unanimously.**

Commissioner McKoy made a motion in the affirmative that the requested use will be in conformity with the Land Development Plan. This area of land would be in the area identified for medium-intensity growth. The plan calls for medium to high density mixed residential uses. The classification also includes low-impact neighborhood businesses and was seconded by Commissioner Turnage. **The Board voted unanimously.**

Mayor Pro Tem Baker made a motion in the affirmative that adequate utilities, access roads, drainage, sanitation and/or other necessary facilities have been or are being provided. This is an existing single-family dwelling. She is expanding the side of the house but for the home

MINUTES CONTINUED FROM DECEMBER 2, 2021

occupation. The addition to the home will follow all zoning guidelines and was seconded by Commissioner Turnage. **The Board voted unanimously.**

Commissioner McKoy made a motion in the affirmative 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. This is an existing single-family dwelling. All of her clients will park in her existing driveway and was seconded by Mayor Pro Tem Baker. **The Board voted unanimously.**

Commissioner Alvarado made a motion in the affirmative 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. If this special use permit is granted the applicant will need to follow all of the guidelines for a customary home occupation in our Code of Ordinances and was seconded by Mayor Pro Tem Baker. **The Board voted unanimously.**

Mayor Pro Tem Baker made a motion to recommend that the proposed Special Use Application meets all the Findings of Fact in the Affirmative; that the proposed amendment is consistent with those documents that constitute the officially adopted land development plan and other applicable plans; and to approve SU-2021-006 Special Use Application to open a beauty salon inside their home as a customary home occupation located at 104 West C Street. (HC Tax PIN #0597-62-4740.000) and was seconded by Commissioner Turnage. **The Board voted unanimously.**

SU-2021-007

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

Town Manager Snow Bowden informed the Board that this request is to build four townhomes on a vacant parcel at the corner of Maye Street and Jenkins Street. It would be two buildings but four townhomes. With a townhome, you own the building and the dirt underneath it. In the packet, he included the flood plain, the blue line stream, and the drainage easement. The applicant was present to answer any questions the Board may have.

MINUTES CONTINUED FROM DECEMBER 2, 2021

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

Applicant, Myvo, and Natalie Turner came forward and were both sworn in by Town Clerk Lauren Evans.

Mayor Pro Tem Baker asked why the applicant chose this location and why did he decide he would like to build townhomes on this property.

Myvo stated Erwin has grown a lot and he wants to make the townhomes nice for the Town. He wants to have the townhomes for rent with the option to buy in the future.

Mayor Pro Tem Baker stated looking at the drawing that was submitted, he would like to know if the lots will be subdivided and if that is the plan, will the property lines go all the way to the road?

Myvo confirmed that is his intent.

Mayor Pro Tem Baker asked the staff if structures within this zoning strict would be permissible under our Zoning Ordinances and dimension requirements.

Town Manager Snow Bowden stated they would need a variance for the minimum lot size and the size setbacks to the townhome development.

Mayor Pro Tem Baker expressed his concern about the impact of this dense development on this lot. Even though it is not in the flood plain, it historically floods. He stated he is not sure that putting townhomes on this property would not be over-developing the area. He would like more information from an environmental standpoint. He stated that we need to have our Town Engineer Bill Dreitzler look at the lot and he recommended the applicant to have an engineer of his own engineer look over the lot as well. His only other concern was the harmony of this area with it being predominately single-family dwellings. He stated he is open to information.

Myvo stated when the land was purchased, he noticed the dips in the land but the area of the lot he is wanting to build on is a solid foundation. If he needs to prevent flood, he can include crawl space under the home to raise it higher. He stated he will hire an engineer to prove to the Town that the structure will be solid.

MINUTES CONTINUED FROM DECEMBER 2, 2021

Mayor Pro Tem Baker inquired whether there will be four separate driveways.

Town Manager Snow Bowden stated the applicant will need a 21-foot variance to the minimum lot width. He will do some research by the next Board meeting but the way our Ordinance is worded for townhomes, the variance does not have to meet to necessary hardship requirements.

Mayor Pro Tem Baker stated he does not feel he has the necessary information to make a decision on the request.

Commissioner Turnage stated he agrees and thinks Town Engineer Bill Dreitzler is involved before a decision is made.

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

JD Hartman came forward and was sworn in by Town Clerk Lauren Evans.

Mr. JD Hartman stated he recently purchased the home across the street from the proposed request, located at 210 Jenkins Street. It is a nice, quiet neighborhood and he did not want to see multifamily homes being built considering that the area is a current single-family dwelling. He expressed his concern about the increase in traffic coming through his neighborhood.

Jeremy Hartman came forward and was sworn in by Town Clerk Lauren Evans.

Mr. Jeremy Hartman stated his property is located at 207 Prince Street which is on the ditch. Even with the improvements, the Town has made near his home, he has still had flooding in his yard at least ten times. He worries for his home when a bad storm comes through.

Town Erwin Manager stated his road will be the first ditch in the next phase of the East Erwin Project.

Mr. Jeremy Hartman stated his main concern is the flooding is still bad even though it is not as bad as it was.

Mayor Pro Tem Baker asked if Mr. Jeremy Hartman if the request was approved as submitted, would it have a negative effort on him?

MINUTES CONTINUED FROM DECEMBER 2, 2021

Mr. Jeremy Hartman stated it may. He felt it is hard to know for sure until he sees a report from an engineer. The proposed location is an area that soaks the water and there's a turn at the property. If the water gets backed up, it will flow between his home and his neighbor's home, and his yard will be underwater. He wanted to be shown proof from an engineer that it will not cause an effect on him and his home.

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

Mayor Pro Tem Baker asked staff, given the size of that property, are there were any other potential residential uses without granting a Special Use Permit.

Town Manager Snow Bowden stated the applicants can apply for a zoning permit for a single-family dwelling on the lot and front the home on either street. They could also potentially subdivide into two lots which would require a minor subdivision but that can be approved by Administrative Staff.

Mayor Pro Tem Baker stated his main concern, stated in the Public Hearing, is the environmental effects of the proposed type of development on the property. Even though it is not in the flood zone, this property is prominent to flooding.

Mayor Pro Tem Baker made a motion to table action on SU-2021-007 until our next scheduled Town Board Meeting on January 6, 2022, at 7 PM in the Erwin Municipal Building Board Room and was seconded by Commissioner Turnage. **The Board voted unanimously.**

OLD BUSINESS

Redistricting

Town Manager Snow Bowden informed the Board that he was able to obtain the data needed to move forward. He did not see any need to change anything on our maps. **He informed the Board in 2030, the Town will need to hire an outside firm to analyze the census data.** There was not enough of a change this year to require hiring someone new. To the best of his knowledge and after review from staff, he felt our maps were constitutional.

MINUTES CONTINUED FROM DECEMBER 2, 2021

The Consensus on the Board was to move forward with the Restricting Data as presented by Town Manager Snow Bowden.

Street Sweeper

Town Manager Snow Bowden at our last Board meeting, it was discussed to use some of our ARP dollars to fund a new street sweeper to replace Public Works' current sweeper. As an interim rule in the Clean Water State Revolving Fund Eligibilities, a Street Sweeper is listed as an eligible purchase with ARP dollar. He reached out to the NCLM who informed him that the Town can use Sourcewell which is a co-op that has already met the Federal requirements for bidding. He ran the recommendation by Town Attorney Tim Morris as well.

Town Attorney Tim Morris stated that NC G.S. 143-129 (6) makes it clear. Due to the nature of buying it, he has nothing against it.

The consensus of the Board was to move forward with Town Manager Snow Bowden contacting Sourcewell.

NEW BUSINESS

December Workshop

Town Manager Snow Bowden stated he along with Town Engineer Bill Drietzler and Public Works Director Mark Byrd are working on a formal Storm Water Policy. They are asking to schedule a Workshop to discuss the plan. He suggested with the Holidays coming up, to wait until January and also discuss the Harnett County's Library consolidation.

MANAGER'S REPORT

Town Manager Snow Bowden stated he reached out to Becker Morgan who did the original drawings for the Erwin Depot. They were going to send out a Structural Engineer to look at the building and give us an idea of where we stand and what the cost might be to get our current plans up to date with code. He stated he should have updated numbers in January.

Town Manager Snow Bowden spoke with Representative Penny, our State Representative in the House, who informed him that the State did approve \$100,000 in their budget for some much-needed improvements to our Community Building. Once we have more updates on that, we will need to have a Workshop to discuss how we want to move forward. He stated he may reach out to the Department of Commerce to discuss grant opportunities for the Town.

MINUTES CONTINUED FROM DECEMBER 2, 2021

Town Manager Snow Bowden informed the Board of Holiday Denim Days on December 4th from 10 AM – 3 PM and the Christmas Parade on December 6th at 7 PM.

ATTORNEY'S REPORTS

Town Attorney Tim Morris thanked the Board for allowing him to be their attorney. He complimented our Librarian, Kimberly Vanbeck, on her presentation to the Board last month. He stated his initial reaction was negative to waving late fees for the library but she completely changed his mind during the presentation and he thought the Town was lucky to have her. He announced the Erwin Lions Club formed a new club at Triton High School called the LEOs Club. The club has 23 members and it is a service organization doing some community projects funded by the Erwin Lions Club. He thanked Commissioner Alvarado for her service and she has been instrumental to the Town Board.

GOVERNING COMMENTS

Commissioner McKoy stated he hoped the Public Comment in regards to the concerns of the plant operating at the end of his street did not fall on deaf ears. He has concerns for his neighborhood, his Ward, and the citizens of Erwin as a whole. The Sunday before last, he called Town Manager Snow Bowden in regards to the ongoing issue he is having at N and 13th Street with people working on racecars. He stated the road is narrow as it is and they had overflowing cars parked everywhere. People were calling him because there was burnt asphalt all in the air and cars were backfiring causing people to scream. He is tired of it and asked someone to write a letter to the owner of the business to stop the noise. He stated there is a time and place for everything and on a Sunday morning during church is unacceptable. He called 911 and had the Police go speak with them. He wanted to know if the Police Department is fully staffed because he very seldom sees the officers.

Police Chief Jonathan Johnson stated they do have an officer out on a medical injury right now but they are fully staffed. With one being out, it does sometimes leave one police officer at a time but normally there are two on days and two on nights.

Commissioner McKoy stated only one officer in the whole Town is scary and something needs to be done about it.

Commissioner Whitman stated he received a complaint about the two junk cars on the property located at 210 West C Street. He stated the whole corner lot is a mess. He stated we need to try and help the people in Commissioner McKoy's Ward with their concern for that plant.

MINUTES CONTINUED FROM DECEMBER 2, 2021

Mayor Carson informed the Board that there will be t-shirts for 20 dollars at Holiday Denim Days and she asked that they come out and ride on the float in the Christmas Parade. There were 70 entries in the Parade and EE Smith steppers will be in the Parade.

Commissioner Alvarado stated she is excited about the new school, it is breathtaking. She expressed it has been an honor and privilege to serve as a Commissioner, it is not something she thought she would ever do growing up here in Erwin. She thanked the Board for the well wishes.

Mayor Pro Tem Baker thanked Commissioner Alvarado. He stated it has been his honor and pledger to serve alongside her. She truly cares for Erwin and the Board will miss her. He informed the Board he will not be able to be at the Town Christmas party due to issues with his family. He wished everyone a Merry Christmas and thanked them for their thoughts and prayers. We are looking forward to a better year. We have gone through a lot this year. He stated he was happy to see Mrs. McLean receive the Citizen of the Month Award, she deserved it and many people in Erwin deserve it. That's why he loves Erwin, we don't get along all the time but we are a family.

Commissioner Turnage stated it has been a pleasure serving with Commissioner Alvarado. She came in and did a super job and she is going to be hard to replace. If she ever chooses to come back to Erwin, the Board will welcome her with open arms.

ADJOURNMENT

Commissioner Turnage made a motion to adjourn at 8:36 P.M. and was seconded by Commissioner McKoy. **The Board voted unanimously.**

MINUTES RECORDED AND TYPED BY

LAUREN EVANS TOWN CLERK

ATTEST:

Patsy Carson

Mayor

Lauren Evans

Town Clerk

TOWN OF ERWIN
FINANCIAL SUMMARY REPORT
FOR MONTH OF November 2021



	ANNUAL BUDGET	Nov-21 ACTIVITY	ACTUAL TO DATE	Y-T-D % COLLECTED
REVENUES				
CURRENT YEAR LEVY OF PROPERTY TAXES	1,103,856.00	63,318.00	209,907.00	19.02%
CURRENT YEAR MOTOR VEHICLE TAXES	175,470.00	16,252.00	66,388.00	37.83%
PRIOR YEAR TAXES / Penalties & Interest	10,000.00	688.00	36,323.00	363.23%
UTILITIES FRANCHISE TAXES	190,000.00	877.00	42,235.00	22.23%
ENTRY FEES	19,000.00	5,400.00	11,615.00	61.13%
SALES & USE TAX	700,000.00	67,404.00	363,803.00	51.97%
ZONING PERMITS/APPLICATIONS	6,000.00	570.00	6,285.00	78.66%
REFUSE COLLECTIONS FEES	410,256.00	36,537.00	193,394.00	47.14%
STORM WATER COLLECTION	69,930.00	5,185.00	26,108.00	37.33%
ALL OTHER REVENUES	697,042.00	25,561.00	214,788.00	30.81%
	3,383,564.00	221,792.00	1,170,846.00	34.60%
EXPENDITURES				
GOVERNING BODY	47,945.00	2,372.00	9,533.00	19.88%
ADMINISTRATION	263,399.00	23,290.00	103,404.00	39.26%
NON-DEPARTMENTAL	279,319.00	39,095.00	221,455.00	79.28%
PLANNING & INSPECTIONS	77,369.00	166.00	9,377.00	12.12%
POWELL BILL-STREETS	157,000.00	1,000.00	6,000.00	3.82%
POLICE	964,020.00	76,177.00	387,598.00	40.21%
POLICE-SRO	64,030.00	5,189.00	26,788.00	41.81%
CONTRACT SERVICES-FIRE	238,307.00	14,848.00	57,737.00	24.23%
PUBLIC WORKS-ADMIN.	109,004.00	14,872.00	51,852.00	47.57%
PUBLIC WORKS-STREETS	396,994.00	17,897.00	122,971.00	30.98%
PUBLIC WORKS-SANITATION	345,343.00	41,967.00	114,894.00	33.27%
PUBLIC WORKS-STORM WATER	15,000.00	0.00	3,549.00	23.66%
RECREATION	349,119.00	24,178.00	140,177.00	40.15%
LIBRARY	69,406.00	5,963.00	27,641.00	39.83%
COMMUNITY CENTER	7,300.00	350.00	1,772.00	24.27%
	3,383,564.00	266,984.00	1,284,728.00	37.97%
Y-T-D GENERAL FUND BALANCE INCREASE (DECREASE)		(45,192.00)	(113,882.00)	

BANK BALANCES AS OF November 2021		
CASH MANAGEMENT		2,101,090.48
BB&T CASH IN BANK		109,195.03
FIRST FEDERAL BUSINESS MONEY MARKET		136,676.58
FIRST FEDERAL PREMIUM MONEY MARKET		857,305.08
Y-T-D INVESTMENT BALANCE IN GENERAL FUND ACCOUNTS		3,204,267.17
BB&T STATE FORFEITURE		4,246.64
BB & T CAPITAL RESERVE/COMM ENHANCEMENT		198,914.22
FIRST FEDERAL CAP. RESERVE/GENERAL		2,350,868.33
BB&T HEALTH RESERVE HRA ACCT		13,936.44
PRIEBE FIELD ACCT.		12,170.52
AL WOODALL PARK IMPROVEMENTS		373,394.46
AMERICAN RELIEF FUNDS		921,602.01
Y-T-D INVESTMENT BALANCE RESTRICTED FUNDS		2,954,520.63
CUMULATIVE BALANCE FOR TOWN OF ERWIN		6,168,787.80

POWELL BILL BALANCE
\$353,698.54

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



FRONT PORCH FRIENDS

	YTD		DIFFERENCE
	Nov-21	Nov-20	
Revenues			
CURRENT YEAR LEVY OF PROPERTY TAXES	209,907.00	208,458.00	1,449.00
CURRENT YEAR MOTOR VEHICLE TAXES	66,388.00	76,698.00	(10,310.00)
PRIOR YEAR TAXES / Penalties & Interest	36,323.00	19,688.00	16,635.00
UTILITIES FRANCHISE TAXES	42,235.00	39,738.00	2,497.00
ENTRY FEES	11,615.00	0.00	11,615.00
SALES & USE TAX	363,803.00	322,557.00	41,246.00
ZONING PERMITS/APPLICATIONS	6,285.00	4,520.00	1,765.00
REFUSE COLLECTIONS FEES	193,394.00	173,954.00	19,440.00
STORM WATER COLLECTION	26,108.00	24,635.00	1,273.00
ALL OTHER REVENUES	214,788.00	429,536.00	(214,748.00)
	\$ 1,170,846.00	\$ 1,299,984.00	(129,138.00)
Expenditures			
GOVERNING BODY	9,533.00	9,343.00	190.00
ADMINISTRATION	103,404.00	104,633.00	(1,229.00)
NON-DEPARTMENTAL	221,455.00	149,437.00	72,018.00
PLANNING & INSPECTIONS	9,377.00	17,790.00	(8,413.00)
POWELL BILL-STREETS	6,000.00	5,000.00	1,000.00
POLICE	387,598.00	329,940.00	57,658.00
POLICE-SRD	26,768.00	41,028.00	(14,260.00)
CONTRACT SERVICES-FIRE	57,737.00	37,262.00	20,475.00
PUBLIC WORKS-ADMIN.	51,852.00	43,712.00	8,140.00
PUBLIC WORKS-STREETS	122,971.00	99,993.00	22,978.00
PUBLIC WORKS-SANITATION	114,894.00	118,954.00	(4,060.00)
PUBLIC WORKS-STORM WATER	3,548.00	1,769.00	1,780.00
RECREATION	140,177.00	102,592.00	37,585.00
LIBRARY	27,641.00	23,677.00	3,964.00
COMMUNITY CENTER	1,772.00	1,525.00	247.00
	\$ 1,284,725.00	\$ 1,086,655.00	198,070.00

	YTD	
	Nov-21	Nov-20
BANK ACCOUNT BALANCES		
CASH MANAGEMENT	2,101,090.48	
BB&T CASH IN BANK	109,195.03	
FIRST FEDERAL BUSINESS MONEY MARKET	136,676.58	
FIRST FEDERAL MONEY MARKET	857,305.08	
Y-T-D INVESTMENT BALANCE IN GENERAL FUND ACCOUNTS	\$ 3,204,267.17	
BB&T STATE FORFEITURE	4,246.64	
BB & T CAPITAL RESERVE/COMM. ENHANCEMENT	189,914.22	
FIRST FEDERAL CAP. RESERVE/GENERAL	2,350,855.33	
BB&T HEALTH RESERVE HRA ACCT.	13,896.44	
PRIEBE FIELD ACCT.	12,170.52	
AL WOODALL PARK IMPROVEMENTS	373,394.48	
American Relief Fund	821,802.01	
Y-T-D BALANCE RESTRICTED FUNDS	\$ 2,954,520.63	
CUMULATIVE BALANCE FOR TOWN OF ERWIN	\$ 6,158,787.80	

Erwin Board of Commissioners

REQUEST FOR CONSIDERATION

To: The Honorable Mayor and Board of Commissioners

From: Snow Bowden, Town Manager

Date: January 6, 2022

Subject: Pitney Bowes Agreement Renewal 2022

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

Attachments:

- Pitney Bowes Lease Agreement

Action Recommended

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



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

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Agreement Number

Your Business Information

Full Legal Name of Lessee / DBA Name of Lessee

Tax ID # (FEIN/TIN)

TOWN OF ERWIN

560890158

Sold-To: Address

100 W F ST, ERWIN, NC, 28339-2029, US

Sold-To: Contact Name

Linda Williams

Sold-To: Contact Phone #

(910) 591-4203

Sold-To: Account #

0011688459

Bill-To: Address

PO BOX 459, ERWIN, NC, 28339-0459, US

Bill-To: Contact Name

Bill-To: Contact Phone #

Bill-To: Account #

Bill-To: Email

0011533889

Ship-To: Address

100 W F ST, ERWIN, NC, 28339-2029, US

Ship-To: Contact Name

Linda Williams

Ship-To: Contact Phone #

9105914203

Ship-To: Account #

0011688459

PO #

Your Business Needs

Qty	Item	Business Solution Description
1	SENDPROCSERIES4	SendPro C Series - Version 4
1	1FXA	Interface to InView Dashboard
1	7H00	C Series IMI Meter
1	8H00	C Series IMI Base
1	993-4C	DM400 Series Return Kit With Box
1	APAC	Connect+ Accounting Weight Break Reports
1	APAX	Cost Acctg Accounts Level (100)
1	APB2	Cost Accounting Devices (10)
1	APKN	Account List Import/Export
1	C425	SendPro C425
1	CAAB	Basic Cost Accounting
	F9S2	SendPro C Install Training with Shipping
1	HZ80001	SendPro C Series Drop Stacker
1	ME1A	Meter Equipment - C Series

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

Your Payment Plan

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

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

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

Your Signature Below

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

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

Not Applicable
 State/Entity's Contract#

 Lessee Signature

 Print Name

 Title

 Date

 Email Address

 Pitney Bowes Signature

 Print Name

 Title

 Date

Sales Information

KENNETH GADDY

kenneth.gaddy@pb.com

Account Rep Name

Email Address

PBGFS Acceptance

Erwin Board of Commissioners

REQUEST FOR CONSIDERATION

To: The Honorable Mayor and Board of Commissioners

From: Snow Bowden, Town Manager

Date: January 6, 2022

Subject: SU-2021-007

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

Action Recommended:

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

Erwin Board of Commissioners

REQUEST FOR CONSIDERATION

To: The Honorable Mayor and Board of Commissioners

From: Snow Bowden, Town Manager

Date: January 6, 2022

Subject: SU-2021-008

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

Attachments:

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

Suggested Motions:

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

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

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



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

SPECIAL USE PERMIT APPLICATION

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

Applicant Name	Clayton Homes	Property Owner Name	Michael J. Wood
Mailing Address	2001 W. Cumberland St.	Mailing Address	413 E. Jackson Blvd
City, State, Zip	Dunn NC 28334	City, State, Zip	Erwin NC 28334
Telephone	910 892.0108	Telephone	
Email		Email	
Address of Subject Property	413 E. Jackson Blvd Erwin NC 28339		
Parcel Identification Number(s) (PIN) of Subject Property	1507 - 23 - 5569 .000		
Legal Relationship of Applicant to Owner	Rent	Floodplain SFHA	Yes <input checked="" type="checkbox"/> No
Legal Description: Lot	Block	Subdivision	
Zoning District	Wetlands	Yes <input checked="" type="checkbox"/> No	Watershed Area Yes <input checked="" type="checkbox"/> No
Public Water Available: <input checked="" type="checkbox"/> or N	Public Sewer Available: <input checked="" type="checkbox"/> or N	Existing Septic Tank: Y or <input checked="" type="checkbox"/> N	
Number of Buildings to Remain	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.")

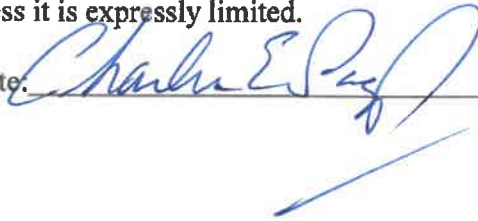
Compliance with Other Codes: Granting of a Special Use Permit does not exempt applicant from complying with all of the requirements of building codes and other ordinances.

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, sweeping blue stroke that extends to the right.

- Attached



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

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

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

-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 _____



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 PROCEDURES

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

Conditions and Guarantees

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

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

Action by the Board of Commissioners

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

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



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

IMPORTANT

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

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

Using the Zoning Ordinance

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



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

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"/>

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.

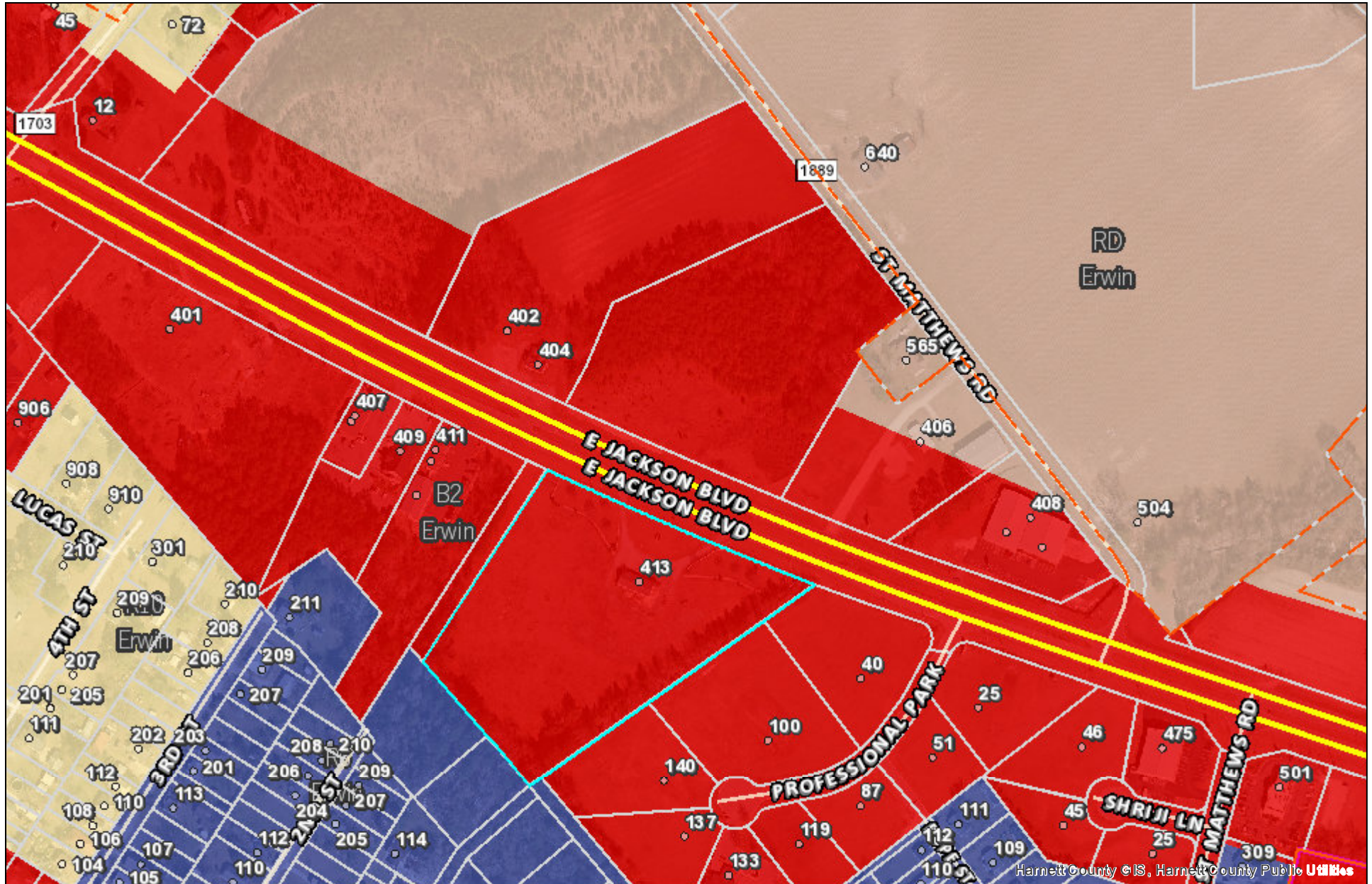
- **Reasoning:**

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

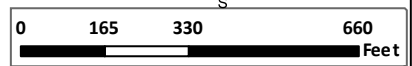
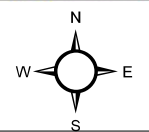
NOT FOR LEGAL USE



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

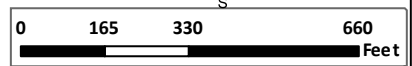
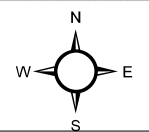


Harnett County GIS, Harnett County Public Utilities



GIS/E-911 Addressing
December 28, 2021

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



1 inch = 376 feet ³⁷

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



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



NOT TO SCALE

Erwin Board of Commissioners

REQUEST FOR CONSIDERATION

To: The Honorable Mayor and Board of Commissioners

From: Snow Bowden, Town Manager

Date: January 6, 2022

Subject: Sign Text Amendment

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

Attachments:

- Proposed text amendment
- DMV zoning district

Current Ordinance

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

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

Proposed Changes

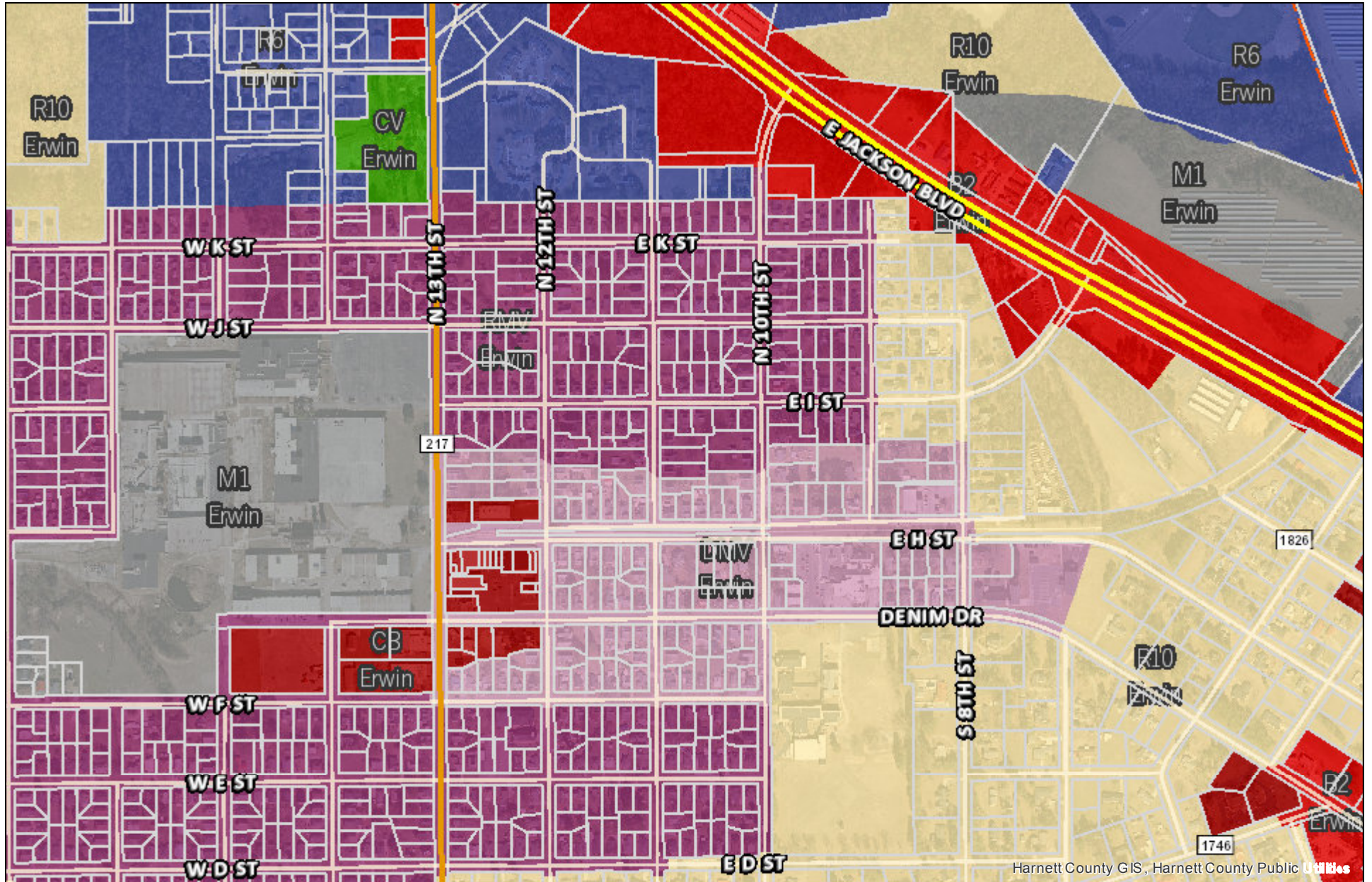
Current Ordinance

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

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

Harnett GIS

NOT FOR LEGAL USE

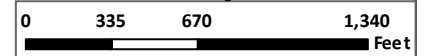
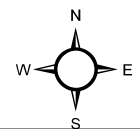


Harnett County GIS, Harnett County Public Utilities



GIS/E-911 Addressing
December 28, 2021

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



1 inch = 752 feet ⁴¹

Erwin Board of Commissioners

REQUEST FOR CONSIDERATION

To: The Honorable Mayor and Board of Commissioners

From: Snow Bowden, Town Manager

Date: January 6, 2022

Subject: Fill Vacant Ward 4 Seat

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

Action Recommended:

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



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



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

Applicant Name: _____

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

Residence Address: _____

Email Address: _____

Home Phone: _____ Cell Phone: _____

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

Employer: _____

Position: _____

Gender: _____

Do you live in the Erwin city limits? YES NO

Do you live in Ward 4? YES NO

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

Are you a registered voter in Harnett County? YES NO



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



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

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



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



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

Date: _____ Applicant Signature: _____

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

RETURN
APPLICATION
TO:

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

Erwin Board of Commissioners

REQUEST FOR CONSIDERATION

To: The Honorable Mayor and Board of Commissioners

From: Snow Bowden, Town Manager

Date: January 6, 2022

Subject: FY 2022-2023 Budget

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

Action Recommended:

- No action is necessary.