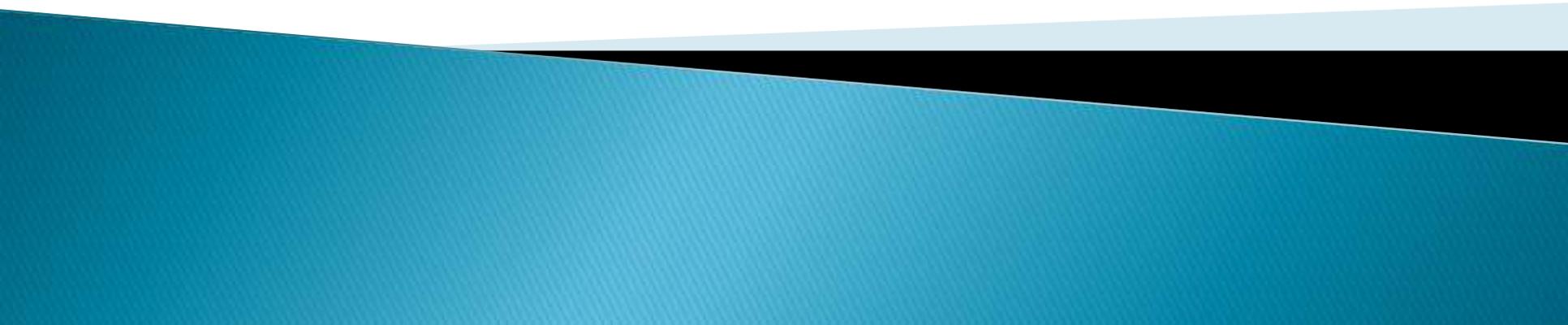


***WARREN COUNTY  
BOARD OF COMMISSIONERS***

***May 2, 2016***

***5:15 pm –Public Hearing***

**Amendment to add Solar Farms as a permitted use (with conditional use permit) to the Warren County Zoning Ordinance**



*May 2, 2016*  
*5:15 pm - Public Hearing*

**Amendment to add Solar Farms as a permitted use (with conditional use permit) to the Warren County Zoning Ordinance**

- 1 - Chairman or designee call Public Hearing to order**
- 2 - Clerk Read Notice of Public Hearing**
- 3 – Comments by Ken Krulik, Planning/Zoning Administrator**
- 4 – Public Hearing Procedures (read by Clerk to the Board)**
- 5 – Citizen Comments**
- 6 – Comments from Board of Commissioners and County Manager**
- 7 - Adjourn Public Hearing**

***May 2, 2016 - Public Hearing***

**Amendment to add Solar Farms as a permitted use (with conditional use permit) to the Warren County Zoning Ordinance**

**===**

**5:15 pm**

**Chairman or designee call**

**Public Hearing to order**

**Item # 2**

**Clerk Read Notice of Public Hearing**



## Warren County Board of Commissioners Public Hearing

Notice is hereby served that the Warren County Board of Commissioners has scheduled a public hearing to hear citizen comments regarding an amendment to add Solar Farms as a permitted use (with conditional use permit) to the Warren County Zoning Ordinance for Monday May 2, 2016 at 5:15 PM to be held in the Warren County Armory Civic Center-Meeting Room, 501 US Hwy 158 Business, East Warrenton, NC.

Written comments will be received at the following address until, Tuesday, April 26, 2016 at 4:30 pm:

Ken Krulik, AICP CZO  
Planning and Zoning Administrator  
542 West Ridgeway Street  
Warrenton, North Carolina 27589  
Planning & Zoning: (252) 257-7027 ph  
Code Enforcement (252) 257-1305 ph  
(252) 257-1083 fax  
kenkrulik@warrencountync.gov

All interested citizens are urged to attend this public hearing.

Barry Richardson, Chairman  
Warren County Board of Commissioners

*May 2, 2016*  
*5:15 pm Public Hearing*

**Amendment to add Solar Farms as a permitted use (with  
conditional use permit) to the Warren County Zoning Ordinance**

**= = =**

**Item # 3**

**Comments by Ken Krulik, Planning/Zoning  
Administrator**

*May 2, 2016*  
*5:15 pm Public Hearing*

**55 paged proposed amended**

**Zoning Ordinance**

**has been provided by e-mail**

**DRAFT FOR REVIEW/DISCUSSION ONLY**  
**Per 3/1/16 Planning Board Meeting**

**Warren County Zoning Ordinance – Table Of Permitted Uses**

**1. Solar Farm (also known as a Solar Energy System – SES – with Photovoltaic Systems):**

- a. Setbacks - minimum of a one hundred feet (100') from all property lines (inclusive of equipment and fencing).
  - b. Security - fencing shall be a minimum of six feet (6' in height) and secured to reduce/eliminate trespassing.
  - c. Height - maximum (not including power lines) of ~~twenty-five feet (25')~~ **fifteen feet (15')**.
  - d. Buffers - minimum requirements of this ordinance shall be applied with vegetative buffers having a minimum of three feet (3') in height at the time of project construction and reaching a minimum of eight feet (8') in height within five (5) years.
    - 1) Landscaping including vegetative buffers, security fences and gates shall be maintained for the duration of the solar farm operation, up to and including decommissioning (dismantled/removed).
    - 2) Vegetative buffer shall be installed (exception granted if an existing natural buffer meeting the requirements of this ordinance exists) surrounding the solar farm site to screen adjacent properties - with the exception of the entrance-road frontage of the lot or parcel where a buffer is not required.
- 
- a. Solar panels/arrays shall be constructed so as to minimize glare or reflection onto adjacent properties and roadways.
  - b. Decommissioning - The Planning and Zoning Administrator, or his/her designee shall be advised, in writing within thirty (30) days, by the solar farm operator or property owners (whichever entity/party holds the zoning and building permits holder) in the event the project is sold or otherwise transferred to another entity/party and/or the current operator/owner abandons the project.
  - c. At the time of applying for permits the applicant (solar farm developer or property owner) shall include a decommissioning plan with the anticipated life expectancy of the solar farm and the anticipated cost in current dollars, as well as the method (s) of insuring that funds will be available for decommissioning and restoration of the project site to its original, natural condition prior to the solar farm development.

- 1) If the site is damaged, the solar farm operate shall have twelve (12) months to bring the project back to its operational capacity. If for any reason the solar farm is not generating electricity after six (6) months, the operator shall have six (6) months to complete decommissioning of the solar farm in compliance with paragraph f (1) of this section above.
- 2) In the event of bankruptcy or similar financial default of the solar farm, the property owner of the project site shall bear the decommissioning costs.
  - a. Other Applicable Codes/Inspections – all solar farms shall be in compliance the requirements of the most current State Building and Electrical Codes, the State of North Carolina and Warren County.
    - 1) All active solar farms shall be inspected by a Warren County Code Enforcement Officer (Building Inspector) on an annual basis to insure compliance with applicable State Building and electrical Codes.
    - 2) Each solar farm shall be required to have the facility inspected annually for three (3) years by the Planning and Zoning Administrator or his/her designee following the issuance of the zoning permit or development permit (applicable in the un-zoned areas of Warren County) to verify continued compliance with the Zoning Ordinance or Solar Farm Ordinance as applicable.
    - 3) Additional inspections shall be conducted as necessary in the event of complaints and shall not replace the noted inspections outlined in this section.

### Definition

**Solar Farm (also known as a Solar Energy System - SES)** - the components and subsystems required to convert solar energy into electric or thermal energy suitable for use. The area of the system includes all the land inside the perimeter of the system, which extends to any fencing. The term applies, but is not limited to, solar photovoltaic (PV) systems, solar thermal systems, and solar hot water systems.

**Solar Photovoltaic (PV) Systems** – an electrical system or device that converts the energy of light directly into electricity by the photovoltaic effect through the use of photoelectric cells (also known as solar panels).

**Solar Thermal Systems** – large scale commercial-industrial energy system and related equipment for harnessing solar energy to generate thermal energy or electrical energy for use in connection with commercial and industrial operations.

**Solar Hot Water Systems** – small scale, roof-top energy systems in which the sun’s heat is gathered by a solar collector and used to increase the temperature of a heat-transfer fluid (such as water or a nonfreezing liquid) which flows through the pipes in the collector; the heat contained in this fluid then is conveyed and transferred to the water to be heated (this type of system is often used on homes, recreational centers and schools, hospitals and office buildings).

**Amendment to add Solar Farms as a permitted use (with  
conditional use permit) to the Warren County Zoning Ordinance  
”**

**= = =**

**Item # 4**

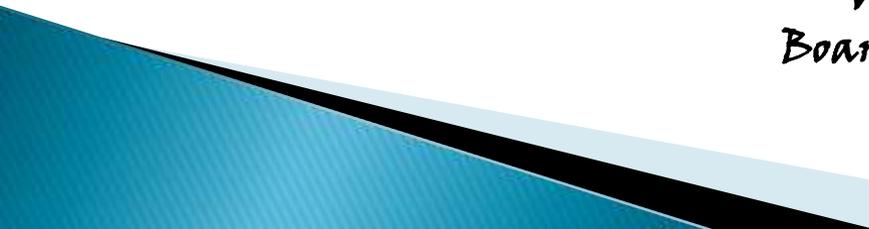
**Clerk Read**  
**PUBLIC HEARING PROCEDURES**

**PUBLIC HEARING PROCEDURES**  
**for**  
**Amendment to add Solar Farms as a permitted use (with**  
**conditional use permit) to the Warren County Zoning Ordinance.**

**RULES:**

- **Please sign up to speak.**
- **The maximum time allotted to each speaker will be \_\_\_ (\_\_) minutes. The 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**
- **Order and decorum will be maintained during this hearing.**
- **Two questions are permitted by each speaker.**
- **Comments are being recorded by the Clerk to the Board.**

*Warren County*  
*Board of Commissioners*



*May 2, 2016*  
*5:15 pm Public Hearing*

**Amendment to add Solar Farms as a permitted use (with conditional use permit) to the Warren County Zoning Ordinance**

## **Item # 5**

# **Citizen Comments**

**Amendment to add Solar Farms as a permitted use (with conditional use permit) to the Warren County Zoning Ordinance**

**Item # 6**

**Comments From  
Board of Commissioners  
and  
County Manager**

Amendment to add Solar Farms as a permitted use (with conditional use permit) to the Warren County Zoning Ordinance

**Item # 7**

Adjourn

**May 2, 2016 – 5:15 pm**

Public Hearing

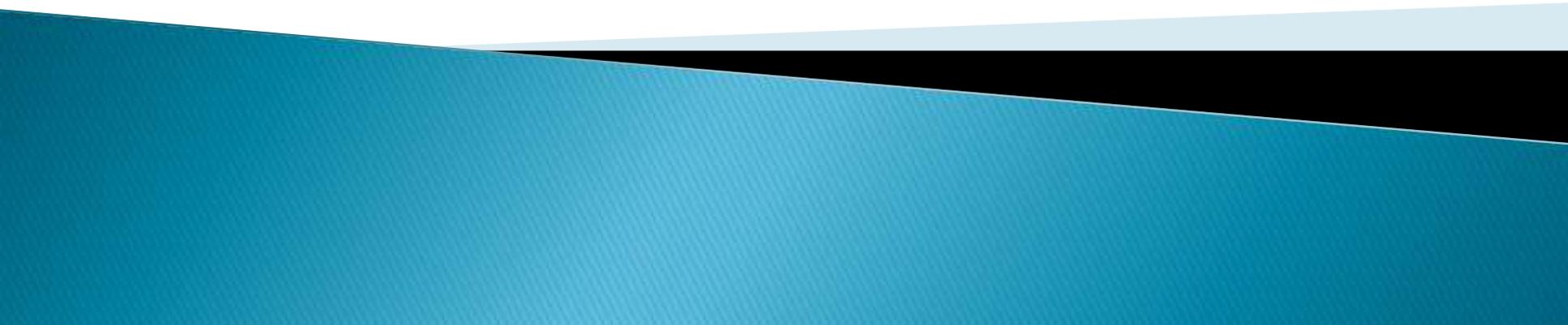


***WARREN COUNTY  
BOARD OF COMMISSIONERS***

***May 2, 2016***

***5:30 pm –Public Hearing***

**Proposed Solar Farm Ordinance for the Un-zoned Areas of  
Warren County**



*May 2, 2016*  
*5:30 pm - Public Hearing*

**Proposed Solar Farm Ordinance for the  
Un-zoned Areas of Warren County**

- 1 - Chairman or designee call Public Hearing to order**
- 2 - Clerk Read Notice of Public Hearing**
- 3 – Comments by Ken Krulik, Planning/Zoning Administrator**
- 4 – Public Hearing Procedures (read by Clerk to the Board)**
- 5 – Citizen Comments**
- 6 – Comments from Board of Commissioners and County Manager**
- 7 - Adjourn Public Hearing**

***May 2, 2016 - Public Hearing***

**Proposed Solar Farm Ordinance for the Un-zoned Areas of  
Warren County**

**===**

**5:30 pm**

**Chairman or designee call**

**Public Hearing to order**

**Item # 2**

**Clerk Read Notice of Public Hearing**



## Warren County Board of Commissioners Public Hearing

Notice is hereby served that the Warren County Board of Commissioners has scheduled a public hearing to hear citizen comments regarding a proposed Warren County Solar Farm Ordinance for the un-zoned areas of the County for Monday May 2, 2016 at 5:30 PM to be held in the Warren County Armory Civic Center-Meeting Room, 501 US Hwy 158 Business, East Warrenton, NC.

Written comments will be received at the following address until, Tuesday, April 26, 2016 at 4:30 pm:

Ken Krulik, AICP CZO  
Planning and Zoning Administrator  
542 West Ridgeway Street  
Warrenton, North Carolina 27589  
Planning & Zoning: (252) 257-7027 ph  
Code Enforcement (252) 257-1305 ph  
(252) 257-1083 fax  
kenkrulik@warrencountync.gov

All interested citizens are urged to attend this public hearing.

Barry Richardson, Chairman  
Warren County Board of Commissioners

*May 2, 2016*  
*5:30 pm Public Hearing*

**Proposed Solar Farm Ordinance for the Un-zoned Areas of  
Warren County**

**= = =**

**Item # 3**

**Comments by Ken Krulik, Planning/Zoning  
Administrator**

*May 2, 2016  
5:30 pm Public Hearing*

# WARREN COUNTY NORTH CAROLINA

## SOLAR FARM ORDINANCE (SOLAR ENERGY SYSTEMS)



**ORDINANCE - EFFECTIVE/CURRENT MAY 2, 2016**

This Ordinance (as adopted in its entirety) is approved by the Warren County Board of Commissioners and effective as of May 2, 2016 and been recorded after following proper form and procedure in the minutes of the regular Board of Commissioners meeting for May 2, 2016.

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## **GENERAL PROVISIONS**

**Section 101 TITLE:** This document shall be known as the Warren County Solar Farm Ordinance and may also be referred to as Solar Energy Systems Regulations for the Unincorporated Areas of Warren County, not inclusive of the zoned areas of Lake Gaston, Kerr Lake and the municipalities of Warrenton and Norlina and their respective Extraterritorial Jurisdictions (ETJ).

**Section 102 PURPOSE:** The purpose of this ordinance is to facilitate the construction, installation, and operation of solar farms (Solar Energy Systems – SES) in Warren County in a manner that promotes economic development and ensures the protection of health, safety, and welfare while also avoiding adverse impacts to important areas such as agricultural lands, endangered species habitats, conservation lands, and other sensitive lands. This ordinance is not intended to replace safety, health or environmental requirements contained in other applicable codes, standards, or ordinances. The provisions of this ordinance shall not be deemed to nullify any provisions of local, state or federal law.

**Section 103 AUTHORITY & GRANT OF POWER:** This ordinance is adopted under the authority and provisions of the General Statutes (GS) of North Carolina, Chapter 153A, Article 18, Part 2., in accordance with G S 153A-340, Section 5(g) Grant of Power - A member of the Planning Board shall not vote on any zoning map or text amendment where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member.

**Section 104 JURISDICTION:** The regulations contained herein shall govern development of land within Warren County, North Carolina as provided in General Statute 153A, Article 18, except those lands lying within the jurisdiction of any municipality, unless such municipality shall have by resolution requesting the County to enforce these regulations within the municipality's area of jurisdiction.

**Section 105 DEFINITIONS:** For the purpose of this ordinance, the following defines a **Solar Farm (also known as a Solar Energy System - SES)** - the components and subsystems required to convert solar energy into electric or thermal energy suitable for use. The area of the system includes all the land inside the perimeter of the system, which extends to any fencing. The term applies, but is not limited to, solar photovoltaic (PV) systems, solar thermal systems, and solar hot water systems.

- A. **Solar Photovoltaic (PV) Systems:** an electrical system or device that converts the energy of light directly into electricity by the photovoltaic effect through the use of photoelectric cells (also known as solar panels).
- B. **Solar Thermal Systems:** large scale commercial-industrial energy system and related equipment for harnessing solar energy to generate thermal energy or electrical energy for use in connection with commercial and industrial operations.
- C. **Solar Hot Water Systems:** small scale, roof-top energy systems in which the sun's heat is gathered by a solar collector and used to increase the temperature of a heat-transfer fluid (such as water or a nonfreezing liquid) which flows through the pipes in the collector; the heat contained in this fluid then is conveyed and transferred to the water to be heated (this type of system is often used on homes, recreational centers and schools, hospitals and office buildings).

**ARTICLE II**  
**SITE DEVELOPMENT REQUIREMENTS**

**Section 201 SETBACKS:** A minimum of a one hundred feet (100') from all property lines (inclusive of equipment and fencing).

**Section 202 SECURITY:** Fencing shall be a minimum of six feet (6' in height) and secured to reduce/eliminate trespassing.

**Section 203 HEIGHT:** A maximum height (not including power lines) for the solar panel arrays shall be no more than fifteen five feet (15').

**Section 204 BUFFERS AND LANDSCAPING:** The minimum requirements of this ordinance shall be applied with vegetative buffers having a minimum of three feet (3') in height at the time of project construction and reaching a minimum of eight feet (8') in height within five (5) years.

- A. Landscaping including vegetative buffers, security fences and gates shall be maintained for the duration of the solar farm operation, up to and including decommissioning (dismantled/removed).
- B. Solar panels/arrays shall be constructed so as to minimize glare or reflection onto adjacent properties and roadways.

**Section 205 DECOMMISSIONING:** The Planning and Zoning Administrator, or his/her designee shall be advised in writing within thirty (30) days by the solar farm operator or property owners (whichever entity/party holds the development and building permits) in the event the project is sold or otherwise transferred to another entity/party and/or the current operator/owner abandons the project.

- A. At the time of applying for permits the applicant (solar farm developer or property owner) shall include a decommissioning plan with the anticipated life expectancy of the solar farm and the anticipated cost in current dollars, as well as the method (s) of insuring that funds will be available for decommissioning and restoration of the project site to its original, natural condition prior to the solar farm development.
- B. If the site is damaged, the solar farm operator shall have twelve (12) months to bring the project back to its operational capacity. If for any reason the solar farm is not generating electricity after six (6) months, the operator shall have six (6) months to complete decommissioning of the solar farm in compliance with Section 205 paragraph (A) above.
- C. In the event of bankruptcy or similar financial default of the solar farm, the property owner of the project site shall bear the decommissioning costs.

**Section 206 APPLICABLE CODES AND INSPECTIONS:** All solar farms shall be in compliance with the requirements of the most current State Building and Electrical Codes, the State of North Carolina and Warren County.

- A. A solar farm development in the un-zoned areas of Warren County shall be required to obtain and provides fees as applicable for the following (per the Warren County Fee Schedule):
- 1) Warren County E-911 Address for the site if one is not currently assigned.
  - 2) Warren County Development Permit
  - 3) Warren County Building Permit (non-residential electrical)
  - 4) North Carolina Department of Transportation (NC-DOT) Driveway Permit.
  - 5) If land disturbance exceeds more than one (1) acre per the North Carolina Department of Environment and Natural Resources:
    - a. Erosion and Sedimentation Control Plan/Permit with appropriate Best Management Practices (BMP's) for stormwater runoff management and water quality protection.
    - b. Stream Restoration Plan.
    - c. 401 Water Quality Permit.
  - 6) Required Riparian Buffers applicable for either the Tar –Pamlico and/or Roanoke River Basins (dependent on project location).
  - 7) VEPCO-appropriate shoreline management plans/permits [if the project is located on Lake Gaston and for Kerr Lake the U.S. Army Corps Engineers shoreline management program].
  - 8) Compliance with the Warren County Floodplain ordinance, if applicable.
  - 9) Appropriate public utilities as necessary (public water/sewer) or for private well/septic (on-site wastewater treatment facility) the Warren County Department of Environmental Health.
- B. All active solar farms shall be inspected by a Warren County Code Enforcement Officer (Building Inspector) on an annual basis to insure compliance with applicable State Building and Electrical Codes.
- C. Each solar farm shall be required to have the facility inspected annually for three (3) years by the Planning and Zoning Administrator or his/her designee following the issuance of the zoning permit or development permit (applicable in the un-zoned areas of Warren County) to verify continued compliance with the Zoning Ordinance or Solar Farm Ordinance as applicable.
- D. Additional inspections shall be conducted as necessary in the event of complaints and shall not replace the noted inspections outlined in this section.

### **ARTICLE III LEGAL PROVISIONS**

**Section 301 PROCEDURE FOR SOLAR FARM DEVELOPMENT APPROVAL:** After the effective date of this ordinance, no proposed solar farm as defined in this ordinance and within Warren County's jurisdiction shall proceed with construction until it has been submitted to and approved by the Planning and Zoning Administrator or his/her designee and as evidenced by an approved Warren County Development Permit in accordance with the provisions of this Ordinance.

**Section 302 PENALTIES FOR VIOLATIONS:** After the effective date of this ordinance, any persons who, being the owner or agent of the owner of any land located within the territorial jurisdiction of this ordinance, thereafter proceeds with development of solar farm prior to being approved under the terms of this ordinance shall be guilty of a misdemeanor. Further, violators of this ordinance shall be subject upon conviction, to fine and/or imprisonment as provided by General Statutes 14.4.

**Section 303 SEPARABILITY:** Should any section or provision of this ordinance be decided by a court of competent jurisdiction to be unconstitutional or invalid, such decision shall not affect the validity of the ordinance as a whole or any part thereof other than the part so declared to be unconstitutional or invalid.

**Section 304 VARIANCE:** The Warren County Planning Board may authorize a variance from these regulations for solar farm development when, in its opinion, undue hardship may result from strict compliance. Application forms may be obtained from the Warren County Planning Department. In granting any variance, the Warren County Planning Board shall make the findings required below, taking into account the nature of the proposed development, existing use of land in the vicinity and the probable effect of the proposed development upon the community in the vicinity. The applicant can appeal the decision of the Planning Board to the Board of Commissioners in an un-zoned area. No variance shall be granted unless the Warren County Planning Board finds all the following:

- A. That there are special circumstances or conditions affecting said property such that the strict application of the provisions of this ordinance would deprive the applicant of the reasonable use of his land,
- B. That the variance is necessary for the property owner to assume reasonable use of the land.
- C. That the circumstances giving the rise to the need for the variance are peculiar to the parcel and are not generally characteristic of other parcels in the jurisdiction of this ordinance;
- D. Special consideration may be granted by the Planning Board in situations involving a voluntary or court ordered partition of land made for the purpose of dividing the estate of a decedent among his heirs, whether the decedent died testate or intestate.

**Section 305 AMENDMENTS:** The Board of Commissioners may periodically amend the terms of this ordinance, but no amendment shall become effective unless it has been proposed by or has been submitted to the Planning Board for review and recommendation. The Planning Board shall have forty-five (45) days from the time the proposed amendment is submitted to it within which to submit its report. If the Planning Board fails to submit a report within the specified time, the amendment shall be deemed approved. The governing body shall adopt no amendment until they have held a public hearing on the amendment. Notice of the hearing shall be published in a newspaper of general circulation in Warren County at least once a week for two (2) successive calendar weeks prior to the hearing. The initial notice shall be published the first time not less than ten (10) days or more than twenty-five (25) days before the date fixed for the hearing. In computing such period, the day of publication is not to be included, but the day of the hearing shall be included.

**Section 306 ABROGATION:** This section does not apply to any current municipal zoning requirements. It is not intended that this ordinance repeal, abrogate, annul, impair or interfere with any existing easements, covenants, deed restrictions, agreements, rules, regulations or permits previously adopted or issued pursuant to law. However, where this ordinance imposes greater restrictions, the provisions of this ordinance shall govern.

**Section 307 EFFECTIVE DATE:** This ordinance adopted by the County Commissioners of Warren County, North Carolina, on May 2, 2016 shall take effect and be in force from and after May 2, 2016.

**Signed:** \_\_\_\_\_  
**Barry Richardson, Chairman**  
**Warren County Board of Commissioners**

**ATTEST:**

\_\_\_\_\_  
**Angelena Kearney-Dunlap, Clerk**  
**Warren County Board of Commissioners**

*May 2, 2016*  
*5:30 pm Public Hearing*

**Proposed Solar Farm Ordinance for the Un-zoned Areas of  
Warren County**

**= = =**

**Item # 4**

**Clerk Read**  
**PUBLIC HEARING PROCEDURES**

**PUBLIC HEARING PROCEDURES**  
for  
**Proposed Solar Farm Ordinance for the Un-zoned Areas of  
Warren County**

**RULES:**

- **Please sign up to speak.**
- **The maximum time allotted to each speaker will be \_\_\_ (\_\_\_) minutes. The 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**
- **Order and decorum will be maintained during this hearing.**
- **Two questions are permitted by each speaker.**
- **Comments are being recorded by the Clerk to the Board.**

*Warren County  
Board of Commissioners*



*May 2, 2016*  
*5:30 pm Public Hearing*

**Proposed Solar Farm Ordinance for the Un-zoned Areas of  
Warren County**

**Item # 5**

**Citizen Comments**

*May 2, 2016*  
*5:30 pm Public Hearing*

**Proposed Solar Farm Ordinance for the Un-zoned Areas of  
Warren County**

**Item # 6**

**Comments From  
Board of Commissioners  
and  
County Manager**

Proposed Solar Farm Ordinance for the Un-zoned Areas of  
Warren County

**Item # 7**

Adjourn

**May 2, 2016 – 5:30 pm**

Public Hearing

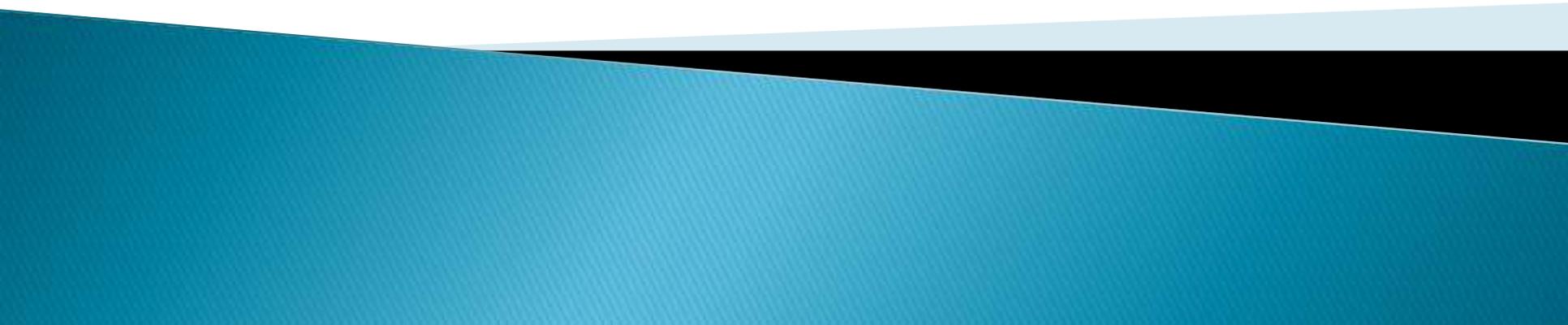


***WARREN COUNTY  
BOARD OF COMMISSIONERS***

***May 2, 2016***

***5:45 pm –Public Hearing***

**USDA Rural Development Loan to Fund Proposed Emergency  
Services Headquarters Facility**



*May 2, 2016*  
*5:45 pm - Public Hearing*

**USDA Rural Development Loan to Fund  
Proposed Emergency Services Headquarters  
Facility**

- 1 - Chairman or designee call Public Hearing to order**
- 2 - Clerk Read Notice of Public Hearing**
- 3 – Comments Warren County Manager Linda T. Worth**
- 4 – Public Hearing Procedures (read by Clerk to the Board)**
- 5 – Citizen Comments**
- 6 – Comments from Board of Commissioners**
- 7 - Adjourn Public Hearing**

***May 2, 2016 - Public Hearing***

**USDA Rural Development Loan to Fund Proposed  
Emergency Services Headquarters Facility**

===

**5:45 pm**

**Chairman or designee call**

**Public Hearing to order**

**Item # 2**

**Clerk Read Notice of Public Hearing**



# Warren County Board of Commissioners Public Hearing

Notice is hereby served that the Warren County Board of Commissioners has scheduled a public hearing to hear citizen comments regarding proposed USDA Rural Development Loan to finance construction of Emergency Services Headquarters facility for Monday May 2, 2016 at 5:45 PM to be held in the Warren County Armory Civic Center-Meeting Room, 501 US Hwy 158 Business, East Warrenton, NC.

Written comments will be received at the following address until, Tuesday, April 26, 2016 at 4:30 pm:

Linda T. Worth, Warren County Manager  
602 W. Ridgeway St, Post Office Box 619  
Warrenton, North Carolina 27589  
(252) 257-3115 phone  
(252) 257-5971 fax  
lindaworth@warrencountync.gov

All interested citizens are urged to attend this public hearing.

Barry Richardson, Chairman  
Warren County Board of Commissioners

*May 2, 2016*  
*5:45 pm Public Hearing*

**USDA Rural Development Loan to Fund Proposed  
Emergency Services Headquarters Facility**

**= = =**

**Item # 3**

**Comments**

**By**

**Warren County Manager Linda T. Worth**

NEED FOR FACILITY

*May 2, 2016  
5:45 pm Public Hearing*

Emergency Services Facility (Overall):

This project includes the following emergency services functions: Emergency Medical Services (EMS) Base, Emergency Management/Emergency Operations Center (EOC), Sheriff's Office Sub-Station and a Back-up 911 PSAP.

Some of these functions are currently located in different locations in the County. While some of the facilities are newer than others, the current programs listed above have been, in most cases, adapted to fit into available space, with no consideration for the adequacy or functionality of the space. These functions, while adapting to the environment into which they have been placed, would definitely benefit from a thoughtful and carefully considered facility designed specifically for their individual needs.

EMS Facility:

The current EMS facility is grossly undersized and not appropriate for the daily operational or functional needs of the department. The facility lacks proper and adequate space to house the required administrative duties, meeting space, office space, storage capacities, sleeping quarters, living quarters, and food preparation areas. Additionally, the EMS vehicles are currently stored outside the existing facility, under an open shelter – completely exposed due to the lack of any enclosed, conditioned space. Allowing these vehicles to be constantly exposed to severe weather severely limits the life cycle and increases maintenance costs of the vehicles.

All of these existing conditions limit the capacity of the Emergency Medical Services' teams to serve the public in a manner for which they are trained and prepared.

Emergency Management & EOC:

In times of crisis and emergency operations, the EOC is currently housed within the Sheriff's Office, in a space used as a conference room on a daily basis. The room is severely undersized for the needs of an Emergency Operations Command Center and does not provide the necessary privacy often required by emergency personnel when dealing with a crisis situation. Additionally, there are no sleeping quarters available or non-public use toilets. Emergency personnel must also utilize existing spaces within the Sheriff's Office to perform required emergency operations tasks when in emergency operations mode while these spaces are often in use by Sheriff's Office personnel for their daily duties.

As with the EMS group, the emergency operations and management teams must adapt their operations to work around the daily and ongoing requirements of the Sheriff's Office (and vice versa) in order to conduct the EOC functions when required. This adaptation can adversely limit the performance of EOC operations due to the existing conditions of space and location.

Sheriff's Office Sub-Station & Back-Up 911 PSAP

Due to the proximity of the site of the new facility to the Interstate and two major highways, it lends itself well to expanding the presence of EMS and law enforcement at a central location in the County. The new facility offers the County the opportunity to incorporate a Sheriff's Office Sub-station and Back-up 911 PSAP as required by the State 911 Board in space designed specifically for those functions. The County currently has an arrangement in place with Halifax County's 911 PSAP to provide back-up assistance should our main PSAP become non-operational. 911 funds can be used to purchase equipment and furnishings for the Back-up PSAP.

**SECTION 3 - PROGRAM SUMMARY**

**Summary of Programmed Spaces:**

*May 2, 2016  
5:45 pm Public Hearing*

Space	Needs			Subtotal	Notes
	Qty	SF	TOTAL		
<b>Shared Common Spaces</b>				<b>3,060</b>	
Public Lobby	1	200	200	3,060	EMS/EM Reception/Admin adjacent to Lobby
Public Toilets	2	180	360		Men / Women Group Toilets
Training Room / EOC	1	1200	1200		Classroom seating for 50; also serves as EOC in emergencies
Conference Room	1	300	300		Conference table seating for 12
Kitchen/Break Room	1	200	200		Serves as support for Training & Conference Rooms
Fitness Room	1	300	300		
Work / Copy Room	1	200	200		Copier / Office Supply Storage
Central Supply Room	1	300	300		Primary receiving & distribution
<b>Emergency Management</b>					<b>470</b>
Emer Svcs Dir/FM Office	1	250	250	470	Includes 4-seat conference table
Admin Office	1	120	120		Adjacent to Lobby
Storage	1	100	100		Dedicated EM storage
<b>Emergency Operations</b>				<b>520</b>	
Conference/Offices/ Sleeping Quarters	2	150	300	520	Multiple Use space: Conference/Offices that can be converted to sleeping quarters when EOC is in use; sized for 6 folding cots
Press Room/Conference	1	120	120		
Storage	1	100	100		Storage for cots
<b>Sheriff Office Satellite</b>				<b>340</b>	
Offices	2	120	240	340	Satellite only - no permanent staff assigned
Storage	1	100	100		Dedicated Sheriff Satellite Storage
<b>Back-up 911 PSAP</b>				<b>1,220</b>	
911 Stations	4	120	480	1,220	Cubicles in open space
Office/Sleeping Quarters	2	120	240		Multiple Use space: Office/Storage use converted to Male/Female Sleeping rooms
Storage	1	50	50		Dedicated 911 storage
Data/Telecom	1	100	100		Specific for 911 equipment only, includes battery back up/tied to generator
911 Toilets/Showers	2	100	200		Adjacent to PSAP
Break Area	1	150	150		Adjacent to PSAP/Shared Building Space

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EMS				10,932		
Vehicle Bays	4	1800	7200		Drive-through double bays	
Medical Storage	1	200	200			
Equipment Storage	1	200	200			
Laundry	1	200	200		Industrial & Residential Equipment	
EMS Div Chief Office	1	252	252		Includes 4-seat conference table	
Compliance Officer	1	140	140			
Captains Office	1	240	240		Shared - 3 Captains	
Lieutenants Office	1	240	240		Meeting space for shift change	
Admin Office	1	120	120		Adjacent to Lobby	
Dispatch	1	100	100			
Secure File Storage	1	100	100			
Work / Copy Room	1	100	100		Copier / Office Supply Storage	
Sleeping Rooms	6	120	720		Single Occupancy; 4-5 Men; 1-2 Women	
Toilets	2	100	200		Single Occupancy with showers	
EMS Dayroom	1	400	400			
EMS Kitchen	1	300	300		Separated food storage per team	
Decontamination Shower	1	100	100		Located adjacent to Vehicle Bays	
Utility/Work	1	120	120			
<b>Building Support Spaces</b>					<b>310</b>	
Fire Sprinkler Riser	1	50	50			Dedicated space
Custodian	1	80	80	Supplies & cart storage		
Storage	1	100	100	General Building Storage		
Electrical/Telecom	1	80	80			
<b>Total Net SF Required</b>				<b>16,852</b>		
<b>30% Core Factor</b>		30%		<b>5,056</b>	Circulation, walls, mech, etc...	
<b>Total Gross SF Required</b>				<b>21,908</b>		

## SECTION 5 - PROJECT BUDGET ESTIMATE

Oakley Collier Architects, PA

## Emergency Services Facility



February 17, 2016

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1 Development and Construction:				Cost per unit	Costs	
Site Development						
	General Sitework	1	LS	250,000	\$250,000.00	
	Sewer Lift Station	1	LS	25,000	\$25,000.00	
	Fire Training Area	1	LS	75,000	\$75,000.00	
	Deceleration Lane	1	LS	65,000	\$65,000.00	
New Construction						
	Building	21,908	SF	\$215	\$4,710,220.00	
	Fire Pump	1	LS	\$65,000	\$65,000.00	
	Generator	1	LS	\$80,000	\$80,000.00	
<b>SUBTOTAL</b>					<b>\$5,270,220.00</b>	
2 Land and Rights						
				N/A	\$0.00	
<b>SUBTOTAL</b>					<b>\$0.00</b>	
3 Legal Fees						
				1	LS	\$5,000.00
<b>SUBTOTAL</b>					<b>\$5,000.00</b>	
4 Other Costs:						
	Feasibility Study (PAR)	1	LS		\$8,500.00	
	Environmental Scoping Documents	1	LS		\$1,200.00	
	USDA 1940-20 Documents	1	LS		\$2,500.00	
	Site Survey	1	LS		\$9,500.00	
	Geotechnical Testing	1	LS		\$4,800.00	
	Permits & Application Fees	1	LS		\$1,000.00	
	Bid Advertising	1	LS		\$1,200.00	
	Special Inspections	1	LS		\$10,000.00	
<b>SUBTOTAL</b>					<b>\$38,700.00</b>	
5 Design Fees:						
	Basic Services	9%	LS		\$498,035.79	
	Programming	1	LS		\$4,000.00	
<b>SUBTOTAL</b>					<b>\$502,035.79</b>	
6 Equipment (based on Building Construction cost only)						
	Technology Wiring & Equipment	8%	LS		\$376,817.60	
	Furnishings	5%	LS		\$235,511.00	
<b>SUBTOTAL</b>					<b>\$612,328.60</b>	
7 Contingencies						
	Construction Contingency	1	5%		\$263,511.00	
<b>SUBTOTAL</b>					<b>\$263,511.00</b>	
8 Interim Financing						
				1	LS	\$45,000.00
<b>SUBTOTAL</b>					<b>\$45,000.00</b>	
<b>Total Project Budget</b>					<b>\$6,686,795.39</b>	

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In providing this opinion of probable cost, it must be understood that we have no control over costs or the price of labor, equipment or materials, contractors' methods of determining bid prices, competitive bidding, market or negotiating conditions. Accordingly, we cannot and do not warrant that bids or negotiated prices will not vary from our opinion. We make no warranty, express, or implied, as to the accuracy of any opinion we may give as compared to bid or actual cost.

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**USDA Rural Development Loan to Fund Proposed  
Emergency Services Headquarters Facility**

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**Item # 4**

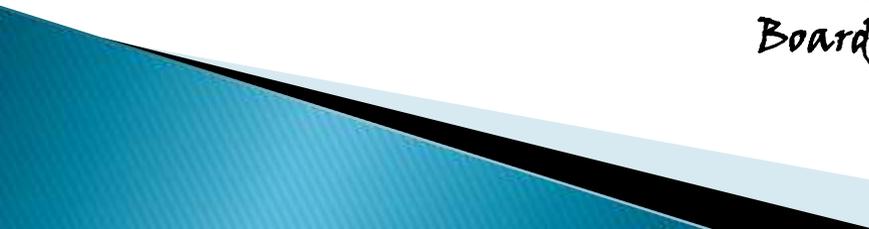
**Clerk Read  
PUBLIC HEARING PROCEDURES**

**PUBLIC HEARING PROCEDURES**  
for  
**USDA Rural Development Loan to Fund Proposed  
Emergency Services Headquarters Facility**

**RULES:**

- **Please sign up to speak.**
- **The maximum time allotted to each speaker will be \_\_\_ (\_\_\_) minutes. The 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**
- **Order and decorum will be maintained during this hearing.**
- **Two questions are permitted by each speaker.**
- **Comments are being recorded by the Clerk to the Board.**

*Warren County  
Board of Commissioners*



*May 2, 2016*  
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**USDA Rural Development Loan to Fund Proposed  
Emergency Services Headquarters Facility**

**Item # 5**

**Citizen Comments**

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**USDA Rural Development Loan to Fund Proposed  
Emergency Services Headquarters Facility**

**Item # 6**

**Comments From  
Board of Commissioners**

USDA Rural Development Loan to Fund Proposed  
Emergency Services Headquarters Facility

*Item # 7*

Adjourn

**May 2, 2016 – 5:45 pm**

Public Hearing