

*WARREN COUNTY
BOARD OF COMMISSIONERS*

June 20, 2012

6:15 PM – Board Work Session

*WARREN COUNTY ARMORY CIVIC CENTER
MEETING ROOM
WARRENTON, NORTH CAROLINA*

June 20, 2012

Work Session Agenda

- 1- Open with Moment of Silence**
- 2- Frontline Defense Firearms Training Center - Paul Smith**
- 3- Capital Management Trust New Financial Product – Lee Carter,
CPA & Barry Mayo, Finance Officer**
- 4-Planning & Zoning – Ken Krulik**
 - A. Partial Zoning of Triangle North**
 - B. Combine land use development documents into Unified
Development Ordinance.**
- 5- Proposed Armory Civic Center Fee Waiver Policy**
- 6- Adjourn Work Session**

Item # 1

Moment of Silence

Item # 2

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**Frontline Defense
Firearms Training Center**

Paul Smith

Frontline Defense Firearms Training Center



Hello, my name is Paul Smith and I wanted to give you some information that I will presenting at the next work session on June 20th at 6pm.

I had met previously with Linda and was invited to give a short brief on our range plans. I gave Linda a copy but wanted to forward this to you as well. If you have any questions feel free to call.

Have a great day!!
Thank You,
Paul Smith
(919) 605-8350

Item # 3

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**Capital Management Trust New Financial
Product**

**Lee Carter, CPA
&
Barry Mayo, Finance Officer**

Item # 4
Planning & Zoning

A) Partial Zoning of Triangle North

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Ken Krulik
Planning/Zoning Administrator

§ 153A-342. Districts; zoning less than entire jurisdiction.

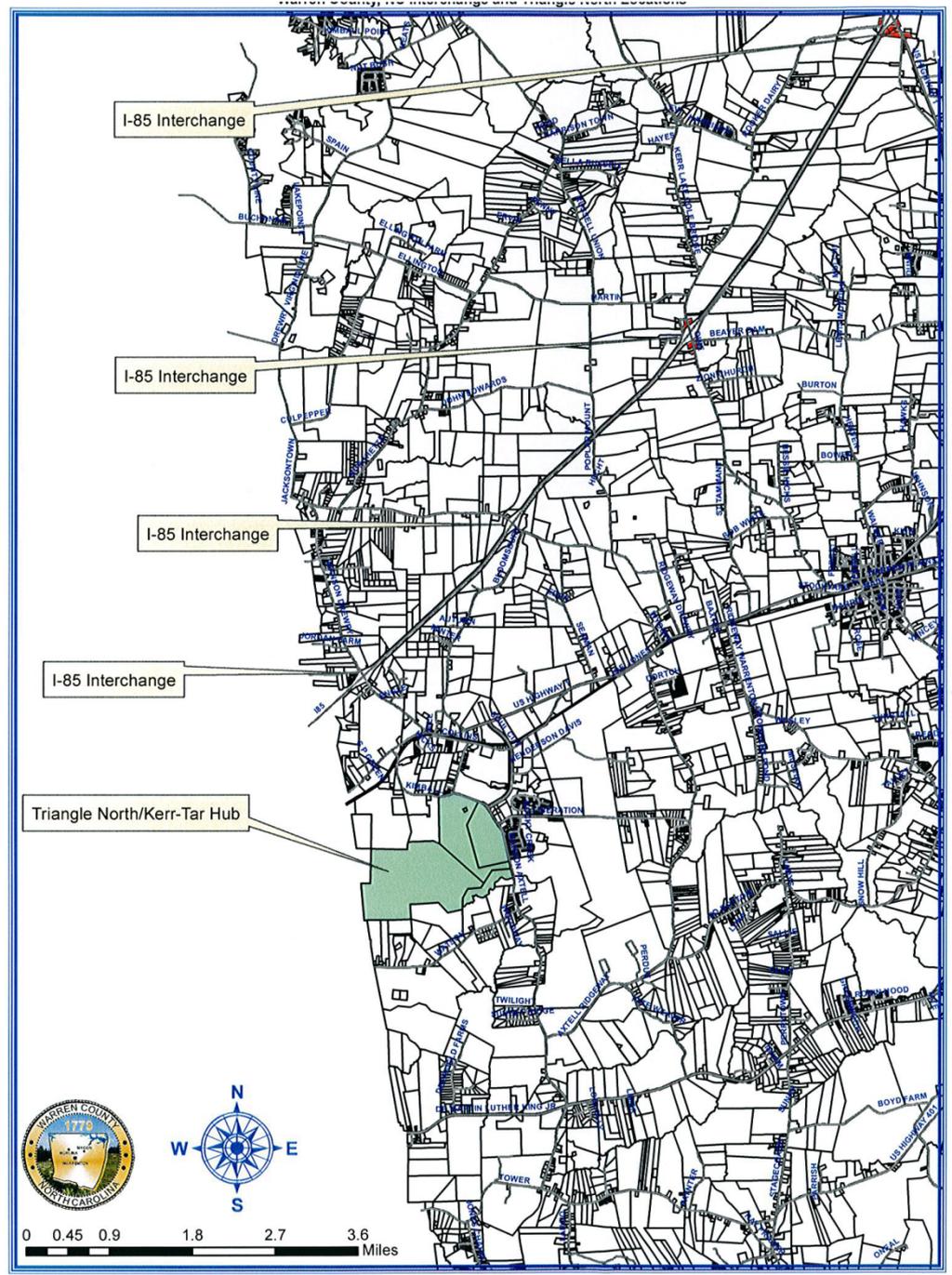
(a) A county may divide its territorial jurisdiction into districts of any number, shape, and area that it may consider best suited to carry out the purposes of this Part. Within these districts a county may regulate and restrict the erection, construction, reconstruction, alteration, repair, or use of buildings, structures, or land. Such districts may include, but shall not be limited to, general use districts, in which a variety of uses are permissible in accordance with general standards; overlay districts, in which additional requirements are imposed on certain properties within one or more underlying general or special use districts; special use districts or conditional use districts, in which uses are permitted only upon the issuance of a special use permit or a conditional use permit and conditional zoning districts, in which site plans and individualized development conditions are imposed.

(b) Property may be placed in a special use district, conditional use district, or conditional district only in response to a petition by the owners of all the property to be included. Specific conditions applicable to the districts may be proposed by the petitioner or the county or its agencies, but only those conditions mutually approved by the county and the petitioner may be incorporated into the zoning regulations or permit requirements. Conditions and site-specific standards imposed in a conditional district shall be limited to those that address the conformance of the development and use of the site to county ordinances and an officially adopted comprehensive or other plan and those that address the impacts reasonably expected to be generated by the development or use of the site.

A statement analyzing the reasonableness of the proposed rezoning shall be prepared for each petition for a rezoning to a special or conditional use district, or a conditional district, or other small-scale rezoning.

(c) Except as authorized by the foregoing, all regulations shall be uniform for each class or kind of building throughout each district, but the regulations in one district may differ from those in other districts.

(d) A county may determine that the public interest does not require that the entire territorial jurisdiction of the county be zoned and may designate one or more portions of that jurisdiction as a zoning area or areas. A zoning area must originally contain at least 640 acres and at least 10 separate tracts of land in separate ownership and may thereafter be expanded by the addition of any amount of territory. A zoning area may be regulated in the same manner as if the entire county were zoned, and the remainder of the county need not be regulated. (1959, c. 1006, s. 1; 1965, c. 194, s. 2; 1973, c. 822, s. 1; 1985, c. 607, s. 3; 2005-426, s. 6(b).)



Item # 4
Planning & Zoning

**B) Combine Land Use Development
Documents into a Unified
Development Ordinance**

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Ken Krulik
Planning/Zoning Administrator



Planning/Zoning and Code Enforcement Department

542 West Ridgeway Street
Warrenton, NC 27589
(PH) 252-257-7027 (FX) 252-257-1083

Request to Development a Unified Development Ordinance (UDO)

(June 20, 2012 Commissioners Work Session)

Purpose of developing a UDO:

- Currently the County has the following, **independent**, land use/development ordinances used by the Planning/Zoning and Code Enforcement Department:
 - a. Subdivision Ordinance.
 - b. Zoning Ordinance.
 - c. Floodplain Ordinance.
 - d. Manufactured/Mobile Home Park Ordinance.
 - e. Abandoned Manufactured Home Ordinance.
 - f. Comprehensive Development Plan (land use plan)

- A UDO consolidates the County's ordinances and regulations related to the development and use of property into one document (instead of having separate ordinances effecting such things as land use, subdivision of property, protection from flooding, requirements for protection of the natural environment; all of these concerns would be consolidated into one document.

- A UDO addresses requirements relative to site development and use of real property; however, it does not include building regulations which are included in the North Carolina State Building Code.

- In creating a UDO (based on a recommendation from both staff and the Citizen's Advisory Council-Land Use) it insures that development is planned and carried out in a manner that is consistent with the character of the County without creating potential issues of developers and property owners not understanding the steps to develop land. Within the UDO references can be made to refer to relevant provisions in the ordinance versus having to research multiple documents.

- A UDO provides a single source of information that for the regulations regarding site development in the County.

Item # 5

Proposed

Warren County Armory Civic Center

Fee Waiver Policy

MEMORANDUM

TO: Warren County Board of Commissioners

FROM: Linda T. Worth, County Manager *LW*

DATE: June 15, 2012

RE: Proposed Warren County Armory Civic Center
Facility Use Fee Exemption Policy

Attached are a proposed Facility Use Fee Exemption Policy and Facility Use Fee Waiver Application for the Armory Civic Center. Pursuant to the Board's directive to develop a fee exemption policy, a committee consisting of Commissioners Jordan and Baker; Linda T. Worth, County Manager; Barry Mayo, Finance Director; and Paula Pulley, Executive Assistant/Armory Rental Coordinator, has developed the proposed policy and application to govern the process of receiving and processing requests for facility use fee exemptions.

The Committee is also recommending the following change to the Armory Civic Center Rental Agreement Cleaning/Damage Deposits:

It is recommended the Cleaning/Damage Deposits be changed to Cleaning/Damage Fees with a portion of the fees being retained by the County to help cover facility operating expenses, i.e. utilities, cleaning, and staff labor. As the Rental Agreement is currently written, renters receive a refund of the entire Cleaning/Damage Deposits for Rooms A, B, and C, provided the after-event facility inspection is satisfactory. Because the County has contracted with a private contractor on an as-needed basis for after-event cleaning at a cost of \$250 per cleaning and to help cover the cost of utilities and staff labor, the Committee is recommending that in the case of the \$300 Cleaning/Damage Fee for Room C, renters would receive a refund of \$200, with the County retaining \$100 to help cover some of the expenses associated with operating the facility provided the after-event facility inspection is satisfactory. The Cleaning/Damage fees for Rooms A and B would also be handled in a similar manner.

The Committee welcomes your thoughts and comments on the proposed policy, application, and Rental Agreement changes at the June 20, 2012 Board of Commissioners' Work Session.

Attachments

“DRAFT – 6-12-12”

**WARREN COUNTY ARMORY CIVIC CENTER
FACILITY USE FEE EXEMPTION POLICY**

- A. *Purpose.* To establish a uniform facility use fee exemption policy for the Warren County Armory Civic Center to the benefit of the County, its citizens and the staff with oversight responsibility for rentals.
- B. *Basic policy.* The Warren County Board of Commissioners desires to maintain standard policies and procedures designed to accommodate fair consideration of all requests for facility use fee exemptions from the organizations, agencies and groups identified in this Policy.
- C. *Non-discrimination policy.* The Armory Civic Center is available for the use and enjoyment by all persons without discrimination on the basis of race, national origin, sex, religion, age or disability.
- D. *User fees.* User fees are established by the Warren County Board of Commissioners and are included in the Warren County Armory Civic Center Rental Agreement.
- E. *User fee exemptions.* The following organizations *may* be exempted from the payment of user fees upon approval of a Facility Use Fee Waiver Application by the Warren County Board of Commissioners.

Requests for exemption must be submitted to the Warren County Board of Commissioners through the Warren County Manager or her/his designee. Exemption requests shall be considered at the next regularly scheduled meeting of the Board of County Commissioners. Exemptions granted shall be in the form of a resolution adopted by the Warren County Board of Commissioners.

1. Military or military-affiliated organizations located within Warren County or serve the citizens of Warren County that provide in-kind services to Warren County Government *may* be considered for exemption from user fees **once yearly**. Those organizations granted exemption from user fees are not exempt from cleaning and damage fees which are non-refundable.
2. Governmental agencies located within Warren County who wish to sponsor community events open to the general public that are free of admission are exempted from the payment of user fees and deposits. Cleaning and damage fees are not exempt and are non-refundable.
3. National, state, regional or local organizations associated with educational issues or causes involving the Warren County Public Schools or Vance-Granville Community College may use the Armory Civic Center for an event open to the public and free of admission **once yearly** for the purpose of fund raising or holding a community event shall be exempt from user fees. These organizations are not exempt from cleaning and damage fees which are non-refundable.

4. Non-profit organizations defined by the Internal Revenue Code as 501(c) (3) and Internal Revenue Code 501 (c) (8) located within Warren County or serve the citizens of Warren County that are associated with health and/or human services issues or causes may use the Armory Civic Center for an event open to the public and free of admission **once yearly** for the purpose of fund raising or holding a community event shall be exempt from user fees. These organizations are not exempt from cleaning and damage fees which are non-refundable.
5. Fee exemptions **will not** be granted for events scheduled on dates on or around County recognized holidays. A list of County recognized holidays can be secured from the Office of the Clerk to the Board of County Commissioners.

F. *Contracts.* All users of the Armory Civic Center are required to execute the Warren County Armory Civic Center Rental Agreement prior to their use of the facility. The Rental Agreement can be downloaded from Warren County' s Official Website at www.warrencountync.com. The agreement includes an indemnity holding Warren County harmless from any and all liability caused by the user's negligence during their use of the facility. Some groups may be required to provide proof of liability insurance as determined by staff on a case-by-case basis, or as required by the Rental Agreement.

G. *Reservations.* All users are required to reserve the use of the Armory Civic Center through the Warren County Manager' s Office. Reservations are to be approved by the Warren County Manager or her/his designated representative. Reservations for events exempted from user fees must be requested a minimum of eight (8) weeks in advance of the required usage. Exceptions may be granted by the County Manager or her/his designee.

H. *Cancellation & Revocation.* The Warren County Board of Commissioners and the Warren County Manager reserve the right to cancel an approved request or revoke the right of the use of the Armory Civic Center to any organization, agency or group when:

1. Said organization, agency or group has shown sufficient disregard for the Rules and Regulations set forth in the Rental Agreement.
2. It is deemed necessary for the concern of the health, safety, and welfare of the applicant, guests, or the general public.
3. It is in the best interest of the Armory Civic Center.
4. In the event of event cancellation or postponement due to inclement weather, or other situation(s) beyond our control, the Warren County Manager's Office will work with the applicant to secure the next available date for use of the facility. However, each event requires a new Rental Agreement.

Adopted this the ____ day of _____, 2012.

WARREN COUNTY BOARD OF COMMISSIONERS

Ulysses S. Ross, Chairman

ATTEST:

Angelena Kearney-Dunlap, Clerk to the Board

**WARREN COUNTY ARMORY CIVIC CENTER
FACILITY USE FEE WAIVER APPLICATION**

Organization: _____ Date(s) of event: _____

EIN or Business License #: _____

Type of business: Government Non-profit For-profit Other: _____

If your organization is a non-profit, you must attach proof of non-profit status.

Address _____ City _____ State _____ Zip _____

Contact Name: _____ Title: _____

Phone: (O) _____ (C) _____ (Alt.) _____

Email: _____ Web: _____

Brief Description of Event: _____

Type of event: Fundraiser Community Event Private Event

Specific details or comments that may assist the Board of County Commissioners in making this decision:

- 1) Will admission be charged to attend this event? _____
- 2) Will the event be open to the public? _____
- 3) Has your organization received a fee waiver in the past 12 months? _____
- 4) Do you have an alternate date for the event if your first choice is not available? ____ If so
please list alternate date(s): _____
- 5) Other: _____

I acknowledge that this request and any subsequent approval or denial does not guarantee the availability of the Armory Civic Center. I further understand that I must complete all applicable reservation procedures prior to submitting this application including but not limited to reserving the facility and paying any required fees. I further acknowledge that if the request is approved, I must retain adequate security for this event, any necessary permits and insurance coverage that may be required by the Rental Agreement. I will also abide by all rules and regulations governing the use of the Armory Civic Center during and after the event.

Signature of Applicant

Date

FOR OFFICE USE ONLY:

Date Application Received: _____

Date of Approval/Denial: _____

Date Applicant Notified: _____

By: _____

WARREN COUNTY ARMORY CIVIC CENTER RENTAL AGREEMENT

Warren County Manager's Office

P.O. Box 619

Warrenton, NC 27589

252-257-3115 (P)

252-257-5971 (F)

Name of Applicant(s): _____

Applicant Address: _____ City: _____

State: _____ Zip Code: _____ Email: _____

Telephone: _____ Cell Phone: _____ Fax: _____

Organization Name: _____

Address: _____ Website: _____

City: _____ State: _____ Zip Code: _____

Is the Organization Non-Profit? _____

Non-Profit Organizations must include proof of Non-Profit status to receive the Group II Rate. Only Non-Profit Organizations will be allowed to charge admission or sell tickets to an event held at Warren County Armory Civic Center.

Type of Event: Give a brief description of the event, including whether or not you will charge admission or require attendees to purchase a ticket in advance. Please note that only Non-Profit Organizations are allowed to charge admission or require the purchase of tickets to an event held at the Warren County Armory Civic Center. _____

Event Date: _____ Room Selection: _____

If using Room C, will you be using the stage? _____ If so, will you need access to the Wheelchair Lift? _____

Rental Fees & Cleaning/Damage Deposit Schedule

ROOM SELECTED	Group II	GROUP III
Room A: 308 Sq. Ft. Capacity: Tables & Chairs 20 Chairs 28 Standing 44 RENTAL FEE CLEANING/DAMAGE DEPOSIT	\$150.00 \$50.00	\$225.00 \$50.00
Room B: 1200 Sq. Ft. Capacity: Tables & Chairs 80 Chairs 110 Standing 170 RENTAL FEE CLEANING/DAMAGE DEPOSIT	\$250.00 \$100.00	\$325.00 \$100.00
Room C: 5300 Sq. Ft. Capacity: Tables & Chairs 350 Chairs 480 Standing 750 RENTAL FEE CLEANING/DAMAGE DEPOSIT	\$600.00 \$300.00	\$800.00 \$300.00
Rooms A, B, and C RENTAL FEE CLEANING/DAMAGE DEPOSIT	\$1,000.00 \$300.00	\$1,350.00 \$300.00

NOTE: All rental prices are for rental of the selected space(s) for six (6) hours or less. An additional charge of \$25.00 per hour will be assessed for events lasting more than six (6) hours.

Adjourn

**June 20, 2012
Work Session**