



**TOWN OF AYDEN
GOVERNING BOARD MEETING
MINUTES**

July 8, 2019 - 7:00 PM
District Courtroom – 2nd Floor of Town Hall – 4144 West Avenue

I. CALL TO ORDER

A. Call to order

Mayor Tripp called the meeting to order at 7pm.

B. Roll Call

Present:

Mayor Stephen Tripp, Mayor Pro-tem Ivory Mewborn, Commissioner Raymond Langley, Commissioner Cynthia Goff, Commissioner Phyllis Ross, Commissioner Johnny Davis

Absent:

None

Also Present:

Steven Harrell - Town Manager
Kimberly Raynor - Administrative Support Specialist
Scott Dixon - Town Attorney

C. Welcome Visitors/Protocol for Public Comment

Mayor Tripp welcomed everyone to the meeting

D. Invocation

Mayor Tripp led the invocation.

E. Pledge of Allegiance

Mayor Tripp led the Pledge of Allegiance.

F. Approval of the Agenda

Motion to approve to agenda as presented.

Motion: Mayor Pro-tem Mewborn

Second: Commissioner Ross

Discussion: None

Approved: 5-0

Motion passed unanimously.

II. PUBLIC COMMENTS

Glenn Johnson, 459 Williamston Drive, Winterville, addressed the board. He stated he had been in a motorcycle accident and had to relearn how to live again. He moved to North Carolina five years ago and it was a wonderful place to live. He wanted to advocate for people in similar situations.

Lee Moore, 4526 Martin Circle, addressed the board regarding drainage issues, littering, and speed bumps in Kennedy Estates.

III. PRESENTATIONS

A. Presentation from the Greenville - ENC Alliance

Michael Overton presented to the Board.

Item Explanation

As the Town Board will recall, over the past 12 months, an effort to establish a joint private-public economic development alliance to represent all of Pitt County has been underway. A 15 member committee has been meeting regularly, as much as twice monthly, to bring this idea to fruition. Enclosed you will find a synopsis of this effort along with outline of a Five-Year Economic Development Plan that the new entity, named "Greenville-ENC Alliance", will be pursuing. Also, enclosed are organizational charts for the Board of Directors and the staffing of the organization.

In a show of support for this endeavor, the Pitt County Committee of 100 has disbanded and its assets will be transferred to this new entity. A committee is currently soliciting applications for the Executive Director of Greenville-ENC Alliance looking to have someone hired by early this fall.

The effort has evolved such that an interim Board of Directors has been established, composed of the 15 committee members. Ultimately, a Board of Directors will be appointed, most likely early this fall composed of 3 members appointed by the Greenville City Council, 3 by the Greenville Utilities Commission, and 3 members selected on a rotating basis from participating municipalities and 9 private sector Directors.

Staff Comments

As you may recall, Mayor Tripp and Town Manager Harrell have been serving as liaisons to this effort, attending the meetings. Town Manager Harrell is serving of the search committee for the Executive Director.

Funding for the annual operations of the alliance, approximately \$1.4 million will be funded with \$1 million from Greenville and GUC and contributions from other public entities and the private sector. It is proposed that other participating municipalities' contribution would at \$1.00 per capita annually - approximately \$5,000, if Ayden wished to participate.

Current Chairman of the Greenville-ENC Alliance interim board, Mr. Michael Overton, will be in attendance at the Town Board's meeting for a brief presentation on the alliance.

Action Requested

No action necessary at this time.

Greenville – ENC Alliance

Background

Pitt County has enjoyed steady economic growth in recent years. Building on these positive results requires a long-range strategic plan to aggressively step-up job creation activities and to further diversify our economy. The global economy is changing before our eyes, and it is up to us to ensure that we are well-positioned to capitalize on tomorrow's opportunities.

The Pitt County Committee of 100, City of Greenville, Pitt County, and Greenville Utilities are keenly aware of the fractionalized nature of economic development programming in our amazing community. Without question, we must develop a unified plan that makes certain that we are all moving in the same direction and striving to achieve the same lofty goals.

A Unified Approach

We took the first step in creating this unified plan in April of 2018, when Convergent Nonprofit Solutions facilitated 10 round table discussions with more than 100 Pitt County business and community leaders and elected officials. There was strong consensus that economic development efforts could be accelerated by combining the efforts of the Pitt County Development Commission, Pitt County Committee of 100, Greenville Office of Economic Development, Greenville Utilities Commission, and ally organizations that will raise County economic development efforts to a new level.

This strong support for a new, more focused, more vigorous economic development enterprise was reinforced by the findings of Convergent's feasibility study conducted last fall. Overwhelmingly, both public and private sector respondents support the establishment of a public/private partnership to maximize Pitt County's resources and efforts to expand economic growth.

The implementation of this new public-private partnership will also help us compete with our nearby neighbors already operating in this fashion – Wayne County, Onslow County, Craven County, and Nash/Edgecombe Counties – as well as dozens of other communities across the state, and hundreds across the nation for that matter, who have leveraged their public and private resources to successfully recruit jobs and companies to town.

The Mission

The mission of the Greenville - ENC Alliance is to serve the public of Pitt County, North Carolina by diversifying Pitt County's economy through the attraction of new industries, expansion of existing businesses, and support for start-up enterprises that will bring jobs and investment to our community. The Corporation will assist local governmental agencies in fostering economic development to promote opportunity, combat unemployment, community deterioration, and juvenile delinquency.

Board Governance

The Greenville - ENC Alliance Board of Directors will comprise both public and private sector voting members.

The public sector Directors are specified as follows: three (3) members appointed by the Greenville City Council, three (3) members appointed by the Greenville Utilities Commission, and three (3) members selected in rotation from the participating municipalities. Nine (9) private sector Directors will be elected from the investing membership and a limited number will be designated by virtue of investment or service (immediate past chairman). Nineteen (19) specified public sector representatives will serve as *ex-officio*, non-voting members. Directors will serve three-year terms.

Alliance Funding

Greenville - ENC Alliance will be funded by public sustaining partners City of Greenville, Greenville Utilities Commission; participating municipalities and investments by the private sector.

Five-Year Economic Development Plan

Based on the input of the 100+ business and community leaders who participated in a series of round tables, the sixty-one interviews conducted during a feasibility study and the recent follow-up interviews, we have developed the following strategic plan:

I. RECRUIT NEW BUSINESS

- With a focus on the Pharma Manufacturing, Medical Products Manufacturing, Value Added Foods, and Back Office sectors, develop an aggressive, unified marketing plan that re-brands the community and offers a customized strategy for each target.
- Fully implement the marketing plan, utilizing social media, an enhanced internet presence, outreach to site selectors and targeted industries, as well as familiarization tours to Pitt County.
- Utilizing relationships with existing industry, specifically target suppliers of local manufacturers for possible investment.
- Develop a reciprocal marketing agreement with surrounding counties in order to maximize marketing and promotional opportunities and take advantage of regional synergies.

Estimated First-Year Budget: \$500,000

Projected Five-Year Investment: 2,000,000

II. EXPAND and RETAIN EXISTING INDUSTRIES

- Form councils that focus on each of the four major industries (Value Added Food, Pharma Manufacturing, Medical Products Manufacturing, & Back Office/Data Centers).

- Implement a vigorous, scheduled company visitation program to identify needs and challenges of our local companies, communicating feedback with appropriate stakeholders and focus on resolving them.
- Meet with senior corporate staff at strategically selected corporate headquarters for our local branch facilities.
- Utilizing an anonymous survey engine, conduct an annual survey of existing industries to measure organizational effectiveness and ascertain opportunities for improvement.
- Conduct an annual banquet recognizing recently-expanded industries and celebrating existing business growth.

Estimated First-Year Budget: \$100,000

Projected Five-Year Investment: \$500,000

III. DEVELOP SITES & BUSINESS PARKS

- Develop and maintain an industrial sites and buildings inventory.
- Expedite efforts to acquire and develop additional acreage for industrial and business development.
- Develop and spearhead a plan to certify 300+ acres through the North Carolina Certified Site program.
- Coordinate the community spec building program to continue providing ready-to occupy buildings for new and expanding industries.

Estimated First-Year Budget: \$300,000

Projected Five-Year Investment: \$1,100,000

IV. DEVELOP THE WORKFORCE

- Work with area partners to develop a well-trained, world-class workforce, including the creation of a seamless, STEM-based pipeline of work-ready students, utilizing our area high schools as well as PCC and ECU.
- In concert with regional partners, conduct a labor shed analysis every two years to identify current labor force needs and needed future skill sets.
- Form a Strategic Workforce Group focused on overcoming the barriers to employment and address gaps in Pitt County's workforce development pipeline.

Estimated First-Year Budget: \$40,000

Projected Five-Year Investment: \$200,000

V. STRENGTHEN LEGISLATIVE RELATIONS & BUSINESS ADVOCACY EFFORTS

- Together with Wilson and Greene Counties, form an I-587 advocacy group that will encourage the State and Federal governments to accelerate necessary improvements and completion date.
- Form an infrastructure task force that prioritizes needed infrastructure projects in Pitt County.

- Coordinate the formulation of a unified Pitt County legislative agenda and advocate for its adoption.
- Explore the concept of contracting with a lobbying firm to promote the unified Pitt County legislative agenda.
- Organize a Washington DC fly-in for Pitt County.

Estimated First-Year Budget: \$150,000

Projected Five-Year Investment: \$750,000

VI. ENCOURAGE SMALL BUSINESS GROWTH AND DEVELOPMENT

- Utilizing outside expertise, develop a collaborative initiative with the SBTDC at East Carolina University and Pitt Community College; capitalizing on University R&D and promoting commercialization and economic development opportunities in Pitt County and the entire region.
- In partnership with the SBTDC, revive the regional Angel Fund Network.

Estimated First-Year Budget: \$40,000

Projected Five-Year Investment: \$200,000

VII. BENCHMARKING, COMMUNICATIONS & INVESTOR RELATIONS

- Develop a performance measurement and benchmarking system including annual benchmark visits to best practice economic development organizations statewide.
- Measure our progress and regularly report on our results to our board of directors and our investors and stakeholders.
- Conduct quarterly updates with investors and stakeholders.
- Provide annual updates on progress made toward achieving the goals outlined in plan.
- Issue frequent media releases to provide briefings and communicate economic development accomplishments to the public, investors, and stakeholders.

Estimated First-Year Budget: \$120,000

Projected Five-Year Investment: \$600,000

Proposed Five-Year Metrics

- 2,750 new basic jobs created that pay at or above the county average wage
- 800 Business Retention & Expansion visits (160 per year)
- A "Satisfied" or "Very Satisfied" survey rating from 85%+ of existing industries
- 300+ public-owned acres for business/industrial development
- 300+ certified acres under North Carolina's Site Certification program
- \$1.25 billion in new capital investment

IV. PUBLIC HEARING

A. Conditional Use Permit – Quasi-Judicial Hearing

Due to the applicants not being present, this item was tabled to the next meeting.

Motion to excuse Mayor Pro-tem Mewborn from the meeting due to illness.

Motion: Commissioner Langley

Second: Commissioner Goff

Discussion: None

Vote: 4-0

Motion passed unanimously.

B. Zoning Text Amendment - Sam Cox

Mayor Tripp stated he would not participate in the discussion due to a conflict of interest.

Stephen Smith, Planning Director, addressed the board.

Item Explanation

The applicant, Sam Cox, is requesting a text amendment to Article 10, (Signs) as well as the Table of Permitted Uses. The text amendments are as follows:

- 1.) Allow Off-premises' advertising signs by right in the LI district
- 2.) Reduce the setback from any street right-of-way or property line from 100' to 50'
- 3.) Reduce the setback from any residentially zoned property from 1000' to 500'
- 4.) Increase the height from 20' to 35'
- 5.) Increase the allowable size from 300 square feet to 400 square feet
- 6.) Reduce the separation between signs from 1000' to 500'

Section 10-9: Signs Permitted in the LI and HI Industrial Districts

(E) LI & HI District Only: Off-premises' advertising signs (billboards) may be allowed in which case the sign shall be setback from any street right-of-way or property line by at least one hundred (~~100~~) (50) feet, shall not be closer than one thousand (~~1,000~~) (500) feet to any property zoned residential, shall not project higher than twenty (~~20~~) (35) feet above ground level, shall not exceed three hundred (~~300~~) (400) square feet in area, and shall not be located less than one thousand (~~1,000~~) (500) feet from any off-premises sign. All signs shall be located on property which fronts on a primary state road or federally maintained highway.

Staff Comments

The Town is currently in the process of updating its Land Use Plan and Zoning Ordinance. Once completed, these plans will contain additional recommendations for industrial properties and those properties located along the Southwest Bypass as well as updated requirements for outdoor advertising signs. The updated plans will be adopted in September.

Staff Recommendations:

- 1.) Staff recommends allowing off premise advertising signs as a Conditional Use and not a use by right in the Light Industrial zoning district.
- 2.) Staff recommends reducing the setback from any street right-of-way from 100' to 50'
- 3.) Staff recommends reducing the setback from any residentially zoned property from 1000' to 500'
- 4.) Staff recommends increasing the sign height from 20' to 35'
- 5.) Staff recommends increasing the maximum size of the sign to 400 square feet
- 6.) Staff recommends keeping the required separation between signs at 1000'

At their June 17th, 2019 meeting, the Planning Board recommended approval of the Zoning Text Amendment as recommended by Staff.

Action Requested

Conduct a Public Hearing

Consider Approval of proposed Zoning Text Amendment

Commissioner Ross opened the public hearing. Sam Cox, 5009 Pleasant Plain Road, spoke on behalf of his request. Commissioner Ross closed the public hearing.

Motion to approve the text amendment with the following conditions:

- 1.) Allowing off premise advertising signs as a Conditional Use and not a use by right in the Light Industrial zoning district.
- 2.) Reducing the setback from any street right-of-way from 100' to 50'
- 3.) Reducing the setback from any residentially zoned property from 1000' to 500'
- 4.) Increasing the sign height from 20' to 35'
- 5.) Increasing the maximum size of the sign to 400 square feet
- 6.) Keeping the required separation between signs at 500'.



ORDINANCE NO. 19-20-06
AN ORDINANCE ADOPTED BY
THE GOVERNING BOARD OF THE TOWN OF AYDEN, NC
AMENDING THE TOWN OF AYDEN OFFICIAL ZONING ORDINANCE

- WHEREAS, following due advertisement announcing a public hearing as provided by law, the Town of Ayden Governing Board held a public hearing on July 8th, 2019, to receive public comments regarding a request for a zoning text amendment submitted by Sam Cox, to modify Article 10, Section 10-9 (E) – Signs permitted in the LI and HI Industrial Districts as well as Article 4, Section 4-11 - Table of Permitted Uses, and
- WHEREAS, the Town of Ayden Planning Board at its June 17th, 2019 meeting voted unanimously to recommend approval of the Zoning Text Amendment; and
- WHEREAS, the Town of Ayden Governing Board heard all evidence and arguments presented and all reports from Town Staff pertaining to said application and hereby approves the Zoning Text Amendment as follows.

NOW, THEREFORE, BE IT ORDAINED, by the Town of Ayden Governing Board that Article 10, Section 10-9 (E) and Article 4, Section 4-11 of the Town of Ayden Zoning Ordinance are hereby amended as follows:

Section 4-10 Table of Permitted Uses: Allow as "C" in L-1

Article 10, Section 10-9 (E) – Signs permitted in the LI and HI Industrial Districts: Off-premises' advertising signs (billboards) may be allowed in which case the sign shall be setback from any street right-of-way or property line by at least fifty (50) feet, shall not be closer than five hundred (500) feet to any property zoned residential, shall not project higher than thirty five (35) feet above ground level, shall not exceed four hundred (400) square feet in area, and shall not be located less than five hundred (500) feet from any off-premises sign. All signs shall be located on property which fronts on a primary state road or federally maintained highway.

BE IT FURTHER ORDAINED, by the Town of Ayden Governing Board, that this ordinance shall take effect immediately upon its adoption.

Adopted this the 8th day of July 2019 in Ayden, North Carolina.

ATTEST:


Sarah Radcliff, Town Clerk



AYDEN, NORTH CAROLINA


Stephen W. Tripp, Mayor

Motion: Commissioner Langley

Second: Commissioner Davis

Discussion: None

Approved: 4-0

Motion passed unanimously.

C. Zoning Text Amendment - Town of Ayden

Stephen Smith, Planning Director, presented to the Board.

Item Explanation

This is a staff-initiated request for a text amendment to Article 4.11, (Notes to the Table of Permitted Uses) as well as the Table of Permitted Uses. The text amendments are as follows:

In existing use chart:

Allow as "C" in R-12, R-10, R-8 & R-6.

Add:

Note: 31 Bed & Breakfast Facilities shall be in accordance with the following:

Bed & Breakfast facilities, where allowed, are subject to the following standards:

1. No more than eight (8) guest rooms that offers bed and breakfast accommodations may be provided on each private residence for a period of less than one week;
2. Serves the breakfast meal, the lunch meal, the dinner meal, or a combination of all or some of these three meals, only to overnight guests of the home.
3. An owner/manager of a bed and breakfast facility shall reside on the property.
4. Includes the price of breakfast in the room rate. The price of additional meals served shall be listed as a separate charge on the overnight guest's bill rate at the conclusion of the overnight guest's stay.
5. One parking space per room for rent must be provided. All required parking must meet the minimum requirements of Article 9 of this Chapter.

Staff Comments:

At the May 13th Town Board meeting, the Board directed staff to prepare a zoning text amendment dealing with Bed & Breakfasts.

Currently, our Zoning Ordinance only allows Bed & Breakfasts in our RA-20 Residential Zone as a Conditional Use. It is also allowed as a Conditional Use in Office/Institutional(O/I) and as a permitted use in B-1 and B-2 Business Districts.

This language is consistent with the proposed language included in the updated UDO that is currently in process.

Staff recommends approval of the text amendment as presented.

At their June 17th, 2019 meeting, the Planning Board recommended approval of the Zoning Text Amendment as recommended by Staff.

Action Requested

Conduct a Public Hearing

Consider Approval of proposed Zoning Text Amendment



ORDINANCE NO. 19-20-04
AN ORDINANCE ADOPTED BY
THE GOVERNING BOARD OF THE TOWN OF AYDEN, NC
AMENDING THE TOWN OF AYDEN OFFICIAL ZONING ORDINANCE

WHEREAS, following due advertisement announcing a public hearing as provided by law, the Town of Ayden Governing Board held a public hearing on July 8th, 2019, to receive public comments regarding a request for a zoning text amendment submitted by the Town of Ayden, to modify Article 4, Section 4-11 - Table of Permitted Uses Notes as well as Article 4, Section 4-10 - Table of Permitted Uses, and

WHEREAS, the Town of Ayden Planning Board at its June 17th, 2019 meeting voted unanimously to recommend approval of the Zoning Text Amendment; and

WHEREAS, the Town of Ayden Governing Board heard all evidence and arguments presented and all reports from Town Staff pertaining to said application and hereby approves the Zoning Text Amendment as requested.

NOW, THEREFORE, BE IT ORDAINED, by the Town of Ayden Governing Board that Article 4, Sections 4-10 and Article 4, Section 4-11 of the Town of Ayden Zoning Ordinance is hereby amended as follows:

Section 4-10 Table of Permitted Uses: Allow as "C" in R-12, R-10, R-8 & R-6

Section 4-11 Notes to the Table of Permitted Uses: Add Note 31: Bed and Breakfast Facilities; 1. No more than eight (8) guest rooms that offers bed and breakfast accommodations may be provided on each private residence for a period of less than one week; 2. Serves the breakfast meal, the lunch meal, the dinner meal, or a combination of all or some of these three meals, only to overnight guests of the home. 3. An owner/manager of a bed and breakfast facility shall reside on the property; 4. Includes the price of breakfast in the room rate. The price of additional meals served shall be listed as a separate charge on the overnight guest's bill rate at the conclusion of the overnight guest's stay; 5. One parking space per room for rent must be provided. All required parking must meet the minimum requirements of Article 9 of this Chapter

BE IT FURTHER ORDAINED, by the Town of Ayden Governing Board, that this ordinance shall take effect immediately upon its adoption.

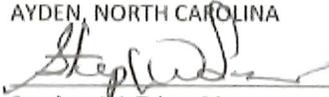
Adopted this the 8th day of July 2019 in Ayden, North Carolina.

ATTEST:


Sarah Radcliff, Town Clerk



AYDEN, NORTH CAROLINA


Stephen W. Tripp, Mayor

Mayor Tripp opened the public hearing. No one spoke. Mayor Tripp closed the public hearing.

Motion to approve the text amendment as presented.

Motion: Commissioner Langley

Second: Commissioner Ross

Discussion: None

Approved: 4-0

Motion passed unanimously.

V. CONSENT AGENDA

A. Minutes from the MEETING- EXCLUDED

B. Ayden Housing Authority PHA Resolution Approving Operating Budget as Amended for FY2019

Item Explanation

The Town Board was presented the amended Ayden Housing Authority FY2019 Annual Budget at its April 29, 2019 Budget Workshop. Please refer to amended budget that was included your budget workshop packet.

Staff Comments

The attached required HUD Approving Operation Budget resolution for the amended FY2019 Annual Budget was supposed to be included on the Town Board's agenda at its June 10, 2019 meeting and needs to be adopted tonight with an effective date of July 1, 2019.

Action Requested

By motion, adopt the HUD Approving Operating Budget resolution for the amended FY2019 Ayden Housing Authority Annual Budget

PHA Board Resolution
Approving Operating Budget

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

OMB No. 2557-0026
(exp. 10/31/2009)

AMENDED BUDGET
FYE 06/30/2019

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to respond to complete this form, unless it displays a valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income housing program and provides a summary of proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: AYDEN HOUSING AUTHORITY

PHA Code: NC082

PHA Fiscal Year Beginning: JULY 1, 2018

Board Resolution Number: 19-2001

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- Operating Budget approved by Board resolution on: _____
- Operating Budget submitted to HUD, if applicable, on: _____
- Operating Budget revision approved by Board resolution on: _____
- Operating Budget revision submitted to HUD, if applicable, on: _____

7-8-19

I certify on behalf of the above-named PHA that:

1. All regulatory and statutory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditures are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C 3729 and 3802)

Print Board Chairperson's Name: <u>Mayor Stephen W. Tripp</u>	Signature: <u>Steph W. Tripp</u>	Date: <u>7-8-19</u>
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Previous editions are obsolete

form HUD-52574 (08/2005)

Item Explanation

The Town Board was presented the Ayden Housing Authority FY2020 Annual Budget at its April 29, 2019 Budget Workshop. Please refer to FY2020 Annual Budget included in your budget workshop packet.

Staff Comments

The attached required HUD Approving Operation Budget resolution for the FY2020 Annual Budget was supposed to be included on the Town Board's agenda at its June 10, 2019 meeting and needs to be adopted tonight with an effective date of July 1, 2019.

Action Requested

By motion, adopt the HUD Approving Operating Budget resolution for the FY2020 Ayden Housing Authority Annual Budget.

PHA Board Resolution
Approving Operating Budget

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

OMB No. 2557-0026
(exp. 10/31/2009)

ORIGINAL BUDGET
FYE 06/30/2020

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to respond to complete this form, unless it displays a valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income housing program and provides a summary of proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: AYDEN HOUSING AUTHORITY PHA Code: NC 082
PHA Fiscal Year Beginning: JULY 1, 2019 Board Resolution Number: 19-2002

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

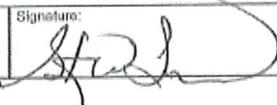
- DATE
7-8-19
- Operating Budget approved by Board resolution on: _____
 Operating Budget submitted to HUD, if applicable, on: _____
 Operating Budget revision approved by Board resolution on: _____
 Operating Budget revision submitted to HUD, if applicable, on: _____

I certify on behalf of the above-named PHA that:

1. All regulatory and statutory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditures are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C 3729 and 3802)

Print Board Chairperson's Name: <u>Mayor Stephen W. Tripp</u>	Signature: 	Date: <u>7-8-19</u>
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Previous editions are obsolete

form HUD-52674 (06/2005)

D. An Ordinance to Amend Town Code Requiring Painting of Boarded Windows and Doors

Item Explanation

Last month, the Town Board discussed a proposed amendment to the Town Code to require painting of any temporary boarding of windows and doors. Staff was directed to bring to the July 8th meeting an ordinance for adoption.

Staff Comments

This ordinance requiring minimum standards for the boarding windows and doors, to include painting of such, is enclosed and recommended for adoption.

Action Requested

By motion, adopt Ordinance to Amend Town Code to Require Standards for Boarding of a Vacant Building.



ORDINANCE NO. 19-20-03

TO AMEND CHAPTER 150 OF THE CODE OF ORDINANCES OF THE TOWN OF AYDEN
TO REQUIRE STANDARDS FOR BOARDING OF A VACANT BUILDING

WHEREAS, the Board of Commissioners of the Town of Ayden find it necessary in the interest of the public's safety and welfare to require the minimum standards for any temporary boarding of doors, windows and other openings of any building or structure;

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Town of Ayden that Chapter 150 BUILDING CODE ENFORCEMENT be amended to add:

SECTION 150.41 STANDARDS FOR BOARDING A VACANT BUILDING.

(A) Any temporary boarding of the doors, windows or other openings of any building or structure or any means of securing such openings, other than by the conventional method used in the original construction and design of the building or structure, shall comply with the following minimum standards:

(1) Windows. Windows and similar openings shall be boarded with exterior grade plywood of minimum thickness three-fourths inch (to be consistent with door security standards) or its equivalent and be cut to match the dimensions of the window opening. Vent holes may be required, as deemed necessary by the building official. The plywood shall be secured in place, at a minimum standard approved by the minimum housing code official. Bolts and nuts used to secure the cross members to the plywood must be tightened enough to slightly deflect the wood and do not give purchase for pliers or pry bars. The nuts are to be located on the interior side of the structure.

(2) Exterior Doors. The main exterior (required) residential exit door(s) and all commercial exterior exit doors shall be boarded with exterior grade plywood of a minimum thickness of three-fourths inch or its equivalent, fitted to the entry door jamb with maximum one-eighth-inch clearance at each edge from the door jambs and threshold, cut to match the dimensions of the door opening. The existing door

should be removed. The plywood shall be attached at a minimum standard approved by the minimum housing code official. Fasteners used to attach the door hasp and hinges shall be the nonreversible type that do not give a purchase for pliers or pry bars. All other unsecured residential doors providing exterior access shall be removed and be secured in the same fashion as windows noted above.

(3) Painting of Boarded Openings. All boarded openings shall be painted with a minimum of one coat of oil based exterior paint which is a color compatible with the exterior color of the building or structure.

(4) Garages. Overhead garage doors shall be secured. Nailing the door to the jamb or nailing pieces of two-by-four to the jamb is not acceptable. The overhead door shall be padlocked with the existing garage lock or a newly installed one. In an attached garage it is acceptable, as a minimum standard, to insert a piece of Grade No. 2 Douglas fir two-by-four lumber through the overhead mechanism on the inside of the door. The two-by-four shall be long enough to go through both sides of the mechanism or shall be nailed in place on the inside so that it cannot fall out. Secondary garage entrances to the outside of the garage shall be secured with strong-backed plywood as described for windows above. Access doors between the house and attached garage need not be boarded. Detached garages shall be secured as separate structures. Access shall be provided by padlock as described for doors above.

(B) Alternative Methods of Securing a Building. Notwithstanding subsection (A) of this section, the minimum housing code official may approve alternative methods of securing doors, windows or other openings of any building or structure. In making the determination to approve any alternative method, the official shall consider the aesthetic and other impacts of such method on the immediate neighborhood and the extent to which such method provides adequate security against the unauthorized entry to the property.

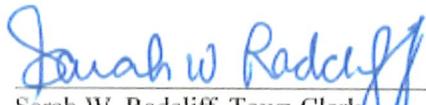
(C) During all times that persons are inside a boarded structure, all exits and entries shall be made accessible; provided, that the structure must be again secured when such persons are no longer inside.

Adopted this the 8th day of July 2019 in Ayden, North Carolina.




Stephen W. Tripp, Mayor
Town of Ayden

ATTEST:


Sarah W. Radcliff, Town Clerk

- E. An Ordinance Amending the Town Code to Allow Use of Outdoor Fireplaces/Pits

Item Explanation

As discussed with the Town Board last month, outside fireplaces; i.e., fire pits, chimineas, fire places, etc. are quite the norm these days. We have a number in Ayden, like any other community. Generally though, without specific authority to do so, these outside fireplaces run afoul of fire prevention ordinances that generally ban outdoor fires.

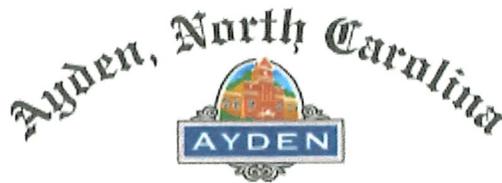
Discussed last month, also, our current Ayden Code does not allow for "open burning" of combustible material – thus, the current outside fireplaces in use are technically in violation of the Code. Last month the Town Board agreed this needs to be addressed to allow the operation of these outside fireplaces, but to do so in a safe manner.

Staff Comments

Discussed last month staff had gleaned verbiage from several ordinances from other cities in the U.S. and enclosed is an ordinance that allows for the outdoor fireplaces/pits. This ordinance has been reviewed by our Fire Chief Sam Jones and he is good with it.

Action Requested

By motion, adopt Ordinance Amending the Town Code to Allow Use of Outdoor Fireplaces/Pits.



ORDINANCE NO. 19-20-02

AN ORDINANCE TO AMEND CHAPTER 94 OF THE CODE OF ORDINANCES OF THE TOWN OF AYDEN ALLOW BURNING IN OUTDOOR FIREPLACES, PORTABLE FIRE PITS, FIRE RINGS, CHIMINEAS, AND FIRE PITS

WHEREAS, the Board of Commissioners of the Town of Ayden desires to allow for the safe operation/use of outdoor fireplaces/pits within the corporate limits of the Town of Ayden;

NOW, THEREFORE, BE IT ORDAINED that the Board of Commissioners of the Town of Ayden amends Chapter 94 by adding the following sections:

Burning Allowed

94.31 Definitions.

(1) "Outdoor fireplaces" shall include fire pits, fire rings and chimineas. These residential outdoor fireplaces are used for containing recreational fires located at a private residence for the purpose of outdoor cooking and personal enjoyment. Outdoor fireplaces do not include barbeque grills that use propane or charcoal as a fuel which are used primarily for outdoor cooking.

(2) "Fire rings" are defined as a fire ring constructed on the ground that is enclosed with a metal tube, partially buried in the ground, poured concrete, stones or other type of material used for an enclosure.

(3) "Chimineas" are defined as outdoor patio fireplaces, usually made from clay, intended to confine and control outdoor fires.

(4) "Fire Pits" are usually constructed of steel, concrete and/or stone, and constructed above ground with a heavy steel screen cover.

94.32 Clearances. All outdoor fireplaces must be located no less than twenty (20) feet from any structures on neighboring property and no less than fifteen (15) feet from any structures on the same property or from any combustible materials.

94.33 Size. The fuel area for an outdoor fireplace shall not be larger than three feet in diameter and a height of more than three feet above ground. No ground pits shall be dug and used as a fire pit; only approved outdoor fireplaces as defined herein shall be allowed.

94.34 Location. Outdoor fireplaces shall not be located on combustible balconies or decks, and shall not be located under any combustible balcony or any overhanging portion of a structure or vulnerable vegetation.

94.35 Type of Materials Burnt. Outdoor fireplaces shall only burn propane, commercial logs, untreated wood or natural sawed dry wood. Petroleum products, rubbish, grass, leaves, cardboard, plastics, rubber or any material that may flow out of the containment or cause excessive heat, smoke or offensive smell shall not be permitted.

94.36 Amount of Materials Burnt. Users must limit the amount of material being burnt to ensure the flames are confined inside the fuel area of the outdoor fireplace.

94.37 Supervision. Outdoor fireplaces shall be under constant supervision by at least one responsible person of the age of 18 or older, from the ignition of the fire until the fire must be cold to touch, when pit or fireplace is extinguished to prohibit the fire from rekindling.

94.38 Provisions for Protection. A portable fire extinguisher or garden hose connected to a water supply shall be immediately available for use in the area of the fire.

94.39 Wind and Weather Conditions. Outdoor fireplaces shall be completely extinguished and/or not operated when winds are blowing over 12 mph, and a wind direction which may cause smoke, embers, or other burning materials to be carried by the wind toward any building or other combustible materials or vulnerable vegetation. State mandated burning bans shall supersede this ordinance and outdoor fireplaces shall not be operated during such bans by the State.

94.40.1 Maintenance. The owner of the property upon which the outdoor fireplace is located shall be responsible to ensure proper maintenance and care is accomplished in accordance with manufacturer's instructions. At the minimum, the outdoor fireplace will be checked regularly for the appearance of cracks and other physical deterioration or loose parts.

94.40.2 Authority of Ayden Fire Department. The Ayden Fire Department retains the authority to require the fire to be extinguished for cause.

Adopted this the 8th day of July 2019 in Ayden, North Carolina.




Stephen W. Tripp, Mayor
Town of Ayden

ATTEST:


Sarah W. Radcliff, Town Clerk

Motion to approve the consent agenda with the exception of the minutes.

Motion: Commissioner Ross

Second: Commissioner Goff

Discussion: None

Approved: 4-0

Motion passed unanimously.

VI. ACTION ITEMS

A. Appointment to the NRWASA Board

Item Explanation

Mayor Tripp's term on the NRWASA Board expired in June 2019.

Staff Comments

Mayor Tripp is the Town Board appointed NRWASA Board member and Town Manager Harrell is the alternate.

Action Requested

At Town Board's Direction.

Motion to appoint Manager Harrell as the regular member and Mayor Tripp as the alternate member.

Motion: Commissioner Langley

Second: Commissioner Goff

Discussion: None

Approved: 4-0

Motion passed unanimously.

B. Agreement Between the NCDOT and the Town of Ayden for Landscape Maintenance

Item Explanation

Enclosed the Town Board will find a Landscape Maintenance Agreement between the Town and NCDOT. Purpose of the agreement is for NCDOT to bear the costs of installing landscaping along NC102 between the bypass interchange and US11 and the maintenance thereafter would be done by the Town. This was the same arrangement that Ayden and NCDOT had for the landscaping on US11 next to Hardee's and the former landscaping at the intersection of Old US11(Lee Street) and US11.

Also, enclosed is a Locally Administered Project Agreement with NCDOT for the installation of a decorative fence along NC102 running from the bypass the roundabout. Currently, NCDOT's intent is to install a "hogwire" fence, as it does along other such highway right-of-ways. In this agreement, NCDOT is willing for our Town to install a decorative fence and NCDOT would reimburse the Town \$8,247, the costs of the installed "hogwire" fence; the difference in cost between that and the decorative fence would be borne by the Town - an estimated difference of \$14,000. Additionally, the Town would be responsible for the ongoing maintenance of the fence in the future.

Staff Comments

NCDOT will install what the Town wants along NC102 and in the roundabout in terms of landscaping, within reason, and comparable in scale to what NCDOT installed on US11 for the Town. Maintenance thereafter, as stated, will be at the Town's expense.

With regard to the "hogwire" fence vs. a decorative one, one option is to have NCDOT install landscaping along the "hogwire" fence line to provide a decorative shield along the fence. This eliminates the upfront costs of a decorative fence by the Town. The plantings along this stretch would be such that they tie in with the plantings in the roundabout. Thoughts are for plants that are decorative, but relatively low maintenance.

Staff recommends Town Board approve the Landscape Maintenance Agreement, and opting to use decorative plantings along the NCDOT installed fence and not enter into the decorative fence agreement with NCDOT.

Action Requested

By motion, approve the Landscape Maintenance Agreement with NCDOT.

Motion to approve the Landscape Maintenance Agreement with NCDOT.

Motion: Commissioner Langley

Second: Commissioner Davis

Discussion: None

Approved: 4-0

Motion passed unanimously.

- C. Installation of Stop Signs Along Wildwood Drive

Item Explanation

Mayor Tripp has requested that the Town Board consider the installation of stop signs on Wildwood Drive for a three-way stop at Wildwood and Cedar Lane and at Wildwood and Bristlecone Drive.

Staff Comments

See enclosed map of the two respective intersections. Purpose of the three way stops is to help deter through traffic on Wildwood from Snow Hill Highway and NC102. Chapter 75 of the Ayden Town Code designates the stop intersections in town and an ordinance amendment is included in your packet for the Town Board's consideration.

Action Requested

At the Town Board's directions.

Item Explanation

Mayor Tripp has requested that the Town Board consider the installation of stop signs on Wildwood Drive for a three-way stop at Wildwood and Cedar Lane and at Wildwood and Bristlecone Drive.

Staff Comments

See enclosed map of the two respective intersections. Purpose of the three way stops is to help deter through traffic on Wildwood from Snow Hill Highway and NC102. Chapter 75 of the Ayden Town Code designates the stop

intersections in town and an ordinance amendment is included in your packet for the Town Board's consideration.

Action Requested

At the Town Board's directions.

Mayor Tripp and Commissioner Davis felt they needed stop signs as well as speed cushions. Manager Harrell recommended holding off on the speed cushions on Wildwood until it is resurfaced. Mayor Tripp stated they need to be done right away due to the traffic on that road.



ORDINANCE NO. 19-20-05
DESIGNATION OF THREE-WAY STOP INTERSECTIONS
ON WILDWOOD DRIVE

WHEREAS, the Board of Commissioners desires to make certain intersections of Wildwood Drive a three-way stop;

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Town of Ayden, North Carolina that Chapter 75, Schedule III, of the Ayden Code of Ordinances be amended to create three-way stop traffic stops at the following intersections:

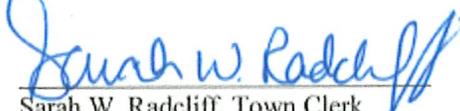
- 1) Wildwood Drive and Cedar Lane (eastern end)
- 2) Wildwood Drive and Bristlecone Drive (northern end)

Adopted this the 8th day of July 2019 in Ayden, North Carolina.




Stephen W. Tripp, Mayor
Town of Ayden

ATTEST:


Sarah W. Radcliff, Town Clerk

Motion to install the three-way stop signs at Wildwood and Cedar and Bristlecone and the traffic calming measures as stated.

Motion: Commissioner Langley

Second: Commissioner Davis

Discussion: None

Approved: 4-0

Motion passed unanimously.

D. Adopt FY19-20 Budget Ordinance Amendment for Dog Park in Ayden District Park

Tommy Duncan, Arts & Recreation Director, presented to the Board.

Item Explanation

Commissioner Langley requested that a Dog Park in Ayden District Park be considered for funding as a budget amendment to the FY19-20 Annual Budget. This request originally came before the Town Board at its FY19-20 Budget Workshop on June 3rd. The Town Board directed to the June 26th meeting of the Arts & Recreation Commission for its recommendation.

As presented to the Town Board at its June 3rd Budget Workshop:

Enclosed the Town Board will find a map of the proposed location of a 1/2 acre park in the Ayden District Park - just north of the two football fields. 1/2 acre is comparable to other dog parks in the region. Estimated cost to erect a four foot high fence around the park is \$6,850. Staff has included dog park amenities with associated costs for consideration, as well. At the very least, a dog waste station and a park bench are recommended in the first year - could phase in the other amenities over two budget years as an option.

Staff Comments

During the Arts and Recreation Commission meeting in June, the board members discussed locating the dog park in the District Park. The members see the value of Ayden having a dog park, but at this present time they feel the District Park may not be the best location. The Commission feels that a dog park would get more use if it were in walking distance for residents. They recommend reassessing the need for a dog park as the area around the District Park develops.

Enclosed the Town Board will find a FY19-20 Budget Ordinance Amendment for its consideration for \$8,761.00 to cover costs of installing the fence, one waste station and one park bench. Revenue for these expenditures is proposed from the General Fund fund balance.

Action Requested

As the Board directs.

Motion to approve a dog park at District Park.

Motion: Commissioner Langley

Second: None

Discussion: None

Approved: 0-0

Motion dies for lack of a second.

E. Placement of Rubber Speed Humps on East Barwick by JJ Brown Park

Item Explanation

At the Town Board's May 13th meeting, Mayor Pro Tem Mewborn requested the placement of rubber speed cushions on the section of East Barwick the immediately abuts JJ Brown Park. In order for the Town Board to unilaterally decide to place traffic calming measures, it was necessary to amend the Traffic Calming Policy of the Town

Board to allow for such actions by the Board.

Staff was instructed to bring an amended Traffic Calming Policy to the Town Board's June 10th meeting for consideration. At the June 10th meeting, the Town Board adopted an amendment to the policy to allow for the Town Board to unilaterally place traffic calming measures for public safety reasons.

Staff Comments

The section of the East Barwick requested for rubber speed cushions adjacent to J.J. Brown Park has no residential homes abutting it; the properties abutting it are the park and the field area behind the old pickle plant (see enclosed photo of section of street).

Costs for rubber speed cushions are generally under \$200 each and could be installed by Town street crews. If a decision to place the speed cushions is made, staff recommends two rubber speed cushions on this section of street given its short length and narrow width.

Action Requested

At the Town Board's direction.

Motion to approve.

Motion: Commissioner Goff

Second: Commissioner Ross

Discussion: None

Approved: 4-0

Motion passed unanimously.

Mayor Tripp asked that someone get in contact with someone from Kennedy Estates so that they can get traffic calming measures as well.

Manager Harrell stated the ElectriCities Annual Conference would be August 12th-14th. He stated he and the mayor are planning to attend and there is a Board meeting scheduled for August 12th. He asked to move the meeting to August 5th.
Motion to move the August meeting to August 5th.

Motion: Commissioner Goff

Second: Commissioner Langley

Discussion: None

Vote: 4-0

Motion passed unanimously.

Commissioner Goff stated she just looked at her calendar and would be out of town on the 5th.

Motion to move the August meeting to August 15th.

Motion: Commissioner Goff

Second: Commissioner Langley

Discussion: None

Vote: 4-0

Motion passed unanimously.

VII. INFORMATION

A. Staff Departmental Reports

Tommy Duncan stated they were planning a Back to School concert at District Park on the Saturday before school starts back, August 24th.

VIII. BOARD MEMBER COMMENTS

The commissioners thanked everyone for attending and staff for their hard work.

IX. ADJOURNMENT

Having completed the business before them, Mayor Tripp announced that without objection the Governing Board would stand adjourned at 8:19pm.

CERTIFICATION

Minutes from the July 8, 2019 meeting were adopted and certified this 15th day of August, 2019, in Ayden, North Carolina.

AYDEN, NORTH CAROLINA


Stephen W. Tripp, Mayor




Sarah W. Radcliff, Town Clerk