



**TOWN OF HARRISBURG, NORTH CAROLINA
HARRISBURG TOWN HALL
TOWN COUNCIL MEETING**

**May 13, 2024
6:00 PM**

AGENDA

1. CALL TO ORDER

- A. The Town Hall Council Chambers will be open at our normal capacity. The meeting may also be accessed via the Zoom platform at the following link:

<https://us02web.zoom.us/j/83481877476?pwd=YzFjTlBDZWQweU9NVWR0QjFhRVVqQT09>

Meeting ID: 834 8187 7476

Passcode: 212521

Or join by phone:

301.715.8592

305.224.1968

- B. AGENDA ADOPTION

- C. INVOCATION

- D. PLEDGE OF ALLEGIANCE

- E. SPECIAL PRESENTATIONS

1. Youth Council: Capstone Project Presentation
2. 2024 Citizens Academy Recognition
3. 55th Annual Professional Municipal Clerks Week
4. Presentation of FY2025 Manager's Recommended Budget

- F. PUBLIC COMMENT - Anyone wishing to address the Town Council 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.

2. CONSENT AGENDA

- A. Consider the minutes of the April 8, 2024, Town Council Meeting
- B. Consideration of FY2024 Budget Ordinance Amendments

- C. Consideration of ARPA Grant Project Ordinance Amendment
- D. Consideration of Acceptance of the Streets and Utilities in Davis Creek Subdivision
- E. Consideration of Approval of Water Purchase Contract with City of Concord
- F. Set a Public Hearing for Consideration of FY2025 Proposed Budget Ordinance, Fee Schedule, Capital Improvement Plan, and Tax Rate for June 10, 2024.
- G. Set a Public Hearing for June 10, 2024, to consider an Ordinance to approve the Annexation Agreement between the Town of Harrisburg and the Town of Midland.

3. COMMUNICATIONS

- A. TOWN MANAGER REPORT
- B. FINANCE REPORT
- C. LAW ENFORCEMENT REPORT
- D. FIRE DEPARTMENT REPORT
- E. MAYOR'S COMMENTS
- F. COUNCIL COMMENTS

4. PUBLIC HEARINGS

5. OLD BUSINESS

- A. H-2024-01-R Farmington PUD Conditional Zoning District

6. NEW BUSINESS

- A. Consideration of Adoption of a Resolution Directing the Town Clerk to Automatically Investigate Annexation Petitions.
- B. Consideration of Deputy Motorcycle Surplus and Direct Sale to a Municipality
- C. Consideration of update to the FY2024 Schedule of Fees for Parks and Recreation athletic fees

7. ACTION ITEMS

8. CLOSED SESSION

9. ADJOURNMENT

Vision Statement

Harrisburg will be a distinctive, family-focused community where memories are made.

Mission Statement

Together, we enhance our quality of life by collaborating, planning, and investing to create our community of choice.



PROCLAMATION

A Proclamation Commemorating the 55th Annual Professional Municipal Clerks Week May 5 - 11, 2024

WHEREAS, the Office of the Professional Municipal Clerk, a time honored and vital part of local government exists throughout the world; and,

WHEREAS, the Office of the Professional Municipal Clerk is the oldest among public servants; and,

WHEREAS, the Office of the Professional Municipal Clerk provides the professional link between the citizens, the local governing bodies, and agencies of government at other levels; and,

WHEREAS, Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all; and,

WHEREAS, Professional Municipal Clerks serve as the information center on functions of local government and community; and,

WHEREAS, Professional Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county, and international professional organizations; and,

WHEREAS, it is most appropriate that we recognize the accomplishments of the Office of the Professional Municipal Clerk;

NOW, THEREFORE, I, Jennifer Teague, do hereby recognize May 5 - 11, 2024, as

PROFESSIONAL MUNICIPAL CLERKS WEEK

and further extend appreciation to our Professional Municipal Clerk, Janet Rackley and to all Professional Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent; and,

call this observance to the attention of all of our citizens.

This the 13th day of May, 2024

Jennifer Teague, Mayor

ATTEST:

Janet Rackley, Town Clerk



TOWN OF HARRISBURG

Agenda Item Details

Title:

Consider the minutes of the April 8, 2024, Town Council Meeting

Presenting Personnel:

Janet Rackley, Town Clerk

Suggested Motion or Action:

Motion to approve the minutes of the April 8, 2024, Town Council meeting.

Description/Background:

Draft minutes of the April 8, 2024, meeting are presented to Town Council for consideration.

Recommendation:

Staff recommends approval of the April 8, 2024 Council meeting minutes, as attached.

Fiscal Impact:

None

Attachments:

1. April 8 Minutes

**TOWN OF HARRISBURG, NORTH CAROLINA
TOWN COUNCIL MEETING
MONDAY, APRIL 8, 2024
6:00 PM**

MINUTES

This meeting was held in person as well as via the Zoom platform.

Mayor Jennifer Teague called the meeting to order.

PRESENT: Mayor Jennifer Teague; Mayor Pro-Tem La'Trecia Glover, Councilmembers Maurice Price Jr., Ron Smith, Altyn Cotell, Mike Thevenin, Chris Faw

ABSENT: Councilmember Ian Patrick

1A.

ZOOM NOTIFICATION

The Zoom meeting link and details were published and advertised before the meeting took place and were shown on the agenda.

1B.

AGENDA ADOPTION

Town Manager Rob Donham would like to add an item to New Business – Resolution in support of the rural fire district tax rate.

MOTION:

Councilmember Price made a motion to approve the agenda as presented. Second was made by Councilmember Thevenin. **The motion passed 6-0.**

1C.

INVOCATION

Councilmember Thevenin conducted the invocation.

1D.

PLEDGE OF ALLEGIANCE

1E.

SPECIAL PRESENTATIONS

- **Parks and Recreation Comprehensive Master Plan Update.** McGill Associates presented an update on the status of the Parks and Recreation Comprehensive Master Plan and shared some early indications.

1F.

PUBLIC COMMENT

Mayor Teague stated that Council decided at their last budget meeting that they will no longer allow public comment over Zoom.

- Sandy Morgan, 7173 Ruth Fidler Drive – asked Council to not allow any more developments right now
- Laura Valencia, 324 Autumn Drive – neighbors across the street have turned their place from residential to commercial and trucks are coming and going all the time. Does not think it is right and wants the Town to investigate it.
- Jeff Phillips, 6005 The Meadows Lane – reminded Council to remember public works and aging infrastructure as they are working on the budget

2.

CONSENT AGENDA

- A. Consider the minutes of the March 11, 2024, Town Council Meeting
- B. Consider the minutes of the March 11, 2024, Closed Session
- C. Consider contract with Palmetto Amusements for the 2024 Harrisburg July 4th Celebration
- D. Consider approval of the contract increase for Roberta Road improvements design

MOTION:

Councilmember Smith made a motion to approve the Consent Agenda. Second was made by Councilmember Faw. **The motion passed 6-0.**

3A.

COMMUNICATIONS

Town Manager Report

- Next budget meeting will be held on April 18th
- Encouraged everyone to look at the Budget 101 section of our website for information
- The Manager's Recommended Budget will be presented at the May Council meeting, with adoption of the budget at the June Council meeting

3B.

COMMUNICATIONS

Finance Report

Finance Director Brian Lee presented the Finance report.

3C.

COMMUNICATIONS

Law Enforcement Report:

Captain Chris Measimer presented the Law Enforcement report.

3D.

COMMUNICATIONS

Fire Department Report:

Chief Bryan Dunn presented the Fire Department report.

3E.

COMMUNICATIONS

MAYOR'S COMMENTS

- Just got back on Saturday from attending the YMCA NAYDO conference in Denver, Colorado. It was really a great opportunity to see their global philanthropic message as well as to see the other new YMCAs being built across the country. Excited to see Harrisburg's new YMCA get under way. They are looking at a groundbreaking in May. More information to come.
- Several of us will be attending the Chamber Legislative Breakfast this week
- The Special Olympics will be held next Wednesday and Thursday at the Cabarrus Arena.

3F.

COMMUNICATIONS

COUNCIL COMMENTS

Councilmember Faw

- Zumbathon recently held for a local food bank. You can still donate to the Harrisburg Crisis Assistance Ministry
- Had the pleasure of attending the STAR and service awards for town employees this afternoon. Heard some wonderful stories and was very nice to see what great employees the Town has. The Town has been here for 50 years and some of our employees have worked here for 25 years. Can't thank them enough for all they do.

Mayor Pro-Tem Glover

- On March 22 attended a legislative breakfast hosted by Mental Health America. Great opportunity to hear from some of the mental health professionals in our community. Need to make sure we are doing all we can do from all areas of government to address funding and activities because there is research that statistically has proven to show that those activities reduce the rates of suicide.
- Echoed what Councilmember Faw said about the employee awards today. Really nice to see these employees, hear the stories, and know the type of people we have as the face of our Town.

4A.

PUBLIC HEARING

H-2024-01-R Farmington PUD Conditional Zoning District. MPV Properties, the managing company for the Farmington commercial village area, is proposing to amend the approved conditional zoning district for the Farmington Planned Unit Development (PUD) for the purpose of establishing a Master Sign Program (MSP) for the commercial area of the development. A master sign plan will enhance a cohesive sense of place throughout the development by requiring high quality sign types, materials, lighting, and branding. Staff and the Planning and Zoning Board recommend approval of the proposed map amendment as presented.

The public hearing was opened.

Speaking:

- Morgan Lucas, representing the applicant, presented information about the project
- Wally Wallace, 3093 Spring Forest – questions about the sign program

The public hearing was then closed.

No action taken at this time. Action will be taken at the May 13 Town Council meeting.

5A.

OLD BUSINESS

None

6A.

NEW BUSINESS

Resolution in support of the Harrisburg Rural Fire Tax Ad-Valorem Tax Rate. Town Manager Rob Donham presented the background information. This resolution is in support of keeping the tax rate at \$0.15 per \$100 valuation. If it were decreased, it would substantially affect our Fire department budget. We have already sent them a letter stating the same, and Fire Chief Dunn will be attending their meeting also.

After some discussion, the following action was taken:

MOTION:

Mayor Pro-Tem Glover made a motion to approve the Resolution in Support of the Harrisburg Rural Fire Tax Ad-Valorem Tax Rate. Second was made by Councilmember Price. **The motion passed 6-0.**

7.

ACTION ITEMS

- Follow up with the concerns from Ms. Valencia tonight about the commercial business on Autumn Drive.

8.

CLOSED SESSION

None

9.

ADJOURNMENT

MOTION:

There being no further business, Councilmember Price made a motion to adjourn the meeting. Second was made by Councilmember Thevenin. **The motion passed 6-0.**

ATTEST:

Jennifer Teague, Mayor

Janet Rackley, Town Clerk



TOWN OF HARRISBURG

Agenda Item Details

Title:

Consideration of FY2024 Budget Ordinance Amendments

Presenting Personnel:

Shelley DeHart, Assistant Planning Director, Bryan Dunn, Fire Chief

Suggested Motion or Action:

Motion to approve the FY2024 Budget Ordinance Amendments for \$175,000 for Planning legal expense and \$10,000 for Fire Insurance proceeds

Description/Background:

1) Planning

The Town has been involved in a few lawsuits during FY2024 related to the Planning and Development function. Aside from general legal costs associated with legal representation at board of adjustment meetings, Planning Board meetings, meeting preparation, and contract review, there are 3 other significant legal proceedings that are impacting the Department's overall budget for the fiscal year. These include the Hudspeth Rd. property, the Epcon Development, and the Venator Special Use Permit.

2) Fire

2017 Smeal Spartan Pumper Truck

The truck was responding to a call on December 22, 2023 on Rocky River Rd. when it received a medical call from the opposite direction. The truck's rear bumper was damaged in the ditch as it turned around. The damage to the rear of the truck cost approximately \$11,000 to repair and is covered by insurance.

Recommendation:

Staff recommends approving the FY2024 Budget Ordinance Amendment in the amount of \$175,000 to provide budgetary coverage for Planning legal costs and \$10,000 in insurance proceeds for the Fire Department.

Fiscal Impact:

1) Planning

The total cost to the Town for these lawsuits and all Planning-related legal costs is projected to reach approximately \$200,000 for the fiscal year ended June 30, 2024. The original budget for a typical fiscal year that doesn't contain any specific lawsuits or extended legal work was set at \$25,000. In order to provide budgetary coverage for both costs incurred to date as well as costs projected throughout May and June, staff requests a budget amendment and the utilization of General Fund contingency funds in the amount of \$175,000.

2) Fire

2017 Smeal Spartan Pumper Truck

The repair cost is approximately \$11,000. The Town's deductible for vehicle claims is \$1,000, resulting in insurance proceeds received in the approximate amount of \$10,000. The total out of pocket cost to the Town for the repair is \$1,000.

\$11,000 - Total Cost to General Fund for repairs

\$10,000 - Insurance Proceeds Received

\$1,000 - General Fund contingency

If approved, the balance of General Fund contingency funds for the remainder of the fiscal year ended June 30, 2024 is as follows:

Balance as of 4.30.2024	\$410,500
Less: Planning Legal Fees	(\$175,000)
Fire Vehicle Repairs	(\$1,000)
Balance as of 5.13.2024	\$234,500

Attachments:

1. Amendment - GF - Legal Expense 05132024
2. Amendment - GF - Fire Insurance Proceeds 05132024



AN ORDINANCE AMENDING THE 2023-2024 BUDGET ORDINANCE OF THE TOWN OF HARRISBURG, NORTH CAROLINA

Be it ordained by the Town Council of the Town of Harrisburg, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2024:

Section 1. Amend the General Fund to account for legal fees associated with development-related lawsuits.

Section 2. To amend the General Fund, the appropriations are to be changed as follows:

Increase line item 100-1400-56320	\$ 175,000
Legal Services	

Decrease line item 100-8750-59500	\$ 175,000
Contingency	

Section 3. Copies of this budget amendment shall be furnished to the Clerk of the Town Council, and to the Budget Officer and the Finance Officer for their direction.

Section 4. That this ordinance shall be effective upon its passage. Adopted this 13th day of May, 2024.

Jennifer Teague, Mayor

ATTEST:

Janet Rackley, Town Clerk



AN ORDINANCE AMENDING THE 2023-2024 BUDGET ORDINANCE OF THE TOWN OF HARRISBURG, NORTH CAROLINA

Be it ordained by the Town Council of the Town of Harrisburg, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2024:

Section 1. Amend the General Fund to account for insurance proceeds received as a result of damage to the 2017 Smeal Spartan Pumper Truck.

Section 2. To amend the General Fund, the appropriations are to be changed as follows:

Increase line item 100-2100-54303 M/R - Vehicles	\$ 11,000
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Decrease line item 100-8750-59500 Contingency	\$ 1,000
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Section 3. To amend the General Fund, the estimated revenues are to be changed as follows:

Increase line item 100-49121 Insurance Proceeds	\$ 10,000
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Section 4. Copies of this budget amendment shall be furnished to the Clerk of the Town Council, and to the Budget Officer and the Finance Officer for their direction.

Section 5. That this ordinance shall be effective upon its passage. Adopted this 13th day of May, 2024.

Jennifer Teague, Mayor

ATTEST:

Janet Rackley, Town Clerk



TOWN OF HARRISBURG

Agenda Item Details

Title:

Consideration of ARPA Grant Project Ordinance Amendment

Presenting Personnel:

Brian Lee, Finance Director

Suggested Motion or Action:

Motion to approve the attached ARPA Grant Project Ordinance amendment in the amount of \$700,000 to fund the Main Street Renovation Project.

Description/Background:

During the March 23, 2024 Council Budget Workshop, unanimous consensus and direction was provided to appropriate the final use of ARPA funds for a Main Street Improvement project that includes sidewalk connections on both sides of the street, lighting improvements for the entire corridor, street modifications in front of Town Hall to calm traffic and provide better pedestrian access, changes to the on-street parking alignment, and add a small park in front of Town hall that will include seating areas, public art pieces, and potentially a fountain.

The project is estimated to be completed before December 31, 2024, the date in which funds related to the ARPA grant must at least be obligated.

The complete use of ARPA funds is as follows:

Completed Projects

- \$644,000 - Employee retention and sign-on bonuses
- \$109,000 - Deputy Office Building
- \$600,000 - July 4th and 50th Anniversary Celebrations

Obligated Projects

- \$3,173,000 - YMCA contribution
- \$285,000 - Harrisburg Park Pond Improvements

Proposed Project

- \$700,000 - Main Street Improvements and Park

Recommendation:

Staff recommends approval of the attached ARPA grant project ordinance in the amount of \$700,000.

Fiscal Impact:

The fiscal impact to the Town is authorization for a project expenditure of up to \$700,000 of available ARPA funding for the Main Street Improvement Project. This is the final allocation of ARPA funding for the Town. The Town received approximately \$5.3M in grant funding and earned an additional \$300,000 investing those funds to provide over \$5.6M in total projects and initiatives for the Town over a three-year period.

Attachments:

1. Amendment - GPO-ARPA - Main St. Improvements 05132024



**AN ORDINANCE AMENDING THE GRANT PROJECT ORDINANCE – ARPA FOR THE
CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS
OF THE TOWN OF HARRISBURG, NORTH CAROLINA**

Be it ordained by the Town Council of the Town of Harrisburg, North Carolina, that the following amendment be made to the grant project ordinance – ARPA:

Section 1. Amend the Grant Project Ordinance - ARPA to account for the Main Street Improvement Project.

Section 2. To amend the project, the appropriations are to be changed as follows:

Increase line item 221-3001-57103 Capital Outlay 2024-2210-002	\$ 700,000
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Decrease line item 221-1000-57100 CSLRF Project	\$ 545,000
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Section 3. To amend the project, the estimated revenues are to be changed as follows:

Increase line item 221-47110 Interest Income	\$ 155,000
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Section 4. Copies of this project ordinance amendment shall be furnished to the Clerk of the Town Council, and to the Budget Officer and the Finance Officer for their direction.

Section 5. That this ordinance shall be effective upon its passage. Adopted this 13th day of May, 2024.

Jennifer Teague, Mayor

ATTEST:

Janet Rackley, Town Clerk



TOWN OF HARRISBURG

Agenda Item Details

Title:

Consideration of Acceptance of the Streets and Utilities in Davis Creek Subdivision

Presenting Personnel:

Mallory Hodgson, Public Works Director

Suggested Motion or Action:

Motion to accept the Streets and Utilities in Davis Creek Subdivision totaling \$1,033,975.

Description/Background:

Davis Creek is a newly constructed subdivision that connects to NC Hwy 49. The Town has inspected and certified the construction of the streets and utilities in the Davis Creek Subdivision to the Town's Standards. The Town seeks to formally accept the streets and utilities in the subdivision into the Town's maintenance network.

The Town must also accept a value for the roads and other infrastructure to properly account for the assets in the Town's financial records. Based on the mileage of these roads and the engineer's estimates provided, the value has been determined to be \$416,328 for streets, sidewalks and curb and gutter, \$347,555 for storm water infrastructure, \$146,960 for water lines and \$123,132 for sewer lines. This is calculated based on current construction costs for streets, storm, and water and sewer infrastructure installation.

Recommendation:

Staff Recommends Acceptance of the Streets and Utilities in Davis Creek Subdivision

Fiscal Impact:

The fiscal impact to the acceptance of the streets and utilities into the Town's maintenance system is the cost of maintenance of the roads and utilities, and the cost of electricity for the street lights. The Town has properly budgeted for the maintenance of these items and will receive additional Powell Bill funding to be used for Town-wide street maintenance and pavement resurfacing. The values accepted herein will be reflected in the FY2024 annual financial statements as contributions of infrastructure from developers.

Attachments:

1. Davis Creek - Combined Engineer's Estimate 4-29-24
2. Davis Creek - Council Resolution for Acceptance

DAVIS CREEK SUBDIVISION
R/W Storm & Pavement Estimate
April 26, 2024



Roadway Concrete & Paving

Item No.	Description	Quantity	Unit	Unit Price	Extended Total
1	24" Curb and Gutter	4,680	LF	\$19.00	\$88,920.00
2	30" Curb and Gutter	385	LF	\$23.65	\$9,105.25
3	4" Sidewalk (Includes Grade and Backfill)	9,456	SF	\$5.50	\$52,008.00
4	Handicap Ramps (5') w/ Domes	13	EA	\$900.00	\$11,700.00
5	Monolithic Islands	2,040	SF	\$11.40	\$23,256.00
6	Asphalt 01.50" 9.5C (Final Lift)	6,435	SY	\$9.70	\$62,419.50
7	Asphalt 06" ABC, 02.5" 9.5B	6,435	SY	\$26.25	\$168,918.75
Total					\$416,327.50

Storm Pipe

8	18" RCP	3,200	LF	\$55.00	\$176,000.00
9	24" CL 3	76	LF	\$65.00	\$4,940.00
10	30" CL 4	405	LF	\$85.00	\$34,425.00
11	36" CL 4	173	LF	\$115.00	\$19,895.00
12	42" CL 3	17	LF	\$135.00	\$2,295.00

Storm Structures

13	Curb Inlets	44	EA	\$2,500.00	\$110,000.00
Total					\$347,555.00

Project Subtotal	\$763,882.50
25% Contingency	\$0.00
Project Total	\$763,882.50



Davis Creek Water & Sewer Estimate
 Prepared from Maintenance Bond Estimate Dated April 2022

Description	Quantity	Unit	Unit Price Estimate	Total
Water				
Tie into Existing	2	EA	\$ 5,600.00	\$ 11,200
Jumper Connection	1	LS	\$ 2,000.00	\$ 2,000
6" C900 PVC	2360	LF	\$ 16.00	\$ 37,760
6" DIP	100	LF	\$ 32.00	\$ 3,200
Misc. Fittings	1	LS	\$ 15,000.00	\$ 15,000
Gate Valves	14	EA	\$ 2,000.00	\$ 28,000
Fire Hydrants	6	EA	\$ 5,500.00	\$ 33,000
Blowoffs	3	EA	\$ 1,600.00	\$ 4,800
Testing	1	LS	\$ 12,000.00	\$ 12,000
	Water Subtotal			\$ 146,960
Sewer				
8" SDR 25 PVC	2114	LF	\$ 28.00	\$ 59,192
8" PR350 DIP	60	LF	\$ 79.00	\$ 4,740
Manholes	16	EA	\$ 3,200.00	\$ 51,200
Testing	1	LS	\$ 8,000.00	\$ 8,000
	Sewer Subtotal			\$ 123,132
Total Water and Sewer Improvements				\$ 270,092

STATE OF NORTH CAROLINA
COUNTY OF CABARRUS

BOOK 91 PAGE 89-90
REQUEST FOR TOWN OF HARRISBURG TO ACCEPT
ASPHALT & UTILITY SYSTEMS
DAVIS CREEK PLACE, CAMBRIDGE DRIVE, COWAN PLACE,
AND CUMBERLAND DRIVE
DAVIS CREEK SUBDIVISION

Whereas, this is to certify that the previous developer and original owner installed asphalt and utility systems in the Davis Creek Subdivision, including Davis Creek Place, a 60' public right of way; and Cambridge Drive, Cowan Place, and Cumberland Drive, each labeled as 50' public right of way, which are recorded in Book 91 Pages 89-90, dated April 6, 2022; and labeled as Davis Creek Place, Cambridge Drive, Cowan Place, and Cumberland Drive; and are located in the Town of Harrisburg,

Whereas, existing right of way is measured 60 feet wide from road center for Davis Creek Place,

Whereas, existing right of way is measured 50 feet wide from road center for Cambridge Drive, Cowan Place, and Cumberland Drive,

Whereas, asphalt, curb, gutter, and sidewalk (\$416,328), storm drainage systems (\$347,555), and water and sewer systems (\$270,092) have been installed on these streets in the Davis Creek Subdivision to the standards and specifications of the Town of Harrisburg Engineering Department,

Whereas, the Town of Harrisburg desires to accept the asphalt and storm drainage system from the developer, to be owned and maintained as part of the Town's public roadway and storm drainage systems.

The Town of Harrisburg seeks to accept the above mentioned asphalt, curb, gutter, sidewalk, storm drainage systems, and water and sewer systems for the Davis Creek Subdivision into the Town's systems, to be owned and maintained as a part of the Town's public roadway and drainage systems.

Adopted this 13th day of May, 2024

Jennifer Teague, Mayor

Attest:

Janet Rackley, Town Clerk



TOWN OF HARRISBURG

Agenda Item Details

Title:

Consideration of Approval of Water Purchase Contract with City of Concord

Presenting Personnel:

Mallory Hodgson, Public Works Director

Suggested Motion or Action:

Motion to execute the contract with the City of Concord for the Fourth Addendum to the Water Purchase Agreement

Description/Background:

Concord and Harrisburg entered into an agreement dated June 30, 2008 for the sale of potable water to Harrisburg. The original agreement was modified in 2016 with the first addendum, in 2018 with the second addendum, and in 2023 with the third addendum. With the fourth addendum, the Town and Concord agree to the same conditions specified in the third addendum, and will extend the contract terms for another year, with the contract expiring on June 30, 2025.

With the agreement, Concord shall continue to make available to Harrisburg and shall supply Harrisburg up to two million (2,000,000) gallons per day (GPD) of potable water (the "Total Amount"). Harrisburg shall pay for at least seven hundred thousand (700,000) GPD (the Minimum Amount"), regardless of the amounts delivered to or used by Harrisburg. On an annual basis, the parties agree to meet and review the Total Amount, the Minimum Amount, and the O&M Rate. The parties agree to no more than 4% increase to the O&M rate annually unless unidentified federal or state recommendations are imposed that will significantly increase the annual budget for which Concord will initiate discussions as soon as possible to discuss mitigation options between parties.

Recommendation:

Staff recommends approval of the attached fourth contract addendum with the City of Concord for the Purchase of Potable Water

Fiscal Impact:

The Fiscal Impact resulting from executing this agreement is consistent with the Town's budget to purchase potable water to serve its residents and customer base. The Town anticipates that Concord will utilize the full 4% rate increase, consistent with what the Town has observed for operation and maintenance of the water distribution systems. The Town has adequately budgeted for the rate increase. Town Staff continues to evaluate other options for potable water acquisition to best manage the Town's growing customer base in a cost effective way.

Attachments:

1. 2024 - 6000 - City of Concord Water Purchase Agreement - Addendum 4
2. 2023 - 6000 - City of Concord Water Purchase Agreement - Addendum 3
3. 2019 - 6000 - City of Concord Water Purchase Agreement - Addendum 2
4. 2016 - 6000 - City of Concord Water Purchase Agreement - Addendum 1

FOURTH CONTRACT ADDENDUM

THIS FOURTH CONTRACT ADDENDUM is made and entered into this the ____ day of _____, 2024, by and between the City of Concord, North Carolina, a North Carolina municipal corporation (hereinafter referred to as the "City" or "Concord"), and Town of Harrisburg, North Carolina, a North Carolina municipal corporation (hereinafter referred to as "Harrisburg").

WHEREAS, the City and Harrisburg entered into an agreement dated June 30, 2008 for the sale of potable water to Harrisburg; and

WHEREAS, the City and Harrisburg entered into a Contract Addendum (hereinafter referred to as "First Addendum") dated July 2016, modifying the terms of the original agreement; and

WHEREAS, the City and Harrisburg entered into a Second Contract Addendum (hereinafter referred to as "Second Addendum") dated August 2018, modifying the terms of the original agreement and First Addendum; and

WHEREAS, the City and Harrisburg entered into a Third Contract Addendum (hereinafter referred to as "Third Addendum") dated May 18, 2023, modifying the terms of the original agreement, First Addendum, and Second Addendum; and

WHEREAS the Third Addendum provided that:

1. The Agreement dated June 30, 2008 between the parties is hereby amended to read as follows:
2. Sec. 1, Quantity: Concord shall make available to Harrisburg and shall supply Harrisburg up to two million (2,000,000) gallons per day (GPD) of potable water (the "Total Amount"). Harrisburg shall pay for at least seven hundred thousand (700,000) GPD (the Minimum Amount"), regardless of the amounts delivered to or used by Harrisburg.
3. Sec. 2, Term: This Agreement shall extend for a period of one (1) year beginning effective when signed and ending at midnight on June 30, 2024. On an annual basis, the parties agree to meet and review the Total Amount, the Minimum Amount, and the O&M Rate.

4. Water quality problems that arise in the normal course of water treatment plant and distribution system operation from temporary complications and emergencies (i.e. elevated trihalomethanes, haloacidic acids, discoloration, etc.) shall be cause for discussion and coordinated efforts by appropriately responsible parties to resolve the issue as quickly as possible.
5. The parties agree to no more than 4% increase to the O&M rate annually unless unidentified federal or state recommendations are imposed that will significantly increase that annual budget for which Concord will initiate discussions as soon as possible to discuss mitigation options between parties.
6. Term 4 from the Second Addendum is removed as Harrisburg no longer requires contracted storage capacity.
7. All other terms and conditions of the Agreement and First and Second Addendum shall remain in full force and effect.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

8. The Third Addendum dated May 18, 2023 between the parties is hereby amended to read as follows:
9. Sec. 2, Term: This Agreement shall extend for a period of one (1) year beginning effective when signed and ending at midnight on June 30, 2025. On an annual basis, the parties agree to meet and review the Total Amount, the Minimum Amount, and the O&M Rate.
10. All other terms and conditions of the Agreement and First, Second and Third Addendum shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Fourth Contract Addendum as of the day and year first above written.

CITY OF CONCORD:

By:

Lloyd Payne, City Manager

Kim Deason, City Clerk

(SEAL)

Approved as to form:

VaLerie Kolczynski, City Attorney

This instrument has been pre-audited in the manner required by the "Local Government Budget and Fiscal Control Act."

Jessica Jones, Finance Director

TOWN OF HARRISBURG

By: _____
Rob Donham, P.E., Town Manager

(SEAL)

ATTEST:

Janet Rackley, Town Clerk

APPROVED AS TO FORM:

Richard Koch, Town Attorney

APPROVAL BY TOWN FINANCE OFFICER

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

THIRD CONTRACT ADDENDUM

THIS THIRD CONTRACT ADDENDUM is made and entered into this the ____ day of _____, 2023, by and between the City of Concord, North Carolina, a North Carolina municipal corporation (hereinafter referred to as the "City" or "Concord"), and Town of Harrisburg, North Carolina, a North Carolina municipal corporation (hereinafter referred to as "Harrisburg").

WHEREAS, the City and Harrisburg entered into an agreement dated June 30, 2008 for the sale of potable water to Harrisburg; and

WHEREAS, the City and Harrisburg entered into a Contract Addendum (hereinafter referred to as "First Addendum") dated July 2016, modifying the terms of the original agreement; and

WHEREAS, the City and Harrisburg entered into a Second Contract Addendum (hereinafter referred to as "Second Addendum") dated August 2018, modifying the terms of the original agreement and First Addendum; and

WHEREAS the Second Addendum provided that:

Sec. 1, Quantity: Concord shall make available to Harrisburg and shall supply Harrisburg up to one million six hundred thousand (1,600,000) gallons per day (GPD) of potable water (the "Total Amount"). Harrisburg shall pay for at least seven hundred thousand (700,000) GPD (the Minimum Amount"), regardless of the amounts delivered to or used by Harrisburg. Upon mutual agreement, Concord shall increase availability up to 3,000,000 gallons per day (GPD) and Harrisburg shall pay for at least one million (1,000,000) GPD regardless of the amounts delivered or used by Harrisburg.

Sec. 2, Term: This Agreement shall extend for a period of five (5) years beginning effective August, 2018 and ending at midnight on July 31, 2023. On an annual basis, the parties agree to meet and review the Total Amount, the Minimum Amount, the Monthly Reserved Capacity Charge and the O&M Rate.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

1. The Agreement dated June 30, 2008 between the parties is hereby amended to read as follows:

2. Sec. 1, Quantity: Concord shall make available to Harrisburg and shall supply Harrisburg up to two million (2,000,000) gallons per day (GPD) of potable water (the "Total Amount"). Harrisburg shall pay for at least seven hundred thousand (700,000) GPD (the Minimum Amount"), regardless of the amounts delivered to or used by Harrisburg.
3. Sec. 2, Term: This Agreement shall extend for a period of one (1) year beginning effective when signed and ending at midnight on June 30, 2024. On an annual basis, the parties agree to meet and review the Total Amount, the Minimum Amount, and the O&M Rate.
4. Water quality problems that arise in the normal course of water treatment plant and distribution system operation from temporary complications and emergencies (i.e. elevated trihalomethanes, haloacidic acids, discoloration, etc.) shall be cause for discussion and coordinated efforts by appropriately responsible parties to resolve the issue as quickly as possible.
5. The parties agree to no more than 4% increase to the O&M rate annually unless unidentified federal or state recommendations are imposed that will significantly increase that annual budget for which Concord will initiate discussions as soon as possible to discuss mitigation options between parties.
6. Term 4 from the Second Addendum is removed as Harrisburg no longer requires contracted storage capacity.
7. All other terms and conditions of the Agreement and First and Second Addendum shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Third Contract Addendum as of the day and year first above written.

CITY OF CONCORD:

By:

Lloyd Payne, City Manager

Kim Deason, City Clerk

(SEAL)

Approved as to form:

VaLerie Kolczynski, City Attorney

This instrument has been pre-audited in the manner required by the "Local Government Budget and Fiscal Control Act."

Jessica Jones, Finance Director

TOWN OF HARRISBURG

By: _____ (SEAL)

ATTEST:

Town Clerk

APPROVED AS TO FORM:

Town Attorney

APPROVAL BY TOWN FINANCE OFFICER

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

SECOND CONTRACT ADDENDUM

THIS SECOND CONTRACT ADDENDUM is made and entered into this the 29 day of August 2018, by and between the City of Concord, North Carolina, a North Carolina municipal corporation (hereinafter referred to as the "City" or "Concord"), and Town of Harrisburg, North Carolina, a North Carolina municipal corporation (hereinafter referred to as "Harrisburg").

WHEREAS, the City and Harrisburg entered into an agreement dated June 30, 2008 for the sale of potable water to Harrisburg; and

WHEREAS, the City and Harrisburg entered into a Contract Addendum (hereinafter referred to as "First Addendum") dated July 2016, modifying the terms of the original agreement; and

WHEREAS the First Addendum provided that:

Sec. 1, Quality: Concord shall make available to Harrisburg and shall supply Harrisburg up to one million 600,000 (1,600,000) gallons per day (GPD) of potable water (the "Total Amount"). Harrisburg shall pay for at least seven hundred thousand (700,000) GPD (the Minimum Amount"), regardless of the amounts delivered to or used by Harrisburg. Upon mutual agreement, Concord shall increase availability to 2,000,000 gallons per day (GPD) and Harrisburg shall pay for at least one million (1,000,000) GPD regardless of the amounts delivered or used by Harrisburg.

Sec. 2, Term: This Agreement shall remain in effect until midnight on June 30, 2018, unless extended by both parties. On an annual basis, the parties agree to meet and review the Total Amount, the Minimum Amount, the Monthly Reserved Capacity Charge and the O&M Rate.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

1. The Agreement dated June 30, 2008 between the parties is hereby amended to read as follows:
2. Sec. 1, Quantity: Concord shall make available to Harrisburg and shall supply Harrisburg up to one million six hundred thousand (1,600,000) gallons per day (GPD) of potable water (the "Total Amount"). Harrisburg shall pay for at least seven hundred thousand (700,000) GPD (the Minimum Amount"), regardless of the amounts

delivered to or used by Harrisburg. Upon mutual agreement, Concord shall increase availability up to 3,000,000 gallons per day (GPD) and Harrisburg shall pay for at least one million (1,000,000) GPD regardless of the amounts delivered or used by Harrisburg.

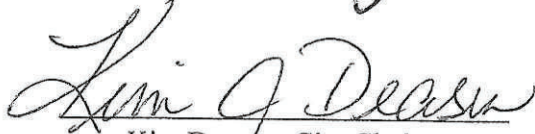
3. Sec. 2, Term: This Agreement shall extend for a period of five (5) years beginning effective August, 2018 and ending at midnight on July 31, 2023. On an annual basis, the parties agree to meet and review the Total Amount, the Minimum Amount, the Monthly Reserved Capacity Charge and the O&M Rate.
4. Concord desires to work with Harrisburg to provide elevated storage capacity from Concord's 850 hydraulic zone to facilitate Harrisburg requirement to meet Public Water Supply elevated storage requirements. Therefore using demand projection information provided by Harrisburg of a total average day demand of 3.24 and the current usage of 40% of this demand from Concord's 850 zone, the resultant requirement for elevated storage is 600,000 gallons. Concord is able to commit to this allocation for the duration of the contract. Concord has no expectation of additional elevated storage to support this demand area and must limit its commitment based upon current information supplied by Harrisburg. Both parties agree to recalculate the Capital Charge Amount based on the elevated storage allocation once Harrisburg constructs its second elevated storage tank and may no longer need this allocation.
5. Water quality problems that arise in the normal course of water treatment plant and distribution system operation from temporary complications and emergencies (i.e. elevated trihalomethanes, haloacidic acids, discoloration, etc.) shall be cause for discussion and coordinated efforts by appropriately responsible parties to resolve the issue as quickly as possible.
6. The parties agree to no more than 4% increase to the O&M rate annually unless unidentified federal or state recommendations are imposed that will significantly increase that annual budget for which Concord will initiate discussions as soon as possible to discuss mitigation options between parties.
7. All other terms and conditions of the Agreement and First Addendum shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Second Contract Addendum as of the day and year first above written.

CITY OF CONCORD:

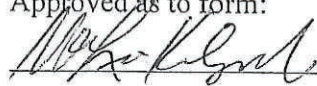
By:


Lloyd Payne, City Manager

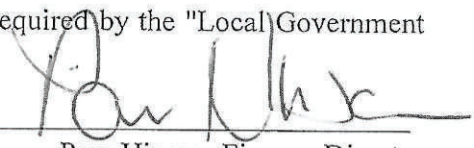

Kim Deason, City Clerk



Approved as to form:


VaLerie Kolczynski, City Attorney

This instrument has been pre-audited in the manner required by the "Local Government Budget and Fiscal Control Act."


Pam Hinson, Finance Director

TOWN OF HARRISBURG

By: Hayes M. Bigman



ATTEST:

Janet Backley
Town Clerk

APPROVED AS TO FORM:

Richard M. Koch
Town Attorney

APPROVAL BY TOWN FINANCE OFFICER

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

J. Lee Connor Jr.
J. LEE CONNOR JR.
ASSISTANT TOWN MANAGER / FINANCE DIRECTOR

CONTRACT ADDENDUM

THIS CONTRACT ADDENDUM is made and entered into this the ____ day of July, 2016, by and between the City of Concord, North Carolina, a North Carolina municipal corporation (hereinafter referred to as the "City"), and TOWN OF HARRISBURG, North Carolina ("Harrisburg"), both of which are North Carolina municipal corporations.

WHEREAS, the City and Harrisburg entered into an agreement dated June 30, 2008 for the sale of potable water to Harrisburg; and

WHEREAS the agreement provided that:

Sec. 1. Quantity Concord shall make available to Harrisburg and shall supply Harrisburg up to one million (1,000,000) gallons per day (GPD) of potable water (the "Total Amount".) Harrisburg shall pay for at least five hundred twenty five thousand (525,000) GPD (the "Minimum Amount"), regardless of the amounts delivered to or used by Harrisburg.

Sec. 2. Term: This Agreement shall extend for a period of ten (10) years beginning effective July 1, 2008 and ending at midnight on June 30, 2018. On an annual basis, the parties agree to meet and review the Total Amount, the Minimum Amount, the Monthly Reserved Capacity Charge and the O&M Rate.

Sec. 8. Water Conservation Measures and Drought Emergency Plans: Harrisburg agrees to adopt and comply with all Concord conservation and water meter management measures (including but not limited to ordinances, policies, declarations or emergency, inter-basin transfer permit conditions, etc.)

Sec. 12. Notices: All notices and other communications required or permitted by this Agreement shall be in writing and shall be given either by personal delivery, fax, or certified United States mail, return receipt requested, addressed as follows:

To the City	with copy to:	to Harrisburg:	with copy to:
City Manager	Albert Benshoff, Esq	Town Administrator	Richard M. Koch, Esq
City of Concord	City Attorney	PO Box 100	3220-201
PO Box 308	PO Box 308	Harrisburg, NC 28075	Charlotte, NC 28269
Fax:	Fax:	Fax: 704-455-1206	Fax: 704-503-5707

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

1. The Agreement dated June 30, 2008 between the parties is hereby amended to read as follows:

WHEREAS, Sec. 1, Quantity: Concord shall make available to Harrisburg and shall supply Harrisburg up to one ~~million 600,000 (1,600,000)~~ gallons per day (GPD) of potable water (the "Total Amount"). Harrisburg shall pay for at least ~~seven hundred thousand (700,000)~~ GPD (the Minimum Amount"), regardless of the amounts delivered to or used by Harrisburg. Upon mutual agreement, Concord shall increase availability to 2,000,000 gallons per day (GPD) and Harrisburg shall pay for at least one million (1,000,000) GPD regardless of the amounts delivered or used by Harrisburg.

WHEREAS, Sec. 2, Term: This Agreement shall remain in effect until midnight on June 30, 2018, unless extended by both parties. On an annual basis, the parties agree to meet and review the Total Amount, the Minimum Amount, the Monthly Reserved Capacity Charge and the O&M Rate.

WHEREAS, Sec. 8, Water Conservation Measures and Drought Emergency Plans: Harrisburg agrees to adopt and comply with at a minimum all Concord conservation and water meter management measures (including but not limited to ordinances, policies, declarations or emergency, inter-basin transfer permit conditions, etc.). More stringent measures may be taken by Harrisburg.

WHEREAS, Sec. 12, Notices: All notices and other communications required or permitted by this Agreement shall be in writing and shall be given either by personal delivery, fax, or certified United States mail, return receipt requested, addressed as follows:

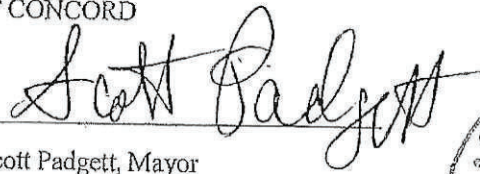
To the City:	with copy to:	to Harrisburg:	with copy to:
City Manager	<u>VaLerie Kolczynski</u>	<u>Town Manager</u>	Richard M. Koch, Esq.
City of Concord	City Attorney	PO Box 100	3220-201
PO Box 308	PO Box 308	Harrisburg, NC 28075	Charlotte, NC 28269
Concord, NC 28026	Concord, NC 28026		
Fax:	Fax:	Fax: 704-455-1206	Fax: 704-503-5707

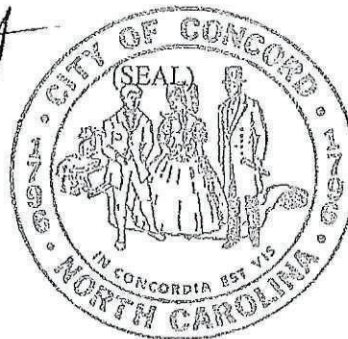
- 2 All other terms and conditions of the Agreement dated June 30, 2008 shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Contract Addendum as of the day and year first above written.

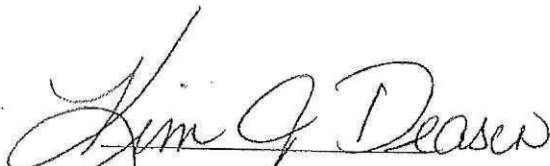
CITY OF CONCORD

By:

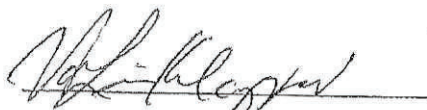

Scott Padgett, Mayor



Attest:


Kim Deason, City Clerk

APPROVED AS TO FORM


VaLeric Kolczynski, City Attorney

APPROVAL BY CITY FINANCE OFFICER

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

A handwritten signature in black ink, appearing to read "D. [unclear]", is written over a horizontal line.

Signature

TOWN OF HARRISBURG

By: *H. J. Scarsin*
Mayor

(SEAL)

Attest:

Just Rackley
Town Clerk



APPROVED AS TO FORM

Richard [illegible]
Town Attorney

APPROVAL BY TOWN FINANCE OFFICER

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

[Signature]
Signature



TOWN OF HARRISBURG

Agenda Item Details

Title:

Set a Public Hearing for Consideration of FY2025 Proposed Budget Ordinance, Fee Schedule, Capital Improvement Plan, and Tax Rate for June 10, 2024.

Presenting Personnel:

Robert Donham, Town Manager

Suggested Motion or Action:

Motion to set a public hearing for June 10, 2024 to consider the FY2025 Proposed Budget Ordinance, fee schedule, Capital Improvement Plan, and tax rate.

Description/Background:

Town staff will present the proposed FY2025 budget ordinance, fee schedule, capital improvement plan and tax rate for Town Council consideration.

Recommendation:

Staff recommends setting the public hearing as described above.

Fiscal Impact:

None

Attachments:

None



TOWN OF HARRISBURG

Agenda Item Details

Title:

Set a Public Hearing for June 10, 2024, to consider an Ordinance to approve the Annexation Agreement between the Town of Harrisburg and the Town of Midland.

Presenting Personnel:

Janet Rackley, Town Clerk

Suggested Motion or Action:

Motion to set a public hearing for June 10, 2024, to consider an ordinance to approve the annexation agreement between the Town of Harrisburg and the Town of Midland.

Description/Background:

The Town Council approved an amendment/extension of the annexation agreement between the Town of Harrisburg and the Town of Midland back in September 2023. It has come to our attention that this agreement must be accompanied by an ordinance approving the agreement as well. We will need to hold a public hearing to adopt the ordinance.

Recommendation:

Staff recommends setting a public hearing to consider adoption of the ordinance approving the annexation agreement between the Town of Harrisburg and the Town of Midland.

Fiscal Impact:

None

Attachments:

1. Harrisburg Midland Agreement

**AMENDMENT TO AND EXTENSION OF ANNEXATION
AGREEMENT BETWEEN HARRISBURG AND MIDLAND**

This **AMENDMENT TO AND EXTENSION OF ANNEXATION AGREEMENT BETWEEN HARRISBURG AND MIDLAND** (this “Extension”) is hereby made and entered into as of the date of execution by the latter of the two parties, by and between the **TOWN OF HARRISBURG** (“Harrisburg”) and the **TOWN OF MIDLAND** (“Midland”).

WHEREAS, Harrisburg and Midland previously entered into that certain Annexation Agreement (“Agreement”) having an execution date of July 12, 2004, pertaining to future annexation between the two North Carolina municipal corporations in order to enhance orderly planning by them and the residents and property owners in the areas adjacent to the municipalities.

WHEREAS, Chapter 168A, Article 4A, Part 6 of the North Carolina General Statutes authorizes annexation agreements and extensions of this type.

WHEREAS, Harrisburg and Midland mutually desire to amend and extend the Agreement.

NOW, THEREFORE, in consideration of the following mutual covenants and agreements herein set forth and other good and valuable consideration, the receipt, and sufficiency of which are hereby acknowledged, the parties hereby execute this Extension to the Agreement and modify and amend the Agreement upon the following terms and conditions:

1. **Extension of the Agreement.** The parties agree to extend the Agreement from July 12, 2024 to July 12, 2034. The parties also agree to approve this Extension by ordinance after public hearing as required by N. C. Gen. Stat. § 160A-31(c).
2. **Agreement Map.** The parties agree that the map attached to this Extension shall replace the Harrisburg/Midland Agreement Map attached to the Agreement.
3. **General.** Any defined term not otherwise defined or modified herein shall have the meaning provided in the Agreement. Except as amended by this Extension, the Agreement continues in full force and effect, and Harrisburg and Midland hereby ratify and confirm the Agreement, as amended hereby. The parties agree that this Amendment may be executed and delivered by electronic signature and transmission.

IN WITNESS, Harrisburg and Midland have caused this Amendment to be duly executed as of the day, month and year first above written.

(Signatures on the next page)

TOWN OF HARRISBURG

By: _____
Jennifer Teague
Mayor

ATTEST:

Janet Rackley
Town Clerk

TOWN OF MIDLAND

By: _____
John Crump
Mayor

ATTEST:

Town Clerk

(CORPORATE SEAL)



TOWN OF HARRISBURG

Agenda Item Details

Title:

H-2024-01-R Farmington PUD Conditional Zoning District

Presenting Personnel:

Shelley DeHart, Assistant Planning Director

Suggested Motion or Action:

No vote for this item until June 10, 2024.

Description/Background:

Since the public hearing in April, staff has been working with applicant to update some of the building materials in the signs that were discussed at the last meeting. As of the date of this meeting, staff was continuing to work with applicant to resolve the issues. Thus, updated renderings and decision by Town Council will be at the June 10, 2024 Town Council meeting.

MPV Properties, the managing company for the Farmington commercial village area, is proposing to amend the approved conditional zoning district for the Farmington Planned Unit Development (PUD) for the purpose of establishing a Master Sign Program (MSP) for the commercial area of the development. A master sign plan will enhance a cohesive sense of place throughout the development by requiring high quality sign types, materials, lighting, and branding.

The public hearing for this case was held at the April 8, 2024, Town Council meeting. During deliberations, a question arose related to the sign design, the base of the monument signs, that required additional evaluation.

Recommendation:

None at this time.

Fiscal Impact:

N/A

Attachments:

1. Attachment D_H-2024-01-PUD-Farmington_TC Report



Planning and Zoning Department

**Staff Report – Town Council
Rezoning H-2024-01-(R)**

DATE: March 28, 2024

SUBJECT: H-2024-01-R-Farmington PUD Amendment

Request to amend the Planned Unit Development (PUD) zoning district for the purpose of adopting a Master Sign Program for the mixed-use development.

APPLICANT: Rocky River Road Associates, LLC
Represented by Morgan Lucas of MVP

Staff Report Prepared by: Shelley DeHart, Assistant Planning Director

Neighborhood Meeting: N/A

BACKGROUND:

The Farmington development is a 185-acre master planned unit development (PUD) situated partly in the Town of Harrisburg and the City of Charlotte, located just east of the 485 loop at Rocky River Road. The master plan consists of a planned commercial village and a mix of residential housing types representing approximately 600 homes and 275,000 SF of commercial space. This project has been the subject of many zoning actions by both the City of Charlotte and Town of Harrisburg.

The applicant is requesting to amend the PUD zoning district establishing a master sign program (MSP) for the Farmington Village portion of the development through this conditional zoning action (Attachment A). The intent of a master sign plan is to provide a sign program that will enhance a cohesive sense of place throughout a master planned community or development. These types of plans are typical and required in most communities to ensure the vision for the community is realized. The applicant is also requesting flexibility within the proposed master sign program to achieve their vision for the development as it relates to ground signs while operating within the spirit of the Town's sign regulations.

The Planning & Zoning Board heard this request at its March 19, 2024, public meeting. After receiving the report, public comment, and deliberations, the board unanimously recommends approval of the zoning petition amending the Farmington PUD to add the Master Sign Program.

ANALYSIS:

The subject development site was originally approved as area "C" in the Brookdale PUD-Conditional Use District in 2002 and has been the subject of various zoning amendments. Amendments of the PUD include increasing the size of area "C," change in allowable uses and underlying zoning district, changes in building types, and changes to use area labels.

The Unified Development Ordinance (UDO), states existing PUD zoned properties shall follow the PUD regulations associated with its approval.

The UDO in place at the time of conditional zoning approval divides PUD sign regulations into tables associated with residential districts and commercial districts. Review of the PUD sign table below outlines the permissible ground mounted signs for the commercial PUD.

Table 12.1-6 Standards for Permanent Signage in C-1 and PUD Zoning District

Sign Type	Number Allowed	Max. Sign Area	Max. Height	Sign Location
Ground Signs*				
Individual Business	1 per frontage per section 12.5.4.1	32 square feet	8 ft.	Outside of street right-of-way and site triangle
Combined Development	1 per frontage per section 12.5.4.1	32 square feet plus 8 sf per additional tenant upto a maximum of 64 sf	8 ft.	Outside of street right-of-way and site triangle
Subdivision Entrance Sign	1 per entrance road	32 square feet	8feet	Outside of street right-of-way and site triangle

It must be noted that the original approved PUD did limit the uses to C-1 under the PUD, however, the mix of zoning classifications within the subject commercial area (Area 1 on attachment B) were modified over time through zoning amendments and signs were not addressed. The zoning classifications are within this PUD:

- C-2 General Commercial
- B-1 Neighborhood Commercial
- O-I Office/Institutional

Based on the history of amendments, staff believes it is appropriate to adopt a master sign program establishing sign performance standards for the commercial area under the conditional zoning process incorporating the plan within the PUD. The sign information used for the analysis is a mix of the table provided above (C-1 & PUD) and the C-2 (General Commercial) table below.

Table 12.1-1 Standards for Permanent Signage in C-2 Zoning District

Sign Type	Number Allowed	Max. Sign Area	Max. Height	Sign Location
Ground Signs*				
Individual Business	1 per frontage per section 12.5.4.1	50 square feet	8ft.	Outside of street right-of-way and site triangle
Combined Development	1 per frontage per section 12.5.4.1	50 square feet plus 10 sf per additional tenant upto a maximum of 100 sf	10 ft.	Outside of street right-of-way and site triangle
Subdivision Entrance Sign	1 per entrance road	32 square feet	8feet	Outside of street right-of-way and site triangle



Master Sign Program- See Attachment C

1. A large, combined development sign (Pg 6) at the main entrance of Farmington Ridge and Rocky River Road (west corner). The applicant is requesting a 100 sq. ft. allocation.
 - a. A 96 sq. ft sign area is proposed (exceeds the 64 sq. ft. maximum for PUD but within range of a standard C-2 General Commercial zoning District).
 - b. Six (6) feet in height (under the maximum allowed – 8 to 10 feet).
 - c. Halo lit Logo with Routed white acrylic logo backing internally illuminated (Enhanced illumination sign).
 - d. Sign is proposed to be placed within a **sign easement** on an outparcel.

The applicant is proposing to off-set the larger combined development sign square footage by **reducing the number** of overall ground mounted signs adjacent to Farmington Ridge Parkway.

The applicant has also agreed **to prohibit digital electronic message board type** of signage on this sign and throughout the development **except** the Harris Teeter Fueling Station.

2. A subdivision entrance sign (Pg 5) located on the east corner of the main entrance at Farmington Ridge and Rocky River Road. The applicant is requesting flexibility with:
 - a. The PUD subdivision sign is proposed at 100 sq. ft. in the sign area (96 sq. ft. per plan) to match the size and bulk of the combined development sign. This **exceeds** the maximum permitted sign area for subdivision monument signs (32 sq. ft. in area).
 - b. The sign is proposed to be six-feet in height (below the maximum height of 8-ft).
 - c. Halo lit lighting (enhanced illumination sign).

The applicant is proposing to off-set the larger combined development sign square footage by **reducing the number** of overall ground mounted signs adjacent to Farmington Ridge Parkway.

3. Two Village Center branding signs (Pg 7) to be located at the roundabout. They are proposed to be:
 - a. 40 sq. feet in size (exceeds the 32 sq. ft. maximum).
 - b. Four (4) feet in height (under maximum allowed)
 - c. Located within the public right-of-way (signs required to be on private property)
 - d. Halo lit sign (enhanced illumination sign).

These signs identify not only the subdivision but the village center of the master planned unit development and serve more as a “place making” branding sign than a subdivision sign. These signs are not unusual for large master planned communities. Staff is of the opinion that these proposed signs are reasonable and will enhance the aesthetics of the roundabout. Again, they are proposing to reduce the number of monument signs on Farmington Parkway in exchange for flexibility with other signs.

4. Two additional combined development signs (Pg 8) to be located at the roundabout. They are proposed to be:
 - a. Approximately 60 sq. ft. in size (under 64 sq. ft. maximum in PUD/C-2 zoning).
 - b. Five (5) feet in height (under the 8-foot maximum).
 - c. Located within the public right-of-way (signs required to be on private property).
 - d. Halo lit/ LED routed letters & border (Enhanced illumination sign).

These signs are proposed to balance the signs at the roundabout provide interest to commercial designations within the development. An encroachment permit would be required to locate signs within the right-of-way.

5. Individual ground mounted signs (Pg 9) for individual use outparcels located south of the intersection of Farmington Ridge and Dutch Creek Drive (first main intersection).
 - a. Thirty-two sq. ft. in sign area (in compliance).
 - b. Seven feet in height (in compliance).
 - c. Routed and LED lit (In compliance).
 - d. Located on private property.
6. Directory – Wayfinding Signs (Pg 11): The town’s sign regulations do not address these types of signs for master planned communities (PUDs, Medical, or Educational Campus). The applicant is proposing:
 - a. Five wayfinding signs
 - b. Located within the landscaped area between the multi-use path and the curb within the Town maintained right-of-way.
 - c. Five and a half (5 ½) feet in height
 - d. Just under 20 sq. feet in sign area.
 - e. Non-illuminated.

These signs are proposed to be located at strategic locations to help guide the public to their destination listing tenants and directional arrows. Based on their proposed location an encroachment permit would be required for all signs proposed within a right-of-way. The applicant is proposing wayfinding sign in-lieu of individual ground signs on Farmington Ridge Parkway.

7. Wall, Projecting, Canop, and Suspended Signs are proposed to follow Harrisburg sign regulations and will be governed by style, materials, and illumination by the master plan and landlord approval.

Master Sign Program Signage Limitation Proposal

In exchange in flexibility associated with this proposal, the master sign program will include the following limitations:

1. Eliminate Individual Occupant signs north of Dutch Creek Drive & Farmington Ridge Parkway intersection. See illustration on page 4 of the master sign plan.
2. Prohibit electronic message board (EMBs/any digital electronic signage within the development, with the exception to the Harris Teeter Fuel Station site.



We asked the development team to provide an exhibit that would compare the proposed sign limitations with the proposed ground mounted signs requesting flexibility (Attachment D). Using the most conservative regulations (C-1/PUD), the comparison results reflect:

- The total proposed sign area allocation is less than what could be approved by right.
- The number of ground mounted signs proposed is one less than what would be permitted by right.

SPECIFIC REVIEW CRITERIA: Pursuant to the UDO, a conditional zoning petition shall meet the requirements of Section 145.03.03 (E) and the common decision criteria in Section 145.01.07. This petition meets the common decision criteria found in the UDO as follows:

1. The proposed zoning amendment substantially conforms to the prior approvals for the Farmington Planned Unit Development as well as promotes the purpose of the Unified Development Ordinance.
2. The proposed zoning amendment adding a Master Sign Program, as conditioned, will not be detrimental to or endanger the public health, safety, or welfare, and does not affect public or private facility needs.
3. This amendment is following the public hearing process as provided within the UDO.
4. The amendment demonstrates compatibility with the character of the Planned Unit Development known as Farmington and enhances the visual aesthetics by reducing the potential of sign clutter and establishing high quality sign standards within the community.

Criteria in Section 145.03.03 (E):

1. *Use and Location.* The proposed CZ District uses appropriateness for its proposed location and consistency with the purposes, goals, objectives, and policies of the HALUP.

This amendment to add a master sign program to an existing Planned Unit Development does not affect existing approved uses at this location and further enhances the goal of promoting high-quality development as found in LU-6 of the HALUP.

2. *Eligible Uses.* The use(s) requested are among those listed as eligible permitted use, permitted use with limitations, or special use in the general use district as included in the CZ Zoning Map Amendment request.

There is no proposal to amend permissible uses within this conditional zoning district.

3. *Nuisance Mitigation.* The design of the proposed CZ District use's minimization of adverse effects, including visual impact of the proposed use on adjacent lands; and avoidance of significant adverse impacts on surrounding lands regarding trash, traffic, service delivery, parking and loading, odors, noise, glare and vibration and not create a nuisance.

The amendment does not propose a change in the design of the approved planned use development. This amendment does propose standardizing signs within the development creating a high-quality sign program with a focus on reducing sign clutter.

4. *Reasonableness.* The use limitations and conditions as proposed and/or imposed for the requested district can reasonably be implemented and enforced for the subject property. *The proposed sign program can be implemented and enforced through the Town's sign permitting process and encroachment permit process.*

5. *Improvement from General Zoning District.* When implemented the proposed and/or imposed use limitations and conditions will mitigate specific land development issues that would likely result if the subject property were zoned to accommodate all the uses and the minimum standards of the corresponding general zoning district;

The conditional zoning district is subject to all other conditions of approval established by the Town in addition to conditions placed on the subject amendment related to the proposed master sign program.

6. *Greater Standards.* If any standards are proposed that are different from the underlying zoning district, the applicant must clearly demonstrate that the overall resultant project is greater than that which is typically allowed by the general district.

The applicant has demonstrated that although the Master Sign Program requests some flexibility, the overall allocated sign area and number of ground mounted signs is slightly less than permitted by right in the underlying zone. Further demonstrated are the higher quality performance standards such as design, material, and illumination that what is permitted by right.

7. *Applicant's Agreement.* The applicant has agreed to accept the use limitations and conditions as proposed and/or imposed for the requested district.

The applicant has agreed to abide by the existing and proposed conditions of approval associated with this CZ-PUD for Farmington.

8. *Town Statement.* For approval, the Town Council shall adopt a consistency statement that the amendment being considered is either consistent or inconsistent with the HALUP and that the Town Council considers the action to be reasonable and in the public interest.

The proposed zoning amendment is to add a Master Sign Program to an approved Planned Unit Development known as Farmington. This amendment is consistent with the following Goals of the HALUP:

LU-6 This amendment focuses on a higher level of development improving the overall appearance of quality designed signs within a high-profile development utilizing flexibility in the program to enhance placemaking.

ED-3 This amendment supports high-quality retail development in a mixed-use walkable location by establishing a sign program that meets the needs of businesses while reducing the potential for sign clutter.



STAFF AND PLANNING AND ZONING BOARD RECOMMENDATION:

Having heard this request in a public meeting March 19, 2024, staff and the board recommends the proposed conditional zoning petition H-2024-01-R be approved with the following conditions:

1. The applicant shall comply with all conditions of approval established in the previously approved conditional zoning petition for the Farmington Planned Unit Development.
2. Signs proposed within the right-of-way shall require approval of an encroachment permit from the Town. Sign locations are subject to adjustments based on field locations of utilities and sight requirements.
3. Signage at Rocky River Road intersections shall comply with NCDOT sight-triangles.
4. Permitting and compliance is required with all local, state, or federal agencies.

TOWN COUNCIL ACTION

Conduct the public hearing receiving the report, public comment, and deliberations, and

- Motion to Approve, approve with modifications, or disapprove the zoning amendment; and
- Make the required finding for reasonableness and consistency with the HALUP.

Attachment A – Letter of Intent and Application
Attachment B – 2017 CZ Farmington Master Plan
Attachment C – Farmington Master Sign Program
Attachment D – Sign Comparison Exhibit
Attachment E – Draft Ordinance



March 4th, 2024

Shelley DeHart
Assistant Planning Director
4100 Main Street
Harrisburg, NC 28075
Via Email: sdehart@harrisburgnc.org

Re: Farming Master Sign Program and PUD Amendment

Dear Shelley:

Thank you for meeting with the MPV team and me (“Owner”) last week regarding Farmington and specifically signage allowances currently permitted by the Town of Harrisburg UDO and the approved PUD. As we discussed in the meeting, the Farmington development is unique in Harrisburg given its size, configuration, and mixed-use components. The Town of Harrisburg signage ordinance has limitations that make Tenant identification and wayfinding problematic for a project of Farmington’s scale. The Owner seeks to amend its PUD to allow for some minor variations in the size and location of certain sign types permitted by the ordinance. Such amendments to the PUD will include a commitment by the Owner to implement a Master Sign Program for Farmington, which Owner describes as follows:

Master Sign Program Proposal

The Farmington Master Sign Program (Program) attached herein will enhance a cohesive sense of place across Farmington (“Development”). The intent of the Program is to maintain visual consistency among all signs, and it aims to complement the overall architectural design of the Development. By adhering to established guidelines for signage materials, framework, illumination, and background, the Program will not only enhance Farmington's visual environment but also reduce confusion and contribute to a distinct sense of place. The Owner (Declarant) will amend the recorded master Declaration for Farmington to include a reference to the Program, which will govern the installation of signs within the Development going forward. Additionally, the Program will comply with the Town of Harrisburg and City of Charlotte respective zoning and signage ordinances.

PUD Amendment Request 1 - Combined Development Sign Location and Sizing Flexibility

The requested amendments to the PUD address “*Combined Development Signage*” and “*Subdivision Entry Signage*” dimensions and locations within the Development. Like most developments of this type, the commercial sections of Farmington include distinct property lines separating outparcels and other major components. Most large, mixed-used developments and commercial projects have multi-tenant signs

(“*Combined Development Sign*” as defined in Farmington UDO) at major road frontages and main entrances to provide vehicular and pedestrian traffic with information about a development, its tenants and amenities. Waverly and Birkdale Village are two such examples in the region. The Town of Harrisburg UDO does not technically permit the installation of *Combined Development Signs* on outparcels of mixed-use developments, which often separate the interior mass of commercial development from the main road frontages (ie. Rocky River Road and Farmington Ridge Parkway). **Specifically, the Owner seeks to amend the PUD to permit “*Combined Development Signs*” within recorded sign easements on road frontages that feature tenant/owners residing on different legal lots within the unified Development.**

Additionally, under the prevailing PUD ordinance, *Combined Development Signs* are limited to a maximum sign area of 64 square feet. Again, this square footage is very small and limiting when one considers the following:

- Size and Scale of the Farmington Development
- Number of Tenants and Components that will comprise Farmington
- Visibility on a major Road frontage like Rocky River Road
- Creating a sense of arrival at a significant mixed-use development

As part of the PUD Amendment request, the Owner requests to increase the size of this sign at the intersection of Rocky River Road and Farmington Ridge Parkway (entrance to Farmington) to 100 square feet. The C-2 zoning district allows for this square footage of signage on a *Combined Development Sign*. While Farmington is zoned as a PUD, the commercial section of Farmington is designated as C-2, so this signage allowance seems appropriate.

PUD Amendment Request 2 - Subdivision Entry Sign Location and Sizing Flexibility

Given Farmington’s Scale and mixed-use components, the Owner desires to establish a Farmington brand that will facilitate a cohesive and unique sense of place for residents, tenants, visitors, and passersby. Per the UDO, the Development is only permitted to install one (1) “*Subdivision Entry Sign*” sign totaling 32 square feet. **Owner seeks to install a 96 square foot subdivision entry sign at the Rocky River Road main entrance mirroring the *Combined Development Sign*, of the same size, across the street (refer to Master Sign Program proposal for location and placement of these signs).** Owner believes that a sign of this size is more appropriate, and a better aesthetic given the size of the Development, width of intersection, and setback from right-of-way.

Additionally, Owner seeks permission to install two (2) 40 square foot *Subdivision Entry Signs* at the roundabout (RAB) internal to the project. Again, the UDO only permits one sign per entrance road at 32 square feet each. The unique geometric nature of the RAB presents distinct challenges and opportunities for visibility and wayfinding. Placing two symmetrical architectural signage features at this location ensures maximum visibility from all directions, thus enhancing overall development branding and cohesiveness. These signs are low profile, symmetrical, and provide an interesting and quality aesthetic at the RAB located in the center of the Development (refer to Master Sign Program proposal for location and placement of these signs).

Master Sign Program Signage Limitation Proposal

To reduce clutter and signage, the Program proposes to eliminate the following:

1. *“Individual Occupant Signs”* north of Dutch Creek Drive/Farmington Ridge Parkway intersection.
2. Prohibit electronic message board (“EMBs”)/any digital electronic signage within the development, with exception to Harris Teeter Fuel.

PER YOUR REQUEST, A SUMMARY OF THE PROPOSED SIGNS AND AMENDMENTS TO THE PUD ARE INCLUDED IN THE ATTACHED TABLE.

Shelley, thanks again for Zac’s and your time and consideration. We look forward to working together on these signage modifications and allowances, and I believe that they are consistent with what was discussed in the meeting last week. Please let me know if you have any questions or comments.

Sincerely,

George Macon
Managing Partner

Legislative Approval Application

1. Application Type (select all that apply)

- ☐ UDO Text Amendment ☐ Zoning Map Amendment (rezoning) ☒ Conditional Zoning Approval
☐ Certificate of Appropriateness

2. Project Information

- a. Project Name: Farmington
- b. Project Location/Address: Petition # H2019-02 (R)
- c. Tax Map and Parcel Number (PIN): 5506 | 407290000
- d. Zoning: Existing: _____ Proposed: _____
- e. Land Use: Existing: _____ Proposed: _____
- g. Description of Request (attach separate sheet if needed):

Owner is requesting that the proposed Farmington Master Sign Program (attached) be approved for the project's existing zoning (PUD) through a conditional zoning action.

3. Contact Information

- a. Project Manager/Contact Person: Morgan Lucas
Company: MPV Properties
Address: 2400 South Boulevard, Ste 300 City, State, Zip: Charlotte, NC 28203
Phone Number: 704-248-2103 Email Address: mlucas@mpvre.com
- b. Applicant Name (if different than above): _____
Company: _____
Address: _____ City, State, Zip: _____
Phone Number: _____ Email Address: _____
- c. Owner Name: Rocky River Road Associates, LLC
Company: _____
Address: 2400 South Boulevard, Ste 300 City, State, Zip: Charlotte, NC 28203
Phone Number: _____ Email Address: _____

4. Owner's Consent

Rocky River Road Associates, LLC ("Owner") certifies that it is the owner of the property located at Farmington ("Subject Property") and expressly consents to the use of the Subject Property as described in this application and to all conditions that may be agreed to as a part of the approval of this application, which may be imposed by the decision making board.

Owner hereby authorizes, Morgan Lucas as agent, to file this application and represent Owner at any and all meetings and hearings required for the approval of this application.

Owner's Signature:  Date: 1/02/2024

5. Affidavit of Completeness and Accuracy (to be completed by the individual submitting the application)

Project Name: Farmington Submittal Date: 1/4/2024

STATEMENT OF COMPLETENESS AND ACCURACY:

I hereby certify all property owners have full knowledge the property they own is the subject of this application. I hereby certify the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related application material and all attachments become official records of the Planning and Zoning Department of Harrisburg, North Carolina, and will not be returned.

I understand that any knowingly false, inaccurate or incomplete information provided by me will result in the denial, revocation or administrative withdrawal of this application, request, approval or permit. I further acknowledge that additional information may be required to process this application. I further consent to the Town of Harrisburg to publish, copy or reproduce any copyrighted documents submitted as a part of this application for any third party. I further agree to all terms and conditions, which may be imposed as part of the approval of this application.

Applicant Name: Morgan Lucas

Applicant Signature: Morgan Lucas

6. Staff Use Only:

Record of Process

Date Received: January 2, 2024

Application Number: H2024-01-PUD

Is Application Complete?

☒

Yes

☐

No

Public Hearing Date(s): TBD

Published Notice Date: _____

Mailed Notice Date: _____

Posted Notice Date: _____

Final Action Applicant Notification Mailed Date: _____

Town Staff Signature: _____

Shelley DeHart, AICP

Digitally signed by Shelley DeHart, AICP
DN: cn=Shelley DeHart, o=Hartford, ou=Hartford Planning and Zoning Department, email=shelley.dehart@hartford.gov, c=US

Record of Decision

Reviewed By: _____

Recommendation:

☐

Approve

☐

Deny

Final Action:

☐

Approve

☐

Deny

7. Required Attachments

All development application submittals must be accompanied by:

- Applicable fee(s) (see Master Fee Schedule in Appendix B of the Development Guidebook);
- Attachments listed in under the pertinent application;
- Case numbers of other related development applications; and
- Any additional information or attachments required by the Town Attorney, Director or other Town staff, Historic Preservation Commission, Planning and Zoning Board, Board of Adjustment, or Town Council.

Consult staff during pre-application meeting for any required paper copies consult staff during pre-application meeting for any required paper copies.

Conditional Zoning Approval

1. List of all abutting property owners' name, mailing address, and PINs
2. Recent survey or legal description of property requested to be rezoned
3. Copies of the invitation letter, minutes, and sign-up sheet from required neighborhood meeting
4. If determined required at the pre-application meeting:
 - a. Copies of the Traffic Impact Analysis (TIA)
 - b. Proposed site plan
 - c. Landscape plan (with number, location, and type of proposed plantings)
 - d. Proposed building elevations
5. A digital (PDF) copy of a complete site-specific development plan
6. List of specific proposed permitted uses (chosen from permitted used of proposed district)
7. Any specific conditions willing to be imposed as part of application (e.g. no outside storage, increased buffer width, etc.)

Zoning Map Amendment (rezoning)

1. List of all abutting property owners' name, mailing address, and PINs
2. Recent survey or legal description of property requested to be rezoned
3. Copies of the invitation letter, minutes, and sign-up sheet from required neighborhood meeting.
4. If determined required at the pre-application meeting:
 - a. Copies of the Traffic Impact Analysis (TIA)
 - b. Proposed site plan
 - c. Landscape plan (with number, location, and type of proposed plantings)
 - d. Proposed building elevations

UDO Text Amendment

1. Proposed text of amendment ordinance
2. Written rationale for the change



TOWN OF HARRISBURG

Agenda Item Details

Title:

Consideration of Adoption of a Resolution Directing the Town Clerk to Automatically Investigate Annexation Petitions.

Presenting Personnel:

Shelley DeHart, Assistant Planning Director

Suggested Motion or Action:

If approved:

Motion to approve a resolution directing the Town Clerk to automatically investigate annexation petitions, as attached.

Description/Background:

The North Carolina General Statutes outlines the annexation process for municipalities, identifying these three general steps:

1. Upon receipt of the petition, the municipal governing board shall cause the clerk of the municipality to investigate the sufficiency thereof and to certify the result of the investigation. The clerk researches the petition to ensure the property owners, legal description, and associated petition information is correct. Many jurisdictions direct the clerk by resolution.
2. After the investigation and upon receipt of the petition sufficiency certification from the Town Clerk, the municipal governing board shall fix a date for a public hearing on the question of annexation, and shall cause notice of the public hearing. This certification document is usually on the consent agenda with the resolution fixing the date for the public hearing.
3. The public hearing is conducted allowing for public comment and, after said hearing, the governing board shall have authority to pass an ordinance annexing the territory described in the petition.

The Town has been certifying the sufficiency of the petition, adopting a resolution fixing the public hearing date, and conducting the public hearing in basically a two-meeting process. By approving this attached draft resolution, the Town Council is directing the Town Clerk to automatically conduct the investigation for sufficiency of all annexation petitions presented to the Town, thereby avoiding a separate resolution for each such petition.

Recommendation:

Staff recommends approval of the attached resolution to direct the Town Clerk to automatically investigate annexation petitions.

Fiscal Impact:

None

Attachments:

1. Resolution - Town of Harrisburg Annexation Petitions



RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HARRISBURG, NORTH CAROLINA DIRECTING THE TOWN CLERK TO INVESTIGATE ANNEXATION PETITIONS

WHEREAS, to the extent that it is required by statute for the Town Council for the Town of Harrisburg to do a resolution directing the Town Clerk to investigate any petition for annexation submitted to the Town, the Town hereby directs the Town Clerk to automatically conduct such investigation without the need for a separate resolution for each such petition; and

WHEREAS, this resolution applies to any petition for annexation of contiguous properties pursuant to N. C. Gen. Stat. § 160A-31(c) and any petition for annexation of non-contiguous properties pursuant to N. C. Gen. Stat. § 160A-58.1(d); and

WHEREAS, pursuant to the power vested in the Town Council by the constitution and statutes of the State of North Carolina and the Town Charter, the Town Council issues the following resolution.

THEREFORE, THE TOWN COUNCIL OF THE TOWN OF HARRISBURG, RESOLVES THAT:

1. The Town Clerk is automatically directed by the Town Council to investigate any petition for annexation submitted to the Town, without the need for a separate resolution from the Town Council for each such petition.

ADOPTED the 13th day of May, 2024.

TOWN OF HARRISBURG

Jennifer Teague
Mayor

ATTEST:

Janet Rackley
Town Clerk



TOWN OF HARRISBURG

Agenda Item Details

Title:

Consideration of Deputy Motorcycle Surplus and Direct Sale to a Municipality

Presenting Personnel:

Brian Lee, Finance Director

Suggested Motion or Action:

Motion to surplus the Deputy's 2011 BMW Motorcycle and approve the direct sale to the Rowan County Sheriff's Department for \$5,000.

Description/Background:

The Harrisburg Deputy division wishes to surplus the 2011 BMW motorcycle that was purchased approximately five years ago from another municipality. It has been replaced with a new motorcycle in the current year. The two options for disposal of the motorcycle are to 1) remove all law enforcement-related graphics and blue lights, which requires wiring modifications that must be performed by a dealer at a cost to the Town, or 2) to sell the motorcycle as is to another local government, which has no cost to prepare for sale.

Recommendation:

Fiscal Impact:

The average sales price of similar bikes that are in shape to sell to the public on Govdeals is \$5,000, ranging from \$2,000 to \$5,750. Gov deals withholds a percentage of the sales price before remitting the funds to the Town. Rowan County has submitted a written offer to purchase the bike in its current condition with the blue lights still intact for \$5,000. Given the estimated time and cost to get the bike in the proper form to sell on Govdeals and the unknown auction-sales price, staff feel it is in the Town's best interest to sell the bike directly to one of our neighboring communities for what is likely to be consistent with net proceeds we would receive from the auction.

Attachments:

None



TOWN OF HARRISBURG

Agenda Item Details

Title:

Consideration of update to the FY2024 Schedule of Fees for Parks and Recreation athletic fees

Presenting Personnel:

Brian Lee, Finance Director, Jim Spina, Parks and Recreation Director

Suggested Motion or Action:

Motion to approve the updated FY2024 Schedule of Fees for Parks and Recreation registration fees, as presented.

Description/Background:

The FY2025 budget and the related Schedule of Fees reflect an increase in Parks and Recreation registration fees for residents and non-residents, along with updates to Pop Warner sports fees. Because the Fall sports season conducts registration during May and June, which occurs during FY2024, the FY2024 fee schedule must be updated in order for registration fees for the Fall season to be in effect when the fees are paid. In order to address this issue in the current year, staff is presenting the same athletics fee schedule that Council is considering with the FY2025 budget to be put into place immediately for Parks to charge the proper fees. In the attached updated fee schedule, the only changes are to athletics registration fees and are shown in red type for ease of identification.

Recommendation:

Staff recommends approval of the update to FY2024 Fee schedule, as presented.

Fiscal Impact:

The update to the FY2024 Schedule of Fees will increase registration fees applicable to the Fall 2024 sports registrations as follows:

	FY2024 - Effective 5/13/2024		FY2024 - Previous	
	Town ¹		Town ¹	
	Resident ²	Non-Resident	Resident ²	Non-Resident
Pewee Sports (Age 3/4)	\$45	\$90	\$45	\$75
Baseball	\$90	\$140	\$85	\$115
Basketball	\$90	\$140	\$85	\$115
Cheerleading	\$200	\$250	\$150	\$180
Flag Football (Age 5/6)	\$90	\$140	\$85	\$115
Football	\$250	\$300	\$200	\$230
Soccer	\$90	\$140	\$85	\$115
Adult Team Registration	\$450	\$450	\$450	\$450
Late Registration Fee	\$25	\$25	\$25	\$25

¹ Refunds of registration fees are subject to a \$10 administrative fee and only credited toward a future registration.

² There is a \$270 per family, per season maximum for all sports registration fees. This \$270 maximum does not apply to Pop Warner registration or Out-of-Town residents.

Attachments:

1. 2.28 - 2024 Schedule of Fees - Effective 5.13.2024



Town of Harrisburg, North Carolina

Schedule of Fees

Fiscal Year 2024

Effective 5/13/2024

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Town of Harrisburg, North Carolina
Schedule of Fees
Fiscal Year 2024

GENERAL FEES

Copy Machine Fee	\$0.25 per copy
Passport Acceptance Fee	\$35 per Application
Renewal fee	\$7.50 per Application
Electric Vehicle Charging Station Harrisburg Park - 6.6 kW Charger	\$0.70 per hour
Solicitation Permit Application Fee	\$25 per Application
Credit Card Fees	Convenience Fee - \$2.50 per transaction Surcharge - 2.50% of amount of charge
Copy of Recorded Town Sponsored Meeting (DVD)	\$5

Miscellaneous Zoning Fees

Copy of UDO	\$50
Map Fees	
17" x 22" Maps (ANSI C)	\$15
22" x 34" Maps (ANSI D)	\$20
34" x 44" Maps (ANSI E)	\$25

Double Fees: Where construction begins without the appropriate permits in place, costs shall be doubled.

Town of Harrisburg, North Carolina
Schedule of Fees
Fiscal Year 2024

PLANNING

Subdivision Case Fees

Annexation Fee	\$300 per application; additional \$25 per acre for tracts larger than 5 acres
Conveyance Plat	\$25 per new lot
Preliminary Plat Review	\$1,500 plus \$25 per lot
Preliminary Plat	Applicant Appeal to Elected Board - \$350
Preliminary Plat	Minor Revision - \$500 (no board hearing required)
Preliminary Plat	Major Revision - \$1,000 (board hearing required)
Final Plat Review (Major Subdivision)	\$350 per map sheet (If a third submittal is required an additional review fee will be collected)
Final Plat Review (Minor Subdivision)	\$150 per map sheet (If a third submittal is required an additional review fee will be collected)
Recombination Plats	\$150 per map sheet
Letter of Credit Review	\$250 + Engineer's cost (Includes partial release requests)
Time Extension for Plat Approval	\$150
Sketch Plat Review	\$450
Construction Plans	\$2,000 plus \$50 per acre

Town of Harrisburg, North Carolina
Schedule of Fees
Fiscal Year 2024

ZONING

Zoning Case Fees	
Vested Rights	\$400
Vested Rights Extension	\$150
Zoning Map Amendment (Residential - less than 10 acres)	\$500 plus \$10 per acre
Zoning Map Amendment (Residential - 10 or more acres)	\$2,500 plus \$25 per acre
Combined Residential Rezoning/Preliminary Plat Expedited Request	\$4,000 plus \$25 per lot
Zoning Map Amendment (Non-Residential/Mixed Use)	\$1,500 plus \$25 per acre
Text Amendment to UDO	\$500
Applicant Appeal to Elected Board	\$300 plus advertised costs
Conditional District Rezoning	\$2,500 plus \$25 per acre ¹
Appeal to Elected Board by Applicant	\$300 plus advertising costs
Neighborhood Meeting Notices (Adjoining owners within 300 feet)	\$100 plus \$0.50 per mailing address
Town Council Public Hearing Notices and Legal Advertising (Adjoining owners within 300 feet)	\$400 plus \$0.50 per mailing address
Re-advertising Cost (due to applicant action)	\$300 plus \$0.50 per mailing address for notices
Appeal of Planning and Zoning Board Decision Regarding Architectural Review	\$250
Architectural Review (Non-Residential)	\$300
Street Name Change Petition (privately initiated)	\$500 + cost of new street sign(s)

Double Fees: Where construction begins without the appropriate permits in place, costs shall be doubled.

¹ *Conditional Rezoning Fees are in addition to the base fees for a zoning map amendment.*

Town of Harrisburg, North Carolina
Schedule of Fees
Fiscal Year 2024

ZONING

Zoning Permit Fees	
Single, Two Family structures and mobile homes	\$100
Single Family attached/Multi-Family	\$200 plus \$5 per unit
Residential Addition/Accessory Structures	\$100
Commercial, Institutional and Industrial	\$250
Temporary Construction Trailers	\$75
Temporary Use Permits	\$75
Home Occupation Permits	\$75
Certificate of Compliance - Non-Residential	\$100
Certificate of Compliance - Residential	\$50
Zoning Verification Letter	\$100
Certificate of Non-Conformity Adjustment	\$400
Golf Cart Registration	\$20
Sign Permits	
Permanent Sign	\$100
Outdoor Advertising Sign (Billboard)	\$1,000
Zoning Site Plan Review	
Site Plan Review (If a third submittal is required, an additional fee will be collected)	\$500 plus \$5 per acre
Board of Adjustment Fees	
Special Use Permit Application - Non-Residential	\$600 plus \$5 per acre
Special Use Permit Application - Residential	\$500 plus \$5 per acre
Variance Application	
Residential	\$500
Non-Residential	\$600
Appeal of Administrator Decision/Interpretation Request	\$250

Double Fees: Where construction begins without the appropriate permits in place, costs shall be doubled.

Town of Harrisburg, North Carolina
Schedule of Fees
Fiscal Year 2024

WATER & SEWER

Water and sewer charges shall be as authorized by Code Sections 50.44, 51.30 and 51.31, of the Town Code of Ordinances.

Water & Sewer Rates
(Inside Town Limits)

Residential Water Rates	0-2,000 - \$13.14 (first 2,000 gallons) 2,001-6,000 - \$8.06 per additional 1,000 gallons 6,001-9,000 - \$9.35 per additional 1,000 gallons 9,001 and above - \$10.77 per additional 1,000 gallons
Residential Sewer Rates	0-2,000 - \$10.48 (first 2,000 gallons) 2,001 and above - \$8.88 per additional 1,000 gallons
Commercial Water Rates	0-2,000 - \$27.07 (first 2,000 gallons) 2,001-15,000 - \$9.57 per additional 1,000 gallons 15,001 and above - \$11.18 per additional 1,000 gallons
Commercial Sewer Rates	0-2,000 - \$18.04 (first 2,000 gallons) 2,001 and above - \$10.45 per additional 1,000 gallons

Water & Sewer Rates
(Outside Town Limits)

Residential Water Rates	0-2,000 - \$18.80 (first 2,000 gallons) 2,001 and above - \$12.42 per additional 1,000 gallons
Residential Sewer Rates	0-2,000 - \$15.48 (first 2,000 gallons) 2,001 and above - \$12.66 per additional 1,000 gallons
Commercial Water Rates	0-2,000 - \$38.76 (first 2,000 gallons) 2,001-15,000 - \$11.97 per additional 1,000 gallons 15,001 and above - \$13.10 per additional 1,000 gallons
Commercial Sewer Rates	0-2,000 - \$26.56 (first 2,000 gallons) 2,001 and above - \$14.16 per additional 1,000 gallons
Flat Sewer Rates	\$66.18

Storm Water Charge

Charge Per Equivalent Residential Unit (ERU)	\$5.62 / Month
--	----------------

Town of Harrisburg, North Carolina
Schedule of Fees
Fiscal Year 2024

WATER & SEWER

Other Water and Sewer Charges and Fees

Account Delinquency Fee*

Charge for water/sewer account after delinquency due to nonpayment	\$100
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Late Fee

Late fee (will be charged on accounts with unpaid balances beyond the 15th of the month)	\$10
--	------

Returned Item Fee

After customer has been charged a returned item fee three times, the Town will no longer accept checks from that customer	\$35
---	------

Water and Sewer Deposit/Set-up Fee

W/S Deposit (refundable)	\$45
W/S Set-up fee (one-time fee, non-refundable)	\$30

Meter Test Charges

Meter Test Charge (only if meter is working properly; no charge if meter is not working properly)	\$25
Interrogate Meter - Customer Requested (First request at no cost)	\$50
Testing Meter - Customer Requested	\$100

Other Water and Sewer Charges

Non-emergency after hours water reconnections	\$100
Meter Change Out - Customer Requested	\$275
Water use permit for tank/tankers	\$50
Move existing water service to another location on the same property	At cost (labor, equipment and materials)

Fees for Violations of Mandatory Water Restrictions (When Applicable)

Residential	
First offense	\$100
Second and subsequent offense	\$300
Commercial/Industrial	
First offense	\$500
Second and subsequent offense	\$1,500

** 50% of the account delinquency fee can be credited back to the customer one time for the life of the account if the past due balance and all fees are paid in full before service is disconnected*

Town of Harrisburg, North Carolina
Schedule of Fees
Fiscal Year 2024

WATER & SEWER

Water Charges

Meter Size (in.)	Water System Development Charges	Facility Charge	Water Meter Delivery Charge	Total	Connection Charge¹
5/8	\$4,080	\$570	\$0	\$4,650	\$1,170
1	\$10,240	\$790	\$0	\$11,030	\$1,220
1 1/2	\$20,480	\$1,000	\$0	\$21,480	\$1,980
2	\$32,770	\$1,480	\$0	\$34,250	\$2,240
3	\$65,560	Cost + 10%	\$100	To Be Determined	To Be Determined
4	\$102,440	Cost + 10%	\$100	To Be Determined	To Be Determined
6	\$204,890	Cost + 10%	\$100	To Be Determined	To Be Determined
8	\$327,840	Cost + 10%	\$100	To Be Determined	To Be Determined

¹ Time and Materials. 50% of the charges can be waived if connections and services are installed by applicant. 3-inch and larger services will be charged on a time and materials basis.

Sewer Charges

Meter Size (in.)	Sewer Service Size (in.)	Sewer System Development Fees	Connection Charge¹
5/8	4	\$2,830	\$1,170
1	4	\$7,080	\$1,220
1 1/2	4	\$14,180	\$1,980
2	4	\$22,690	\$2,240
3	4	\$45,380	To Be Determined
4	4	\$70,900	To Be Determined
6	4	\$141,800	To Be Determined
8	4	\$226,890	To Be Determined

¹ Time and Materials. 50% of the charges can be waived if connections and services are installed by applicant. 3-inch and larger services will be charged on a time and materials basis.

Town of Harrisburg, North Carolina
Schedule of Fees
Fiscal Year 2024

WATER & SEWER

Irrigation Service Charges

Meter Size (in.)	Water System Development	Facility Charge	Water Meter Delivery Charge	Total	Connection Charge ¹
	Charges				
5/8" T-Splice	\$4,080	\$570	\$0	\$4,650	\$0
5'8	\$4,080	\$570	\$0	\$4,650	\$1,170
1	\$10,240	\$790	\$0	\$11,030	\$1,220
1 1/2	\$20,480	\$1,000	\$0	\$21,480	\$1,980
2	\$32,770	\$1,480	\$0	\$34,250	\$2,240
3	\$65,560	Cost + 10%	\$100	To Be Determined	To Be Determined
4	\$102,440	Cost + 10%	\$100	To Be Determined	To Be Determined
6	\$204,890	Cost + 10%	\$100	To Be Determined	To Be Determined
8	\$327,840	Cost + 10%	\$100	To Be Determined	To Be Determined

¹ Time and Materials. 50% of the charges can be waived if connections and services are installed by applicant. 3-inch and larger services will be charged on a time and materials basis.

Temporary Hydrant Meter Charge

Construction use for 60 days or less	
Temporary meter service charge	\$200
Security deposit	\$1,000

Monthly charges consist of:

- Service charge for meter size
- Usage rates based on meter reading and size

Hydraulic Fire Flow Testing (per test)	\$225
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Private Fire Protection Service Charges

Meter Size (in.)	Fee
<4	\$57.50
4	\$57.50
6	\$105.00
8	\$157.50
10	\$235.00
12	\$367.50

Traffic Control

Temporary traffic control for parades, block parties and special events	
Barricades	\$5/day
Detour signs	\$5/day
Cones	\$0.50 each/day

Town of Harrisburg, North Carolina
Schedule of Fees
Fiscal Year 2024

ENGINEERING

Residential & Commercial Construction Plans

Water and Sewer	\$3,000 plus \$100 per acre of entire site
Roadway and Storm Water System	\$3,000 plus \$100 per acre of entire site
Storm Water Quality and Detention	\$2,500 plus \$100 per acre of entire site
Grading and Erosion Control	\$1,000 plus \$100 per acre of entire site

Other Engineering Review & Inspection Fees

Expedited Review Fee	\$2,150 Minor Commercial Plan ¹ \$6,500 Residential Subdivision/Major Commercial Plan
Revision to Approved Plan	20% of original review fee
Harrisburg Encroachment Application Review	\$250
NC Utility Encroachment Application Review	\$100
NCDOT Driveway Permit Review	\$50
NCDENR - Division of Water Quality Application Review/Execution	\$100
NCDENR - Division of Public Water Supply Application Review/Execution	\$100
"Letter of Intent to Serve" with Water and Sewer (If the proposed site requires a Water Model be run, the fee will be assessed)	\$500
Conditional Re-zoning Plat Review	\$500
Preliminary Plat Review	\$300
Annual Storm Water BMP Inspection/Certification Review	\$300
Town of Harrisburg Inspection (Failure to submit report)	Actual cost incurred by Town plus 2x the certification fee
Infrastructure Inspections	
Roadway	\$1.25 per LF
Storm Sewer	\$1.25 per LF
Water Line	\$1.25 per LF
Sanitary Sewer	\$1.25 per LF
Final Grading	\$55 per acre
Bridge or Culvert, 42" or greater	\$15 per LF
Greenway	\$0.50 per LF
Lot Grading	
Permit	\$250
Inspection	\$150
Third Part Testing / Inspections	Actual cost incurred by Town

Review fees cover initial submittal and the second submittal addressing comments. If a third submittal is required, an additional fee will be collected. Fees are due at time of submittal for review to commence.

¹ *In addition to the standard review costs.*

Town of Harrisburg, North Carolina
Schedule of Fees
Fiscal Year 2024

PARKS & RECREATION

For all Parks and Recreation fees, "Resident" refers to participants who are taxpayers of the Town of Harrisburg.

Athletics

	Town ¹	
	Resident ²	Non-Resident
Pewee Sports (Age 3/4)	\$45	\$90
Baseball	\$90	\$140
Basketball	\$90	\$140
Cheerleading	\$200	\$250
Flag Football (Age 5/6)	\$90	\$140
Football	\$250	\$300
Soccer	\$90	\$140
Adult Team Registration	\$450	\$450
Late Registration Fee	\$25	\$25

¹ Refunds of registration fees are subject to a \$10 administrative fee.

² There is a \$270 per family, per season maximum for all sports registration fees. This \$270 maximum does not apply to Pop Warner registration or Out-of-Town residents.

Facilities Rental³

	Town	
	Resident	Non-Resident
Small Shelter Rental		
Hourly Rate	\$20	\$30
Half Day	\$80	\$120
Full Day	\$120	\$180
Large Shelter Rental		
Hourly Rate	\$30	\$40
Half Day	\$100	\$140
Full Day	\$140	\$200
Field Rental		
Field Rental Per Field Hourly Rate	\$50	\$100
Light Fee per Field	\$15	\$25
Amphitheater⁴		
Half Day	\$3,000	\$5,000
Security Deposit	\$300	\$300
Full Day	\$7,500	\$10,000
Security Deposit	\$500	\$500

³ Refunds of rental fees are subject to a \$10 administrative fee.

⁴ Revenue sharing with the Town on fund raising or revenue-based events will be negotiated on a case by case basis.

Town of Harrisburg, North Carolina
Schedule of Fees
Fiscal Year 2024

PARKS & RECREATION

Facilities Rental¹ (continued)

	Town	
	Resident	Non-Resident
SplashPad		
Two (2) Hour Individual Pass	\$0.00	\$3.00
Group Rental - per person	\$3.00	\$3.00
Municipal Complex (Occupancy Max - 50)		
Meeting space - 800 square feet	\$25 per hour + Cleaning Deposit (non-refundable)	
Key Deposit	\$25 (refundable)	
Set-up/Breakdown & Cleaning Fee	\$50	
Audio/Visual	\$25 (laptop not included)	
8 Foot Table	\$5 each	
6 Foot Table	\$4 each	
4 Foot Table	\$3 each	
Chairs	\$1.25 each	

¹ Refunds of facilities rental fees are subject to a \$10 administrative fee.

Town of Harrisburg, North Carolina
Schedule of Fees
Fiscal Year 2024

FIRE

Fire Inspection Program Fees

Periodic Inspection, State Mandated	\$0.00 1st and 2nd inspections \$25 for the 3rd inspection plus \$150 for each violation not corrected
Foster Care Safety Inspection	\$25
Group Home Safety Inspection	\$25
Daycare State License Inspection	\$50
Fire Certificate of Occupancy (Final Inspection)	\$100
ABC Permit Inspection	\$150

Commercial Building and Site Plan Review Fees¹

Commercial Plans or Commercial Up-fit Plan Reviews are Done by Square Footage (Sq Ft).

Less than 4,999	\$300
5,000 to 9,999	\$350
10,000 to 24,999	\$450
25,000 to 49,000	\$600
50,000 or greater	\$0.020 per Sq Ft
Fire Site Review for Rezoning Commercial/Subdivisions	\$250
Fire Site Review for Commercial / Subdivisions	\$250

¹ For Multi-Tenant Buildings, Fees are per Tenant

If a third submittal is required, an additional review fee of \$150 will be collected.

Plan Review¹

Fixed Fire Suppression System (Hood Systems- Ansul)	\$200 - plus \$100 performance test
Fire Alarm System	\$250 - plus \$100 performance test
Sprinkler System	\$250 - plus \$100 performance test
Residential Sprinkler System (1 & 2 Family Dwellings)	\$200 - plus \$100 performance test
Stand Pipe System	\$200 - plus \$100 performance test
Fire Pump & Related Equipment	\$200 - plus \$100 performance test

¹ For Multi-Tenant Buildings, Fees are per Tenant

Town of Harrisburg, North Carolina
Schedule of Fees
Fiscal Year 2024

FIRE

Fire Prevention Education Program Fees

Public Education Events	None
Fire Prevention for Business/Industry	\$25 / hour plus Material Cost Reimbursement

Installation, Construction and Operation Permit Fees

Blasting - 90 days	\$250 (per site)
Explosive Storage	\$200
Carnivals & Fairs	\$200
Covered Mall Buildings	\$200
Exhibits & Trade Shows	\$150 (each)
Fireworks Display: Outdoor/Indoor	\$300 (per day)
Pyrotechnical Special Effects Materials	\$200
Hydrant Flow Test	\$50 (per hydrant)
Spraying & Dipping Operations	\$150
Temporary Membrane Structure, Tents/Canopies	\$50 (each)
Under/Above Ground Storage Tank Installation, Upgrade or Removal	\$200 (per tank)
Fumigation & Thermal Insecticidal Fogging	\$150
Liquid or Gas Fueled Vehicles or Equipment in Assembly Buildings	\$150 (per vehicle)

Town of Harrisburg, North Carolina
Schedule of Fees
Fiscal Year 2024

FIRE

Fines

Occupying a Structure Without a Certificate of Occupancy	\$500 (each day)
Life Safety Violations of Chapter 10 Involving Exit Obstructions as Described in the North Carolina Fire Code	\$500 (each)
All Open Burning Violations as Described in the Fire Protection Ordinance	\$100 (each)
All Other Violations of the North Carolina Fire Code	\$150 (each)
Parking in a Marked Fire Lane	\$100
Life Safety Equipment Installed without Permit or Plans	\$500

Any system installation prior to plans being reviewed or permit issued will result in fees doubled.