



**TOWN OF HARRISBURG, NORTH CAROLINA
HARRISBURG TOWN HALL
PLANNING AND ZONING BOARD MEETING**

**July 21, 2020
6:00 PM**

AGENDA

1. THIS WILL BE A TELECONFERENCED MEETING VIA THE ZOOM PLATFORM.

- A. Please click this URL to join.

<https://us02web.zoom.us/j/89117171272?pwd=d3pHVkw5WU41bTM4ZFFCTmJrRzhUZz09>

Password: 901213

Or join by phone:

Dial: 929 205 6099 or 301 715 8592

Webinar ID: 891 1717 1272

2. CALL TO ORDER

- A. AGENDA ADOPTION

- B. SPECIAL PRESENTATIONS

- C. PUBLIC COMMENT - Anyone wishing to address the Board may do so during the Public Comment section. Please state your name and address for the record, be courteous and do not repeat what has already been said. Please keep your comments about the subject and not personal in nature.

3. CONSENT AGENDA

- A. Consider the meeting minutes of June 16, 2020 Planning and Zoning Board meeting.

4. OLD BUSINESS

5. NEW BUSINESS

- A. Creation of a Planning and Zoning Board Sub-Committee to Review, Interview and Recommend New Appointments

- B. Revision of Planning and Zoning Board Rules of Procedures to Add New Appointments Procedures

6. STAFF UPDATES/INFORMATION

7. ADJOURNMENT

Town of Harrisburg's Vision Statement

Harrisburg will be the best small town in North Carolina based on low density housing, excellent economic opportunities, a safe living environment, and efficient and effective municipal services. Amenities such as excellent recreational programs, adequate open space, attractive shopping opportunities, a diversity of restaurants, and a connected system of roadways, sidewalks, greenways, and bicycle lanes will continue to enhance the quality of life of the Town. These services and amenities will be provided while retaining reasonable tax rates and debt levels.



TOWN OF HARRISBURG

Agenda Item Details

Title:

Consider the meeting minutes of June 16, 2020 Planning and Zoning Board meeting.

Presenting Personnel:

Suggested Motion or Action:

Motion to approve the meeting minutes of June 16, 2020 Planning and Zoning Board meeting.

Description/Background:

Recommendation:

Fiscal Impact:

Attachments:

1. PZ MINS JUNE 16 2020

**TOWN OF HARRISBURG, NORTH CAROLINA
PLANNING & ZONING ADVISORY BOARD MEETING
TUESDAY, JUNE 16, 2020
6:00 PM**

MINUTES

1.

CALL TO ORDER

Andy Rathke called the meeting to order.

PRESENT: Andy Rathke, Lloyd Quay, John Overcash, Jacob Carpenter, Rodney Garner, Thelma Thorne-Chapman, Kevin Schaffner

A. AGENDA ADOPTION

MOTION:

Kevin Schaffner made a motion to adopt the agenda as presented. Second was made by John Overcash. **The motion passed 7-0.**

B. SPECIAL PRESENTATIONS

C. PUBLIC COMMENT

2. CONSENT AGENDA

A. Planning Board meeting minutes from February 18, 2020 Planning and Zoning Board meeting.

MOTION:

Andy Rathke made a motion to approve the Consent Agenda. Second was made by Thelma Thorne-Chapman. **The motion passed 7-0.**

3. OLD BUSINESS

4. NEW BUSINESS

A H2018-01-(S) Allburn Residential Subdivision Preliminary Plat Extension

The Preliminary Plat for Allburn Subdivision H 2018-01-(S) was reviewed and approved by Town Council in July 2018 upon receiving the recommendation for the Planning and Zoning Board. As stated in Article 6 - Subdivision Regulations of the Harrisburg Unified Development Ordinance (UDO), the Subdivision Final Plat is to be recorded within two (2) years of Preliminary Plat approval. The Town Council may grant a one-year extension after a review and recommendation by the Planning and Zoning Board. Staff is currently reviewing the Construction Documents for the Subdivision. It is unlikely that the developer will be able to get the staff approval of Construction Documents and record the Subdivision Plat before July 2020, which is when Preliminary Plat is set to expire. Applicant is requesting that the previously approved Preliminary Plat for Allburn Subdivision be extended for a year to allow them to complete the Construction Documents and Record the Subdivision Plat.

After some discussion about the project, they then took the following action:

MOTION:

Jacob Carpenter made a motion to recommend approval of H2018-01-(S) Preliminary Plat time extension of one year and send it on to Town Council for their consideration with a second from Thelma Thorne-Chapman. **The motion passed 7-0.**

B Appointment of Planning Board Representative to the Unified Development Ordinance (UDO) Steering Committee

The members of the UDO Steering Committee will help guide the process of the upcoming update to Harrisburg's UDO to align with the Harrisburg Area Land Use Plan (HALUP), and also to modernize the language and make

other revisions required by North Carolina State Statute(s). The goal is to have diverse group of representation on the Committee to provide feedback during the process, below is the makeup of the UDO Steering Committee:

- ☐ Harrisburg Town Council Representative
- ☐ Harrisburg Resident Representative
- ☐ Harrisburg Planning Board Representative (To be appointed at June 16th meeting)
- ☐ Harrisburg Park and Rec Board Representative
- ☐ Cabarrus County Planning Staff Representative
- ☐ Cabarrus County Planning and Zoning Board Representative
- ☐ Harrisburg Business Alliance Representative
- ☐ Cabarrus County School Representative
- ☐ Real Estate and Building Coalition (REBIC) Representative
- ☐ Land Use Attorney Representative
- ☐ Harrisburg Planning Staff

After some discussion about the project, they then took the following action:

MOTION:

Jacob Carpenter made a motion to appoint Lloyd Quay being the primary representative with Kevin Schaffner being the alternate representative and send it on to Town Council for their consideration of the selected representatives with a second from Rodney Garner. **The motion passed 7-0.**

C

Creation of a Planning and Zoning Board Sub-Committee to Review and Recommend New Appointments

The Planning and Zoning Board has three (3) members whose appointment terms are set to expire on June 30, 2020. The board vacancy application has been posted on the town website and social media, current members with expiring term will need to re-apply to be considered for the new term. The applications will be accepted until June 15, 2020. Staff is requesting the Planning and Zoning Board appoint a committee of its members to review applications and make a recommendation to the full Board to send recommended candidates to the Town Council. Applications received will be distributed to the committee for review. A special meeting of the Planning and Zoning Board will be called prior to the July 13th Town Council meeting to receive recommendations from the Committee. The goal is to present recommendations on candidates to the Town Council on July 13, 2020. New appointing will start their term starting July 21st Planning Board meeting.

After some discussion about the project, they then took the following action:

MOTION:

John Overcash made a recommendation to reappoint the three current members of the Planning Board and send it on to Town Council for their consideration with a second from Lloyd Quay. **The motion passed 7-0.** Sushil will represent the Planning Board at the next Town Council meeting to present this to the Town Council.

5.

STAFF UPDATES/INFORMATION

- Staff is still working remotely and coming to offices as needed; it is going very smooth and working well. We are still able to do our plan reviews as normal and nothing has slowed down.
- We are reviewing Chase Bank, Circle K, The old SunTrust Site for Charlotte Metro Credit Union, and Starbucks among many projects at staff level.
- Update on the site behind Bojangles site and Wendy's-Wendy's is probably 95% complete, it is ready for approval from staff and moving forward. The site behind Bojangles has not submitted their construction documents for review yet at this time.

6.

ADJOURNMENT

MOTION:

There being no further business, Andy Rathke made a motion to adjourn, with a second from Thelma Thorne-Chapman. **The motion passed 7-0.**

Andy Rathke, Chairman

Carly Bedgood, Secretary



TOWN OF HARRISBURG

Agenda Item Details

Title:

Creation of a Planning and Zoning Board Sub-Committee to Review, Interview and Recommend New Appointments

Presenting Personnel:

Sushil Nepal, Planning & Economic Development Director

Suggested Motion or Action:

Create a Sub-Committee of the Planning and Zoning Board to review applications, interview and recommend appointments by the Town Council.

Description/Background:

There are three (3) positions on the Planning and Zoning Board whose appointment terms expired on June 30, 2019, Town Council extended those expiring terms by 60 days (August 31, 2020).

The board vacancy application was posted on the Town's website and social media on May 21st and applications were accepted until June 15, 2020. A total of eight (8) applications were received, including the three (3) incumbents who wanted to continue serving on the Planning and Zoning (P&Z) Board. Town Council has given direction that all applicants applying to Town's Boards be interviewed prior to making recommendations to Town Council.

Staff is requesting the Planning and Zoning Board appoint a committee of its members to review applications, conduct interviews and make a recommendation to the full Board to send recommended candidates to the Town Council. The subcommittee will interview candidates and make recommendations to the full P&Z Board at their August meeting. The goal is to present recommendations on candidates to the Town Council at their September 14th meeting.

New appointing will start their term starting September 15, 2020 Planning and Zoning Board meeting.

Recommendation:

Staff is recommending the Planning and Zoning Board appoint a committee of its members to review applications, interview and make a recommendation to the full Board to send recommended candidates to the Town Council.

Fiscal Impact:

None.

Attachments:

1. Hutchins Kevin
2. Blackburn LeDerick
3. Carpenter Jake
4. Barber Elizabeth
5. Fant Wendell
6. Thorne-Chapman Thelma
7. Rathke Andy

8. Lafranque II David

TOWN OF HARRISBURG
PLANNING AND ZONING BOARD APPLICATION



Name: Kevin Hutchins Date of Application: 05 / 21 / 2020
Home Address: 6156 Maple Leaf Harrisburg NC 28075
Phone: 704-562-2053 Email Address: kevinhutchinskh@gmail.com
Fax: 704-253-4829

EMPLOYMENT AND EDUCATION

Employer Eastwood Homes High School RS Central High School, Rutherfordton NC
Address 2857 Westport Road Charlotte NC 28208 College Appalachian State University
Phone: 704-253-4829 Graduate School Appalachian State University
Email: khutchins@eastwoodhomes.com Other _____
Occupation: Chief Financial Officer

Length of residence in the Town of Harrisburg 14 years 11 months

Are you available to attend meetings at least once a month? (Planning and Zoning Board Meetings are normally conducted on the third Tuesday of the month at 6:00 PM) Yes x No, _____

Current Civic/Community Participation: I currently serve on the board of directors for the YMCA. I have served in that position for three separate terms. Over the years I have served as a youth coach for Harrisburg Youth Association and served as the treasurer for FCCA soccer club.

Are you currently serving or have you ever served on a public board or commission? If so, please list below: No public service experience.

Board _____ Dates _____ Contact _____

Relevant work (or other) experience related to the Planning and Zoning Commission: _____

Working at Eastwood Homes for the past 17 years, I have been in the planning side of many communities from the raw land stage all the way to the close out of the community.

Provide a brief statement outlining why you wish to serve on the Planning and Zoning Board: _____

Harrisburg is poised to continue substantial growth in the upcoming decade. Being able to grow at a responsible, sustainable rate is the key to maintaining the beauty of Harrisburg. I offer a unique set of skills that I hope would benefit the community because I can see issues as both a resident of Harrisburg but also from a developer/builder of communities.

Applicant's Signature [Signature] Date 6-21-2020

Please attach a resume to provide any additional relevant information.

Please return form to:
Janet Rackley
Harrisburg Town Hall
PO Box 100
Harrisburg, NC 28075

Kevin Hutchins, CPA

Eastwood Homes

Chief Financial Officer July 2010– Present

- Develop all accounting and financing policies
- Secure a \$200M syndication line (first in company's history) with lenders
- Develop and maintain working relationships with outside lenders.
- Develop tax planning strategies
- Manage outside/governmental audits
- Develop and prepare annual budget and projections
- Direct cash management activities
- Serve as financial liaison between multiple divisions and executive management/owners
- Serve as strategic finance leader for the company
- Successfully completed a merger/acquisition of a homebuilding operation

Corporate Controller January 2005 - July 2010

- Train and manage accounting and accounts payable staff.
- Ensure accuracy and timeliness of all reporting for multiple divisions.
- Ensure accuracy and timeliness of all financial statements for multiple entities.
- Coordinate outside audits for multiple entities.
- Prepare land acquisition contracts for multiple divisions.

Assistant Controller June 2003 – January 2005

- Ensure accuracy and timeliness of all reporting for multiple divisions.
- Ensure accuracy and timeliness of all financial statements for multiple entities.
- Coordinate outside audits for multiple entities.
- Prepare all month end journal entries.
- Prepare bank reconciliations
- Develop and maintain working relationships with outside lenders.
- Maintain all IT functions.

CohenReznick

Senior Associate June 2002 – May 2003

Charlotte NC

- Supervise and evaluate audit associates during engagements.
- Plan, manage and complete audits and tax returns.
- Communicate with clients and institutional investors concerning issues and deadlines.
- Train new associates in office procedures and software.

Audit Associate August 2000 – May 2002

- Perform audits and tax returns.
- Assist in audit planning.
- Communicate with management on and issues.

**Appalachian State
University**

Master of Business Administration, Fall 1999 – Summer 2000

BSBA Accounting, Fall 1995-Spring 1999

Computer Skills

Microsoft Office Products
Timberline Accounting
WMS Purchasing Software
Business Process Management Software (BPM)

References available upon request



4100 Main Street, Suite 101, PO Box 100, Harrisburg, NC 28075
t 704-455-5614 f 704-455-1206
harrisburgnc.org facebook.com/harrisburgnc

TOWN OF HARRISBURG PLANNING AND ZONING BOARD APPLICATION

Name: LeDerick Blackburn Date of Application: 05/26/20
Home Address: 4827 Annelise Drive, Harrisburg NC 28075
Phone: 980-258-0817 Email Address: ljblack@gmail.com
Fax: _____

EMPLOYMENT AND EDUCATION

Employer City of Concord High School Franklinton High School
Address P.O. Box 208 College Louisiana State University
Phone: 704-920-5206 Graduate School University of New Orleans
Email: blackl@concordnc.gov Other UNC Chapel Hill Public Executive Leadership
Occupation: Asst. Manager

Length of residence in the Town of Harrisburg 3 years _____ months

Are you available to attend meetings at least once a month? (Planning and Zoning Board Meetings are normally conducted on the third Tuesday of the month at 6:00 PM) Yes ☒ No ☐

Current Civic/Community Participation: Board Member-Cooperative Christian Ministry
Board of Members -Cabarrus Boys and Girls Club, Past President of Concord
Afton Sunset Rotary Club

Are you currently serving or have you ever served on a public board or commission? If so, please list below:

Board _____ Dates _____ Contact _____

Relevant work (or other) experience related to the Planning and Zoning Commission: _____
Over 14 years experience as a Community Development Planner and Downtown Development
Director. Knowledgeable about small area plans, downtown masterplans, long range plans,
market studies and federal community development block grant funding.

Provide a brief statement outlining why you wish to serve on the Planning and Zoning Board: I believe
in strong community involvement. Participating on this board will give me the opportunity to give back to the community.

Secondly, I was a practicing Community Development Planner for many years. I feel I have a good understanding
of the issues that many towns face. Lastly, I want to play an role in shaping how my community grows.

Applicant's Signature LeDerick Blackburn Date 5/26/20

Please attach a resume to provide any additional relevant information.

Please return form to:
Janet Rackley
Harrisburg Town Hall
PO Box 100
Harrisburg, NC 28075

LEDERICK BLACKBURN

4827 Annelise Drive, Harrisburg, NC 28075

Phone: 504.376.4519 • Email: ljblack@gmail.com • [linkedin.com/pub/lederick-blackburn/68/878/bb1](https://www.linkedin.com/pub/lederick-blackburn/68/878/bb1)

PUBLIC ADMINISTRATION/PROJECT MANAGEMENT/COMMUNITY DEVELOPMENT

Public Administration professional with upper level managerial experience and more than 20 years of specialized experience in all facets of long-range planning, project management, personnel management. Goal-oriented, creative, energetic, and effective communicator. Experienced in doing research and working with City /State/Federal government regulations, governmental boards/commissions, and constituent groups. Core competencies include:

- Project Management/Grant Management
 - Human Resources
 - RFQ/RFP Development
 - Public Space/Urban Design
 - Community/Economic Development
 - Intergovernmental Relations
-
-

PROFESSIONAL EXPERIENCE

CITY OF CONCROD, NORTH CAROLINA ASSISTANT CITY MANAGER

2018 - Present

Assist the City Manager with services projects, budget and organizational issues, Council concerns and priorities, and researches issues and makes recommendations for improved service and cost reduction. Monitors and coordinates the activities for Public Works departments by overseeing the development and administration of policies, procedures, programs, goals and objectives, and overseeing the progress of capital improvement projects. Monitors assigned departmental budget development by reviewing and recommending resources and expenditures and guiding the effective and proper use of funds after the budget is adopted. Supervises staff by prioritizing and assigning work, conducting performance evaluations, ensuring staff training and adherence to policies and procedures, making hiring, termination, and disciplinary recommendations, and advising department heads regarding specific functions, activities, or personnel matters. Represents the City in the community including at meetings and public engagements.

CITY OF CONCORD, NORTH CAROLINA PLANNING AND DEVELOPMENT / COMMUNITY DEVELOPMENT MANAGER

2006 to 2018

Manage community development staff (5 employees) and \$1+ million federal program/project budgets for CDBG, HOME, BEDI Grant, 108 Loan, Brownfield Assessment Grant • Lead all aspects of grant management, including compliance budget preparation, project selection, contract management, external agency management, program monitoring, and federal reporting. • Project administrator for long-range planning projects and affordable housing initiatives. Lead all aspects of plan development to include RFP/RFQ development, consultant selection/ management, advisory committee management, public charrettes, public presentations, and final plan design. **Major accomplishments include:** • Successful submission of grant/loan applications to HUD to secure funding (\$3 million) for the development of a \$4+ million athletic facility near downtown. • Serving as team lead for the development of the 2007 Downtown Master Plan that garnered 7 local, state and national awards. • Establishing a major partnership with local Habitat Affiliate to revive the City's affordable housing new construction program. • Successful completion of over \$800k in infrastructure improvements in low-to-moderate income areas.

DOWNTOWN DEVELOPMENT DISTRICT, CITY OF NEW ORLEANS, LA
PUBLIC SPACE OPERATIONS DIRECTOR

1998 to 2005

Directed all aspects of the capital projects department's \$2.2 million budget for the City's Business Improvement District. Managed agency's municipal services agreements, public space maintenance contracts and urban design/capital projects to include: Sanitation, Parks & Parkway enhancement contracts, sidewalk cleaning, landscaping, tree maintenance, banner installation contracts, and Canal Street capital project improvements. • Developed and implemented strategies for special public space projects such as art illumination, wayfinding signage and water fountain restoration. • Established effective social planning/community outreach programs to engage stakeholders (public officials, businesses, residents) in the capital projects/urban design improvement planning processes. **Major accomplishments included:** • Successful completion of a comprehensive urban design "makeover" for downtown to include: \$750k installation of a comprehensive wayfinding signage system, \$250k in new landscaping improvements, \$150k in new tree replacements, \$175k in the new design/installation of new banners to re-brand downtown's new image. • Led all aspects of establishing a comprehensive GIS system for all public space elements to aid in tracking maintenance priorities. • Served as project team leader for the \$15 million revitalization of the City's signature street (Canal Street). • Served as project team leader for new \$80k Christmas holiday lighting design and installation.

DOWNTOWN DEVELOPMENT DISTRICT, CIT OF NEW ORLEANS, LA
INTERIM EXECUTIVE DIRECTOR

2002 to 2003

Provided executive leadership for staff of 30 w/ annual agency budget of \$6 million. • Managed all human resource functions. • Planned monthly board meetings and board sub-committee meetings. • Interacted with local and state elected officials, and community groups. • Provided leadership for the selection of the final design elements for a \$15m Canal Street renovation project. • Created and implemented business mitigation strategy for Canal Street improvement project. • Provided leadership to create an economic development agenda that was utilized to select an economic development consultant to help develop a master plan for the revitalization of Canal Street. • Served as principal media contact for the agency; performed television, radio, and print interviews to help promote the agency's capital projects agenda and inform constituents of the agency's activities.

DOWNTOWN DEVELOPMENT DISTRICT, CITY OF NEW ORLEANS, LA
SERVICES/SPECIAL PROJECTS MANAGER

1993 to 1998

Managed field operations for all public space maintenance contracts and municipal service agreements. • Generated daily reports documenting contractor compliance. • Performed real estate research in preparation for the implementation of the historic "Walk of Jazz" project. • Managed the design and planning process for the annual holiday lighting event. • Supervised over 120 participants in the Downtown Development District's annual summer youth employment program.

EDUCATION

MASTER OF SCIENCE, Urban Studies /Urban Affairs
University of New Orleans -New Orleans, Louisiana

BACHELOR OF SCIENCE, Business Administration/Human Resource Management
Louisiana State University - Baton Rouge, Louisiana

MILITARY

LOUISIANA NATIONAL GUARD (Company B 205th Engineering Battalion)

MOS: *Petroleum Supply Specialist* (1987-1995)

• Provided leadership and training for newly enlisted soldiers in the petroleum supply section. • Developed processes to better monitor fuel consumption patterns of local unit. • Completed Non-Commissioned Officer Training School (NCO), qualified for promotion to rank of sergeant, (PLDC – Primary Leadership Development Course). • Completed Advanced Individual Training in Petroleum Supply (AIT)-Fort Lee Virginia (Quartermaster Battalion)

AFFILIATIONS/CERTIFICATIONS/AWARDS

- *UNC Municipal & County Administration Course Graduate, Class of 2015*
- *International City/ County Management Association*
- *Cooperative Christian Ministries- Board of Directors*
- *Boys and Girls Club -Board of Members*
- *JO Atwater Award Recipient (City of Concord Employee of the year 2017-18)*
- *City of New Orleans City Council Government Role Model Award 2003*
- *Past President - Concord Afton Sunset Rotary Club (2018-2019)*
- *Leadership Cabarrus, Class of 2014*
- *Fellow, Institute of Politics (Loyola University)*

TOWN OF HARRISBURG PLANNING AND ZONING BOARD APPLICATION

Name: Jake Carpenter Date of Application: 06 / 05 / 20
Home Address: 9161 Kensington Forest Drive, Harrisburg NC 28075
Phone: 980-505-3889 Email Address: jakecarpenter@gmail.com
Fax: N/A

EMPLOYMENT AND EDUCATION

Employer SEPI, Inc. High School East Forsyth High School
Address 11020 David Taylor Dr #300, Charlotte, NC 28262 College NC State University
Phone: (704) 714-4880 Graduate School NC State University
Email: jcarpenter@sepiinc.com Other _____
Occupation: Traffic Engineer

Length of residence in the Town of Harrisburg 2 years 0 months

Are you available to attend meetings at least once a month? (Planning and Zoning Board Meetings are normally conducted on the third Tuesday of the month at 6:00 PM) Yes ☒ No ☐

Current Civic/Community Participation: Currently serving on the Planning and Zoning Board since December of 2018. Prior to COVID-19 have served as a youth soccer coach in the Odell Recreation Soccer league.

Are you currently serving or have you ever served on a public board or commission? If so, please list below:

Board Harrisburg Planning and Zoning Board Dates 12/18 to current Contact Sushil Nepal

Relevant work (or other) experience related to the Planning and Zoning Commission: I have worked in the transportation engineering industry since 2004 and have significant experience with rezoning hearings, land use plans, and municipal review and approval of developments. I have a deep understanding of traffic analysis and impacts, traffic studies, roadway design, traffic safety, and municipal and NCDOT processes.

Provide a brief statement outlining why you wish to serve on the Planning and Zoning Board: I wish to continue to bring my expertise in traffic and transportation engineering to the P&Z board in order to help serve the Town when navigating the rezoning and developmental approval process as well as represent the Board on any committees requiring this expertise.

Applicant's Signature Jacob Carpenter Digitally signed by Jacob Carpenter Date 06/05/20

Please attach a resume to provide any additional relevant information.

Please return form to:
Janet Rackley
Harrisburg Town Hall
PO Box 100
Harrisburg, NC 28075



4100 Main Street, Suite 101, PO Box 100, Harrisburg, NC 28075
t 704-455-5614 f 704-455-1206
harrisburgnc.org facebook.com/harrisburgnc

TOWN OF HARRISBURG PLANNING AND ZONING BOARD APPLICATION

Name: Elizabeth Barber Date of Application: 06/05/2020
Home Address: 3718 Byron Dr Harrisburg NC 28075
Phone: 704-651-5524 Email Address: ekbarber@me.com
Fax: _____

EMPLOYMENT AND EDUCATION

Employer Service Logic Strategic Services High School Urbana Community School, Urbana IA
Address 11325 N Community House Rd Ste 275 Charlotte NC 28277 College SPCC
Phone: 844-475-4822 Graduate School _____
Email: ebarber@servicelogic.com Other US Navy
Occupation: Service Manager

Length of residence in the Town of Harrisburg 3 years 5 months

Are you available to attend meetings at least once a month? (Planning and Zoning Board Meetings are normally conducted on the third Tuesday of the month at 6:00 PM) Yes ☒ No ☐

Current Civic/Community Participation: Currently serving as 1st Vice Commander of the American Legion Harrisburg Post 523, hold a dual membership with Auxiliary Unit 523.
Board member for Take A Slice Out of Cancer charity event - 2010 to 2014

Are you currently serving or have you ever served on a public board or commission? If so, please list below:

Board _____ Dates _____ Contact _____

Relevant work (or other) experience related to the Planning and Zoning Commission: I worked in the construction industry for 15 years and as part of that I collaborated with departments inside and outside of my own to meet zoning regulations and HOA requirements.

Provide a brief statement outlining why you wish to serve on the Planning and Zoning Board: Harrisburg is a very well run town. I want to take a larger role in serving the community and do my part to help ensure it's continued success. Planning and zoning appeals to me due to its impact on shaping the future growth of the town. Investing time in this way will be time well spent as we evolve as a town.

Applicant's Signature Elizabeth Barber Digitally signed by Elizabeth Barber
Date: 2020.06.05 04:58:47 -04'00' Date 6/5/2020

Please attach a resume to provide any additional relevant information.

Please return form to:
Janet Rackley
Harrisburg Town Hall
PO Box 100
Harrisburg, NC 28075



4100 Main Street, Suite 101, PO Box 100, Harrisburg, NC 28075
t 704-455-5614 f 704-455-1206
harrisburgnc.org facebook.com/harrisburgnc

TOWN OF HARRISBURG PLANNING AND ZONING BOARD APPLICATION

Name: Wendell Fant Date of Application: 5 / 31 / 20
Home Address: 4343 Oldstone Dr., Harrisburg, NC. 28075
Phone: 704.575.3812 Email Address: wendellfant@hotmail.com
Fax: _____

EMPLOYMENT AND EDUCATION

Employer Central Cabarrus High School High School Crescent High School
Address 505 Highway 49 S, Concord, NC. 28075 College Charleston Southern University
Phone: (704) 786-0125 Graduate School MBA, Webster University
Email: wendell.fant@cabarrus.k12.nc.us Other _____
Occupation: Teacher

Length of residence in the Town of Harrisburg 1 years 9 months

Are you available to attend meetings at least once a month? (Planning and Zoning Board Meetings are normally conducted on the third Tuesday of the month at 6:00 PM) Yes ☒ No ☐

Current Civic/Community Participation: -Board Chair - Salisbury Community Action Agency
-Board Member - Logan Day Care

Are you currently serving or have you ever served on a public board or commission? If so, please list below:

Board _____ Dates _____ Contact _____

Relevant work (or other) experience related to the Planning and Zoning Commission: I don't have
any current zoning experience, but as a retired Marine Corps Logistics Officer my experience has guided me

through many levels of planning that I continue to use while planning small or large scale events.

Provide a brief statement outlining why you wish to serve on the Planning and Zoning Board: I want
to be a part of the physical growth of the community with due regard to the public's health, safety and welfare. Harrisburg

Is a wonderful place to live and raise a family. This is important work to the community and I want to serve
in this capacity.

Applicant's Signature _____ Date _____

Please attach a resume to provide any additional relevant information.

Please return form to:
Janet Rackley
Harrisburg Town Hall
PO Box 100
Harrisburg, NC 28075

Wendell Fant, MBA

4343 Oldstone Dr.
Harrisburg, NC 28075

Phone: 704-575-3812
Email: wendellfant@hotmail.com

Summary

An accomplished, result-oriented professional with a variety of leadership roles. Solid track record in managing complex, pressurized projects with large, dynamic teams. Demonstrable leadership, interpersonal and change management skills. Keen business insight with the ability to ascertain and analyze needs, streamline operations and envision future goals and processes.

Skills:

Technical: Microsoft Office (Excel, Office, Word and PowerPoint) and AS400, SAP & EDI

Experience

Cabarrus County Schools

Teacher- Career Technical Education

September 2015 - Present

- Personal Finance providing students with the basic of understanding how to write a check, budget planning, buying stock and mutual funds and understanding what they are and the differences.
- Accounting - I provide student general understanding of Income Statements, Balance Sheets and Cash Flow where it's a small, medium or large business.
- Microsoft platform (Excel, Access, word and PowerPoint) I am teaching the benefits each and how these skills can enhance and prepare them for the workforce or college.
- Business Law - This class provides a basic understanding of law in the business sector. This class allows the student to explore law as a career.

Fleetmatics

National Fleet Manager Consultant (Charlotte, NC)

April 2015 - September 2015

- Identify potential clients, identify key decision makers and gather business intelligence (e.g. fleet size, current products used, etc.) by conducting web-based research and other data sources.
- Supplement web-based research by conducting outbound calls to determine a) if the business has a need for Fleetmatics products and b) who is the key decision maker in the company and if said decision maker exhibits interest.
- Generate appointments by means of proactive outbound prospecting and lead activity management in an effort to qualify and market our solutions to potential customers.
- Follow up on active prospects within the database of business leads which will result in an appointment with the Sales Representative and the potential client for a live demonstration of Fleetmatics products.

United Rentals

Inside Sales Representative (Charlotte, NC)

January 2014 - March 2015

- Process rental quotations, reservations, and contracts in compliance with the company policies. Average monthly sales \$125K plus.
- Proficient with United Rentals computer systems including, but not limited to, Reservation, Phone Log, and quote function.
- Identify and qualify an equipment request while maintaining 95% order accuracy as I satisfy the customer's requirements.
- Negotiate rental prices on equipment in accordance with pricing policies and procedures.
- Coordinate with branch staff to ensure customer satisfaction and on time delivery.

WOS/Merck Pharmaceutical

Customer Accounts Representative (Charlotte, NC)

June 2012 - January 2014

- Reviewed e-mails received in the Procure-to-Pay mailbox and responded to inquiries. Maintained 95% Service Level Agreement of 48 hours.
- Ensured the application of guidelines and statutes, as well as best practices in order to protect the integrity of the procurement process while also serving the needs of the customer.
- Managed defect analyst reporting for accounts that are 30 to 90 days past due. Worked to resolve issues and educate the end user about the process, reduced repeat user mistakes by 30%.
- Supported expense management and collaborate with internal partners to successfully submit travel or business expenses the first submission of report.

Wendell Fant, MBA

4343 Oldstone Dr.
Harrisburg, NC 28075

Phone: 704-575-3812
Email: wendellfant@hotmail.com

Premiere Family Health Care/Next Step Family Services

Office Manager (Charlotte, NC)

June 2010 – June 2012

- Successfully managed the practice to record profit status while maintaining the strategic goals and objectives of the organization.
- Provided direction and leadership toward the achievement of the organization's philosophy, mission, strategy, and its annual goals and objectives of serving the community health needs.
- Managed account receivables and payables. Coordinated and managed all fiscal and administrative functions.
- Planned, developed, and provided training and staff development programs, using the following methods: Classroom training, demonstrations, on-the-job training, meetings, conferences, and workshops.

US House of Representatives, NC 8th Congressional District

Deputy District Director (Concord, NC)

January 2009 – May 2010

- Assisted with planning and development of local interest groups and city governments about issues such as transportation, housing, and urban revitalization.
- Successfully assisted small businesses with the registration process to do business with the Federal Government.
- Worked with Chambers of Commerce; Small Business Development Centers to connect Small Business and Women Business Centers to opportunities to help their businesses grow; Served as the Military Liaison.
- Supervised staff of 10 in the district offices.

TIAA-CREF

Individual Retirement Consultant (Charlotte, NC)

November 2007 – January 2009

- Provided high-quality retirement and financial counseling services in an in-bound call center environment.
- Communicated details of TIAA-CREF retirement plans, after tax investments and insurance products payment flexibility, investment choices and overall retirement and financial issues to individual, institutional and prospective participants

Continental Tire NA

Pricing Analyst/Credit Analyst (Charlotte, NC)

August 1999 – November 2006

- Performed market and product comparison research with a \$436 million financial accountability.
- Organized a competitive price intelligence process to monitor and gather relative price information.
- Analyzed competitive price adjustments and maintained the replacement price structure.
- Maintained a \$1.2 million financial accountability.
- Analyzed credit risk, assigned credit limits to provide appropriate recommendations based on risk/security.

United States Marine Corps. Ready Reserves (Chief Warrant Officer 04-2010)

Officer in Charge Peacetime / Wartime Support Team (Columbia, SC)

December 2007 – August 2010

- Responsible for all administrative and operational aspects of the Reserve Detachment to include accountability, welfare, training and morale of Marines
- Maintained Inactive Ready Reserve Marines status for potential mobilization
- Enhanced image of Marine Corps through active participation in community outreach programs

Platoon Commander- Communications Company (Greensboro, NC)

October 2006 – December 2007

- Established plans for rapid deployment to ensure mobilization readiness. Managed 75 Marines.
- Established system to measure Marine's skill set to meet requirements for the assigned duty and task.
- Served as Officer in Charge of Physical Fitness to ensure Marines met yearly physical requirements and established remedial program for corrective action.

Logistics/Embarkation Officer (Jacksonville, NC)

December 2004 – October 2006

- Collaborated with other departments as necessary to meet customer requirements, to take advantage of sales opportunities or, in the case of shortages, to minimize negative impacts on a business
- Reviewed logistics performance with customers against targets, benchmarks and service agreements.
- Developed and implemented technical project management tools such as plans, schedules, and responsibility and compliance matrices. Ensured all exports are managed so that export compliance regulations were met while also meeting all customer requirements
- 10 plus years of experience in business, logistics and/or freight forwarding

Multi National Force -West Coordinator, Kuwait Air Embarkation Officer. (Kuwait)

August 2005 - March 2006

- Operations Center in support of intra theater Airlift Command.

Wendell Fant, MBA

4343 Oldstone Dr.
Harrisburg, NC 28075

Phone: 704-575-3812
Email: wendellfant@hotmail.com

- Coordinated and provided technical expertise during strategic air planning for all Multi National Force
- West deployments and redeployments in support of Operation Iraqi Freedom.
- Provided liaison between Multi National Force-West and subordinate units transportation for all Joint

Education, Training & Certifications & Professional Licenses

Syracuse University (Syracuse, NY)

Entrepreneurship Boot camp for Veterans with Disabilities

July 2011

Webster University (Columbia, SC)

Master of Business Administration

Charleston Southern University (Charleston, SC)

Bachelor of Science in Business

Certification: Six Sigma Yellow Belt

Series 6 & 63 Securities License

North Carolina Life & Health Insurance Licenses



4100 Main Street, Suite 101, PO Box 100, Harrisburg, NC 28075
t 704-455-5614 f 704-455-1206
harrisburgnc.org facebook.com/harrisburgnc

TOWN OF HARRISBURG PLANNING AND ZONING BOARD APPLICATION

Name: Thelma Thorne-Chapman Date of Application: 06 / 08 / 2020
Home Address: 4852 Sherborne Dr., Harrisburg, NC
Phone: 704-941-9911 Email Address: thelmachapman1@gmail.com
Fax: _____

EMPLOYMENT AND EDUCATION

Employer Retired High School Spring Valley Senior High
Address _____ College Rockland College, Suffern, NY
Phone: _____ Graduate School _____
Email: _____ Other _____
Occupation: _____

Length of residence in the Town of Harrisburg 14 years 6 months

Are you available to attend meetings at least once a month? (Planning and Zoning Board Meetings are normally conducted on the third Tuesday of the month at 6:00 PM) Yes ☒ No ☐

Current Civic/Community Participation: Harrisburg P&Z Board, Harrisburg, NC, 2009-
President, Clare Haven Homeowners Assn, Harrisburg, NC, 2007-2008
President, Apple Grove Homeowners Assn, Ft. Washington, MD, 1999-2005

Are you currently serving or have you ever served on a public board or commission? If so, please list below:

Board Planning & Zoning Dates 2009-Present Contact Sushil Nepal

Relevant work (or other) experience related to the Planning and Zoning Commission: _____
President, Diversity Council of the Carolinas, Charlotte, NC, 2014 - 2016
President, Clare Haven Homeowner's Association, Harrisburg, NC
President, Apple Grove Homeowner's Association, Ft. Washington MD

Provide a brief statement outlining why you wish to serve on the Planning and Zoning Board: _____
It is my personal goal and my committed to be involved and work in my community.
I enjoy working with others to develop and maintain the best and most diverse community
in which we live.

Applicant's Signature Thelma Thorne-Chapman Digitally signed by Thelma Thorne-Chapman
Date: 2020.06.05 16:39:29 -04'00' Date 6/8/2020

Please attach a resume to provide any additional relevant information.

Please return form to:
Janet Rackley
Harrisburg Town Hall
PO Box 100
Harrisburg, NC 28075

THELMA THORNE-CHAPMAN

4852 Sherborne Drive
Harrisburg, NC 28075
thelmachapman@ctc.net

301.455.6207 (H)

704.941.9911 (M)

SUMMARY OF QUALIFICATIONS:

Innovative, results oriented professional with experience leading in diversity, human resources and administrative management. Experience managing internal and external operations and communications for government, small nonprofit and large organizations. Broad-based experience in the design, development, and management of strategic programs focused on organizational change and employee work/life enrichment. A consensus builder with a team focus, delivering excellent results, and maintaining effective partner and client relationships.

CAREER ACCOMPLISHMENTS AND AWARDS

- Directed day-to-day operations at all levels for public, private and non-profit organizations
- Recognized as a visionary for the development and implementation of the first multicultural philanthropic Diversity and Work-Life Initiatives for Maryland state government
- Diversity consultant, subject matter expert to Maryland state agencies and other local governments
- 1999 Recipient of the Chesapeake Human Resources Association, James W. Rouse Diversity Award
- Produced numerous annual conferences and events, 1990-2005
- Managed a \$2M+ budget with Board of Director level reporting responsibilities
- Responsible for the development of Personnel Policies and Procedures
- Developed the framework for an internal training, talent and leadership University model

PROFESSIONAL EXPERIENCE

ELECTRIC POWER RESEARCH INSTITUTE (EPRI), Charlotte, NC

2009

Manager, Meetings & Conferences Clearinghouse, 2006 - 2009

Established the meetings and conferences department to execute planning of 400+ internal and external meetings and conferences. Led and managed all related business operations and six full-time staff, 31 administrative planning coordinators, and six external planning contractors.

- Responsible for implementing new online registrations systems
- Developed Standard Operating Procedures (SOPs) to supports the various meetings and conferences
- Negotiated and signed all hotel contracts
- Managed event assignments and employee deployment
- Responsible for maintaining a liaison with external clients and partners
- Developed programs, and processes to support the events and meetings
- Responsible for quality control, client satisfaction and service delivery, and tracking consumption
- Developed and produced staff training involved in planning events

MARYLAND STATE HIGHWAY ADMINISTRATION (SHA), Baltimore, MD

2005

Deputy Manager, Organizational Development & Manager, Diversity Initiatives, 2003 - 2005

Manager, Diversity and Special Initiatives, 1995 – 2003

- Managed the development and implementation of an internal University model for training and development for employees
- Developed and monitored training initiative to address talent management; recruitment, retention and work-life goals
- Managed a \$1.2M training, talent and leadership development budget
- Responsible for the development of core competencies for each employee classification
- Developed a Succession Planning model and Mentors Program
- Provided guidance and advice to internal clients at all levels to ensure programs, policies and practices were accomplished

- Served as principal public information officer promoting organizational initiatives
- Designed, developed, and managed strategic programs and special emphasis events to achieve organizational goals
- Directed annual conferences with 300 – 500 attendees
- Responsible for producing related promotional materials in all media forms
- Responsible for advising and directing an agency-wide Advisory Council
- Liaison for agency-wide employee Affinity Groups

ACADEMY OF STATE & LOCAL GOVERNMENT (ASLG), Washington, DC

1994

Director of Administration/Treasurer, 1982-1994

Manager of Operations/Treasurer, 1981-1982

A non-profit public policy association providing research, management services and programs to the seven national organizations representing government at the state, county and municipal levels.

- Managed day-to-day administrative and human resource operations
- Managed and administered two investment portfolio funds totaling \$5.3M
- Managed the fundraising and marketing efforts for a \$2M+ endowment
- Developed and managed an annual operating budget of \$2M with reporting responsibility to the Board of Directors and Finance Committee, federal contractors, foundation grantors
- Created and maintained employee personnel policies and procedures manual
- Hired, trained and supervised administrative and technical personnel
- Negotiated and managed employee medical and pension benefits programs, and corporate insurance's
- Developed and produced annual conferences for attorneys nationwide
- Served as program manager for several foundation grants and federal contracts

CBS NEWS, INC., New York, NY

1980

Manager, Election Operations, 1977-1980

Manager, Clerical and IT Operations, 1976-1977

Supervisor, Election Operations, 1975-1976

Assistant Supervisor, Election Operations, 1973-1975

Managed the research, data collection, analysis, and election coverage of Presidential, Gubernatorial and Senatorial races for 15,000 sample precincts across the country.

- Managed nationwide field research activities, data collection and IT operations
- Responsible for updating field research manuals
- Hired, trained and supervised in-house staff of data coordinators, researchers, IT Technicians, administrative personnel, and over 3,500 external election night reporters

EDUCATION

Rockland College, Suffern, NY

Executive Management Training Program, MD State Highway Administration

PROFESSIONAL DEVELOPMENT

- Member, Meeting Planners International,
- Former member, Board of Directors, Chesapeake Human Resources Association, MD
- Former member, Board of Directors, Washington Financial Management Roundtable
- Former member, Board of Directors, State Services Organization

PROFESSIONAL AFFILIATION AND ACTIVITIES

- Member, Meeting Planners International,
- Member, Society for Human Resources Management
- Member, American Society of Association Executives

MAJOR WORKS PUBLISHED

Maryland State Highway Administration – Eldercare Handbook, 2003

Maryland State Highway Administration - Mentors Program Booklet, 1998

Maryland State Highway Administration - Diversity Brochure, 1996

Video Production:

Diversity Thrives at Maryland State Highway Administration, 1997 – 2003

REFERENCES AVAILABLE UPON REQUEST



4100 Main Street, Suite 101, PO Box 100, Harrisburg, NC 28075
t 704-455-5614 f 704-455-1206
harrisburgnc.org facebook.com/harrisburgnc

TOWN OF HARRISBURG PLANNING AND ZONING BOARD APPLICATION

Name: Andy Rathke Date of Application: 05 / 26 / 20
Home Address: 7739 Woodmere Dr, Harrisburg NC 28075
Phone: 704-773-8920 Email Address: amrathke@gmail.com
Fax: _____

EMPLOYMENT AND EDUCATION

Employer McFarland Construction High School Charlotte Country Day
Address 831 W Morehead St, Charlotte College East Carolina Univ
Phone: _____ Graduate School Pfeiffer Univ
Email: _____ Other NCGC License
Occupation: Sr Project Manager

Length of residence in the Town of Harrisburg 12 years 5 months

Are you available to attend meetings at least once a month? (Planning and Zoning Board Meetings are normally conducted on the third Tuesday of the month at 6:00 PM) Yes ☒ No ☐

Current Civic/Community Participation: _____
Harrisburg Planning & Zoning and Board of Adjustment
Harrisburg Business Alliance

Are you currently serving or have you ever served on a public board or commission? If so, please list below:

Board HB P&Z Dates 2008 Contact _____

Relevant work (or other) experience related to the Planning and Zoning Commission: _____
30 years in Commercial Construction, 15 years in Residential and Commercial land developer.
15 years presenting to the P&Z Board in Indian Trail, Concord, Mt Holly, Lancaster and Rock Hill on behalf of various clients.

Provide a brief statement outlining why you wish to serve on the Planning and Zoning Board: _____
As a long standing member of our community and past Chair of Planning & Zoning Board, I
have the best interest in mind to ensure the Board adheres to the Hallup and UDO units current
and future layout so that Harrisburg will grow in a sustainable manner.

Applicant's Signature _____ Date 05/26/2020

Please attach a resume to provide any additional relevant information.

Please return form to:
Janet Rackley
Harrisburg Town Hall
PO Box 100
Harrisburg, NC 28075



4100 Main Street, Suite 101, PO Box 100, Harrisburg, NC 28075
t 704-455-5614 f 704-455-1206
harrisburgnc.org facebook.com/harrisburgnc

TOWN OF HARRISBURG PLANNING AND ZONING BOARD APPLICATION

Name: DAVID TRAVIS LAFRANQUE II Date of Application: 06/05/2020
Home Address: 3852 French Fields Lane, Harrisburg, NC 28075
Phone: 704-272-9076 Email Address: crusion@hotmail.com
Fax: N/A DAVID.LAFRANQUE@I9sports.com

EMPLOYMENT AND EDUCATION

Employer CITY OF CHARLOTTE (CMPD) High School CENTRAL HIGH SCHOOL
Address 601 E. TRADE STREET College UNIVERSITY OF NORTH CAROLINA AT CHARLOTTE
CHARLOTTE, NC 28202
Phone: 980-521-6877 Graduate School UNIVERSITY OF PHOENIX
Email: DLAFRANQUE@CMPD.ORG Other CENTRAL PIEDMONT COMMUNITY COLLEGE
Occupation: GANG DETECTIVE /
HOMELAND SECURITY FEDERAL
TASK FORCE OFFICER

Length of residence in the Town of Harrisburg 7 years _____ months

Are you available to attend meetings at least once a month? (Planning and Zoning Board Meetings are normally conducted on the third Tuesday of the month at 6:00 PM) Yes ☒ No ☐

Current Civic/Community Participation: "THE QUEEN CITY TEAM" - EMPLOYEE RELATIONS TEAM (SERVE AS A VOICE FOR CITY EMPLOYEE'S FOR THE CHARLOTTE MECKLENBURG POLICE DEPT.) ENGAGE WITH CITY LEADERS (MAYOR, CITY COUNCIL, ETC).

Are you currently serving or have you ever served on a public board or commission? If so, please list below:

Board CHARLOTTE METRO CREDIT UNION BOARD Dates MAY 2013 TO PRESENT Contact ERIN LANEY
OF DIRECTORS (CMCU) 704-375-0183
EXT 342

Relevant work (or other) experience related to the Planning and Zoning Commission: OWNER / CEO - I9SPORTS SOUTH MECKLENBURG / CHAIRMAN OF FINANCE COMMITTEE, CHAIRMAN OF BOARD DEVELOPMENT COMMITTEE / BOARD TREASURER OF CMCU

David Travis La Franque II

3852 French Fields Lane ▪ Harrisburg, NC 28075

▪ Mobile: (704) 222-9076

Email: crusion@hotmail.com

SUMMARY OF QUALIFICATIONS

- Over 20 years of professional experience in law enforcement including; investigations, community-based policing and specialized training.
- Professional background in narcotics, gang enforcement, and providing community service.
- Collaboratively work efficiently with State, Federal, and local agencies.
- Develop community-based projects through the use of community-based policing.
- Prepare lesson plans and lecture to students on topics relating to the field of criminal justice.

EDUCATION

03/2008- 08/31/2009	University of Phoenix	Phoenix,
AZ		
<i>Master's degree</i>		
Concentration: Administration of Justice and Securities		
08/2004- 06/2007	University of North Carolina at Charlotte	
Charlotte, NC	<i>Bachelor of Arts</i>	
Major: Criminal Justice		
01/2003- 08/2004	Central Piedmont Community College	Charlotte,
NC		
<i>Associate of Arts</i>		
Major: General Education		

PROFILE

- Driven to learn and apply new ideas and skills
- Enthusiastic, creative, and willing to assume increased responsibilities
- Able to use critical thinking and judgment with strong problem-solving skills
- Successful in coordinating multiple projects and meeting deadlines under pressure
- Highly competitive, a self starter who is organized disciplined, and goal orientated.

AREAS OF EXPERTISE AND INTEREST

- Vice and Narcotics investigations
- Gang and Firearm investigations
- Interrogation and Interviewing Export
- Testifying in Federal, Superior, and District Court Cases

PROFESSIONAL HONORS

- 2004-2005
Volunteer of the Year for Right Moves for Youth

PROFESSIONAL TRAININGS

- Rhodes Interviewing School
- Vice Operations
- Investigations
- Advanced Gang Investigations
- North Carolina Gang Investigations Conference
- Highway Drug Interdiction
- Search warrant tactical school
- Racist Skinhead and organized crime Investigations
- Blood and Crips gang Investigations
- Homeland Security Investigations Task Force Officer Course

COMPUTER SKILLS

Proficient with Windows 07(NT), 2007, XP, Microsoft Office, PowerPoint, and Excel.

PROFESSIONAL EXPERIENCE

*Board of Director/Treasurer
May 2013 to Present*

Charlotte Metro Credit Union
Charlotte, North Carolina

- Responsible for credit union policy
- Planning
- Finance service delivery.
- Chairman of Board Development Committee
- Chairman of the Nominating Committee
- Charmain of the Finance Committee
- Former member of Board Governance Committee

2000 to Present

Charlotte Mecklenburg Police Department
Charlotte, North Carolina

Gang Detective/Homeland Security Federal Task Force Officer:
March 2010 to Present

- Gang Intelligence Unit (GIU) collects intelligence on area gangs, and uses this information to coordinate gang-related enforcement efforts among the various divisions of the Department.
- As a detective, I gather local and national data on gangs, and this data is kept in the fully searchable GangNet Computer database. Using Gang Net, I have the ability to track down a gang member using almost any characteristic -- address, car, friends etc.
- CMPD also combats gang-related crime through membership in the FBI's Gang Task Force and partnerships with the Bureau

Of Alcohol, Tobacco and Firearms (ATF) and U.S. Immigration and Customs Enforcement. I am responsible for assisting in

the effort to break up the area's Bloods, Crips, MS-13, and Sur 13 gangs throughout the city and county.

Owner/CEO - i9sports South Mecklenburg Franchise

January 30th, 2019 to Present

- Our franchise owners build market share and a loyal following by offering multiple sports, at multiple locations, four seasons a year.
- In addition to registration fees, our youth sports franchise owners generate supplemental revenue from local sponsor advertisements, concessions, merchandise and partnership fees.

Employee Relations team (The Queen's Team)

March 26, 2018 to Present

- Serve as a voice for city employees for the Charlotte Mecklenburg Police Department.
- Engage with city leaders (Mayor, City Council, etc) on key issues such as compensation, benefits, working conditions and efficiency.
- Represent the Charlotte Mecklenburg Police Department and industry to share ideas and make recommendations that could impact colleagues and citizens.

North Tryon Focus Mission Team:

September 2009 to March 2010

- Member of an organized team designed to reduce violent crime in hotspot crime neighborhoods.
- Developed probable cause for narcotics search warrants.
- Conduct undercover narcotics and stolen property purchases.

*Criminal Justice Professor
November 2011 to 2017*

Kaplan College/ Brightwood College
Charlotte, North Carolina

- Lecture on topics relating to the field of criminal justice to students.
- Prepare lesson plans and structure assignments for students and staff.
- Organize and facilitate new trends on the ever-changing criminal justice system.

Street Crimes Task Force:

December 2006 to September 2009

- Member of a strategized team composed with Local, State and Federal Agents designed to impact crime trends in crime ridden neighborhoods and target violent offenders.
- Utilized information through the use of informants and drug purchases to execute search warrants.
- Interviewing and sharing information between law enforcement agencies.
- Conducted numerous narcotics investigations that lead to prosecution of violent offenders.

References are available upon request



TOWN OF HARRISBURG

Agenda Item Details

Title:

Revision of Planning and Zoning Board Rules of Procedures to Add New Appointments Procedures

Presenting Personnel:

Sushil Nepal, Planning & Economic Development Director

Suggested Motion or Action:

If approved:

Motion to approve the proposed revisions to the Planning and Zoning Board Rules of Procedures to add new appointments procedures.

Description/Background:

At the July 13, 2020 Town Council meeting, Town Council directed staff to review all the existing Town's Boards Rules of Procedures (By-Laws) to add a section to reflect how the new appointment recommendations are to be made for Town Council's considerations.

The Planning and Zoning Board had adopted a process to create sub-committee of it's board to review applications and make recommendations to Town Council. Those procedures were not reflected on the Board's Rules of Procedures. The current Rules of Procedures has been revised to add a new section to reflect the procedures for new appointments.

Below is the suggested addition for Board's review, a DRAFT document is attached as well.

4. New Appointments: Procedures

A call for applications shall be posted on Town website 60 days prior to the vacancy. The Planning and Zoning Board shall create a 3-member sub-committee to review the applications received for the vacant positions. All incumbents wanting to continue serving on the Board shall submit applications. The sub-committee shall interview all applicants, including the incumbents, before making the recommendations to the full Planning and Zoning Board. Upon affirmation from the full Board, such recommendations for appointments shall be presented to the Town Council at their earliest meeting.

Recommendation:

Review and approve the proposed revisions to the Planning and Zoning Board Rules of Procedures to add new appointments procedures.

Fiscal Impact:

Attachments:

1. DRAFT Planning Board Rules 2020

Rules of Procedure

Harrisburg Planning & Zoning Board

Rules of Procedure

Harrisburg Planning & Zoning Board

1) Regular Meetings

At its organizational meeting, the Planning & Zoning Board shall fix the time and place of its regular meetings. The regular meeting schedule may be changed by the Board at any time upon compliance with the notice provisions of the open meetings law as provided in NCGS § 160A-364, and 160A-384.

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2) Special Meetings

Upon compliance with the notice provisions of the open meetings law, the Chairman, or, in the absence of the Chairman, the Vice Chairman, or four or more members of the Planning & Zoning Board may call a special meeting by causing a written notice stating the business to be transacted and the time and place of such meeting, and signed by the person or persons calling the same, to be delivered in hand to each member or to be left at his usual dwelling or place of business at least 24 hours before the time of such meeting. Only the business stated in the written notice may be transacted at the special meeting so called.

3) Organizational Meeting

At the regular meeting in ~~June~~July, upon receiving the report of the nominating committee (if any) of the Planning & Zoning Board, the Board shall elect from its members a Chairman and Vice Chairman for a term of one year.

4) New Appointments: Procedures

A call for applications shall be posted on Town website 60 days prior to the vacancy. The Planning and Zoning Board shall create a 3-member sub-committee to review the applications received for the vacant positions. All incumbents wanting to continue serving on the Board shall submit applications. The sub-committee shall interview all applicants, including the incumbents, before making the recommendations to the full Planning and Zoning Board. Upon affirmation from the full Board, such recommendations for appointments shall be presented to the Town Council at their earliest meeting.

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4)5) Agenda: Procedures

- I. The Planning & Zoning staff shall prepare the agenda packet for the meeting and distribute a copy of the agenda packet to the Planning & Zoning Board 7 days in advance. The agenda packet shall be available for public inspection when it is distributed to Board members.
- II. During its consideration of the agenda, Board members shall confine their discussion and comments to those items that appear on the agenda.

Rules of Procedure

Harrisburg Planning & Zoning Board

- III. Any matter which is not on the agenda may be discussed upon the completion of the agenda. The Board may not take formal action on any non-agenda matter unless all Board members vote to add the matter to the agenda. A motion to suspend the rules shall not be in order if the purpose of the motion is to suspend the requirement of unanimity necessary to add a non-agenda matter to the agenda.
- IV. The Chairman or any member of the Board may request the staff to place an item on a future agenda by making such a request at a Planning & Zoning Board meeting. Unless a Board member objects, the requested item shall be included. If a Board member has an objection, the item in question shall not be included on a future agenda unless a majority of the Board votes in favor of including the item.
- V. The Planning & Zoning Board may periodically hold policy agenda meetings and workshops to discuss issues of a policy nature and to determine the necessity for further action. Policy agenda meetings and workshops will be considered informal sessions of the Planning & Zoning Board and no formal decisions shall be made at these meetings but a quorum is needed. The Planning & Zoning staff shall prepare an agenda for the meeting and the recorder shall provide minutes of the meeting.

5)6) Addressing the Planning & Zoning Board

i) Persons desiring to speak on a non-agenda matter that falls within the purview of the Board may be recognized by the Chairman to speak during the Public Comment section. Persons desiring to speak on an agenda matter may be recognized by the Chairman to speak when the item comes up on the agenda. Each speaker shall identify himself by name and address and limit their comments to three (3) minutes.

ii) For each agenda item, proponents shall be heard first and shall be provided three (3) minutes each. Opponents shall be heard after the proponents for that particular agenda item, and shall be provided three (3) minutes each. The Chairman may limit time for each speaker proportionate to the number of persons who signed up to comment, if more than 30 minutes will be required for both proponents and opponents.

6)7) Office of the Chairman

The Chairman shall preside at all meetings of the Planning & Zoning Board. In order to address the Board, a member must be recognized by the Chairman. The Chairman is entitled to vote on all matters and shall be considered a member for all purposes, including the determination of whether a quorum is

Rules of Procedure

Harrisburg Planning & Zoning Board

present. In addition to participating as a member, the Chairman shall have the following duties:

- I. To rule motions in or out of order, including any motion patently offered for obstruction or dilatory purposes;
- II. To determine whether a speaker has gone beyond reasonable standards of courtesy in his remarks and to entertain and rule on objections from other members on this ground;
- III. To call a brief recess at any time;
- IV. To adjourn in an emergency, and
- V. To appoint, as needed, special committees from among the members.

~~7)8)~~ Office of Vice Chairman

At the organizational meeting, the Planning & Zoning Board shall elect from among its members a Vice Chairman. A Board member who serves as Vice Chairman shall be entitled to vote on all matters and shall be considered a member for all purposes, including the determination of whether a quorum is present. In the Chairman's absence, the Vice Chairman shall preside, and when presiding, shall have the right to vote upon all questions.

~~8)9)~~ Quorum

A simple majority of appointed members shall constitute a quorum. A member, who leaves a meeting, whether excused or unexcused, shall be counted as present for purposes of determining whether a quorum is present.

~~9)10)~~ Attendance

In order for the Board to carry its duties and responsibilities it is necessary for all members to attend the regular meetings. The Town Council may remove members who do not attend seventy-five percent (75%) of the Regular meetings in a twelve (12) consecutive month period, or miss three (3) consecutive regular meetings.

~~10)11)~~ Action by the Planning & Zoning Board

The Planning & Zoning Board shall proceed by motion, although limited discussion of a matter may be had prior to a motion being made. Any member may make a motion. All motions shall require a second in order to be considered by the Board.

~~11)12)~~ One Motion at a Time

A member may make only one motion at a time.

Rules of Procedure

Harrisburg Planning & Zoning Board

~~12)~~13) **Substantive Motion**

A substantive motion is out of order while another substantive motion is pending.

~~13)~~14) **Adoption by Majority Vote**

A motion shall be adopted if it receives affirmative votes from a simple majority of members present.

~~14)~~15) **Debate**

The chairman shall state the motion and then open the floor to debate on it. The Chairman shall preside over the debate according to the following general principles:

- I. The introducer (the member who makes the motion) is entitled to speak first, and
- II. A member who has not spoken on the issue shall be recognized before someone who has already spoken.

~~15)~~16) **Procedural Motions**

In addition to substantive motions, the following procedural motions, and no others, shall be in order. Unless otherwise noted, each motion is debatable, may be amended, and requires a majority vote for adoption.

- I. To adjourn.
 - (i) The motion may be made only at the conclusion of action on a pending matter; it may not interrupt deliberation of a pending matter.
- II. To take a recess.
- III. To suspend the rules.
 - (i) The motion requires a vote equal to the number required for a quorum.
- IV. To divide a complex motion and consider it by paragraph.
- V. To defer consideration.
 - (i) A substantive motion whose consideration has been deferred expires one hundred (100) days thereafter unless a motion to revive consideration is adopted.

Rules of Procedure

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- VI. Call of the previous question.
 - (i) The motion is not in order until all members who have indicated a desire to be recognized have had an opportunity to speak once.
- VII. To postpone to a certain time or day.
- VIII. To refer to a committee.
 - (i) Sixty (60) days after a motion has been referred to a committee, the introducer may compel consideration of the measure by the entire Board, whether or not the committee has reported to matter to the Planning & Zoning Board.
- IX. To amend.
 - (i) An amendment to a motion must be pertinent to the subject matter of the motion, but it may achieve the opposite of the intent of the motion. The amending of a motion is effective only with the consent of the maker and seconder of the original motion. A motion may be amended, and that amendment may be amended, but no further amendments may be made.
- X. To revive consideration.
 - (i) The motion is in order any time within one hundred (100) days after the day of a vote to defer consideration. A substantive motion on which consideration has been deferred expires one hundred (100) days after the deferral unless a motion to revive consideration is adopted.
- XI. To reconsider.
 - (i) The motion must be made by a member who voted with the prevailing side, and only at the meeting during which the original vote was taken. The motion cannot interrupt deliberation on a pending matter but is in order at any time before actual adjournment.
- XII. To rescind or repeal.
- XIII. To ratify
- XIV. To prevent reconsideration for three (3) months.

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- (i) The motion shall be in order immediately following the defeat of a substantive motion and at no other time. To be adopted, the motion requires a vote equal to the number required for a quorum; it is valid for three (3) months.

XV. To substitute.

- (i) A motion to substitute may seek the opposite result of the original motion, but it must be pertinent to the subject matter of the original motion. A substitute motion is voted on prior to taking a vote on the original motion. It shall not be necessary for the Board to vote a second time on the same subject matter if a motion to substitute is approved.

~~16)~~17) **Renewal of Motion**

A motion that is defeated may be renewed at any later meeting unless a motion to prevent reconsideration has been adopted.

~~17)~~18) **Withdrawal of Motion**

A motion may be withdrawn by the introducer at any time before a vote. Permission of the members seconding the motion is not required.

~~18)~~19) **Duty to Vote**

Every member must vote unless excused by the remaining members. A member who wishes to be excused from voting shall so inform the Chairman, who shall take a vote of the remaining members. No member shall be excused from voting except upon matters involving the consideration of his own financial interest or official conduct. In all other cases, a failure to vote by a member who is physically present at the meeting, or who has withdrawn without being excused by a majority vote of the remaining members present shall be recorded as an affirmative vote.

~~19)~~20) **Adoption of Motions and Resolutions**

The affirmative votes of a simple majority of members present shall be required for the passage of any motion.

~~20)~~21) **Amendment**

The Planning & Zoning Board may amend the Rules of Procedures at any time provided that the amendment is presented at one meeting and action is taken at the next scheduled meeting.

~~21)~~22) **Minutes**

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Minutes of the Planning & Zoning Board meetings shall be kept and shall be opened to the inspection of the public. The results of each vote shall be recorded in the Minutes.

~~22~~23) Committees of the Planning & Zoning Board

The following rules shall be applicable to the meetings of any standing or ad hoc committee, which may be formed by the Planning & Zoning Board from among its own members:

- I. A quorum shall be required consisting of a majority of the members of the committee.
- II. The chairman of the committee shall have a vote on all matters coming before the committee.
- III. Minutes of committee meetings shall be kept and open to the inspection of the public. The results of each vote shall be recorded in the minutes.

Approved and adopted this ~~20-21~~ day of ~~November~~ July, 20~~2018~~.

Andy Rathke, Chairman

ATTEST:

Carly Bedgood, Secretary