



# Town of Franklinton

Board of Commissioners  
Town Hall 101 N. Main St.  
December 17, 2024, 7:00 PM

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## MINUTES

Those in Attendance: Mayor Arthur Wright, Commissioners John Allers, Tasha Hatten, Alvin Holden, Judy McArn, and LaTasha Wilder, Town Manager Zach Steffey, Town Attorney Brian Pridgen, and Town Clerk Lauren Chandler

Others in Attendance: Public Works Director Brad Kearney, Town Planner Chris George, Officer Henderson, and citizens

Mayor Wright called the Board of Commissioners meeting to order. Commissioner Hatten led the Pledge of Allegiance.

### Approval of Agenda

Commissioner McArn made a motion to approve the agenda with item (d) on the action items to be tabled until the February meeting and to add an additional Closed session at the end of the Board of Commissioners meeting for the purpose of Attorney Client Privilege G.S. 143-318.11 (3). Commissioner Wilder seconded the motion. The motion was approved by a vote of 5-0.

### Approval of Minutes

Commissioner Allers made a motion to approve the following minutes: November 19, 2024 Regular Meeting and November 19, 2024 Closed Session. Commissioner Holden seconded the motion. The motion was approved by a vote of 5-0.

### Consent Agenda

- a. Resolution 2024.12.01R and Policy
- b. 2025 Holiday Schedule

Commissioner Allers made a motion to approve the Consent Agenda. Commissioner Hatten seconded the motion. The motion was approved by a vote of 5-0.

### Public Comments (Three-minute time limit)

There were no public comments

Steven Hayes presented, on behalf of Trinity Group Investments, LLC, the Town of Franklinton with a donation of a striping machine. Mr. Hayes thanked the Mayor, Board of Commissioners and town staff for all the hard work being done in the Town of Franklinton and hoped the contribution of the striping machine would benefit the Town.

### Closed Session for Economic Development G.S. 143-318.11(a)(4)

Commissioner Allers made a motion to go into Closed Session. Commissioner McArn seconded the motion. The motion was approved by a vote of 5-0.

### Agenda Items

- a. Presentation of the Bike and Pedestrian Plan

Mr. Steffey informed the Board of Commissioners that Kittelson & Associates had to cancel the presentation. Kittelson & Associates did give the Town the PowerPoint presentation to go over with the Board of Commissioners, however, if any questions were to arise, Kittelson & Associates would be the best representative to answer these questions.

Commissioner Wilder made a motion to table this item until February when Kittelson & Associates would be available to make the presentation. Commissioner McArn seconded the motion. The motion was approved by a vote of 5-0.

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| i.  | Presentation by Kittelson & Associates | Andrew Ooms            |
| ii. | Vote on Adoption of plan               | Board of Commissioners |

**b. Presentation of Fiscal Year 2023-2024 Audit**

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|----|------------------------------|---------------|
| i. | Presentation by PT CPA, PLLC | Joe Turchetti |
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Mr. Turchetti presented the highlights of the FY 2023-2024 audit to the Board of Commissioners:

- Clean opinion and strong financial ending to June 2024 and submitted on time
- See the details of the presentation with the FY 2023-2024 audit report

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| ii. | Vote on accepting the Audit Report for FY 2023-2024 | Board of Commissioners |
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Commissioner Allers made a motion to accept the Audit Report for FY 2023-2024. Commissioner Holden seconded the motion. The motion was approved by a vote of 5-0.

**c. Consideration of a Rezoning Petition for 18 South Hillsborough Street. (Parcel ID 008808) from Residential Single-Family Medium Zoning District (RSM) to the Mixed-Use Zoning District (MUD).**

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|----|--------------------|-----------------|
| i. | Staff Presentation | Zachary Steffey |
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The Town of Franklinton has received a rezoning request for 18 South Hillsborough Street (Parcel ID 008808). The rezoning request is to change the zoning of the property from the Residential Single Family Medium Zoning District (RSM) to the Mixed-Use Zoning District (MUD). The property is bordered to the north by property zoned RSM, to the east by property zoned RDT Residential Downtown, to the south by property zoned RSH, and to the west by properties zoned RSH and RSM. The subject property is .2506 acres according to Franklin County GIS records and .241 acres according to a survey submitted by the applicant. The subject property appears to meet the minimum lot size and dimensional requirements of the MUD zoning district.

The Planning Board of the Town of Franklinton met at 6:00 PM on December 16, 2024 and voted a favorable recommendation of the proposed rezoning to the Board of Commissioners. The Planning Board also found the proposed rezoning to be reasonable and consistent with the adopted Comprehensive Plan of the Town of Franklinton.

The Board of Commissioners are asked to hold a Public Hearing on the proposed rezoning and are asked to consider whether to approve or deny the rezoning request for 18 South Hillsborough Street along with the proposed Statement of Reasonableness and Consistency.

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| ii. | Open Public Hearing | Board of Commissioners |
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Commissioner Holden made a motion to open the Public Hearing. Commissioner McArn seconded the motion. The motion was approved by a vote of 5-0.

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| iii. | Close Public Hearing | Board of Commissioners |
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Commissioner Wilder made a motion to close the Public Hearing. Commissioner Hatten seconded the motion. The motion was approved by a vote of 5-0.

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| iv. | Vote on Rezoning | Board of Commissioners |
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Commissioner McArn made a motion to approve the rezoning Petition for 18 South Hillsborough Street. (Parcel ID 008808) from Residential Single-Family Medium Zoning District (RSM) to the Mixed-Use Zoning District (MUD) and that the rezoning is consistent with the adopted Comprehensive Land Use Plan of the Town of Franklinton, that the proposed rezoning is reasonable, and that the proposed rezoning is in the best interest of the public. Commissioner Wilder seconded the motion. The motion was approved by a vote of 5-0.

**d. Consideration of a Rezoning Petition for 5700 NC 56 HWY (Parcel ID 007661) from Planned Development Zoning District (PD) to the Life Science and Biotechnology Zoning District (LSB).**

This item was tabled until February's Board of Commissioners Meeting.

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| i.   | Staff Presentation   | Zachary Steffey        |
| ii.  | Open Public Hearing  | Board of Commissioners |
| iii. | Close Public Hearing | Board of Commissioners |
| iv.  | Vote on Rezoning     | Board of Commissioners |

**e. Consideration of a Voluntary Annexation Petition for a portion of Parcel ID 007462, 3299 US HWY 1.**

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|----|--------------------|-----------------|
| i. | Staff Presentation | Zachary Steffey |
|----|--------------------|-----------------|

The Board of Commissioners have received a voluntary annexation petition for a portion of Parcel ID 007462. The subject property is contiguous to the corporate limits of the Town of Franklinton. The property is located in the C3H zoning district. The proposed area for the annexation is .14 acres which is a portion of the overall 1.0339 acre tract. The .14 acres is the current location of Packhouse Coffee. The Town Clerk has reviewed the Annexation Petition and certified that the petition is complete. The Board of Commissioners are asked to hold a Public Hearing on the proposed voluntary annexation.

The Board of Commissioners are asked to hold a Public Hearing on the proposed voluntary annexation of a portion of Parcel ID 007462 and are asked to vote to approve the voluntary annexation of a portion of Parcel ID 007462 along with the Town Clerk's certification that the petition is complete.

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| ii. | Open Public Hearing | Board of Commissioners |
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Commissioner Wilder made a motion to open the Public Hearing. Commissioner McArn seconded the motion. The motion was approved by a vote of 5-0.

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|------|----------------------|------------------------|
| iii. | Close Public Hearing | Board of Commissioners |
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Commissioner Wilder made a motion to close the Public Hearing. Commissioner Aller seconded the motion. The motion was approved by a vote of 5-0.

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| iv. | Vote on Annexation | Board of Commissioners |
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Commissioner Allers made a motion to approve the Voluntary Annexation Petition for a portion of Parcel ID 007462, 3299 US HWY 1. Commissioner Holden seconded the motion. The motion was approved by a vote of 5-0.

## Reports

- a. Town Manager Report, Staff Reports (included in packet)
- i. The Franklinton Parks & Rec Department has extended the sign-up deadline for Youth Basketball to this Friday, December 20<sup>th</sup>. Evaluations will take place this Thursday, December 19<sup>th</sup> at 7:00 PM.

- ii. The Franklinton Christmas Tree Lighting and Market had a great turn out. The event featured Santa Claus, the Grinch, craft vendors, ornament making, snow, and caroling.
- iii. The Elves have been moving around the Town of Franklinton visiting different businesses for the Elf on the Shelf program.
- iv. The Franklinton Christmas Parade went well and was well attended even though it was unseasonably cold. The Town of Franklinton thanks Chief Chalk for getting all the Fire Departments involved and Lindsey Todd and staff for their hard work in organizing and helping before, after, and throughout the parade. The Town thanks all the Police Officers as well for ensuring the event was a safe one.
- v. The Town would like to thank Brad Kearney for making snow throughout the night. The Town hopes to make snow again in 2025. A special thank you to WRAL for putting the Town's snow event on the news.
- vi. The Franklinton Chamber of Commerce held their final 2024 Business After Hours at the Carolina Manor House. The Franklinton Chamber is looking to partner with other networking groups in the 2025 year.
- vii. The Town held its annual House Decorating Contest. The Town would like to thank our volunteer judges and our sponsors who donated gift cards to the winners of the 2024 House Decorating Contest.
- viii. The Best Downtown Business Decorations went to Bishops Painting & Wallpaper for creativity in using their business items as part of their decorations.
- ix. The Town of Franklinton would like to thank Toros Tacos & Tequila for sponsoring the 2024 Run club and for all the giving and support they have donated over the 2024 year.
- b. Advisory Board Reports (included in packet)

#### **Upcoming Meetings**

- a. December 23-27, 2024 – Town Hall Closed in Observance of Christmas
- b. December 30, 2024 – January 1, 2025 – Town Hall Closed in Observance of New Years
- c. January 13, 2025 - Planning Board Meeting at 6:00 PM at Town Hall
- d. January 14, 2025 – ABC Board Meeting at 6:00 PM at Town Hall
- e. January 2025 – MLK Jr. March (Date and Time TBD)
- f. January 20, 2025 – Town Hall Closed in Observance of Martin Luther King Jr. Day
- g. January 21, 2025 – Board of Commissioners Meeting at 7:00 PM at Town Hall

Commissioner Allers made a motion to recess the Board of Commissioners meeting. Commissioner McArn seconded the motion. The motion was approved by a vote of 5-0.

Commissioner Allers made a motion to reconvene the Board of Commissioners meeting. Commissioner McArn seconded the motion. The motion was approved by a vote of 5-0.

Commissioner Allers made a motion to go into Closed Session for the purpose of Attorney Client Privilege G.S. 143-318.11 (3). Commissioner Holden seconded the motion. The motion was approved by a vote of 5-0.

Commissioner Hatten made a motion to come out of Closed Session. Commissioner Holden seconded the motion. The motion was approved by a vote of 5-0.

#### **Adjournment**

Commissioner Allers made a motion to adjourn the Board of Commissioners meeting. Commissioner McArn seconded the motion. The motion was approved by a vote of 5-0.

X Arthur Wright  
Arthur Wright  
Mayor

X Lauren Chandler  
Lauren Chandler  
Town Clerk



# Town of Franklinton

Board of Adjustment  
Town Hall 101 N. Main St.  
December 17, 2024, 7:00 PM

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## MINUTES

Those in Attendance: Mayor Arthur Wright, Commissioners John Allers, Tasha Hatten, Alvin Holden, Judy McArn, and LaTasha Wilder, Town Manager Zach Steffey, Town Attorney Brian Pridgen, and Town Clerk Lauren Chandler

Others in Attendance: Public Works Director Brad Kearney, Town Planner Chris George, Officer Henderson, and citizens

Mayor Wright called the Board of Adjustment meeting to order.

### Agenda Items

**a. Consideration of a Special Use Permit for 18 South Hillsborough Street (Parcel ID 008808) for the purpose of building multiple housing units.**

**i. Staff Presentation**

Zachary Steffey

The Town of Franklinton has received a Special Use Permit application from Thomas Keenan for Parcel ID 008808 located at 18 South Hillsborough Street in Franklinton. If approved the Special Use Permit would allow for a three-unit residential development at the site. The property is located within the corporate limits of the Town in the MUD Zoning District. Residential developments with three to four units are considered a Special Use in the MUD Zoning District. The property is bordered to the north by property zoned RSM, to the east by property zoned RDT Residential Downtown, to the south by property zoned RSH, and to the west by properties zoned RSH and RSM. The subject property is .2506 acres according to Franklin County GIS records and .241 acres according to a survey submitted by the applicant.

Town Staff have reviewed the Special Use Permit application. Based on the Town Staff's review of the application, the following items are provided for consideration and discussion by the Board of Adjustment. The following items may be included as Special Use Permit conditions if deemed necessary by the Board and if agreed to by the applicant:

- Consider requiring that all lighting must be shielded to prevent light trespass onto adjacent residential properties
- Consider requiring that each residential unit is provided with a location to store the roll out trash and recycling carts
- Consider requiring stormwater to effectively be retained on-site to the extent feasible and that stormwater discharge is not created on adjacent residential properties
- Consider requiring the applicant to ensure deeded access to each unit via a shared driveway and require that the deeded access includes provisions that address the long-term maintenance and upkeep of the driveway

The Board of Adjustment is asked to consider whether to approve or deny the Special Use Permit application for 18 South Hillsborough Street Parcel ID 008808 and to consider the Special Use Permit application based on the review standards set forth in the UDO.

Mr. Pridgen reminded the Board of Adjustment, applicant, and citizens that this is a quasi-judicial hearing and that anyone who would be giving evidence to the item up for discussion must be sworn in. Mr. Pridgen asked if the Board of Adjustment had any previous conversations regarding the item for discussion before the time of the hearing or if any of the Board of Adjustment members had a conflict of interest with the item. The Board of Adjustment answered no that there was no previous conversations or conflicts of interest.

Mrs. Chandler swore in Mr. Thomas Keenan

ii. Open Evidentiary Hearing

Board of Adjustment

Commissioner Allers made a motion to open the Evidentiary Hearing. Commissioner McArn seconded the motion. The motion was approved by a vote of 5-0.

Commissioner Allers asked about the planned parking and square footage. Mr. Keenan did not have the exact numbers for the plan at the time but was able to explain that cars would have an appropriate amount of space required park and exit comfortably. Commissioner Allers asked Mr. Keenan if he had any objections to the staff recommended conditions. Mr. Keenan answered that he did not have an issue with fulfilling the suggested conditions.

Commissioner McArn inquired if there would be any fencing. Mr. Keenan stated that he has not been able to view the existing fence due to the overgrowth on the property. At this time, Mr. Keenan did not have plans for a fence to be installed, but he was willing to put one in if necessary.

There was some further discussion on the amount of parking. Mr. Steffey asked if there could be a minimum of 2 spaces per unit added to the conditions. Mr. Keenan stated that this could be done.

Mr. Keenan asked if parking is allowed on the street in front of the property. Mr. Steffey responded that there is no parking available on this street due to the fire station being located on that same street.

iii. Presentation & Comments

Thomas Keenan

iv. Close Evidentiary Hearing

Board of Adjustment

Commissioner Allers made a motion to close the Evidentiary Hearing. Commissioner Holden seconded the motion. The motion was approved by a vote of 5-0.

v. Vote on Special Use Permit

Board of Adjustment

Commissioner Allers made a motion to approve the Special Use Permit for 18 South Hillsborough Street (Parcel ID 008808) for the purpose of building multiple housing units adopted with the Town staff's recommended conditions, including and accepting into evidence the staff presentation and materials provided by the applicant and adding to the set of conditions the condition to have a minimum of 2 parking spaces per unit. Commissioner McArn seconded the motion. The motion was approved by a vote of 5-0.

**Adjournment**

Commissioner Holden made a motion to adjourn the Board of Adjustment meeting. Commissioner Hatten seconded the motion. The motion was approved by a vote of 5-0.

X

*Arthur Wright*

Arthur Wright  
Mayor

X

*Lauren Chandler*

Lauren Chandler  
Town Clerk