

**AGENDA ROXBORO CITY COUNCIL MEETING  
TUESDAY, OCTOBER 9, 2018 at 7:00 P.M.  
CITY HALL COUNCIL CHAMBER**

<b>CALL TO ORDER</b>		Mayor Marilyn P. Newell
<b>INVOCATION:</b>		
<b>PLEDGE OF ALLEGIANCE:</b>		Mayor Marilyn P. Newell
<b>AGENDA ADOPTION:</b>		Mayor Marilyn P. Newell
<b>CONSENT AGENDA</b>		Mayor Marilyn P. Newell
Minutes		
Fire Department		
Police Department		
Public Services		
Fuel Expenditures		
Planning/RDG Report		
<b>RECOGNITIONS:</b>		
<b>PUBLIC COMMENT:</b>	<i>(5 minutes per Citizen)</i>	Mayor Marilyn P. Newell
<b>PUBLIC HEARINGS AND ORDINANCE MATTERS:</b>		
1. Budget Amendment		Finance Director Dan Craig
2. 206 Hill Street – Demolition – <i>Public Hearing</i>		Planning Director Lauren Johnson
3. UDO Text Amendments – <i>Public Hearing</i>		Planning Director Lauren Johnson
<b>NEW BUSINESS:</b>		
<b>OLD BUSINESS:</b>		
<b>COMMITTEE REPORTS:</b>		Mayor Marilyn P. Newell
<b>ADMINISTRATIVE REPORTS:</b>		
4. Financial & Tax Report		Finance Director Dan Craig
5. Assistant Manager's Report		Assistant Manager Tommy Warren
6. Manager's Report		City Manager Brooks Lockhart
<b>COUNCIL DISCUSSION:</b>		
<b>CLOSED SESSION:</b>	Per NCGS 143.318.11(a)(1) Attorney/Client Privilege Per NCGS 143.318.11(a)(6) Personnel	
<b>ADJOURNMENT:</b>	Motion	Second

# Consent Agenda

## **CITY OF ROXBORO, NC Consent Agenda**

The Regular meeting of the Roxboro City Council was held in the Council Chamber of City Hall at 7:00 p.m. Tuesday, October 9, 2018.

The following members of the Roxboro City Council were present:

The following members of the Roxboro City Council were absent:

**Mayor Marilyn P. Newell** presented the consent agenda and asked if any item should be added or removed before calling for action. After some discussion, a **motion was offered by \_\_\_\_\_ to approve the Consent Agenda as presented with a second by \_\_\_\_\_** and upon being put to a vote, was carried unanimously.

- Minutes of September 11, 2018 (*Regular Meeting*)
- Fire/EMS Monthly Report (*September 2018*)
- Police Dept. Monthly Report (*September 2018*)
- Public Services Monthly Report (*September 2018*)
- Fuel Expenditures Monthly Report (*September 2018*)
- Planning/RDG Monthly Report (*September 2018*)

---

Trevie Adams, MMC/NCCMC  
City Clerk

*Mission Statement: "To create an inviting environment with opportunities that will add value to the Community of Roxboro"*

**MINUTES/MEETING OF THE ROXBORO CITY COUNCIL  
TUESDAY SEIPTEMBER 11, 2018 – 7:00 P.M. CITY COUNCIL MEETING  
CITY HALL IN THE COUNCIL CHAMBERS - ROXBORO, NC**

**Members Present:** Mayor Marilyn P. Newell  
Mayor Pro-Tem Tim Chandler  
Council Member Mark Phillips  
Council Member Byrd Blackwell  
Council Member Reggie Horton  
Council Member Sandy Stigall

**Members Absent:**

**Others Present:** City Manager Brooks Lockhart  
Assistant Manager Tommy Warren  
City Clerk Trevie Adams  
City Attorney Nick Herman

**CALL TO ORDER:**

**Mayor Marilyn P. Newell** called the meeting to order at 7:00 p.m. welcoming everyone in attendance. **Police Chief David Hess** provided the invocation and asked for a moment of silence to remember 9/11 victims and families.

**PLEDGE OF ALLEGIANCE:**

Mayor Marilyn P. Newell then led Council and those in attendance in reciting the Pledge of Allegiance to the Flag.

**AGENDA ADOPTION:**

**Mayor Marilyn P. Newell** presented the agenda and asked that Trey Wright in recognitions be removed due to illness and to add Mr. Carl Garrett - Proclamation. A **motion to approve the agenda with the proposed change by the Mayor was offered by Mayor Pro Tem Tim Chandler with a second by Council Member Byrd Blackwell** and upon being put to a vote was carried unanimously.

**CONSENT AGENDA ADOPTION:**

**Mayor Marilyn P. Newell** presented the consent agenda and asked if anyone had any comments. A **motion was offered by Council Member Mark Phillips to approve the consent agenda as presented with a second by Council Member Sandy Stigall**, and upon being put to a vote, was carried unanimously.

**RECOGNITIONS:**

- Mayor Marilyn P. Newell read two proclamations – Embrace Christian Center Day and Mr. Carl Garrett
- Letter of Commendation, Detective Jason Howe – Presented by Creedmoor Chief Keith King
- Squad Commendation – Sgt. Cash’s Squad – Presented by Police Chief David Hess
- Meritorious Conduct Award – Sgt. Shawn Williams – Presented by Police Chief David Hess

**PUBLIC COMMENT:**

**Mayor Marilyn P. Newell** invited anyone interested in addressing Council to sign-up for the public record and to limit his/her comments to five minutes.

**PUBLIC HEARINGS & ORDINANCE MATTERS:**

**1. Demolition Order – 222 Bryce Street – Public Hearing**

**Mayor Marilyn P. Newell opened the Public Hearing at 7:35 p.m.** Planning Director **Lauren Johnson** reported to the Mayor and Council that the residence at 222 Bryce Street has been in disarray for a while and beginning on June 22, 2016 the owner had been notified on several occasions regarding the living conditions of the property. On July 10, 2018 the Administrator mailed a notice of intent to abate the minimum housing violation by means of demolition. At the August 14<sup>th</sup>, 2018 meeting, Council granted the owners thirty days to bring back a detailed description of what would be done to the property to bring it back to code. Mayor Newell asked for any Public comment at this time.

1) **Ms. Phyllis Mclver and Mr. Weldon Stanfield** reported to the Mayor and Council that they were unaware of the notices and Ms. Mclver stated that Mr. Stanfield (a local contractor) had examined the property and stated it would take about \$6,000 to bring into compliance. Ms. Mclver also stated that the family is working on getting the funds together to begin work on the property and would like a six month extension.

2) **Ms. Linda King of 225 Bryce Street, Roxboro, NC** lives next to this property stating that no one has ever lived in the house and she has been calling the City since 2010 and that the property was being used for a “dumping ground”. Ms. King stated that she has been calling and e-mailing the City to make the neighborhood look better. Ms. King also stated that she does not want to purchase the property, however, she would take over the care of the property because it is unsafe and has been this way for twenty years.

**Mayor Marilyn P. Newell closed the Public Hearing at 7:52 p.m.** **Mayor Pro Tem Tim Chandler** stated that at the August 14<sup>th</sup> meeting, the Council agreed to giving the Johnson’s a thirty day extension to give a detailed proposal of what needed to be done to the property. Unfortunately that has not been presented. Ms. Mclver and Mr. Stanfield offered a monetary amount but no details as requested. After a brief discussion, **Mayor Pro Tem Tim Chandler offered a motion to proceed with the demolition of 222 Bryce Street with a second by Council Member Reggie Horton** and upon being put to a vote was carried unanimously.

**2. Special Use Permit – 619 Jean Street – Quasi-Judicial**

Mayor Marilyn P. Newell opened the hearing and ask that anyone that needed to speak during this hearing to please come forward to be sworn in. Planning Director Lauren Johnson was sworn in to testify. Mrs. Johnson reported to the Mayor and Council that staff received an application for a Special Use Permit request to place a Class A Manufactured Home (aka doublewide) at the property located at 619 Jean Street. Clayton Homes of Roxboro requests a Special Use Permit for the placement of a Class A Manufactured Home (otherwise described as a “double-wide”) on the lot at 619 Jean Street. The property, consists of two combined parcels identified as Person County Tax Map 26, Lot 4 and Tax Map 26, Lot 10. The parcels were authorized by the Review Officer for the City of Roxboro, but a new Tax Map and Lot number were not assigned prior to the development of the report. The property constitutes .29 acres. The surrounding properties are zoned R-6 and R-12 (Residential, as well as B-1 (Commercial).

Continuing, Mrs. Johnson reported the findings as:

The location on Jean Street constitutes 12,632 square feet of undeveloped property. To the immediate right of this property are three single-wide mobile homes on a .32 acre lot. There are two single-family dwellings at the end of Jean Street, on two lots constituting .20 acres each, as well as two small, single-family dwellings at the beginning of Jean Street, as you turn from NC Highway 57 Semora Road. Directly across Jean Street, from the proposed site of this development is a gravel drive that leads to the commercially-zoned property housing Westgate Self-Storage facility and a multi-office building (See Exhibit A). The 10 acre tract of land behind the 619 Jean Street location is virtually un-developed, with only a 5,000 square foot office building (currently home to Horner Financial) to the very north of the property, adjacent to NC Highway 57, Semora Road.

The City of Roxboro UDP requires a minimum of 2 off-street parking spaces be provided for a manufactured home dwelling, with a minimum clearance of 18' in length for each vehicle. The site plan provided by the applicant shows an approximate 54" driveway on the property.

According to Section 6.5.3. in the City of Roxboro's UDO, the setback requirements for a single-family residential unit (and/or Class A Manufactured Home) are 25' in front, 10' on either side, and 15' in the rear. Uncovered decks and porches attached to the principal structure may be located in side or rear yards, provided such uses shall not be less than 5 feet from any lot line. This does not allow the encroachment of these uses into front or corner lot yard setbacks, nor does it include covered decks, porches, or sunrooms. The site plan provided by the applicant shows a 50.2' setback from the front 4'X4' porch to the front property line, a 21.15' setback on either side of the proposed manufactured home, and a 50.2' setback from the back 4'X4' porch to the rear property line. Based on the survey map by the applicant, the total length of the property from front setback to rear setback is only 132.8'. As such the setbacks proposed do not add up to the width of the property. On September 6, 2018, staff spoke with Roger McCarter at Clayton Homes, who advised the rear setback should be corrected to reflect the proper dimensions of the lot. As such, the rear setback should be 46.6'. These setbacks meet all minimum requirements.

This property is located in the Falls of the Neuse Watershed, which requires special regulation for development and area disturbance. Andrew Oakley is the city of Roxboro Stormwater Administrator, and therefore must sign off on all development within the Falls Watershed. Mr. Oakley requested a condition be placed on any approval for this proposal, requiring the applicant submit a site plan that shows the disturbed area for the proposed development to be less than 12,000 square feet. If the disturbed area exceeds this amount, then further steps will be necessary to meet the requirements of the City's Stormwater Ordinance. (See Exhibits B & C for all comments from Mr. Oakley).

A part of the review for this development included seeking input from the Roxboro Fire Department, Person County Building Inspections Department, and a local appraiser regarding any concerns of development at this location. Exhibits D, E, and F, respectively, will indicate there were no concerns expressed by any of these entities regarding the proposed placement of a Class Manufactured Home on the site at 619 Jean Street.

The City Council shall issue a Special Use Permit only if it has evaluated an application, through a quasi-judicial process, and determined that the following statements are found in the affirmative:

- (a) The establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety, or general welfare.
- (b) The special use will be in harmony with the existing development and uses within the area in which it is to be located.
- (c) The establishment of the special use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.
- (d) Adequate utilities, access roads, drainage, parking, or necessary facilities have been or are being provided.
- (e) Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.
- (f) The special use shall, in all other respects, conform to all the applicable regulations of the district in which it is located.
- (g) Public access shall be provided in accordance with the recommendations of the city's land use plan and access plan or the present amount of public access and public parking as exists within the city now. If any recommendations are found to conflict, the system requiring the greatest quantity and quality of public access, including parking, shall govern.
- (h) The proposed use will be in conformity with the land use plan, thoroughfare plan, or other plan officially adopted by the City Council.

Staff recommends the following conditions:

- (1) Applicant must provide a detailed site plan, showing the total disturbed area for the project, and any other documentation necessary to satisfy the requirements of the City's Stormwater Ordinance and Administrator. This condition is assigned to ensure the project will meet finding (f) "The special use shall, in all other respects, conform to all the applicable regulations of the district in which it is located," as outlined in the City's UDO.

After a brief discussion, Council Member Mark Phillips offered a motion to approve the Special Use Permit request for 619 Jean Street for the proposed placement of a Class A Manufactured Home on the undeveloped site, as described in the application packet, with the proposed conditions outlined in Docket #SUP2018-05, as it meets the required findings outlined in Section 4.9.4.5. of the City's UDO, with a second by Council Member Reggie Horton and upon being put to a vote was carried unanimously.

### **3. Text Amendments – Business Regulations – Chapters 110,111,114, & 117 – *Public Hearing***

**Mayor Marilyn P. Newell opened the Public Hearing at 8:02 p.m.** City Manager Brooks Lockhart reported to the Mayor and Council that Chapters 110,111,114, & 117 were in need of updating as follows:

**Chapter 110 General Licensing, Taxation and Regulations:** Effective July 2015, the NC General Assembly removed the ability for municipalities to tax business for the privilege of operating. The amendment would reflect this law, however, this change has not eliminated the ability to regulate businesses such as taxis and door-to-door sales. The City also has the ability to access fees to defray the expense of any services it feels we provide. This amendment leaves a framework for the Council to utilize if there is ever a decision to exercise the City's abilities.

**Chapter 111 Alcoholic Beverages:** Staff has received a request from two local restaurants and a petition with over 105 signatures that the City consider expanding the hours of alcoholic beverage sales on Sunday beginning at 10:00 a.m. The NC General Assembly passed the "Brunch Bill" in the 2017 session which allows the authority for this

amendment. Person County has adopted the provision for the unincorporated areas of the County.

**Chapter 114 Cable Telecommunications:** The City's authority to issue cable franchise agreements was eliminated by the State in 2006. The franchise agreements are now held with the State. This section is proposed to be repealed in its entirety and reserved for future use in the City Code.

**Chapter 117 Tattoos and Body Piercing:** Minor changes are needed to update definitions and create consistency with the UDO. The UDO regulates the location and hours of operation through supplemental regulations; having that in two places creates potential for conflict. The ordinance provided to Council provides that the establishments covered by this ordinance property post their state, county health department, zoning compliance statement. It further mentions a business registration fee and references the annual budget ordinance; at this time there is no established fee in the budget, so this would not have an immediate impact to the businesses.

Mayor Newell asked if anyone from the public would like to speak at this time on Chapters 110, 114, and 117. No one spoke at this time.

After some discussion, **Mayor Pro Tem Tim Chandler offered a motion to approve Chapters 110, 114, and 117 as presented, but would like to discuss Chapter 111 further before a motion is offered, Council Member Mark Phillips offered a second to this motion** and upon being put to a vote was carried unanimously.

**Mayor Newell asked if anyone from the Public would like to speak to Council regarding Chapter 111. Mrs. Candice Crank of Heirloom Restaurant** located on Depot Street presented Council with a petition with approximately 115 signatures stating they would like for Council to approve the "Brunch Bill" not only for restaurants, but any business to sell whether it is on or off site sales. There being no one else from the public, Mayor Newell closed the Public Hearing at 8:13 p.m. After some discussion, **Council Member Mark Phillips offered a motion to approve the "Brunch Bill" stating "any establishment located in the City limits and holding an On-premises Malt Beverage Permit and/or an On-premises Unfortified Wine Permit and/or an On-premises Fortified Wine Permit and/or a Mixed Beverages Permit pursuant to NC General Statute §18B-1001 is permitted to sell beverages allowed by its permit beginning at 10:00 a.m. on Sundays with a second by Mayor Pro Tem Tim Chandler and upon being put to a vote was carried with a 3-2 vote with Council Member Byrd Blackwell and Council Member Sandy Stigall voting nay.**

## **NEW BUSINESS**

### **4. Marlow's Creek Contract – Engineering**

**Public Services Director Andy Oakley** presented the Mayor and Council with a contract for engineering services for Marlowe's Creek Outfall Replacement. Mr. Oakley reported that Marlowe's Creek has been identified as being in need of replacement. Council approved \$250,000 for the Engineering Services for the project during the 2018-2019 annual budget.

A Request for Qualifications was published on March 17, 2018 and staff received three submittals from consultants by the deadline of April 10, 2018. City staff reviewed the submittals and Alley Williams Carmen and King, Inc. was ranked highest among the participating consultants. After a brief discussion, **Mayor Pro Tem Tim Chandler offered**

**a motion to approve the contract as presented with a second by Council Member Mark Phillips** and upon being put to a vote was carried unanimously.

**5. Resolution to Approve Grant Application**

**Public Services Director Andy Oakley** presented the Mayor and Council with a Resolution explaining that the Federal Clean Water Act Amendments of 1987 and the N.C. Water Infrastructure Act of 2005 (NCGS 159G) have authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of (state whether a wastewater treatment works, wastewater collection system, stream restoration, stormwater treatment, drinking water treatment works, and/or drinking water distribution system or other “green” project). Mr. Oakley asked for Councils approval of the Resolution to be able to apply for assistance. After a brief discussion, **Council Member Mark Phillips offered a motion to approve the Resolution as presented with a second by Council Member Byrd Blackwell** and upon being put to a vote was carried unanimously. **Clerk’s Note: A copy of said Resolution is hereby incorporated into the minutes of this meeting.**

**6. Fire Truck Loan Approval – Piedmont Electric**

**Fire Chief Kenneth Torain** reported to the Mayor and Council that in the 2018/2019 budget, an air truck for the fire department was approved. The truck is used to fill air bottles on a fire scene. This truck also has a remote light tower and serves as a rehab truck and can carry rescue equipment. The stipulation during the budget process was Staff had to get the zero percent interest loan from Piedmont Electric Corporation. During Piedmont’s August meeting staff was notified that the loan was approved. During the budget process the truck was \$145,000, but during the wait period for Piedmont, staff talked the price down to \$125,000. After some discussion, **Mayor Pro Tem Tim Chandler offered a motion to approve the zero interest loan from Piedmont Electric with a second by Council Member Sandy Stigall** and upon being put to a vote was carried unanimously.

**7. Tourism Annual Report**

**Margaret McMann, Person County Tourism Director** reported to Council some of the accomplishments that the Tourism Development Authority (TDA) has completed for year. Some of these included: “Explore Roxboro” app with a presentation to the Mayor and Council of the new film to promote Roxboro/Person County that shows the finest that Roxboro/Person County has to offer to tourist, continued partnerships with other organizations such as Roxboro Development Group, the Roxboro Area Chamber of Commerce, the Person County Arts Council, the Kirby Cultural Arts Complex, to name a few, during the 2017-2018 year tourism has been able to give over \$70,000 in grants to organizations to assist in advertising and promotion of events, a new destination guide that will be included in the Chamber of Commerce’s annual guide, and some of these guides will be distributed at the Raleigh/Durham Airport as another means of economic development and tourism awareness. Ms. McMann also stated that she would like to have a Visitor’s Center that would be centrally located so visitors or local citizens could map out their adventures in a home like setting.

**OLD BUSINESS:**

**8. Operations “Slow Down” Update**

**Police Chief David Hess** reported to the Mayor and Council that Operation “Slow Down” campaign was to address concerns of speeding in the city and county. Staff was able to deploy a newly purchased Radar Speed Sign. The sign was first set at South Main Street near Gentry Street from July 30<sup>th</sup> to August 8<sup>th</sup>. The second deployment was on Ridge Road near Windsor Drive. The sign was placed on August 17<sup>th</sup> in “Stealth Mode” until

August 27<sup>th</sup>. Stealth Mode is a setting that allows the sign to track speed data without displaying a speed to the motorist.

The data from both deployments indicates the motoring public, on average, exceeds the posted speed limit by more than 12-20 mph in these areas. Operation "Slow Down" proved to be a successful endeavor. A total of 884 speeding citations were issued by local law enforcement. Chief Hess stated that the message to the public, "speeding is a problem throughout our County", "Obey the Sign or Pay the Fine". Law enforcement will continue to monitor these troubled areas.

#### **COMMITTEE REPORTS:**

**Mayor Marilyn P. Newell** offered some dates: Kerr- Tar Annual Banquet – September 27, 2018, the retirement of Judge Mark Galloway on September 28, 2018 from 4:00 pm – 7:00 pm at the Kirby Theatre.

- **Council Member Byrd Blackwell** reported that the Good Morning Coffee Hour, September 19, 2018 at 8:00 am will be information on DARE and Substance Abuse.
- **Mayor Pro Tem Tim Chandler** reported that the United Way Kick Off will be held on October 3, 2018.
- **Council Member Mark Phillips** reported that the Chief's Association reported that Timberlake is working to lower ISOs, and GIS is doing a street number study in the City because some dwellings have no numbers and makes it difficult for emergency personnel to respond to calls.
- **Council Member Reggie Horton** reported that he attended the Community Watch at East Roxboro, Patriot's Day ceremony, Cruise In, the Ground Breaking at the Wastewater Treatment Plant, and Personality.

#### **ADMINISTRATIVE REPORTS**

##### **9. Financial & Tax Report**

**Finance Director Dan Craig** presented Council with Financial reports for months ending July 31, 2018 and tax reports ending August 31, 2018. **Clerk's Note: A copy of said financial report is hereby incorporated into the minutes of this meeting.**

##### **10. Assistant Manager's Report**

**Assistant Manager Tommy Warren** reported to the Mayor and Council that the water plant had two employees to resign this summer. In the past, staff has had to hire employees and then train them, plus they had to work at the water plant for six months before they were eligible to take the state exam. Staff has had certified operators apply for the vacant positions and after a short training period to learn the Roxboro plant operations, they will be able to work on their own. In addition, one candidate was qualified to be the Chief Plant Operator that requires an "A" certification and she has twelve years of experience as a water plant operator with the last five years as a certified "A" operator, with a degree in electronics as well. Her first day at work for the City was September 10, 2018.

Mr. Warren continued informing Council that the pump at NC49S pump station failed due to the impeller and a couple of wear plates failed. There is a long lead time on getting parts for these older pumps, however the parts have arrived and the pump is scheduled to be repaired on Monday September 10<sup>th</sup>. The station in the meantime has been operating off the portable diesel powered pump for the past two months.

The contractor is making good progress on the grading at the wastewater treatment plant. According to the job superintendent, the grading is ahead of schedule and they are making

good progress on the new digester. The contractor hopes to be pouring concrete for the digester about the first of October.

#### **11. Manager's Report**

**City Manager Brooks Lockhart** reported to the Mayor and Council some upcoming dates: Roxboro Area Merchants' Association – at 8:00 a.m. on September 18<sup>th</sup> at Golden Corral, Small Business Symposium, 10:00 a.m. – 2:00 p.m. on September 20<sup>th</sup> at the Kirby and Council work session and Mr. Lockhart asked if Council could set the date for October 22<sup>nd</sup> at 6:30 p.m. After a brief discussion, it was the consensus of Council to meet for a Planning Session on October 22, 2018 at 6:30 p.m. in the Council Chambers at City Hall.

Mr. Lockhart stated that full implementation and transition for the new payment portal for Utility Billing is scheduled for September 21<sup>st</sup>. Staff plans to conduct an information campaign via bill inserts, social media, and local media to inform customers of the changes to the payment portal. Layout for the payment portal is underway. Intentions are to have a final design completed by September 10<sup>th</sup> to allow time to create informational bill inserts for customers in the upcoming bills. IT has recommended staff utilize a friendly url instead of marketing the lengthy default url provided by Tyler. More information will be provided to the Mayor and Council as a decision on the url is confirmed.

The first monthly progress meeting for the Wastewater Treatment Plant Upgrades will be held this week. Staff has received clear guidelines on how to proceed with the initial payment request from USDA Rural Development. USDA RD staff has advised city staff on how to frame the request to allow additional expenses related to the project, like the constructability improvements made by the CMAR and legal expenses related to the financing of the project to be submitted for reimbursement. Staff will update the Mayor and Council monthly.

#### **COUNCIL DISCUSSION:**

**Mayor Newell** asked for any discussion or concerns from **Council Members**. **Council Member Mark Phillips** stated that he is pleased with the work that the Department of Transportation is doing in Roxboro/Person County. Mr. Phillips also stated he had noticed that grading of the Patterson Drive property has begun. There being no further discussion, **Mayor Pro Tem Tim Chandler offered a motion to enter into closed session per NCGS 143.318.11(a)(1) Attorney/Client Privilege with a second by Council Member Mark Phillips** and upon being put to a vote was carried unanimously.

**Council Member Byrd Blackwell offered a motion to return to open session with a second by Mayor Pro Tem Tim Chandler** and upon being put to a vote was carried unanimously.

#### **ADJOURNMENT:**

There being no further business to discuss, **A motion was offered by Council Member Reggie Horton with a second by Council Member Mark Phillips to adjourn this meeting at 10:20 p.m. and** upon being put to a vote, was carried unanimously.

Submitted by:

---

Trevie Adams, MMC/NCCMC  
City Clerk

September 11, 2018

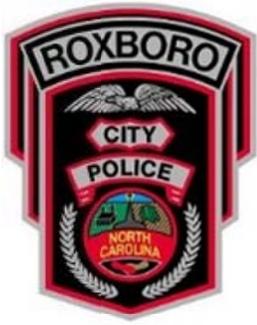


**City of Roxboro  
Fire and Rescue Department**

**Date:** October 2, 2018  
**To:** Mayor Newell  
Roxboro City Council  
**From:** Kenneth M. Torain, Fire Chief

**Highlight**

- **Responses** - During the month of September the City of Roxboro Fire Department responded to 28 fire calls within the city limits, and 38 fire calls outside the city limits. Also, the department responded to 94 first responder calls within the city, and 47 first responder calls in our county response district. Over the course of September, we had to call back off-duty personnel and auxiliary personnel for a total of 1 full alarms.
- **Relay for Life** – The Roxboro Fire department assisted in the setup of Relay for Life with us setting up all the bleachers and helping with the chairs. Also we walked in front of the survivors clearing the track and also had one of our personnel in the survivor walk.
- **Hurricane Florence** During the storm we had extra personnel on duty to handle the calls if the need was to arise. We responded to several trees down but mostly to flooded streets and homes and a few that the entire road had to be blocked.
- **Response to Eastern North Carolina.** Adam Morris and Colby Clayton responded to Maysville North Carolina to help with fire suppression and to provide water to the local fire department because of the water system down in the entire area. The Office of The State Marshal Office requested the tanker and 2 people to respond to the area from Roxboro.
- **Fire Prevention Day.** Fire Prevention Day will be on Saturday October 13<sup>th</sup> from 10am -2 pm .



# ROXBORO POLICE DEPARTMENT



109 North Lamar Street  
Roxboro, North Carolina 27573

Office 336 599 8345

[www.cityofroxboro.com](http://www.cityofroxboro.com)

## City Council Report

September 2018

### Patrol Division

#### Highlighted Events

- The homicide suspect from the September 27<sup>th</sup> murder was arrested within 19 hours. We extend our appreciation to the community for providing tips.
- The suspect from January 15<sup>th</sup> felony larceny at a local car sales lot was extradited back to Person County to face charges for their local crimes.
- The department's Honor Guard received training from the Old Guard in DC.
- Patrol officers, Sgt. Horton, Ofc. Campbell and Ofc. Warren, were praised by a citizen for helping her obtain a replacement tire for her vehicle.



#### Community Policing

- Participated in Fish with a Cop.
- Provided numerous updates during the flooding related to Hurricane Florence.
- Lt. Hughes is attending Person County Leadership.
- Participated with Roxboro Housing Authority "Stop the Violence" family self-sufficiency event.
- The Honor Guard provided a 3 Gun Volley at the Patriots Day event on September 8<sup>th</sup>
- Patrol participated in Fun Day at Zion Level Missionary Baptist Church on September 8<sup>th</sup>



- Posted a traffic safety law reminder on social media for motorists to use their headlights when it is raining.

**NC Law requires headlights on when it is raining. The law is for your safety and others.  
Can you see the car in the red circle?**



#### Monthly Activities

**Calls for Service: 1280**

**Traffic Enforcement Requests: 19**

**Traffic Crashes: 53**

**Total Arrests: 59**

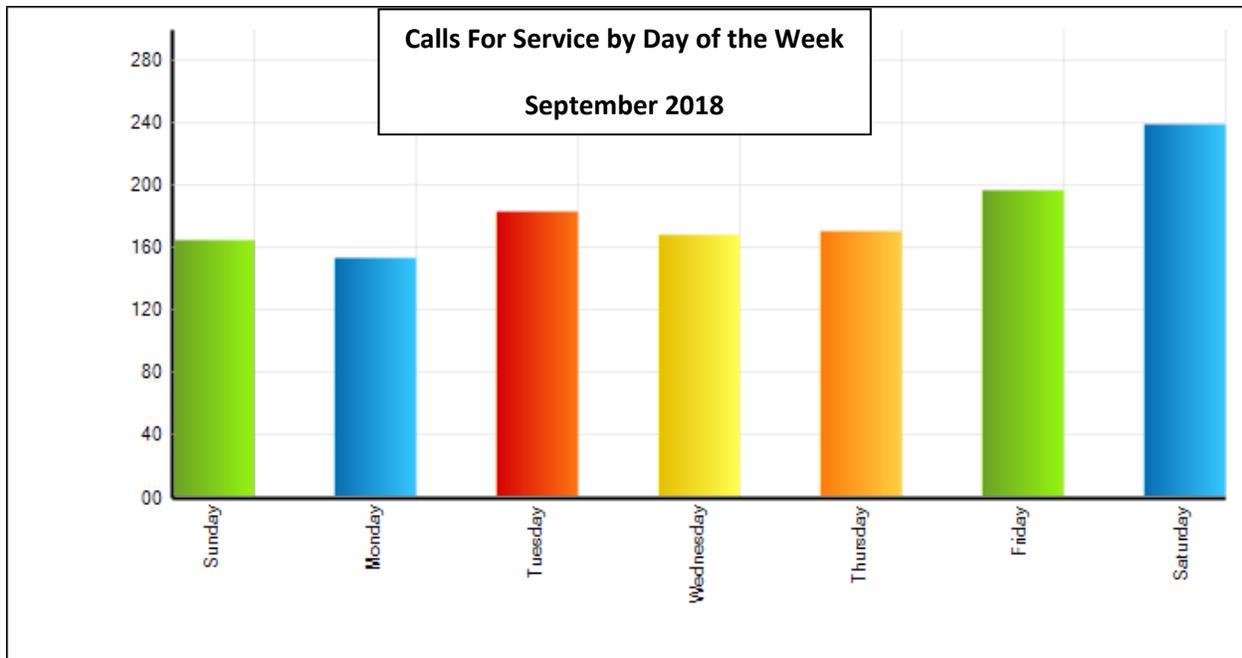
**Directed/Foot Patrol: 162**

**Incident Reports: 144**

**Traffic Stops: 334**

**Citations Issued: 359**

**Warnings: 97**



### Criminal Investigations Division

- Det. Wright was the lead investigator in the Demaria William homicide. Special thanks to CID during the month of September. The team was called out after hours every week to investigate various felony crimes.
- Det. Wright charged three people from an attempted felony larceny case at a local business. They were arrested on the property while committing the act.
- Lt. Hughes attended the FBI-LEEDA Executive Leadership Institute course.

### Total Numbers for the Month

**Cases Assigned:** 17

**Hours Completing Paperwork:** 125

**Call Outs:** 7

**Felony Warrants Obtained:** 20

**Total Arrests:** 6

**Cases Closed:** 15

**Background Investigations for New Hires:** 0

**Search Warrants Executed:** 2

**Follow Up Hours in the Field:** 195

**Follow Up Hours by Phone:** 35

**Out of Town Follow Ups:** 9

**Misdemeanor Warrants Obtained:** 3

**Interviews Conducted:** 15

**Total Forensics Cases:** 6

**Court Hours:** 6

### Street Crimes Unit

- Submitted indictments to the grand jury for indictment consideration.

## Administrative Services Unit

- Citizens Police Academy began in September.
- Assisted city staff with various police facility requests.
- Provided training equipment for annual firearms qualification.
- Assisted DA staff with an evidence review for a pending criminal case.
- Participated in several community policing events throughout the month.
- Evidence Custodian Tanya Thomas completed an audit on 300 firearms in evidence.

## Administration

### Meetings

- Met with concerned citizens.
- Daily meetings with Command Staff.
- Attended various community events.
- Presented Gerald Wallace with a certificate of appreciation for several things he has done for the department recently.
- Meetings: District Attorney Perez; Roxboro Housing Authority; Judicial Stakeholders; Business lunch with the soon to be District Attorney Mike Waters; Chamber- Personality Public Safety planning, Rotary; City Manager; Human Resources; 911 Director; Chief attended a Training & Standards Job Task Analysis committee meeting; Strategic Planning; Staff meetings; department head meeting; City Council.



### Upcoming Events

- German Foreign exchange students, Wednesday, October 10<sup>th</sup>. PD presentation and tours from 1p-4p
- New Life Non-Denominational Church fun day, Saturday, October 27<sup>th</sup> from 8am-noon. The PD will have a booth set up and staff in attendance.

### Police Department Strategic Planning Community Stakeholder meetings

- **CPA Alumni:** October 15<sup>th</sup> @ 7 PM PD Training Room
- **City Council:** October 22<sup>nd</sup> at 6:30 PM at City Hall
- **Ministerial Alliance:** October 29<sup>th</sup> @ 7 PM PD Training Room
- **Kiwanis:** November 5<sup>th</sup> @ 6 PM at La Piazza
- **NAACP of Person County:** Waiting confirmation for a date



**THANK YOU FOR YOUR CONTINUED SUPPORT**

## Public Services Department Monthly Report



### City of Roxboro

**September 2018**

Public Utilities Department	Public Works Department																																																									
<table style="width: 100%; border-collapse: collapse;"> <tr><td style="padding-left: 20px;">Water Repairs:</td><td style="text-align: right;">14</td></tr> <tr><td>Hydrant Repairs and Maint:</td><td style="text-align: right;">0</td></tr> <tr><td style="padding-left: 20px;">Meters Changed:</td><td style="text-align: right;">5</td></tr> <tr><td style="padding-left: 20px;">New Water Services:</td><td style="text-align: right;">1</td></tr> <tr><td>Broken Meters Replaced:</td><td style="text-align: right;">0</td></tr> <tr><td colspan="2"> </td></tr> <tr><td style="padding-left: 20px;">Sewer Repairs:</td><td style="text-align: right;">1</td></tr> <tr><td style="padding-left: 20px;">Sewer Blockages:</td><td style="text-align: right;">31</td></tr> <tr><td style="padding-left: 20px;">New Sewer Services:</td><td style="text-align: right;">1</td></tr> <tr><td colspan="2"> </td></tr> <tr><td>Locate Services Provided:</td><td style="text-align: right;">239</td></tr> <tr><td></td><td style="text-align: right;">60 Hrs</td></tr> </table> <p>Remarks: 49 Pump Station repaired and returned to service.</p>	Water Repairs:	14	Hydrant Repairs and Maint:	0	Meters Changed:	5	New Water Services:	1	Broken Meters Replaced:	0			Sewer Repairs:	1	Sewer Blockages:	31	New Sewer Services:	1			Locate Services Provided:	239		60 Hrs	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="padding-left: 20px;">Commercial Garbage:</td><td style="text-align: right;">444.13</td><td style="text-align: right;">tons</td></tr> <tr><td style="padding-left: 20px;">Residential Garbage:</td><td style="text-align: right;">214.19</td><td style="text-align: right;">tons</td></tr> <tr><td style="padding-left: 20px;">Brush Collected:</td><td style="text-align: right;">12.6</td><td style="text-align: right;">tons</td></tr> <tr><td style="padding-left: 20px;">Leaves Collected:</td><td style="text-align: right;">12.6</td><td style="text-align: right;">tons</td></tr> <tr><td style="padding-left: 40px;">Emulsion</td><td style="text-align: right;">0</td><td style="text-align: right;">Gallons</td></tr> <tr><td>Potholes Repaired:</td><td style="text-align: right;">0</td><td></td></tr> <tr><td style="padding-left: 20px;">Asphalt:</td><td style="text-align: right;">12.94</td><td style="text-align: right;">tons</td></tr> <tr><td style="padding-left: 20px;">Concrete:</td><td style="text-align: right;">0</td><td style="text-align: right;">yards</td></tr> <tr><td>Building and Grounds Repair</td><td style="text-align: right;">20</td><td></td></tr> <tr><td style="padding-left: 20px;">Vehicle Repairs:</td><td style="text-align: right;">31</td><td></td></tr> <tr><td>Garage Materials:</td><td style="text-align: right;">\$17,783.15</td><td></td></tr> </table> <p>Remarks:</p>	Commercial Garbage:	444.13	tons	Residential Garbage:	214.19	tons	Brush Collected:	12.6	tons	Leaves Collected:	12.6	tons	Emulsion	0	Gallons	Potholes Repaired:	0		Asphalt:	12.94	tons	Concrete:	0	yards	Building and Grounds Repair	20		Vehicle Repairs:	31		Garage Materials:	\$17,783.15	
Water Repairs:	14																																																									
Hydrant Repairs and Maint:	0																																																									
Meters Changed:	5																																																									
New Water Services:	1																																																									
Broken Meters Replaced:	0																																																									
Sewer Repairs:	1																																																									
Sewer Blockages:	31																																																									
New Sewer Services:	1																																																									
Locate Services Provided:	239																																																									
	60 Hrs																																																									
Commercial Garbage:	444.13	tons																																																								
Residential Garbage:	214.19	tons																																																								
Brush Collected:	12.6	tons																																																								
Leaves Collected:	12.6	tons																																																								
Emulsion	0	Gallons																																																								
Potholes Repaired:	0																																																									
Asphalt:	12.94	tons																																																								
Concrete:	0	yards																																																								
Building and Grounds Repair	20																																																									
Vehicle Repairs:	31																																																									
Garage Materials:	\$17,783.15																																																									
Water Treatment Plant	Wastewater Treatment Plant																																																									
<table style="width: 100%; border-collapse: collapse;"> <tr><td style="padding-left: 20px;">Total Water Treated:</td><td style="text-align: right;">85.95</td><td style="text-align: right;">MG</td></tr> <tr><td style="padding-left: 20px;">Average Daily Treated:</td><td style="text-align: right;">2.865</td><td style="text-align: right;">MGD</td></tr> <tr><td style="padding-left: 20px;">Maximum Daily Treated:</td><td style="text-align: right;">3.3</td><td style="text-align: right;">MGD</td></tr> <tr><td style="padding-left: 20px;">Minimum Daily Treated:</td><td style="text-align: right;">1.77</td><td style="text-align: right;">MGD</td></tr> <tr><td colspan="3"> </td></tr> <tr><td style="padding-left: 20px;">City Lake Level:</td><td style="text-align: right;">Full</td><td style="text-align: right;">10/3/2018</td></tr> <tr><td style="padding-left: 20px;">Lake Roxboro Level:</td><td style="text-align: right;">6" +</td><td style="text-align: right;">10/3/2018</td></tr> </table> <p>Remarks:</p>	Total Water Treated:	85.95	MG	Average Daily Treated:	2.865	MGD	Maximum Daily Treated:	3.3	MGD	Minimum Daily Treated:	1.77	MGD				City Lake Level:	Full	10/3/2018	Lake Roxboro Level:	6" +	10/3/2018	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="padding-left: 20px;">Average Monthly Flow:</td><td style="text-align: right;">2.18</td><td style="text-align: right;">MGD</td></tr> <tr><td style="padding-left: 20px;">Maximum Daily Flow:</td><td style="text-align: right;">10.36</td><td style="text-align: right;">MGD</td></tr> <tr><td style="padding-left: 20px;">Minimum Daily Flow:</td><td style="text-align: right;">1.13</td><td style="text-align: right;">MGD</td></tr> <tr><td colspan="3"> </td></tr> <tr><td style="padding-left: 20px;">Monthly Rainfall:</td><td style="text-align: right;">9.625"</td><td></td></tr> <tr><td style="padding-left: 20px;">Maximum Rainfall:</td><td style="text-align: right;">2.25"</td><td style="text-align: right;">9/16/2018</td></tr> <tr><td style="padding-left: 20px;">Peak Hourly Flow:</td><td style="text-align: right;">20 mg +</td><td style="text-align: right;">9/17/2018</td></tr> <tr><td colspan="3"> </td></tr> <tr><td style="padding-left: 20px;">Monthly Samples Analyzed:</td><td style="text-align: right;">2556</td><td></td></tr> <tr><td style="padding-left: 20px;">Oil and Grease Inspections:</td><td style="text-align: right;">20</td><td style="text-align: right;">facilities</td></tr> </table> <p>Remarks: Rains from Hurricane Florence increased the workload from 9/14-9/17.</p>	Average Monthly Flow:	2.18	MGD	Maximum Daily Flow:	10.36	MGD	Minimum Daily Flow:	1.13	MGD				Monthly Rainfall:	9.625"		Maximum Rainfall:	2.25"	9/16/2018	Peak Hourly Flow:	20 mg +	9/17/2018				Monthly Samples Analyzed:	2556		Oil and Grease Inspections:	20	facilities						
Total Water Treated:	85.95	MG																																																								
Average Daily Treated:	2.865	MGD																																																								
Maximum Daily Treated:	3.3	MGD																																																								
Minimum Daily Treated:	1.77	MGD																																																								
City Lake Level:	Full	10/3/2018																																																								
Lake Roxboro Level:	6" +	10/3/2018																																																								
Average Monthly Flow:	2.18	MGD																																																								
Maximum Daily Flow:	10.36	MGD																																																								
Minimum Daily Flow:	1.13	MGD																																																								
Monthly Rainfall:	9.625"																																																									
Maximum Rainfall:	2.25"	9/16/2018																																																								
Peak Hourly Flow:	20 mg +	9/17/2018																																																								
Monthly Samples Analyzed:	2556																																																									
Oil and Grease Inspections:	20	facilities																																																								

City of Roxboro, North  
 Distribution of Gas Tax  
 31-Aug-18 CS  
 GC

Shell  
 Account Number: 80-001-3945-4

Card Number	Dept Number	Make	Gallons	Gas Diesel Total Cost	0.5340 Tax Adjust	0.05 per gallon Discount	2.00% 2.00% Discount	Net Cost	Average Cost Per Gallon	
1	4120	City Hall	38.49	100.09	20.55	1.92	0.77	76.84	2.600	0.5340
2	4130	Finance	-	-	-	-	-	-	#DIV/0!	
3	4160	Public Buildings	157.68	447.95	84.20	7.88	3.15	352.71	2.841	0.5340
4	4180	Purchasing	-	-	-	-	-	-	#DIV/0!	#DIV/0!
17	4910	Planning & Zoning	-	-	-	-	-	-	#DIV/0!	#DIV/0!
		Total Administrative	196.17	548.04	104.75	9.81	3.92	429.55	2.794	0.5340
5	4310	Police	2,477.60	6,419.38	1,323.04	123.88	49.55	4,922.91	2.591	0.5340
6	4311	CID	131.86	343.50	70.41	6.59	2.64	263.86	2.605	0.5340
26	4312	Narcotics	-	-	-	-	-	-	#DIV/0!	#DIV/0!
9	4380	Animal Control	-	-	-	-	-	-	#DIV/0!	#DIV/0!
		Total Police	2,609.46	6,762.88	1,393.45	130.47	52.19	5,186.77	2.592	0.5340
7	4340	Fire	1,329.09	3,582.19	762.68	66.45	26.58	2,726.47	2.695	0.5738
8	4341	Fire Inspections	37.07	95.13	19.80	1.85	0.74	72.74	2.566	0.5340
		Total Fire Dept.	1,366.16	3,677.32	782.48	68.31	27.32	2,799.21	2.692	0.5728
10	4510	Public Services	87.22	225.72	46.58	4.36	1.74	173.04	2.588	0.5340
11	4511	Streets	361.04	1,019.89	202.16	18.05	7.22	797.84	2.825	0.5599
12	4512	Street Cleaning	-	-	-	-	-	-	#DIV/0!	#DIV/0!
13	4513	Garage	316.04	928.77	170.24	15.80	6.32	736.41	2.939	0.5387
14	4710	Residential Garbage	1,396.54	4,110.02	829.54	69.83	27.93	3,182.72	2.943	0.5940
15	4711	Commercial Garbage	906.16	2,673.42	538.26	45.31	18.12	2,071.73	2.950	0.5940
16	4740	Cemetery	210.50	697.29	112.41	10.53	4.21	570.15	3.313	0.5340
		Total Public Services	3,277.50	9,655.11	1,899.18	163.88	65.55	7,531.89	2.946	0.5795
		Total General Fund	7,449.29	20,643.35	4,179.86	372.46	148.99	15,947.42	2.771	0.5611
18	7112	Meter Reading	234.66	656.24	125.31	11.73	4.69	514.51	2.797	0.5340
19	7114	Lake Warden	52.31	135.50	27.93	2.62	1.05	103.90	2.590	0.5340
25	7118	Pump Stations	-	-	-	-	-	-	#DIV/0!	#DIV/0!
20	7120	Water Plant	124.05	329.43	66.24	6.20	2.48	254.50	2.656	0.5340
21	7121	Water Line Maintenance	691.98	1,823.00	374.48	34.60	13.84	1,400.09	2.634	0.5412
22	7130	WWTP	32.19	82.36	17.19	1.61	0.64	62.92	2.559	0.5340
23	7131	Sewer Line Maintenance	574.45	1,564.22	317.61	28.72	11.49	1,206.40	2.723	0.5529
24	7132	WWTP II	144.65	407.56	77.24	7.23	2.89	320.19	2.818	0.5340
		Total Enterprise Fund	1,854.29	4,998.31	1,006.01	92.71	37.09	3,862.50	2.696	0.5425
		Total All Funds	9,303.58	25,641.66	5,185.87	465.18	186.07	19,809.92	2.756	0.5574



October 4, 2018

To: Mayor Newell  
Roxboro City Council

From: Lauren Johnson, Planning & Development Director

Subject: October Council Report

**Uptown Development/Roxboro Development Group:**

- Website Overhaul: The Uptown Roxboro Group has officially contracted with EverWondr to upgrade and reinvent the Uptown Roxboro website. Director, Lynda Clayton, is currently waiting for the first draft of the website design to arrive in her inbox. The design will then be shared with the Board of Directors for input and approval. The group anticipates the new website will officially launch around the holiday season.
- Small Business Symposium: Nearly three dozen people attended the first ever Small Business Symposium at the Kirby Cultural Arts Complex on September 20. The event proved to be successful with representatives from the Piedmont Community College Small Business and Technology Development Center, Kerr-Tar Council of Governments, Business Link NC, the NC Rural Center, The Women's Business Institute, Carolina Small Business Development Fund, EDPNC, NC Military Business Center and Visit NC Farms providing information to the many visitors. The Chamber, Uptown Roxboro Group, PCC Small Business Center, Roxboro Area Merchants Associate, and the Person County Economic Development Commission were pleased with the results and look forward to hosting another event like this in the future.
- Rox N' Roll Cruise-In: The end of the Cruise-In season is just around the corner. The October 19<sup>th</sup> event will feature the local band, Pizazz, and some exciting costumes as the Uptown Roxboro Group presents "Fright Night" on Main Street.
- Uptown Developments:
  - Next group Merchants Meeting hosted at Hall's Way on October 11<sup>th</sup>.
  - The Studio celebrated their one year anniversary.
  - A developer is planning to open a bottle shop on Main Street within the next few months.
  - Staff is working with property owners of vacant buildings to decorate windows for the holiday season.
  - 214 N Main Street, the former location of Once Again Resale, has been sold to Blue Plate, LLC.



## Planning & Development:

- Desert Sands Redevelopment: Staff met with the landscape architect from Coulter, Jewell, Thames, PA this month to review preliminary sketches for design of the former Desert Sands property. After narrowing the possible design options to two favorites, staff met with a panel of individuals to review and comment on these two designs. The panel consisted of one councilman, an Uptown resident, an Uptown business owner, a member of the Uptown Roxboro board, and a millennial resident of the community. These individuals reviewed the proposal and offered feedback for further design work. The group will reconvene after the architects and designers have completed their alterations to make further comments and prepare for renderings.
- Minimum Housing Cases: As of this month, the City has approved ordinances for demolition of four (4) properties, with another on the agenda for October, and another five (5) under preparation by the City attorney and staff. Due to the lengthy agenda for this month, two of these remaining properties were postponed to the November Council meeting. Staff will monitor available funds in the budget. If no issues with funding, staff hopes to bring all five to Council before the end of the 2018 calendar year.
- Sign Violations: In July, property and business owners throughout the City received notice of violations of the temporary sign ordinance. Many of these issues were remedied through removal of signs and/or permitting. Staff conducted a follow-up survey the week of October 1<sup>st</sup> to determine if there were any properties still in violation. Those property owners and business owners will receive a final courtesy notice reminding them the deadline for compliance was October 1<sup>st</sup>. Any signs found to be in violation after October 14<sup>th</sup> will receive a notice of violation and fines levied if compliance is not met.

## Additional Updates:

- Met with Dr. Driscoll of the Episcopal Church regarding the property at 502 N Main and demolition.
- Met with citizens regarding zoning and permitting questions.
- Conducted Planning Board meeting on October 1<sup>st</sup>.
- Planning Director will attend Kerr-Tar TAC/TCC meeting on October 25<sup>th</sup>.
- Completed online pre-requisite coursework for Public Information Officer Training with FEMA.
- Developed training materials for Advisory Board orientation.

# 1. Budget Amendment

**CITY OF ROXBORO  
BUDGET AMENDMENT  
FISCAL YEAR 2018-2019 BUDGET**

The following budget amendment is hereby requested:

**Budget Amendment Number:**

**2**

Fund 10, 60 & 76 - General, Water & Internal Service Funds		INCREASE	DECREASE
<b>Revenues</b>			
76-2900-000	Fund balance	24,550.00	
10-3983-976	Transfer from Internal Service Fu	17,025.00	
60-3983-976	Transfer from Internal Service Fu	7,525.00	
10-3991-991	Fund Balance	19,880.00	
10-3312-300	Court Awards Forfeited Property	120.00	
		69,100.00	-
	Net Increase (Decrease) in Revenues	69,100.00	
<b>Expenditures</b>			
10-4310-510	Capital outlay	20,000.00	
10-4120-162	Medical Expense Reimbursemen	17,025.00	
76-9810-910	Transfer to General Fund	17,025.00	
76-9810-960	Transfer to Enterprise Fund	7,525.00	
60-7130-183	Medical insurance	365.00	
60-7114-183	Medical insurance	4,160.00	-
60-7121-183	Medical insurance	3,000.00	
		-	
	Net Increase (Decrease) in Expenses	69,100.00	-
		69,100.00	

**Justification:**

To appropriate court awarded funds and related capital outlay expenditure  
To provide for July through September, 2018 medical expense reimbursement  
plan expenditures

**CITY OF ROXBORO  
BUDGET AMENDMENT  
FISCAL YEAR 2018-2019 BUDGET**

Requested By: \_\_\_\_\_ DC \_\_\_\_\_ Date: \_\_\_\_\_ 10/4/2018

Approved to  
Submit to Council: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by  
Council: \_\_\_\_\_ Date: \_\_\_\_\_

Posted to Computer: \_\_\_\_\_ Date: \_\_\_\_\_

## 2. 206 Hill Street Demolition - Public Hearing

**AN ORDINANCE DIRECTING THE CODE ADMINISTRATOR TO REMOVE OR  
DEMOLISH THE PROPERTY HEREIN DESCRIBED AS UNFIT FOR HUMAN  
HABITATION AND DIRECTING THAT A NOTICE BE PLACED THEREON THAT  
THE SAME MAY NOT BE OCCUPIED**

**File No. HC-16-25**

**WHEREAS**, the Roxboro City Council finds that the structure described herein is unfit for human habitation under the City's Minimum Housing Code and that all procedures have been complied with; and

**WHEREAS**, this dwelling should be removed or demolished as directed by the Code Administrator and should be placarded by placing thereon a notice prohibiting use for human habitation; and

**WHEREAS**, the owners of this structure have been given a reasonable opportunity to bring the structure up to the standards of the Minimum Housing Code in accordance with NCGS 160A-443(5) pursuant to an order issued by the Code Administrator on August 29, 2018 and the owner has failed to comply with the Order;

**NOW, THEREFORE, BE IT ORDAINED** by Roxboro City Council, that:

Section 1. The owner of such building(s), dwelling(s) and premises is hereby ordered to vacate any occupants and/or personal property therein on or before November 9, 2018.

Section 2. The Code Administrator is hereby authorized and directed to place placards containing the legend:

"This building is unfit for human habitation. The use or occupation of  
this building for human habitation is prohibited and unlawful."

on the building located at the following address:

**206 Hill Street (Tax Map 21, Lot 12, Parcel ID 21 12, Parcel Identification Number 0905-  
06-28-5803)**

Section 3. The Code Administrator is hereby authorized and directed to proceed to remove or demolish the above described structure in accordance with his order to the owner thereof dated the 29th day of August, 2018, and in accordance with the Minimum Housing Code and NCGS 160A-443;

Section 4. (a) The cost of removal or demolition shall constitute a lien against the real property upon which the cost was incurred. The lien shall be filed in the office of the County Tax Collector, and shall have the same priority and be collected in the same manner as the lien for special assessments in Article 10 of NCGS Chapter 160A;

(b) Upon completion of the required removal or demolition, the Code Administrator shall sell the materials of the dwelling and credit the proceeds against the cost of removal or demolition. The Code Administrator shall certify the remaining balance to the Tax collector. If a surplus remains after the sale of the materials and satisfaction of the cost of removal or demolition, the Code Administrator shall deposit the surplus in the Superior Court where it shall be secured and disbursed in the manner provided by NCGS 160A-443(6)

Section 5. It shall be unlawful for any person to remove or cause to be removed the placard from any building to which it is affixed. It shall likewise be unlawful for any person to occupy or to permit the occupancy of any building therein declared to be unfit for human habitation.

Section 6. This Ordinance shall become effective upon its adoption.

**ADOPTED this 9th day of October, 2018.**

\_\_\_\_\_  
Mayor Marilyn P. Newell

**ATTEST:**

\_\_\_\_\_  
Trevie Adams, City Clerk

SEAL

STATE OF NORTH CAROLINA                      COUNTY OF \_\_\_\_\_

This Instrument was signed before me on the \_\_\_\_\_ day of \_\_\_\_\_ 2018

By: \_\_\_\_\_  
*(Print all names of persons who signed this document before the Notary Public)*

Print Notary Name: \_\_\_\_\_

Notary Signature: \_\_\_\_\_

AFFIX SEAL or STAMP

### 3. UDO Text Amendments - Public Hearing



October 2, 2018

**To:** Mayor Newell  
Roxboro City Council

**From:** Lauren W. Johnson, Planning & Development Director

**Subject:** City of Roxboro *Unified Development Ordinance* Amendments

Please review the enclosed documents, outlining the proposed City of Roxboro *Unified Development Ordinance* amendments as reviewed by the Planning Board at their meeting on September 10, 2018. The Board offered a favorable recommendation on each of these proposed changes, which were also reviewed by the City attorney's office prior to your consideration.

Enclosed you will find the minutes from the Planning Board meeting, which reflect the discussions of the Board and their proposed changes to the original text amendment. Following the minutes are two separate text amendments, each pertaining to the same permitted "uses" in the ordinance. Council may approve both, only one, or neither of the amendments. For this reason, the items have been separated for ease of consideration. The documents following each original application include a visual of the proposed changes with notes reflecting the Planning Board proposals, the consistency statements from the Planning Board for each amendment, and the drafted ordinance for consideration of adoption. Should you concur with the Planning Board's recommendation, you may use the Council Consistency Statement document for each proposed amendment as a guide to make your motion. Council will need to adopt a statement of consistency, as well as the ordinance. This can be done as one motion, referencing each individual document, or as two separate motions.

**CITY OF ROXBORO, NORTH CAROLINA**  
**Planning Board**

**September 10, 2018**  
**6:00 p.m.**

**MEMBERS PRESENT:** Tony Cole, Robert Trotter, Margaret Kay, Kenneth Montgomery, Benji Gault, and Julie Jeffreys

**STAFF:** Lauren Johnson, Planning Director

---

**MINUTES**

Chairman Trotter called the meeting to order at 6:04pm and asked everyone to sign in on the sheet passed around.

**APPROVAL OF MINUTES**

Board Member Margaret Kay motioned to approve the minutes from the August 6, 2018 meeting. Board Member Tony Cole seconded. Motion carried.

Before moving into the New Business for the meeting, Mr. Trotter made an adjustment to the agenda. The training scheduled for that evening needed to be moved to the next meeting of the Planning Board, as the Director requested to accommodate a minor injury to her back that required her spend minimal time on her feet. The Board approved of this change.

**REPORTS OF COMMITTEES**

None.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

**UDO Text Amendments – Definitions, Table of Uses, and Supplemental Regulations related to City’s Business Regulations Ordinance:** Ms. Johnson began by directing the Board to the first of three Text Amendment requests, which would add “Electronic Gaming Operation” to the City of Roxboro UDO Table of Uses as “permitted with supplemental regulations”. The supplemental regulations would include restrictions on the hours of operation, spacing,

compliance with other county, state, and federal regulations, etc. Additionally, the request includes the addition of a definition for the use in Appendix A.

After summarizing the information from the packet for Docket#TA2018-03, Ms. Johnson asked if the Board Members had any questions or comments regarding the proposed additions. Board Member, Margaret Kay, inquired about the time restriction and if that was "late" for this use. Board Member, Benji Gault spoke up to say that he was somewhat familiar with the business model as his office was next door to one for some time. He advised that business actually operated until midnight, but he was unsure what the regulation was at that time.

Ms. Johnson advised that she was uncertain what the previous ordinance may have allowed for, but for the purposes of this UDO, if a use is not listed in the table of uses, it is not allowed. The previous ordinance, may have been such that any use not listed was not regulated. Furthermore, Ms. Johnson stated the supplemental regulations proposed were provided as a suggestion from the City Attorney's office, as a sample from another community he worked with.

Ms. Kay asked if the seven days a week allowance was standard. Mr. Gault spoke up to say that there is no regulation out there, it is a county-by-county decision to be made.

Ms. Johnson spoke briefly about the history of the electronic gaming operation and how they were considered legal, then illegal, and now there is pending litigation that allows them to continue operation under an injunction, but not a lot of specific regulation.

Chairman Trotter asked for clarification that this supplemental regulation would allow that type of business to operate from 1pm to 10pm. Ms. Johnson stated that was correct, if approved, where they are currently not allowed at all.

Ms. Johnson briefly described the reason for the request before the Board, which was essentially the advisement of the attorney that the City protect themselves from a potential law suit. Since the use is currently not allowed at all, it could be determined to be discriminatory and result in a challenge from an applicant. As such, Ms. Johnson would like the boards to make some decisions about their preferences for how to regulate and avoid the possibility of a challenge/lawsuit later.

Ms. Johnson reiterated that the Board has three individual pieces to consider. If there are no issues, they can approve as one overall piece.

Board Member, Margaret Kay, inquired if there was any regulation about age restriction. Ms. Johnson stated it was not in the supplemental regulations. She likened it to a bar or other establishment where it would be at the discretion of the business owner and/or any state/federal regulations. If the Board wished to regulate that they could, but the current language did not.

Ms. Kay also inquired if they must be serving food or alcohol. Ms. Johnson advised that was not a requirement, but that if the owner chose to, they would have to comply with the outlined regulations.

Mr. Gault inquired about the accessory use description. Ms. Johnson explained that it could be possible for an establishment to house more than one use. Typically one is the primary and then there is an accessory. If the Board wished they could apply specific regulations to the accessory use of Electronic Gaming Operations. Mr. Gault asked about Keno and if this applied to that. Ms. Johnson explained that Keno falls under the regulation of the State as it is considered to be an approved form of the state lottery operations.

Chairman Trotter asked if this was considered a gambling operation as defined in the ordinance. Ms. Johnson explained that this is considered something different by the legislation. Mr. Gault concurred.

Ms. Kay inquired about the number of machines considered to be an accessory use and stated that she didn't think the regulations should matter whether it was one machine or one hundred.

Ms. Johnson asked if it was the pleasure of the Board that this not be allowed as an accessory use at all, or just not be restricted based on a number of machines. Board Member Kenneth Montgomery said he saw no issue. Mr. Gault stated he felt it could be beneficial to some types of businesses to have this type of business nearby as it could encourage folks to linger and potentially spend more money on the other business use.

There was some discussion amongst the members about their thoughts on this use being intertwined with any other allowed use within the B-1. After several ideas being tossed around, Ms. Johnson posed a suggestion that a stipulation be placed in the supplemental regulations requiring the electronic gaming operations be partitioned or placed in a separate section of the building, so as not to interfere with individuals who are not visiting the establishment for the gaming operations. The board agreed this would satisfy their concerns. Ms. Johnson said she would run this by the attorney for advisement before submitting the Council for a decision.

Board Member Kenneth Montgomery inquired about the need for any parking regulations/changes for this specific type of use. Ms. Johnson stated she would do additional research on this point before the proposed changes went to the Council, and email the board with the information she finds.

Mr. Gault inquired if the 500' distance requirement was sufficient. Ms. Kay asked for a point of reference. Mr. Gault said approximately one and a half football fields. Ms. Johnson said if you walk from the brewery on Depot Street around the

corner to the alley where the festoon lights are, it would be about 300 feet and this was not quite double that. Chairman Trotter stated it was a long way.

After some more discussion about the distance, Mr. Montgomery made the suggestion it be changed to a 300' distance. The other members concurred with this suggested change.

Board Member, Margaret Kay made the motion to approve the suggested text amendments as outlined in Docket#TA2018-03, with the proposed changes after review by the City Attorney. Mr. Gault seconded. Motion carried unanimously.

Ms. Johnson asked the Board to turn to the next text amendment proposal, which reflects the definitions section of the ordinance, as outlined in Docket#TA2018-04. She continued by stating that the reasons behind the proposed changes included clarity and ease of understanding, unnecessary components, and potentially unintentional restrictions as a result of the definition for certain types of uses.

There was little comment from the Board, until arriving at the definition of "night club." At this point, Chairman Trotter made the suggestion that a change be made from "dispensing liquor" to "dispensing alcohol." The Board agreed with this suggestion.

Board Member, Benji Gault made the motion to recommend approval of the text amendments as outlined in Docket#TA2018-04, with the proposed change. Ms. Kay seconded. Motion carried unanimously.

Ms. Johnson then directed the Board to the section of their packets outlining text amendments to the supplemental regulations for gamerooms, billiards and poolhalls, dance halls, bars, night clubs, and social clubs, as outlined in Docket#TA2018-05.

Ms. Johnson said her first question was simply to seek the opinion of the Board regarding the distance requirement. Board Member, Julie Jeffreys asked if there was a reason for the 300' distance restriction. Ms. Johnson stated it was her understanding this stemmed from some previous regulations that tried to deter certain types of businesses from being located side-by-side, the fear being that it might create an undesirable environment in that area.

There was a lot of discussion about whether the same types of businesses should be located near one another. Board Member Benji Gault stated his opinion that it was really more the decision of the business owner to locate near a similar business or not. After some more discussion and comment, Board Member, Tony Cole made the motion that the distance be left as-is. Kenneth Montgomery seconded the motion. When put to a vote, Tony Cole and Kenneth Montgomery voted in favor of keeping the ordinance as it is, Benji Gault, Margaret Kay, and

Julie Jeffreys voted against the motion. Ms. Johnson reminded Mr. Trotter that no vote counts as a “yes” vote towards the motion. He stated that the vote was then 3 to 3. Since there was no majority vote, Mr. Gault made the motion to change the language to only a 50’ distance restriction. Ms. Kay seconded the motion. The motion carried, 4 to 2, with Mr. Cole and Mr. Montgomery voting against.

Ms. Johnson then directed the board to section 7.19.3. of the text before them and the request to remove that entire section and such regulations will now be outlined in the City Code of Ordinances as opposed to the City’s UDO. There was no discussion, prior to Board Member, Margaret Kay’s motion to recommend the section be removed. Benji Gault seconded. Motion carried unanimously.

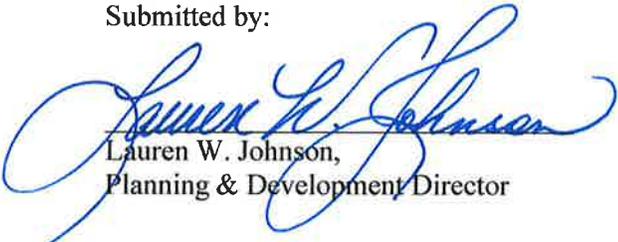
**OLD BUSINESS**

None.

**A. ADJOURNMENT**

There being no other business before the Board, Ms. Kay motioned to adjourn. Mr. Montgomery seconded. Motion carried and the meeting adjourned at 7:21pm.

Submitted by:



Lauren W. Johnson,  
Planning & Development Director

Application for

# Unified Development Ordinance Text Amendment

Roxboro Planning & Development

105 S Lamar Street Roxboro, N.C. 27573 336-322-6018



### TO THE PLANNING BOARD AND THE CITY COUNCIL:

I/We, the undersigned, do hereby make application and petition to the City Council of the City of Roxboro to amend the Text of the Unified Development Ordinance of the City of Roxboro as hereinafter described. (Type or Print Clearly)

Petitioner(s): Zoning Administrator

Address: PO Box 128 Roxboro, NC 27573

Telephone Number: 336-322-6018 Fax Number: 336-599-3774

Interest in Property: Government Agency  
(I.e., Owner, Part Owner, Option Holder, Governmental Agency, Etc.)

### Proposed Amendment:

Type of Change: \_\_\_ Addition OR  Revision

Current Text: See attachment

Proposed Text: See attachment

Reason for Request Change (Attach additional sheets if necessary): The City is currently updating their business regulations and our definitions needed revision to coincide

### Staff Use Only:

Date Received: 8/13/18

Docket #: TA2018-04

Planning Board Meeting Date: 9/10/18

City Council Meeting Date: 10/9/18

I do hereby certify that all information which I have provided for this application is, to the best of my knowledge, correct.

Lauren N. Johnson  
Applicant Signature

8/13/18  
Date

## APPENDIX A. DEFINITIONS

- (2) **Multi-Unit Assisted Housing with Services.** An assisted living residence in which hands-on personal care services and nursing services which are arranged by housing management are provided by a licensed home care or hospice agency through an individualized written care plan. The housing management has a financial interest or financial affiliation or formal written agreement which makes personal care services accessible and available through at least one licensed home care or hospice agency. The resident has a choice of any provider, and the housing management may not combine charges for housing and personal care services. All residents, or other compensatory agents, must be capable, through informed consent, of entering into a contract and must not be in need of 24-hour supervision. Assistance with self-administration of medications may be provided by appropriately trained staff when delegated by a licensed nurse according to the home care agency's established plan of care.

### **Automobile Repair Services, including Body Shops**

The use of a site for the repair of automobiles, noncommercial trucks, motorcycles, motorhomes, recreational vehicles, or boats, including the sale, installation, and servicing of equipment and parts. This use includes muffler shops, auto repair garages, tire sales and installation, wheel and brake shops, body and fender shops, and similar repair and service activities, but excludes dismantling or salvage.

### **Automobile Service Station**

That portion of property where flammable or combustible liquids or gases used as fuel are stored and dispersed from fixed equipment into the fuel tanks of motor vehicles. Accessory activities may include minor automotive repair and maintenance and car wash service.

## B

### **Bar**

~~Any establishment wherein alcoholic beverages are sold at retail for consumption on the premises and from where minors are excluded by law. This definition does not include premises where alcoholic beverages are sold in conjunction with the sale of food for consumption on the premises and the sale of alcoholic beverages comprises less than 25% of gross receipts. An establishment primarily devoted to the selling and serving of alcoholic beverages at retail for consumption on the premises. This does not include microbreweries, distilleries, restaurants, or other establishments defined separately in this ordinance.~~

## APPENDIX A. DEFINITIONS

### **Forestland**

Land that is devoted to growing trees for the production of timber, wood, and other forest products.

### **Forestry**

The professional practice embracing the science, business, and art of creating, conserving, and managing forests and forestland for the sustained use and enjoyment of their resources, materials, or other forest products.

### **Forestry Activity**

Any activity associated with the growing, managing, harvesting, and related transportation, reforestation, or protection of trees and timber, provided that such activities comply with existing State rules and regulations pertaining to forestry.

## G

### **Gameroom**

A ~~establishment use providing primarily devoted to providing~~ video games or other games, ~~such as air hockey, football, pinball, or the like,~~ for playing for amusement and recreation. ~~Any table games such as air hockey, football, pinball, or the like shall be included under this definition.~~ More than ~~three (3)~~ five (5) such games shall constitute a primary use and shall be allowed only in those zoning districts permitting gamerooms as a listed permitted use or by ~~a conditional~~ special use permit. ~~Three (3)~~ Five (5) or fewer such games shall constitute an accessory use and may be permitted in any licensed retail business. ~~This use shall not include sweepstakes gaming, gambling, or any similar activity.~~

### **Garage**

A building or structure, or part thereof, used or designed to be used for the parking and storage of vehicles.

### **General Business Office**

A room, group of rooms, or building whose primary use is the conduct of a business that is non-retail or wholesale in nature; including administrative, record keeping, clerical and similar functions. This definition is not meant to include manufacture, processing, repair or storage of materials or products.

## APPENDIX A. DEFINITIONS

the selling of food or drink is occurring with the use of, from, or in connection with the vehicle, stand, cart, table, or other device. Without limiting the preceding sentence of this definition, "mobile food truck" includes "mobile food unit" "food stand" and "pushcart," as those expressions are defined in Subchapter 18A of Title 15A of the N.C. Administrative Code."

### **Modular Home**

A dwelling unit which is constructed off-site and when assembled at a permanent site complies fully with the North Carolina State Building Code.

## N

### **Night Club**

An establishment staying open after 10:00pm, and dispensing ~~liquor~~ *alcoholic beverages* ~~(aka alcohol)~~ and meals, and in which music, dancing, or entertainment is conducted. Excluded from this definition are those establishments defined elsewhere in this ordinance, such as restaurants, adult establishments, and clubs.

### **Nonconforming Lot**

A lot existing at the effective date of this ordinance (and not created for the purposes of evading the restrictions of this ordinance) that does not meet the minimum area requirement of the district in which the lot is located.

### **Nonconforming Project**

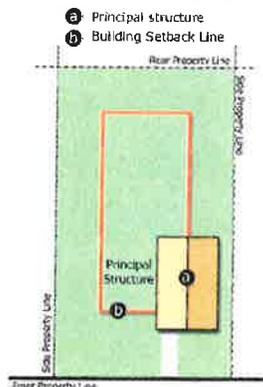
Any structure, development, or undertaking that is incomplete at the effective date of this ordinance and would be inconsistent with any regulation applicable to the district in which it is located if completed as proposed or planned.

### **Nonconforming Sign**

A sign that, on the effective date of this ordinance does not conform to one or more of the regulations set forth in this ordinance applicable to signs.

### **Nonconforming Situation**

A situation that occurs when, on the effective date of this ordinance, an existing lot or structure does not conform to one or more of the regulations applicable to the district in which the lot or structure is located. Among other possibilities, a nonconforming situation may arise because a lot does not meet minimum acreage requirements, because structures exceed maximum height limitations, because the relationship between



**Planning Board Motion Format for Recommended Approval of Request:**

I make a motion that we recommend approval of the text amendment presented in Docket #TA2018-04, with the proposed changes, because the amendment is consistent with the City's Comprehensive Land Use Plan in that it;

- Provides clarity to the definitions of proposed uses, allowing for a more effective, area-wide land use regulatory program (pg. 69)

Furthermore, this decision is in the public interest of the City of Roxboro as it simplifies definitions of terms to aide in understanding and implementation by residents and prospective business owners.

Motion Made by: Benji Gult

Seconded by: Kenneth Montgomery

Approved: 6 to 0

This report reflects the recommendation of the Planning Board, this the 10<sup>th</sup> day of September, 2018.

Attest:

Margaret Jay

Planning Board Representative (signed on behalf of Chairman, who was unavailable)

Lauren W. Johnson  
Lauren W. Johnson, Planning Director

**Consistency Statement:**

I make a motion that we approve the proposed text amendments presented in Docket #TA2018-04, because the amendments are consistent with the City's Comprehensive Land Use Plan in that they;

- Provide clarity to the definitions of proposed uses, allowing for a more effective, area-wide land use regulatory program (pg. 69)

Furthermore, this decision is in the public interest of the City of Roxboro as it simplifies definitions of terms to aide in understanding and implementation by residents and prospective business owners.

Motion To Adopt Made by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Approved: \_\_\_\_ to \_\_\_\_

Attest:

\_\_\_\_\_  
Merilyn P. Newell, Mayor

\_\_\_\_\_  
Trevie Adams, City Clerk

**AN ORDINANCE OUTLINING DEFINITIONS; AMENDING APPENDIX A OF  
THE CITY OF ROXBORO UNIFIED DEVELOPMENT ORDINANCE**

**WHEREAS**, the City Council of the City of Roxboro finds that it is in the public interest to amend Appendix A of the City's Unified Development Ordinance to provide for better clarity and understanding of defined uses; and

**WHEREAS**, the City Council of the City of Roxboro, after due notice, conducted a public hearing on the \_\_\_\_\_ day of \_\_\_\_\_ 2018, upon the question of amending the Unified Development Ordinance in this respect.

**THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF  
ROXBORO, NORTH CAROLINA:**

**PART ONE.** That Appendix A, Page A-6 of the Unified Development Ordinance of the City of Roxboro, North Carolina, is hereby amended and rewritten in its entirety to read as follows:

**“Bar**

An establishment primarily devoted to the selling and serving of alcoholic beverages at retail for consumption on the premises. This does not include microbreweries, distilleries, restaurants, or other establishments defined separately in this ordinance.”

**PART TWO.** That Appendix A, Page A-27 of the Unified Development Ordinance of the City of Roxboro, North Carolina, is hereby amended and rewritten in its entirety to read as follows:

**“Gameroom**

An establishment primarily devoted to providing video games or other games, such as air hockey, football, pinball, or the like for playing for amusement and recreation. More than five (5) such games shall constitute a primary use and shall be allowed only in those zoning districts permitting gamerooms as a listed permitted use or by special use permit. Five (5) or fewer games shall constitute an accessory use and may be permitted in any license retail business. This use shall not include sweepstakes gaming, gambling, or any similar activity.”

**PART THREE.** That Appendix A, Page A-33 of the Unified Development Ordinance of the City of Roxboro, North Carolina, is hereby amended and rewritten in its entirety to read as follows:

**“Night Club**

An establishment staying open after 10:00pm, and dispensing alcoholic beverages and meals, and in which music, dancing, or entertainment is conducted. Excluded from this definition are those establishments defined elsewhere in this ordinance, such as restaurants, adult

establishments, and clubs.”

**PART FOUR.** All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed to the extent of such conflict.

**PART FIVE.** If any section, subsection, paragraph, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed severable and such holding shall not affect the validity of the remaining portions hereof.

**PART SIX.** The enactment of this ordinance shall in no way affect the running of any amortization provisions or enforcement actions, or otherwise cure any existing violations.

**PART SEVEN.** This ordinance shall be in full force and effect from and after the date of its adoption.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Marilyn P. Newell, Mayor

ATTEST: Approved as to form:

\_\_\_\_\_  
Trevie Adams, City Clerk

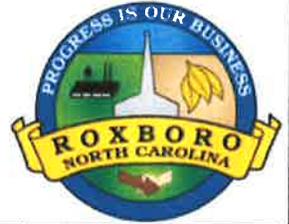
\_\_\_\_\_  
Nick Herman, City Attorney

Application for

# Unified Development Ordinance Text Amendment

Roxboro Planning & Development

105 S Lamar Street Roxboro, N.C. 27573 336-322-6018



### TO THE PLANNING BOARD AND THE CITY COUNCIL:

I/We, the undersigned, do hereby make application and petition to the City Council of the City of Roxboro to amend the Text of the Unified Development Ordinance of the City of Roxboro as hereinafter described. (Type or Print Clearly)

Petitioner(s): Zoning Administrator

Address: PO Box 128 Roxboro, NC 27573

Telephone Number: 336-322-6018 Fax Number: 336-599-3774

Interest in Property: Government Agency  
(I.e., Owner, Part Owner, Option holder, Governmental Agency, Etc.)

### Proposed Amendment:

Type of Change:  Addition OR  Revision

Current Text: See attachment

Proposed Text: See attachment

Reason for Request Change (Attach additional sheets if necessary): As a part of the City's changes to their business regulations, some minor changes to the supplemental regulations in our UDO for game rooms, billiards, bars, etc.

I do hereby certify that all information which I have provided for this application is, to the best of my knowledge, correct.

Lauren H. Johnson  
Applicant Signature

8/13/18  
Date

### Staff Use Only:

Date Received: 8/13/18

Docket #: TA 2018-05

Planning Board Meeting Date: 9/10/18

City Council Meeting Date: 10/9/18

*Benji - reduce to 50'*  
*Margaret*  
*4 to 2*  
*Tony*  
*Kenneth*  
*Keep like it is*

**ARTICLE 7. SUPPLEMENTAL REGULATIONS**

**SECTION 7.18 ENGINEERING/SURVEYING/ARCHITECTURAL SERVICES.**

All outside assembly/storage areas shall comply with the requirements of Article 9, Part I.

**SECTION 7.19 GAMEROOMS, BINGO, BILLIARDS AND POOL HALLS, DANCE HALLS, BARS, NIGHT CLUBS, AND SOCIAL CLUBS.**

**7.19.1.** Within a B-1 or B-3 zoning district, any location not previously so used prior to the adoption of this Ordinance may not be used for a gameroom, bingo, billiard and pool hall, dance hall, bar, nightclub, or social club (the "enumerated uses") if it is within three hundred ~~(300) feet~~ <sup>50'</sup> of a presently licensed, approved, and operating similar activity. Provided, however, all locations used for existing businesses conducting the activities above specified shall be permitted as locations for such activities until said location ceases to be used for such business activity for more than one hundred eighty (180) days or its special use permit is surrendered to or revoked by the city.

Formatted: Highlight

**7.19.2.** Enumerated uses as listed above in subsection 7.19.1 shall be subject to special use permit procedures and requirements as set forth in Section 4.9 including those previously licensed and existing when one enumerated use is being applied for in lieu of or supplementary to another enumerated use requiring or for which a special use permit has been previously issued.

Comment [LWJ1]: Do we want to keep this distance restriction? Decrease the distance? Or remove it altogether?

Formatted: Highlight

~~7.19.3. Permittees shall, annually on or before September 1<sup>st</sup>, provide the following information to the city on a form provided by the city: (1) the name, business address, and contact information of the owners of the property; (2) the name, business address, and contact information for the lessee's or operators of all of the enumerated businesses; (3) owners of the property; (4) the name, number, date of issuance and date of expiration of all state, county, and municipal licenses held by the owner(s), lessee(s), and operator(s). Failure to provide such information may result in a hearing under Section 4.9 to consider whether the business or use is in compliance with this Ordinance and the special use permit. All permittees of enumerated uses shall have until September 1, 2016, to provide this information provided that they are notified in writing of this requirement no later than August 1, 2016.~~

*remove*  
*Margaret*  
*Benji*  
*5-0*

**Planning Board Motion Format for Recommended Approval of Request:**

I make a motion that we recommend approval of the first proposed text amendment presented in Docket #TA2018-05, because the application is consistent with the City's Comprehensive Land Use Plan in that it;

- Coordinates regulations within the City's UDO and the City Code of Ordinances to ensure clarity an effective, area-wide land use regulatory program (pg. 69).

Furthermore, this decision is in the public interest of the City of Roxboro as it enumerates the specific rules and regulations for operating such a business within the corporate limits, to ensure the safety and security of residents and visitors, alike.

Motion Made by: Benji Gullt

Seconded by: Margaret Kay

Approved: 4 to 2

This report reflects the recommendation of the Planning Board, this the 10<sup>th</sup> day of September, 2018.

Attest:

Margaret Kay  
Planning Board Representative (signed on behalf of Chairman, who was unavailable)

Lauren W. Johnson  
Lauren W. Johnson, Planning Director

**Planning Board Motion Format for Recommended Approval of Request:**

I make a motion that we recommend approval of the second proposed text amendment presented in Docket #TA2018-05, because the application is consistent with the City's Comprehensive Land Use Plan in that it;

- Coordinates regulations within the City's UDO and the City Code of Ordinances to ensure clarity an effective, area-wide land use regulatory program (pg. 69).

Furthermore, this decision is in the public interest of the City of Roxboro as it enumerates the specific rules and regulations for operating such a business within the corporate limits, to ensure the safety and security of residents and visitors, alike.

Motion Made by: Margaret Kay

Seconded by: Benji Gault

Approved: 6 to 0

This report reflects the recommendation of the Planning Board, this the 10<sup>th</sup> day of September, 2018.

Attest:

Margaret Kay

Planning Board Representative (signed on behalf of Chairman, who was unavailable)

Lauren W. Johnson  
Lauren W. Johnson, Planning Director

**Consistency Statement:**

I make a motion that we approve the proposed text amendments presented in Docket #TA2018-05, because the application is consistent with the City's Comprehensive Land Use Plan in that it;

- Coordinates regulations within the City's UDO and the City Code of Ordinances to ensure clarity an effective, area-wide land use regulatory program (pg. 69).

Furthermore, this decision is in the public interest of the City of Roxboro as it enumerates the specific rules and regulations for operating such a business within the corporate limits, to ensure the safety and security of residents and visitors, alike.

Motion To Adopt Made by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Approved: \_\_\_\_ to \_\_\_\_

Attest:

\_\_\_\_\_  
Merilyn P. Newell, Mayor

\_\_\_\_\_  
Trevie Adams, City Clerk

**AN ORDINANCE SUPPLEMENTAL REGULATIONS; AMENDING  
ARTICLE 7. SECTION 7.19 OF  
THE CITY OF ROXBORO UNIFIED DEVELOPMENT ORDINANCE**

**WHEREAS**, the City Council of the City of Roxboro finds that it is in the public interest to amend Article 7, Section 7.19 of the City's Unified Development Ordinance to provide for better clarity and understanding of defined uses; and

**WHEREAS**, the City Council of the City of Roxboro, after due notice, conducted a public hearing on the \_\_\_\_\_ day of \_\_\_\_\_ 2018, upon the question of amending the Unified Development Ordinance in this respect.

**THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ROXBORO, NORTH CAROLINA:**

**PART ONE.** That Article 7, Section 7.19 of the Unified Development Ordinance of the City of Roxboro, North Carolina, is hereby amended and rewritten in its entirety to read as follows:

**"SECTION 7.19 GAMEROOMS, BINGO, BILLIARDS AND POOL HALLS, DANCE HALLS, BARS, NIGHT CLUBS, AND SOCIAL CLUBS.**

**7.19.1.** Within a B-1 or B-3 zoning district, any location not previously so used prior to the adoption of this Ordinance may not be used for a gameroom, bingo, billiard and pool hall, dance hall, bar, nightclub, or social club (the "enumerated uses") if it is within fifty (5) feet of a presently licensed, approved, and operating similar activity. Provided, however, all locations used for existing businesses conducting the activities above specified shall be permitted as locations for such activities until said location ceases to be used for such business activity for more than one hundred eighty (180) days or its special use permit is surrendered to or revoked by the city.

**7.19.2.** Enumerated uses as listed above in subsection 7.19.1 shall be subject to special use permit procedures and requirements as set forth in Section 4.9 including those previously licensed and existing when one enumerated use is being applied for in lieu of or supplementary to another enumerated use requiring or for which a special use permit has been previously issued. "

**PART TWO.** That 7.19.3. be repealed and hereby reserved for future use.

**PART THREE.** All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed to the extent of such conflict.

**PART FOUR.** If any section, subsection, paragraph, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed severable and such holding shall not affect the validity of the remaining portions hereof.

**PART FIVE.** The enactment of this ordinance shall in no way affect the running of any amortization provisions or enforcement actions, or otherwise cure any existing violations.

**PART SIX.** This ordinance shall be in full force and effect from and after the date of its adoption.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Marilyn P. Newell, Mayor

ATTEST: Approved as to form:

\_\_\_\_\_  
Trevie Adams, City Clerk

\_\_\_\_\_  
Nick Herman, City Attorney

## 4. Financial & Tax Report

**City of Roxboro, North Carolina**  
**Financial Statement - Unadjusted**  
**Modified Accrual Basis**  
**For the Two Months Ended August 31, 2018**

	Original Budget	Actual	Annual Variance Favorable (Unfavorable)	16.67% Percent of Budget
<b>General Fund (10)</b>				
Ad Valorem Taxes	\$ 4,768,851	\$ 700,453.51	\$ (4,068,397.49)	14.69%
Local Option Sales Tax	1,721,816	298,382.74	(1,423,433.26)	17.33%
Other Taxes and Licenses	12,000	2,796.60	(9,203.40)	23.31%
Unrestricted Intergovernmental	973,408	17,164.65	(956,243.35)	1.76%
Restricted Intergovernmental	637,276	66,870.72	(570,405.28)	10.49%
Permits and Fees	7,000	1,940.00	(5,060.00)	27.71%
Sales and Services	667,120	109,480.49	(557,639.51)	16.41%
Miscellaneous	20,247	11,343.85	(8,903.15)	56.03%
Investment Earnings	2,500	1,315.45	(1,184.55)	52.62%
Interfund Transfers	1,206,817	165,302.84	(1,041,514.16)	13.70%
Sale of Fixed Assets	15,000	187.88	(14,812.12)	1.25%
<b>Total Revenues</b>	<b>10,032,035</b>	<b>1,375,238.73</b>	<b>(8,656,796.27)</b>	<b>13.71%</b>
<b>Expenditures:</b>				
Governing Body - City Council	177,805	124,835.45	52,969.55	70.21%
City Hall Administration	544,510	106,612.07	437,897.93	19.58%
Finance	278,083	82,006.08	196,076.92	29.49%
Sales Tax	88,100	23,189.20	64,910.80	26.32%
Tax Collections	64,843	9,713.06	55,129.94	14.98%
Buildings & Grounds	220,644	23,461.62	197,182.38	10.63%
Safety / Purchasing	34,275	1,234.20	33,040.80	3.60%
Police	3,209,292	569,206.95	2,640,085.05	17.74%
Fire	2,218,717	398,072.38	1,820,644.62	17.94%
Emergency Communications 911	95,800	106.54	95,693.46	0.11%
Transportation - Streets	1,836,440	265,886.13	1,570,553.87	14.48%
Environmental Protection	1,142,526	166,562.32	975,963.68	14.58%
Economic Development	399,580	47,525.91	352,054.09	11.89%
Cultural & Recreational	750	-	750.00	0.00%
Debt Service	531,420	97,304.69	434,115.31	18.31%
Interfund Transfers	75,000	-	75,000.00	0.00%
<b>Total Expenditures</b>	<b>10,917,785</b>	<b>1,915,716.60</b>	<b>9,002,068.40</b>	<b>17.55%</b>
<b>Excess of Revenues Over (Under) Expenditures</b>	<b>(885,750)</b>	<b>(540,477.87)</b>	<b>345,272.13</b>	
<b>Other Financing Sources</b>				
Proceeds of Capital Lease	488,750	-	(488,750.00)	0.00%
Fund Balance Appropriated	397,000	-	(418,250.00)	0.00%
<b>Total Other Financing Sources</b>	<b>885,750</b>	<b>-</b>	<b>(907,000.00)</b>	<b>0.00%</b>
<b>Excess of Revenues Over (Under) Expenditures</b>	<b>\$ -</b>	<b>(540,477.87)</b>	<b>\$ (561,727.87)</b>	
<b>Fund Balance Beginning of Year</b>		<b>4,702,534.97</b>		
<b>Fund Balance Current Period</b>		<b>\$ 4,162,057.10</b>		

**City of Roxboro, North Carolina  
Financial Statement - Unadjusted  
Modified Accrual Basis  
For the Two Months Ended August 31, 2018**

	Original Budget	Actual	Annual Variance Favorable (Unfavorable)	16.67% Percent of Budget
<b>Enterprise Funds</b>				
<b>Revenues:</b>				
Water & Sewer Fund 60				
Charges for Services	\$ 5,383,752	\$ 921,378.85	\$ (4,462,373.15)	17.11%
Assessments	-	-	-	#DIV/0!
Tapping Fees	20,000	8,000.00	(12,000.00)	40.00%
Other Operating Revenues	35,519	1,460.20	(34,058.80)	4.11%
Nonoperating Revenues	500	-	(500.00)	0.00%
Interfund Transfers-MERP	-	-	-	
Interfund Transfers	1,082,589	-	(1,082,589.00)	0.00%
Sale of Fixed Assets	15,000	85.00	(14,915.00)	0.57%
<b>Total Water &amp; Sewer Fund 60</b>	<b>6,537,360</b>	<b>930,924.05</b>	<b>(5,606,435.95)</b>	<b>14.19%</b>
Triple Tier Fund 61				
Operating Revenues	6,965	1,308.26	(5,656.74)	18.78%
Nonoperating Revenues	100	9.12	(90.88)	9.12%
Rural Center Engineering Grant	-	-	-	#DIV/0!
Capital Reserve Fund 69				
Operating Revenues	742,040	135,198.42	(606,841.58)	18.22%
Nonoperating Revenues	1,500	432.42	(1,067.58)	28.83%
Interfund Transfers	-	-	-	#DIV/0!
<b>Total Revenues</b>	<b>7,287,965</b>	<b>1,067,872.27</b>	<b>(6,220,092.73)</b>	<b>14.60%</b>
<b>Expenditures:</b>				
Public Utilities: Administration	-	-	-	#VALUE!
Sales Tax	-	-	-	#DIV/0!
Billing & Collection	131,911	26,045.08	110,065.92	19.14%
Meter Section	258,720	110,527.90	148,192.10	42.72%
Raw Water Supply	62,813	16,228.49	46,584.51	25.84%
Water Plant	1,568,915	285,558.74	1,288,846.26	18.14%
Water Maint and Construction	838,830	117,804.65	724,825.35	13.98%
Wastewater Plant II	149,664	18,913.02	130,750.98	12.64%
Wastewater Plant	1,163,705	189,777.77	976,262.23	16.28%
Pump Stations	337,268	49,604.07	287,663.93	14.71%
Wastewater Maint & Construction	593,506	71,119.25	530,611.75	11.82%
Debt Service	479,487	-	479,487.00	0.00%
Interfund Transfers-MERP	-	-	-	
Interfund Transfers	1,271,817	165,302.84	1,106,514.16	13.00%
<b>Total Water &amp; Sewer Fund 60</b>	<b>6,856,636</b>	<b>1,050,881.81</b>	<b>5,829,804.19</b>	<b>15.27%</b>
Triple Tier Fund 61	7,065	-	7,065.00	0.00%
Capital Reserve Fund 69	743,540	-	743,540.00	0.00%
<b>Total Expenditures</b>	<b>7,607,241</b>	<b>1,050,881.81</b>	<b>6,580,409.19</b>	<b>13.77%</b>
<b>Excess of Revenues Over (Under) Expenditures</b>	<b>(319,276)</b>	<b>16,990.46</b>	<b>360,316.46</b>	
<b>Other Financing Sources</b>				
Proceeds of Capital Lease	319,276	-	-	#DIV/0!
Interfund Transfers 61 TT	-	-	-	#DIV/0!
Fund Balance Appropriated 60 WS	-	-	-	#DIV/0!
Fund Balance Appropriated 61 TT	-	-	-	#DIV/0!
Fund Balance Appropriated 69 CR	-	-	-	#DIV/0!
<b>Total Other Financing Sources</b>	<b>319,276</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>
<b>Excess of Revenues Over (Under) Expenditures</b>	<b>\$ -</b>	<b>16,990.46</b>	<b>\$ 360,316.46</b>	
<b>Fund Balance Beginning of Year</b>		<b>2,262,190.12</b>		
<b>Fund Balance Current Period</b>		<b>\$ 2,279,180.58</b>		

**City of Roxboro, North Carolina  
Financial Statement - Unadjusted  
Modified Accrual Basis  
For the Two Months Ended August 31, 2018**

	<b>Original Budget</b>	<b>Actual</b>	<b>Annual Variance Favorable (Unfavorable)</b>	<b>16.67% Percent of Budget</b>
--	----------------------------	---------------	--	---

<b><u>Central Depository</u></b>				
Cash		1,258,893.20		
BB&T MMA		128,281.73		
NCCMT		599,086.86		
Flexible Spending Account AFLAC		10,621.85		
Roxboro Savings Bank		519,782.33		
Gateway Bank MMA Finistar		-		
CD's		-		
<b>Total Cash and Investments</b>		<b>\$ 2,516,665.97</b>		<b>\$2,516,665.97</b>
<b><u>Breakdown by Fund:</u></b>				
General		\$ 2,993,797.96		
CDBG-Revolving Loan Fund		92,154.26		
Old Durham Road Project Fund		(198,617.20)		
Vehicle Special Revenue		4,417.73		
Ridge Road Capital Project		(589,384.44)		
Stormwater Capital Fund		157,815.78		
Enterprise		(654,334.53)		
Triple Tier Water		25,548.92		
Capital Reserve		1,257,780.73		
Wastewater Plant Capital Project		(895,716.78)		
Annexation Area Capital Project		198,844.42		
Christmas Club / Flex Fund		49,559.12		
LEO Pension Trust Fund		74,800.00		
Reserve for Interest Earned		-		
<b>Total of Fund's Cash and Investments</b>		<b>\$ 2,516,665.97</b>		<b>\$2,516,665.97</b>

**City of Roxboro, North Carolina**  
**Fund Balance**  
**General Fund**  
**As of August 31, 2018**

	General Fund			
	31-Aug-18 Fund Balances	Percentage of Total Fund Balance	Percentage of Fiscal Year 2019 Budget	Percentage of Prior Year Actual Expenditures
<b>Fund Balances</b>				
<b>Reserved</b>				
Reserved for inventories	\$ 45,118	1.08%	0.41%	0.44%
Reserved by state statute	653,781	15.71%	5.99%	6.33%
Reserved for streets - Powell Bill	287,458	6.91%	2.63%	2.78%
Reserved for cemetery	30,269	0.73%	0.28%	0.29%
Reserved for drug enforcement	-	0.00%	0.00%	0.00%
Reserved for public safety	<u>134,988</u>	<u>3.24%</u>	<u>1.24%</u>	<u>1.31%</u>
Total fund balance reserved	<u>1,151,614</u>	<u>27.67%</u>	<u>10.55%</u>	<u>11.14%</u>
<b>Unreserved</b>				
Designated by Council	-	0.00%	0.00%	0.00%
Designated for subsequent year's expenditures	-	0.00%	0.00%	0.00%
Undesignated	<u>3,010,443</u>	<u>72.33%</u>	<u>27.57%</u>	<u>29.13%</u>
Total fund balance unreserved	<u>3,010,443</u>	<u>72.33%</u>	<u>27.57%</u>	<u>29.13%</u>
Total equity and other credits	<u>\$ 4,162,057</u>	<u>100.00%</u>	<u>38.12%</u>	<u>40.28%</u>
Budget Ordinance for June 30, 2018, as Amended			\$ 10,917,785	
Prior Year Expenditures				\$ 10,333,189

**City of Roxboro, North Carolina**  
**Fund Balance**  
**Enterprise Fund**  
**As of August 31, 2018**

	<b>Enterprise Fund</b>			
	<b>31-Aug-18 Fund Balances</b>	<b>Percentage of Total Fund Balance</b>	<b>Percentage of Fiscal Year 2019 Budget</b>	<b>Percentage of Prior Year Actual Expenditures</b>
<b>Fund Balances</b>				
<b>Reserved</b>				
Reserved for encumbrances	\$ 14,267	0.63%	0.25%	0.28%
Reserved by state statute	422,861	18.55%	7.54%	8.26%
Reserved for capital outlay (C89 + C91)	<u>1,784,478</u>	<u>78.29%</u>	<u>31.82%</u>	<u>34.85%</u>
Total fund balance reserved	2,221,606	97.47%	39.61%	43.39%
<b>Unreserved</b>				
Designated for subsequent year's expenditures	-	0.00%	0.00%	0.00%
Undesignated	<u>57,575</u>	<u>2.53%</u>	<u>1.03%</u>	<u>1.12%</u>
Total fund balance unreserved	<u>57,575</u>	<u>2.53%</u>	<u>1.03%</u>	<u>1.12%</u>
Total equity and other credits	<u>\$ 2,279,181</u>	<u>100.00%</u>	<u>40.64%</u>	<u>44.51%</u>
Budget Ordinance for June 30, 2018, as Amended			\$ 5,608,869	
Prior Year Expenditures			\$ 5,120,360	

**City of Roxboro  
Tax Collection Report  
For the Month Ended  
30-Sep-18**

	2018 Tax Levy	2017 Tax Levy	2016 Tax Levy
<b>Original Levy</b>	\$ 4,229,715.40	\$ 4,350,663.68	\$ 4,342,813.89
<b>Motor Vehicles Added to Levy</b>	0.00	0.00	0.00
<b>Motor Vehicles Added to Levy-DMV</b>	55,712.44	499,691.97	493,114.72
<b>Public Utilities</b>	-	-	-
<b>Adjusted Original Levy</b>	<u>4,285,427.84</u>	<u>4,850,355.65</u>	<u>4,835,928.61</u>
<b>+Discoveries</b>	<u>106,123.65</u>	<u>106,561.33</u>	<u>123,960.93</u>
<b>Levy</b>	<u>4,391,551.49</u>	<u>4,956,916.98</u>	<u>4,959,889.54</u>
<b>-Releases</b>	<u>1,590.18</u>	<u>10,996.38</u>	<u>5,990.49</u>
<b>Current Levy</b>	<u>4,389,961.31</u>	<u>4,945,920.60</u>	<u>4,953,899.05</u>
<b>Collection year-to-date</b>	\$ 826,311.78	\$ 4,885,935.14	\$ 4,926,203.58
<b>Uncollected</b>	\$ 3,563,649.53	\$ 59,985.46	\$ 27,695.47
<b>Collection % of Current Levy</b>	18.82%	98.79%	99.44%
<b>Property Tax Rate Per \$100</b>	\$ 0.670	\$ 0.670	\$ 0.670

## 5. Assistant Manager's Report

## **Assistant City Manger's Report**

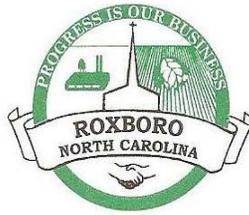
**Wastewater Treatment Plant Improvements:** The rains from a couple weeks ago did slow down the excavations at the oxidation ditch and office building site. However, they are still on schedule. The excavation has hit rock and blasting will begin in a week or two. Prior to bidding the job, a subsurface investigation was done at the site and it indicated there would be some rock encountered. The rock removal was included in the bid price.

**Residential Garbage Truck:** The residential garbage truck ordered last year has been delivered. As soon as the title and tags are completed, the truck will be placed in service.

**Chub Lake Street Catch Basins:** Chub Lake Street is a NCDOT street and it was resurfaced by NCDOT this summer. While they did grind and remove a layer of asphalt on the street, the resurfacing did increase the height of the pavement. This has resulted in a substantial drop where the pavement meets the catch basins. There have been numerous complaints. NCDOT was contacted and they stated that raising the catch basins is in the paving contract and the resurfacing contractor will be doing the work. They did not have a time table for the catch basins to be raised.

**NC 49S Pump Station:** Last month, Council was informed that the NC 49S pump station would be repaired the week of September 10, 2018. The contractor was delayed a week. Then, when the pumps were installed, the new covers did not fit the old housing correctly. This caused a short delay. The contractor was able to refurbish the old covers and make them work. Then a relay went bad and the pump would not start. While trouble shooting the problem, the relay tested as good. This caused another delay. The pump station is now up and running.

## 6. Manager's Report



## City of Roxboro

### MEMORANDUM

TO: Mayor Newell and City Council  
FROM: Brooks Lockhart  
SUBJECT: Manager's Report  
DATE: October 9th, 2018

---

- Please take note of several upcoming dates.
  - Merchants Forum – October 11<sup>th</sup>, 6pm at Hall's Way
  - Council Work Session on Police Department Visioning, City Traffic Code, and a discussion with Legal Counsel, 6:30pm October 22nd at City Hall
  - Good Morning Coffee Hour, 8am October 24th at Golden Corral; H & R Block
  - Habitat for Humanity Winstead Build Ceremony, 4:30pm at the corner of Doug St. and Burch Ave.
  - Business After Hours BINGO, November 15th at Roxboro Country Club Clubhouse
  - City Council Meeting, 9am on November 19th at City Hall (Local Government Day)
- Full implementation of our software is complete. For the duration of next few months we will have increased staffing demands as bugs associated with the implementation might occur. Staff continues to grow in our comfort and skill level of mastering the new software. Our new software has provided additional opportunities to enhance our workflow. We are exploring additional upgrades which can streamline our work order processes.
- I have received an update from John Sandor on the mini roundabout at the intersection of Long and Morgan. As noted previously, the project required the relocation of a pole by Duke Energy. Due to recent events the timetable for the utility relocation has been delayed by 6 weeks. Sandor is aiming for design layout work to begin in early December with possible work being completed while students of are on winter break.
- City Council has been invited to participate in the Habitat of Humanity "Winstead Build," on November 3<sup>rd</sup>. The worksite is located on the corner of Doug Street and Burch Avenue. The workday begins at 8am with a lunch break scheduled for noon; the primary work for the event will be the raising of the walls. An onsite ceremony is scheduled for 4:30pm.
- I hope to provide Council with an update on research that Staff and legal counsel are conducting on ordinance matters. As an additional update, staff and legal counsel are discussing the potential for revolving loans for stormwater repairs and are evaluating next steps beyond code enforcement.