

**THE ERWIN BOARD OF COMMISSIONERS  
SEPTEMBER 2021 REGULAR MEETING  
THURSDAY, SEPTEMBER 2, 2021 @ 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 Workshop on June 28, 2021 (**Page 2**)
  - B. Minutes of Regular Meeting on August 5, 2021 (**Page 8**)
  - C. Financial Report for July 2021 (**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 SEPTEMBER CITIZEN OF THE MONTH (Page 17)**
6. **PUBLIC HEARING**
  - A. SU-2021-002 (**Page 18**)
  - B. SU-2021-003 (**Page 37**)
7. **OLD BUSINESS**
  - A. Census and Redistricting for Postponed 2021 Election (**Page 59**)
  - B. American Rescue Plan (**Page 61**)
8. **NEW BUSINESS**
  - A. Community Economic Recovery and Resiliency Initiative (CERRI) (**Page 62**)
9. **CLOSED SESSION**
  - A. Pursuant to General Statute 143-318.11(a) (6) for the Purpose of Discussing Personnel
  - B. Pursuant to General Statute 143-318.11(a) (3) for the Purpose of Preserving the Attorney-Client Privilege
10. **MANAGER’S REPORT**
11. **ATTORNEY’S REPORT**
12. **GOVERNING BODY COMMENTS**
13. **ADJOURNMENT**

**ERWIN BOARD OF COMMISSIONERS**

**REGULAR WORKSHOP MINUTES**

**JUNE 28, 2021**

**ERWIN, NORTH CAROLINA**

The Board of Commissioners for the Town of Erwin with Mayor Patsy Carson presiding, held its Regular Workshop in the Erwin Municipal Building Board Room on Monday, June 28, 2021, at 6:00 P.M. in Erwin, North Carolina.

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

Board Members absent were: Commissioner Melinda Alvarado

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

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

Town Clerk Lauren Evans led the Pledge of Allegiance.

Mayor Pro Tem Randy Baker gave the invocation.

**AGENDA ADJUSTMENT/APPROVAL OF AGENDA**

Town Manager Snow Bowden requested to add Budget Ordinance Amendment BOA 2021-05 to Consent as Item 3E which covers a five hundred dollar one-time bonus for all employees as discussed at our Budget Retreat. He also requested to add Election Updates to New Business as Item 5G.

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

## MINUTES CONTINUED FROM JUNE 28, 2021

### CONSENT

Commissioner Blackmon made a motion to approve **(ITEM A)** Budget Ordinance Amendment BOA 2021-03 **(ITEM B)** Budget Ordinance Amendment BOA 2021-04 **(ITEM C)** Updates to Personnel Policy **(ITEM D)** Renewal of SRO Program Memorandum of Understanding **(ITEM E)** Budget Ordinance Amendment BOA 2021-05 and was seconded by Commissioner Baker.

**The Board voted unanimously.**

### NEW BUSINESS

#### **PROPOSED FISCAL YEAR 2021-2022 BUDGET**

Town Manager stated there were no major changes from when the Budget was presented at our June 3<sup>rd</sup> meeting. The main changes were as follows:

- Twenty thousand dollars was taken out for purchasing an HVAC unit for Town Hall and was moved to the Police Department to purchase laptops.
- Our Worker's Comp Insurance came in higher than expected. All together the Property/Liability Insurance is about eight thousand dollars higher than originally expected.

Commissioner Turnage stated he noticed that the gym ceiling was left out of the Budget. He asked how badly the ceiling is leaking and whether it could potentially damage the floor.

Town Manager Snow Bowden stated he needs to talk with the Recreation Director, Doug, in more detail but if it gets to the point where the ceiling needs to be replaced, it would be a one-time transfer out of our Capital Reserve Funds. He has not been able to go down there and look at the ceiling himself but he stated that he will investigate and inform the Board if it can wait another year. It would cost about forty thousand dollars, he tried to incorporate it into the budget but he could not make it work.

Commissioner Blackmon made a motion to approve the Fiscal Year 2021-2022 Budget and was seconded by Commissioner Whitman. **The Board voted unanimously.**

## MINUTES CONTINUED FROM JUNE 28, 2021

### **AMERICAN RESCUE PLAN GRANT PROJECT ORDINANCE**

Town Manager Snow Bowden stated that the League of Municipalities has advised the Towns to treat this as a Grant Project Ordinance. Town staff will not spend any money until it is approved by the Board with a more detailed plan. This Ordinance is just to start the process so that we can get our first tranche of seven hundred and fifty-five thousand dollars which can be used for certain things like HVAC units, stormwater projects, and potentially other infrastructure improvements. This money can be audited.

Commissioner Baker made a motion to approve the Proposed Grant Project Ordinance for the American Rescue Plan and the Resolution Accepting the American Rescue Plan to ensure that the Town receives our first payment coming in July and was second by Commissioner Blackmon. **The Board voted unanimously.**

### **NCGS 160D UPDATES**

Town Manager Snow Bowden stated for the Chapters on Subdivision and Minimum Housing, he only included the sections we have to change by the statute. He apologized for the quick turnaround, we had a hard time establishing a quorum for the Planning Board. At our last Planning Board Meeting, we had a quorum established, they had an in-depth conversation, and did recommend the changes for approval. We will probably have more discussion in the near future, there are some more things we can change and he provided a checklist to the commissioners with these possible changes. The main changes are updates in terminology; conditional use is now a special use and updates in definitions.

Commissioner Baker commended the staff on the work that went into making the 160D booklet provided to the Board. He stated it was a very professional approach in providing the updates.

### **LED SIGN PROPOSED TEXT AMENDMENT**

Town Manager Snow Bowden stated we have a Public Hearing scheduled for a text amendment to our Sign Ordinance that would provide LED Signs at Churches, Town Hall, Community

## **MINUTES CONTINUED FROM JUNE 28, 2021**

Buildings and Schools. LED readers are getting cheaper and more efficient. The Erwin Elementary School will need an LED sign outside of the school, this addresses that.

### **PROPOSED 4-WAY STOP SIGN**

Town Manager Snow Bowden stated that there have been a lot of complaints about speeding on St Matthews Road and Wondertown Drive. Initially, we thought about putting a 4-way stop at Hope Street and Wondertown Drive but at the Planning Board Meeting, we decided it would be best to recommend a 4-way stop at St Matthews Road and Wondertown Drive. We also discussed putting a three-way stop at Pope Street and St Matthews Road. Staff would like to strongly recommend the 4-way stop at St Matthews Road and Wondertown Drive. If this is approved, we will put warnings ahead of time as DOT does. He stated he and Chief Johnson think it would help with the speeding out there.

Mayor Carson stated she thinks it is a great idea and that 4-way stops help makes the traffic run smoothly.

Commissioner Baker stated that he spoke with multiple people in the area and they are all for it. People are pulling out and passing cars. He expressed his appreciation to Chief Johnson for all he and his guys have done to patrol those roads but he knows they cannot stay out there all the time. He insured the Board that the people in the area will welcome the 4-way stop. He stated he thinks the 4-way stop at St Matthews Road and Wondertown Drive and the three-way stop at Pope Street and St Matthews Road are both needed.

### **ZT-2021-005**

Town Manager Snow Bowden informed the Board that this request is for a parcel in our Planning Zone. He stated he is going to call and verify the second location but currently the applicant has only requested one location for his home. This property is in the five-hundred-year flood plain and the one-hundred-year flood plain. The applicant wants to build a house in the five-hundred-year flood plain. He stated the applicant only mentioned one home.

## **MINUTES CONTINUED FROM JUNE 28, 2021**

Commissioner Baker asked how the applicant plans to get to it unless he has an easement off of someone else's property. That has nothing to do with the rezoning request but instructed Town Manager Snow Bowden to verify he has legal access to the property.

Town Manager Snow Bowden stated before our Meeting on Thursday would get some clarification on how the property is accessed and the second house.

## **ELECTION UPDATES**

Town Manager Snow Bowden informed the Board that Senate Bill 722 became law last Friday, June 25<sup>th</sup>. The Governor did not sign the bill but it stayed on his desk long enough that it became law. Our Commissioner election is being delayed until March 2022. We can have the Mayor election as scheduled in October but there will be additional costs to the Town to have two elections. It all depends on when we get our census data done and our maps are redrawn. If we get the districts approved by November 17<sup>th</sup>, the filing period will be from December 6 - December 17, 2021. If we cannot get the maps redrawn until December 17<sup>th</sup>, the filing period will be from January 3-January 7, 2022.

Commissioner Blackmon stated it would be up to Mayor Carson on what she wants to do.

Mayor Carson stated she wouldn't want the Town to spend more money and she feels it would be best to wait and do the election all at once.

Town Manager Snow Bowden thanked the Board for their time.

Mayor Carson stated she will not be able to be at the Special Called Meeting on Thursday, July 1<sup>st</sup>.

Commissioner McKoy stated that stated a lady approached him and was complaining about the ditch in front of her home, she stated that the ditch used to be maintained by the Town.

Town Manager Snow Bowden stated that is on private property and stated he will call her.

Commissioner McKoy stated at the house on the corner, at the end of his road, people gather up there every weekend and speed up and down the road in front of his house.

**MINUTES CONTINUED FROM JUNE 28, 2021**

Town Manager Snow Bowden stated he will make sure a Police Officer is stationed down that way on the weekend.

**ADJOURNMENT**

Commissioner Blackmon made a motion to adjourn at 6:24 P.M. and was seconded by Commissioner Baker. **The Board voted unanimously.**

**MINUTES RECORDED AND TYPED BY**

**LAUREN EVANS TOWN CLERK**

**ATTEST:**

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**Patsy Carson**

**Mayor**

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**Lauren Evans**

**Town Clerk**

**ERWIN BOARD OF COMMISSIONERS**

**REGULAR MINUTES**

**AUGUST 5, 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, August 5, 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, Thurman Whitman, Alvester McKoy, and Melinda Alvarado.

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.

Dominic Alvarado led the Pledge of Allegiance.

**AGENDA ADJUSTMENT/APPROVAL OF AGENDA**

Town Manager Snow Bowden requested to add Budget Ordinance Amendment BOA 2022-02 under New Business as Item C.

Commissioner Alvarado made a motion to approve the adjusted agenda and was seconded by Commissioner McKoy. **The Board voted unanimously.**

**CONSENT**

Commissioner McKoy made a motion to approve **(ITEM A)** Minutes of Special Called Meeting on July 1, 2021 **(ITEM B)** Financial Report for June 2021 **(ITEM C)** Budget Ordinance Amendment BOA 2022-01 and was seconded by Commissioner Turnage. **The Board voted unanimously.**



## MINUTES CONTINUED FROM AUGUST 5, 2021

### PUBLIC COMMENT

Darold Creech of 209 3<sup>rd</sup> Street came forward. Mr. Creech spoke at last month's Board Meeting about the bad decline in his neighborhood. He came to inform the Board that he is grateful to them because things are getting better. The Erwin Police have been patrolling and arresting the people doing bad stuff on his road. He stated that about three-fourths of traffic has stopped but he is well pleased with the progress. He is grateful for a great Town, a great Board, and a great Police Department.

### PRESENTATION OF CITIZEN OF THE MONTH

Regina Wood of 803 South 15<sup>th</sup> Street was recognized as the August 2021 Citizen of the Month. Mayor Patsy Carson presented her with a Proclamation Plaque.

### PUBLIC HEARING

#### **SU-2021-001**

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

Town Manager Snow Bowden informed the Board that the Town received a Special Use Permit application for a parcel off of Erwin Access Road which does not have an address but can be identified by its Harnett County PIN #1507-15-7836.000. It is not adjacent to the 127 Red Hill Church Road that was approved a couple of months ago but it is owned by the same company. They are requesting to use the location for outdoor storage of vehicles and equipment. When we updated our Ordinances to be in compliance with 160D, we will bring these requests to the Board directly because they are quasi-judicial decisions so there will not be anything from the Planning Board.

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

Kathy Boyer from Boyer Enterprises came forward and was sworn in by Town Clerk Lauren Evans.

Ms. Boyer stated they are proposing storage of equipment such as trailers and box trucks alongside the existing stable that is on the back corner of the property until they can get their buildings set up. They have two buildings in the works in which they will store their off-road equipment. They have some existing storage in the building which is for totes and drums. They will not store anything that has any kind of debris in it.

## MINUTES CONTINUED FROM AUGUST 5, 2021

Commissioner Baker inquired about their plan to access the site.

Ms. Boyer stated there is already a road but it is not very well built so they will be reinforcing it. She demonstrated the access routes on the slide show presentation. They have legal access to the drive that goes through where the cell tower is.

Commissioner Randy Baker stated the property is zoned M-1 and asked if they plan to have any buffering, trimming, or fencing to secure the materials that they are storing.

She stated there is already a fence but they can add an additional fence to close it in with a gate. They will have to see if they are able to do that because they are still speaking with Duke Energy about the right of way access. She ensured they will not disturb any of the woodland areas.

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

No one came forward.

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

Commissioner Baker made a motion in the affirmative that the use is listed among the special uses in the district for which application is made and outdoor storage of equipment and vehicles are an allowed use in our Industrial (M-1) Zoning District and was seconded by Commissioner Whitman. **The Board voted unanimously.**

Commissioner Baker made a motion in the affirmative that the requested use is essential or desirable to the public convenience or welfare, it has an existing business at 127 Red Hill Church Road that provides an essential service for businesses that experience an emergency such as a flood/fire. They also provide other essential services. They need another site to expand their operations for this business and was seconded by Commissioner Alvarado. **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 a large tract of land that is surrounded by similar uses in the area and was seconded by Commissioner Baker. **The Board voted unanimously.**

Commissioner Baker made a motion in the affirmative that the requested use will be in conformity with the Land Development Plan for the Town of Erwin. This area of land would be in the area identifies for low-intensity growth. This proposed use of this land would be in conformity with our 2014 Land Use Plan and was seconded by Commissioner Alvarado. **The Board voted unanimously.**

## **MINUTES CONTINUED FROM AUGUST 5, 2021**

Commissioner Turnage made a motion in the affirmative that adequate utilities, access roads, drainage, sanitation and/or other necessary facilities have been or are being provided and was seconded by Commissioner Baker. **The Board voted unanimously.**

Commissioner Baker 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. As stated in the Public Hearing, access can be granted off of Erwin Access Road as well as an adjusting road already in place and was seconded by Commissioner Alvarado. **The Board voted unanimously.**

Commissioner Turnage made a motion in the affirmative that the special use shall in all other respects, conform to the applicable regulation of the district in which it is located, except as such regulation may, in each instance, be modified by the Board of Commissioners pursuant to the recommendations of the Planning Board and was seconded by Commissioner Whitman. **The Board voted unanimously.**

Commissioner Baker made a motion to approve the case number SU-2021-001 for the Special Use Permit located at Harnett County PIN #1507-15-7836.000, 2.85 tract of land located in our Industrial (M-1) Zoning District and was seconded by Commissioner Turnage. **The Board voted unanimously.**

## **NEW BUSINESS**

### **Good Hope Hospital Donation**

Town Manager Snow Bowden stated that he was approached by Good Hope Hospital. They have done a lot of good work on the building. They would like to donate the double-wide manufactured home located next to the building to the Town, we would just need to pay to have it moved. He did speak briefly with ECHO.

Commissioner Turnage asked if Public Works could use it for storage.

Town Manager Snow Bowden stated we could store it up there for a while but that is not a permanent fix for Public Works. He informed the Board that would be taking on another building that we would have to pay to keep up.

Commissioner Whitman stated it would cost more to move the building than the building is worth.

Commissioner Alvarado asked what ECHO said about using the manufactured home.

Town Manager Snow Bowden stated the problem with them using it is figuring out where to put it that is zoned for Manufactured Homes. ECHO wants a centralized location downtown.

## MINUTES CONTINUED FROM AUGUST 5, 2021

The consensus of the Board is to decline Good Hope Hospital's offer to donate the manufactured home to the Town of Erwin.

### **American Rescue Plan**

Town Manager Snow Bowden informed the Board that we received our first tranche of the American Rescue Plan. We received around 1.5 million dollars. It can be used for Stormwater, water/sewer, and he and Town Engineer Bill Dreitzler have been looking into other ways we can use the funds. We can use it for stormwater equipment such as a street sweeper and vacuum to suck out drain boxes. We can plan to meet at our regularly scheduled Workshop at the end of the month to discuss how we want to use it. We should receive the next tranche in a year from when the first tranche was received. These funds were placed in a separate bank account to protect the Town and these funds will be audited.

Commissioner Alvarado inquired whether the fund can be used to replace the roof on the gym at the park.

Commissioner Turnage inquired whether the history room can receive a donation from these funds.

Commissioner Whitman inquired whether the ditches at Porter Park can be fixed with these funds.

Town Manager Snow Bowden stated all projects must be approved by the Board and they do have guidelines they can go by. He states he will look into these projects and let them know.

### **Budget Amendment BOA-2022-02**

Town Manager Snow Bowden informed the Board that Joey Ennis' car was totaled in a wreck back in April. We have been dealing with insurance and our insurance sent us a claim determining the car a total loss. The initial estimate is \$12,902.10. We got a quote for a 2021 Dodge Durango ready on site for a cost of \$37,904.34. He asked for a Budget Amendment to transfer funds from our savings account to cover the cost of this vehicle. Once funds are received from the insurance, we can put that back in our savings.

Commissioner Baker made a motion to approved Budget Ordinance Amendment BOA 2022-02 Fiscal Year 2021-2022 for the purposed of covering the cost of the listed vehicle and was seconded by Commissioner Alvarado. **The Board voted unanimously.**

## **MINUTES CONTINUED FROM AUGUST 5, 2021**

### **MANAGER'S REPORT**

Town Manager Snow Bowden informed the Board that the Town has received a number of Storm Water complaints and Public Works has gotten most of them taken care of. The Town staff is getting ready for Denim Days and will assist the Chamber the best we can.

### **ATTORNEY'S REPORTS**

Town Attorney Tim Morris encouraged the Board and Town Staff to not let their guard down in regards to COVID.

### **GOVERNING COMMENTS**

Commissioner Whitman asked Town Manager Snow Bowden about the directional signs to the park he requested for 14<sup>th</sup> and 15<sup>th</sup> street.

Town Manager Snow Bowden stated he is waiting to hear back from Plain View. All signs are back-ordered right now due to COVID.

Commissioner Whitman asked if anything can be done about the stuff piled up at the old auto parts store.

Town Manager stated he will speak with them and fine them if need be.

Commissioner Alvarado asked about the 10<sup>th</sup> street complaint stating something was ruined due to the backup.

Town Manager Snow Bowden stated he has not heard anything else from the residents. He attempted to call but was unable to leave a voicemail.

Commissioner Baker thanked Town Staff for all that they do. He stated it is always good to hear from the citizens that the staff is doing a good job. If it would please the Board, he requested Town Staff, with the assistance of the Town Engineer, come up with a Storm Water Management Policy that would identify areas in our Town such as culverts and issues of going on private property. All the issues that surround our Storm Water Management need to be reduced to writing in a policy that the Board will look at and approve to establish guidelines and requirements for the Board to direct staff on how to deal with requests when they come in. He stated such policies would also assist in applying for grants. He informed the Board that a close friend and neighbor of his passed away, Mr. Earl West.

**MINUTES CONTINUED FROM AUGUST 5, 2021**

Commissioner Turnage asked that the Department Heads start providing monthly reports like they used to do prior to COVID. He stated the speeding on 13<sup>th</sup> street is still really bad and he wants something done about it.

Commissioner McKoy thanked the Board for their continued prayers for his brother.

Mayor Carson updated the Board on Frankie Ballard’s health condition. She asked the Board for help with the annual Denim Days. She informed the Board that we will be having an Ice Cream Social this month for Town Employees and the Board of Commissioners.

**CLOSED SESSION**

Commissioner Baker made a motion to go into Closed Session in Pursuant to General Statute 143-318.11 (a) (6) for the Purpose of Discussing Personnel and General Statute 143-318.11(a) (3) for the Purpose of Preserving the Attorney-Client Privilege at 7:54 PM. and was seconded by Commissioner Turnage. **The Board voted unanimously.**

**RECONVENED**

Commissioner Baker made a motion to go back in regular session at 9:05 PM. and was seconded by Commissioner Turnage. **The Board voted unanimously.**

**ADJOURNMENT**

Commissioner Baker made a motion to adjourn at 9:05 P.M. and was seconded by Commissioner Alvarado. **The Board voted unanimously.**

**MINUTES RECORDED AND TYPED BY**

**LAUREN EVANS TOWN CLERK**

**ATTEST:**

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**Patsy Carson**

**Mayor**

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**Lauren Evans**

**Town Clerk**

TOWN OF ERWIN  
FINANCIAL SUMMARY REPORT  
FOR MONTH OF JULY 2021



REVENUES	ANNUAL	July 2021	ACTUAL	Y-T-D %
	BUDGET	ACTIVITY	TO DATE	COLLECTED
CURRENT YEAR LEVY OF PROPERTY TAXES	1,103,856.00	0.00	0.00	0.00%
CURRENT YEAR MOTOR VEHICLE TAXES	175,470.00	0.00	0.00	0.00%
PRIOR YEAR TAXES / Penalties & Interest	10,000.00	29,022.00	29,022.00	290.22%
UTILITIES FRANCHISE TAXES	190,000.00	0.00	0.00	0.00%
ENTRY FEES	19,000.00	1,675.00	1,675.00	8.82%
SALES & USE TAX	700,000.00	73,802.00	73,802.00	10.54%
ZONING PERMITS/APPLICATIONS	8,000.00	1,640.00	1,640.00	20.50%
REFUSE COLLECTIONS FEES	410,256.00	39,151.00	39,151.00	9.54%
STORM WATER COLLECTION	69,930.00	5,139.00	5,139.00	7.35%
ALL OTHER REVENUES	659,137.00	34,323.00	34,323.00	5.21%
	<b>3,345,649.00</b>	<b>184,752.00</b>	<b>184,752.00</b>	<b>5.52%</b>
EXPENDITURES	ANNUAL	July 2021	ACTUAL	Y-T-D %
	BUDGET	ACTIVITY	TO DATE	SPENT
GOVERNING BODY	47,945.00	1,776.00	1,776.00	3.70%
ADMINISTRATION	263,399.00	21,151.00	21,151.00	8.03%
NON-DEPARTMENTAL	304,319.00	111,983.00	111,983.00	36.80%
PLANNING & INSPECTIONS	106,649.00	347.00	347.00	0.33%
POWELL BILL-STREETS	157,000.00	2,000.00	2,000.00	1.27%
POLICE	891,835.00	67,312.00	67,312.00	7.55%
POLICE-SRO	64,030.00	5,571.00	5,571.00	8.70%
CONTRACT SERVICES-FIRE	238,307.00	5,224.00	5,224.00	2.19%
PUBLIC WORKS-ADMIN.	109,004.00	9,593.00	9,593.00	8.80%
PUBLIC WORKS-STREETS	396,994.00	25,370.00	25,370.00	6.39%
PUBLIC WORKS-SANITATION	345,343.00	1,881.00	1,881.00	0.54%
PUBLIC WORKS-STORM WATER	15,000.00	3,549.00	3,549.00	23.66%
RECREATION	329,119.00	24,220.00	24,220.00	7.36%
LIBRARY	69,405.00	5,455.00	5,455.00	7.86%
COMMUNITY CENTER	7,300.00	266.00	266.00	3.64%
	<b>3,345,649.00</b>	<b>285,698.00</b>	<b>285,698.00</b>	<b>8.54%</b>
Y-T-D GENERAL FUND BALANCE INCREASE (DECREASE)		<b>(100,946.00)</b>	<b>(100,946.00)</b>	

BANK BALANCES AS OF July 2021	
CASH MANAGEMENT	1,989,049.37
BB&T CASH IN BANK	210,893.95
FIRST FEDERAL - PRESTIGE BUSINESS MONEY MARKET	136,561.49
FIRST FEDERAL - PREMIUM BUSINESS MONEY MARKET	856,727.48
<b>Y-T-D INVESTMENT BALANCE IN GENERAL FUND ACCOUNTS</b>	<b>3,193,232.29</b>
BB&T STATE FORFEITURE	4,246.64
BB & T CAPITAL RESERVE/COMM ENHANCEMENT	191,201.67
FIRST FEDERAL CAP. RESERVE/GENERAL	2,349,274.46
BB&T HEALTH RESERVE HRA ACCT.	17,199.42
PRIEBE FIELD ACCT.	10,448.44
AL WOODALL PARK IMPROVEMENTS	347,940.85
American Relief Funds	821,602.01
<b>Y-T-D INVESTMENT BALANCE RESTRICTED FUNDS</b>	<b>3,741,913.49</b>
<b>CUMULATIVE BALANCE FOR TOWN OF ERWIN</b>	<b>6,935,145.78</b>

<b>POWELL BILL BALANCE</b>	<b>\$293,692.57</b>
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**Town Of Erwin**  
 Financial Summary Report  
 YTD *Comparison* of July FY 2020 & FY 2021



Revenues	YTD	YTD	YTD
	July 2021	July 2020	DIFFERENCE
CURRENT YEAR LEVY OF PROPERTY TAXES	0.00	0.00	0.00
CURRENT YEAR MOTOR VEHICLE TAXES	0.00	0.00	0.00
PRIOR YEAR TAXES / Penalties & Interest	29,022.00	2,002.00	27,020.00
UTILITIES FRANCHISE TAXES	0.00	0.00	0.00
ENTRY FEES	1,675.00	0.00	1,675.00
SALES & USE TAX	73,802.00	57,593.00	16,209.00
ZONING PERMITS/APPLICATIONS	1,540.00	450.00	1,190.00
REFUSE COLLECTIONS FEES	39,151.00	29,593.00	9,558.00
STORM WATER COLLECTION	5,139.00	5,355.00	(216.00)
ALL OTHER REVENUES	34,323.00	41,102.00	(6,779.00)
	\$ 184,752.00	\$ 136,095.00	48,657.00
	YTD	YTD	YTD
	July 2021	July 2020	DIFFERENCE
<b>Expenditures</b>			
GOVERNING BODY	1,776.00	1,802.00	(26.00)
ADMINISTRATION	21,151.00	35,797.00	(14,646.00)
NON-DEPARTMENTAL	111,983.00	112,049.00	(66.00)
PLANNING & INSPECTIONS	347.00	11,438.00	(11,091.00)
POWELL BILL-STREETS	2,000.00	2,000.00	0.00
POLICE	67,312.00	65,904.00	1,408.00
POLICE-SRO	5,571.00	11,387.00	(5,816.00)
CONTRACT SERVICES-FIRE	5,224.00	7,806.00	(2,582.00)
PUBLIC WORKS-ADMIN.	9,593.00	23,591.00	(13,998.00)
PUBLIC WORKS-STREETS	25,370.00	5,155.00	20,215.00
PUBLIC WORKS-SANITATION	1,881.00	0.00	1,881.00
PUBLIC WORKS-STORM WATER	3,549.00	21,500.00	(17,951.00)
RECREATION	24,220.00	5,377.00	18,843.00
LIBRARY	5,455.00	558.00	4,899.00
COMMUNITY CENTER	266.00		266.00
	\$ 285,698.00	\$ 304,362.00	(18,664.00)

BANK ACCOUNT BALANCES		
	YTD	YTD
	July 2021	July 2020
CASH MANAGEMENT	1,989,049.37	1,245,175.18
BB&T CASH IN BANK	210,893.95	372,901.41
FIRST FEDERAL BUSINESS MONEY MARKET	136,561.49	136,145.51
FIRST FEDERAL MONEY MARKET	856,727.48	858,020.41
Y-T-D INVESTMENT BALANCE IN GENERAL FUND ACCOUNTS	\$ 3,193,232.29	\$ 2,609,242.51
BB&T STATE FORFEITURE	4,246.64	3,691.32
BB & T CAPITAL RESERVE/COMM. ENHANCEMENT	191,204.67	165,450.22
FIRST FEDERAL CAP. RESERVE/GENERAL	2,349,274.46	2,344,593.47
BB&T HEALTH RESERVE HRA ACCT.	17,199.42	13,296.59
PRIEBE FIELD ACCT.	10,448.44	8,676.72
AL WOODALL PARK IMPROVEMENTS	347,940.85	416,257.68
American Rescue Funds	821,602.01	
Y-T-D BALANCE RESTRICTED FUNDS	\$ 3,741,916.49	\$ 2,951,966.00
CUMULATIVE BALANCE FOR TOWN OF ERWIN	\$ 6,935,148.78	\$ 5,561,208.51





# TOWN OF ERWIN

P.O. Box 459 • Erwin, NC 28339  
Ph: 910-897-5140 • Fax: 910-897-5543  
[www.erwin-nc.org](http://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  
Melinda Alvarado

## PROCLAMATION RECOGNIZING JAMES “SONNYMAN” MCCRAY FOR CITIZEN OF THE MONTH

2021-2022---002

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

**WHEREAS**, Mr. James McCray of 700 North 15<sup>th</sup> Street, Erwin was born to James McCray Jr. and Maggie Bell McCray of North Layton Street in Dunn, on April 16, 1940. Mr. McCray married Sandra McNeil on July 7, 1984. Their 37 years of marriage has been blessed with 9 children and 21 grandchildren; and

**WHEREAS**, Mr. McCray has lived in Erwin his entire life. He is a 1957 graduate of Harnett County Training School. He has been a truck driver and managed his own Trucking Business for 60 years.

**NOW THEREFORE BE IT RESOLVED** that the Town of Erwin Mayor and Board of Commissioners give recognition and appreciation to James McCray for her valuable contributions to the quality of life in our community and proudly acknowledge James McCray as the September 2021 Citizen of the Month.

**Duly Adopted**, this the 2<sup>nd</sup> day of September 2021.

---

Patsy M. Carson, Mayor

**ATTEST:**

---

Lauren Evans, Town Clerk

# Erwin Board of Commissioners

## REQUEST FOR CONSIDERATION

---

To: The Honorable Mayor and Board of Commissioners

From: Snow Bowden, Town Manager

Date: September 2, 2021

Subject: SU-2021-002

---

The Town has received an application to put a Class A manufactured home on a vacant parcel off of Gilbert Street. The parcel is in between the houses at 104 and 106 Gilbert Street. It is located across the street from 101 Gilbert Street. The applicant is aware of the additional requirements for a Class A manufactured home that is found in our ordinance.

Attachments:

- SU-2021-002 Application
- SU-2021-002 Staff Report
- Site Plan
- Harnett County GIS Image no zoning
- Harnett County GIS image with zoning
- Property Owners notified

### **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 that to recommend:

- a.** Approval of SU-2021-002 Special Use Application to place a Class A Manufactured Home on a vacant parcel located off of Gilbert Street (HC Tax PIN # 0597-77-2517.000).
- b.** Denial of SU-2021-002 Special Use Application to place a Class A Manufactured Home on a vacant parcel located off of Gilbert Street (HC Tax PIN # 0597-77-2517.000).
- c.** Approval of SU-2021-002 Special Use Application to place a Class A Manufactured Home on a vacant parcel located off of Gilbert Street (HC Tax PIN # 0597-77-2517.000) with additional conditions (state conditions).

Contact Harnett Regional Water to check about water & sewer access 910-893-7575 → tell them the PIN # 0597-77-2517



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**SPECIAL USE PERMIT APPLICATION**

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

Applicant Name	Teresa Deenen Carter	Property Owner Name	" "
Mailing Address	5246 Manor St.	Mailing Address	" "
City, State, Zip	Fayetteville, NC 28314	City, State, Zip	" "
Telephone	910-922-6335	Telephone	
Email	tdeneencn@gmail.com	Email	

Address of Subject Property	NO 655-911 ADDRESS		
Parcel Identification Number(s) (PIN) of Subject Property	0597 - 77 - 2517 .000		
Legal Relationship of Applicant to Owner	owner	Floodplain SFHA	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Legal Description: Lot	8	Block	10
Subdivision	Wille v. Bailey Propert		
Zoning District	R-6	Wetlands	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Watershed Area	Yes <input checked="" type="checkbox"/> No		
Public Water Available:	<input checked="" type="checkbox"/> Y or N	Public Sewer Available:	<input checked="" type="checkbox"/> Y or N
Existing Septic Tank:	<input type="checkbox"/> Y or N		
Number of Buildings to Remain	NEW		
Gross Floor Area to Remain			
Describe Proposed Project or Request with Conditions proposed by applicant:			
Manufactured Class A Home			<b>PAID</b>
Total Acreage or Square Footage to be Disturbed	AUG - 5 2021		
Estimated Cost of Project \$			

NOT IN FEMA Flood Hazard zone

Cash

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	08/6/21	Office Use Only	Application Fee \$	300	Received By	MSB
Case #	SU-20 21-002					

Public Hearing  
 Thursday, Sept. 2, 2021 at 7pm



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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- 2021-002

Signature Page

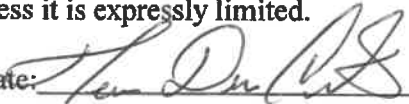
Page 1 of 2

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

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

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

Applicant Signature and Date:

 8-6-21

See ATTACHED



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

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

SU-2011-002A

In report

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

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

   Yes    No \_\_\_\_\_  
\_\_\_\_\_

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

   Yes    No \_\_\_\_\_  
\_\_\_\_\_

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

   Yes    No \_\_\_\_\_  
\_\_\_\_\_

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

   Yes    No \_\_\_\_\_  
\_\_\_\_\_

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

   Yes    No \_\_\_\_\_  
\_\_\_\_\_

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

   Yes    No \_\_\_\_\_  
\_\_\_\_\_

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

   Yes    No \_\_\_\_\_  
\_\_\_\_\_





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### SPECIAL USE APPLICATION PROCEDURES

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

#### Conditions and Guarantees

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

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

### **Action by the Board of Commissioners**

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

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



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### IMPORTANT

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

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

#### Using the Zoning Ordinance

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



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### Processing Requirements

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

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

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

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

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

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

**Town of Erwin  
Record and Decisions**

**Office Use Only**

Notice Mailed \_\_\_\_\_ Property Posted \_\_\_\_\_ Newspaper Advertised Date \_\_\_\_\_

**Public Hearing Date and Comments:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

Town Board Decision and Date \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Certified By:** \_\_\_\_\_



# SPECIAL USE REQUEST STAFF REPORT

Case: SU-2021-002

Snow Bowden, Town Manager

[townmanager@erwin-nc.org](mailto:townmanager@erwin-nc.org)

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

Public Hearing Date: Thursday, September 2<sup>nd</sup>, 2021

Requested special use permit to place a Class A Manufactured Home on a vacant parcel that does not have an address. The parcel is located off of Gilbert Street. It is in between the structures located at 104 and 106 Gilbert Street. It is located directly across the street from the parcel at 101 Gilbert Street. The parcel can also be identified by its Harnett County Tax PIN # 0597-77-2517.000

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## Applicant Information

### Owner of Record:

Name: Teresa Deneen Canteen

Address: 5246 Mawood Street

City/State/Zip: Fayetteville, NC 28314

### Applicant:

Name: Teresa Deneen Canteen

Address: 5246 Mawood Street

City/State/Zip: Fayetteville, NC 28314

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## Property Description

Harnett County Tax PIN 0597-77-2517.000

Acres .23

Zoning District- Residential (R-6)

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## Vicinity Map

- See Attached Document

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## Physical Characteristics

Site Description: This is a vacant tract of land that is .23 acres based on Harnett County GIS data. The lot is around 120 feet wide. The lot is 10,018 square feet. This lot does conform to our standards for the R-6 Zoning District.

Surrounding Land Uses: This tract of land is off of a Town street that is accessed from Highway 421. The current land uses around it are residential. There is a large vacant lot next to it that is zoned Highway Business (B-2) and is 3.8 acres. The lot at 104 Gilbert Street is adjacent to this parcel and is a single-family dwelling located in our B-2 Zoning District.

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## Services Available

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

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## Zoning District Compatibility

Special Use	M-1
Manufactured Class A Home	X

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## 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:** Manufactured Class A Homes are permitted 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 applicant is requesting a special use permit to place a Manufactured Class A Home on this parcel. It will provide an affordable housing option for this property owner.

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 tract of land is surrounded by similar residential uses. If the permit is approved the applicant will have to follow all of our restrictions with the placement of a Manufactured Class A Home. Our Code of Ordinances states “It is the intent of the criteria to ensure that a Class A manufactured home, when installed, shall have substantially the appearance of an no-site conventionally built, single-family dwelling, to include landscaping in harmony with surrounding dwellings.”

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

- **Reasoning:** 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.

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

- **Reasoning:** This is an existing lot located off of an existing street. The proposed house site would be accessed from Gilbert Street. There are already Harnett Regional Water and Sewer lines in the area that will be able to provide water and sewer to the proposed new home.

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 is an existing parcel located off of a town street. This would be a single-family dwelling. The impacts to traffic would be minimal.

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:** Yes

Attachments:

- SU-2021-002 Application
- SU-2021-002 Staff Report
- SU-2021-002 Site Plan
- SU-2021-002 Harnett County GIS Image with Zoning
- SU-2021-002 Harnett County GIS Image with no Zoning
- SU-2021-002 property owners notified



Mrs. Canteen



- ① From Street (center) 60 ft
- ② Both sides 30 ft
- ③ Backline 28 ft

Harnett GIS



# Harnett GIS

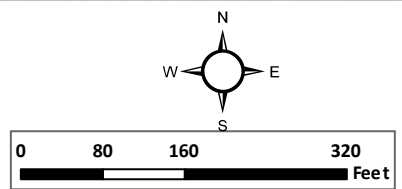
NOT FOR LEGAL USE



GIS/E-911 Addressing

August 11, 2021

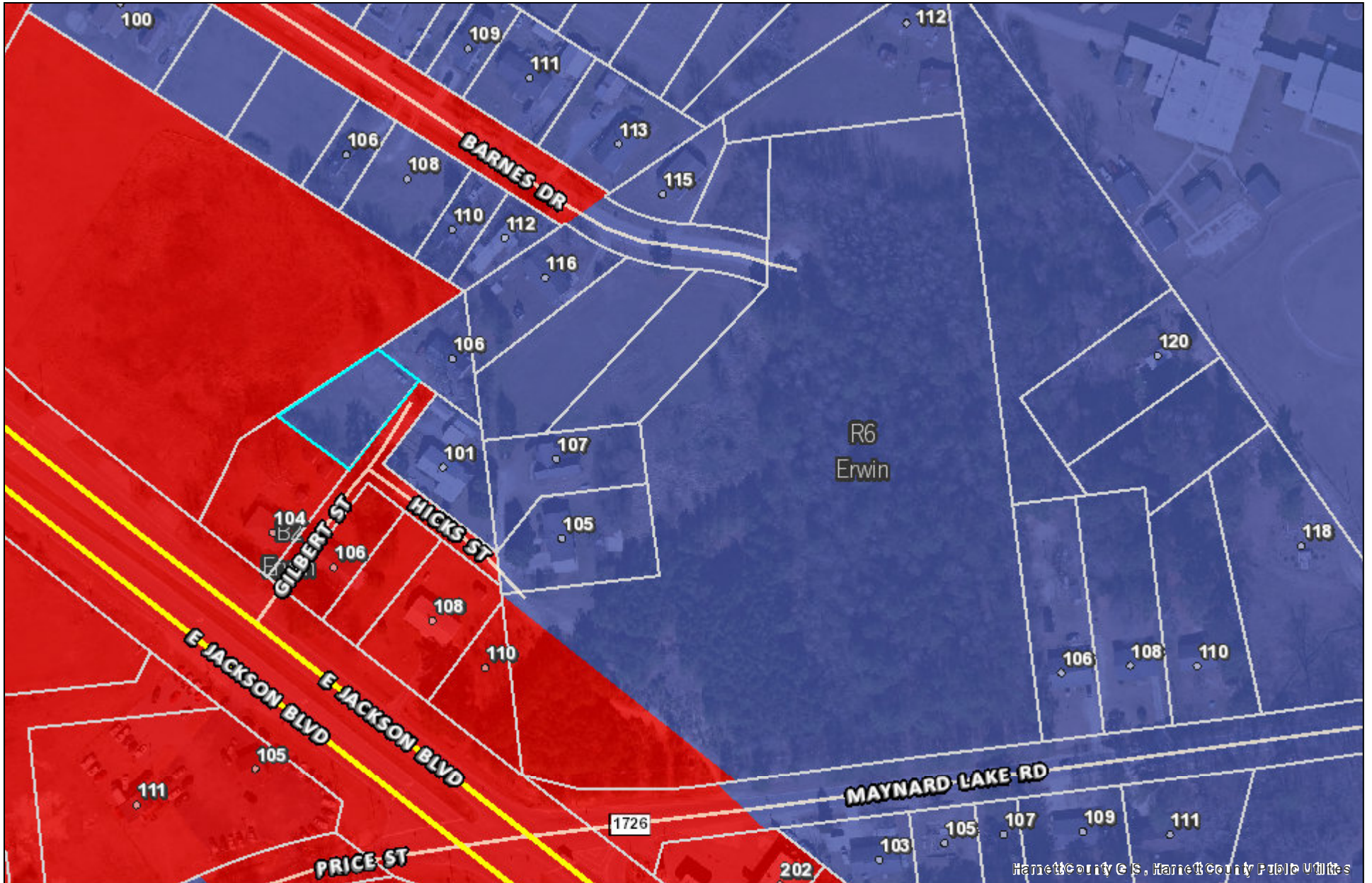
- |                               |                         |              |         |
|-------------------------------|-------------------------|--------------|---------|
| Recycle Center                | Harnett County Boundary | NC           | Parcels |
| Landfills                     | Address Numbers         | US           |         |
| Surrounding County Boundaries | Airport                 | Roads        |         |
| Federal Property              | <b>MajorRoads</b>       | Mile_Markers |         |
| City Limits                   | Interstate              | Railroad     |         |



Harnett County GIS, Harnett County Public Utilities

# Harnett GIS

NOT FOR LEGAL USE



GIS/E-911 Addressing

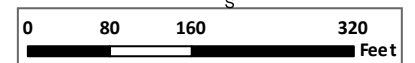
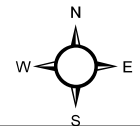
August 11, 2021

- Recycle Center
- Landfills
- Surrounding County Boundaries
- Federal Property
- City Limits

- Harnett County Boundary
- Address Numbers
- Airport
- Major Roads**
- Interstate

- NC
- US
- Roads
- Mile\_Markers
- Railroad

- Parcels



1 inch = 188 feet

Harnett County GIS, Harnett County Public Utilities

## Property Owners Notified

- Teresa Deneen Canteen 5246 Mawood Street Fayetteville, NC 28314
- Jackson Family Enterprises LLC 309 St. Matthews Road, Erwin, NC 28339
- Ricky and Shannon 106 Gilbert Street Erwin, NC 28339
- Gertrude McKoy Allen Heirs C/O Alvin Allen 104 East Jackson BLVD Erwin, NC 28339
- Priscilla Ann Freeman PO Box 176 Erwin, NC 28339
- Mohamed Falih and Fatima Oulouah 106 East Jackson BLVD Erwin, NC 28339
- Ronnie and Alfreda Smith 7882 HWY 903 Halifax, NC 27839
- Demien and Elizabeth Limon 105 Hicks Street Erwin, NC 28339
- Jim Hartman and John Stubbs PO Box 387 Coats, NC 27521
- SFR3-007 LLC 500 Westover Drive #14104 Sanford, NC 27330

# Erwin Board of Commissioners

## REQUEST FOR CONSIDERATION

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To: The Honorable Mayor and Board of Commissioners

From: Snow Bowden, Town Manager

Date: September 2, 2021

Subject: SU-2021-003

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The Town has received a special use permit application to use the second floor of the building located at 101 East H Street for multifamily dwellings. The applicant would like to put four (4) apartment units on the second floor of this building. The first floor of the building would remain a commercial use. The apartments and other building improvements will be brought up to current code.

There was a previous conditional use permit that was approved for this building to have apartments on the second floor. No action was taken on the permit within a year and it expired.

**Attachments:**

- SU-2021-003 Application
- SU-2021-003 Staff Report
- Site Plan
- Harnett County GIS Image no zoning
- Harnett County GIS image with zoning
- Property Owners notified
- Page from the 2014 Land Use Plan

**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 that to recommend:

- a.** Approval of SU-2021-003 Special Use Application to put apartments on the second floor of the building located at 101 East H Street (HC Tax PIN #0597-64-7313.000).
- b.** Denial of SU-2021-003 Special Use Application to put apartments on the second floor of the building located at 101 East H Street (HC Tax PIN #0597-64-7313.000).
- c.** Approval of SU-2021-003 Special Use Application to put apartments on the second floor of the building located at 101 East H Street (HC Tax PIN #0597-64-7313.000) 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	Toma Farren Architects	Property Owner Name	Nargis S Toma
Mailing Address	101 E H Street	Mailing Address	6940 Darcy Ln
City, State, Zip	Erwin, NC, 28339	City, State, Zip	Raleigh, NC 27606
Telephone	(919)-817-3313	Telephone	
Email	mstoma@tomafarren.com	Email	

Address of Subject Property	101 E H Street Erwin, NC, 28339		
Parcel Identification Number(s) (PIN) of Subject Property	0597 - 64 - 7313 .000		
Legal Relationship of Applicant to Owner	Architect	Floodplain SFHA	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Legal Description: Lot	<input checked="" type="checkbox"/> 1	Block	Subdivision <i>Dawn B Murphy</i>
Zoning District	<i>CB</i>	Wetlands	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Public Water Available:	<input checked="" type="checkbox"/> Y or N	Public Sewer Available:	<input checked="" type="checkbox"/> Y or N
Existing Septic Tank:	<input checked="" type="checkbox"/> Y or N		
Number of Buildings to Remain	1	Gross Floor Area to Remain	
Describe Proposed Project or Request with Conditions proposed by applicant: <i>Apartment on second story of building</i>			
Total Acreage or Square Footage to be Disturbed	<i>estimated 2,100 SF - 2nd floor</i>		
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.**

<b>Office Use Only</b>	
Date Application Submitted <i>8/10/21</i>	Application Fee \$ _____ Received By _____
Case # SU-2021-003	



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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.



**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: Mojama

★ see attached



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

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

★ See attached

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

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

   Yes    No \_\_\_\_\_  
\_\_\_\_\_

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

   Yes    No \_\_\_\_\_  
\_\_\_\_\_

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

   Yes    No \_\_\_\_\_  
\_\_\_\_\_

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

   Yes    No \_\_\_\_\_  
\_\_\_\_\_

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

   Yes    No \_\_\_\_\_  
\_\_\_\_\_

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

   Yes    No \_\_\_\_\_  
\_\_\_\_\_

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

   Yes    No \_\_\_\_\_  
\_\_\_\_\_



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### SPECIAL USE APPLICATION PROCEDURES

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

#### Conditions and Guarantees

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

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

### **Action by the Board of Commissioners**

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

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



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### IMPORTANT

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

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

#### Using the Zoning Ordinance

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



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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](http://www.erwin-nc.org).

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

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

**Town of Erwin  
Record and Decisions**

**Office Use Only**

Notice Mailed \_\_\_\_\_ Property Posted \_\_\_\_\_ Newspaper Advertised Date \_\_\_\_\_

**Public Hearing Date and Comments:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

Town Board Decision and Date \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Certified By:** \_\_\_\_\_





# SPECIAL USE REQUEST STAFF REPORT

Case: SU-2021-003

Snow Bowden, Town Manager

[townmanager@erwin-nc.org](mailto:townmanager@erwin-nc.org)

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

Public Hearing Date: Thursday, September 2<sup>nd</sup>, 2021

Requested special use permit to put apartments on the second floor at the building located at 101 East H Street. The property can also be identified by its Harnett County Tax PIN #0597-64-7313.000

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## Applicant Information

### Owner of Record:

Name: Nargis and Kamal Toma

Address: 6940 Darcy Lane

City/State/Zip: Raleigh, NC 27606

### Applicant:

Name: Toma Farren Architects

Address: 101 East H Street

City/State/Zip: Erwin, NC 28339

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## Property Description

Harnett County Tax PIN 0597-64-7313.000

Acres .10

Zoning District- Central Business (CB)

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## Vicinity Map

- See Attached Document

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## Physical Characteristics

Site Description: This is a vacant building located in downtown Erwin. The building is located on the corner of East H Street and NC HWY 217 (North 13<sup>th</sup> Street). The building is a two story building. According to Harnett County GIS data the building is listed at 4,082 square feet.

Surrounding Land Uses: This building is located in downtown Erwin. It is surrounding by commercial uses. The property owner plans on fixing up the building and having a commercial business on the first floor. The Dunn-Erwin Rail Trail is located directly across East H Street. The Erwin Business Complex is located across NC HWY 217.

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## Services Available

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

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## Zoning District Compatibility

Special Use	M-1
Multifamily dwellings (on upper floors of commercial buildings)	X

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## 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:** Multifamily dwellings (on the upper floors in a commercial building) are a special use in the Central Business Zoning district.

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

- **Reasoning:** These proposed four apartment units would provide another/different housing option for people in Erwin. It would provide an option for someone to live in Erwin that does not necessarily need a single-family dwelling.

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 is an existing building located in downtown Erwin. There are not proposed changes to the foot print of the building. The applicant would be fixing the building up to current code.

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

- **Reasoning:** This building is located in the area identified as our downtown core in the 2014 Land Use Plan. Multifamily dwellings on the upper floors in our downtown businesses are recommended in the 2014 Land Use Plan.

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 will be served by Harnett Regional Water for water and sewer. The property owners would be responsible for setting up a dumpster for their 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:** This is an existing building in our downtown. The parking lot behind the building is owned and maintained by the Town of Erwin.

Yes  No

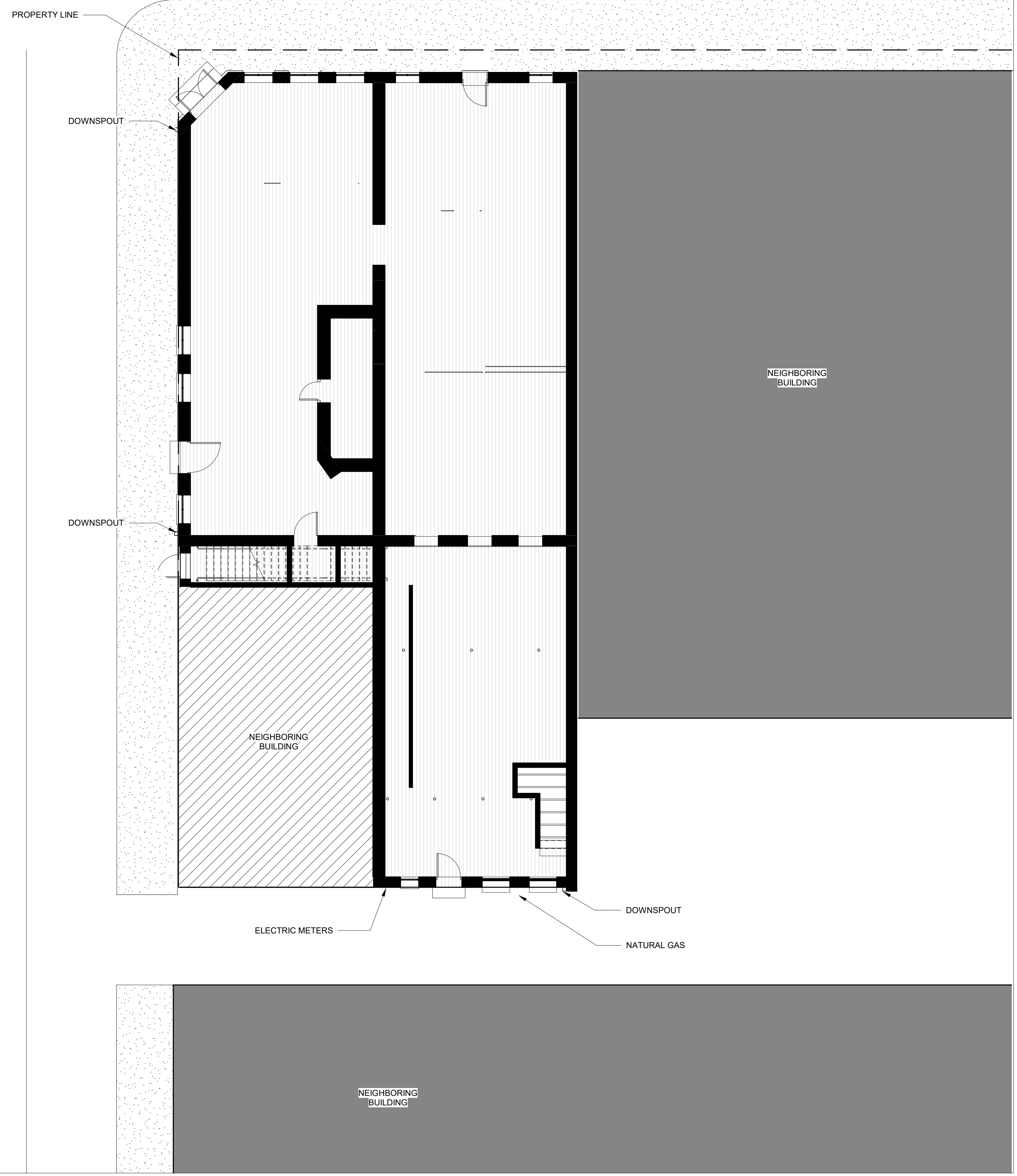
That the special use shall, in all other respects, conform to the applicable regulations of the district in which it is located, except as such regulations may, in each instance, be modified by the Board of Commissioners.

- **Reasoning:** Yes

Attachments:

- SU-2021-003 Application
- SU-2021-003 Staff Report
- SU-2021-003 Site Plan
- SU-2021-003 Harnett County GIS Image with Zoning
- SU-2021-003 Harnett County GIS Image with no Zoning
- SU-2021-003 property owners notified
- 2014 Land Use Plan Page 2-12

EAST H STREET



**NOT FOR  
 REGULATORY  
 APPROVAL,  
 PERMITTING  
 OR  
 CONSTRUCTION**

**ERWIN MIXED  
 USE**

101 E H STREET ERWIN,  
 NC 28339

JULY 1, 2021 PROJ. NO. Project Num  
 PROJ. ARCHITECT DRAWN BY: Author

SET ISSUE DATES	
DATE	ISSUE
E	E

REVISIONS		
NO.	DATE	DESCRIPTION

**80% CONSTRUCTION  
 DOCUMENTS**

**SITE PLAN**

**A100**

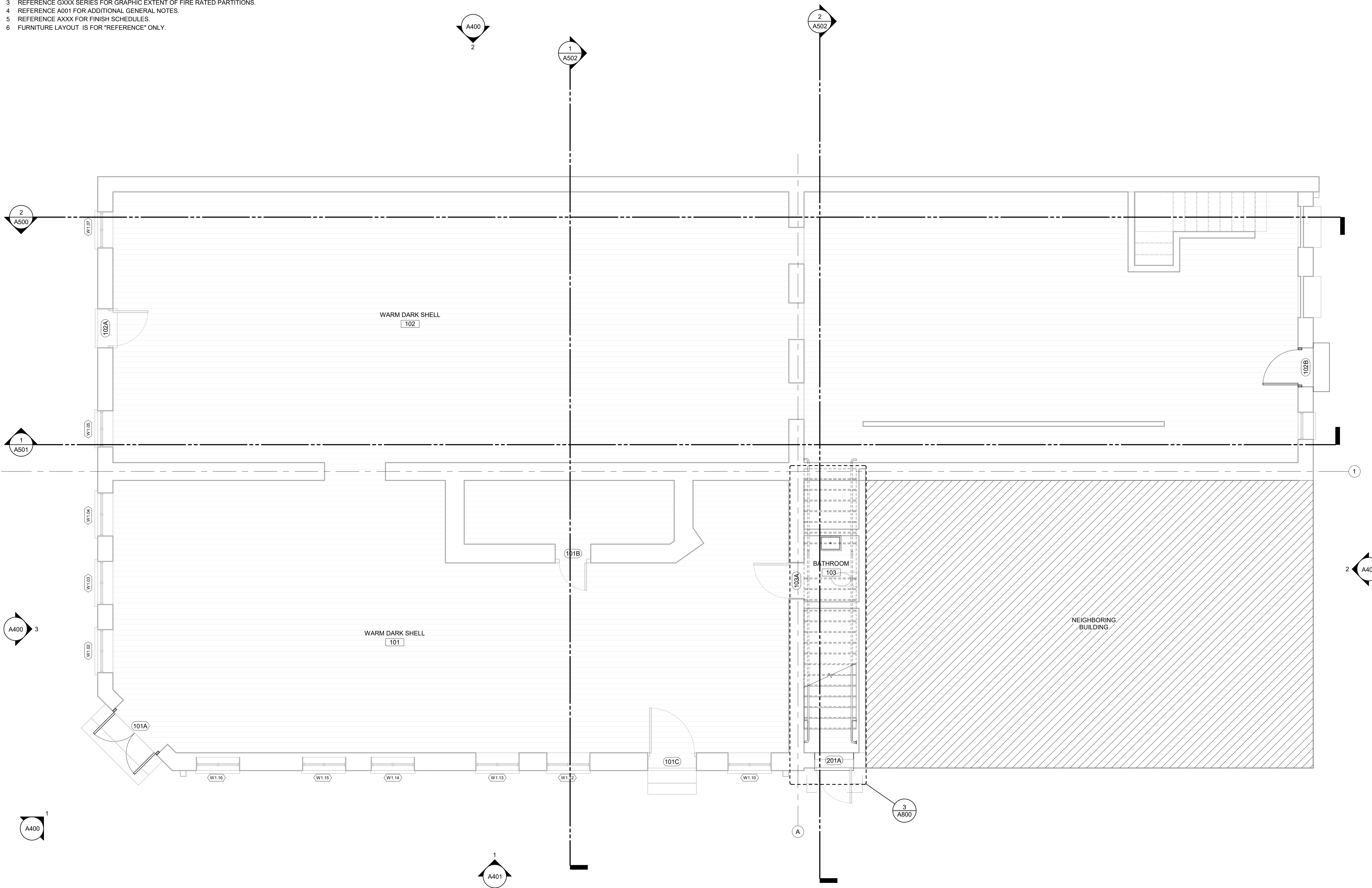
**1 SITE PLAN**  
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**FLOOR PLAN NOTES**

- 1 DIMENSIONS ARE TO GRID LINE, FACE OF STUD, FACE OF CONCRETE, AND CENTERLINE OF DOOR OPENINGS, UNLESS NOTED OTHERWISE. DIMENSIONS NOTED AS "CLR" MUST BE PRECISELY MAINTAINED. DIMENSIONS ARE NOT ADJUSTABLE WITHOUT ARCHITECT'S APPROVAL UNLESS NOTED AS "+/-". VERIFY DIMENSIONS MARKED "V.I.F." PRIOR TO COMMENCEMENT OF CONSTRUCTION, AND NOTIFY ARCHITECT OF ANY INCONSISTENCIES. "ALIGN" SHALL MEAN TO ACCURATELY LOCATE FINISH FACES IN THE SAME PLANE.
- 2 REFERENCE AXXX FOR PARTITION TYPES. ALL PARTITIONS ARE TYPE xx UNLESS OTHERWISE NOTED. ADD FULL, ACOUSTICAL INSULATION TO ALL PARTITION TYPES ENCLLOSING THESE SPACES, OFFICE, CONFERENCE ROOM, TOILET ROOMS, AND MECHANICAL ROOMS.
- 3 REFERENCE GXXX SERIES FOR GRAPHIC EXTENT OF FIRE RATED PARTITIONS.
- 4 REFERENCE A001 FOR ADDITIONAL GENERAL NOTES.
- 5 REFERENCE AXXX FOR FINISH SCHEDULES.
- 6 FURNITURE LAYOUT IS FOR "REFERENCE" ONLY.



**NOT FOR  
REGULATORY  
APPROVAL,  
PERMITTING  
OR  
CONSTRUCTION**

**ERWIN MIXED  
USE**

101 E H STREET ERWIN,  
NC 28339

JULY 1, 2021 PROJ. NO. Project Num  
PROJ. ARCHITECT DRAWN BY: Author

SET ISSUE DATES	
DAT	ISSU
E	E

REVISIONS		
NO.	DATE	DESCRIPTION

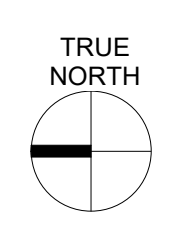
**80% CONSTRUCTION  
DOCUMENTS**

**FLOOR PLAN -  
1ST FLOOR**

**A201**

**1 FLOOR PLAN - LEVEL 1 - PROPOSED**  
SCALE: 1/4" = 1'-0"

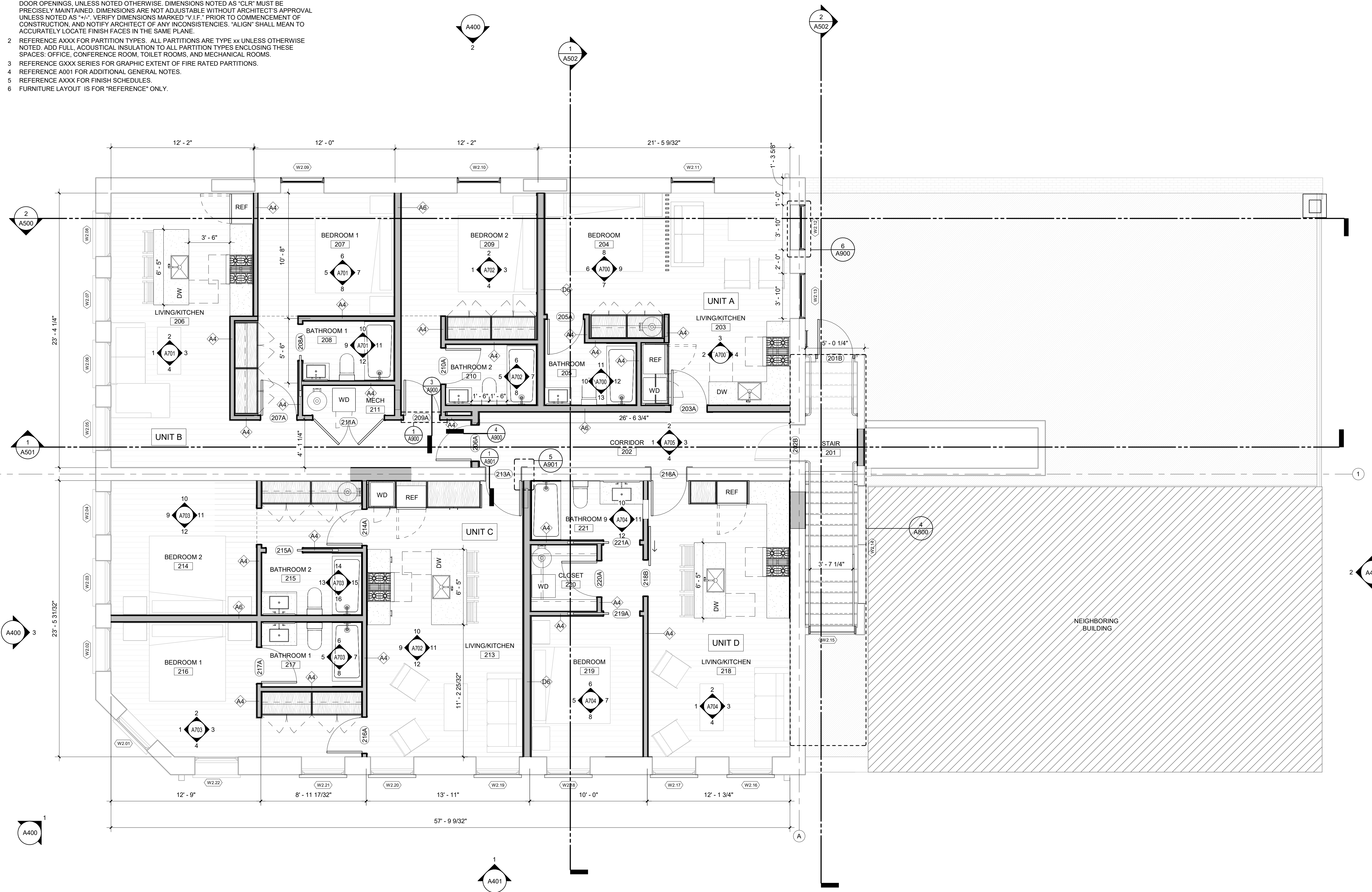
GRAPHIC LEGEND	
EXISTING	
PROPOSED	



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**FLOOR PLAN NOTES**

- 1 DIMENSIONS ARE TO GRID LINE, FACE OF STUD, FACE OF CONCRETE, AND CENTERLINE OF DOOR OPENINGS, UNLESS NOTED OTHERWISE. DIMENSIONS NOTED AS "CLR" MUST BE PRECISELY MAINTAINED. DIMENSIONS ARE NOT ADJUSTABLE WITHOUT ARCHITECT'S APPROVAL UNLESS NOTED AS "+/-". VERIFY DIMENSIONS MARKED "V.I.F." PRIOR TO COMMENCEMENT OF CONSTRUCTION, AND NOTIFY ARCHITECT OF ANY INCONSISTENCIES. "ALIGN" SHALL MEAN TO ACCURATELY LOCATE FINISH FACES IN THE SAME PLANE.
- 2 REFERENCE AXXX FOR PARTITION TYPES. ALL PARTITIONS ARE TYPE xx UNLESS OTHERWISE NOTED. ADD FULL, ACOUSTICAL INSULATION TO ALL PARTITION TYPES ENCLOSING THESE SPACES: OFFICE, CONFERENCE ROOM, TOILET ROOMS, AND MECHANICAL ROOMS.
- 3 REFERENCE GXXX SERIES FOR GRAPHIC EXTENT OF FIRE RATED PARTITIONS.
- 4 REFERENCE A001 FOR ADDITIONAL GENERAL NOTES.
- 5 REFERENCE AXXX FOR FINISH SCHEDULES.
- 6 FURNITURE LAYOUT IS FOR "REFERENCE" ONLY.



**NOT FOR  
REGULATORY  
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OR  
CONSTRUCTION**

**ERWIN MIXED  
USE**

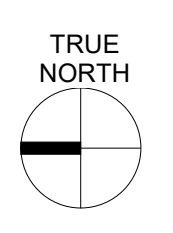
**101 E H STREET ERWIN,  
NC 28339**

JULY 1, 2021 PROJ. NO. Project Number  
PROJ. ARCHITECT DRAWN BY: Author

SET ISSUE DATES	
DAT	ISSU
E	E

REVISIONS		
NO.	DATE	DESCRIPTION

**1 FLOOR PLAN - LEVEL 2 - PROPOSED**  
SCALE: 1/4" = 1'-0"



**GRAPHIC LEGEND**

EXISTING

PROPOSED

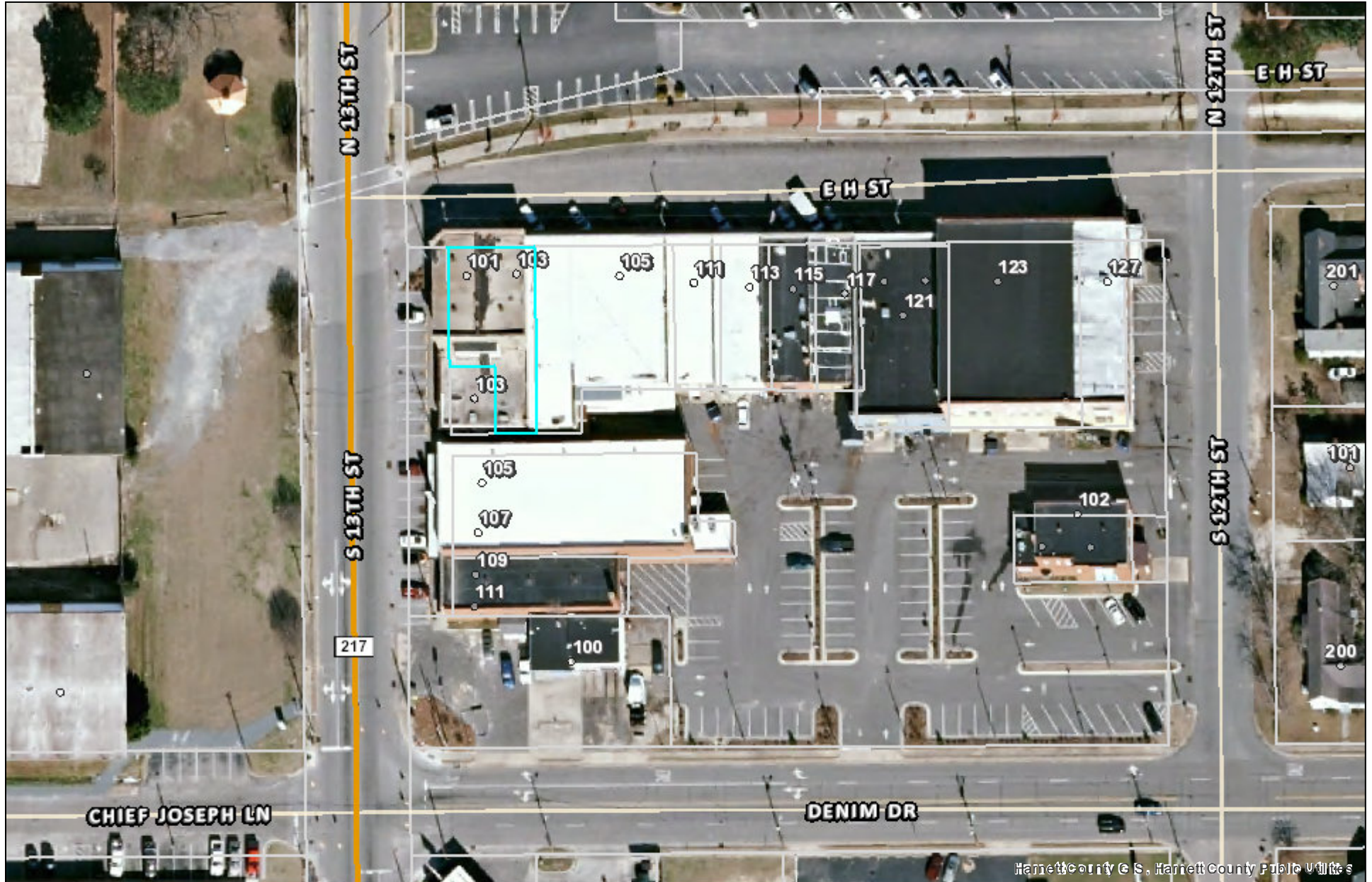
**80% CONSTRUCTION  
DOCUMENTS**

**FLOOR PLAN -  
2ND FLOOR**

**A202**

# Harnett GIS

NOT FOR LEGAL USE



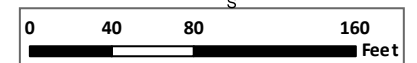
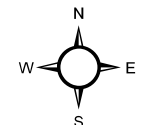
Harnett County GIS, Harnett County Public Utilities



GIS/E-911 Addressing

August 11, 2021

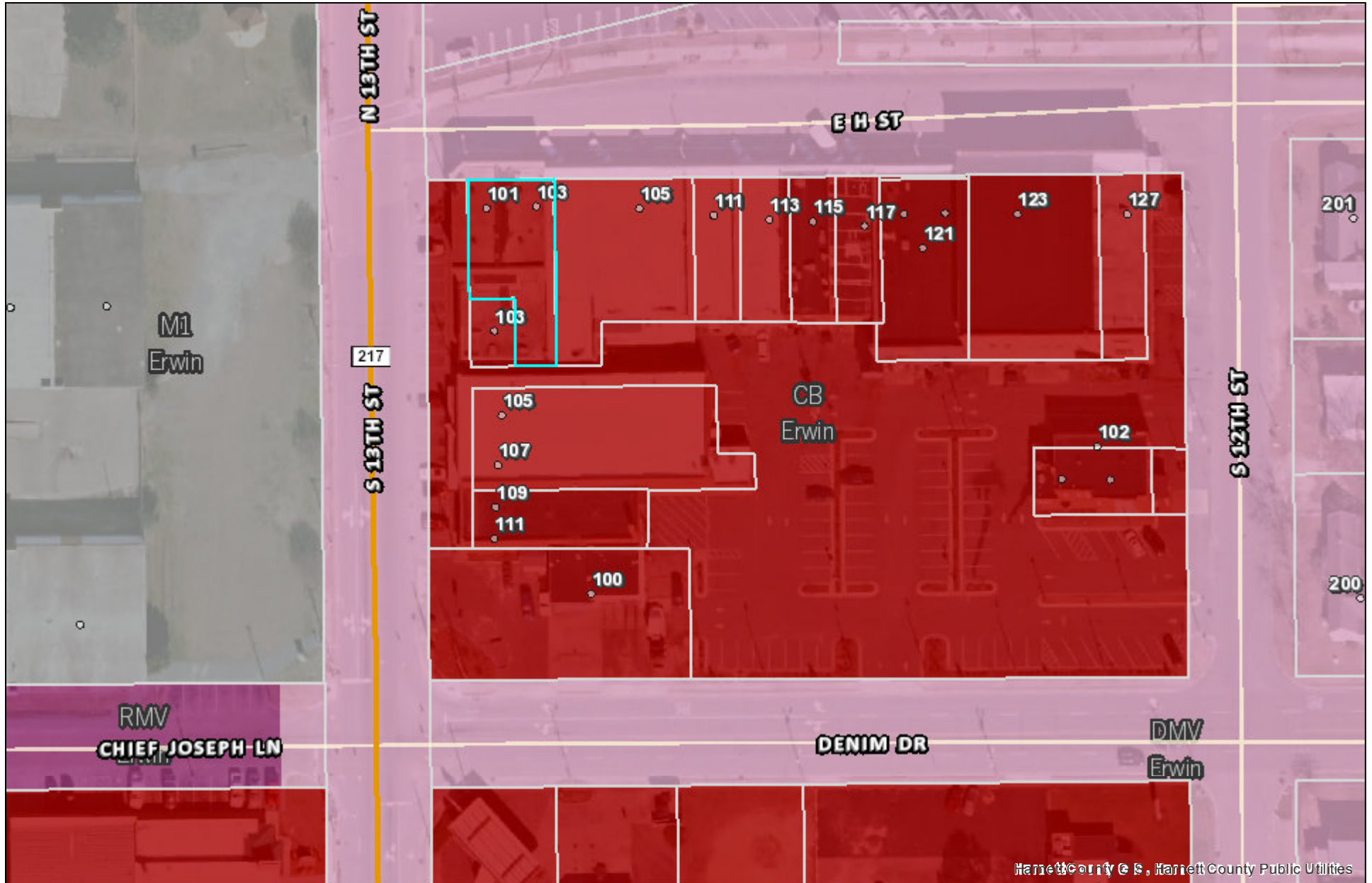
- |                               |                         |              |         |
|-------------------------------|-------------------------|--------------|---------|
| Recycle Center                | Harnett County Boundary | NC           | Parcels |
| Landfills                     | Address Numbers         | US           |         |
| Surrounding County Boundaries | Airport                 | Roads        |         |
| Federal Property              | <b>MajorRoads</b>       | Mile_Markers |         |
| City Limits                   | Interstate              | Railroad     |         |



1 inch = 94 feet

# Harnett GIS

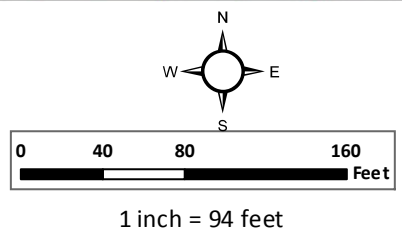
NOT FOR LEGAL USE



GIS/E-911 Addressing

August 11, 2021

- |                               |                         |              |         |
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| Recycle Center                | Harnett County Boundary | NC           | Parcels |
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| Surrounding County Boundaries | Airport                 | Roads        |         |
| Federal Property              | <b>MajorRoads</b>       | Mile_Markers |         |
| City Limits                   | Interstate              | Railroad     |         |





## Property Owners Notified

- Nargis and Kamal Toma 6940 Darcy Lane Raleigh, NC 27606
- Hughie R. Godwin II 113 East H Street Erwin, NC 28339
- Tristen Colt Butler 105 South 13<sup>th</sup> Street Erwin, NC 28339
- Jeffrey R. Stall 391 Crawford Road Coats, NC 27521
- Entrust Administration Trust & FBO Brenton D. Adams 555 12<sup>th</sup> Street STE 1250 Oakland, CA 94607
- Timothy and Rose Matthews 109 Bluebird Lane Willow Spring, NC 27592
- Paul and Wyna Blackman PO Box 442 Erwin, NC 28339
- Athanasios and Theodora Papadopoulos 1027 Finley Point Place Knightdale, NC 27546
- Beacon Recuse Mission 207 West Broad Street Dunn, NC 28334
- Jackson Family Enterprises 309 St. Matthews Road Erwin, NC 28339
- American Mobile Home Supply Inc. 5431 Murchison Road Fayetteville, NC 28311
- Jamie and Heather Bowden 595 Palestine Road Linden, NC 28356
- Timothy C. Morris 345 Cottle Lake Drive Coats, NC 27521
- Schwarz Auman Properties LLC. & C/O Sothern Property Management 200 North 13<sup>th</sup> Street STE 3A Erwin, NC 28339
- Curr-Well Developments LLC 21 Little Farm Circle Angier, NC 27501
- George Joseph 103 North 6<sup>th</sup> Street Erwin, NC 28339
- Harnett County PO Box 759 Lillington, NC 27546

## Section 2 Vision & Goals

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L3. Allow for and encourage a variety of housing types to accommodate residents in all stages of life.

- a. Make residential zoning districts density based rather than based on minimum lot size. This will allow product flexibility while maintaining the same residential density that is desired for an area.
- b. Permit multi-family residential uses by right on upper floors of Central Business district buildings and permit some multi-family residential uses in close proximity to downtown.



Mixed Use



Townhouse



Apartment

# Erwin Board of Commissioners

## REQUEST FOR CONSIDERATION

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To: The Honorable Mayor and Board of Commissioners

From: Snow Bowden, Town Manager

Date: September 2, 2021

Subject: Census and Redistricting for Postponed 2021 Election

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The Town has received the overall data from the 2020 U.S. Census. The 2020 redistricting data should be available by September 21, 2021. If we need to make any changes to our Wards we will be able to do it once we get that data. Based on the data in the 2020 U.S. Census our population increased by 137 residents. If we have to make any changes to our Wards they will probably be minor changes.

Attachments:

- 2020 U.S. Census data

Action Recommended:

- No action needed.

2020 Census Data			
Category	2020	2010	Difference
Total Population	4,542	4,405	137
Hispanic	612	324	288
White	2,900	3,194	-294
African American	794	756	38
American Indian/Alaska Native	28	31	-3
Asian and Pacific Islander	15	14	1
Other	193	86	107

# Erwin Board of Commissioners

## REQUEST FOR CONSIDERATION

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To: The Honorable Mayor and Board of Commissioners

From: Snow Bowden, Town Manager

Date: September 2, 2021

Subject: American Rescue Plan

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Town Staff has reviewed the interim guidelines for what the funds associated with the American Rescue Plan. The U.S. Treasury's Office is supposed to send out the final guidelines for these funds soon. The UNC School of Government has recommended waiting to see these final guidelines and to see if the N.C. General Assembly sets any guidelines for these funds before approving expenditures. I would like to set up a workshop meeting to discuss these funds.

Action Recommended:

- Discuss the American Rescue Plan at our September 27th at 6 PM workshop meeting

# Erwin Board of Commissioners

## REQUEST FOR CONSIDERATION

---

To: The Honorable Mayor and Board of Commissioners

From: Snow Bowden, Town Manager

Date: September 2, 2021

Subject: Community Economic Recovery and Resiliency Initiative (CERRI)

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The Director of the Mid-Carolina Council of Governments (Justin Hembree) made the Town aware of a program that is offered by the North Carolina Department of Commerce. This program is for municipalities that have a population of fewer than 5,000 people and are communities located in a Tier One or Tier Two County. There is no cost to the Town if we were selected to be in this program. This program would provide economic recovery strategies and other technical services to the Town. If the Town is selected to be in this program it will require the Town Board to approve a Resolution to accept these services from the Department of Commerce.

Attachment:

- CERRI flyer

# Community Economic Recovery and Resiliency Initiative (CERRI) Overview, Services, and Application Requirements

(Updated August 17, 2021)

The Rural Planning program (RPP) of the N.C. Department of Commerce, Main Street & Rural Planning (MS&RP) Center, is accepting applications for new communities to participate in the **Community Economic Recovery and Resiliency Initiative (CERRI)**. The application deadline is Friday, September 17, 2021.

The RPP held a virtual CERRI information session on August 17, 2021, for interested communities. During the meeting, the RPP presented an overview of the program and its benefits, as well as the requirements for participation. Content from the information session as well as additional details about CERRI and the application process are provided below.

## CERRI Overview

In January 2021, the RPP launched CERRI to help small towns and rural communities, with populations under 5,000, recover from the economic impacts of the COVID-19 pandemic and build resilient local economies. Initially, the RPP engaged ten communities (eight towns and two counties), across the North Carolina's eight Prosperity Zones, in the initiative.

CERRI provides communities with a planning process to develop local economic recovery strategies and technical services to implement them. RPP staff works with participating communities to complete an economic development assessment, prepare an economic recovery plan of work, and deliver implementation services to help them support small businesses and build local economic resiliency. The RPP currently provides its CERRI services at no cost to participating communities.

## CERRI Services

The primary services the RPP provides to CERRI communities generally include:

1. *Community Economic Development Assessment (Assessment)*

RPP staff will facilitate one or more assessment meeting(s) with a local work group that will include:

- a. Presentation of local economic data relative to the current situation, economic diversity, and related information.
- b. Discussion of the impacts of COVID-19 on the local economy, identification of economic assets and drivers, and completion of a SWOT (strengths, weaknesses, opportunities, and threats) analysis.
- c. Review of information regarding local government support of small businesses.
- d. Conduction of stakeholder interviews and a business community survey.

2. *Development of an Economic Recovery Plan of Work*

Following the Assessment, the RPP will work with local government staff and the local work group to prepare an Economic Recovery Plan of Work. Plan development meetings will include the presentation of findings from stakeholder interviews and the business community survey, the identification and prioritization of action items from the Assessment, and the development of

strategies to support small businesses and help the local economy recover and become more resilient to future crises.

### 3. *Delivery of Implementation Services*

When the Economic Recovery Plan of Work is complete, RPP staff will work with local government staff, the local work group, and other partners (if applicable) to determine which implementation services and resources will be the most beneficial and within what timeframe(s) the community should pursue them.

Implementation services may include:

- a. Analysis of current economic conditions and opportunities
- b. Training and capacity building opportunities
- c. Formulation of implementation strategies
- d. Project development and implementation assistance
- e. Economic development assistance and technical support

In addition to RPP services, CERRI communities will receive project development, resource identification, and implementation assistance from other project partners, including regional councils of government, local and regional economic development organizations, the NC Appalachian Regional Commission program, NC Hometown Strong, and the U.S. Economic Development Administration.

CERRI participants will also benefit from training and tools provided through the NC MS&RP Center's affiliation with [Leverage NC](#), the [North Carolina Small Business and Technology Development Center](#), and other agencies and organizations.

## **CERRI Eligibility and Other Requirements**

In their applications for CERRI, communities will be asked to address the eligibility criteria, additional requirements, and their readiness/need for CERRI, as follows:

### 1. *Eligibility Criteria*

- a. NC incorporated communities (municipalities) with populations under 5,000, provided they are neither currently designated as NC Main Street or Small Town Main Street communities by the NC MS&RP Center nor currently part of the NC MS&RP Center's Downtown Associate Community program.
- b. NC unincorporated communities with populations under 5,000 that partner with NC county governments.

### 2. *Additional Requirements*

- a. NC local governments (municipalities and, for unincorporated communities, counties) must be the applicants; however, other entities (e.g., regional councils of government) may prepare applications on behalf of local governments.
- b. Communities with current N.C. Department of Commerce County Distress Rankings (Tiers) 1 or 2 (<https://www.nccommerce.com/grants-incentives/county-distress-rankings-tiers>) will receive preference for CERRI selection; however, the RPP will take other factors into consideration for those located in Tier 3 counties. The application will provide space for communities in Tier 3 counties to explain why the tier designation should not prevent their consideration for CERRI.



3. *General Assessment of Community Readiness/Need for CERRI*
  - a. Does the community have one or more business district(s)? If yes, briefly describe them (such as their general locations and types).
  - b. Is the community served by any local economic development organizations, chambers of commerce, merchants or industry associations, or other similar entities? If so, please list them.
  - c. How has the community's economy been affected by the pandemic?
  - d. Does the community have any economic recovery efforts underway? If so, briefly describe them.
  - e. What outcomes does the community expect from participating in CERRI?
  - f. Describe some examples of success the community has had with implementing past planning/economic development projects? What was critical to the success of these projects?
  - g. Describe the community's capacity (e.g., in terms of organization, personnel/volunteers, time, skills, and other commitments) to participate in CERRI.
  - h. List partners the community is likely include in CERRI.

## **CERRI Application**

The application period for new communities to participate in CERRI opens on Tuesday, August 17, 2021, and runs through Friday, September 17, 2021. Communities will complete and submit applications online. To access the CERRI application, [click here](#).

In addition to answering application questions regarding the eligibility criteria, other requirements, and readiness/need for CERRI, applicants will be asked to acknowledge that, if selected for CERRI, they will complete several actions to start the CERRI process with the RPP, as follows:

1. *Resolution and Memorandum of Understanding*

To formalize a community's CERRI participation following its selection, the town's governing board (or for unincorporated areas, the governing board of the county in which the community is located) will adopt a resolution to accept RPP services and have its designee sign a Memorandum of Understanding with the RPP regarding the scope of work, roles, and expectations of the parties involved, and other project details.

2. *Local Coordinator and Local Work Group*

The community will designate a local coordinator for the project and establish a local work group to work with RPP staff. The work group composition will be determined by the community and may include, but not be limited to, local government elected officials, appointed board/committee members, and/or staff, business owners/operators, economic/business development organization representatives, representatives of civic organizations, and/or citizens.

## **Questions**

If communities have questions about CERRI in general and/or the CERRI application, please contact the RPP planner assigned to your Prosperity Zone (see map with contact information, below).

# North Carolina Main Street & Rural Planning North Carolina Prosperity Zones

Northwest Region  
Kyle Case  
kyle.case@nccommerce.com  
(984) 275-5209

Piedmont Triad (Central) Region  
Darren Rhodes  
drhodes@nccommerce.com  
(336) 618-5117

North Central Region  
Bruce Naegelen  
bruce.naegelen@nccommerce.com  
(984) 365-0279

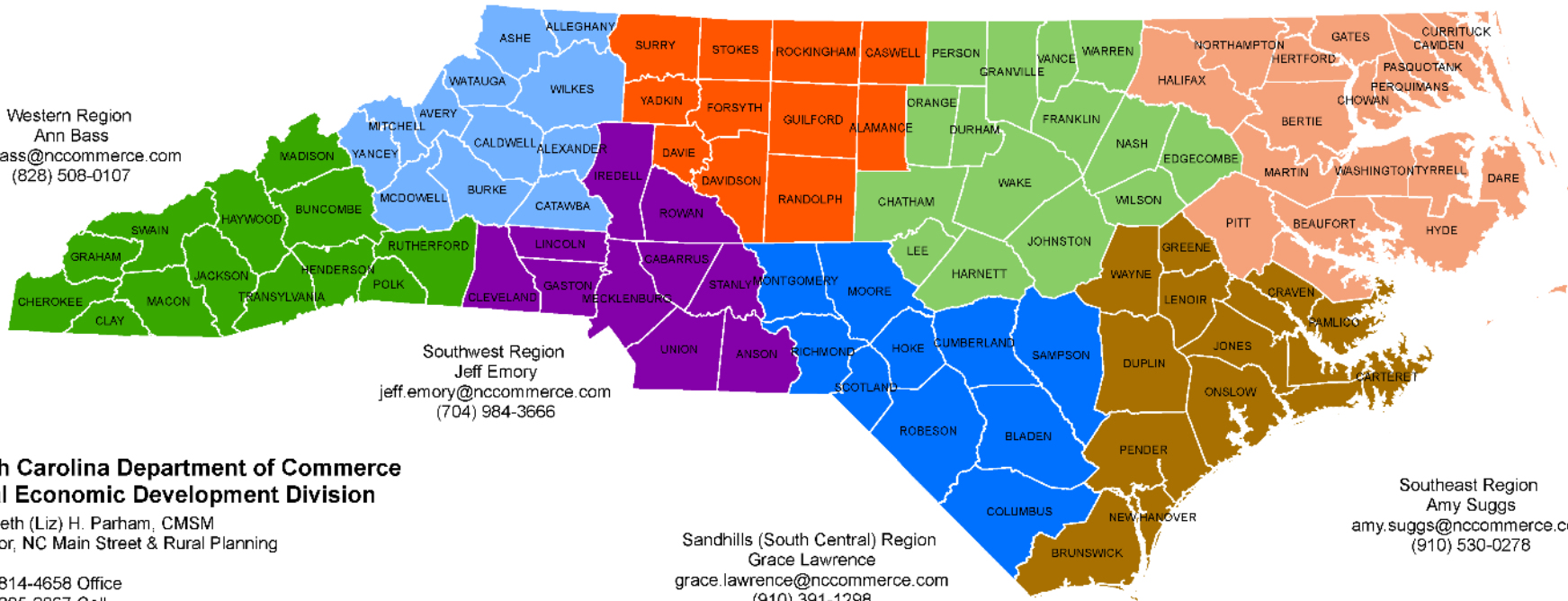
Northeast Region  
Lee Padrick  
lpadrick@nccommerce.com  
(252) 565-2060

Western Region  
Ann Bass  
ann.bass@nccommerce.com  
(828) 508-0107

Southwest Region  
Jeff Emory  
jeff.emory@nccommerce.com  
(704) 984-3666

Sandhills (South Central) Region  
Grace Lawrence  
grace.lawrence@nccommerce.com  
(910) 391-1298

Southeast Region  
Amy Suggs  
amy.suggs@nccommerce.com  
(910) 530-0278



## North Carolina Department of Commerce Rural Economic Development Division

Elizabeth (Liz) H. Parham, CMSM  
Director, NC Main Street & Rural Planning

(919) 814-4658 Office  
(919) 805-2067 Cell  
lparham@nccommerce.com

Darren Rhodes, CPM  
Rural Planning Program Manager

(336) 618-5117 Cell  
drhodes@nccommerce.com

301 North Wilmington Street  
4346 Mail Service Center  
Raleigh, NC 27699-4346

