

**TOWN OF ANGIER
BOARD OF ADJUSTMENT
WORK SESSION MEETING
AGENDA
September 15, 2020
6:30 P.M.
Municipal Building
28 North Raleigh Street
Angier, North Carolina 27501**

1. Opening
2. Pledge of Allegiance
3. Invocation
4. Approval of Agenda
5. Approval of the July 28, 2020 Board of Adjustment Meeting Minutes
6. Swearing in of Witnesses for Evidentiary Hearings
7. Public Hearing

A. Special Use Permit Application

Applicant: Carolina Land Group, LLC

Property Address: 152 Sundowner Lane, Angier, NC

Special Use Requested: 48.56 Acre Planned (Mixed Use) Development

(Board of Adjustment ETJ members to be excused, Board of Commissioners will continue with Work Session Topics)

8. Old Business (Work Session Business)
 - A. Former Town Limits Entrance Sign (Update)**
 - B. Parking Lot Improvement Project #1 (Update)**
9. New Business
 - A. Two-hour Parking Signs**
 - B. Reschedule all Meeting Times from 7pm to 6pm (Including Planning Board, BOC, and Board of Adjustment)**
 - C. Main Street Program Designation**
 - D. Advisory Board Members Terms ending December 31, 2020 (Information Only)**
10. Adjournment

**Town of Angier Board of Adjustment
July 28, 2020, 7:00 P.M.
Municipal Building
28 N. Raleigh Street
Angier, North Carolina 27501
Minutes**

The Town of Angier Board of Adjustment met in regular session on Tuesday, July 28, 2020, inside the Municipal Building Board Room, 28 N. Raleigh Street. Mayor Bob Smith presided, calling the meeting to order at 7:05 p.m.

Members Present: Mayor Bob Smith
Mayor Pro-Tem Craig Honeycutt
Commissioner Loru Boyer Hawley
Commissioner Mike Hill

Members Absent: Commissioner Alan Coats

ETJ Members Present: Chris Hughes
Lee Marshall

ETJ Members Absent:

Staff Members Present: Town Clerk Veronica Hardaway
Planning Director Sean Johnson
Administrative Assistant Donna DiMambro
Town Attorney Katie Barber-Jones

2. Pledge of Allegiance: Mayor Bob Smith led the pledge of allegiance.

3. Invocation: Mayor Smith offered the invocation.

4. Approval of the June 23, 2020 Meeting Minutes: With there being no changes, the June 23, 2020 Board of Adjustment Meeting Minutes were approved as presented.

Motion: Lee Marshall
Vote: Unanimous; 6-0

Approval of the June 23, 2020 Agenda: The Board of Adjustment approved the agenda as presented.

Motion: Mayor Pro-tem Honeycutt
Vote: Unanimous; 6-0

Swearing In Of Witness: The following persons giving testimony during the evidentiary hearings on the agenda were duly sworn by the Town Clerk.

Sean Johnson
Russ Lockemy

5. New Business

A. Variance Application: Applicant TRL Investment Properties, LLC having a Variance Request to Ordinance Section 7.3.4 – Waste Container Screening Requirements

Mayor Smith opened the Evidentiary Hearing

Planning Director Sean Johnson stated that the Planning Department has received a Variance request from Russ Lockamy for the property at 559 N. Raleigh Street (Harnett PIN#: 0674-62-9517.000). The Variance request is regarding Ordinance Section 7.3.4 – Waste Container Screening. Staff has sent a notification letter to the property owner in Summer of 2019 making them aware of the recent changes to Section 7.3.4 of the Ordinance regarding the requirement to screen waste containers. In this letter, staff indicated that these new requirements must be met by the December 4, 2019 deadline. The property owner submitted a variance application on November 11, 2019 to request that the waste container(s) on the property be allowed to remain unscreened. There have been several delays in scheduling the meeting to hear this case including COVID-19 meeting restrictions and owner requested re-scheduling.

Ordinance Reference:

Section 7.3.4 Screening requirements for outdoor storage, waste containers, and mechanical equipment. The following requirements shall apply to all existing nonresidential and multifamily development:

- A. Any waste container which exceeds 96 gallons existing at the time of adoption of this ordinance shall be brought into compliance with the following screening requirements within six months of the effective date of this ordinance. For interpretation purposes, waste container shall include any waste container, recycling container, grease trap, oil storage container or any other similar container. The Town will offer a \$250 reimbursement per property in order to offset the costs of coming into compliance. Only uses existing at the time of the adoption which are required to come into compliance with this ordinance are eligible for this reimbursement. Eligible properties must apply to the Town Manager for reimbursement.*
- B. All waste containers shall be screened in the form of an opaque wall or fence with a latching gate that will reasonably secure the enclosure from unauthorized entry. The screen shall exceed the height of the waste containers by a minimum of six inches and shall not interfere with the emptying, replacement or removal of waste containers. Chain link fencing with slats or other supplemental screening material shall not be used to meet the requirements of this section. All screening materials shall remain in good condition as determined by the Administrator.*

Mr. Johnson explained that if the variance is approved, the property owner will not be subject to the screening requirements of Section 7.3.4 for the property at 559 N. Raleigh Street; if the variance is denied the property owner will be required to comply with the screening requirements in Section 7.3.4.

Commissioner Hawley shared concern of firetruck access to the back of the building.

Lee Marshall stated there is plenty of space for firetruck access to add screening to the dumpsters.

Russ Lockamy, owner of the property in question, thanked the Board for allowing him to present his case. He discussed two reasons as to why his variance should be considered: 1) The back of his building gets a lot of foot traffic due to the apartment buildings located behind the building; lighting has been added back there for safety. The restaurants in the building are open late and want to prevent people from being able to hide behind the screening. 2) The screening would prevent delivery trucks from making deliveries and he feels that would fall under consideration for a variance as it would cause undue hardship that would stem from the uniqueness of the actual property not having enough space. If the dumpsters were moved, the business owners would have to walk to a central location which may not be close enough to their respective businesses.

Commissioner Hill stated there is more than enough room to construct screening around the containers. He has looked at the location and it looks pretty clean compared to what it usually looks like with trash everywhere.

Mayor Smith asked Mr. Lockamy if he could arrange for larger dumpsters to be placed so they could be enclosed and the tenants would agree to contribute as part of their rent.

Mr. Lockamy stated the tenants currently take care of their own dumpsters.

Mayor Smith asked that if the tenants take care of their own dumpsters, where are they tonight? He asked if Mr. Lockamy was authorized legally to speak on their behalf. Mr. Lockamy is representing himself as the owner of the property requesting a solution as the owner of the property not as an individual tenant and asked if there was any way he could solve this. The mayor questioned if the \$250 waste container screening grant the Town had previously offered was still available.

Mr. Johnson informed the Mayor that the grant has expired as of July 1, 2020.

Commissioner Hawley explained there have been several incidents with individuals going through dumpsters for food and have even had an issue where a child climbed into a dumpster and got stuck. If there was an enclosure around the dumpster this could have been prevented. She understood Mr. Lockamy's explanation of having an undue hardship, however, asked him if he would be willing to take the risk of having a child fall into a dumpster.

Mr. Lockamy stated that he was more fearful of a scenario of someone hiding behind the screening and is looking out for the safety of employees on site.

Chris Hughes stated individuals can hide behind the dumpsters as they are right now. When you drive down Hwy 55 you can see behind the building and it looks messy.

Mayor Smith closed the Evidentiary Hearing

Variance Approval Criteria

Such variances may be granted in such individual case of unnecessary hardship only upon findings by the Board of Adjustment after a public hearing that the following conditions exist:

- A. Unnecessary hardship will result from the strict application of the ordinance. **The Board unanimously voted this does not apply.***
- B. The hardship results from conditions that are peculiar to the property, such as location, size, or topography. Hardships resulting from personal circumstances, as well as hardships resulting from conditions that are common to the neighborhood or the general public, may not be the basis for granting a variance. **The Board unanimously voted this does not apply.***
- C. The hardship did not result from actions taken by the applicant or the property owner. The act of purchasing property with knowledge that circumstances exist that may justify the granting of a variance shall not be regarded as a self-created hardship. **The Board unanimously voted this does not apply.***
- D. The requested variance is consistent with the spirit, purpose, and intent of the ordinance, such that public safety is secured, and substantial justice is achieved. **The Board unanimously voted this does not apply.***

Board Action: The Board of Adjustment unanimously voted to deny the variance request to Ordinance Section 7.3.4 submitted by TRL Investment Properties, LLC

Motion: Commissioner Hill

Vote: 6-0; unanimous

Board Action: The Board of Adjustment voted to recommend to the Town Manager to honor a \$250 grant consistent to the way it was applied previously to Mr. Lockamy for the construction of the dumpster screenings.

Motion: Commissioner Hawley

Opposed: Commissioner Hill

Vote: 5-1; motion carries

B. Administrative Appeal Continuation Hearing: Property owner Lillian Wells having a violation located at 738 Chalybeate Springs Road regarding an Unscreened Dumpster

Mayor Smith opened the Evidentiary Hearing

Planning Director Sean Johnson stated this appeal is a continued hearing from June 23rd Board of Adjustment meeting. The applicant is Lillian Wells and the property is located at 738 Chalybeate Springs Road. Mr. Johnson provided an updated photo that was taken the previous day, showing the dumpster has been moved from the east side of the property to the inside of an open shelter located at the left side of the property. The dumpster is still visible from the road. He explained that it is allowed to utilize existing structures as part of the screening and build a 3-panel wall with a latching gate however, the dumpster has no panels installed.

Mr. Johnson reviewed the section of the ordinance that references appeals.

Section 15.3.2.1 Appeal of the Administrator

To hear and decide appeals where it is alleged there is an error in any order, requirement, decision, or determination made by administration in the enforcement of this section.

Rather than requesting a variance from the rules of the ordinance, the applicant is actually questioning code enforcement staff's implementation of the ordinance. The initial violation was sent December 9, 2019 and the most recent violation letter was sent April 15th that indicated there was currently \$350.00 in fines due. It states in the approved previous minutes of last month the Board has given Ms. Wells approximately four weeks (Until July 15th) to complete the dumpster screening.

Mr. Johnson informed the Board that Ms. Wells had asked him previously if she could move the dumpster under the open shelter, however he informed her that would still be in violation of the ordinance.

Commissioner Hawley asked if Ms. Wells was supposed to be present at tonight's meeting and Mr. Johnson responded that she did need to be in attendance and that he hasn't heard from her since last month's meeting.

Mayor Smith closed the Evidentiary Hearing

Board Action: The Board of Adjustment unanimously voted to deny the applicants request for an administrative appeal regarding a violation to Ordinance Section 7.3.4 – Waste Container Screening; fines due are still in effect.

Motion: Commissioner Hill

Vote: 6-0; unanimous

6. Adjournment: Mayor Smith entertained a motion to adjourn the meeting. Motion to adjourn was unanimous at approximately 7:39pm.

Motion: Commissioner Hawley

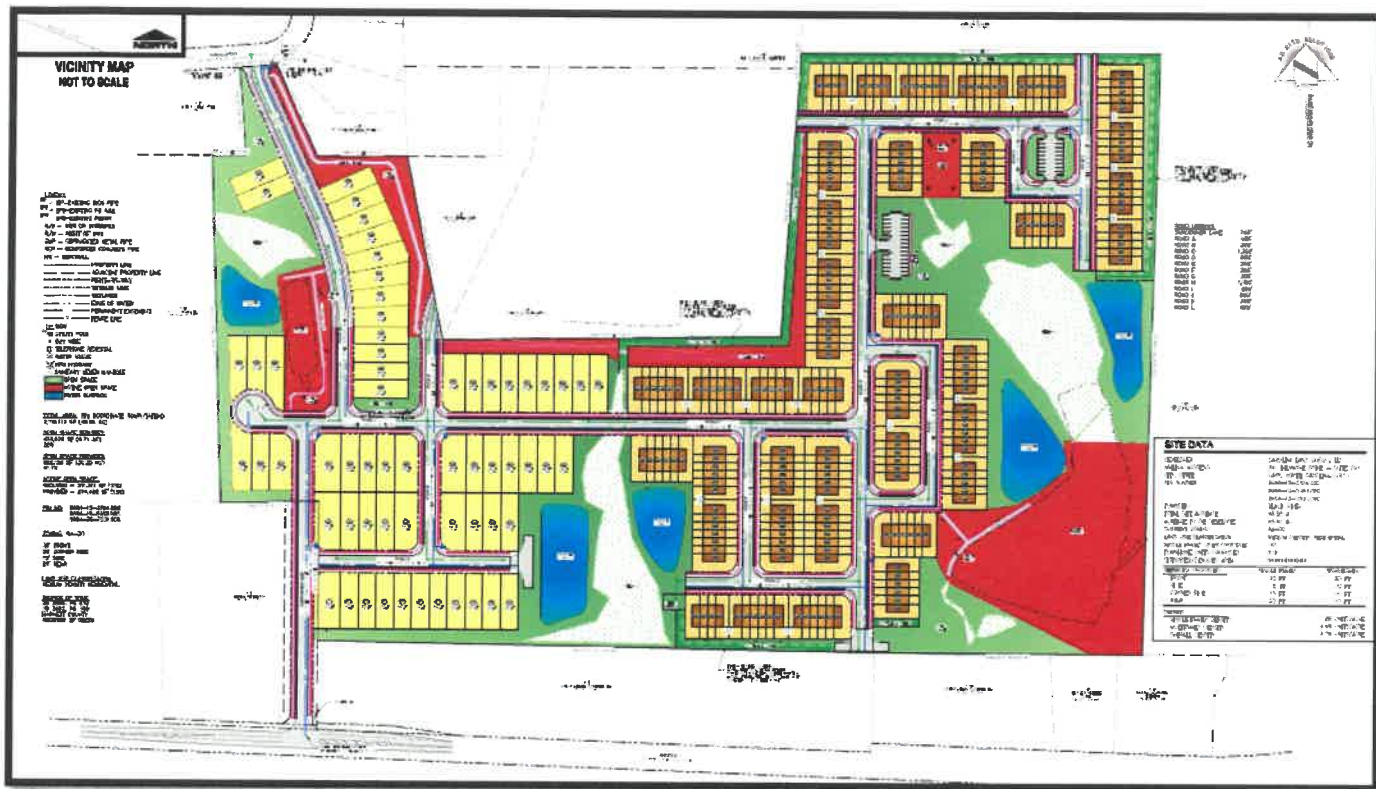
Vote: Unanimous; 6-0

Robert K. Smith
Chairman / Board of Adjustment

Attest:

Veronica Hardaway, Town Clerk

Master Plan





Town of Angier
BOARD OF ADJUSTMENT
August 25, 2020



Staff Contact: Sean Johnson (919) 331-6702
sjohnson@angier.org

Case Number: 2020-000370
Applicants: Carolina Land Group, LLC
Property Owners: Peggy Christian & Kay Hovey, Trustees of the Susan Ogburn Revocable Trust
Location: 152 Sundowner Lane, Angier, NC
PINs: 0684-10-5183.000, 0684-20-7231.000, 0684-10-3748.000

REQUEST: Special Use Permit For Planned Development (Mixed Use Development)

Proposed Location – Vicinity Map



Definition: Planned Development

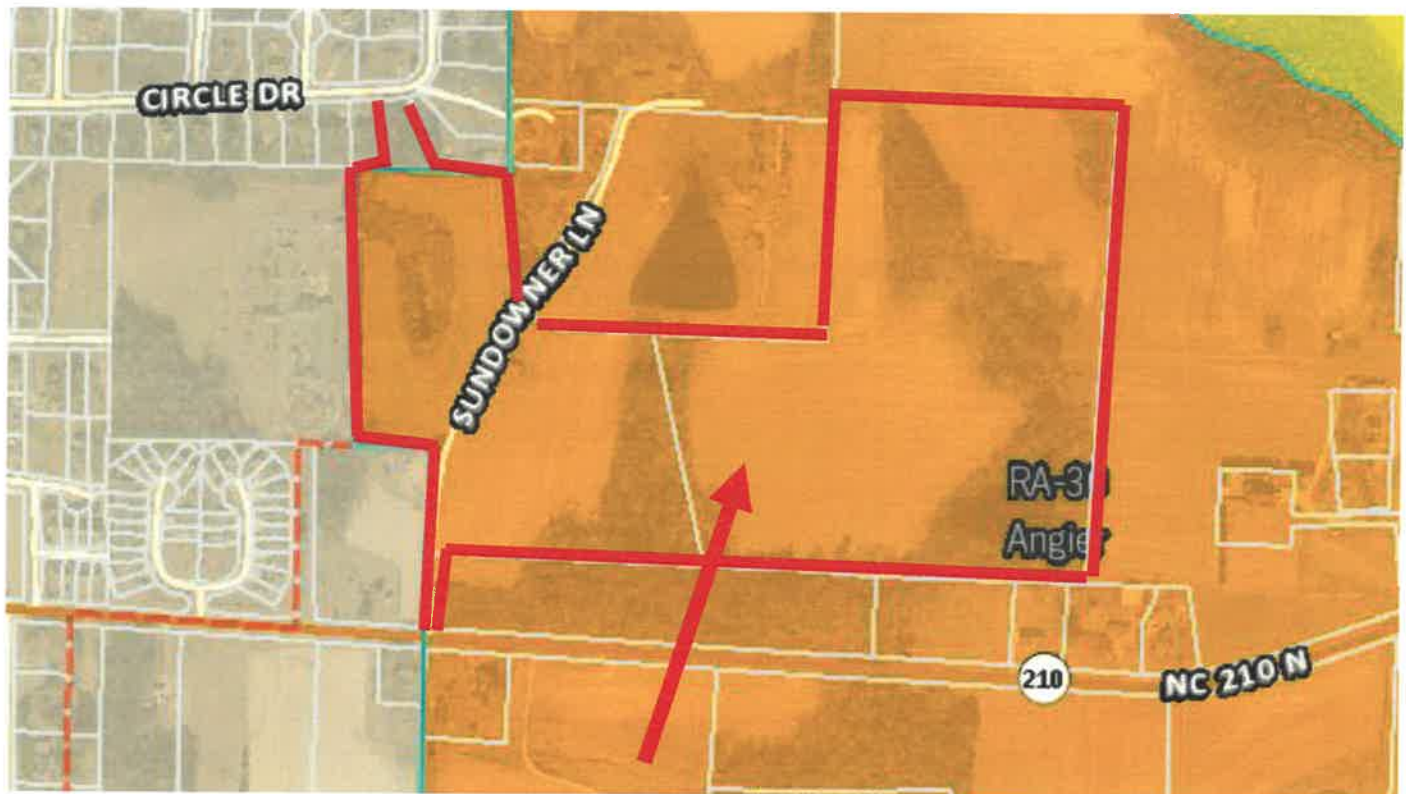
UDO Section 4.11.6 - Planned development

4.11.6.1 Intent. Planned developments are intended to provide for creation of well-planned environments through the application of flexible and diversified land development standards. A planned development is intended to encourage the application of new techniques and technology to residential, commercial, office, and light industrial uses which will result in a more comprehensive development arrangement with lasting function and appeal. It is further intended to achieve broader goals such as economic land development, consideration of environmental conditions, efficient street systems and utility networks, usable attractive open spaces, and the general well-being of the town's inhabitants.

Proposed Development: Honeycutt Oaks

- A Master Plan Has Been Submitted Showing A 279 Unit Mixed Use Development On 48.56 Acres Located Along NC 210 with access to Circle Drive
- The majority of the Property On Which The Master Plan Is Proposed Is Currently Zoned RA-30 And Is In Angier's ETJ
- The Applicant Would Be Required To Receive Voluntary Annexation Approval Before Tying Into The Existing Town Of Angier Water And Sewer Lines
- The Proposed Master Plan Includes:
 - 20.25 Acres Of Open Space
 - Linear Feet Of New Streets
 - 61 Single-Family Lots - 4,800-7,600 Sq. Ft.
 - 218 Townhouse Lots
 - Type A Landscaping Buffer Along The Boundaries Of The Townhome Portion Of The Development
 - Pocket Park Areas
 - Walking Trails Within Open Space Areas

Zoning Map:



Approval or Denial of the Special Use Permit Shall Be based on the following findings of fact

UDO Section 15.3.2.3

- A. The requested use will not impair the integrity or character of the surrounding or adjoining districts;
- B. The requested use will not be detrimental to the health, morals, or welfare;
- C. Adequate utilities, access streets, drainage, sanitation and/or other necessary facilities have been or are being provided;
- D. 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; and
- E. 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 adjustment.



Special Use Permit Application

Planning Department
55 N. Broad Street W.
P.O. Box 278, Angier, NC 27501
Phone: (919) 639-2071 Fax: (919) 639-6130

Total Fee: \$500.00

Receipt:

Permit:

Date: 7/27/2020

Case #:

Applicant Information

Owner of Record:

Name: Peggy Christian & Kay Hovey

Address: 404 Oak Street

City/State/Zip: Lillington, NC 27546

E-mail:

Phone:

Applicant:

Name: Carolina Land Group, LLC

Address: 341 Kilmayne Drive, Suite 201

City/State/Zip: Cary, NC 27511

E-mail: carolinalandgroup@outlook.com

Phone: 704-608-3085

Property Description

PIN(s): 0684-10-3784, 0684-10-5183 & 0684-20-7231

Acreage: 48.56 acres

Address/SR No.: NC 210

Directions from Town Hall: Head east on NC 210 for 0.75 miles. The project will be on the north side of NC 210.

Deed Book: 3589 Page: 572

Plat Book: Page:

Zoning District: RA-30

Township: Black River

Flood Plain & Panel:

Watershed Dist:

Water: ☒ Public
☐ Private (Well)

Sewer: ☒ Public
☐ Private (Septic Tank)

Requested Use:

Special Use for: PUD with single family residential and townhomes

Required Information: (Applications will not be accepted without this information)

1. Is an Erosion and Sedimentation Control Plan required? ☐ No ☒ Yes
If yes, is one on file? ☒ No ☐ Yes (Please attach a copy to your application)
2. It is recommended that all non-residential developments have preliminary discussions with NC DOT concerning driveways and other traffic issues for each project. Has this been done? ☐ No ☒ Yes
Date of Meeting: NCDOT Contact: Earl Locklear & Richie Hines
3. Is a Driveway Permit required? ☐ No ☒ Yes
If yes, is one on file? ☒ No ☐ Yes (Please attach a copy to your application)
4. Have you contacted applicable local, state, and federal agencies regarding building, fire, and other possible code compliance issues? ☐ No ☒ Yes

Sketch Plan Required: Provide a sketch plan along with application. It is *strongly encouraged* that sketch plans be prepared by a NC Professional Land Surveyor and that it meet the following (as applicable):

TITLE BLOCK INFORMATION	
Name of Project & Date (Including all Revision Dates)	<input checked="" type="checkbox"/>
Applicant/Owner(s) Contact Information (Name, Address, & Phone)	<input checked="" type="checkbox"/>
Surveyor/Engineer Contact Information (Name, Address, & Phone)	<input checked="" type="checkbox"/>
Parcel ID Number/Tax ID of Tract(s)	<input checked="" type="checkbox"/>
Deed Reference of Tract(s)	<input checked="" type="checkbox"/>
Zoning Classification of Tract(s)	<input checked="" type="checkbox"/>
Location (Including Township, County, & State)	<input checked="" type="checkbox"/>
Flood Plain Depicted & Noted (Zone, Map Number, & Effective Date)	<input type="checkbox"/>
Watershed District Noted & Extent of Coverage Depicted	<input type="checkbox"/>
GENERAL REQUIREMENTS	
Map Size, 22" x 34" & Scale 1"=100' or Larger	<input checked="" type="checkbox"/>
North Point, Graphic Scale, & Vicinity Map	<input checked="" type="checkbox"/>
Name(s) & Location(s) of Adjacent Property Owner(s) & Use(s)	<input checked="" type="checkbox"/>
Existing Boundaries of Tract(s) Showing Bearings & Distances	<input checked="" type="checkbox"/>
Gross Acreage of Development	<input checked="" type="checkbox"/>
Name(s) & Right(s)-of-way of Streets & State Road Number(s), Including Notation of Public or Private	<input checked="" type="checkbox"/>
Name, Location, Width, & Acreage of Additional Easement(s) & Right(s)-of-way Within or Adjacent to Site	<input checked="" type="checkbox"/>
Building Envelope & Required Setbacks	<input checked="" type="checkbox"/>
Existing & Proposed Utilities	<input checked="" type="checkbox"/>
Signage Location, Easement, Type, & Size	<input type="checkbox"/>
Existing Structure(s) Located on Site	<input checked="" type="checkbox"/>
SITE PLAN	
Fire Hydrant(s) & Street Light(s) Noted	<input type="checkbox"/>
Erosion Control Plan Submitted	<input type="checkbox"/>
Hours & Days of Operation	<input type="checkbox"/>
Impervious Surface (% Coverage of Lot)	<input type="checkbox"/>
Hazardous Materials to be Stored on Site	<input type="checkbox"/>
Existing & Proposed Mechanical Areas	<input type="checkbox"/>
Existing & Proposed Trash Containment Areas	<input type="checkbox"/>
Existing & Proposed Utility Areas	<input checked="" type="checkbox"/>
Parking Space Typical	<input type="checkbox"/>
Parking Lot Material	<input type="checkbox"/>
All parking areas on site (Based on Type of Business and/or Sq. Ft.)	<input type="checkbox"/>
Existing & Proposed Fencing, Screening, Gate(s) and/or Dock(s)	<input type="checkbox"/>
Spillage & Pollution Prevention & Response Methods	<input type="checkbox"/>
BUFFERING REQUIREMENTS	
Buffering Regulations (Per Town of Angier Unified Development Ordinance)	<input checked="" type="checkbox"/>

Signatures

I, as the landowner, hereby CERTIFY that the information contained herein is true to the best of my knowledge; and by accepting this Special Use Permit (if approved) shall in every respect conform to the terms of this application and to the provisions of the Statutes and Ordinances regulating development in the Town of Angier and its ETJ. Any VIOLATION of the terms above stated immediately REVOKES this Permit. I further understand this structure is not to be occupied until a CERTIFICATE OF OCCUPANCY is issued. This Permit expires 12 months (1 year) after the date the Permit is granted by the Town of Angier Board of Adjustment unless proper permits are obtained within this 12 month period.

Debbie Johnston *Key Hovey* 7/20/2020
 Property Owner Signature Date

Written Statement

**** Applicant is required to answer the following questions under oath at the Board of Adjustment Meeting – Please print answers ****

Public Convenience & Welfare

1. Why are you requesting this use? A special use permit is required to create a PUD. A PUD is being requested for 61 single family homes and 218 townhomes.
2. How will this use benefit the citizens of the Town of Angier? The area will provide additional housing within the town limits.

On-site & Surrounding Land Uses

3. How will the use you are requesting affect the surrounding properties, residents and businesses in the area? Describe in detail **why and how** it will or will not affect the surrounding areas? The project should not have any negative effects on the surrounding areas. The surrounding property has a residential use. The project will connect to the existing subdivision by Circle Drive. The proposed project is residential and the interconnectivity will provide a neighborhood type feel.

Utilities, Access Roads, Drainage, etc...

4. Describe the driveway (width and surface) that you will be using to enter and exit the property. The road to connect to NC 210 and Circle Drive will be a 27' wide street from back of curb to back of curb with sidewalks on both sides of the street.
5. Describe the drainage of this property. The site generally drains from north to south towards NC 210. Storm water control measures will be designed and constructed to control the storm water for the project.
6. How is your trash and garbage going to get to the landfill? The streets constructed will be public streets. The trash will be picked up by the town or a private hauler.

Traffic

7. Describe the traffic conditions and sight distances at the road that serves the property. A proposed left and right turn lane are shown on the site plan. The turn lanes are depending on getting additional ROW. The ROW needed for the right turn lane is not expected to be acquired due to the existing land owner. We expect the end improvements will be a center turn lane only on NC 210.
8. What is the approximate distance between your driveway and the next nearest driveway or intersection? 618' to next intersection & 99' to next driveway

General

9. How many employees will this development employ? N/A
10. What is the estimated investment of the development? Sixty-Eight Million Dollars (\$68,000,000)
11. ~~What is the expected life of the development?~~ Twenty-two years (22) in major homebuilding and development.

Conditions

12. State any conditions that you would be willing to consider as part of the approved Special Use Permit. The conditions are shown on the site plan for the PUD.

13. ~~Angier Community Center~~ Proposed new community will be high quality addition to the growing town of Angier, NC. The proposed community, located less than 1 mile from downtown, will offer residents the convenience to dine and shop downtown close to home. For downtown business owners the community offers 279 new households to shop at their businesses.

Action by the Board of Adjustment

The Board of Adjustment shall approve, modify, or deny the Application for Special Use Permit. In granting a Special Use Permit, the Board of Adjustment 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 it is located and official plans for future development, the Board of Adjustment shall also make written findings that the following provisions are fulfilled:

- A. The requested use **will / will not** impair the integrity or character of the surrounding or adjoining districts;
- B. The requested use **will / will not** be detrimental to the health, morals or welfare;
- C. Adequate utilities, access streets, drainage, sanitation and/or other necessary facilities **have / have not** been made or are being provided;
- D. That adequate measures **have / have not** been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets; and
- E. That the Special Use **shall / shall not**, 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 Adjustment.

Note: The concurring vote from the simple majority of the members of the Board of Adjustment shall be necessary to decide in favor of granting the Special Use Permit.

** I have received and read the above statement:


Signature

7.20.20
Date





REVISIONS

DO NOT USE FOR CONSTRUCTION
PRELIMINARY

PROJECT NAME
**SPRING
VILLAGE
MASTER PLAN**

DETAILED SITE PLAN
TAX ID# 0684-10-3748.000
0684-10-5183.000
0684-50-7251.000
SUNDOWNER LANE
BLACK RIVER TOWNSHIP
HARRIS COUNTY
NORTH CAROLINA

CLIENT
**CAROLINA LAND
GROUP, LLC**

341 Village Drive, Suite 201
Cary, North Carolina 27511
Phone: (919) 598-3685

PROJECT INFORMATION			
DESIGNED BY:	CSM	SCM	SCM
DRAWN BY:	SCM	SCM	SCM
CHECKED BY:	SCM	SCM	SCM
PROJECT NUMBER:	1003		

DRAWING SCALE
HORIZONTAL 1"=60'

DATE RELEASED
JULY 27, 2020

SHEET NUMBER
3

OF 4



VICINITY MAP
NOT TO SCALE

REVISIONS

PRELIMINARY
DO NOT USE FOR CONSTRUCTION

PROJECT NAME

**SPRING
VILLAGE
MASTER PLAN**

DETAILED SITE PLAN

TAX ID# 0684-10-3748.000
0684-10-5183.000
0684-20-7231.000
SUNDOWNER LANE
BLACK RIVER TOWNSHIP
NEAR THE TOWN OF ANIER
HARNETT COUNTY
NORTH CAROLINA

IDENT

**CAROLINA LAND
GROUP, LLC**

341 Kilmarney Drive - Suite 201
Cary, North Carolina 27511
Phone: (704) 608-3085

PROJECT INFORMATION

DESIGNED BY:	SEAN
DRAWN BY:	SEAN
CHECKED BY:	SCOTT
PROJECT NUMBER:	1031

DRAWING SCALE

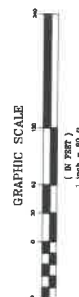
HORIZONTAL: 1°-50°

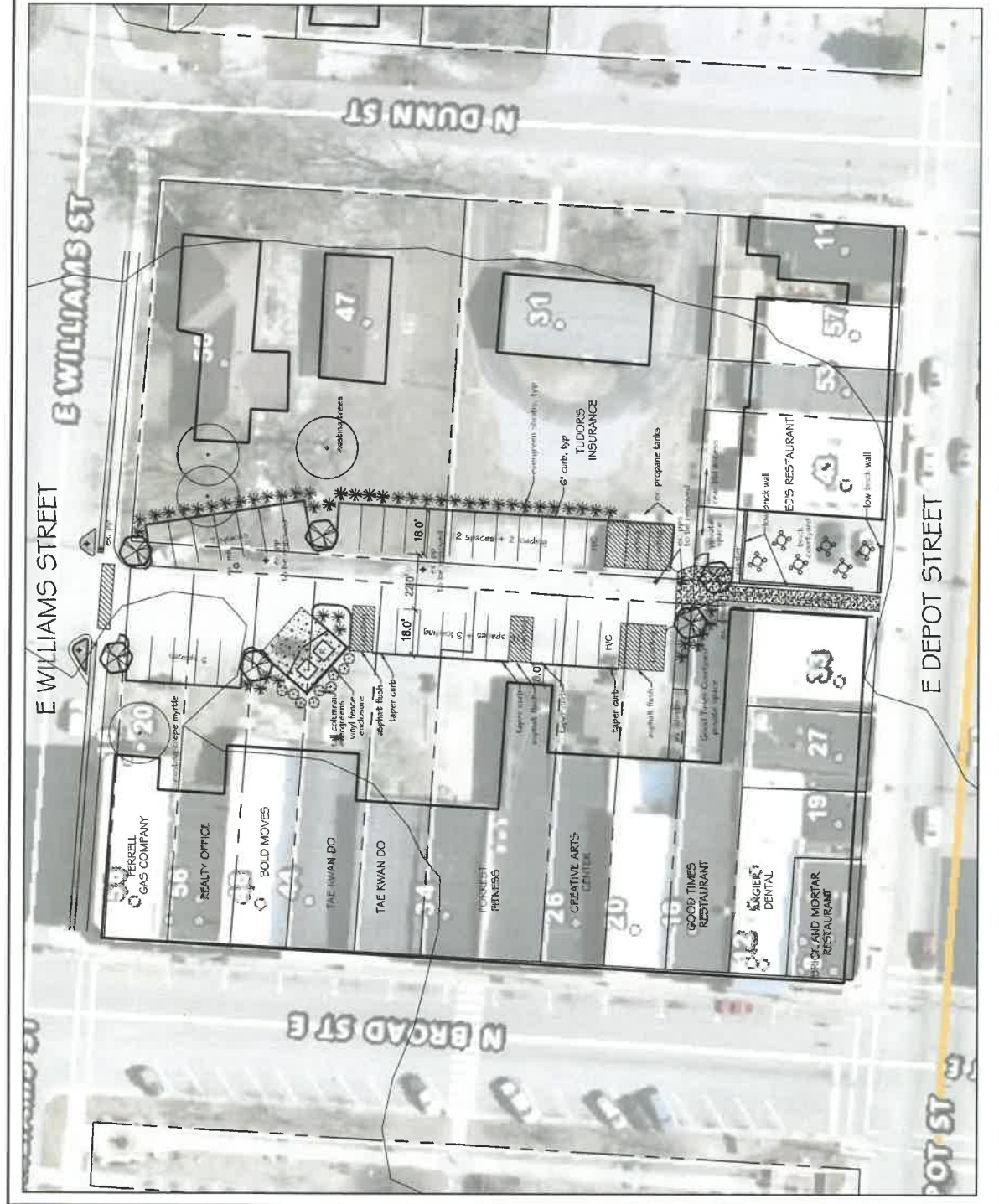
DATE RELEASED

JULY 27, 2020

SHEET NUMBER

4

OF
4VICINITY MAP
NOT TO SCALE









ROY COOPER
Governor

ANTHONY M. COPELAND
Secretary

Benefits and Requirements of the Downtown Associate Community Program

Benefits of the Program.

- Partnership with the NC Main Street and Rural Planning Center:
 - North Carolina cities are selected through a competitive process to participate in the DAC program therefore;
 - Selected communities become partners with the North Carolina Department of Commerce, Rural Economic Development Division, and the NC Main Street & Rural Planning Center in a long-term economic development effort that has a proven positive impact on investment and job creation.
 - Downtown Associate Community programs (DAC) are limited in number and therefore receive focused and personal attention from the Center's staff.
 - Investment: The State of North Carolina invests approximately \$50,000 in on-site visits, training and technical assistance within the first three years of participation in a local DAC program. After the initial start-up phase, the community may be eligible to move up to the Main Street program for continued assistance.
- Training:
 - Selected communities are eligible to attend and participate in the NC Main Street Conference, Main Street Basic Training, Board and Committee Training, Main Street Orientation, Main Street Managers' Meetings and Bi-Annual Regional Meetings.
- Technical Assistance:
 - The North Carolina Main Street and Rural Planning Center's staff guides selected communities through:
 - Identifying community assets
 - Identifying economic drivers
 - Stakeholder and Partner identification
 - Strength, Weaknesses, Opportunities and Threats
 - A Vision Forum leading to creating an organizational structure to implement a downtown vision, downtown economic implementation strategies and downtown implementation plans.
 - Volunteer development
 - Provides guidance and support to communities on ways to find and develop financial resources
 - Extensive experience: The NC Main Street & Rural Planning Center has extensive experience in organizational development and nonprofit management, architecture, historic preservation, planning, building rehabilitation, investment tax credits, incentive programs, marketing, image and special event development. Also in communications and a range of other pertinent areas.

- l. Maintain an annual membership with the National Main Street Center at the Standard Level. IF community moves up to Main Street designation the level goes up to Designated Level.
 - m. Reimbursement of the NC Main Street & Rural Planning Center's travel expenses at the IRS rate plus meals at the state per diem rate.
 - n. Must meet the requirements of the Main Street program by the end of year three in order to move up to Main Street® designation. Participating communities operating a DAC program that may move more quickly through the strategic planning process will be considered for full Main Street designation in less than three years.
 - o. Until a DAC community is officially designated as a Main Street® community they are prohibited from using the Main Street logo or calling themselves a Main Street® community. Being designated comes with specific rights and privileges that are not granted to DAC programs.
 - p. DAC programs are not eligible to nominate projects for NC Main Street or Small Town Main Street awards and are not eligible to nominate Main Street Champions until they move up to full NC Main Street designation nor can DAC programs apply for Main Street Solutions Fund grants unless they meet the definition of a micropolitan (10,000-50,000 in population), per legislative language for the Main Street Solutions Fund. In addition, DAC programs are not eligible for Downtown Redevelopment Funds.
4. An applicant's community selection to the Downtown Associate Community program is predicated upon:
- a. An understanding and a basic acceptance of the Main Street® philosophy, *"economic development within the context of historic preservation."*
 - b. A commitment from city/town officials and staff to a long-term and incremental revitalization program and the willingness to implement the Main Street Four-Point Approach®: organization, promotion, design and economic vitality.
 - c. Demonstration that the community has the ability to move to Main Street® designation and meet the requirements within three years of selection into the Downtown Associate program.
 - d. Interest and commitment from private and public sectors both financially and organizationally.
 - e. Evidence of past and present economic development efforts in particular the downtown district.
 - f. Indications of private or public reinvestment in downtown within the last five years or intent to do so in the near future.
 - g. The need for and value of the Downtown Associate Community Program to your community.
 - h. Presence of both intact historical and architectural resources and of cultural resource features or special qualities in particular within the downtown district. These would include, but not be limited to: architecturally significant buildings, homes, historical sites, culturally or historically significant events that had an impact on your community and are so noted with monuments, markers or sites dedicated to these events within your community.
 - i. The City Council signing the attached Resolution to Participate in the Downtown Associate Community program if selected.



Name of City/Town: _____

Date: _____

2020-2021 Annual Agreement North Carolina Main Street® Designation

Designated Main Street communities (Main Street Director and Main Street Board Chair or City/Town Manager) must sign this document and return to the NC Main Street & Rural Planning Center no later than June 30, 2020 to remain active in the program.

A signed document confirms that the local Main Street program has a thorough understanding of the benefits and requirements of active participation in the NC Main Street program. In July 2020, so that the local government understand the benefits and requirements and as a means of communication, the NC Main Street & Rural Planning Center will send a signed copy to the Town/City Manager, if they were not required to sign.

Retain a signed copy for your records, and return an original, signed copy of the entire document by mail or a scanned, signed copy of the entire document by email (preferred method) no later than June 30, 2020, to:

To: Naomi Riley,
Coordinator, Downtown Services
NC Main Street & Rural Planning Center
4346 Mail Service Center
Raleigh, NC 27699-4346

Naomi.riley@nccommerce.com

Program Background

Nationally:

Main Street America™ has been helping revitalize older and historic commercial districts for nearly 40 years. Today it is a network of more than 1,200 neighborhoods and communities, rural and urban, who share both a commitment to place and to building stronger communities through preservation-based economic development. Main Street America is a program of the nonprofit National Main Street Center, a subsidiary of the National Trust for Historic Preservation.

Main Street America™ is a movement. Main Street America has been helping revitalize older and historic commercial districts for nearly 40 years. It is the leading voice for preservation-based economic development and community revitalization across the country. Made up of small towns, mid-sized communities, and urban commercial districts, Main Street America represents the broad diversity that makes this country so unique.

Working together, the programs that make up the Main Street America network help to breathe new life into the places people call home.

Main Street America is a mark of distinction. It is a seal, recognizing that participating programs, organizations, and communities are part of a national movement with a proven track record for celebrating community character, preserving local history, and generating impressive economic returns. Since 1980, over 2,000 communities have been part of Main Street, bringing renewed energy and activity to America's downtowns and commercial districts, securing \$79 billion in new investment creating 640,017 net new jobs and rehabilitating 284,936 buildings.

Main Street America is a time-tested strategy. Main Street America communities are encouraged to make use of a time-tested approach, known as the Main Street Approach. The Main Street Approach is rooted in a commitment to broad-based community engagement, a holistic understanding of the factors that impact the quality of life in a community, and strategic focus on the core principles of downtown and neighborhood revitalization: Economic Vitality, Quality Design, Effective Promotion, and Sustainable Organization. For more information, visit www.mainstreet.org.

In North Carolina:

The NC Main Street & Rural Planning Center within the N.C. Department of Commerce, is the licensed agency that is charged with administering the Main Street program throughout the state. The Center is committed to following the program guidelines and licensing agreement as outlined by the National Main Street Center and signed by the N.C. Department of Commerce.

The N.C. Department of Commerce designates communities as a "North Carolina Main Street community". When designated, the local city or town government, and specifically the chief elected official, is notified of the designation. The city or town government determines who will administer the Main Street program at the local level and the city or town manager communicates that information to the N.C. Main Street & Rural Planning Center. From time-to-time, that administration may change. If there is a change, this document outlines the steps that must be followed for a change in local administration to occur.

Since 1980, over 111 communities have directly benefitted from the North Carolina Main Street program, bringing economic strength to North Carolina's downtown commercial districts, securing \$3.25 billion in new investment creating more than 27,000 net new jobs and rehabilitating 6,600 buildings.

Benefits for NC Main Street Communities

North Carolina Main Street communities benefit from the following:

Partnership:

- Communities selected to participate in the Main Street program become partners with the North Carolina Department of Commerce, NC Main Street & Rural Planning Center in a long-term, asset-based economic development effort that has proven to have a positive impact on investment and job creation.
- Main Street communities are limited in number and therefore receive focused and personal attention from NC Main Street staff.
- North Carolina communities are selected through a competitive process and only a few are designated; therefore, Main Street designation is an honor bestowed upon only a few special communities.

- In the first three years of a local Main Street program, the state of North Carolina invests approximately \$100,000 in on-site visits, training and technical assistance. After the initial start-up phase, the state annually invests approximately \$5,000 in each Main Street community in the form of ongoing town-specific technical assistance, and statewide and on-site training for directors and volunteers.

Training:

- Main Street communities are eligible to attend and participate in the NC Main Street Conference, NC Main Street Basic Training, Board and Committee Training, NC Main Street Directors' Meetings, Biannual Regional Meetings, and subject specific workshops.
- Designated North Carolina Main Street communities receive two free registrations to the North Carolina Main Street Conference held in March.

Technical Assistance:

- The North Carolina Main Street program staff guides designated communities through a strategic planning process which helps communities create a vision, develop strategies and produce action plans so that limited resources are focused, and results are magnified.
- The North Carolina Main Street staff guide participating communities through board development, volunteer development and downtown director training.
- The North Carolina Main Street staff provide guidance and support to communities on ways to find and develop financial resources.
- Property and business owners in Main Street cities receive free building exterior design recommendations from design specialists at the UNC-Greensboro School of Interior Architecture, in collaboration with the NC Main Street & Rural Planning Center staff.
- North Carolina Main Street staff has extensive experience in organizational development and nonprofit management, historic preservation, building rehabilitation, investment tax credits, incentive programs, tourism development, marketing, image building, special event development, communications, and a range of other pertinent areas.
- The North Carolina Main Street staff is among the nation's leading authorities on downtown development with experience helping North Carolina towns with revitalization challenges.
- The North Carolina Main Street staff assists communities with Main Street Director recruitment and selection.
- The North Carolina Main Street staff conducts an annual program assessment and review of each Main Street program.
- The North Carolina Main Street staff conducts an annual budget and salary analysis of Main Street programs.
- The North Carolina Main Street staff conducts an annual statistical data collection and analysis.

Network:

- North Carolina Main Street communities may use the Main Street trademarks on materials designed to promote the work of their program in collaboration with the State of North Carolina and the National Main Street Center.
- The North Carolina Main Street network possesses some of the most experienced downtown development professionals in the country.
- Main Street communities may take advantage of and participate in a special network of Main Street cities statewide and nationally, with over 1,600 communities across the nation, and 45 city, state, and regional Coordinating Programs, that participate in the Main Street program. This allows them to learn best practices, techniques and strategies for downtown development.

Funding:

- When available, Main Street communities are eligible to apply for Main Street Solutions Funds, or other such NC Main Street funding programs, to assist small business development and property rehabilitation.
- The NC Main Street & Rural Planning Center maintains and distributes a funding guide of federal, state, corporate and foundation sources commonly used for funding downtown projects.

Resources:

- Through the North Carolina Main Street program, communities can identify resource people, consultants and specialists on topics of interest to the community.

Economic Impact:

- Since 1980 when the program began, Main Street communities in North Carolina have had over \$3.25 billion in new investment in their downtowns, a net gain of over 6,500 new businesses and a net gain of over 27,000 new jobs. This is serious economic development!
- The North Carolina Main Street staff facilitate statewide economic impact studies and collect data to determine trends in Main Street and Small Town Main Street communities.

Recognition:

- Designated North Carolina Main Street communities are eligible to receive statewide recognition through the North Carolina Main Street Awards and Main Street Champions programs.
- In addition, designated communities are eligible for recognition by the National Main Street Center as a Nationally Accredited Main Street community.
- Designated North Carolina Main Street communities are eligible to apply for national recognition from the National Main Street Center through the Great American Main Street Awards® (GAMSA) program.
- North Carolina Main Street communities receive publicity about their programs through press releases distributed through the N.C. Department of Commerce, NC Main Street & Rural Planning Center newsletters and annual reports, Main Street presentations and the NC Main Street Center social media sites.

*Note – in the event of a natural disaster or pandemic event, programs and services may be changed, conducted virtually or cancelled in accordance to recommended guidelines from the Center for Disease Control and NC State Emergency Management.

Requirements of Designated N.C Main Street Communities

Main Street communities must be 50,000 and under in population at the time of designation.

1. Participate in all services provided to the local community by the NC Main Street & Rural Planning Center.
2. Employ a full-time - 40 hours/week paid professional Main Street Director, who is dedicated to downtown and will coordinate and facilitate the work of the program. Communities with a population of 5,001-9,999 MAY employ two or more persons that equal one or more full-time equivalent position(s). One of the positions must be designated as the director. Communities with a population of 5,000 or less MAY employ a part-time - 20+ hours/week position paid professional Main Street Director.
 - The Main Street Director should be paid a salary consistent with those of other community development professionals within the city, state, or region in which the program operates.
 - The Director should be adequately trained — and should continue learning about revitalization techniques and about issues affecting traditional commercial districts.
 - The Director should have a written job description that correlates with the roles and

- responsibilities of a Main Street Director.
 - There should be a formal system in place for evaluating the performance of the Director on an annual basis.
 - Adequate staff management policies and procedures should be in place.
- 3. Obtain a 501(c) 3, 4, or 6 nonprofit designation OR be designated as a department of the local municipal government.
- 4. Establish broad-based support for the commercial district revitalization process with strong support from both the public and private sectors.
 - The Main Street organization should have the active participation of various stakeholders at the committee and board levels.
 - Participants should contribute financial, in-kind, and volunteer support for the revitalization program.
 - Participants should look for, and act on, opportunities to make connections between other programs or organizations in order to form partnerships that help further the revitalization process.
 - The program should include an ongoing process for volunteer recruitment, orientation, and recognition, constantly refreshing its pool of volunteers and involving new people each year.
 - The revitalization program has broad-based philosophical support from the community.
 - Municipal government demonstrates a philosophical commitment to commercial district revitalization.
- 5. Establish and maintain an active Board of Directors and Committees using the Main Street Four-Point Approach® and develop a comprehensive Main Street Work Plan using the Main Street Four-Point Approach®.

Main Street revitalization by nature is a community-driven process. Therefore, community members must take an active role in leading and implementing positive change. While the Director is responsible for facilitating the work of volunteers, this staff member is not tasked with single-handedly revitalizing the commercial district. The direct involvement of an active board of directors and committees are keys to success.

If a Main Street organization is housed within another entity (e.g., a community development corporation), it is still important to have its own board of directors and committee structure.

- The board is a working, functional board that understands its roles and responsibilities and is willing to put forth the effort to make the program succeed.
 - Committee members assume responsibility for the implementation of the work plan.
 - The program has a dedicated governing body, its own rules of operation, its own budget, and its own bylaws, and is empowered to carry out Main Street's mission, even if the Main Street program is a part of a larger organization.
 - The board has well-managed, regular monthly meetings, with an agenda and regular distribution of minutes.
 - Committees have regularly scheduled monthly meetings with an agenda that addresses the committee work plan.
6. Establish an annual work plan/planning process for downtown.
- A comprehensive annual work plan provides a detailed blueprint for the Main Street program's activities; reinforces the program's accountability both within the organization and in the broader community; and provides measurable objectives by which the program can track its progress.
- The work plan should contain a balance of activities in each of the four broad program areas that comprise the Main Street approach — Economic Vitality, Quality Design, Effective

Promotion, and Sustainable Organization.

- The work plan should contain measurable objectives, including timelines, budgets, desired outcomes, and specific responsibilities.
- The work plan should be reviewed, and a new one should be developed annually.
- Ideally, the full board and committees will be involved in developing the annual work plan. At a minimum, the full board should adopt/approve the annual work plan.
- The work plan should distribute work activities and tasks to a broad range of volunteers and program participants.
- There has been significant progress in each of the four points based on the work plan submitted for the previous year.

7. Adopt and exhibit a Historic Preservation Ethic and design management program.

Historic preservation is central to the Main Street program's purpose and is what makes historic and traditional commercial districts authentic places. Historic preservation involves saving, rehabilitating, and finding new uses for existing buildings, as well as intensifying the uses of the existing buildings, through building improvement projects and policy and regulatory changes that make it easier to develop property within the commercial district.

- The program has, or is working toward putting in place, an active and effective design management program (which may include financial incentives, design assistance, regulatory relief, design review, education, and other forms of management).
- The program encourages appropriate building renovation, restoration, and rehabilitation projects.
- When faced with a potential demolition or substantial structural alteration of a significant, historic, or traditional building in the Main Street district, the program actively works to prevent the demolition or alteration, including working with appropriate partners at the state, local, or national level to attempt to stay or alter the proposed activity; developing alternative strategies for the building's use; and/or educating local leaders about the importance of retaining existing buildings and maintaining their architectural integrity.
- The program works to find creative adaptive use, financing, and physical rehabilitation solutions for preserving old buildings.
- The program recognizes the importance of planning and land-use policies that support the revitalization of existing commercial centers and works toward putting planning and land-use policies in place that make it as easy (if not easier) to develop property within the commercial district as it is outside the commercial district. Similarly, it ensures that financing, technical assistance, and other incentives are available to facilitate the process of attracting investment to the historic commercial district.
- The program builds public awareness for the commercial district's historic buildings and for good design.

8. Demonstrate an established vision for downtown and a mission that defines the role of the organization that will manage the downtown initiative.

- The organization has an appropriate written mission statement.
- The mission statement is reviewed annually and updated as appropriate.
- The organization has an appropriate written vision statement for downtown that is reviewed annually and updated as appropriate. The vision statement should define the economic potential of downtown.

9. New Main Street Director attendance at Main Street Orientation, held each month in Raleigh, within three months of start date (if not previously attended).

10. Main Street Director attendance at Main Street Basic Training each time there is a change in management (if not previously attended).

11. Fund the local Main Street program through both public and private partnerships at a level allowing for full implementation of the program based on the Four-Point Approach® and the adopted annual work plan.

The Main Street program's budget should be adequate to achieve the program's goals. The dollar amount that is "adequate" for a program budget may vary.

- The budget should be specifically dedicated to revitalizing the commercial district.
- The Main Street program's budget should contain funds adequate to cover the salary and benefits of staff; office expenses; travel; professional development; and committee activities.
- Revenue sources are varied and broad-based, including appropriate support from the municipal government.
- There is a strategy in place to help maintain stable funding.
- There is a process in place for financial oversight and management.
- Regular monthly financial reports are made by the treasurer to the board.

12. Main Street Director's attendance at Main Street Directors' Meeting held once a year in August. (In the case of a vacancy or illness/emergency, a substitution for the director may be made for this meeting).
13. Main Street Director (or Volunteer if Director cannot) attendance at a minimum of one of two bi-annual regional meetings each year. (Held in May and October/November.) *It is recommended that the Director attends both meetings, not just one.
14. Main Street Director and a minimum of one volunteer attendance at the annual NC
15. Main Street Conference - (NCMS provides each designated MS community with two complimentary registrations).
16. Submit annual Statistical data in July and Budget & Salary information and Program Assessment Survey in January as requested to the NCMS Center.
17. Maintain an annual membership with the National Main Street Center at a \$375 Main Street America Community Member level.
18. Reimbursement of NC Main Street & Rural Planning Center's travel expenses, when traveling to the local community, at the IRS state rate plus meals at the state per diem rate and lodging in accordance to the NC Main Street & Rural Planning Center Travel Policy.
19. Main Street Program must also sign and follow the attached National Main Street sublicense agreement and must comply with all Accredited or Affiliate community requirements. Logos and Website language will be sent following receipt of signed agreements.

Documents Needed for a Change in Administration of the Local Main Street Program, including if the organization changes from a nonprofit, government or quasi-public-private structure to a different structure:

- The City/Town Council has the authority to designate another agency/entity to administer the Main Street program.
 - North Carolina Main Street Center requires:

- A resolution from the City/Town Council that authorizes this change.
- Minutes of the City/Town Council Meeting clearly demonstrating the majority vote.
- Documentation demonstrating how the entity that will be administering the Main Street Program will address the items listed under the requirements section of this document.

Benefits of Membership with The National Main Street Center

Designated Main Street Member

(Required for all active, designated N.C. Main Street and Small Town Main Street communities)

As a Designated Main Street Member, your program is a recognized leader among the largest network of commercial district organizations in the world. Tap into the expertise of our large network of Main Street Programs, BIDs, CDC's, planners, local government agencies, consultants, and others to learn, research and share useful experience with each other. This guide explains the benefits of membership and how to access these tools.

We want you to get as much out of your membership as possible! Please contact us if you require any assistance with your benefits.

Your benefits include:

- Exclusive eligibility to be recognized as an Affiliate or Accredited Main Street America program;
- Exclusive eligibility to enter into a Licensing Agreement with the NMSC, or your Coordinating Program, to use Main Street America™ name and logo;
- Eligibility to apply for the Great American Main Street Awards and other special awards and grant programs.
- Up to six free sub-memberships to share access to resources with your team
- Access to The Point, our exclusive online member networking platform;
- Access to *Main Street News*, a weekly newsletter on new trends, stories from the field, and need-to-know information for those in the commercial district revitalization field;
- Members-only rates at the annual Main Street Now Conference, and the Main Street America Institute;
- *State of Main*, our annual printed publication;
- Access to our digital library of must-read revitalization publications and resource guides, including exclusive training materials on the Main Street Approach and full archives of the Main Street Now journal;
- Free online training opportunities;
- Full access to the Main Street Resource Center with sample documents, articles, reports, and more from your peers and experts in the field—all at your fingertips;
- Ability to post job openings for your local program through the National Trust for Historic Preservation's online Career Center.
- Access to tailored insurance products from the National Trust Insurance Services, LLC.
- Family level membership with the National Trust for Historic Preservation including a subscription to *Preservation* magazine.
- And more!

Annual Dues: \$375

Information from:

<https://www.mainstreet.org/join>

Signature Page

1. Designated Main Street City/Town:
(Please Print Clearly) _____

2. Name of Local Main Street Adminstrating Organization:
(Please Print Clearly) _____

3. Check Which One Applies:
Public (City/Town) Administered
Private (Non-Profit) Administered
Quasi Public-Private (Town/Non-Profit) Administered

4. Name of Main Street Director: (Please Print Clearly)

Title: _____

Signature: _____

Date: _____

5a. For Quasi-Public-Private Administered OR Private Non-Profit Administered Programs:

Name of Main Street Board Chair: (Please Print Clearly)

Signature of Board Chair: _____

Date: _____

5b. For Public OR Quasi Public-Private Administered Programs:

Name of City/Town Manager: (Please Print Clearly)

Title: (Please Print) _____

Signature of City/Town Manager: _____

Retain a signed copy for your records, and return an original, signed copy of the entire document by mail or a scanned signed copy of the entire document by email (preferred method) no later than June 30, 2020, to:

To: Naomi Riley,
Coordinator, Downtown Services
NC Main Street & Rural Planning Center
4346 Mail Service Center
Raleigh, NC 27699-4346

Naomi.riley@nccommerce.com



Board of Commissioners Agenda Report

55 N Broad Street W.
PO Box 278
Angier, NC 27501
www.angier.org

MEETING DATE: September 15, 2020
PREPARED BY: Veronica Hardaway
ISSUE Advisory Board Member Terms (Informational)
CONSIDERED:
DEPARTMENT: Administration

SUMMARY OF ISSUE: Some Advisory Board member's terms will expire December 31, 2020. Letters and applications have been sent to the members whose terms are due to expire if they wish to be re-appointed with a deadline of October 9th.

Terms due to expire are as follows:

ABC – Philip Allen, Tom Taylor

Planning Board – Chris Wagner (in-town), Lee Marshall (ETJ)

Library – Elaine Blackmon, Vacancy

FINANCIAL IMPACT:

N/A

RECOMMENDATION:

Informational

REQUESTED MOTION:

REVIEWED BY TOWN MANAGER:

Attachments: