



SUGGESTED AGENDA
Regular Meeting in the
Armory Civic Center
501 US Hwy 158 Business E., Warrenton, NC

6:00 PM
May 6, 2024

Call to Order Regular Meeting – Chairman or Designee
Moment of Silence & Pledge

Regular Meeting Agenda

1. ADOPT SUGGESTED AGENDA

Conflict of Interest Disclosure Statement

“Members of the Warren County Board of Commissioners are advised, hereby, of their duty under the State Government Ethics Act to avoid conflicts of interest and the appearance of such conflict; and, further, are instructed to refrain from participating in any matter coming before this Board of County Commissioners with respect to which there is a conflict of interest or appearance of such conflict”.

- In accordance with the State Government Ethics Act, it is the duty of every Board member to avoid both conflicts of interest and appearances of conflict.
- Does any Board member have any known conflict of interest or appearance of conflict with respect to any matter coming before this Board today?
- If so, please identify the conflict and refrain from any undue participation in the particular matter involved.

2. PUBLIC HEARING

Notice of Public Hearing

Notice is hereby served that the Warren County Board of Commissioners will hold a public hearing on Monday, May 6th, 2024 at 6:00 PM in the Warren County Armory Civic Center (501 US Highway 158 Business E. Warrenton, NC 27589).

Petition for the following Zoning Map Amendment. Warren County Parcel(s) B5 29, B5 101A, B5 30, B5 31, B5 32, B5 32A, B5 32B from (AR) Agriculture Residential to (LI) Light Industrial.

All questions or written comments should be directed to:

David Wise
Planning & Zoning Administrator
542 West Ridgeway Street
Warrenton, North Carolina 27589

Telephone: (252) 257-7027
davidwise@warrencountync.gov

All interested citizens are encouraged to attend this public hearing.

- A. Comments from Staff
- B. Citizen Comments

3. PUBLIC HEARING

Notice of Public Hearing

Notice is hereby served that the Warren County Board of Commissioners will hold a public hearing on Monday, May 6th, 2024 at 6:00 PM in the Warren County Armory Civic Center (501 US Highway 158 Business E. Warrenton, NC 27589).

Petition for the following Zoning Map Amendment Warren County Parcel # K3C 155A from (R) Residential to (LB) Lakeside Business.

All questions or written comments should be directed to:

David Wise
Planning & Zoning Administrator
542 West Ridgeway Street
Warrenton, North Carolina 27589
Telephone: (252) 257-7027
davidwise@warrencountync.gov

All interested citizens are encouraged to attend this public hearing.

- A. Comments from Staff
- B. Citizen Comments

4. CITIZEN COMMENTS - REGULAR BOARD MEETING

Rules for Citizen Comments: Please sign up to speak. The maximum time allotted to each speaker will be FIVE (5) minutes; Clerk to the Board will keep time. Any group of people who support or oppose the same position should designate a spokesperson. Please address only those items which might not have been addressed by a previous speaker. If a response from the County Manager and/or Board is desired, leave a copy of your comment(s) with the Clerk to the Board. Order and decorum will be maintained. This is not a question and answer session.

Time set aside to allow individuals to address the Board of Commissioners on issues of concern pertaining to the County.

5. CONSENT AGENDA

- A. Consider Approval of Minutes of April 1, 2024 Regular Meeting, April 17, 2024 Work Session, and April 17, 2024 Joint Meeting with Municipalities

- B. Tax Collector's Report for March 2024 presented for Board's information in accordance with NCGS 105-350 (John Preston, Tax Administrator)
- C. Tax Release Requests (over & under \$100) in accordance with NCGS 105-381 "Taxpayer's Remedies" as information only (John Preston, Tax Administrator)
- D. Proclamation Declaring May 6-10 as Economic Development Week
- E. Approval of Proclamation Declaring May 5 - 11, 2024 as Clerks to the Boards of Commissioners' Week
- F. Approval of Resolution Formally Apologizing For Any Part An Elected or Appointed Official in Warren County Played in the 1921 Lynching of Plummer Bullock and Alfred Williams

6. COUNTY MANAGER'S UPDATE – Crystal Smith

- A. Occupancy Tax Implementation
- B. Broadband Update
- C. Warren County Schools Gap
- D. Retirement Recognition
- E. Trillium Update - Joy Futrell

7. FINANCE OFFICE – Nikki Dickerson

Consider Approval of Budget Amendment #5 (see attached) to the FY 2024 Budget Ordinance is being presented for approval. This amendment does the following:

Revenue:

- 1. Appropriates \$ 2,782 in the Emergency Management budget for Duke Race Cars Grant funds received.**
- 2. Appropriates \$ 1,000 in the Co-operative Extension budget for Ila McIlwain White Grant funds received for the Nitasha Kearney.**
- 3. Re-allocates previously budgeted funds from Economic Development for unspent Business Incentives to Board of Election for May 2024 second primary expenses in the amount of \$ 63,880.**

8. FOLLOW UP TO APRIL 17, 2024 WORK SESSION

- A. Consider Approval of Phase II of Compensation Plan - Sierra Thomas, Human Resources Manager
- B. Fire Department Funding
- C. Farmers Market - Crystal Smith, Interim County Manager
- D. Community Development Block Grant (CDBG) Neighborhood Revitalization Application - Charla Duncan, Community & Economic Development Director

9. ACTION ITEMS

- A. Schedule Occupancy Tax Public Hearing for June 3, 2024 - Charla Duncan, Community & Economic Development Director
- B. Consider Approval of Petition for Zoning Map Amendment: Warren County Parcel(s) B5 29, B5 101A, B5 30, B5 31, B5 32, B5 32A From Agriculture Residential (AR) to Light Industrial (LI) - David Wise, Planning/Zoning Director
- C. Consider Approval of Petition for Zoning Map Amendment: Warren County Parcel K3C 155 A From Residential (R) to Lakeside Business (LB) - David Wise, Planning/Zoning Director
- D. Consider Approval of Resolution Declaring Surplus Property and Disposal Through Online Auction - Paula Pulley, Clerk to the Board
- E. Consider Approval of Change to the Board of Commissioners 2024 Meeting Schedule Moving the June 19, 2024 Work Session to June 26, 2024 - Paula Pulley, Clerk to the Board
- F. Consider Approval of Public Comment Policy for Board of Commissioners Meetings - Clerk to the Board Paula Pulley and County Attorney Shiekell Richardson

10. BOARD, COMMITTEE, COMMISSION APPOINTMENTS AND RE-APPOINTMENTS

- A. Consider Appointment of Charla Duncan as Economic Development Representative to the Kerr-Tar Workforce Development Board for a One-Year Term Beginning May 1, 2024 and Ending April 30, 2025
- B. Consider Re-Appointment of Jeff Zimmer for a 3rd Three-Year Term on the Lake Gaston Weed Control Council Beginning May 1, 2024 and Ending April 30, 2027
- C. Consider Approval of Appointment of Cathy Alston-Kearney as Member-At-Large (1st Term) on the Juvenile Crime Prevention Council (JCPC) for a Two-Year Term Ending April 30, 2026.
- D. Consider Re-Appointment of Randall Robinson (2nd Term) and Julia Torain (2nd Term) to the Zoning Board of Adjustments With Three-Year Terms Beginning May 1, 2024 and Ending April 30, 2027

11. BOARD OF COUNTY COMMISSIONERS' UPDATES

12. CLOSED SESSION IN ACCORDANCE WITH NCGS 143-318.11(a)(5) FOR PROPERTY ACQUISITION

13. ADJOURN May 6, 2024 BOARD MEETING



Warren County Planning & Code Enforcement Department

David Wise, Planning & Code Enforcement Officer

Date: May 6th, 2024

To: Warren County Board of Commissioners

Through: Crystal Smith, Interim County Manager

From: David Wise, Planning, Zoning & Code Enforcement Director

Re: RZ-5.6.24 Warren County

Background

The RZ petition is for six (6) parcel(s) of land (95 +/- acres) owned by Warren County (B5 29, B5 30, B5 31, B5 32, B5 32A, B5 32B) which are currently zoned (AR) Agricultural Residential to be rezoned to (LI) Light Industrial.

- The **Future Land Use Map** identifies the subject parcels as an OI Zoning District, (Office & Industry). The OI Character Area focuses on office, industrial, manufacturing, and warehouse/distribution uses. These uses are best suited to locations with access to highways and other infrastructure. The OI Character Area is well-suited for County-led economic development initiatives.
- **ED.7: Develop workforce skills in tandem, with industry needs.**
- **ED.7.1:** work closely with Vance-Granville Community College and local industry leaders to ensure existing and new programs are tailored to local workforce needs.
 - Assist with creating new educational programs, identify scholarships opportunities, develop apprenticeships programs, sponsor Career Days and Job Fairs.
- **ED.7.2: Support the Warren County Schools System and early childhood education.**
 - Continue efforts to support students and improve WCPSS.
 - Coordinate with schools and business to expand apprenticeships and internship opportunities.

Recommendation

- Staff recommends ***approval*** of petitioner's request based upon the following:
- The Planning Board met on Tuesday, March 12th, 2024 and recommends approval of the rezoning request with a 6-0 vote.



Warren County Planning & Code Enforcement Department

David Wise, Planning & Code Enforcement Officer



WARREN COUNTY PLANNING & CODE ENFORCEMENT DEPARTMENT

542 W Ridgeway Street
Warrenton, NC 27589
Phone: 252-257-7027

MEMORANDUM

To: Members of the Warren County Board of Commissioners

From: David Wise, Planning, Zoning & Code Enforcement Director

Re: **AR rezoning request (map attached) – Amendment to the Warren County Zoning Map to rezone Warren County Parcel(s) B5 29, B5 30, B5 31, B5 32, B5 32A, B5 32B. (95 +/- acre property) from an AR Residential District to a LI Light Industrial District. The property is adjacent to right-of-way's located along US HWY 1 South, and Colins Road.**

Date: May 6th, 2024

Summary Overview

Subject Property 95 acres +/- with 6,325 feet of combined frontage located along US HWY 1 & Colins Road.

Proposal	Rezone from AR Zoning District to a LI Zoning District
Applicant	Charla Duncan – Community & Economic Development Director
Property Owner	Warren County
Present Use	Undeveloped land
Proposed Use	Industrial development
Staff Recommendation	Approve.

CONSIDER IMPACTS ON/FROM:

- POTENTIAL USES
- NEIGHBORS
- GENERAL PUBLIC
- TRAFFIC
- UTILITIES
- NEIGHBORHOOD CHARACTER
- SCHOOLS

OMIT FROM CONSIDERATION:

- ETHNICITY
- RELIGION
- INCOME
- RENT OR OWN



(Fig. 1 Aerial Image of subject property)

Analysis and Detail:

1. Applicant and Property Owner

The property owner is Warren County 602 W. Ridgeway Street, Warrenton, NC 27589. According to the application and Warren County tax listing, the property owner is Warren County. The applicant is Charla Duncan, Warren County's Economic Development Director. (*Application for Rezoning and Supplemental Information Attached*)

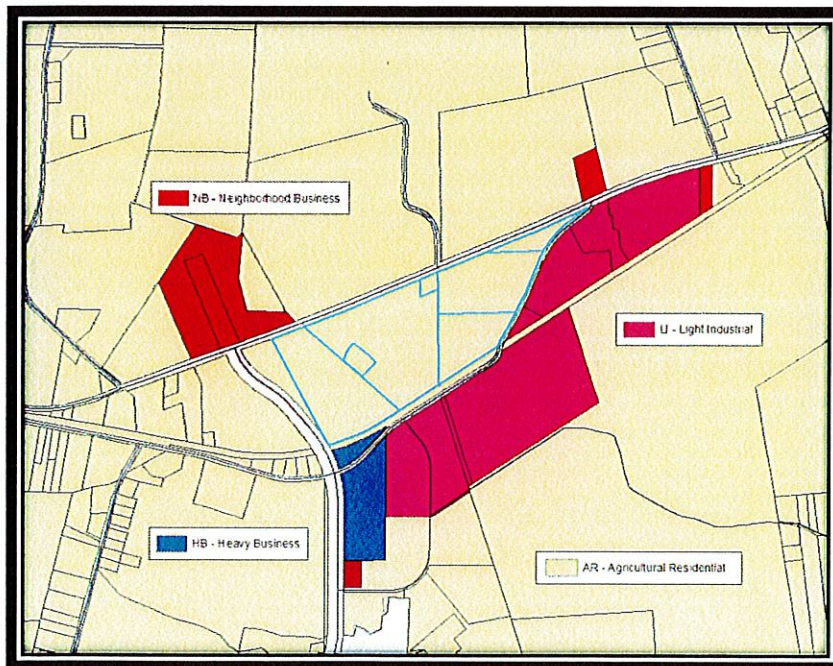
2. Location/Area Description

The site proposed for rezoning is located on the Southern side of US HWY 1 and the Northeastern side of Colins Road. The property requested for a LI industrial district rezoning is 95 +/- acres of property with 6,325 +/- feet of frontage combined with US HWY 1 & Colins Road. The property is undeveloped with trees or shrubbery throughout the property. The primary development pattern(s) existing along this portion of US HWY 1 is primarily Agriculture Residential; however, there are three other zoning districts in the immediate vicinity. They are NB – Neighborhood Business, LI – Light Industrial, & HB – Heavy Business.

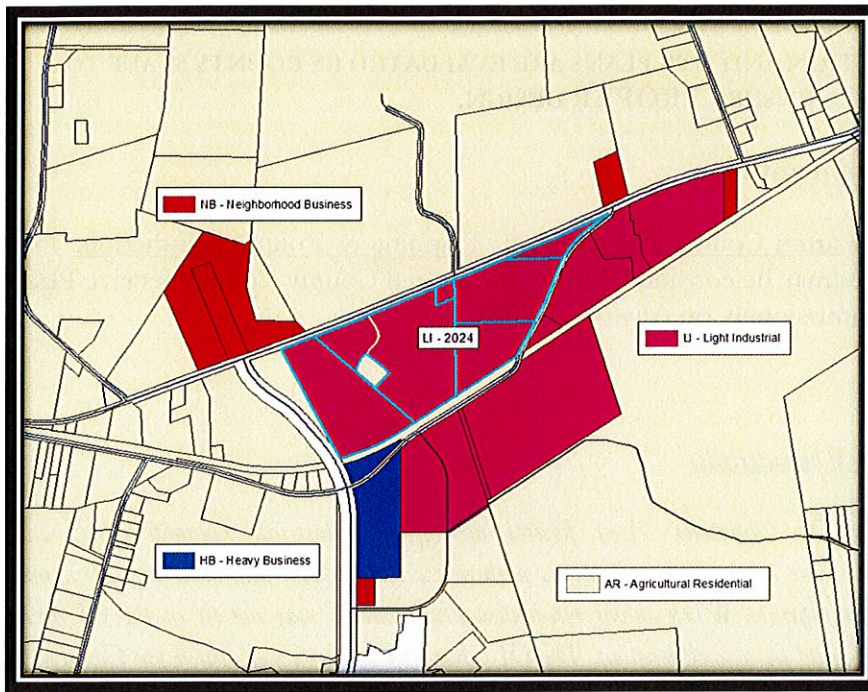
(*See Figure 1: Aerial Photo on Previous Page*)

3. Existing and Proposed Zoning

The Warren County Zoning Map identifies the existing zoning classification of the subject property being considered for rezoning is currently, zoned AR Agricultural Residential (See Fig 2. Warren County Zoning Map.) The proposed zoning request is LI Light Industrial Zoning District. (See Fig.3 Warren County Zoning Map.



(Fig 2. Warren County Zoning Map: Adopted December 6, 2021) Subject property is outlined in teal and all zoning districts are shown in the immediate vicinity of subject property.)



(Fig 3. Proposed Light Industrial District amendment illustrated as LI-2024. All zoning districts are shown in the immediate vicinity of subject property.)

The following provides general descriptions of the existing and proposed zoning districts.

(Current zoning) AR Agriculture Residential: *This district is established to promote a compatible mixture of agricultural, forestry, conservation and very low-density residential uses. Preservation of prime farmlands, protection of the environment and the continuation of rural lifestyles are the goal of this district. This classification is located in Section II- District Regulations E – Zoning Districts Defined Number One (1) in the Warren County Zoning Ordinance.*

(Requested zoning) LI Light Industrial: *This district is established to promote compatible locations for service, manufacturing, packaging, research and development (R & D) and warehousing industries. Permitted uses in this district shall comply with all Local, State, and federal regulations regarding environmental protection and nuisance issues. This classification is located in Section II – District Regulations E- Zoning District Defined Number Nine (9) in the Warren County Zoning Ordinance.*

Located within Table II-2 Permissible Uses of the Warren County Zoning Ordinance some light industrial uses are Laboratories for research and testing, Machine shops, Textile manufacture. (See attachment Table II-2 Permitted Uses) for all LI permissible by right and special use permits.

The following Zoning Districts are in the immediate vicinity of the subject property.

The uses allowed in each zoning district are identified in Section II – District Regulation. E. Zoning Districts Defined. **(Ordinance Excerpts Attached)**

Agriculture Residential (AR) Zoning District: *This district is established to promote a compatible mixture of agricultural, forestry, conservation and very low-density residential uses. Preservation of prime farmlands, protection of the environment and the continuation of rural lifestyles are the goal of this district.*

Heavy Business (HB) Zoning District: This district is established to promote large-scale commercial development not otherwise classified as Neighborhood Business (NB) commercial development compatible with the surrounding communities Permitted uses in this district shall comply with all Local, State and Federal regulations regarding environmental protection and nuisance issues.

Neighborhood Business (NB) Zoning District: *This district is established to provide commercial development compatible with the surrounding community.*

**ANY PROPOSED CONSTRUCTION AND SITE PLANS ARE EVALUATED BY COUNTY STAFF TO
ENSURE PROPER DESIGN.**

4. Comprehensive Development Plan

The property is located inside Warren County and within its Planning & Zoning Jurisdiction. The following implementing strategies may be considered from the Warren County Comprehensive Plan, adopted by Warren County Commissioners on August 1st, 2022.

Chapter 3 Recommendations:

Future Land Use Map & Land Use Characteristics

OI: Office & Industry: *The OI Character Area focuses on office, industrial, manufacturing, and warehouse/distribution uses. These uses are best suited to locations with access to highways and other infrastructure. Supporting commercial services are appropriate. While major residential developments may not fit in the OI area, proximity to housing and workforce should be a consideration. The OI Character Area is well-suited for County-led economic development initiatives.*

ED.7 Develop workforce skills in tandem with industry needs.

ED7.1: *Work closely with Vance-Granville Community College and local industry leaders to ensure existing and new programs are tailored to local workforce needs.*

- *Assist with creating new educational programs, identify scholarships opportunities, develop apprenticeships programs, sponsor Career Days and Job Fairs.*

ED 7.2: Support the Warren County Schools System and early childhood education.

- *Continue efforts to support students and improve WCPSS.*
- *Coordinate with schools and businesses to expand apprenticeships and internship opportunities.*

6. Public Notice

The public hearing notice was advertised in The Warren Record two weeks prior to the Board of Commissioners meeting on Wednesday, April 24th & Wednesday, May 1st. Adjacent property owners within 100 ft of subject property were noticed of the public hearing no more than twenty five (25) days, and no less than ten (10) days prior to the Board of Commissioners Meeting on Monday, May 6th, 2024. Zoning Notice Signage was situated on the subject property when the public notice letters were priority mailed to adjacent property owners on Thursday, April 18th, 2024 and will remain until the conclusion of the Warren County Board of Commissioners hearing held on Monday, May 6th, 2024.

7. Staff Recommendation

The proposed request for rezoning is considered reasonable. Reasonableness is determined by considering the size and nature of the tract, any special conditions or factors regarding the area, the consistency of the zoning with the land use plan, the degree of the change in the zoning, the degree it allows uses different from the surrounding area, and the relative benefits and/or detriments for the owner, the neighbors, and the surrounding community.

The Planning and Development Staff recommends in favor of the petitioner's request. The staff finds the proposed rezoning request to be consistent with the area land uses and supported by the Comprehensive Plan. Staff requests that the rezoning be recommended to the County Commissioner's for approval.

Recommendation of Consistency with Plans to Amend the Official Zoning Map

Reference: Amendment to the Warren County Zoning Map to rezone Warren County Parcel(s) B5 29, B5 30, B5 31, B5 32, B5 32A, B5 32B. (95 +/- acre property) from an AR Residential District to a LI Light Industrial District. The property is adjacent to rights-of-ways located on US HWY 1 South, and on Colins Road.

The Warren County Planning Board met on Tuesday, March 12st, 2024, at 6:00 p.m. and determined that the above-mentioned request is consistent with the Warren County Comprehensive Plan, adopted by Warren County Commissioners on August 1st, 2022, and with the Warren County Zoning Ordinance as amended as of August 16th, of 2023. **The board approved the petition 6-0.**

ADOPTED BY THE WARREN COUNTY PLANNING BOARD ON THE 12th, of March 2024.

Chapter 3 Recommendations: Future Land Use Map & Land Use Characteristics

OI: Office & Industry: *The OI Character Area focuses on office, industrial, manufacturing, and warehouse/distribution uses. These uses are best suited to locations with access to highways and other infrastructure. Supporting commercial services are appropriate. While major residential developments may not fit in the OI area, proximity to housing and workforce should be a consideration. The OI Character Area is well-suited for County-led economic development initiatives.*

ED.7: Develop workforce skills in tandem with industry needs.

ED7.1: *Work closely with Vance-Granville Community College and local industry leaders to ensure existing and new programs are tailored to local workforce needs.*

- *Assist with creating new educational programs, identify scholarships opportunities, develop apprenticeships programs, sponsor Career Days and Job Fairs.*

ED 7.2: Support the Warren County Schools System and early childhood education.

- *Continue efforts to support students and improve WCPSS.*
- *Coordinate with schools and businesses to expand apprenticeships and internship opportunities.*

Upon review of the rezoning request, it is the Planning Board's determination that the above-mentioned request is reasonable and in the public interest of Warren County in that it provides for

the organized commercial growth that will help to ensure the health, safety, and general welfare of the citizens of Warren County. **The Planning Board voted 6-0 in favor of petitioner's request.**

Adopted: March 12th, 2024

A handwritten signature in dark ink, appearing to read "David Wise", is written over a horizontal line.

Planning, Zoning & Code Enforcement Director
David Wise



Warren County Planning & Code Enforcement Department

David Wise, Planning & Code Enforcement Officer

Date: May 6th, 2024
To: Warren County Board of Commissioners
Through: Crystal Smith, Interim County Manager
From: David Wise, Planning, Zoning & Code Enforcement Director
Re: RZ-5.6.24 Aviles

Background:

The RZ petition is for one (1) parcel of land (3.84 +/- acres) owned by Rafael Aviles Lawncare, LLC which are currently zoned (R) Residential. to be rezoned to (LB) Lakeside Business.

- *Strategies from the Warren County Comprehensive Plan adopted by the Warren County Commissioners on August 1st, 2022 are as follows:*
 - Chapter III Recommendations - Section: Economic Development & Agriculture
 - **ED1:** *With guidance from the future Land Use Map, identify and encourage rezoning of properties that are appropriate for industrial and commercial development.*
 - **ED1.1:** *Encourage rezonings for commercial and mixed-use development in and near Neighborhood Centers and Commercial Mixed-Use areas on the Future Land Use Map.*
- **NC-Neighborhood Center:** *The NC Character Area includes concentrations of commercial and institutional uses ad a mix of residential uses. It may include a variety of business, generally with small building footprints. Veicular access and parking is needed, however, pedestrian connections between facilities and surrounding neighborhoods should be encouraged.*

Recommendation

- Staff recommends **approval** of petitioner's request based upon information provided.
- The Warren County Planning Board met on Tuesday, April 2nd, 2024 and the "***motion failed to pass***" with a 3-3 tie vote.



WARREN COUNTY PLANNING & CODE ENFORCEMENT DEPARTMENT

542 W Ridgeway Street
Warrenton, NC 27589
Phone: 252-257-7027

MEMORANDUM

To: Members of the Warren County Board of Commissioners

From: David Wise, Planning Director

Re: **R-Residential Rezoning Request (map attached) – Amendment to the Warren County Zoning Map to rezone Warren County Parcel K3C 155A (3.84 +/- acre property) from R-Residential District to LB Lakeside Business Zoning District. The property is adjacent to the right-of-way located along NC HWY 903.**

Date: May 6th, 2024

Summary Overview

Subject Property	3.84 acres +/- with 499.41 feet of frontage located along NC HWY 903.
Proposal	Rezone from R-Residential Zoning to LB Lakeside Business Zoning
Applicant	Rafael Aviles
Property Owner	Rafael Aviles Lawncare, LLC
Present Use	Undeveloped Land
Proposed Use	Specific Use – Landscaping & Retail
Staff Recommendation	Approve.

CONSIDER IMPACTS ON/FROM:

- POTENTIAL USES
- NEIGHBORS
- GENERAL PUBLIC
- TRAFFIC
- UTILITIES
- NEIGHBORHOOD CHARACTER
- SCHOOLS
-

OMIT FROM CONSIDERATION:

- ETHNICITY
- RELIGION
- INCOME
- RENT OR OWN



(Fig. 1 Aerial Image of subject property)

Analysis and Detail:

1. Applicant and Property Owner

The property owner is Rafael Aviles Lawncare, LLC 1455 HWY 903 Littleton, NC 27850; (252) 676-3632. According to the application and Warren County tax listing, the property owner is Rafael Aviles Lawncare, LLC of Littleton, NC 27850. The applicant is Rafael Aviles of 95 Weavers Chapel Rd. Littleton, NC 27850. (*Application for Rezoning and Supplemental Information Attached*)

2. Location/Area Description

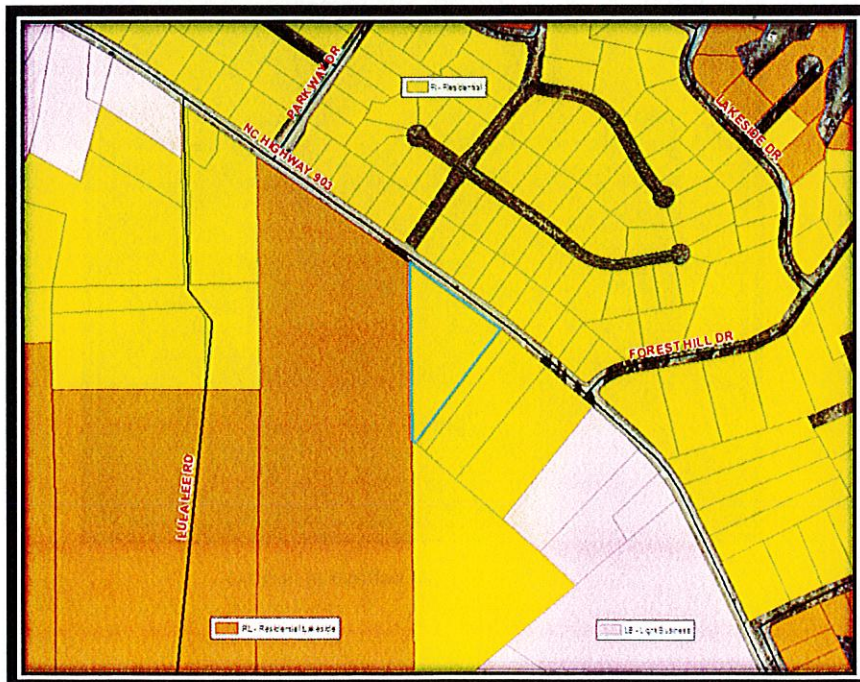
The site proposed for rezoning is located on the southern side of NC HWY 903 there is undeveloped land on the northern side of NC HWY 903. The southern side has some open fields and some residences in the immediate area. Flanked on opposite sides of the subject property are several parcels that are zoned and operating in the LB Zoning Districts.

The property requested for a LB Lakeside Business District Rezoning is 3.84 acres with 499.41 +/- feet of frontage along NC HWY 903. The property is undeveloped with a grass lawn and trees throughout the property. The primary development pattern(s) existing along this portion of NC HWY 903 consists of various zoning districts: Residential (R), Residential Lakeside (RL), and Lakeside Business (LB) in the immediate vicinity of subject property.

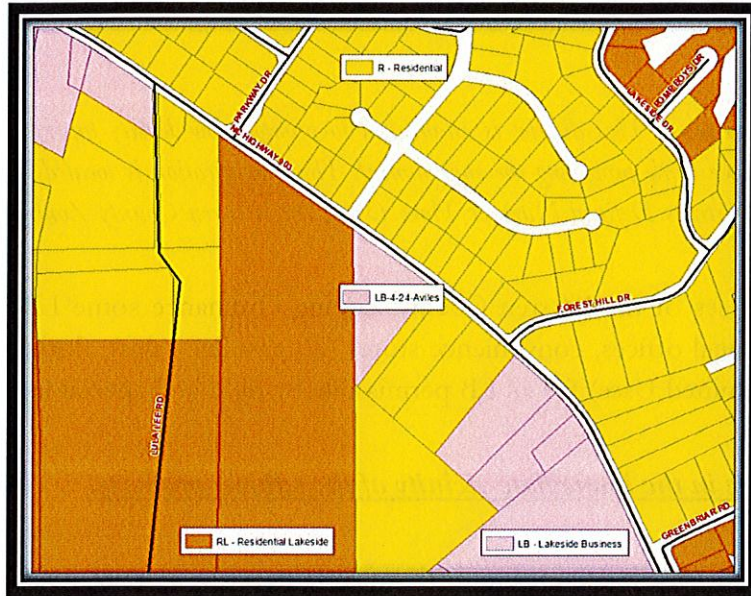
(See Figure 1: Aerial Photo on Previous Page)

3. Existing and Proposed Zoning

The Warren County Zoning Map identifies the existing zoning classification of the subject property being considered for rezoning is currently, zoned R-Residential (See Fig 2. Warren County Zoning Map.) The proposed zoning request is LB Lakeside Business Zoning District. (See Fig. 3 Warren County Zoning Map.) The subject property is located 542.25 +/- ft from the nearest LB zoning district, and 1,260.84 +/- ft to the second LB zoning district



(Fig 2. Warren County Zoning Map: Adopted December 6, 2021.) Subject property is outlined in teal and all zoning districts are shown in the immediate vicinity of subject property.)



(Fig 3. Proposed Lakeside Business Zoning District amendment illustrated as – 4-24 Aviles. All zoning districts are shown in the immediate vicinity of subject property.)

4. Spot Zoning

As a general rule, legislative decisions regarding zoning-decisions to adopt, amend, or repeal a zoning ordinance – are presumed to be valid, and the judiciary largely defers to the judgement of local elected officials on such matters¹ The North Carolina courts have held that spot zoning must not be arbitrary or capricious.²

The courts have established the following factors to determine the reasonableness of spot zoning:

1. **The size and nature of the tract.** Planning Staff has determined that the characteristics of the site, and the existing development and zoning surrounding the site, makes the requested zoning change reasonable, and certainly not out of context.
2. **Compatibility with existing plans.** The Land Use Ordinance sets forth the requirements for the various zoning districts. The Comprehensive Plan adopted by the Warren County Board of Commissioners adopted on August 1st, 2022, and with the Warren County Zoning Ordinance as amended as of August 16th, of 2023.
3. **The impact of the zoning decision on the landowner, the immediate neighbors, and the surrounding community.** Planning staff recognizes that change from R-Residential Zoning District to LB-Lakeside Business represents a degree of difference; however, there are two (2) existing Lakeside Business Zoning Districts in close proximity to the subject property. The impact to the surrounding property owners could increase traffic along the NC HWY 903 corridor modestly; however, as the future land use map has *identified* this area of Warren County as both ***NC-Neighborhood Center (which subject property is located) & CMU-Commercial Mixed-Use***. Thus, generating an increase of future trip traffic patterns within the county has been considered.

¹ Appeal of Parker, 214 N.C. 51,55,197 S.E. 706, 709 appeal dismissed, 305 U.S. 568 (1938)

² The legislative body must act in good faith. It cannot act arbitrarily or capriciously. Walker v. Town of Elkin, 254 N.C. 85, 89, 118 S.E. 2d 35, 43 (1972).

The following provides general descriptions of the existing and proposed zoning districts.

(Current zoning) R-Residential: *This district is established to promote, protect and enhance residential development. This classification is located in Section II- District Regulations E – Zoning Districts Defined Number Six (6) in the Warren County Zoning Ordinance.*

(Requested zoning) LB-Lakeside Business: *This district is established to promote low-density business development around Lake Gaston and Kerr Lake while protecting the environment. This classification is located in Section II- District Regulations E – Zoning Districts Defined Number Three (3) in the Warren County Zoning Ordinance.*

Located within Table II-2 Permissible Uses of the Warren County Zoning Ordinance some LB-Lakeside Business. business and professional offices, convenience stores (no gasoline sales), florist, gift shop. (See attachment Table II-2 Permitted Uses) for all LB permissible by right and special use permits.

The following Zoning Districts are in the immediate vicinity of the subject property.

The uses allowed in each zoning district are identified in Section II – District Regulation. E. Zoning Districts Defined. **(Ordinance Excerpts Attached)**

RL - Residential Lakeside Zoning District: *This district is established to promote residential uses and protection of the environment in the areas of Lake Gaston and Kerr Lake.*

LB - Lakeside Business Zoning District: *This district is established to promote low-density business development around Lake Gaston and Kerr Lake while protecting the environment.*

ANY PROPOSED CONSTRUCTION AND SITE PLANS ARE EVALUATED BY COUNTY STAFF TO ENSURE PROPER DESIGN.

5. Comprehensive Development Plan

The property is located inside Warren County and within its Planning & Zoning Jurisdiction. The following implementing strategies may be considered from the Warren County Comprehensive Plan, adopted by Warren County Commissioners on August 1st, 2022.

Chapter 3 Recommendations:

Section: Economic Development & Agriculture

ED1: *With guidance from the future Land Use Map, identify and encourage rezoning of properties that are appropriate for industrial and commercial development.*

ED1.1: *Encourage rezonings for commercial and mixed-use development in and near Neighborhood Centers and Commercial Mixed-Use areas on the Future Land Use map.*

Future Land Use Map & Land Use Characteristics

NC-Neighborhood Center: *The NC Character Area includes concentrations of commercial and institutional uses and a mix of residential uses. It may include a variety of businesses, generally with smaller building footprints. Vehicular access and parking is needed, however, pedestrian connections between facilities and surrounding neighborhoods should be encouraged. Small businesses or an institutional facility with regular visitors, such as schools, post office, library, or church, may serve as an anchor for NC areas. Buildings and sites should be designed to ensure new development is in keeping with the character of the area.*

CMU-Commercial Mixed-Use: *The CMU Character Area is defined by larger commercial areas that feature multiple community anchors and room to grow. Development may include retail, highway commercial, offices, flex space and light industry. A mix of housing types may be appropriate where not in conflict with existing uses. Context-sensitive design should be used, where appropriate, to ensure new development is in keeping with the character of the area.*

6. Public Notice

The public hearing notice was advertised in The Warren Record two weeks prior to the Board of Commissioners meeting on Wednesday, April 24th & Wednesday, May 1st. Adjacent property owners within 100 ft of subject property were noticed of the public hearing no more than twenty-five (25) days, and no less than ten (10) days prior to the Board of Commissioners Meeting on Monday, May 6th, 2024. Zoning Notice Signage was situated on the subject property when the public notice letters were priority mailed to adjacent property owners on Thursday, April 18th, 2024 and will remain until the conclusion of the Warren County Board of Commissioners meeting held on Monday, May 6th, 2024.

7. Staff Recommendation

The proposed request for rezoning is considered reasonable. Reasonableness is determined by considering the size and nature of the tract, any special conditions or factors regarding the area, the consistency of the zoning with the land use plan, the degree of the change in the zoning, the degree it allows uses different from the surrounding area, and the relative benefits and/or detriments for the owner, the neighbors, and the surrounding community.

The Planning Staff recommends in *favor* of the petitioner's request. The staff finds the proposed rezoning request to be consistent with the area land uses and supported by the Comprehensive Plan. Staff requests that the rezoning be recommended to the County Commissioner's for approval.

Recommendation of Consistency with Plans to Amend the Official Zoning Map

Reference: R-Residential Rezoning Request (map attached) – Amendment to the Warren County Zoning Map to rezone Warren County Parcel K3C 155A (3.84 +/- acre property) from R-Residential District to LB Lakeside Business Zoning District.

Chapter 3 Recommendations:

Section: Economic Development & Agriculture

***ED1:** With guidance from the future Land Use Map, identify and encourage rezoning of properties that are appropriate for industrial and commercial development.*

***ED1.1:** Encourage rezonings for commercial and mixed-use development in and near Neighborhood Centers and Commercial Mixed-Use areas on the Future Land Use map.*

Future Land Use Map & Land Use Characteristics

NC-Neighborhood Center: *The NC Character Area includes concentrations of commercial and institutional uses and a mix of residential uses. It may include a variety of businesses, generally with smaller building footprints. Vehicular access and parking is needed, however, pedestrian connections between facilities and surrounding neighborhoods should be encouraged. Small businesses or an institutional facility with regular visitors, such as schools, post office, library,*

or church, may serve as an anchor for NC areas. Buildings and sites should be designed to ensure new development is in keeping with the character of the area.

CMU-Commercial Mixed-Use: *The CMU Character Area is defined by larger commercial areas that feature multiple community anchors and room to grow. Development may include retail, highway commercial, offices, flex space and light industry. A mix of housing types may be appropriate where not in conflict with existing uses. Context-sensitive design should be used, where appropriate, to ensure new development is in keeping with the character of the area.*

VOTE OF THE WARREN COUNTY PLANNING BOARD ON TUESDAY THE 2ND, of April 2024.

Upon review of the rezoning request, the Planning Board's vote was tied at 3-3 so the "motion failed to carry."

Adopted: Tuesday, April 2nd, 2024



Planning, Zoning, & Code Enforcement Director
David Wise



Board of Commissioners Regular Meeting

April 1, 2024

MINUTES

The April 1, 2024 Warren County Board of Commissioners Regular Meeting was called to order at 6:00 p.m. by Chair Jennifer Pierce. Commissioners in attendance were Vice-Chair Victor Hunt, Commissioner Tare Davis, Commissioner Bertadean Baker, and Commissioner Walter Powell. Others in attendance were Interim County Manager Crystal Smith and County Attorney Shiekell Richardson.

1. ADOPT SUGGESTED AGENDA

On motion of Commissioner Davis, seconded by Commissioner Hunt, and duly carried by unanimous vote, the Suggested Agenda was adopted.

2. CITIZEN COMMENTS - REGULAR BOARD MEETING

Rules for Citizen Comments: Please sign up to speak. The maximum time allotted to each speaker will be FIVE (5) minutes; Clerk to the Board will keep time. Any group of people who support or oppose the same position should designate a spokesperson. Please address only those items which might not have been addressed by a previous speaker. If a response from the County Manager and/or Board is desired, leave a copy of your comment(s) with the Clerk to the Board. Order and decorum will be maintained. This is not a question and answer session.

- Barbara Espinosa addressed the Board of Commissioners to make sure the Quitclaim Deed for cemetery property owned by Ridgeway Missionary Baptist Church is listed in the correct name.
- Reinaldo Espinosa yielded his time to Deborah Ferruccio.
- Pastor W. T. Ramey informed the Board of Commissioners that Ridgeway Missionary Baptist Church has always owned the cemetery and he doesn't think a Quitclaim Deed is necessary.
- Deborah Ferruccio discussed the Noise Ordinance and the High Impact Land Use. Ms. Ferruccio stated that everyone should have equal protection under the ordinance. Ms. Ferruccio asked that Commissioners consider carefully the decisions they make concerning high impact land use. Ms. Ferruccio further noted that she feels Commissioner Davis should step down from the Warren County Environmental Action Team rather than recuse himself from voting on requests from WCEAT.
- Ken Ferruccio spoke about the Noise Ordinance and how it pertains to noise crossing property lines. Mr. Ferruccio stated that there is no protection for citizens in the Noise Ordinance.

3. CONSENT AGENDA

A. Consider Approval of Minutes of March 4, 2024 Regular Meeting

On motion of Commissioner Baker, seconded by Commissioner Powell, and duly carried by unanimous vote, the Minutes of the March 4, 2024 Regular Meeting were approved.

B. Tax Collector's Report for February 2024 presented for Board's information in accordance with NCGS 105-350 (John Preston, Tax Administrator)

On motion of Commissioner Baker, seconded by Commissioner Powell, and duly carried by unanimous vote, the Tax Collector's Report for February 2024 was accepted.

C. Tax Release Requests (over & under \$100) in accordance with NCGS 105-381 "Taxpayer's Remedies" as information only (John Preston, Tax Administrator)

On motion of Commissioner Baker, seconded by Commissioner Powell, and duly carried by unanimous

vote, the Tax Release Requests (over & under \$100) were approved as presented.

D. Proclamation for Child Abuse Prevention 2024

On motion of Commissioner Baker, seconded by Commissioner Powell, and duly carried by unanimous vote, the Proclamation for Child Abuse Prevention 2024 was approved.



Child Abuse Prevention Month 2024 Proclamation

WHEREAS, children are our state's most vulnerable members as well as our state's most valuable resources, helping to shape the future of North Carolina; and

WHEREAS, positive childhood experiences (PCEs)—like loving caregivers and safe, stable, and nurturing relationships—can help mitigate trauma and the negative impact of adverse childhood experiences (ACES) to promote the social, emotional, and developmental well-being of children; and

WHEREAS, childhood trauma can have long-term psychological, emotional, and physical effects throughout an individual's lifetime and impact future generations of their family; and

WHEREAS, childhood trauma, including abuse and neglect, is a serious problem affecting every community, and finding solutions requires input and action from everyone; and

WHEREAS, children who live in families with access to concrete economic and social supports are less likely to experience abuse and neglect; and

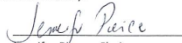
WHEREAS, nurture positive childhoods and preventing child maltreatment is possible because of the partnerships created between families, prevention advocates, child welfare professionals, education, health, community, and faith-based organizations, businesses, law enforcement agencies, and local, state, and national governments; and

WHEREAS, we acknowledge that in order to solve the public health issue of abuse and neglect we must work together to change hearts and mindsets through storytelling and sharing, center the needs of families, break down bias and barriers, and inspire action from expected and unexpected partners; and

WHEREAS, we are committed to advancing equitable, responsive, and effective systems that ensure all children and families are healthy and thriving; and

WHEREAS, we recognize the need to prioritize kids and invest in more prevention initiatives like home visiting and family-strengthening policies, economic supports, and community-based child abuse prevention programs at the national, state, and local levels; and

NOW, THEREFORE, I [Jennifer Jordan Pierce/Chairman] do hereby proclaim April as CHILD ABUSE PREVENTION MONTH in [Warrenton, Warren County] and urge all citizens to recognize this month by building a narrative of hope for children and families through collaboration and the creation of an ecosystem of primary prevention that does not currently exist in this country.


Jennifer Pierce, Chair

ATTEST:


Paula Pulley, Clerk to the Board

E. Resolution Declaring April 2024 as National County Government Month

On motion of Commissioner Baker, seconded by Commissioner Powell, and duly carried by unanimous vote, the Resolution Declaring April 2024 as National County Government Month was approved.

National County Government Month - April 2024

WHEREAS, the nation's 3,069 counties serving more than 330 million Americans provide essential services to create healthy, safe and vibrant communities; and

WHEREAS, counties fulfill a vast range of responsibilities and deliver services that touch nearly every aspect of our residents' lives; and

WHEREAS, Warren County and all counties take pride in our responsibility to protect and enhance the health, wellbeing and safety of our residents in efficient and cost-effective ways; and

WHEREAS, under the leadership of National Association of Counties President Mary Jo McGuire, NACo is highlighting county leadership through the lens ForwardTogether, celebrating the role of county governments in connecting, inspiring and leading as intergovernmental partners; and

WHEREAS, that role includes a responsibility to inspire county residents to engage with their communities, and to lead by highlighting our strength as intergovernmental partners; and

WHEREAS, each year since 1991 the National Association of Counties has encouraged counties across the country to elevate awareness of county responsibilities, programs and services;

NOW, THEREFORE, BE IT RESOLVED THAT I, Jennifer Pierce, Chairman of Warren County Board of Commissioners, do hereby proclaim April 2024 as National County Government Month and encourage all county officials,

employees, schools and residents to participate in county government celebration activities.

F. Accept the Abstract of Votes for Warren County for the 2024 Primary Election Held March 5, 2024 As Information

On motion of Commissioner Baker, seconded by Commissioner Powell, and duly carried by unanimous vote, the Abstract of Votes for Warren County for the 2024 Primary Election held on March 5, 2024 was accepted as information.

G. Consider Approval of Resolution Declaring Intent to Participate in the America 250 Grant Program

On motion of Commissioner Baker, seconded by Commissioner Powell, and duly carried by unanimous vote, the Resolution Declaring Intent to Participate in the America 250 Grant Program was approved.

RESOLUTION OF WARREN COUNTY

RECOGNIZING AND APPROVING OF THE WARREN COUNTY OFFICIAL
AMERICA 250 NC COMMITTEE

A resolution of Warren County, North Carolina, supporting the America 250 NC committee for the United States semiquincentennial (AMERICA 250 NC).

WHEREAS, Roy Cooper, Governor of North Carolina, created AMERICA 250 NC to plan, encourage, develop, and coordinate the commemoration of the 250th anniversary of the United States and North Carolina's integral role in that event and the role of its people on the nation's past, present, and future; and

WHEREAS, AMERICA 250 NC has a mission to engage ALL North Carolinians and ALL 100 counties through their many signatures and officially recognized programs, projects, and events over the commemoration by inspiring future leaders and celebrating North Carolina's contributions to the nation over the last 250 years; and

WHEREAS, by adoption of America 250 NC's mission, Warren County Committee is officially formed to achieve the goals of AMERICA 250 NC.

NOW, THEREFORE, BE IT RESOLVED, that the County of Warren hereby endorses AMERICA 250 NC and its mission; and

RESOLVED, the County of Warren officially establishes an AMERICA 250 NC Committee made up of a diverse group of citizens to work with AMERICA 250 NC on any and all activities. The participants of the Warren County Committee will be strictly voluntary roles and there will be no compensation for participation.

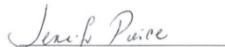
IT IS FURTHER RESOLVED that a copy of this resolution be sent to the legislative delegation and the AMERICA 250 NC Committee.

ADOPTED this 1 day of April, 2024

ATTEST:

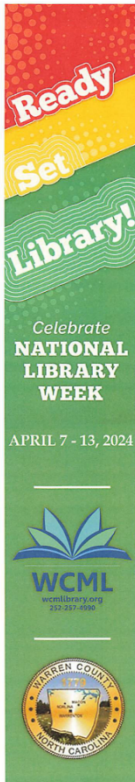

Paula Pulley, Clerk to the Board




Jennifer Pierce, Chair

H. Proclamation Declaring April 7 - 13, 2024 as National Library Week

On motion of Commissioner Baker, seconded by Commissioner Powell, and duly carried by unanimous vote, the Proclamation Declaring April 7-13, 2024 as National Library Week was approved.



Warren County Memorial Library
National Library Week 2024
Proclamation

WHEREAS, libraries offer the opportunity for everyone to connect with others, learn new skills, and pursue their passions, no matter where they are on life's journey;

WHEREAS, libraries have long served as trusted institutions, striving to ensure equitable access to information and services for all members of the community regardless of race, ethnicity, creed, ability, sexual orientation, gender identity, or socio-economic status;

WHEREAS, libraries adapt to the ever-changing needs of their communities, developing and expanding collections, programs, and services that are as diverse as the populations they serve;

WHEREAS, libraries are accessible and inclusive places that promote a sense of local connection, advancing understanding, civic engagement, and shared community goals;

WHEREAS, libraries play a pivotal role in economic development by providing resources and support for job seekers, entrepreneurs, and small businesses, thus contributing to local prosperity and growth;

WHEREAS, libraries make choices that are good for the environment and make sense economically, creating thriving communities for a better tomorrow;

WHEREAS, libraries are treasured institutions that preserve our collective heritage and knowledge, safeguarding both physical and digital resources for present and future generations;

WHEREAS, libraries are an essential public good and fundamental institutions in democratic societies, working to improve society, protect the right to education and literacy, and promote the free exchange of information and ideas for all;

WHEREAS, libraries, librarians, and library workers are joining library supporters and advocates across the nation to celebrate National Library Week;

NOW, THEREFORE, be it resolved that the Warren County Board of Commissioners proclaim National Library Week, April 7-13, 2024. During this week, we encourage all residents to visit their library and celebrate the adventures and opportunities they unlock for us every day. Ready, Set, Library!

SIGNED: Jennifer Jordan Pierce ATTEST: Paula Pulley
Jennifer Jordan Pierce, Chairman Paula Pulley, Clerk

I. Consider Approval of Proclamation Declaring April 28 - May 5, 2024 at Soil and Water Stewardship Week

On motion of Commissioner Baker, seconded by Commissioner Powell, and duly carried by unanimous vote, the Proclamation Declaring April 28-May 5, 2024 as Soil and Water Stewardship Week was approved.

PROCLAMATION

WHEREAS, healthy, fertile soil and clean water is the lifeblood of nutrition and sustenance throughout the world, and soil conservation is a benefit to everyone; and,

WHEREAS, effective conservation practices ensure soil, water, animals, plants, and air can provide a rich standard of living; and,

WHEREAS, our survival and continued production and access to quality food and water depends upon the robust management of diverse natural resources nationwide; and,

WHEREAS, stewardship calls upon every individual to help conserve these precious resources to ensure their prosperity for generations to come;

Therefore, I, Roy Cooper, Governor of the North Carolina, do hereby proclaim the week of April 28 - May 5, 2024 as **Soil and Water Stewardship Week**.

April 1, 2024
Date

Jennifer Jordan Pierce, Chair, County Commissioners
Name and Title

Jennifer Jordan Pierce
Signature

4. COUNTY MANAGER'S UPDATE – Crystal Smith, Interim County Manager

A. Warren County Brownfields Program Update (Information Only)

Community & Economic Development Director Charla Duncan, along with Darin McClure and Ruth Tull, provided an update on the Brownfields Program. The County received an EPA Brownfields

Assessment Grant of \$500,000 in 2022. At this time, the County has approximately 20% of those funds remaining.

B. NC GREAT Grant Update (Information Only)

Community & Economic Development Director Charla Duncan reported that the County agreed to partner with Spectrum on their GREAT Grant Funding. It was reported that Zytel is no longer eligible for funding for Broadband, but NCDIT is looking for ways to cover the areas that Zytel was going to cover and those that are not covered by Spectrum or AccessON.

C. Quilters Lane Committee (Town of Warrenton) Temporary Art Request for Eastern Bluebird Festival

On motion of Commissioner Davis, seconded by Commissioner Hunt, and duly carried by unanimous vote, request from the Quilters Lane Committee for a temporary art placement on County property for the Eastern Bluebird Festival was approved.

D. Legacy NC Mural Art

On motion of Commissioner Hunt, seconded by Commissioner Davis, and duly carried by unanimous vote, Interim County Manager Crystal Smith was directed to move forward with the Legacy NC Mural Art Project, and to form a committee to work on the Project.

E. Frank Newell Plaque Location Discussion

On motion of Commissioner Baker, seconded by Commissioner Hunt, and duly carried by unanimous vote, placement of a plaque honoring Frank Newell and his work with Eastern Bluebirds at the Warren County Recreation Center was approved.

F. NC DOT Mobility Hub Grant Update (Information Only)

Community & Economic Development Director Charla Duncan informed the Board that NCDOT did not receive funding for the Mobility Hub Grant, so therefore the County is no longer obligated to the matching funds that were previously approved.

G. RFP for Design and Engineering Services for Mixed-Use Development and Warren County Community Center (information only)

A Request for Proposals for Design and Engineering Services for Mixed-Use Development and Warren County Community Center is on the County website.

H. Keep Warren County Beautiful Update

Seventeen Warren County Employees participated in Litter Sweep on March 22, 2024. Between 35 and 40 bags of trash were collected on Warren Plains Road between Airport Road and Hwy 158 Bypass.

5. ACTION ITEMS

A. Consider Approval of Landfill Transfer Station Marathon Waste Compactor Replacement in an Amount Not to Exceed \$188,673 - Marshall Brothers, Public Works Director

On motion of Commissioner Davis, seconded by Commissioner Hunt, and duly carried by unanimous vote, replacement of the Landfill Transfer Station Marathon Waste Compactor in an amount not to exceed \$188,673 was approved.

B. Declare Surplus Property and Authorize Disposal Through Online Auction - Paula Pulley, Clerk to the Board

On motion of Commissioner Davis, seconded by Commissioner Baker, and duly carried by unanimous vote, resolution declaring surplus property and authorizing disposal through online auction was approved.

C. Consider Approval of Warren County Airport Lease Agreement Termination

On motion of Commissioner Davis, seconded by Commissioner Hunt, and duly carried by unanimous vote, the termination of the Warren County Airport Lease Agreement was approved.

D. Consider Approval of Quitclaim Deed Clarifying Ownership of Ridgeway Baptist Church Cemetery

On motion of Commissioner Davis, seconded by Commissioner Baker, and duly carried by unanimous vote, the Quitclaim Deed clarifying ownership of the Ridgeway Missionary Baptist Church Cemetery was

approved.

6. BOARD/COMMITTEE/COMMISSION APPOINTMENTS AND RE-APPOINTMENTS

A. Consider Approval of Re-Appointments of Cathy Alston-Kearney to a 4th Term as Warren County Schools Representative; and Hilda Baskerville and Marion Richards to a 3rd Term as Member At-Large on the Juvenile Crime Prevention Council (JCPC) for Two-Year Terms Ending January 31, 2026.

On motion of Commissioner Davis, seconded by Commissioner Baker, and duly carried by unanimous vote, Marion Richards (3rd Term) and Hilda Baskerville (3rd Term) were reappointed to two-year terms ending January 31, 2026 on the Juvenile Crime Prevention Council (JCPC). Re-appointment of Cathy Alston-Kearney was tabled until the May 2024 Board of Commissioners meeting for clarification of role.

B. Consider Re-Appointments of Julian Alford (2nd Term), Julius Mann (3rd Term), and Carroll Harris (3rd Term) to the Board of Equalization and Review with Terms Beginning April 2024 and Ending March 2027

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, Julian Alford (2nd Term), Julius Mann (3rd Term), and Carroll Harris (3rd Term) were re-appointed to the Board of Equalization and Review for three-year terms beginning April 2024 and ending March 2027.

7. BOARD OF COUNTY COMMISSIONERS' UPDATES

Commissioner Davis recognized Dr. DeMarius of Vance Granville Community College. Dr. DeMarius stated she was there to officially ask the County for an appointment to the VGCC Board of Trustees for a four-year term. Dr. Demarius further stated that Vance Granville Community College will be offering admission to VGCC to all Warren County 2024 High School Graduates.

Tyrell Alston of Trillium gave a brief update on the transition to Trillium.

8. CLOSED SESSION IN ACCORDANCE WITH NCGS 143-318.11(a)(5) FOR PROPERTY ACQUISITION AND PERSONNEL MATTERS

On motion of Commissioner Davis, seconded by Commissioner Baker, and duly carried by unanimous vote, the Board entered Closed Session in accordance with NCGS 143-318.11(a)(5) for Property Acquisition.

On motion of Commissioner Hunt, seconded by Commissioner Davis, and duly

9. ADJOURN April 1, 2024 BOARD MEETING

Paula Pulley, Clerk to the Board



Board of Commissioners Work Session

April 17, 2024

MINUTES

The April 17, 2024 Board of Commissioners Work Session was called to order at 6:00 by Chair Jennifer Pierce. Commissioners in attendance were Vice Chair Victor Hunt, Commissioner Tare Davis, Commissioner Bertadean Baker, and Commissioner Walter Powell. Others in attendance include Interim County Manager Crystal Smith and Finance Director Nikki Dickerson.

1. ADOPT SUGGESTED AGENDA

On motion of Commissioner Hunt, seconded by Commissioner Davis, and duly carried by unanimous vote, the April 17, 2024 Work Session Suggested Agenda was approved.

2. DISCUSSION ITEMS

A. Community Development Block Grant (CDBG) Application to Fund Housing Rehabilitation

Community & Economic Development Director Charla Duncan discussed Community Development Block Grant funds for housing repairs as a way to address the county's goals around housing support for residents. The county can apply for funds up to \$950,000. There is no match required for CDBG grants, and up to 10% of the grant can be used for administrative costs. By consensus, the Board of Commissioners agreed to have this item placed on the May 6, 2024 Regular Meeting Agenda.

B. Compensation Study Update

Human Resources Director Sierra Thomas discussed the findings of the recent Compensation Study.

She recommends as Phase I, bringing certain positions noted in the study up to the suggested minimum in an amount not to exceed \$150,519 effective May 1, 2024. On motion of Commissioner Davis, seconded by Commissioner Baker, and duly carried by unanimous vote, Phase I in an amount not to exceed \$150,519 effective May 1, 2024 was approved.

Phase II includes implementation of the compensation study to bring employees noted in the study to the longevity-based equity market salary effective July 1, 2024 in an amount not to exceed \$278,854. By consensus of the Board, Phase II will be added to the May 6, 2024 Board of Commissioner Regular Meeting Agenda.

C. Fire Association Paid Firefighter Update

Finance Director Nikki Dickerson presented a Fire Tax Rate Proposal that would change the way in which Fire Departments are funded, moving away from funding from the General Fund, and establishing a tax that would be billed to all property owners within the county and then split between the 14 Volunteer Fire Departments. After much discussion, the Board of Commissioners asked that this item be brought back for more discussion at the May 6, 2024 Regular Meeting.

3. ADJOURN April 17, 2024 BOARD MEETING

Paula Pulley, Clerk to the Board



Board of Commissioners Joint Meeting with Warrenton, Norlina, and Macon

April 17, 2024

MINUTES

The Joint Meeting of the Warren County Board of Commissioners and Boards from Town of Warrenton, Town of Norlina, and Town of Macon was called to order by Chair Jennifer Pierce. Warren County Commissioners in attendance were Vice Chair Victor Hunt, Commissioner Tare Davis, Commissioner Bertadean Baker, and Commissioner Walter Powell. Attending from Norlina was Commissioner Denny Burrows. Attending from Warrenton were Commissioner Jason Young, Commissioner Mike Coffman, Commissioner Mary Hunter, Commissioner Nat White, Commissioner Dian Sorelis, and Town Administrator Robert Davie. Due to other obligations, no one was able to attend from the Town of Macon.

1. INTRODUCTIONS

2. DISCUSSION ITEMS

A. Farmers Market Update

Interim County Manager Crystal Smith provided an update on the Farmers Market Project. The total cost for the project has been reduced from \$4.56 Million (including 20% contingency) to \$1,730,803 (including 20% contingency). This item will be brought back to the Warren County Board of Commissioners at the May 6, 2024 Regular Meeting.

B. Trillium Update

Betty Low and Tyrell Alston of Trillium provided an update including information on services available to Warren County citizens.

C. WC Opioid Settlement Update

Interim County Manager Crystal Smith provided an update on the Warren County Opioid Settlement including strategies selected to help fight Opioid addiction in Warren County.

D. ARPA Funds - Warrenton, Norlina, and Macon

Discussion was held concerning ways in which ARPA funds were used by the County and Municipalities. The County used ARPA funds for Broadband, marketing, and revenue replacement. The Town of Warrenton used ARPA funds for general administration, parks and recreation, storm water projects, and engineering services for the construction of a parking lot.

E. Partnerships

It was noted that the County is open to ways in which they can partner with municipalities to achieve common goals. Warrenton Town Administrator Robert Davie stated they have worked with Community & Economic Development Director Charla Duncan on the CORE Grant for Outdoor Recreation.

3. ADJOURN April 17, 2024 BOARD MEETING

Paula Pulley, Clerk to the Board

**Tax Collector's Report
to the Warren County Board of Commissioners
For the Month March 2024**

2023-2024

Current Year Collections

Tax Year	Charge	Collected in March	Collected to Date	Balance Outstanding	Percentage Collected
March 2024 FY 24	\$20,234,587	\$467,295	\$19,548,836	\$685,751	96.61
March 2023 FY 23	\$19,750,107	\$347,923	\$19,057,892	\$692,215	96.50

Delinquent Collections

2022	\$426,212	\$29,701	\$168,635	\$257,577	39.57
2021	196,717	6,861	42,355	\$154,362	21.53
2020	135,512	4,446	17,568	\$117,944	12.96
2019	148,779	1,284	8,846	\$139,933	5.95
2018	89,298	921	4,805	\$84,493	5.38
2017	88,551	1,404	5,076	\$83,475	5.73
2016	67,808	506	3,140	\$64,668	4.63
2015	56,579	353	2,106	\$54,473	3.72
2014	48,078	698	2,041	\$46,037	4.24
2013	76,343	730	3,929	\$72,414	5.15
Total Delinquent Years	\$1,333,877	\$46,904	\$258,501	\$1,075,376	

Other March Receipts

County Penalties	\$ 26,916	\$ 47,134
Landfill User Fees	\$ 75,958	\$ 1,465,714
Municipalities	\$ 15,315	\$ 653,271
Fire District Taxes	\$ 30,070	\$ 1,115,878
Advance Taxes	\$ 30,107	\$ 76,845

MARCH GRAND TOTAL	\$1,040,488	\$42,224,071
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John Preston, Tax Administrator

4/12/2024

John Preston, Tax Administrator

Over \$100

5/6/2024

CO MGR INITIALS: _____ Date: _____

ERROR CORRECTION RELEASES:

CAMPBELL MARGARET S HEIRS	2022 06608-308	E4-57	2219 \$	3,066.80	INCORRECTLY ZONED AS COMMERICAL
CAMPBELL MARGARET S HEIRS	2021 06608-308	E4-57	2219 \$	3,311.36	INCORRECTLY ZONED AS COMMERICAL
CAMPBELL MARGARET S HEIRS	2020 06608-308	E4-57	2219 \$	3,555.92	INCORRECTLY ZONED AS COMMERICAL
CAMPBELL MARGARET S HEIRS	2019 06608-308	E4-57	2219 \$	3,527.41	INCORRECTLY ZONED AS COMMERICAL
CAMPBELL MARGARET S HEIRS	2017 06608-308	E4-57	2219 \$	299.08	INCORRECTLY ZONED AS COMMERICAL
REED HATTIE F&M MH PARK	2017 37833-200		31357 \$	426.89	NEW OWNER
REED HATTIE F&M MH PARK	2016 37833-200		57512 \$	409.90	NEW OWNER
REED HATTIE F&M MH PARK	2015 37833-200		54304 \$	380.93	NEW OWNER
REED HATTIE F&M MH PARK	2014 37833-200		51514 \$	397.96	NEW OWNER
REED HATTIE F&M MH PARK	2013 37833-200		48923 \$	417.28	NEW OWNER
SMITH SHEKENA	2023 29567-200		28640 \$	228.32	SOLD PP IN 2021
SMITH SHEKENA	2022 29567-200		31376 \$	228.32	SOLD PP IN 2021
WILLIAMS ARTHUR J JR	2023 33540-300		13468 \$	1,096.03	DWELLING UNLIVABLE

TOTAL ERROR CORRECTIONS:

\$ 17,346.20

Under \$100

5/6/2024

CO MGR INITIALS: _____ Date: _____

ERROR CORRECTION RELEASES:

<u>NAME</u>	<u>Year</u>	<u>ACCT#</u>	<u>MAP #</u>	<u>RECORD #</u>	<u>AMOUNT</u>	<u>REASON</u>
HARRIS JOHN SR	2023	18016-200		26797	\$ 12.01	REMOVE LATE LISTING

SUB-TOTAL ERROR CORRECTIONS:

\$ 12.01

MOTOR VEHICLE RELEASES:

ALSTON ANTHONY	2013	39025-113		V-48059	\$ 58.71	REGISTERED IN FRANKLIN COUNTY
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SUB-TOTAL MOTOR VEHICLE RELEASES:

\$ 58.71

SUB-TOTAL CORRECTION RELEASES:

\$ 12.01

Total Releases

\$ 70.72



PROCLAMATION



WHEREAS, more than 100,000 economic development or related professionals worldwide are committed to creating, retaining, and expanding top-tier opportunities that facilitate long-term, equitable community growth; and

WHEREAS, the economic development profession cultivates thriving neighborhoods, champions sustainability and resiliency, boosts economic prosperity, enhances the quality of life, and builds robust tax bases; and

WHEREAS, economic development professionals operate throughout diverse economic environments, including rural, suburban, and urban settings; local, state, provincial, and national governments; public-private partnerships; chambers of commerce; institutions of higher education; among many similar organizations and associations; and

WHEREAS, economic development professionals serve as stewards, bridging connections between community stakeholders such as residents, business leaders, elected officials, industry executives, and educational administrations, to collaborate in promoting job creation, community investment, infrastructure advancements, and an optimistic future; and

WHEREAS, economic developers contribute to the betterment and progress of Warren County within the state of North Carolina;

NOW THEREFORE BE IT RESOLVED, that the Warren County Board of Commissioners recognizes the week of May 6 through May 10, 2024, as Economic Development Week, and remind individuals of the importance of this community celebration which supports expanding opportunities, bettering lives, and moving society forward.

Jennifer Pierce, Chair

ATTEST:

Paula Pulley, Clerk to the Board

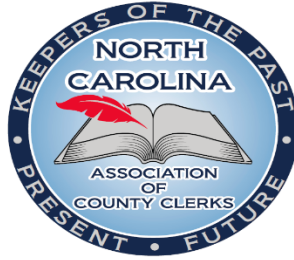
Commented [CK1]: @Hannah Chertock Thoughts?

Commented [CK2R1]: @Hannah Chertock Open to reorganizing some of the paras

Commented [HC3R1]: @Caleb Keller This looks great to me

Commented [HC4R1]: @Chris O'Brien @Deborah Cox thoughts on this update?

Commented [DC5R1]: @Chris O'Brien this looks great.



P R O C L A M A T I O N
CLERKS TO THE BOARDS OF COUNTY COMMISSIONERS' WEEK
May 5 through May 11, 2024

WHEREAS: It is imperative to the democratic process that a well-informed citizenry participates in the operation of their local government; and

WHEREAS: The office of the Clerk to the Board provides the communication link between the citizens, the local governing body and administrative departments, and local government partners; and

WHEREAS: The position of clerk is one of the oldest in local government, dating at least to biblical times, and whose term has long been associated with the written word; so, it is that modern-day clerks are official recordkeepers for their counties; and

WHEREAS: North Carolina law requires every board of county commissioners to appoint a clerk and the clerk continues in that position "at the pleasure of the board"; and

WHEREAS: The clerk's most significant statutory duties concern the preparation, filing and safeguarding of local government records, but the statutory duties constitute only a portion of what the clerk actually does; and

WHEREAS: The clerk plays a vital role in county government and provides the written record needed to ensure that the board is accountable to the county's citizens and to other public and private officials; and

WHEREAS: The clerk is sometimes described as "the hub of the wheel" in local government because of the central work that the clerk plays in the government's communication network; and

WHEREAS: As local government becomes larger and more complicated, the clerk's role as a professional, dispassionate provider of information to citizens, government officials, and the media becomes more and more important; and

WHEREAS: Clerks have the opportunity to participate in the North Carolina Association of County Clerks, a very active professional association of public officials dedicated to improving the professional competency of clerks through regular regional and statewide educational opportunities; and

WHEREAS: In cooperation with the University of North Carolina at Chapel Hill School of Government and International Institute of Municipal Clerks (IIMC), the North Carolina Association of County Clerks helps to sponsor a nationally recognized, examination-based certification program that culminates in receipt of the designation of Certified Municipal Clerk; and

WHEREAS: In addition, the North Carolina Association of County Clerks and the School of Government sponsor state certification programs leading to the designation of North Carolina Certified County Clerk, as well as opportunities for experienced clerks to obtain the continuing professional education needed to remain state-certified or to earn an advanced Master Clerk designation; and

WHEREAS: In addition to conducting education programs, the North Carolina Association of County Clerks also directly assists clerks on the job with mentoring programs to provide guidance to assist clerks in their day-to-day work; and

WHEREAS: Clerks, upon their own initiative, participate in these certification and education programs, including annual meetings of the North Carolina Association of County Clerks and the International Institute of Municipal Clerks, which not only improve the operation of their office, but through their achievements and awards bring favorable publicity to the counties in which they serve; and

WHEREAS: Clerks are involved at the state level, as well as in potential legislative and other matters of interest; and

WHEREAS: Although clerks work for the boards of county commissioners, they truly provide public service;

NOW, THEREFORE, the Warren County Board of Commissioners does hereby recognize the week of May 5 through May 11, 2024, as Clerks to the Boards of County Commissioners' Week, and extends our appreciation to our Clerk to the Board Paula Pulley (and to our Deputy Clerk to the Board Monique Hinton and to all County Clerks for the vital services they perform and their exemplary dedication to the county they represent.

Adopted this 6th day of May, 2024.

Jennifer Pierce, Chairman
Warren County Board of Commissioners

ATTEST:

Paula Pulley, Clerk to the Board

**Resolution of the Warren County Board of Commissioners
FORMALLY APOLOGIZING FOR ANY PART THAT AN ELECTED OR APPOINTED LOCAL OFFICIAL
IN WARREN COUNTY PLAYED IN THE 1921 LYNCHING OF
PLUMMER BULLOCK AND ALFRED WILLIAMS**

WHEREAS, the crime of lynching was widely known to occur across the United States from Reconstruction through the middle of the twentieth century;

WHEREAS, lynching was a form of terrorism practiced predominantly against African-Americans that devastated families and cut short thousands of lives;

WHEREAS, on the 18th day of January 1921, 19-year-old Plummer Bullock and 45-year-old Alfred Williams were unlawfully taken from the Warren County jail in Warrenton and brutally lynched by a vicious mob of county residents on the basis of an unsubstantiated allegation;

WHEREAS, 100% of those involved in these lynchings went unpunished;

WHEREAS, without the benefit of any corroborating evidence, in denial of their constitutional right to a fair trial and without being afforded an opportunity to present a defense, Plummer Bullock and Alfred Williams were executed by said mob for the alleged offense;

WHEREAS, through the willful neglect, failure and/or refusal to investigate and punish perpetrators, by those who were tasked with protecting and defending the Constitution of the United States and the Constitution of North Carolina, even in death, Plummer Bullock and Alfred Williams were denied their basic rights;

WHEREAS, there is evidence that the Warren County Sheriff, the Warren County Coroner, and the Warren County Jail Keeper were complicit in the perpetration of the murders-by-lynching of Plummer Bullock and Alfred Williams;

WHEREAS, in contravention of their responsibility to abide by their oaths of office, as aforesaid, the above-mentioned public servants failed in meeting the basic responsibilities of their offices;

AND WHEREAS, the Board of Commissioners desires to publicly acknowledge these facts and offer a formal apology for the heinous acts aforementioned.

NOW, THEREFORE, BE IT RESOLVED, that the Warren County Board of Commissioners does hereby apologize on behalf of any appointed or elected local public official who participated in, witnessed, facilitated, censored, suppressed or was in any way involved in the lynching of Plummer Bullock and Alfred Williams and the subsequent failure to prosecute those involved to the fullest extent of the law.

AND LET IT BE FURTHER RESOLVED, that the Warren County Board of Commissioners expresses to the families and descendants our deepest sympathies and regret for the death of Plummer Bullock and Alfred Williams and the denial of their dignity and basic human rights.

Adopted, this the ____ day of May 2024

Jennifer Jordan Pierce, Chair
Warren County Board of Commissioners

John Branche, Sheriff
Warren County

ATTEST:

Paula Pulley, Clerk to the Board
Warren County Board of Commissioners



To: Warren County Board of Commissioners

Through: Crystal Smith, Interim County Manager

From: Charla Duncan, Community & Economic Development Director

Re: Warren County occupancy tax proposal (5%)

Background

A local occupancy tax applies to the same transactions that are subject to state sales taxes on accommodations mandated by general statutes. Occupancy taxes on short-term rentals are not levied against the property/business owner; they are levied on the occupant/renter. However, facilitators, rental agents, and business owners engaged in short-term rental accommodations are required to charge the occupancy taxes to the occupant and to remit that revenue to the local government.

In a January 2024, the NC Association of County Commissioners (NCACC) reported that 82 counties have chosen to levy an occupancy tax since the state granted local governments the authority to do so in 1983.

In 2023, upon request by the county, the General Assembly granted Warren County the authority to levy an occupancy tax up to 5% (in the same bill, the following counties were also approved: Avery, Davidson, Iredell, Bertie, Union, and Wilkes). The approval for the occupancy tax can be found in Senate Bill 154 Part XIII- Warren County Occupancy Tax (p. 17).

While counties are allowed to levy up to 8%, Warren County requested 5% to stay in line and competitive with other counties in our region: Vance (6%), Halifax (5%), Northampton (6%), and Franklin (6%).

A short-term rental accommodation subject to a local occupancy tax is anything supplied to one person for less than 90 days. Short-term accommodations include: hotel and motel rooms, residences, cottages, or a similar lodging facility, as well as any type of structure that is rented for temporary residential use such as houseboats, tents, yurts, and train cabooses. Parking spots for recreational vehicles, campsites, and boat slips would not be subject to local occupancy taxes. Occupancy taxes do not apply to enrollment in school, camp, or hospital programs.

Occupancy taxes apply to the cost of the accommodation rental, as well as to other mandatory charges of the rental, such as early or late departure fees, cleaning fees, pet fees,

etc. (all mandatory charges that are directly related to the use and occupancy of a rental accommodation).

The three parties held liable for collecting occupancy taxes from tenants and for remitting the taxes locally are: retailers (ex: hotel operators, bed and breakfast operators), facilitators (ex: AirBnb, Vrbo), and rental agents (brokers and other persons engaged in property management).

The penalties for delinquent occupancy taxes are the same as the penalties for delinquent sales taxes. Counties are allowed to enforce collection remedies with the exception of placing liens on properties and governments cannot foreclose on properties that do not property remit their occupancy tax collections. Occupancy taxes are not subject to successor liability (they do not go with the property when it is sold).

Occupancy tax returns and payment records are confidential and not subject to public records requests.

Process and Next Steps

Now that the General Assembly has granted Warren County the authority to levy an occupancy tax, the next step is to hold a public hearing before adopting a resolution levying the tax. A separate resolution must be passed to establish an oversight board for the revenue- the Warren County Tourism Development Authority (TDA).

Warren County can collect the occupancy tax revenue before establishing its TDA; however, revenues cannot be spent until a TDA is established. The TDA is the authority that determines how occupancy tax revenues can be expended.

Should the Board of Commissioners approve the occupancy tax, it is recommended that the county begin collection immediately so that the 2024 lake tourism season revenue is captured; however, staff recommends bringing the TDA establishment back to the board at a later date. County staff desire more time to propose a TDA structure to the board.

Fiscal Impact

In 2022, Air Bnb report that Warren County property owners generated approximately \$2.2 million in revenue. At a 5% occupancy tax rate, estimated yearly revenue from Air Bnb rentals alone would be approximately \$110,000 in revenues from short-term rental accommodations.

To cover the cost of administering and collecting the tax, Warren County is allowed to retain up to 3% of the first \$500,000 of gross proceeds each year and 1% of the remaining gross receipts collected each year.

At least two-thirds of the county's occupancy tax revenue must be used to promote travel and tourism; the remainder of the funds shall be used for tourism-related expenditures.

Occupancy taxes can be collected by the Tax Administrator even though they are not property taxes. However, state provisions allow for occupancy taxes to be payable to the county finance officer.

If Warren County passes a resolution to levy an occupancy tax, this does not automatically include the municipalities. Each municipal government must receive authority from the state before levying their own occupancy tax.

2022 Comprehensive Development Plan Alignment

ED 5: Coordinate with Visit Warren County to encourage tourism.

2021-2024 Strategic Plan Alignment

Goal 3.0: Leverage the best of our assets to attract, retain and expand business, industry and residential growth – to revitalize/grow our 21st century economy.

Creating Outdoor Recreation Economies (CORE) Alignment

Goal 1: Increase outdoor recreation and related small business revenue by 5% annually

Recommendation

The director of Warren County Community and Economic Development recommends that the board of commissioners schedule a public hearing on June 3, 2024 about the proposed 5% occupancy tax and move toward passing a resolution to levy the county occupancy tax.



To: Warren County Board of Commissioners

Through: Crystal Smith, Interim County Manager

From: Charla Duncan, Community & Economic Development Director

Re: Broadband update

Background

Warren County recently received an update from NC Department of Information Technology's (NC DIT) Broadband Infrastructure Office that Brightspeed has engaged with DIT to move forward on serving portions of the former Zitel award area which were part of Brightspeed's original GREAT grant application as well. These new Brightspeed contingent award locations are now moving toward contract status and therefore considered ineligible for Completing Access to Broadband (grant) funding, so NC DIT removed them from the CAB eligible locations in the map.

The remaining Zitel award locations were submitted to NC DIT by county staff as priority locations in the CAB grant scope of work for Warren County.

NC DIT posted the Warren County CAB scope of work to their website on April 25, 2024. There are 3,000 eligible locations for CAB funding in Warren County. To date, scopes of work have been posted for 30 counties. Internet service providers that are prequalified to participate in state broadband expansion programs may submit proposals to provide broadband to all or a portion of eligible locations within each county.

Warren County Commissioners previously committed up to \$400,000 in matching grant funds for the CAB award; the remaining funds will be awarded by NC DIT, as well as matched by the provider (for a potential project budget of \$8 million).

After CAB awards are made, the next round of grant funding is the state's Stop Gap Program; this is not yet open.

Fiscal Impact

Warren County will need to remit funding to NC DIT at the start of the project; this will most likely happen at the start of FY 25.

2022 Comprehensive Development Plan Alignment

ED 3: Prioritize infrastructure and service enhancements to areas with economic development opportunities.

IS- 1: Expand access to broadband service.

MEMORANDUM

TO: Warren County Board of Commissioners

FROM: Nikki Dickerson, Finance Director

DATE: May 6, 2024

RE: Recommendation for Approval of Budget Ordinance Amendment #5

Background

Budget Amendment #5 (see attached) to the FY 2024 Budget Ordinance is being presented for approval. This amendment does the following:

Revenue:

1. Appropriates \$ 2,782 in the Emergency Management budget for Duke Race Cars Grant funds received.
2. Appropriates \$ 1,000 in the Co-operative Extension budget for Ila McIlwain White Grant funds received for the Nitasha Kearney.
3. Re-allocates previously budgeted funds from Economic Development for unspent Business Incentives to Board of Election for May 2024 second primary expenses in the amount of \$ 63,880.

AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE
2023-2024
Amendment No. 5

Section 1 of the Warren County Budget Ordinance, pertaining to the General Fund operations of the County, shall be amended as follows:

<u>Increase/(Decrease) Expenditures:</u>	<u>Line Item #</u>		<u>Amount</u>
EMS Duke Race Cars	104370-526136	\$	2,782
Co-Op Extension - Ila McIlwean White Grant	104950-523104	\$	1,000
Elections - May 14 Second Primary	multiple	\$	63,880
EDC - Business Incentives	104920-569940	\$	(63,880)
	TOTAL	\$	3,782

<u>Increase/(Decrease) Revenues:</u>	<u>Line Item #</u>		<u>Amount</u>
Co-Op Extension - Grant Revenue	100400-449550	\$	1,000
EMS - Duke Race Cars Grant Revenue	100220-433017	\$	2,782
	TOTAL	\$	3,782

This amendment:

- * This budget amendment recognizes funding from Ila McIlwean White Grant Revenue for Nitasha Kearney in Co-operative Extension and Duke Race Cars Grant Revenue For EMS.
This budget amendment also moves previously budgeted funds from Economic Development Business Incentive funds unused for Glen Raven to the May 2024 second primary.

Respectfully Submitted 5/6/2024

Nikki Dickerson

Nikki Dickerson, Finance Director



WARREN COUNTY HUMAN RESOURCES

540 WEST RIDGEWAY STREET
POST OFFICE BOX 619
WARRENTON, NORTH CAROLINA 27589

TO: Warren County Board of Commissioners
FROM: Crystal Smith, Interim County Manager
THROUGH: Sierra Thomas, Human Resources Manager
DATE: April 23, 2024
RE: Approval of Implementation of Compensation Study Phase 2

Sierra Thomas
Human Resources
Manager
sierrathomas@warrencountync.gov

Background

Warren County contracted with Management Advisory Group International, Inc. (MAG) to conduct a compensation review and assessment of jobs study for current County classifications. This report presents the findings and recommendations of the study. MAG's findings and recommendations are based on:

- market review;
- current organizational structure;
- discussions with human resources professionals and management;
- job analysis based on current class/job descriptions and completion of Job Analysis Questionnaires by incumbent employees;
- internal equity and external competitiveness considerations.

The goal of the County for this project was to provide the foundation for an appropriate classification and compensation system and pay plan based on current compensation levels for similar public sector employers, municipalities, and local market competitors. In response, MAG has developed a proposed pay plan and developed salary adjustment recommendations for current incumbents in included County classifications

Pay Plan Structure

MAG has established a Unified pay plan structure for all included general positions within the scope of the study. It provides for ranges of approximately 48% from minimum to maximum. There is 5% between each pay grade. The structure recommended is transparent, permits employees to have a perspective that provides some security, but it still wholly dependent on the County's ability to fund future structure adjustments.

I am proposing that the implementation of the compensation study to bring all employees up to the minimum proposed salary be fully implemented this fiscal year (May 1) and longevity based equity adjustment July 1. This change will be an overall benefit to the county and create opportunities to reach a broader target of applicants to be able to compete with surrounding counties/municipalities.

Phone: (252) 257-3574
Fax: (252) 257-5971
www.warrencountync.com

"This institution is an equal opportunity provider and employer."

Financial Impact

Fiscal Year 2024-2025: \$278,854 (with out benefits) \$338,522 (benefits includes)

Total for full implementation: \$429,373 (\$489,041)

Funds are budgeted in the FY 24 Adopted budget for the first recommended adjustment for this project.

Recommendation

I am recommending that the Board of Commissioners approve the implementation of the compensation study to bring employees noted to the longevity-based equity market salary July 1 in an amount not to exceed \$338,522 and authorize the County Manager to execute the agreement. As part of this study, part time increases were also suggested. I recommend they become effective July 1 and are budgeted by the appropriate department in the part time line item.

I also recommend that the suggested salary range updates be adopted as the new ranges for County positions effective July 1.



To: Warren County Board of Commissioners

Through: Crystal Smith, Interim County Manager

From: Charla Duncan, Community & Economic Development Director

Re: Community Development Block Grant (CDBG) application for housing repairs

Background

As the county grows its Community and Economic Development department, staff have been researching ways to achieve the county's goals around housing support for residents. When staff proposed the evolution of the department's scope to grow from economic development to include community development, part of the housing goal was to bring CDBG funds into the organization for community members. Community and Economic Development staff have talked to CDBG awardees in other counties and partner organizations, as well as the CDBG contact at the state. CDBG neighborhood revitalization funds may be used for housing activities which include, but are not limited to: acquisition of real property, relocation and demolition, rehabilitation of residential and non-residential structures, and activities relating to energy conservation and renewable energy resources. Each activity must meet one of the following national objectives for the program: benefit low- and moderate-income persons, prevention or elimination of slums or blight, or address community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community for which other funding is not available.

CDBG grants do not require a county match. The maximum grant award is \$950,000; the county can apply for less. Up to 10% of the grant award can be applied to administration costs.

2022 Comprehensive Development Plan Alignment

ED 6: Support efforts to encourage redevelopment and revitalization.

LUH 3.6: Ensure adequate property maintenance and enforcement of health, safety and welfare concerns.

LUH 3.7: Ensure educational and financial assistance programs to homeowners are promoted and fully utilized to maintain existing housing stock.

Recommendation

The director of Warren County Community and Economic Development recommends that the county apply for CDBG funds for housing rehabilitation with the assistance of a firm experienced in CDBG programs and authorize the interim County Manager to execute all documents.



Warren County Planning & Code Enforcement Department

David Wise, Planning & Code Enforcement Officer

Date: May 6th, 2024

To: Warren County Board of Commissioners

Through: Crystal Smith, Interim County Manager

From: David Wise, Planning, Zoning & Code Enforcement Director

Re: RZ-5.6.24 Warren County

Background

The RZ petition is for six (6) parcel(s) of land (95 +/- acres) owned by Warren County (B5 29, B5 30, B5 31, B5 32, B5 32A, B5 32B) which are currently zoned (AR) Agricultural Residential to be rezoned to (LI) Light Industrial.

- The **Future Land Use Map** identifies the subject parcels as an OI Zoning District, (Office & Industry). The OI Character Area focuses on office, industrial, manufacturing, and warehouse/distribution uses. These uses are best suited to locations with access to highways and other infrastructure. The OI Character Area is well-suited for County-led economic development initiatives.
- **ED.7: Develop workforce skills in tandem, with industry needs.**
- **ED.7.1:** work closely with Vance-Granville Community College and local industry leaders to ensure existing and new programs are tailored to local workforce needs.
 - Assist with creating new educational programs, identify scholarships opportunities, develop apprenticeships programs, sponsor Career Days and Job Fairs.
- **ED.7.2:** Support the Warren County Schools System and early childhood education.
 - Continue efforts to support students and improve WCPSS.
 - Coordinate with schools and business to expand apprenticeships and internship opportunities.

Recommendation

- Staff recommends ***approval*** of petitioner's request based upon the following:
- The Planning Board met on Tuesday, March 12th, 2024 and recommends approval of the rezoning request with a 6-0 vote.



Warren County Planning & Code Enforcement Department

David Wise, Planning & Code Enforcement Officer



WARREN COUNTY PLANNING & CODE ENFORCEMENT DEPARTMENT

542 W Ridgeway Street
Warrenton, NC 27589
Phone: 252-257-7027

MEMORANDUM

To: Members of the Warren County Board of Commissioners

From: David Wise, Planning, Zoning & Code Enforcement Director

Re: **AR rezoning request (map attached) – Amendment to the Warren County Zoning Map to rezone Warren County Parcel(s) B5 29, B5 30, B5 31, B5 32, B5 32A, B5 32B. (95 +/- acre property) from an AR Residential District to a LI Light Industrial District. The property is adjacent to right-of-way's located along US HWY 1 South, and Colins Road.**

Date: May 6th, 2024

Summary Overview

Subject Property 95 acres +/- with 6,325 feet of combined frontage located along US HWY 1 & Colins Road.

Proposal	Rezone from AR Zoning District to a LI Zoning District
Applicant	Charla Duncan – Community & Economic Development Director
Property Owner	Warren County
Present Use	Undeveloped land
Proposed Use	Industrial development
Staff Recommendation	Approve.

CONSIDER IMPACTS ON/FROM:

- POTENTIAL USES
- NEIGHBORS
- GENERAL PUBLIC
- TRAFFIC
- UTILITIES
- NEIGHBORHOOD CHARACTER
- SCHOOLS

OMIT FROM CONSIDERATION:

- ETHNICITY
- RELIGION
- INCOME
- RENT OR OWN



(Fig. 1 Aerial Image of subject property)

Analysis and Detail:

1. Applicant and Property Owner

The property owner is Warren County 602 W. Ridgeway Street, Warrenton, NC 27589. According to the application and Warren County tax listing, the property owner is Warren County. The applicant is Charla Duncan, Warren County's Economic Development Director. *(Application for Rezoning and Supplemental Information Attached)*

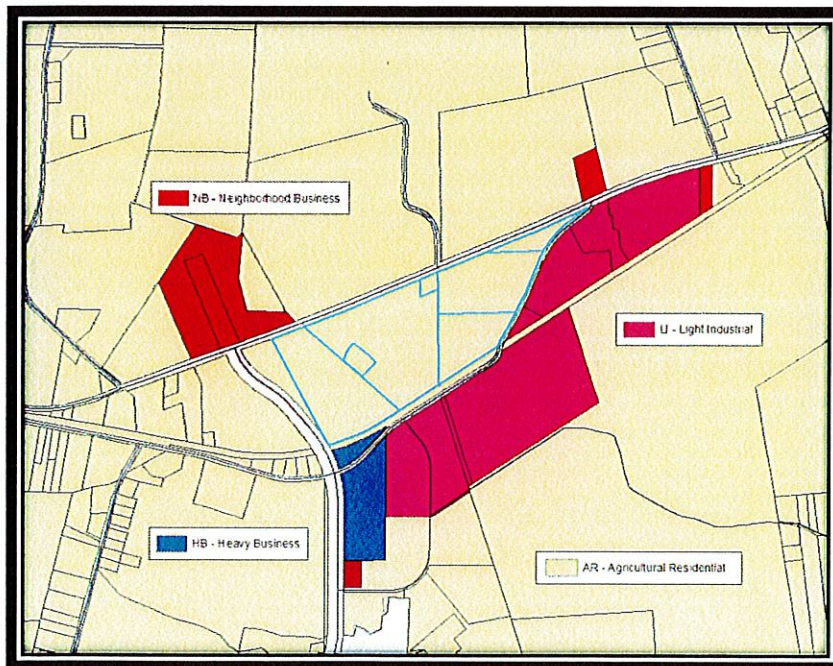
2. Location/Area Description

The site proposed for rezoning is located on the Southern side of US HWY 1 and the Northeastern side of Colins Road. The property requested for a LI industrial district rezoning is 95 +/- acres of property with 6,325 +/- feet of frontage combined with US HWY 1 & Colins Road. The property is undeveloped with trees or shrubbery throughout the property. The primary development pattern(s) existing along this portion of US HWY 1 is primarily Agriculture Residential; however, there are three other zoning districts in the immediate vicinity. They are NB – Neighborhood Business, LI – Light Industrial, & HB – Heavy Business.

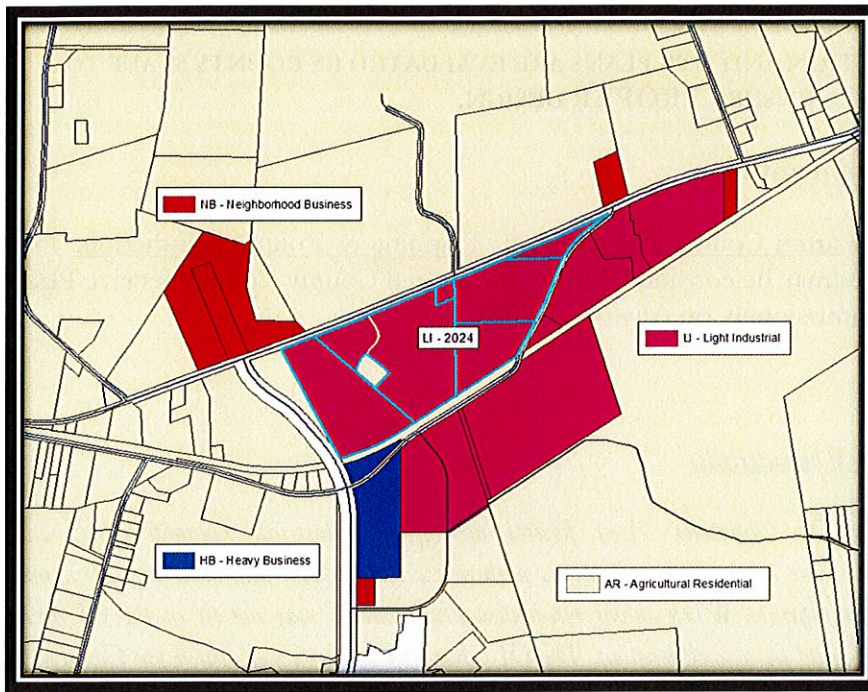
(See Figure 1: Aerial Photo on Previous Page)

3. Existing and Proposed Zoning

The Warren County Zoning Map identifies the existing zoning classification of the subject property being considered for rezoning is currently, zoned AR Agricultural Residential (See Fig 2. Warren County Zoning Map.) The proposed zoning request is LI Light Industrial Zoning District. (See Fig.3 Warren County Zoning Map.



(Fig 2. Warren County Zoning Map: Adopted December 6, 2021) Subject property is outlined in teal and all zoning districts are shown in the immediate vicinity of subject property.)



(Fig 3. Proposed Light Industrial District amendment illustrated as LI-2024. All zoning districts are shown in the immediate vicinity of subject property.)

The following provides general descriptions of the existing and proposed zoning districts.

(Current zoning) AR Agriculture Residential: *This district is established to promote a compatible mixture of agricultural, forestry, conservation and very low-density residential uses. Preservation of prime farmlands, protection of the environment and the continuation of rural lifestyles are the goal of this district. This classification is located in Section II- District Regulations E – Zoning Districts Defined Number One (1) in the Warren County Zoning Ordinance.*

(Requested zoning) LI Light Industrial: *This district is established to promote compatible locations for service, manufacturing, packaging, research and development (R & D) and warehousing industries. Permitted uses in this district shall comply with all Local, State, and federal regulations regarding environmental protection and nuisance issues. This classification is located in Section II – District Regulations E- Zoning District Defined Number Nine (9) in the Warren County Zoning Ordinance.*

Located within Table II-2 Permissible Uses of the Warren County Zoning Ordinance some light industrial uses are Laboratories for research and testing, Machine shops, Textile manufacture. (See attachment Table II-2 Permitted Uses) for all LI permissible by right and special use permits.

The following Zoning Districts are in the immediate vicinity of the subject property.

The uses allowed in each zoning district are identified in Section II – District Regulation. E. Zoning Districts Defined. **(Ordinance Excerpts Attached)**

Agriculture Residential (AR) Zoning District: *This district is established to promote a compatible mixture of agricultural, forestry, conservation and very low-density residential uses. Preservation of prime farmlands, protection of the environment and the continuation of rural lifestyles are the goal of this district.*

Heavy Business (HB) Zoning District: This district is established to promote **large-scale** commercial development not otherwise classified as Neighborhood Business (NB) commercial development compatible with the surrounding communities Permitted uses in this district shall comply with all Local, State and Federal regulations regarding environmental protection and nuisance issues.

Neighborhood Business (NB) Zoning District: *This district is established to provide commercial development compatible with the surrounding community.*

**ANY PROPOSED CONSTRUCTION AND SITE PLANS ARE EVALUATED BY COUNTY STAFF TO
ENSURE PROPER DESIGN.**

4. Comprehensive Development Plan

The property is located inside Warren County and within its Planning & Zoning Jurisdiction. The following implementing strategies may be considered from the Warren County Comprehensive Plan, adopted by Warren County Commissioners on August 1st, 2022.

Chapter 3 Recommendations:

Future Land Use Map & Land Use Characteristics

OI: Office & Industry: *The OI Character Area focuses on office, industrial, manufacturing, and warehouse/distribution uses. These uses are best suited to locations with access to highways and other infrastructure. Supporting commercial services are appropriate. While major residential developments may not fit in the OI area, proximity to housing and workforce should be a consideration. The OI Character Area is well-suited for County-led economic development initiatives.*

ED.7 Develop workforce skills in tandem with industry needs.

ED7.1: *Work closely with Vance-Granville Community College and local industry leaders to ensure existing and new programs are tailored to local workforce needs.*

- *Assist with creating new educational programs, identify scholarships opportunities, develop apprenticeships programs, sponsor Career Days and Job Fairs.*

ED 7.2: Support the Warren County Schools System and early childhood education.

- *Continue efforts to support students and improve WCPSS.*
- *Coordinate with schools and businesses to expand apprenticeships and internship opportunities.*

6. Public Notice

The public hearing notice was advertised in The Warren Record two weeks prior to the Board of Commissioners meeting on Wednesday, April 24th & Wednesday, May 1st. Adjacent property owners within 100 ft of subject property were noticed of the public hearing no more than twenty five (25) days, and no less than ten (10) days prior to the Board of Commissioners Meeting on Monday, May 6th, 2024. Zoning Notice Signage was situated on the subject property when the public notice letters were priority mailed to adjacent property owners on Thursday, April 18th, 2024 and will remain until the conclusion of the Warren County Board of Commissioners hearing held on Monday, May 6th, 2024.

7. Staff Recommendation

The proposed request for rezoning is considered reasonable. Reasonableness is determined by considering the size and nature of the tract, any special conditions or factors regarding the area, the consistency of the zoning with the land use plan, the degree of the change in the zoning, the degree it allows uses different from the surrounding area, and the relative benefits and/or detriments for the owner, the neighbors, and the surrounding community.

The Planning and Development Staff recommends in favor of the petitioner's request. The staff finds the proposed rezoning request to be consistent with the area land uses and supported by the Comprehensive Plan. Staff requests that the rezoning be recommended to the County Commissioner's for approval.

Recommendation of Consistency with Plans to Amend the Official Zoning Map

Reference: Amendment to the Warren County Zoning Map to rezone Warren County Parcel(s) B5 29, B5 30, B5 31, B5 32, B5 32A, B5 32B. (95 +/- acre property) from an AR Residential District to a LI Light Industrial District. The property is adjacent to rights-of-ways located on US HWY 1 South, and on Colins Road.

The Warren County Planning Board met on Tuesday, March 12st, 2024, at 6:00 p.m. and determined that the above-mentioned request is consistent with the Warren County Comprehensive Plan, adopted by Warren County Commissioners on August 1st, 2022, and with the Warren County Zoning Ordinance as amended as of August 16th, of 2023. **The board approved the petition 6-0.**

ADOPTED BY THE WARREN COUNTY PLANNING BOARD ON THE 12th, of March 2024.

Chapter 3 Recommendations: Future Land Use Map & Land Use Characteristics

OI: Office & Industry: The OI Character Area focuses on office, industrial, manufacturing, and warehouse/distribution uses. These uses are best suited to locations with access to highways and other infrastructure. Supporting commercial services are appropriate. While major residential developments may not fit in the OI area, proximity to housing and workforce should be a consideration. The OI Character Area is well-suited for County-led economic development initiatives.

ED.7: Develop workforce skills in tandem with industry needs.

ED7.1: Work closely with Vance-Granville Community College and local industry leaders to ensure existing and new programs are tailored to local workforce needs.

- *Assist with creating new educational programs, identify scholarships opportunities, develop apprenticeships programs, sponsor Career Days and Job Fairs.*

ED 7.2: Support the Warren County Schools System and early childhood education.

- *Continue efforts to support students and improve WCPSS.*
- *Coordinate with schools and businesses to expand apprenticeships and internship opportunities.*

Upon review of the rezoning request, it is the Planning Board's determination that the above-mentioned request is reasonable and in the public interest of Warren County in that it provides for

the organized commercial growth that will help to ensure the health, safety, and general welfare of the citizens of Warren County. ***The Planning Board voted 6-0 in favor of petitioner's request.***

Adopted: March 12th, 2024

A handwritten signature in dark ink, appearing to read "David Wise", is written over a horizontal line.

Planning, Zoning & Code Enforcement Director
David Wise



Warren County Planning & Code Enforcement Department

David Wise, Planning & Code Enforcement Officer

Date: May 6th, 2024
To: Warren County Board of Commissioners
Through: Crystal Smith, Interim County Manager
From: David Wise, Planning, Zoning & Code Enforcement Director
Re: RZ-5.6.24 Aviles

Background:

The RZ petition is for one (1) parcel of land (3.84 +/- acres) owned by Rafael Aviles Lawncare, LLC which are currently zoned (R) Residential. to be rezoned to (LB) Lakeside Business.

- *Strategies from the Warren County Comprehensive Plan adopted by the Warren County Commissioners on August 1st, 2022 are as follows:*
 - Chapter III Recommendations - Section: Economic Development & Agriculture
 - **ED1:** *With guidance from the future Land Use Map, identify and encourage rezoning of properties that are appropriate for industrial and commercial development.*
 - **ED1.1:** *Encourage rezonings for commercial and mixed-use development in and near Neighborhood Centers and Commercial Mixed-Use areas on the Future Land Use Map.*
- **NC-Neighborhood Center:** *The NC Character Area includes concentrations of commercial and institutional uses ad a mix of residential uses. It may include a variety of business, generally with small building footprints. Veicular access and parking is needed, however, pedestrian connections between facilities and surrounding neighborhoods should be encouraged.*

Recommendation

- Staff recommends **approval** of petitioner's request based upon information provided.
- The Warren County Planning Board met on Tuesday, April 2nd, 2024 and the "***motion failed to pass***" with a 3-3 tie vote.



WARREN COUNTY PLANNING & CODE ENFORCEMENT DEPARTMENT

542 W Ridgeway Street
Warrenton, NC 27589
Phone: 252-257-7027

MEMORANDUM

To: Members of the Warren County Board of Commissioners

From: David Wise, Planning Director

Re: **R-Residential Rezoning Request (map attached) – Amendment to the Warren County Zoning Map to rezone Warren County Parcel K3C 155A (3.84 +/- acre property) from R-Residential District to LB Lakeside Business Zoning District. The property is adjacent to the right-of-way located along NC HWY 903.**

Date: May 6th, 2024

Summary Overview

Subject Property	3.84 acres +/- with 499.41 feet of frontage located along NC HWY 903.
Proposal	Rezone from R-Residential Zoning to LB Lakeside Business Zoning
Applicant	Rafael Aviles
Property Owner	Rafael Aviles Lawncare, LLC
Present Use	Undeveloped Land
Proposed Use	Specific Use – Landscaping & Retail
Staff Recommendation	Approve.

CONSIDER IMPACTS ON/FROM:

- POTENTIAL USES
- NEIGHBORS
- GENERAL PUBLIC
- TRAFFIC
- UTILITIES
- NEIGHBORHOOD CHARACTER
- SCHOOLS
-

OMIT FROM CONSIDERATION:

- ETHNICITY
- RELIGION
- INCOME
- RENT OR OWN



(Fig. 1 Aerial Image of subject property)

Analysis and Detail:

1. Applicant and Property Owner

The property owner is Rafael Aviles Lawncare, LLC 1455 HWY 903 Littleton, NC 27850; (252) 676-3632. According to the application and Warren County tax listing, the property owner is Rafael Aviles Lawncare, LLC of Littleton, NC 27850. The applicant is Rafael Aviles of 95 Weavers Chapel Rd. Littleton, NC 27850. (*Application for Rezoning and Supplemental Information Attached*)

2. Location/Area Description

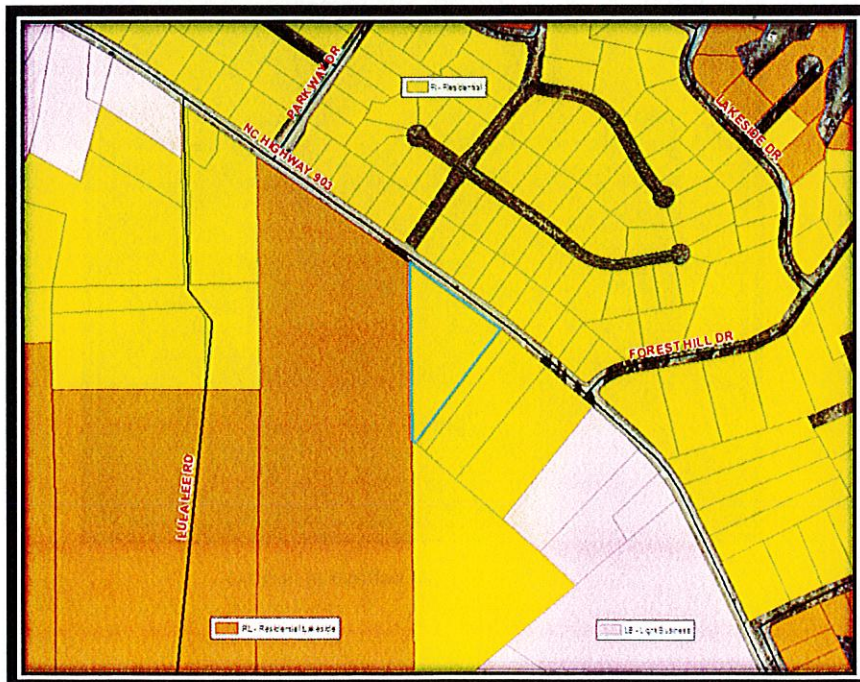
The site proposed for rezoning is located on the southern side of NC HWY 903 there is undeveloped land on the northern side of NC HWY 903. The southern side has some open fields and some residences in the immediate area. Flanked on opposite sides of the subject property are several parcels that are zoned and operating in the LB Zoning Districts.

The property requested for a LB Lakeside Business District Rezoning is 3.84 acres with 499.41 +/- feet of frontage along NC HWY 903. The property is undeveloped with a grass lawn and trees throughout the property. The primary development pattern(s) existing along this portion of NC HWY 903 consists of various zoning districts: Residential (R), Residential Lakeside (RL), and Lakeside Business (LB) in the immediate vicinity of subject property.

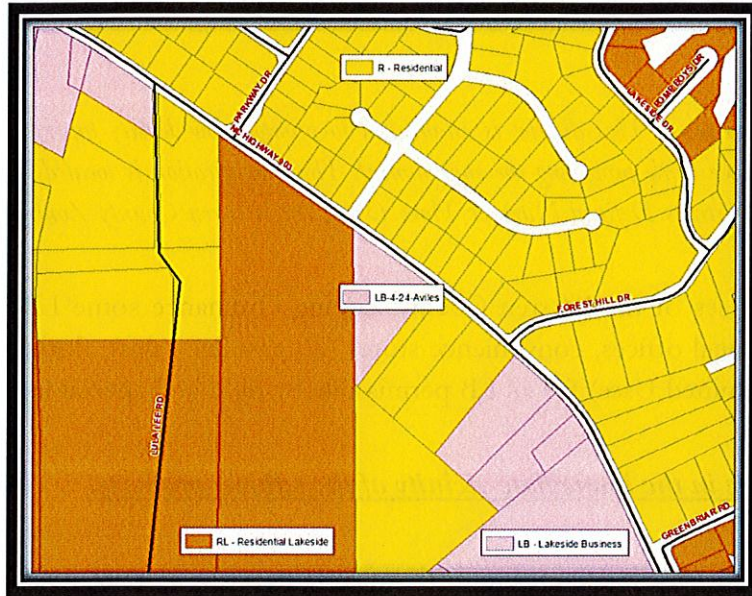
(See Figure 1: Aerial Photo on Previous Page)

3. Existing and Proposed Zoning

The Warren County Zoning Map identifies the existing zoning classification of the subject property being considered for rezoning is currently, zoned R-Residential (See Fig 2. Warren County Zoning Map.) The proposed zoning request is LB Lakeside Business Zoning District. (See Fig. 3 Warren County Zoning Map.) The subject property is located 542.25 +/- ft from the nearest LB zoning district, and 1,260.84 +/- ft to the second LB zoning district



(Fig 2. Warren County Zoning Map: Adopted December 6, 2021.) Subject property is outlined in teal and all zoning districts are shown in the immediate vicinity of subject property.)



(Fig 3. Proposed Lakeside Business Zoning District amendment illustrated as – 4-24 Aviles. All zoning districts are shown in the immediate vicinity of subject property.)

4. Spot Zoning

As a general rule, legislative decisions regarding zoning-decisions to adopt, amend, or repeal a zoning ordinance – are presumed to be valid, and the judiciary largely defers to the judgement of local elected officials on such matters¹ The North Carolina courts have held that spot zoning must not be arbitrary or capricious.²

The courts have established the following factors to determine the reasonableness of spot zoning:

1. **The size and nature of the tract.** Planning Staff has determined that the characteristics of the site, and the existing development and zoning surrounding the site, makes the requested zoning change reasonable, and certainly not out of context.
2. **Compatibility with existing plans.** The Land Use Ordinance sets forth the requirements for the various zoning districts. The Comprehensive Plan adopted by the Warren County Board of Commissioners adopted on August 1st, 2022, and with the Warren County Zoning Ordinance as amended as of August 16th, of 2023.
3. **The impact of the zoning decision on the landowner, the immediate neighbors, and the surrounding community.** Planning staff recognizes that change from R-Residential Zoning District to LB-Lakeside Business represents a degree of difference; however, there are two (2) existing Lakeside Business Zoning Districts in close proximity to the subject property. The impact to the surrounding property owners could increase traffic along the NC HWY 903 corridor modestly; however, as the future land use map has *identified* this area of Warren County as both ***NC-Neighborhood Center (which subject property is located) & CMU-Commercial Mixed-Use***. Thus, generating an increase of future trip traffic patterns within the county has been considered.

¹ Appeal of Parker, 214 N.C. 51,55,197 S.E. 706, 709 appeal dismissed, 305 U.S. 568 (1938)

² The legislative body must act in good faith. It cannot act arbitrarily or capriciously. Walker v. Town of Elkin, 254 N.C. 85, 89, 118 S.E. 2d 35, 43 (1972).

The following provides general descriptions of the existing and proposed zoning districts.

(Current zoning) R-Residential: *This district is established to promote, protect and enhance residential development. This classification is located in Section II- District Regulations E – Zoning Districts Defined Number Six (6) in the Warren County Zoning Ordinance.*

(Requested zoning) LB-Lakeside Business: *This district is established to promote low-density business development around Lake Gaston and Kerr Lake while protecting the environment. This classification is located in Section II- District Regulations E – Zoning Districts Defined Number Three (3) in the Warren County Zoning Ordinance.*

Located within Table II-2 Permissible Uses of the Warren County Zoning Ordinance some LB-Lakeside Business. business and professional offices, convenience stores (no gasoline sales), florist, gift shop. (See attachment Table II-2 Permitted Uses) for all LB permissible by right and special use permits.

The following Zoning Districts are in the immediate vicinity of the subject property.

The uses allowed in each zoning district are identified in Section II – District Regulation. E. Zoning Districts Defined. **(Ordinance Excerpts Attached)**

RL - Residential Lakeside Zoning District: *This district is established to promote residential uses and protection of the environment in the areas of Lake Gaston and Kerr Lake.*

LB - Lakeside Business Zoning District: *This district is established to promote low-density business development around Lake Gaston and Kerr Lake while protecting the environment.*

ANY PROPOSED CONSTRUCTION AND SITE PLANS ARE EVALUATED BY COUNTY STAFF TO ENSURE PROPER DESIGN.

5. Comprehensive Development Plan

The property is located inside Warren County and within its Planning & Zoning Jurisdiction. The following implementing strategies may be considered from the Warren County Comprehensive Plan, adopted by Warren County Commissioners on August 1st, 2022.

Chapter 3 Recommendations:

Section: Economic Development & Agriculture

ED1: *With guidance from the future Land Use Map, identify and encourage rezoning of properties that are appropriate for industrial and commercial development.*

ED1.1: *Encourage rezonings for commercial and mixed-use development in and near Neighborhood Centers and Commercial Mixed-Use areas on the Future Land Use map.*

Future Land Use Map & Land Use Characteristics

NC-Neighborhood Center: *The NC Character Area includes concentrations of commercial and institutional uses and a mix of residential uses. It may include a variety of businesses, generally with smaller building footprints. Vehicular access and parking is needed, however, pedestrian connections between facilities and surrounding neighborhoods should be encouraged. Small businesses or an institutional facility with regular visitors, such as schools, post office, library, or church, may serve as an anchor for NC areas. Buildings and sites should be designed to ensure new development is in keeping with the character of the area.*

CMU-Commercial Mixed-Use: *The CMU Character Area is defined by larger commercial areas that feature multiple community anchors and room to grow. Development may include retail, highway commercial, offices, flex space and light industry. A mix of housing types may be appropriate where not in conflict with existing uses. Context-sensitive design should be used, where appropriate, to ensure new development is in keeping with the character of the area.*

6. Public Notice

The public hearing notice was advertised in The Warren Record two weeks prior to the Board of Commissioners meeting on Wednesday, April 24th & Wednesday, May 1st. Adjacent property owners within 100 ft of subject property were noticed of the public hearing no more than twenty-five (25) days, and no less than ten (10) days prior to the Board of Commissioners Meeting on Monday, May 6th, 2024. Zoning Notice Signage was situated on the subject property when the public notice letters were priority mailed to adjacent property owners on Thursday, April 18th, 2024 and will remain until the conclusion of the Warren County Board of Commissioners meeting held on Monday, May 6th, 2024.

7. Staff Recommendation

The proposed request for rezoning is considered reasonable. Reasonableness is determined by considering the size and nature of the tract, any special conditions or factors regarding the area, the consistency of the zoning with the land use plan, the degree of the change in the zoning, the degree it allows uses different from the surrounding area, and the relative benefits and/or detriments for the owner, the neighbors, and the surrounding community.

The Planning Staff recommends in *favor* of the petitioner's request. The staff finds the proposed rezoning request to be consistent with the area land uses and supported by the Comprehensive Plan. Staff requests that the rezoning be recommended to the County Commissioner's for approval.

Recommendation of Consistency with Plans to Amend the Official Zoning Map

Reference: R-Residential Rezoning Request (map attached) – Amendment to the Warren County Zoning Map to rezone Warren County Parcel K3C 155A (3.84 +/- acre property) from R-Residential District to LB Lakeside Business Zoning District.

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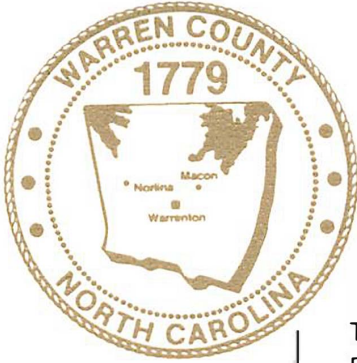
VOTE OF THE WARREN COUNTY PLANNING BOARD ON TUESDAY THE 2ND, of April 2024.

Upon review of the rezoning request, the Planning Board's vote was tied at 3-3 so the "motion failed to carry."

Adopted: Tuesday, April 2nd, 2024



Planning, Zoning, & Code Enforcement Director
David Wise



WARREN COUNTY BOARD OF COMMISSIONERS

602 WEST RIDGEWAY STREET
POST OFFICE BOX 619
WARRENTON, NORTH CAROLINA 27589

Bertadean Baker, Chairman
Victor Hunt, Vice Chairman
Tare Davis
Jennifer Pierce
Walter Powell

Vincent Jones
County Manager

Paula Pulley
Clerk to the Board

TO: Warren County Board of Commissioners
FROM: Paula Pulley, Clerk to the Board
RE: Surplus Property

BACKGROUND: The following vehicles have been deemed to be surplus:

1995 Ford Ranger - Parks & Recreation
2008 Ford Ranger - Code Enforcement
2005 Chevrolet Truck - Buildings & Grounds
2004 Chevrolet Truck - Buildings & Grounds
2002 Ford F150 - Buildings & Grounds
2000 Chevrolet Impala - Tax Administration
2004 Freestar Van - DSS

Since these vehicles are no longer needed, or no longer meet the standards for use by the respective Department, they should be declared surplus.

FINANCIAL IMPACT: Funds gained from the sale of the vehicles through GovDeals.com will be deposited into the Warren County General Fund.

RECOMMENDATION: Declare item listed above surplus and adopt the Resolution to offer item for auction on GovDeals.com.

Phone: (252) 257-3115
Fax: (252) 257-5971
www.warrencountync.com

"This institution is an equal opportunity provider and employer."



WARREN COUNTY BOARD OF COMMISSIONERS

602 WEST RIDGEWAY STREET
POST OFFICE BOX 619
WARRENTON, NORTH CAROLINA 27589

Jennifer Pierce, Chairman
Victor Hunt, Vice Chairman
Tare Davis
Bertadean Baker
Walter Powell

Crystal Smith
Interim County Manager

Paula Pulley
Clerk to the Board

RESOLUTION SALE OF SURPLUS WARREN COUNTY PROPERTY

WHEREAS, the County of Warren has certain properties which are no longer used by Warren County Departments and may lawfully dispose of such property through on-line auction or disposal.

NOW, THEREFORE, BE IT RESOLVED THAT, pursuant to Article 12, NC GS 160A270, the Warren County Board of Commissioners authorize the sale through on-line auction or disposal, of:

1995 Ford Ranger - Parks & Recreation
2008 Ford Ranger - Code Enforcement
2005 Chevrolet Truck - Buildings & Grounds
2004 Chevrolet Truck - Buildings & Grounds
2002 Ford F150 - Buildings & Grounds
2000 Chevrolet Impala - Tax Administration
2004 Freestar Van - DSS

This item is being sold in "as is" condition with no warranties. The Warren County Board of Commissioners reserve the right to reject any or all bids, to waive informalities, and to award bid in the opinion of the Owner in its best interest.

BE IT FURTHER RESOLVED, The Warren County Board of Commissioners authorizes the County Manager (or designee) to dispose of this property and incur those costs incidental to sell property; and that advertising, describing the property, the method for bidding and the date, time and place for the bid opening be placed with auction site, notice in the Warren Record Newspaper and otherwise appropriately advertised according to law.

ADOPTED this the 1st day of April 2024 by the Warren County Board of Commissioners.

Phone: (252) 257-3115
Fax: (252) 257-5971
www.warrencountync.com

Jennifer Pierce, Chair

ATTEST:

Paula Pulley, Clerk to the Board

"This institution is an equal opportunity provider and employer."

Public Comment Policy for Board of Commissioners Meetings

The Board of Commissioners welcomes and encourages public participation at its meetings. To ensure an orderly and efficient process, the following guidelines for public comments have been established:

1. **Purpose of Public Comments:** The primary purpose of public comments is to provide an opportunity for members of the community to express their views, concerns, and suggestions regarding matters within the jurisdiction of the Board of Commissioners.
2. **Order of Speakers:** Speakers will be called in the order in which they signed up and Speakers are permitted to address the Board once during this time.
3. **Timing of Public Comments:** Public comments will be heard at the beginning of each regular Board meeting, unless otherwise specified by the Board Chair.
4. **Sign-Up Requirement:** Individuals who wish to speak during the public comment period must sign up in advance. Sign-up sheets will be made available at least 30 minutes prior to the start of the meeting and will be closed promptly at the start of the meeting.
5. **Enforcement:** The Chair has the authority to enforce the regulations outlined herein, ensuring order and decorum. This includes the discretion to terminate a speakers remaining time or remove them from the meeting if necessary.
6. **Length of Comments:** Each speaker will have a maximum of five (5) minutes to speak to the Board. The Chair may adjust this time at their discretion.
7. **Time Sharing and Designation of Spokespersons:** Speakers are generally not allowed to share or transfer their speaking time to another individual (yield time) unless allowed by the Chair. If multiple speakers address the same topic, they must designate a spokesperson to represent them.
8. **Respectful Conduct:** Speakers are expected to address the Board and other attendees with respect and courtesy. Any form of personal attacks, use of profanity, or disruptive behavior will not be tolerated. Violations may lead to the removal of the speaker from the meeting and forfeiture of their right to comment in future meetings.
9. **Response from the Board:** The Board will generally not engage in dialogue or debate with speakers during the public comment period. However, the Chair or another Board member may briefly respond to clarify information or to indicate that the matter will be referred to staff for further review. Comments should be directed to the Board collectively, rather than individual commissioners. Speakers should address the Board directly, and comments or concerns should not be directed to the audience at any point.

10. **Procedure for Requesting Responses from the Board:** If a speaker desires a response from the Board of Commissioners, a written copy of their questions or request must be provided to the Clerk of the Board.

This public comment policy is subject to modification by the Board of Commissioners at any time.



Diane Cox
Executive Director

April 15, 2024

**Member
Governments**

Ms. Paula Pulley, Clerk
Warren County Board of Commissioners
P.O. Box 619
Warrenton, NC 27589

COUNTIES

Franklin
Granville
Person
Vance
Warren

MUNICIPALITIES

Bunn
Butner
Creedmoor
Franklinton
Henderson
Kittrell
Louisburg
Macon
Middleburg
Norlina
Oxford
Roxboro
Stem
Stovall
Warrenton
Youngsville

Dear Ms. Pulley:

I write to request that the Warren County Board of Commissioners appoint Charla Duncan to the Kerr-Tar Workforce Development Board for a one year term. Ms. Duncan will serve in the required position of Economic Development Representative. Her current role as the Director of Community and Economic Development for Warren County will offer insight and prospective that is valuable to workforce opportunities discussed by the board.

Thank you for your assistance. If you have any questions or need additional information, please contact me at 252-436-2040.

Sincerely,

Lou Grillo
Workforce Development Director

STATEMENT OF INTEREST TO SERVE

If you are a Warren County resident and would like to volunteer your time and expertise to your community, please complete and return to:

Warren County Board of Commissioners
c/o Clerk to the Board
PO Box 619
Warrenton, NC 27589

Please list in order of preference the Boards and Commissions for which you would be willing to serve:

- | | |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

Your full name _____

Date of Birth _____ Sex _____ Race _____

Mailing Address _____

City and Zip Code _____

Street Address _____

City and Zip Code _____

Home Phone _____ Work Phone _____

Job Title _____

Company or Agency _____

Email Address _____

Do you live in the county? Yes ☐ No ☐

Please list your County Commissioner District _____
(This information can be obtained from the Board of Elections at (252) 257-2114).

Educational Background

Name and Address of High School Attended _____

Name and Address of College Attended _____

Degree Received _____

Please list any military experience _____

This "Statement of Interest to Serve" will remain active for six (6) months from date received in the County Manager's office.

If you are presently serving as an elected or appointed official, please explain: _____

Please list all past employers and volunteer experience you have had which may be beneficial in evaluating your qualifications.

Work Experience _____

Volunteer Experience _____

How did you become aware of Warren County volunteer opportunities? (Please circle appropriate response)

Newspaper

Current Warren County Volunteer

Other

If other, please explain: _____

If I am appointed to serve on one or more boards, I will agree by signing an Affirmation of Understanding, to attend the required number of meetings each calendar year and not to exceed unexcused absences by more than 25% or three (3) meetings in any calendar years.

Signature _____

Date _____

Please feel free to attach a resume if so desired.

This "Statement of Interest to Serve" will remain active for six (6) months from date received in the County Manager's office.

Warren County Juvenile Crime Prevention Council (JCPC)



Date: May 6, 2024

To: Warren County Board of Commissioners

Through: Crystal Smith, Interim County Manager

From: Monique Hinton, JCPC Administrator

Re: JCPC Re-Appointment

The Juvenile Crime Prevention Council during their monthly meeting of March 11, 2024, recommended the following person to be re-appointed by the Board of Commissioners:

- Reappointment of Cathy Alston-Kearney to her 1st 2-year term as Member At-Large. Term begins May 1, 2024, and ends April 31, 2026.



Planning/Zoning and Code Enforcement Department

542 West Ridgeway Street

Warrenton, NC 27589

(PH) 252-257-7027 (FX) 252-257-1083

TO: Warren County Board of Commissioners

FROM: David Wise, Planning & Code Enforcement Administrator

DATE: May 6th, 2024

RE: Board of Adjustment Reappointment

Dear Warren County Board of Commissioners,

Attached are two Board of Adjustment "Statement of Interest to Serve". There terms are expiring and they have expressed interest in continuing to serve Warren County by serving on the Board of Adjustment. Joe Zeno, Chair of the Board of Adjustment and I are recommending the Board of Commissions reappoint both member for another term to the Board of Adjustment.

David Wise

Warren County Planning & Code Enforcement Administrator

STATEMENT OF INTEREST TO SERVE

If you are a Warren County resident and would like to volunteer your time and expertise to your community, please complete and return to:

Warren County Board of Commissioners
c/o Clerk to the Board
PO Box 619
Warrenton, NC 27589

Please list in order of preference the Boards and Commissions for which you would be willing to serve:

1. Board of Adjustment
2. _____
3. _____
4. _____

Your full name Randall Ellis Robinson
Date of Birth 08 06 76 Sex M Race W
Mailing Address 116 Old Mill Rd.
City and Zip Code Macon NC 27551
Street Address "
City and Zip Code "
Home Phone 919 632 4274 cell Work Phone 919 632 4274 cell
Job Title Sales
Company or Agency Pointe Realty Group
Email Address Randall@lakegorton.com

Do you live in the county? Yes ☒ No ☐

Please list your County Commissioner District Sixpound
(This information can be obtained from the Board of Elections at (252) 257-2114).

Educational Background

Name and Address of High School Attended Chapel Hill High School
Name and Address of College Attended Wingate University / UNC
Degree Received Business Admin

Please list any military experience X

This "Statement of Interest to Serve" will remain active for six (6) months from date received in the County Manager's office.

If you are presently serving as an elected or appointed official, please explain: Current Board of Adjustment

Please list all past employers and volunteer experience you have had which may be beneficial in evaluating your qualifications.

Work Experience

20+ Years in Real Estate,
Development, 28 years Fire-EMS, and
Sales.

Volunteer Experience

Fire Department - Warren County, Wake,
and Orange Counties

How did you become aware of Warren County volunteer opportunities? (Please circle appropriate response)

Newspaper

Current Warren County Volunteer

Other

If other, please explain: _____

If I am appointed to serve on one or more boards, I will agree by signing an Affirmation of Understanding, to attend the required number of meetings each calendar year and not to exceed unexcused absences by more than 25% or three (3) meetings in any calendar years.

Signature

Rodney [Signature]

Date

4/24/24

Please feel free to attach a resume if so desired.

This "Statement of Interest to Serve" will remain active for six (6) months from date received in the County Manager's office.

STATEMENT OF INTEREST TO SERVE

If you are a Warren County resident and would like to volunteer your time and expertise to your community, please complete and return to:

Warren County Board of Commissioners
c/o Clerk to the Board
PO Box 619
Warrenton, NC 27589

Please list in order of preference the Boards and Commissions for which you would be willing to serve:

1. Board of Adjustment
2. _____
3. _____
4. _____

Your full name Julia Torain

Date of Birth 08-08-1973 Sex F Race B

Mailing Address 1025 Eaton Ferry Road

City and Zip Code Littleton 27850

Street Address Same

City and Zip Code _____

Home Phone None Work Phone 252-257-1098

Job Title E-911 Dispatcher

Company or Agency Warren County Sheriff's Office

Email Address jytorain@jytorain73@gmail.com

Do you live in the county? Yes ☒ No ☐

Please list your County Commissioner District Tara Davis
(This information can be obtained from the Board of Elections at (252) 257-2114).

Educational Background

Name and Address of High School Attended

Burlington County Institute of Technology
Westhampton, NJ

Name and Address of College Attended

Vance Granville Community College Henderson, NC

Degree Received

None

Please list any military experience

None

This "Statement of Interest to Serve" will remain active for six (6) months from date received in the County Manager's office.

If you are presently serving as an elected or appointed official, please explain: No

Please list all past employers and volunteer experience you have had which may be beneficial in evaluating your qualifications.

Work Experience Wal-Mart Distribution Center - transportation Clerk, Warren County Cooperative Extension - 4-H WAY support Specialist, Warren County Sheriff's Office, E-911 Dispatcher

Volunteer Experience Helping people with housing, food pantry, donating clothes and helping my community with cleaning the road ways, trash pick up. Helping the youth in my community.

How did you become aware of Warren County volunteer opportunities? (Please circle appropriate response)

Newspaper

Current Warren County Volunteer

Other

If other, please explain: I was asked by a county worker

If I am appointed to serve on one or more boards, I will agree by signing an Affirmation of Understanding, to attend the required number of meetings each calendar year and not to exceed unexcused absences by more than 25% or three (3) meetings in any calendar years.

Signature Cecilia Sojain

Date 4/11/2024

Please feel free to attach a resume if so desired.

This "Statement of Interest to Serve" will remain active for six (6) months from date received in the County Manager's office.