

**BURNSVILLE TOWN COUNCIL
AGENDA
Regular Meeting - Monday, May 3, 2021**

1. Adoption of Agenda
2. Public Comment
3. Consideration of Minutes
 - a. Closed session held on March 29, 2021
 - b. Regular meeting held on April 1, 2021
 - c. Closed session held on April 1, 2021
 - d. Budget work session held on April 15, 2021
4. Administrator's Update:
 - a. COVID-19 update
 - b. CDBG-I Grant for West Main Sewer Interceptor update
 - c. Stormwater GIS Mapping update
 - d. FY 21-22 Annual Budget (NCGS 159-12) - Set date for public hearing at June regular meeting.
 - e. Updates to the Employee Handbook - Set date for work session
 - f. Update on Energy Assessment for Town Hall
 - g. Tax Report - Pursuant to G.S. 105-369(a), *Tax Delinquent Report* dated April 30, 2021 is provided as an update of uncollected revenues.
5. Department Updates
 - a. Public Works
 - i. OMC Pump Station update
 - ii. East Main sidewalk update
 - iii. Application for funding from SRF for water plant improvements
 - b. Finance - Leslie Crowder
 - i. Budget vs. Actual dated April 30, 2021, previously provided to Council
 - c. Fire Department - Niles Howell
 - i. Operations
 - ii. Building project update
 - d. Police Department - Brian Buchanan
 - e. Zoning/Code Enforcement - Brian Buchanan
 - i. Zoning Ordinance Amendments
 1. Presentation
 2. Set date for public hearing at June regular meeting
 - ii. Floodplain Prevention Ordinance update
 - f. Burnsville Events
 - i. Events on the Town Square
 1. 4th of July Celebration
 2. Consideration of Amendments to Special Event Guidelines
 3. Consideration of sponsorship
 - a. Previously sponsored events
 - b. Other events requesting sponsorship, road closure, or approval

- ii. Burnsville Town Center - Corbin Cooper

6. Council Members' Reports

- a. Mayor Theresa Coletta
 - i. Changing to Manager-Council form of Government
 - 1. Introduction of *Resolution of Intent to amend Charter*
 - 2. Set date for public hearing at June regular meeting
 - ii. National Public Works Week Proclamation
 - iii. High Country Council of Governments

7. Updates from Advisory Boards and Non-Profits

- a. Economic Development Commission - Jamie McMahan
 - i. Water line extension to Little Leaf Farms update
- b. Burnsville-Yancey Chamber of Commerce - Christy Jones

8. Closed Session

- a. Pursuant to N.C.G.S. 143-318.11(a)(6) to discuss personnel matters.

9. Next Town Council Meeting - June 3, 2021

10. Adjourn

BURNSVILLE TOWN COUNCIL
Regular Meeting - Thursday, April 1, 2021

On Thursday, March 4, 2021, the Burnsville Town Council with Mayor Theresa Coletta, members Judy Buchanan, Denise Collier, and Bunnie McIntosh present, held a regular meeting at the Burnsville Town Center. Also in attendance were town staff members Heather Hockaday, Dillon Lundy, Leslie Crowder, Chad Fox and Corbin Cooper; and visitors Danny McIntosh, Jody Higgins, Jamie McMahan, Michelle Ball and Phil Trew. Member Russell Fox joined via remote simultaneous communication at 6pm and was counted present for purposes of quorum and voting. The meeting was streamed live for the public on the Burnsville Town Center's YouTube Channel.

Mayor Coletta, who presided, called the meeting to order at 6:01pm and stated that the purpose of the meeting was to conduct regular business for the month of April, 2021. Mayor Coletta began by thanking Mayor Pro Tem Judy Buchanan for presiding over the February regular meeting in her absence.

Adoption of Agenda - Judy Buchanan made a motion to amend the agenda, adding two presentations. Bunnie McIntosh seconded the motion, which carried.

Public Comment

- Former Mayor Danny McIntosh informed the Council that his wife Sharon McIntosh would not be submitting an application for Hero Day. He thanked the Town for helping to make Hero Day a success over the years. He also encouraged the council to change to a Council-Manager form of government, saying it could be good for the Town.
- ABC Manager Brian Franklin gave an update on operations with the ABC store. He informed the Council that they have reached an agreement to purchase property next to Pizza Hut and are waiting for the ABC commissions approval. He said sales are up 30% over the last year and should make for a great distribution payment to the town.

Consideration of Minutes - Minutes from a closed session held on February 4, 2021, a regular meeting held on March 4, 2021, and a closed session held on March 4, 2021 were available for review. Bunnie McIntosh made a motion to approve all three sets of minutes as presented. Judy Buchanan seconded the motion, which carried.

Public Hearing - Consideration of the Closeout of Indian Trail and Meadow Road Sewer Line Rehabilitation CDBG-I Grant

1. Staff report/background - Michelle Ball of High Country Council of Governments was available and explained that the purpose of the public hearing was to give an opportunity for citizen input concerning the closeout of the Burnsville CDBG Infrastructure Grant #17-I-2957. The grant provided funds to aid in the replacement of sewer lines along Indian Trail and Meadow Road, replacing 40+ year old undersized pipe. The project consisted of installing approximately 3,695 lf of 8-inch sewer line, 210 lf of service lines, 22 new manholes, and 34 service connections serving 37 households and one 34-unit apartment complex.

The Town received \$1,100,000 in CDBG-I funding and the following was expended during the program:

\$804,133.88 for Construction

\$129,229.06 for Engineering (including design, construction oversight, advertising, and permits)

\$106,158 for Administration, Environmental Review, and the Engineering Report

\$ 1,039,520.94 TOTAL

The project is complete and came in under budget.

Ms. Ball reported that there is a total of \$60,479.06 remaining. Due to the fact that of those funds only \$3,842 (or 6.35%) is left in the administration line item and, per CDBG regulations, deobligated funds must contain no less than 10% administration funds, the Town will be responsible to pay DEQ \$2,205.91 to be placed back into the administration line item. This will bring the CDBG administration cost down to \$103,952.09 and in turn will adjust the final project total to **\$1,037,315.03**.

The remaining grant funds and Town's repayment, \$62,684.97, will be deobligated and returned to NCDEQ for use in future CDBG programs.

2. Open public hearing - Judy Buchanan made a motion to open the public hearing at 6:15pm. Denise Collier seconded the motion, which carried.
 - a. Public input
 - i. Danny McIntosh spoke to how important these projects are to the success of the Town and applauded the Town's effort to pursue these types of funds.
3. Close public hearing - Bunnie McIntosh made a motion to close the public hearing at 6:17pm. Judy Buchanan seconded the motion, which carried.
4. Council action - Bunnie McIntosh made a motion to approve the Closeout Report and Certificate of Completion, and to authorize the Mayor to sign each. Judy Buchanan seconded the motion, which carried. All were in agreement.

Presentations

- Water Treatment Plant Upgrades - Mike Dowd from McGill was available to review preliminary costs for water treatment plant repairs and funding options.

Town Administrator Heather Hockaday explained that the State loans and grants for the project, originally approved in 2017, were not sufficient to cover some parts of the project that were more expensive than expected. She hopes to submit a new application that will leave the old funding in place while adding enough to complete the project.

Phil Trew from High Country talked about the process of submitting a new application for SRF funding. Mayor Coletta made a motion to move forward with the application process and have staff draft the required resolution. Judy Buchanan seconded the motion, which carried.

- Micaville Water Line Extension - Phil Trew spoke to the need for infrastructure at Micaville and about a meeting to raise funds. He also mentioned efforts to engage several organizations to help raise funds for other Town infrastructure improvements.

Administrator's Update - Heather Hockaday

COVID-19 Update - Town Administrator Heather Hockaday updated the Council on improving COVID-19 numbers, status of the County Alert System, new Executive Orders from the Governor, and American Recovery Plan money expectations and guidelines.

SOC with DEQ update - Mrs. Hockaday mentioned the kickoff meeting with Withers-Ravenel and their work on the certification and application.

Employee Evaluations - All departments have completed their evaluations.

Discussion of Toe River Valley Hazard Mitigation Plan - Approved by the state every few years, the plan helps local governments qualify for federal funding in the event of a disaster. Judy Buchanan made a motion to adopt the Toe River Valley Hazard Mitigation Plan. Denise Collier seconded the motion, which carried. All were in agreement.

Tax Report - Pursuant to G.S. 105-369(a), *Tax Delinquent Report* dated March 31, 2021 was provided as an update of uncollected revenues. Mrs. Hockaday reported that the delinquent taxpayers list was published recently and the Town has currently collected 96% of the outstanding taxes for 2020. She recognized Jackie Hensley for her hard work and diligence.

Department Updates

1. Public Works - Dillon Lundy
 - a. Sewer plant update - Public Works Director Dillon Lundy updated that the .3 treatment train would be undergoing readjustments and a recoating of the walls.
 - b. OMC Pump Station update - Mr. Lundy updated the Council on improvements and timeframes for the project.
2. Finance - Leslie Crowder
 - a. Budget vs. Actual dated March 31, 2021 was previously provided to Council.
 - b. Budget Amendments - Mrs. Crowder presented a summary of five budget amendments to the Council.
 - i. Salary reallocation for COVID
 - ii. Concrete for soil stability at new Fire Station
 - iii. SOC engineer fees
 - iv. Reallocation of expenses after salary savings
 - v. Acknowledgement of safety grant revenues

Judy Buchanan made a motion to approve the budget amendments. Bunnie McIntosh seconded the motion, which carried, All were in agreement.

 - c. Budget Work Session - A date of April 15th at 5:30pm in the Burnsville Town Center was set to consider the submission of a funding application to DEQ and to conduct a budget work session.
3. Fire Department - Chief Niles Howell was not available but submitted a report.
 - a. Operations - The Burnsville Fire Department responded to 32 calls during the month of March 2021.
 - b. Building project update - Roof sheeting is ready to begin on the office area.
4. Police Department - Chief Brian Buchanan provided an activity log to the Council. He mentioned that staff exhibited tremendous dedication to overcome challenges related to a recent murder investigation.
5. Zoning/Code Enforcement - Zoning Administrator Brian Buchanan reported that Auto Zone is still moving forward with a project near Fast Stop.

The Zoning Ordinance Revision was sent just before the meeting for Council review. Mr. Buchanan gave an overview of the document and the changes to make the document more up to date and compliant with 160D. He also mentioned the upcoming Planning Board's review of the document on April 13th. Heather Hockaday talked about the immense effort made by Mr. Buchanan to make the

document more user friendly. Mrs. Hockaday and Mr. Buchanan will be meeting with local organizations to talk about the zoning ordinance and the new Burnsville Comprehensive Land Use Plan.

6. Burnsville Town Center - Facility Manager Corbin Cooper updated the Council on the improving number of upcoming rentals. He's hopeful to have even more events as restrictions continue to get lifted.

Council Members' Reports

1. Mayor Theresa Coletta

- a. High Country Council of Governments - Mayor Coletta updated the Council on the virtual legislative day meeting.
- b. Discussion of a change to Manager-Council form of Government - Mayor Coletta referred to conversations had at the February 15th work session where members were asked to consider changing the form of government. She stated that she feels this is a good move in the right direction, assuring us to have someone that stays on top of things, keeping the board focused on quality of life, business investment and growth.

Economic Development Director Jamie McMahan was available to discuss the process of changing the form of government. He stated that the Town will never be less busy in the administration of its operations than it is right now and a manager-Council form of government is something that will endure.

Mayor Coletta said that town boards come and go but a manager could continue contributing to the growth and development of the Town. She said changing the form of government would be a sound and solid step in moving the Town forward.

Bunnie McIntosh said she was in favor of the Manager-Council form of Government.

Judy Buchanan chose to not comment since no vote was taking place.

Denise Collier thought that changing the form of government would be a very positive move for the Town but wanted to do more research.

Russell Fox agreed that steps should be taken to move the process forward.

Mayor Coletta instructed staff that with Council support, she would like to move forward in the process. Mrs. Hockaday explained the necessary resolution, public hearing, and submission to the Secretary of State. All Councilors were supportive of moving forward with the next step.

Updates from Advisory Boards and Non-Profits

- ABC Board - With member Eddie Bodford's term expiring in April 2021, the Council considered the reappointment of Eddie Bodford and an application submitted by Brain A. Buchanan. Judy Buchanan made a motion to reappoint Eddie Bodford. Russell Fox seconded the motion, which carried. The vote to reappoint Eddie Bodford was unanimous.
- Economic Development Commission - EDC Director Jamie McMahan updated the Council on several projects, saying that most effort is going towards due diligence for Little Leaf.

Judy Buchanan made a motion to leave the regular session and go into closed session after a short break. Denise Collier seconded the motion, which carried.

Closed Session - Bunnie McIntosh made a motion to officially go into closed session pursuant to N.C.G.S. 143-318.11(a)(6) to discuss employee performance at 7:24pm. Judy Buchanan seconded the motion, which carried.

A motion was made by Judy Buchanan to leave closed session and re-enter the regular session. Mayor Coletta seconded the motion, which carried. All were in agreement and the Council re-convened in open session at 8:20pm. No action was taken.

Next Town Council Meeting - Regular meeting on May 3, 2021

With no further business, Mayor Coletta adjourned the meeting at 8:20pm.

J. Chad Fox, Town Clerk

Theresa Coletta, Mayor

**BURNSVILLE TOWN COUNCIL
Budget Work Session
Thursday, April 15, 2021, 5:30pm**

On Thursday, April 15, 2021, the Burnsville Town Council with Mayor Theresa Coletta, members Judy Buchanan, Denise Collier, and Bunnie McIntosh present, held a special meeting at the Burnsville Town Center. Member Russell Fox joined via remote simultaneous communication at 5:30pm and was counted present for purposes of quorum and voting.

Mayor Coletta called the meeting to order at 5:35pm.

Consideration of the Resolution by applicant for CWSRF loan/grant - Town Administrator Heather Hockaday introduced the resolutions needed to move forward with the application process.

Judy Buchanan made a motion to approve the *Resolution By Governing Body Of Applicant*. Bunnie McIntosh seconded the motion, which carried. All were in agreement.

Bunnie McIntosh made the motion to approve the *Resolution To Adopt An Amendment To The Town Of Burnsville's Water And Sewer Asset Management And Capital Improvement Plan*. Judy Buchanan seconded the motion, which carried. All were in agreement.

Discussion of East Main sidewalk repair project - Public Works Director Dillon Lundy gave an overview of the project and changes that have occurred due to extreme material price increases.

Mrs. Hockaday described the revised scope of work, saying drainage will be repaired and new curbing added, but improvement will not go as far down the hill by the Courthouse as originally intended. Judy Buchanan made a motion to approve the revised project and have the Mayor sign the contract. Bunnie McIntosh seconded the motion, which carried.

Conduct a budget work session for FY 2021-2022 budget - Finance Officer Leslie Crowder reviewed a draft of the FY 21-22 budget. The budget reflected projections based on previous meetings held with department heads.

Mrs. Crowder also prepared and made available for review *General Fund and Water & Sewer Fund Budget Highlights*, a document listing highlights of the year's budget. A copy of this document is attached to these minutes and by reference made a part hereof. Discussions revolved around these highlights, which were elaborated upon by Department Heads.

There being no further business, Bunnie McIntosh made a motion to adjourn at 7:29pm. Denise Collier seconded the motion, which carried. The meeting adjourned.

J. Chad Fox, Town Clerk

Theresa Coletta, Mayor



Waste Reduction Partners

ENERGY ASSESSMENT

Town of Burnsville



CONFIDENTIAL REPORT PREPARED BY:

Waste Reduction Partners

ASSESSMENT TEAM:

Heather Hockaday, Town Administrator
Dillon Lundy, Public Works Manager
George Tregay, Waste Reduction Partners
Greg Goodman, Waste Reduction Partners

SPONSORED BY:

NC Department of Environmental Quality
Division of Environmental Assistance
and Customer Service



NC State Energy Office

DATES:

Initial Meeting March 19, 2021

Report: April 27, 2021

Disclaimer

This report is intended to convey information and guidance for identifying opportunities and options for organizational improvements, energy reduction and cost savings. Neither any WRP team member, the Land of Sky Regional Council (LOSRC), nor any funding agency shall be held liable for any statements, written or oral, included in this report, nor be held liable for any damages resulting from the assessment reported herein. Compliance with environmental and occupational safety and health laws is the sole responsibility of each business. All legal and regulatory references within this document are intended only for informational purposes and are not to be taken as reliable sources of legal reference. Clients should contact the appropriate legal and regulatory authorities for current regulatory requirements as well as for interpretation and implementation. All references and vendor materials (when available) mentioned in the report are included in this disclaimer. Mention of a vendor, brand name, or manufacturer does not represent an endorsement by LOSRC, the WRP program, nor any funding agency. Neither the LOSRC, WRP personnel, nor the authors of this report are responsible for practices or procedures implemented by individual firms. Recommendations are given as options only and are to be implemented by the firm at its discretion.

The value of any assessment is dependent upon the number of recommendations implemented. Waste Reduction Partners provides its services at no or reduced cost to the customer and is funded by grants and donations from various governmental and industry constituents. All clients are encouraged to evaluate the value of this service and consider supporting Waste Reduction Partners to continue providing this valuable service to other NC organizations. Tax-deductible donations can be made to the "Land of Sky Regional Council" to support the work of Waste Reduction Partners.

This report was prepared for:

Heather Hockaday, Town Administrator
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This report was prepared by:

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Executive Summary

Introduction

Heather Hockaday, Burnsville Town Administrator, contacted Waste Reduction Partners (WRP) for assistance with a Strategic Energy Plan. It was agreed the initial step would be an energy assessment of the Town Hall. Due to COVID-19 safety considerations, the assessment was conducted remotely. George Tregay and Greg Goodman of WRP worked on the assessment with information provided by Heather Hockaday and Dillon Lundy, Public Works Director. An initial video conference was held on March 19, 2021. This report presents the findings and recommendations for the Burnsville Town Hall.

Facility Description

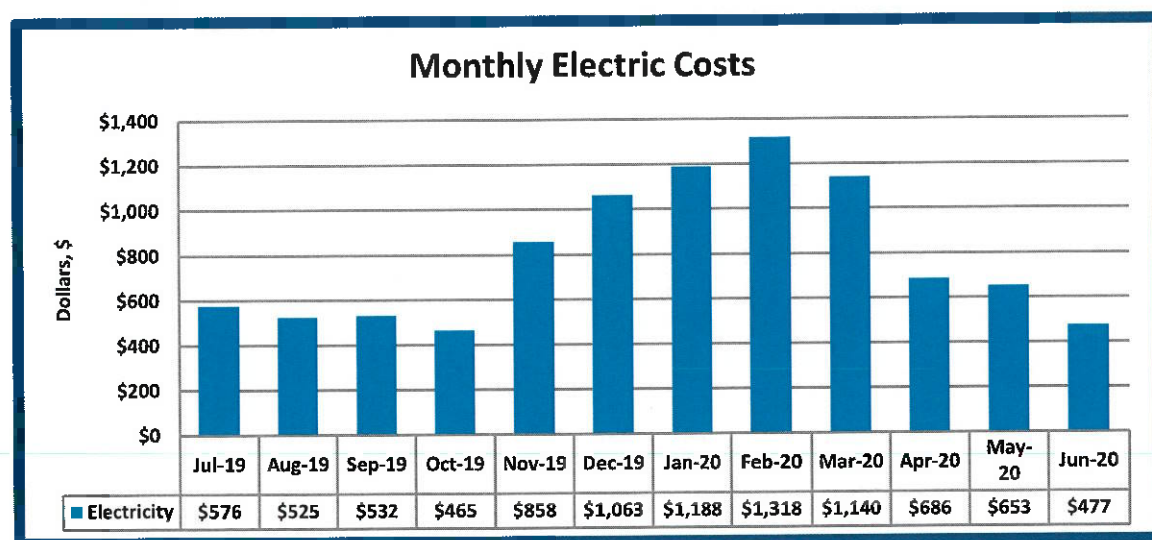
The Burnsville Town Hall was built in 1905 and has been remodeled and equipment upgraded over the years. The building has two floors with a combined area of 4820 square feet. The building houses Mayor's office, Police offices, five additional offices, conference room, printer room, kitchens (upstairs and downstairs) and individual men's and women's restrooms (upstairs and downstairs.). The building is open during business hours and the police function at all hours.

Summary of Energy Benchmarks

The Town Hall average energy consumption per square foot (Energy Index) of heated and cooled space is about 66 thousand BTU/sq.ft./year. That value is typical of office buildings, however there is opportunity for improvement. The annual cost per square foot of \$1.97 is toward the high side as a consequence of the building being all electric.

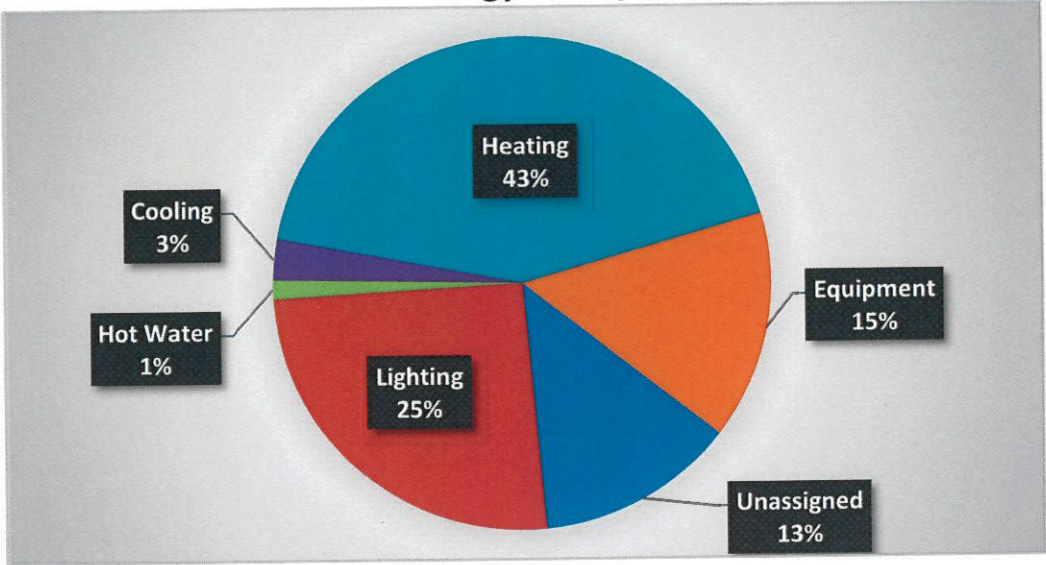
The electric cost was \$9,481 for the period July, 2019 to June, 2020. The monthly costs are shown below.

Summary of Energy Benchmarks	
Total Energy Consumed:	317 Million Btu / yr
Total Energy Index:	66 kBtu / sq ft / yr
Total Energy Cost:	9,481 \$ / yr
Total Energy Cost Index:	1.97 \$ / sq ft / yr



The seasonal variation in electric bills can be used to make a rough estimate of how usage is divided by category. Heating is the largest category, followed by lighting. Correspondingly most of the recommendations focus on these categories.

Estimate Energy Use By Category



Summary of Findings and Recommendations

Estimated Annual Cost & Energy Savings			
Energy Cost Savings, \$ / Year	\$3,880	Electricity Savings, kWh/yr.	37,974
Water Cost Savings, \$ / Year	\$0	Natural Gas Savings, Therms/yr.	0
Total Cost Savings, \$ / Year	\$3,880	Fuel Oil Savings, Gallons/yr.	0
Energy Savings, MMBTU / Year	130	Propane Savings, Gallons/yr.	0
		Water Savings, Gallons / Year	0

Estimated Annual Emissions Reductions	
Carbon Equivalent, (CO ₂ e) - Greenhouse Gases, Pounds/Year	30,764
Nitrogen Oxides, (NO _x) - Precursor to Ozone, Pounds/year	18
Sulfur Oxides, (SO _x) - Contributes to Acid Rain, Pounds/Yr	13

Summary of Recommendation Measures

Energy Efficiency Recommendations	Cost Savings yr.	Investment Cost	Payback Period (yr)	mmBtu Saved
Delamp 11 hallway fixtures from 4 to 2 bulbs	\$187	\$0	0.0	6
Replace T8 fluorescent lamps with LED	\$1,144	\$5,380	4.7	38
As heating and/or cooling equipment fails, replace with high efficiency heat pumps--Air Conditioning Savings with SEER=21.	\$85	TBD	TBD	3
As heating and/or cooling equipment fails, replace with high efficiency heat pumps--Heating Savings with COP=3.46.	\$1,857	TBD	TBD	62
Use heat pump programmable thermostats and occupancy sensors to minimize HVAC energy use.	\$436			15
Short term: Install insulation blanket on 40 gallon hot water tank.	\$38	\$47	1.2	1
Long term--explore use of on-demand hot water heaters at all sinks	\$38			1
Weather strip/caulk between existing windows and frames.	\$96	\$900	9.3	3
Retain professional insulation contractor to evaluate viability and cost of insulating existing interior framing of Town Hall				
Totals for Energy	\$3,880	\$6,327		130

Assessment Report

Background

Heather Hockaday, Burnsville Town Administrator contacted Waste Reduction Partners (WRP) for assistance with a Strategic Energy Plan. It was agreed the initial step would be an energy assessment of the Town Hall. Due to COVID-19 safety considerations, the assessment was conducted remotely. George Tregay and Greg Goodman of WRP worked on the assessment with information provided by Heather Hockaday and Dillon Lundy, Public Works Director. An initial video conference was held on March 19, 2021. This report presents the findings and recommendations for the Burnsville Town Hall.

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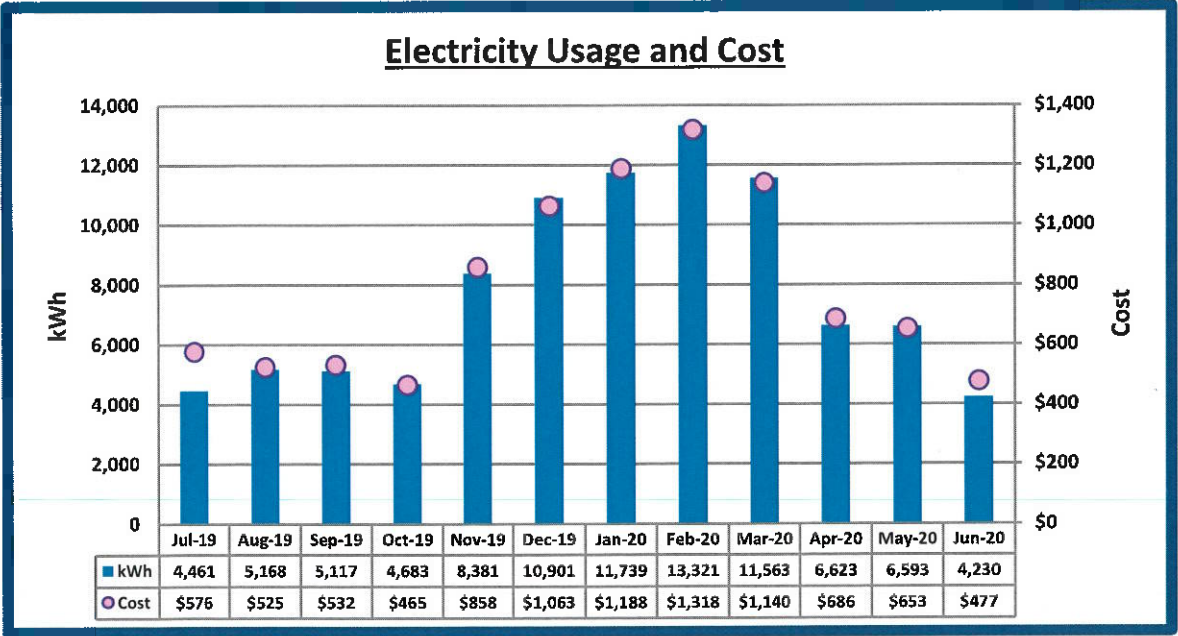
There is a staff of 10 people working 40 hours per week. The police functions will be moving in the near future when a new fire station is completed. The police will then occupy the old fire station.

Utility Use Analysis

Electricity is purchased from the French Broad Electric Membership Corporation on the Small Commercial, 3 Phase rate. Rate schedules can be found at: <https://www.frenchbroademc.com/rateschedule.cfm>.

From July, 2019 to June, 2020 a total of 92,780 kWh were consumed at a cost of \$9,481. The cost is \$.1070 per kWh for the first 3000 kWh per month and \$.085 above 3000 kWh. With adjustments and taxes the average cost is \$.102 per kWh.

Electric heating more than doubles the usage in the winter. Air conditioning only causes a minor increase in the summer.



Recommendations

Lighting Inventory

The Town compiled the lighting inventory listed below. By estimating operating time, electric usage can be determined. The total of 27,338 kWh is 29% of the overall electric consumption.

Location	Type	Fixtures	Total Bulbs	Watts/ Bulb	Hr/Week	kWh
Printer Room	T-8	3	12	32	50	998
Upstairs Hallway Closet	T-8	1	4	32	50	333
Upstairs Bathroom Entrance	T-8	1	4	32	50	333
Men's Upstairs Bathroom	T-8	1	4	32	50	333
Women's Upstairs Bathroom	T-8	1	4	32	50	333
Conference Room	T-8	12	48	32	25	1997
Office 1	T-8	3	12	32	50	998
Office 2	T-8	3	12	32	50	998
Office 3	T-8	1	2	32	50	166
Office 4	T-8	1	4	32	50	333
Office 5	T-8	4	16	32	50	1331
Kitchen	T-8	1	2	32	50	166
Upstairs Hallway	T-8	3	12	32	50	998
Staircase	T-8	4	14	32	50	1165
Downstairs Hallway	T-8	8	32	32	50	2662
Downstairs offices and vault	T-8	12	48	32	50	3994
Downstairs kitchen	T-8	1	2	32	50	166
Downstairs bathroom in main office space	T-8	1	2	32	50	166
Downstairs bathroom (Left side)	LED	2	2	32	50	166
Downstairs bathroom (right side)	LED	2	2	32	50	166
Downstairs closets	T-8,T12	2	5	32	5	42
Police Office	T-8	7	28	32	168	7827
Detective office	T-8	3	12	32	50	998
Mayors office	T-8	4	8	32	50	666
		81	291			27,338

Delamping

The first aspect of lighting upgrades is getting the right amount of light. For hallways national standards require only about 1/3 the illumination specified for offices. Thus using 4 bulb fixtures in the hallways is likely excessive. The recommendation is to delamp the 11 hallway fixtures from 4 to 2 bulbs. Try one fixture and verify that there is still a "reasonable" amount of light.

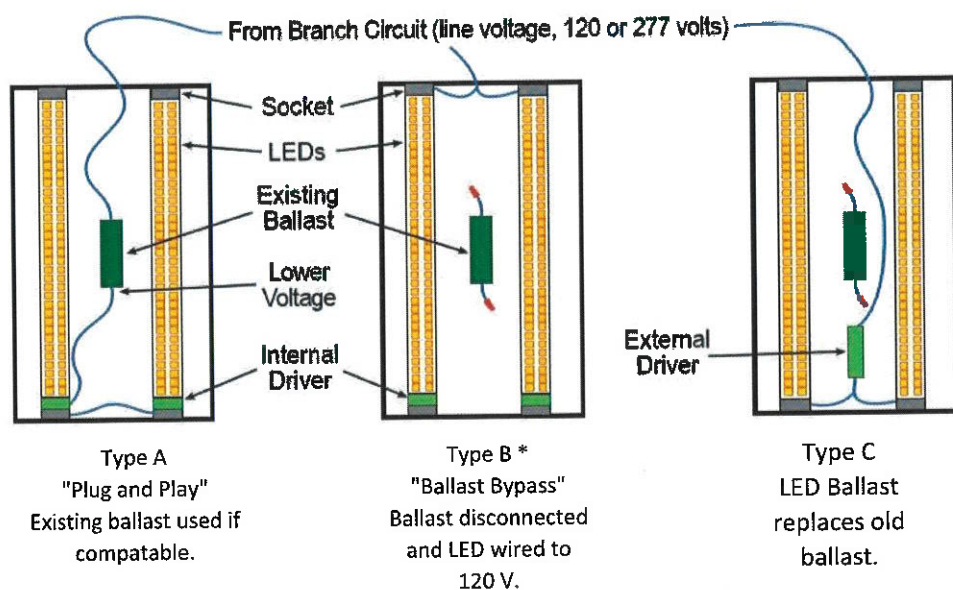
Details of Recommendations - Delamping

Details of Return Investment													
Delamp			Energy Savings				Cost Comparison						Payback
							Investment Cost			Annual Savings			
Location Key	Before	After	Watt Red'n Per Lamp	Est. Hours ON per Year	No. of Lamps to be Repl'd	KWH Saved Per Year	Material	Labor	Total	Energy	Maintenanc e	Total	Years
	T8	None	32.0	2,600	22	1,830	\$0	\$0	\$0	\$187	\$0	\$187	0.0
TOTAL					22	1,830	\$0	\$0	\$0	\$187	\$0	\$187	0.0

Fluorescent Lighting Details - Upgraded to LED

Upgrading the fluorescent lights with LED presents multiple options.

1. Replace the entire fixture with a new LED 2x4 ft. fixture (or a retrofit fixture kit). Prices have fallen below \$60 per fixture, but you need to purchase from a reputable dealer or big box store that would make good if any problems arise.
2. Individual LED tubes are available under \$10. The dilemma is that there is no national standard for LED lights for suspended ceilings. Consequently, the LED tubes (TLEDs) come in a variety of wiring and voltage arrangements that are not interchangeable. These are illustrated below.



* CAUTION: Ballast bypass lamps are generally NOT recommended. The issue here is to consider future risk relative to the advantage of eliminating the fluorescent lamp ballast. For example, there is a shock risk with double ended ballast-bypass lamps if only one end is installed and contact is made with the other end with the circuit energized. In the future, there is a risk of installing incompatible lamps such as: different type of ballast-bypass LED tube, another category of LED tube, or even reinstalling a fluorescent tube because they all look similar.

Appendix A has a table describing possible upgrade paths, each with its own advantages and disadvantages. A more complete description can be found in an LED Fact Sheet available at:

<https://wastereductionpartners.org/phocadownload/userupload/Energy/LED%20Fact%20Sheet%20-%202020%20-%20final.pdf>

Additional considerations:

- o Use Design Lights Consortium (DLC) qualified products. Some LED product carry an Energy Star® rating, however, Energy Star requirements are too low to be useful in selecting products. The Design Lights Consortium (DLC) establishes more stringent minimums for a wide range of performance parameters. DLC maintains a searchable qualified products list including over 50,000 LED products for linear fluorescent replacement, but it may be simpler to work with a supplier.
- o Use LED manufacturer's wattage equivalent as guide to select LED output. The directional capability of LEDs allows them to produce the same amount of useful light with less total output (lumens).
- o Some LEDs are still perceived as too bright, so evaluate a sample if possible. To avoid glare, the bare, light-producing diodes should not be visible to the occupant.

Material and labor quotes are needed to do an accurate cost analysis. The numbers listed below are a hypothetical example of the potential savings. Replacing T8 with LED is assumed to save 16 W per lamp. The material and labor are assumed to average \$20 per lamp. This upgrade would save over \$1100 dollars per year and have a payback of less than 5 years.

Details of Recommendations - Fluorescent Lighting Upgraded to LED													
Upgrade for Fluorescent Lighting to LED			Energy Savings				Cost Comparison						Payback
							Investment Cost			Annual Savings			
Location Key	Before	After	Watt Red'n Per Lamp	Est. Hours ON per Year	No. of Lamps to be Repl'd	KWH Saved Per Year	Material and Labor	Total	Energy	Maintenance	Total	Years	
	T8	LED	16.0	2,600	269	11,190	\$5,380	\$0	\$5,380	\$1,144	\$0	\$1,144	4.7
TOTAL					269	11,190	\$5,380	\$0	\$5,380	\$1,144	\$0	\$1,144	4.7

HVAC Details

The Town is commended for their steady improvements in HVAC assets over time as measured by equipment age and efficiency ratings (EER, SEER or COP) in the following table. The Town's newest HVAC equipment are heat pumps which allow for increased efficiency over window air conditioners and/or electric resistance heating.

HVAC Inventory--Burnsville Town Hall									
			Capacity (BTU/hr)						
Story	Zone(s)	Description	Heating	Cooling	EER	SEER	COP	Mfr. Date	Refrigerant
1	1	Electrolux Window AC		12000	11.3	12.9		Nov-14	R-410A
1	2	Heat Controller Inc. Window AC		12000	10.8	12.3		2010?	R-410A
1	3	Heat Controller Inc. Window AC		12000	10.8	12.3		2010?	R-410A
1	4	Mitsubishi Mini-Split Heat Pump	20300	17200	12.5	21.0	3.46	2020	R-410A
1	1,2,3	130' Electric Resistance Baseboard Strip	111000				1	?	---
		1st Floor HVAC baseline	131300	53200					
2	1	American Standard Heat Pump	46000	48000		14	?	May-19	R-410A
2	2	Goodman Heat Pump	58000	60000		13	?	Jun-10	R-410A
		2nd Floor HVAC baseline	104000	108000					

For example, a heat pump in cooling mode with a SEER of 20 uses one-half the energy of a similarly sized window air conditioning unit with a SEER rating of 10. Similarly, a heat pump in heating mode with a COP of 3.5 produces 3.5 times the heat of an electric baseboard heater (COP=1.0) for each unit of energy supplied to those units. Another way of looking at the increased efficiency of HVAC equipment provided by heat pump purchases is to calculate the energy needed to provide the Town Hall's current heating and cooling capacity IF all HVAC needs were met by modern efficient heat pumps such as the Town's most recent purchase.

That purchase, the Mitsubishi heat pump, has cooling efficiency rating of SEER = 21 and heating efficiency rating of COP = 3.46. When you adjust the current heating and cooling capacities of Town's HVAC assets with the Mitsubishi efficiency ratings, you find that the Town could provide current heating capacity for about 1/2 current power requirements. Cooling capacity could be provided for about 2/3 current power requirements. These assumptions and results are summarized in the following table.

Potential Energy Reduction with Modernized HVAC Inventory--Burnsville Town Hall									
			Existing Capacity (BTU/hr)		Existing Efficiency		Efficient Capacity (BTU/hr)		% Energy Reduction
Story	Zone(s)	Description	Heating	Cooling	SEER	COP	Heating (COP=3.46)	Cooling (SEER=21)	Heating Cooling
1	1	Electrolux Window AC		12000	12.9			7361	
1	2	Heat Controller Inc. Window AC		12000	12.3			7035	
1	3	Heat Controller Inc. Window AC		12000	12.3			7035	
1	4	Mitsubishi Mini-Split Heat Pump	20300	17200	21	3.46	20300	17200	
1	1,2,3	130' Electric Resistance Baseboard Strip	111000			1	32081		
		1st Floor HVAC baseline	131300	53200			52381	38632	60.11% 27.38%
2	1	American Standard Heat Pump	46000	48000	14	2.5	33237	32000	
2	2	Goodman Heat Pump	58000	60000	13	2.5	41908	37143	
		2nd Floor HVAC baseline	104000	108000			75145	69143	27.75% 35.98%
		Building Totals	235300	161200			127525	107775	45.80% 33.14%

Town Hall is now effectively heated and cooled in 'zones' which facilitates the use of individual or multi-zone heat pumps. The first floor is divided into four zones and is cooled by 3 window air conditioners and 1 heat pump. These 4 zones are heated by a combination of electric resistance baseboard and heat pump. The second floor is divided into 2 zones which are both cooled and heated by individual heat pumps.

Refrigerant type (R410-A) is common to all equipment. This refrigerant is the current standard which simplifies maintenance of multiple units. However, the Town should recognize that while there is no current phase out plan for R410-A, it is likely that it will be phased out in the future and a likely replacement is R32 refrigerant. It is recommended that the City inquire as to refrigerant phase out timelines with each HVAC replacement. At some point in time the Town will need to standardize on the use of future refrigerants to allow for continued efficient maintenance and operation of HVAC equipment.

There is no existing duct work in Town Hall. However, space for duct work does seem available due to the relatively high ceiling height. It should be noted that multizone heat pumps can be couple with air handling units/ductwork if that option would better serve Town Hall HVAC needs.

Currently, there are no programmed temperature routines for any zones or floors. However, the newer models of heat pumps may have occupancy and/or motion sensors and programmable controllers. Another benefit of zoned heat pump heating and cooling systems is that each zone can be controlled individually. Typically, newer heat pump interior units are equipped with programmable timers, occupancy sensors, and movement sensors. Utilizing these features to heat and cool only when occupied can save over 10% of heating and cooling costs over uncontrolled costs.

Natural gas service is available as an alternative heating source for the Town Hall. However, WRP does not recommend conversion of heating assets to natural gas due to the costs associated with service, air handling, and ductwork installation. In addition it is WRP's experience that the lower per unit energy cost of natural gas is offset by the efficiency gains of modern electric heat pumps.

WRP also recommends that the Town approach French Broad Electric Cooperative regarding potential rebates or subsidies for installation of heat pumps. That utility has incentives for residential customers and might be willing to extend those benefits for a government entity.

Details of Recommendations - HVAC												
	Electricity			Natural Gas			Fuel Oil			Propane		
Items Due to HVAC Changes	% of Total	% Red'n	KWH Saved	% of Total	% Red'n	Therms Saved	Percent of Total	% Red'n	Gallons Saved	% of Total	% Red'n	Gallons Saved
AC to SEER 21	3%	33%	827.97			0			0			0
Heating to COP 3.46	43%	46%	18175.1			0			0			0
Use heat pump programmable thermostats and occupancy sensors	46%	10%	4267.88			0			0			0
Total energy savings by fuel			23270.91			0			0			0

WRP calculated potential energy savings for HVAC equipment based on using the Town's most recent heat pump purchase as a benchmark for future equipment replacement. The Mitsubishi heat pump has a SEER rating of 21 for air conditioning and COP rating of 3.46 for heating.

WRP calculated the current air conditioning capacity when replaced by heat pumps operating at a common SEER rating of 21 would result in an approximate 33% reduction in energy usage per year for cooling. In dollar terms that energy savings would be approximately \$100/year.

Heating savings were calculated based on the assumption that all heating units are replaced with heat pump units operating at a COP of 3.46. WRP could not find the COP ratings of the two heat pumps currently serving the second floor. Therefore, we assumed these units to have a COP rating of 2.5. Based on those assumptions, WRP estimates that heating energy savings of approximately 46% are possible at a cost savings of about \$1,800/year. Most heat savings come from replacing the electric resistance baseboard heat (COP=1) with heat pump heat (COP=3.46).

The DOE estimates that you can save as much as 10% a year on heating and cooling by simply turning your thermostat back 7°-10°F for 8 hours a day from its normal setting. WRP assumed a 10% savings for heating and cooling by use of new heat pump controllers that include programmable timers, occupancy sensors, and movement sensors. This energy savings equates to an annual savings of about \$400.

WRP recommends that the Town develop a comprehensive plan to deal with future HVAC equipment failures. Currently, 2 window air conditioners on the first floor and 1 heat pump serving the second floor exceed 10 years of age and are most likely to fail in the near term. When this failure occurs, WRP recommends that the Town take a comprehensive look at replacement options. Rather than replace each unit with a similar unit on a case by case basis, approach the problem as an opportunity to upgrade the HVAC system as a whole. For example, the capacity of these three units is 84,000 BTU/h cooling and 58,000 BTU/h heating. If one or two multizone heat pumps can meet this cooling need and provide excess heating capacity, the Town could potentially decommission some of the electric baseboard heating which is your worst performing/least efficient HVAC asset. Ideally the Town could replace all existing HVAC inventory with 2 or 3 multizone heat pumps to meet all heating and cooling demands and allow for increased control of heating/cooling based on actual time and occupancy needs.

Water Heating Details

Hot water is provided to each floor of Town Hall via independent hot water heaters. The first floor is served by a 40 gallon, 240V hot water tank. The second floor is served by a 6 gallon, 120V hot water tank. Each tank serves the needs of employee and customer hand washing and breakroom needs, along with custodial needs.

WRP estimated hot water energy use by assuming that one half of water used for sinks was hot water. Ten employees were estimated to wash hands 4 times per day for 10 seconds at a high total flow rate of 2.2 gpm. Twenty percent of 50 customers per day were also estimated to wash their hands.

Details of Recommendations - Water Heating												
Recommendation	Electricity			Natural Gas			Fuel Oil			Propane		
	% of Total	% Red'n	KWH Saved	% of Total	% Red'n	Therms Saved	% of Total	% Red'n	Gallons Saved	% of Total	% Red'n	Gallons Saved
Short term--add insulating jackets to hot water tanks	1%	32%	369									
Long term--explore use of on-demand hot water heaters at all sinks	1%	32%	369									
Total energy savings by fuel			739									

WRP recommends installation of an insulation blanket on the 40 gallon hot water tank. The Town should save about 1/3 of total energy needed to heat water. Blankets are available for approximately \$22. Assuming installation takes 1 hour at a \$25/hr labor rate, payback period is 1.2 years.

The Town could save an additional 1/3 of total energy currently used to heat water by use of on-demand hot water heaters located at or near each sink. WRP cannot estimate the cost of this option since it would require an on-site evaluation of the number of on-demand heaters and existing electrical wiring and capacity for those heaters. The low cost savings for this option means the payback period will be long. Therefore, the Town might prepare for this contingency based on the need to replace either of the two existing hot water storage tanks.

Envelope Details

Burnsville's Town Hall is over 100 years old. The exterior is constructed of block with interior, uninsulated framing. Each of 2 floors is approximately 12' tall. The second floor has a drop ceiling with approximately 6" of fiberglass insulation. Roof decking is not insulated.

The windows are double paned with aluminum frames. Some noticable leaks were reported around some window frames especially those on the second floor.

Weather-Stripping Heating/Cooling Savings											
	Building Square Ft	Estim. \$\$ Saved/Sq Ft/Yr	Degree Days /yr	Effic. Factor	Fuel BTU/ Unit	Dollars/ Unit	MM BTU/yr Saved	\$\$ Savings /year	Labor Cost	Material Cost	Payback (Yrs.)
HPump	4,820	\$0.020	5114		3,412	\$0.102	3.2	\$96	\$750	\$150	9.3
kWh Saved:	943		Thrm Saved:			Subtotals:	3.2	\$96	\$750	\$150	9.3

For purposes of estimating weather stripping costs, WRP assumed that a total of 30 windows will be treated. Each window is assumed to require 1 hour of labor at \$25/hour for labor. Materials cost is estimated at \$5/ window.

Town Hall walls could not be physically inspected due to Covid-19 restrictions. WRP recommends that a professional insulating contractor(s) be called in to determine the viability and potential cost of insulating the existing interior framing of Town Hall.

WRP screened increasing ceiling insulation above the second floor drop ceiling, from R19 to R38. However, that project would have an exceedingly long payback period. WRP does recommend that additional ceiling insulation be considered a part of future building upgrade projects.

Appendices

A. Upgrading Linear Fluorescents to LED

The major advantages/disadvantages of the available LED products are compared in the table. LED retrofit kits for troffers are popular due to their high efficiency and rapid installation (5 to 10 minutes). Replacement lamps (TLEDs) are more suitable for strip and wrap fixtures because they are compatible with the variety of fixture shapes.

Type	Advantage	Disadvantage
LED Luminaire - Recommended Entire fluorescent fixture removed and replaced with LED fixture.	<ul style="list-style-type: none"> o Optimized for efficiency (75% wattage reduction possible) o Can accept sensors and controls o Larger rebates o Better light distribution 	<ul style="list-style-type: none"> o Higher purchase cost o Labor cost to rewire fixture o Working in ceiling plenum can create problems with falling dirt, asbestos, etc.
LED retrofit kit - Recommended Remove fluorescent lamps/ballast/lamp holders and install LED module in existing fluorescent frame.	<ul style="list-style-type: none"> o Optimized for efficiency (75% wattage reduction possible) o Larger rebates o Better light distribution 	<ul style="list-style-type: none"> o Higher purchase cost o Labor cost to rewire fixture o Sometimes hard to get exact size needed
All Replacement Lamps Recommendations vary with type. Sometimes called TLEDs.	<ul style="list-style-type: none"> o Low purchase cost 	<ul style="list-style-type: none"> o Less efficient than new fixture (50% wattage reduction typical) o Smaller rebates o Glare if LED diodes are exposed o Beam spread may not match needs
Replacement lamp (Type A) "Plug and Play" Recommended if cost is a constraint.	<ul style="list-style-type: none"> o Simplest (provided fluorescent ballast and sockets are compatible and in good condition) 	<ul style="list-style-type: none"> o Continued ballast maintenance o May have to replace ballast with manufacturers approved ballast to validate LED warranty
Replacement Lamp (Type C) with external LED driver Recommended if cost is a constraint. (Should not allow a fluorescent lamp to be reinstalled)	<ul style="list-style-type: none"> o Eliminates ballast 	<ul style="list-style-type: none"> o Higher purchase cost o Labor cost to rewire fixture
Replacement Lamp (Type B) "Ballast Bypass" Generally NOT recommended (see Caution)	<ul style="list-style-type: none"> o Eliminates ballast maintenance 	<ul style="list-style-type: none"> o Shock risk with double ended wiring if only one end installed * o Overheating risk wrong tube installed o Wiring arrangements differ so products from other manufacturers may not work o Lampholder compatibility. Example: Leviton's lamp holder instructions state: "Not intended for direct connection to the branch circuit." o Labor cost to rewire fixture

Table continued

Type	Advantage	Disadvantage
Replacement lamp (Hybrid A/B) Works with/ without ballast Generally NOT recommended (see Caution)	<ul style="list-style-type: none"> o Can use with ballast until ballast fails and then connect directly to line voltage o Some products work with both shunted and non-shunted lampholders (wiring may be different) 	<ul style="list-style-type: none"> o When connected without a ballast it may have the shock and safety risks of "ballast bypass"

CAUTION: Ballast Bypass lamps are generally NOT recommended. The issue here is to consider future risk relative to the advantage of eliminating the fluorescent lamp ballast. For example, there is a shock risk with double ended ballast-bypass lamps if only one end is installed and contact is made with the other end with the circuit energized. In the future, there is a risk of installing incompatible lamps such as: different type of ballast-bypass LED tube, another category of LED tube, or even reinstalling a fluorescent tube because they all look similar. An organization should determine if they can mitigate these issues before selecting ballast bypass products. Possible mitigation steps include:

- Buying tubes with built-in safety features for shock or other risks.
- Applying labels on fixtures identifying type of LED and wiring arrangement.
- Moving responsibility for lamp replacement from janitorial staff to trained maintenance electrical staff.
- Purchasing spare lamps so correct replacement is be available on site.

B Resources and Fact Sheets

Basic Practices to Improve Utility Use Management

1. **Appoint a person** to monitor energy-saving practices and report findings of conservation practices regularly. If you find discrepancies and/or require confirmation on something, don't hesitate to call your local Duke Energy representative.
2. Take definitive steps to schedule HVAC maintenance – fresh air and recirculation filter changes, light burnout replacement, condenser coil cleaning, dusk to dawn light sensor repair, thermostat calibration, check refrigerant levels, boiler tune-ups, chiller staging under load, and automation that has quit working. Check fresh air make-up settings and insure it works.
3. Keep unoccupied room lights turned off. EPA estimates that lighting is 15% to 30% of the electric bill.
4. Eliminate personal space heaters – Make the HVAC system function properly, (shouldn't be a need for personal heaters).
5. Control personal appliance use – small refrigerators, microwaves, space heaters, coffee makers, etc.
6. Equipment life-cycle can justify energy savings for replacement. For re-commissioned and major overhauls, the equipment items include: heat pumps, packaged/spilt HVAC systems, chillers, boilers, major appliances, VSD motors. Keep in mind that continuous rewinding of motors reduces efficiency each time it is rewound. In some cases a Motor Management Schedule/Consultant may be

Other Financial Incentives - Federal, state and local - North Carolina businesses may take advantage of financial incentives and low interest loans for eligible renewable energy and efficiency projects. Financing incentives and loans include the following:

- Energy Efficient Commercial Building Tax Deduction (\$0.30 – \$1.80 square foot) - Federal
- 30% Federal Business Energy Tax Credit---solar, fuel cell, small wind
- 10% Federal Business Tax Credit--- geothermal, microturbines, and CHP
- USDA Rural Energy for America Program (REAP) – Grants for up to 25% of the cost of eligible renewable and efficiency projects for rural small businesses and agriculture:

The incentives above are only a partial list of what is available in NC. Many of the state's utilities have incentive programs for energy projects. For a complete list of local, state and federal incentives and rebates, go to the Database of State Incentives for Renewables & Efficiency (DSIRE) website: <http://www.dsireusa.org/>.

Waste Reduction Partners Technical Publications

Waste Reduction Partners has created a number of technical publications to help you pursue your utility cost-saving and environmental goals. Click on the link below to open the document.

<http://wastereductionpartners.org/resources/fact-sheets-2>

C. Follow-up Evaluation

Waste Reduction Partners provides energy, solid waste, water, and pollution prevention assessments to institutional and business entities throughout North Carolina. These assessments are confidential, non-regulatory, and provided at no or reduced cost to the client. A follow-up contact will be made with clients 6-12 months after this assessment report has been delivered to discuss the value of the assessment. The purpose of the follow-up is to evaluate the effectiveness of our reports and consultation and to determine if report recommendations were found to be worthy of implementation. You are encouraged to take the few minutes required to complete the follow-up in order to help Waste Reduction Partners continually improve its services.

Zoning Amendment Cover Letter

The main motivations behind the changes we are proposing to the Zoning Ordinance for the Town of Burnsville center around these areas:

1. Complying with the required statutory changes land use changes instituted in NCGS 160D.
2. Making the Zoning Ordinance more user-friendly and easier to locate regulations for both staff and the general public
3. Adding to our existing regulations and definitions to clarify language and increase development opportunities.

As you are aware the Planning Board is required to review the proposed changes to the Ordinance and make a written recommendation to the Town Council. We are sending each of you a written and digital copy of our working document that has the comments section along the right side which provide some clarification for which changes have been made and the motivation behind that change. The final document will not have this comment section as it is just used to note changes that have been made in this process.

With the State Legislature instituting the changes in NCGS 160D it fell to us to revise our Zoning Ordinance to comply with these changes. We have followed the guidelines sent to us for this process and have tried to make notations regarding any changes that are required by NCGS 160D in the comments section. The Legislature has set July 1, 2021 as the date to have the 160D revisions made and adopted by Ordinance. Practically this means the Town Council has to hold a public hearing and adopted the changes by their June 3, 2021 meeting.

The Zoning Ordinance we have been operating under since 2014 has several areas that are difficult to navigate for both the general public and staff. We have made several organizational changes, as recommended by the Land Use Plan, to improve the usability of the document and also to help staff make sure that items are not missed during the application process. Sections such as use restrictions for each district were following a cascading pattern in which allowed uses for one district were carried over to other districts without being repeated in the text for that district. This created the need to check all the uses in each subsequent district in to make sure this cascading pattern did not have a provision for that use. The amended ordinance incorporates a simple chart of uses with all districts represented and the allowed uses clearly indicated in one Ordinance section without the need to search back and forth between sections. This makes it much more user friendly for a lay person who is trying to determine whether a particular use is allowed on their property and much easier for staff to explain.

Our current ordinance had many regulations for items that were not defined in the Ordinance at all. Also, there were several development types that our current ordinance did not have regulations for. We have increased our definitions and added provisions which allows for a "permitted with standards" designation. This means a use

that is allowed by right automatically has some "standard" attached to it. Several of these standards were already in the text of the current ordinance but the use itself was not designated as having additional standards. These standards have also allowed us to reduce the number of developments that will require a special use hearing which was a recommendation of the Land Use Plan. The idea being if the added standards are adequate the ordinance shouldn't over complicate the approval process with an unnecessary quasi-judicial hearing.

The Comprehensive Land Use Plan of 2021 that we adopted recently identified several recommended changes to our existing ordinance that we have also tried to implement in this document. Increasing the opportunities for infill development as well as clarifying some of the regulations and definitions within our ordinance should help promote development and increase the overall tax base for the Town.

It is our hope that by providing this document to each of you along with the noted changes that it will assist the process of have an ordinance passed by the June 3, 2021 deadline. We are sure that through this process there will be some corrections and changes that will need to be made. We have established a separate email account that will only be used for staff to answer questions or address corrections about this document during this process.

The email address is: zoning2021@townofburnsville.org

Please feel free as you review this document to ask any questions or notify us of any corrections that need to be made within the document itself using this email. We will preserve these questions and notations and have them printed for review at individual board meetings on this topic.

Thank you all for your assistance on this project



Heather Hockaday
Town Administrator



Brian Buchanan
Zoning Administrator

**Burnsville Planning Board Recommendation
Zoning Ordinance Text Amendments**

Whereas, on April 13, 2021 the Zoning Administrator for the Town of Burnsville presented to the Burnsville Planning Board proposed text amendments to the Burnsville Zoning Ordinance. (see exhibit A) The various text amendments included required updates for compliance with newly enacted North Carolina General Statute 160D and updates to the ordinance as recommended by the Burnsville Comprehensive Land Use Plan 2021; and

Whereas, upon review of the proposed text amendments to the Burnsville Zoning Ordinance and pursuant to NCGS 160D-604 the Burnsville Planning Board shall advise, comment and make written recommendation to the Town Council regarding the adoption of the proposed text amendments and whether the proposed amendments are consistent with any comprehensive plan that has been adopted; and

Whereas, the Burnsville Planning Board recommends that the Burnsville Town Council approve the proposed text amendments by a vote of 5 to 0.

**NOW, THEREFORE, THE BURNSVILLE PLANNING BOARD HEREBY RECOMMENDS
AS FOLLOWS:**

1. That the proposed text amendments presented are reasonable and in the public interest because they bring the local ordinance into compliance with applicable North Carolina law (NCGS 160D) and the proposed amendments support and are consistent with the following recommendations and goals of the Burnsville Comprehensive Land Use Plan 2021:

- a. #1 (p. 59) Allow accessory dwelling units as permitted use in the R-10, C-2 and C-3 zoning districts.
 - b. #3 (p. 59) Permit double wide mobile homes on individual lots in the R-10 zoning district, provided they meet certain standards.
-

c. #14 (p.61) Reduce the amount of special use permits within the Town of Burnsville's zoning ordinance.

d. #19 (p.61) Expand the definitions contained within the Zoning Ordinance.

e. #20 (p.62) Reorganize the Zoning Ordinance, add illustrations, and incorporate a permitted uses chart to increase accessibility.

2. That the Planning Board recommends that the Burnsville Town Council approve the proposed text amendments as presented.

This the 13 day of April, 2021.

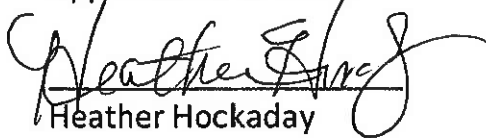
ATTEST


Brian Buchanan, Clerk

BURNSVILLE PLANNING BOARD

BY: 
Kim Simpson, Chair

Approved as to form:


Heather Hockaday
Town Attorney

Consented to (Yes/No):

Planning Board Members:

Jerri Storie- ABSENT

Greg Yuziuk- y

Robert Byrd- y

Paul Bradley- y

Jeanne Martin y
(Alternate)

Special Event Guidelines

Thank you for your interest in hosting a special event on the Burnsville Town Square. The town welcomes a wide variety of events that enrich the community for both visitors and local residents, and attempts to coordinate a calendar of these events, providing services when needed.

The following guidelines were designed to make the process of special events easy and efficient for all parties involved. Town management will review your application and will work with you through this process to encourage a successful event.

- The Town of Burnsville recognizes and supports programs and organizations that promote local history, the arts, agriculture and events that create a significant economic impact to the downtown area. Town sponsorship or co-sponsorship of events on the square must be approved by the Town Council and must fall within one of the categories listed above.
- Event packets must be completed six weeks prior to the event. Special Event Packet includes Square Request Form, Site Plan, Insurance Agreement, Performing Stage Agreement (if applicable), and any additional information necessary to implement event procedures.
- All requests must be adequately insured; a copy of the insurance certificate is required no later than 10 days prior to the event.
- Dates are placed on the calendar on a first-come, first-served basis, and subject to availability. Events will not be considered scheduled until the completed event packet has been received. Applicants with incomplete packets will forfeit the date and will be asked to complete the entire package prior to scheduling another date.
- All requests for road closures must be included in the event packet complete with an illustration on the Site Map indicating the location of the road closure. All events requiring road closure are contingent upon local as well as NCDOT approval. For this reason, road closure requests must be received by the Town of Burnsville at least six weeks prior to the event. NCDOT has the final authority to grant road closures for East, North, West Main Streets and the Square. If they do not approve the closure the road cannot be closed by the Town. Road closures will only be permitted for large scale community wide events and shall be tailored in area and duration to have as little disruption to traffic flow and impact on downtown businesses operations as possible.
- The Town of Burnsville is responsible to maintain the town square and may limit the amount or types of structures such as tents, booths, and/or tables placed on the grassy areas.
- The performing stage owned by the Town of Burnsville can be set up on the grassy area of the Square, preferably at the northeast corner. Please indicate the proposed alternate location on attached Site Plan.
- Food vendors are required to coordinate the event with the Yancey County Health Inspector. Inspections must be completed on Monday through Friday, in between the hours of 8am to 4pm. Inspections will not be completed on weekends. Please contact the Yancey County Environmental Health Department for more information.

Temporary food vendors, except for non-profit groups, are required to comply with additional permitting requirements/fees established by the NC Division of Environmental Health. See

the attached packet "Permit Fees for Temporary Food Establishments" for information. Fees and applications should be forwarded to the Yancey County Environmental Health Department.

- Sponsors (or individuals representing sponsors) are responsible for clean up. Event organizers are encouraged to participate in recycling.
- The organizer/applicant may be responsible for paying off-duty law enforcement officers or reimbursing the Town of Burnsville for the costs of providing on-duty law enforcement officers to appropriately manage the event.
- If paint is necessary to designate parking spaces, booth spaces, etc. on the road surrounding the Square, it MUST be obtained from the Town of Burnsville at a cost of \$_____ per can. NO OTHER PAINT PRODUCT IS PERMITTED.

For questions or concerns regarding the above information, please contact Chad Fox at the Town Office, phone 682-2420 or email at clerk@townofburnsville.org. Faxed applications are accepted, but a hard copy with original signatures is required prior to the event. Fax to (828) 682-7757.

The Town of Burnsville reserves the right to change or modify any or all of the above terms and conditions at any time.

****Disclaimer**:** The Town Square is a public space. To promote the health, safety and welfare of the citizens of Burnsville town management coordinates the scheduling of events on the square. However, because the square is a public space, placing an event on the town calendar is not a guarantee of exclusive use of the space. Other groups exercising constitutional rights may choose to gather on the square at the same time as a scheduled event. In the past this has not been an issue of concern, but the Town makes no guarantees of exclusive use of the square to any group scheduling an event and is not liable for any damages, monetary or otherwise, caused by any interruption to any event by groups or individuals who come to the square to exercise any constitutional rights such as peaceful assembly or free speech. Groups causing property damage or violating any laws will be dispersed and required to leave.

Agreement: I have read and understand this application and the requirements placed upon this applicant and organization. I agree to abide by the Town of Burnsville's rules, regulations, and ordinances.

Authorized signature for:

Name of Organization

Date

2021 Events on the Square for Council Approval

Traditionally Sponsored Events on the Square

- Evenings on the Town Square – returning in 2022
- Independence Day Celebration – 7/3/21
- Mt. Mitchell Crafts Fair – 8/6 & 8/7
- Old Timey Fall Festival – 9/25/21
- PATH events (Fit Families 5k) – 10/9/21
- Toy Run
- Halloween on the Square – 10/30/21
- Christmas Caroling on the Square
- Stars on the Square
- BFD Car Show

New Events Requesting Sponsorship (Insurance Coverage)

- Community Awareness Concert – 5/22/21, Requesting Insurance sponsorship and stage.
- Parkway Playhouse Walking Show “A Good Day” – 6/5-6/6, 6/12-6/13, Requesting Insurance sponsorship

Other Events that have submitted packets for approval

- Dance & Karate Express – 5/14/21, Stage request
- Cruz Thru – 5/21/21, Requesting Police escort
- COVID-19 Memorial – 8/8/21, Requesting a road closure of the south side of the Square and the stage.
- Burnsville Metric – 9/18/21, Requesting a brief road closure of the south side of the Square when the race starts.
- Habitat for Humanity Exhibition

RESOLUTION OF INTENT TO CONSIDER AN ORDINANCE AMENDING THE CHARTER OF THE TOWN OF BURNSVILLE NORTH CAROLINA TO ADOPT THE COUNCIL-MANAGER FORM OF GOVERNMENT AND SETTING THE DATE FOR A PUBLIC HEARING THEREON

WHEREAS, pursuant to G.S.160A-101 and 160A-102, the Town Council of the Town of Burnsville, North Carolina may adopt an ordinance to amend the Charter of the Town to implement any of the optional forms set out in G.S. 160A-101; and

WHEREAS, G.S. 160A-102 requires that proposed Charter amendments first be submitted to a public hearing and that due notice thereof be published not less than ten (10) days prior to the date fixed for the public hearing;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Burnsville, North Carolina that:

1. The Town Council hereby intends to consider an ordinance amending the Charter of the of Burnsville as set forth in a petition to then North Carolina Board of Municipal Control and an order thereafter issued dated 8 April, 1922, as amended, to adopt the council-manager form of government, as authorized by G.S. 160A-101(9)(b).

2. A public hearing on the proposed ordinance is hereby called at Burnsville Town Center, 6 South Main Street, Burnsville, North Carolina at 6:00 p.m. on Thursday, 3 June, 2021.

3. Following the public hearing called hereby, the Burnsville Town Council shall consider passage of the ordinance at its regular meeting on Thursday, July 1, 2021.

4. The Town Clerk is hereby directed to cause to be published in the Yancey Common Times Journal a proper notice of the public hearing called, which notice shall contain a summary of the proposed Charter amendments.

Adopted this _____ day of _____, 2021.

Theresa Coletta, Mayor

ATTEST:

J. Chad Fox, Clerk



National Public Works Week Proclamation

May 16 – 23, 2021

“Stronger Together”

WHEREAS, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of Burnsville North Carolina; and,

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers and employees at all levels of government and the private sector, who are responsible for rebuilding, improving and protecting our nation’s transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders and children in Burnsville North Carolina to gain knowledge of and to maintain a progressive interest and understanding of the importance of public works and public works programs in their respective communities; and,

WHEREAS, the year 2021 marks the 61st annual National Public Works Week sponsored by the American Public Works Association;

NOW, THEREFORE, BE IT PROCLAIMED, We, the Burnsville Town Council, do hereby designate the week May 16 – 22, 2021 as National Public Works Week; we urge all citizens to join with us in paying tribute to the employees of the Burnsville Public Works Department for their dedication, hard work and the substantial contributions they make to protecting the health, safety and quality of life in our Town.

This _____ day of _____ 2021.

TOWN OF BURNSVILLE

BY: _____
Theresa Coletta, Mayor

ATTEST:

J. Chad Fox, Clerk

(SEAL)