

**AGENDA ROXBORO CITY COUNCIL MEETING  
TUESDAY, AUGUST 13, 2019 at 7:00 P.M.  
CITY HALL COUNCIL CHAMBER**

<b>CALL TO ORDER</b>	Mayor Marilyn P. Newell
<b>INVOCATION:</b>	Council Member Mark Phillips
<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	
Fuel Expenditures	
Planning/URG Report	
<b>RECOGNITIONS:</b> Resolution – In Memory of Mr. Sandy Stigall	
<b>PUBLIC COMMENT:</b> <i>(5 minutes per Citizen)</i>	Mayor Marilyn P. Newell
<b>PUBLIC HEARINGS AND ORDINANCE MATTERS:</b>	
1. Special Event Permit – APS	Ms. Beth Townsend
2. Capital Project Ordinance – Water Plant	Finance Director Dan Craig
3. Rezoning – 1528 n. Main Street – Public Hearing	Planning Director Lauren Johnson
4. Rezoning – 808 – 822 N. Madison Boulevard – Public Hearing	Planning Director Lauren Johnson
<b>NEW BUSINESS:</b>	
5. Set Public Hearing for NFIP Ordinance Amendment	Planning Director Lauren Johnson
6. Parking Amendment – 305 Walker Street and 704 Franklin Street	City Manager Brooks Lockhart
7. ADA Transition Study Contract	Public Services Director Andy Oakley
8. Police to Citizen	Chief David Hess
<b>OLD BUSINESS:</b>	
9. Appointment for Council Vacancy	Mayor Marilyn P. Newell
<b>COMMITTEE REPORTS:</b>	Mayor Marilyn P. Newell
<b>ADMINISTRATIVE REPORTS:</b>	
10. Financial & Tax Report	Finance Director Dan Craig
11. Assistant Manager's Report	Assistant Manager Tommy Warren
12. 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	
<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, August 13, 2019.

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 \_\_\_\_\_** upon being put to a vote, was carried unanimously.

- Minutes of July 9, 2019 (*Regular Meeting*)
- Fire/EMS Monthly Report (*July 2019*)
- Police Dept. Monthly Report (*July 2019*)
- Fuel Expenditures Monthly Report (*July 2019*)
- Planning/RDG Monthly Report (*July 2019*)

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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, JULY 9, 2019 – 7:00 P.M. CITY COUNCIL MEETING  
CITY HALL IN THE COUNCIL CHAMBERS - ROXBORO, NC**

**Members Present:** Mayor Merylyn P. Newell  
Mayor Pro-Tem Tim Chandler  
Council Member Mark Phillips  
Council Member Reggie Horton

**Members Absent:** Council Member Sandy Stigall

**Others Present:** City Manager Brooks Lockhart  
City Attorney Nick Herman  
Finance Director Dan Craig  
City Clerk Trevie Adams

**CALL TO ORDER:**

**Mayor Merylyn P. Newell** called the meeting to order at 7:00 p.m. welcoming everyone in attendance. **Public Services Director Andy Oakley** provide the invocation.

**PLEDGE OF ALLEGIANCE:**

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

**AGENDA ADOPTION:**

**Mayor Merylyn P. Newell** asked for a motion to excuse **Council Member Sandy Stigall** due to illness. **Council Member Reggie Horton offered a motion to excuse Council Member Sandy Stigall with a second by Council Member Mark Phillips** and upon being put to a vote was carried unanimously.

**Mayor Merylyn P. Newell** presented the agenda asking for any changes or additions. **Council Member Mark Phillips offered a motion to approve the agenda with the Closed Session be removed with a second by Council Member Reggie Horton** and upon being put to a vote was carried unanimously.

**CONSENT AGENDA ADOPTION:**

**Mayor Merylyn P. Newell** presented the consent agenda stating that a change had been made to the minutes and would like the correction adopted with the consent agenda. A **motion was offered by Mayor Pro Tem Tim Chandler to approve the consent agenda to include the amended page as presented with a second by Council Member Mark Phillips**, and upon being put to a vote, was carried unanimously.

**RECOGNITIONS:** **Police Chief David Hess** presented Officer Jami Vuolo to the Mayor and Council for his promotion to Corporal.

**PUBLIC COMMENT:**

**Mayor Merylyn 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. Text Amendment – City Code of Ordinances: Chapter 96**

**Planning Director Lauren Johnson** reported to the Mayor and Council that at the June meeting, there was a request to investigate alternatives to the term “encroachment”, in reference to allowable uses of the public sidewalk. Mrs. Johnson presented three options for consideration. After a brief discussion, **a motion was offered by Council Member Mark Phillips to approve 96.001a Street Furnishings. “An appropriately permitted business may utilize a portion of the public sidewalk for furnishings such as flower pots, tables and chairs for dining, etc., provided they are a part of regular business operations for the appropriately permitted businesses. Businesses utilizing a portion of the sidewalk for planters, tables, chairs, benches, or similar items must maintain a 36-inch unobstructed area from the back of the curb and the encroaching object (i.e. table, chair, etc.) at all times. The area of the sidewalk used shall be limited to the frontage of the business utilizing the sidewalk.”** with a second by Council Member Reggie Horton and upon being put to a vote was carried unanimously.

**NEW BUSINESS:**

**2. Appointment Process for Council Vacancy**

**Mayor Marilyn P. Newell** reported everyone in attendance that the following procedure will be followed:

- The City Council is prepared to embark on the process to select a new council member to fill the vacant, unexpired term of Mr. Byrd B. Blackwell.
- The only required criteria established by state statute is any applicant must be a resident of the City of Roxboro for 30 days prior to their letter of interest and be at least 21 years of age.
- Consistent with the process allowed by state statute and utilized by past City Councils in 2002 and in 2010, where there were vacancies on the Council that occurred mid-term, Council hereby request letters of interest, accompanied by either a resume or the City’s application form from interested candidates, whichever is preferred.
- Letters of interest and either a resume or application are to be returned to City Clerk Trevie Adams by July 31<sup>st</sup>, 2019 at 5:00 pm.
- After that date, at a special called meeting, the Council will review the submitted materials for all applicants and will then conduct interviews, a process which will be done in open session. After some discussion, **Mayor Pro Tem Tim Chandler offered a motion to set the special meeting for Tuesday, August 6, 2019 at 7:00 pm with a second by Council Member Mark Phillips** and upon being put to a vote was carried unanimously. A vote will then occur in open session during the regularly scheduled City Council meeting on August 13, 2019. The selected candidate would then be officially installed at the City Council regular meeting on September 10, 2019.
- Since there are four (4) current council members, if there is a tie in nominations and voting between any two final candidates, the mayor will cast the deciding vote, as occurred in 2010.
- Any questions concerning this process may be directed either to Ms. Adams or to Mayor Newell.

**OLD BUSINESS:**

**Committee Reports:**

**Mayor Marilyn P. Newell** asked for any committee reports at this time.

- Council Member Reggie Horton attended Kerr Tar Budget and Revolving Loan meetings and also attended the retirement celebration for Ms. Gina Parham from

Kerr Tar. Mr. Horton also attended the Community Watch meeting at Grace Methodist Church.

- Mayor Pro Tem Tim Chandler reported that United Way received a \$12,000 grant from Duke Progress Energy to be used for the next fiscal year.
- Council Member Mark Phillips attended the Community Watch meeting at Grace Methodist Church and the July 4<sup>th</sup> parade.

## ADMINISTRATIVE REPORTS

### 3. Financial & Tax Report

**Finance Director Dan Craig** presented Council with Financial reports for months ending May 31, 2019 and there was no tax report available at this time. **Clerk's Note: A copy of said financial and tax report is hereby incorporated into the minutes of this meeting.**

### 4. Assistant Manager's Report

**Assistant Manager Tommy Warren** began by showing a video update of the work continuing at the Wastewater Plant. Most of the walls have been poured and block work on the office/lab building is about complete. The contractor has been installing the piping to connect the oxidation ditch to the grit chamber.

The engineer has completed the fieldwork for locating and obtaining elevation of the existing outfall for the Marlowe's Creek Outfall Study. The pump run data has been completed and the engineer is compiling the preliminary report.

### 5. Manager's Report

**City Manager Brooks Lockhart** offered some upcoming dates.

- Rox N' Roll will be held Uptown at 6:00 pm on July 19<sup>th</sup>.

Mr. Lockhart stated that the 2019 Independence Day Celebration was a great success and took the opportunity to thank the community for all their participation, City Council and the Directors' Round Table for providing financial support. A special thank you to Fire Chief Kenneth Torain and the Roxboro Fire Department for coordinating the fireworks display. Thank you to Larry Cole and Uptown Development Group and Dave Bradsher (WKRX) for all the organizing and work to make the celebration a success. Mr. Lockhart had received numerous compliments about the overall appearance of the City and the professionalism of all City Staff that make the celebrations a success.

Mr. Lockhart received a request by the Trustees at New Mount Zion Baptist Church (305 Walker Street) to post no parking signage along the 90 foot area of sidewalk on the south side of Walker Street. This request would allow for parking on the north side of Walker Street. The concern raised is the accessibility for emergency vehicles during events and services. This change would require an update to the City Code Chapter 76, Schedule III and a public hearing set for the August meeting. After a brief discussion, **Mayor Pro Tem Tim Chandler offered a motion to set the Public Hearing for August 13, 2019 with a second by Council Member Reggie Horton** and upon being put to a vote was carried unanimously.

## COUNCIL DISCUSSION:

- Council Member Reggie Horton informed Council that Veteran's Day will be celebrated with an event at the Veteran's Park, Parade and Gala on November 11, 2019.
- Mayor Pro Tem Tim Chandler would like speed signs placed on Clayton and Thaxton Road.

- Council Member Mark Phillips stated that the Memorial Day service at the Museum was very good. .
- Mayor Marilyn P. Newell would like for Assistant Manager Tommy Warren to price getting double lines down Main Street to try to stop passing.

**Council Member Mark Phillips offered a motion to enter into closed session per NCGS 143.318.11(a)(1) Attorney/Client Privilege and per NCGS 143.318.11(a) (4) Economic Development with a second by Council Member Reggie Horton and upon being put to a vote was carried unanimously.**

**Council Member Reggie Horton offered a motion to re-enter into open session with a second by Council Member Mark Phillips 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 Mark Phillips with a second by Mayor Pro Tem Tim Chandler to adjourn this meeting** and, upon being put to a vote, was carried unanimously. Meeting adjourned at 8:21 p.m.

Submitted by:

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Trevie Adams, MMC/NCCMC  
City Clerk

July 9, 2019

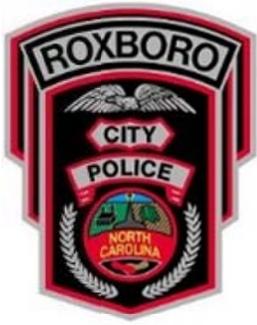


**City of Roxboro**  
**Fire and Rescue Department**

**Date:** August 2, 2019  
**To:** Mayor Newell  
Roxboro City Council  
**From:** Kenneth M. Torain, Fire Chief

**Highlight**

- **Responses** - During the month of July the City of Roxboro Fire Department responded to 11 fire calls and 89 ems calls. During the month we also responded to 12 hazardous Conditions and 12 service calls. Over the course of July we responded to 108calls in the city and 33 in county plus 15 mutual aid calls. Nineteen percent of the time we had two or more calls going at the same time with a total of 2 full alarms.
- **Old Betsy** Old Betsy returned home Thursday night from out of state repairs after 3 years. Driver for Brann's Wrecker Service advised us that all the way to Roxboro cars and truck was riding along beside him videoing the truck on the trailer. Next step is getting the pump overhauled.
- **Funeral** Roxboro Fire Department helped get the visitation and funeral for Councilman Stigall completed this month. Big thanks go to police department honor guard for their help during the funeral.
- **School Shooter Drill** The fire department participated in the drill at Northern Middle School and Piedmont Community College this month. The drill was a year in planning and involved the school system, PCC, students, staff, law enforcement, EMS, Emergency Management, and fire.
- **Community Events** – Chief Torain and staff took part in the leadership talk for teens and Lyle Street this month. Roxboro Fire Department also Landing Zone Command at the event at Huck Sansbury for Backpack Pals.
- **National Night Out** Roxboro Fire Department, Blake Whitt and Colby Clayton carried the fire truck to the event. Several more of the firefighters were on location also and help with public relations.



# 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

July 2019

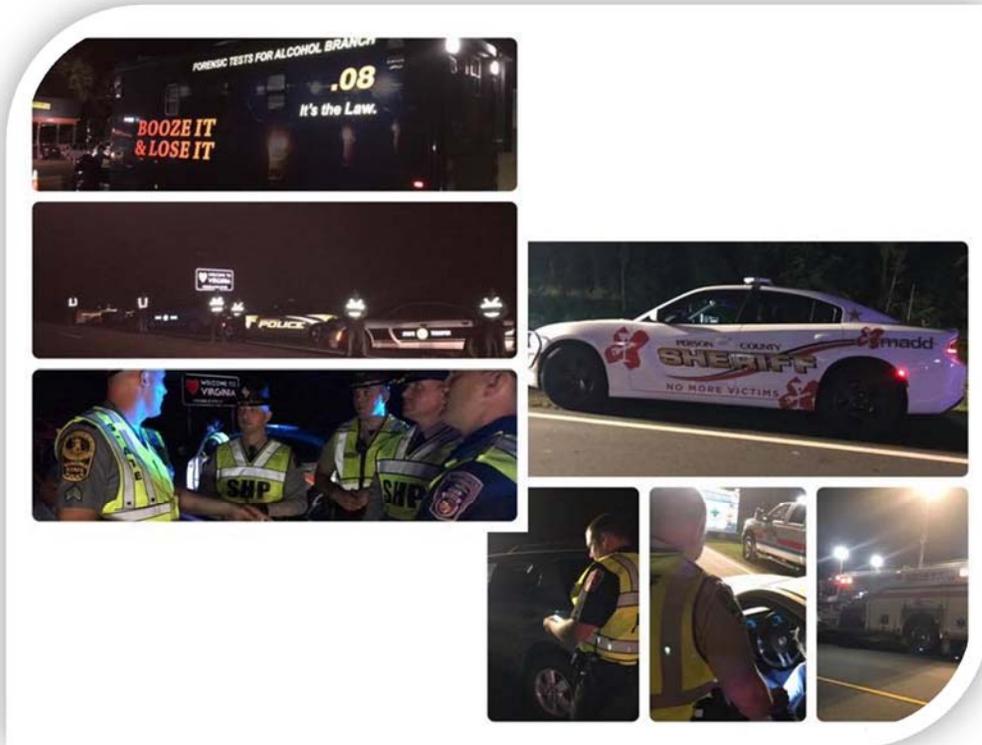
### Patrol Division

#### Hhightlighted Events

- Lt. Hughes graduated the 84<sup>th</sup> Session of NC State's Administrative Officers Management Program (AOMP), becoming the first Roxboro Police Officer to graduate the program!



- Participated in a multi-agency DWI checkpoint at the NC/VA State line. Participating agencies included NC Highway Patrol, Person County Sheriff's Office, VA State Police, Person County Rescue Squad, Members of MADD and the Governor's Highway Safety Program.



### Community Policing

- Hosted Barbershop Unct
- Chief attended BASICs meeting



- Lt. Dickerson named Head Coach of Northern Middle School Football team.
  - Assistant coaches include: Cpl. Brown, Det. Howe, and Officer Leech.

## Raider Football Welcomes Coach Dickerson to the Team



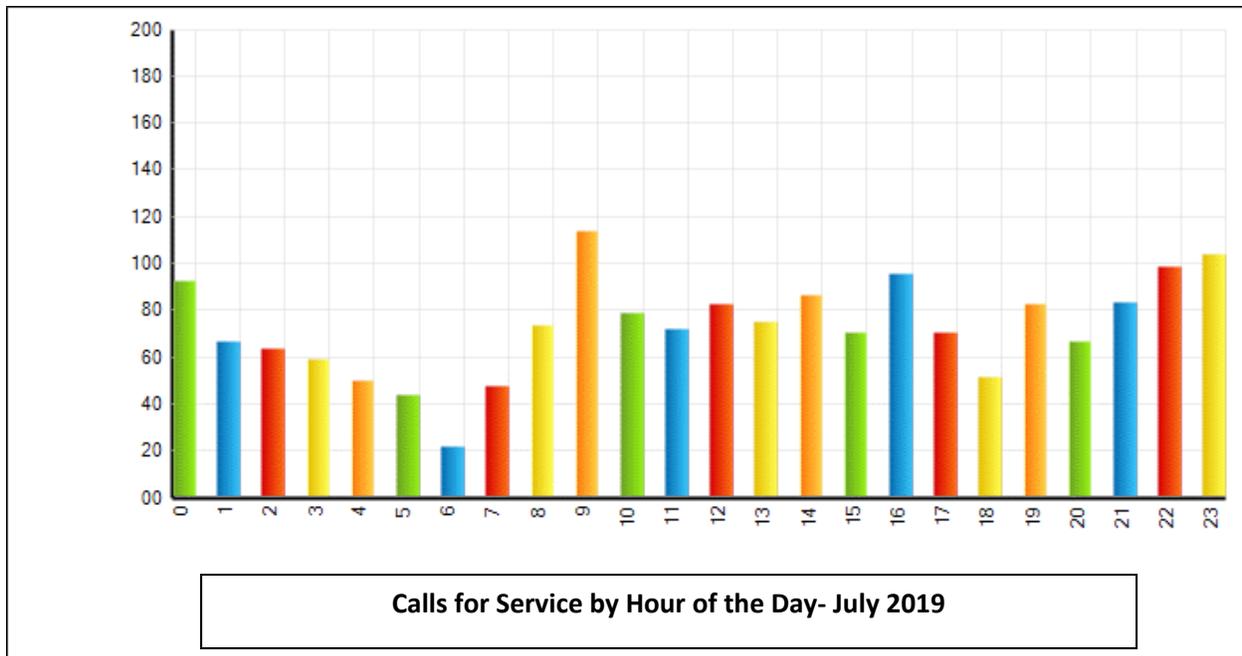
Go RAIDERS! I am very excited to to join you all as the Head Coach for the Northern Raiders Football team. I was born and raised in Roxboro and attended Northern Middle School myself. I graduated from Person High School in 2003 and began my career in law enforcement in 2006. I am currently employed with the Roxboro Police Department where I serve as the Investigations Lieutenant. I have coached for Person County Parks and Recreation as the head coach of the Law Dawgs football team for the past two years. I bring a mentorship mentality to coaching that provides a leadership model for teens to strive for. Not only do I want them to be better players, I want them to be better students. My wife, Tara, is a teacher at Northern. We have two children, Conner (6) and Collin (1) who love any sport with a ball. Other coaches that will be assisting me are Wesley Brown, Jason Howe, and SeanPatrick Leech. We all share two things: a love for the Roxboro community and football. I look forward to this opportunity and am excited to be a part of the Raiders once again!

**Workout and Tryout dates TBA.**  
**A current physical will be required to participate. Packets can be picked up in the NMS office or printed from the PCS Website.**

**#RAIDERPRIDE**

### July 2019 Monthly Activities

<b>Calls for Service:</b> 1758	<b>Incident Reports:</b> 197
<b>Traffic Enforcement Requests:</b> 16	<b>Traffic Stops:</b> 287
<b>Traffic Crashes:</b> 44	<b>Citations Issued:</b> 210
<b>Total Arrests:</b> 82	<b>Warnings:</b> 78
<b>Directed/Foot Patrol:</b> 441	<b>K-9 Utilizations:</b> 10, 1 Demo, 1 Gun seized, 26.70 training hours.
	<b>YTD:</b> 67 Utilizations, 6 Demos, 1 Gun seized, 260.41 grams of marijuana seized.



**Criminal Investigations Division**

- CID closed out a Credit Card fraud case involving a local victim and suspects. The victim reported where they lost their credit card. Detectives were able to identify the suspects and track locations where they fraudulently used the card.
- Det. Wright arrested a convicted felon for possession of a firearm during a traffic stop. K-9 Kilo indicated to the presence of the odor of a narcotic on the car which provided the PC to search yielding the discovery of the alleged illegal firearm.

Total Numbers for the Month

**Cases Assigned: 32**

**Call Outs: 5**

**Felony Warrants Obtained: 11**

**Total Arrests: 5**

**Cases Closed: 19**

**Court Hours: 43**

**Out of Town Follow Ups: 7**

**Search Warrants Executed: 1**

**Misdemeanor Warrants Obtained: 19**

**Interviews Conducted: 16**

**Total Forensics Cases: 5**

**Total Forensics Hours: 16**

**Street Crimes Unit**

- SCU executed a drug search warrant on Allgood Street resulting the arrest of two suspects after they unsuccessfully fled from officers.

### **Administrative Services Unit**

- Community events: Provided tours of the PD for PCC CSI camp; Hosted CPA Alumni event
- Coordinated Honor Guard participation for Councilman Stigall funeral.
- Attended Simunition Instructor training.
- Deployed radar speed sign on Thaxton Road.
- Administered hiring process.
  - The department had two officers resign to take employment with other agencies.
    - One with NC Highway Patrol for higher salary.
    - Second returned to their home state to be with family.
- All sworn staff completed Distracted Driving training through the League as part of our Risk Management Accreditation.
- Evidence Custodian Tanya Thomas worked with the State Crime Lab to begin process of testing untested Sexual Assault Kits in compliance with new state law. The department has 31 kits in evidence. Only (5) deemed testable by the state. The remaining kits were either previously tested or cases adjudicated.

### **Administration**

#### **Meetings**

- Daily meetings with Command Staff.
- Completed monthly Risk Management Accreditation review.
- Meetings: City Manager; Human Resources; City Council; Department Head; Various Chiefs Association legislative matters; PAAL board; Rotary; City Garage supervisor; concerned citizen; Property Manager Collaborative; New Courier Times reporter; Personnel; District Attorney.
- Community Engagement: Barbershop Uncut; participated in DWI Checkpoint at the state line; July 4<sup>th</sup> parade; BASICs; Radio Roxboro PSA about locking car doors; EATON safety manager meeting; Presented Human Trafficking awareness at PCC



**THANK YOU FOR YOUR CONTINUED SUPPORT**

City of Roxboro, North C LM  
 Distribution of Gas Tick WD  
 30-Jun-19

Lawn Mowers  
 Weed Eaters  
 Chain Saws  
 Gas Cans, ETC.

Shell  
 Account Number: 80-001-3945-4

Gas 0.5580  
 Diesel 0.6200

Card Number	Dept Number	Make	Model	Gallons	Total Cost	Tax Adjust	0.05 per gallon Discount	2.00% Discount	Net Cost	Average Cost Per Gallon
1	4120	City Hall		37.22	96.53	22.25	1.86	0.74	71.68	2.593
2	4130	Finance		-	-	-	-	-	-	#DIV/0!
3	4160	Public Buildings		100.51	260.63	60.07	5.03	2.01	193.52	2.593
4	4180	Purchasing		-	-	-	-	-	-	#DIV/0!
17	4910	Planning & Zoning		-	-	-	-	-	-	#DIV/0!
		Total Administrative		137.73	357.16	82.32	6.89	2.75	265.20	2.593
5	4310	Police		2,160.43	5,602.36	1,291.21	108.02	43.21	4,159.92	2.593
6	4311	CID		110.11	285.53	65.81	5.51	2.20	212.01	2.593
26	4312	Narcotics		-	-	-	-	-	-	#DIV/0!
9	4380	Animal Control		-	-	-	-	-	-	#DIV/0!
		Total Police		2,270.54	5,887.88	1,357.02	113.53	45.41	4,371.93	2.593
7	4340	Fire		1,350.45	3,501.93	807.11	67.52	27.01	2,600.29	2.593
8	4341	Fire Inspections		65.09	168.80	38.90	3.25	1.30	125.34	2.593
		Total Fire Dept.		1,415.54	3,670.73	846.02	70.78	28.31	2,725.63	2.593
10	4510	Public Services		84.32	218.65	50.39	4.22	1.69	162.35	2.593
11	4511	Streets		395.46	1,025.48	236.35	19.77	7.91	761.45	2.593
12	4512	Street Cleaning		27.19	72.37	16.69	1.40	0.59	53.69	2.662
13	4513	Garage		28.35	73.52	16.24	1.52	0.57	55.19	2.593
14	4710	Residential Garbage		1,375.39	3,566.61	822.02	68.77	27.51	2,648.31	2.593
15	4711	Commercial Garbage		895.09	2,321.12	534.96	44.75	17.90	1,723.50	2.593
16	4740	Cemetery		168.80	437.73	100.89	8.44	3.38	325.03	2.593
		Total Public Services		2,974.60	7,715.49	1,777.54	148.87	59.54	5,729.53	2.594
		Total General Fund		6,798.41	17,631.26	4,062.89	340.06	136.02	13,092.29	2.593
18	7112	Meter Reading		273.73	709.81	163.60	13.69	5.47	527.06	2.593
19	7114	Lake Warden		72.22	187.28	43.16	3.61	1.44	139.06	2.593
25	7118	Pump Stations		-	-	-	-	-	-	#DIV/0!
20	7120	Water Plant		106.53	276.25	63.67	5.33	2.13	205.12	2.593
21	7121	Water Line Maintenance		902.25	2,339.68	539.24	45.11	18.04	1,737.28	2.593
22	7130	WWTP		59.39	154.00	35.49	2.97	1.19	114.35	2.593
23	7131	Sewer Line Maintenance		589.73	1,529.27	352.46	29.49	11.79	1,135.53	2.593
24	7132	WWTP II		110.26	285.91	65.90	5.51	2.21	212.30	2.593
		Total Enterprise Fund		2,114.10	5,482.21	1,263.52	105.71	42.28	4,070.70	2.593
		Total All Funds		8,910.15	23,105.49	5,325.27	445.51	178.20	17,156.51	2.593



August 2, 2019

To: Mayor Newell  
Roxboro City Council

From: Lauren Johnson, Planning & Development Director

Subject: August Council Report

### **Uptown Development Group:**

- Rox N' Roll Cruise-In Series: We had another successful July cruise-in with at least 85 cars participating! We had a wonderful turn-out despite the heat and it was a great opportunity to recognize our Military and First Responders. Join us on August 16 for our Summer Nights theme.
- Uptown Events: We are excited about the upcoming 40<sup>th</sup> year of Personality. The Uptown Roxboro is a Silver Sponsor and are pleased to host the Friday Night 70's Costume Contest. There are Adult and Children categories. Up to 20 entries for either category will be accepted. Additional information and an application can be provided by the Roxboro Area Chamber of Commerce or the Uptown Roxboro Group- see attached.
- Uptown Developments:
  - The Uptown Roxboro Group continues to work with the Person County Arts Council and Person County Tourism Development Authority on the installation of the additional 3 murals in the Main Street Alleyway. The artist plans to have them completed in August.
  - Everyone was so excited about the painting of the crosswalk located in front of the Kirby Theater. We continue to work with the Kirby Arts Council on designs for additional crosswalks.
  - Russell's Ltd. replaced their awnings and sign. They were given a \$2000 Façade Grant from the Uptown Roxboro Group to cover additional costs to spruce up their entrance area and paint the interior of the building. We are so delighted at the outcome!
  - Social media has been all the buzz lately with the community sharing the abundance of events/activities going on in our Uptown area. We offer a variety of music, arts, acting, food trucks, car shows and more! Don't you want to be part of our masterpiece?
  - Uptown Roxboro Group continues to work closely with the Chamber of Commerce & Tourism to provide additional information on our area. We plan to meet again in August on how to collaborate and make a "welcome packet".



## **Planning & Development:**

- **Future Land Use Plan Update:** City Planning staff met with the County's Planning staff early in July to discuss the plan of action for the Future Land Use Plan. Ads requesting applicants to the steering committee will run mid-August and a deadline of August 26<sup>th</sup> to submit applications. The Planning staff will review the submissions for completeness and distribute applications to the proper jurisdiction for consideration. Staff plans to bring the applications to the Council at the September meeting for review and appointment. Additionally, staff will need a representative from the Council to serve on the steering committee. The meetings will take place, primarily, during the standard business day (8am-5pm). There will likely be some evening commitments as well. Any member wishing to serve in this capacity, please let the Planning Director know before the September 10<sup>th</sup> Council meeting.
- **Madison Boulevard Project Update:** The Public Meeting scheduled for August 29<sup>th</sup> will take place in the auditorium of the Person County office building on S Morgan Street. Mailers will go out soon from NCDOT regarding the notice of the meeting, date, time, and location. Members of the Council are certainly encouraged to attend. However, this will not be a formal presentation. Instead representatives from NCDOT will be present with a number of maps and stations for attendees to visit to learn more about the project. You will be able to ask questions or voice concerns, but this will be a very different format from the formal presentation to the Council in January. The time has not been officially determined, though it is suspected to last for several hours between the late afternoon and early evening (i.e. 4-7 or the like). The newest version of the project map is available for viewing at City Hall.
- **Hazard Mitigation Plan Updates:** Staff attended the kick-off meeting for the Hazard Mitigation Plan update in Hillsborough on July 11th. Other communities involved in the plan are Durham, Alamance, and Orange counties. Staff from the City and County Planning offices have since reviewed the goals and action items from the existing Hazard Mitigation Plan to determine which items are complete or in-progress, and those that need to be carried over or deleted. There will be several meetings over the course of the plan review and update, as well as some public meeting. Details to follow, as more information is shared from the consultant. In the meantime, members of the public and Council may keep up with the progress by viewing the project website; <http://www.enohawhmp.com>.

## **Additional Updates:**

- Minimum Housing case at 146 Clayton Street closed, structure demolished.
- Reviewed several legislative updates regarding campaign signage, land use regulations, etc.
- Prepared items for pending Board of Adjustment hearing for a Variance request.



## City of Roxboro Special Event Permit Application

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Special Event Applications shall be submitted to the City of Roxboro no later than sixty (60) days prior to the event date, unless the event does not require a public hearing.\* When a public hearing is unnecessary, applications shall be submitted no later than thirty (30) days prior to the event date. (Incomplete applications may increase the permit processing time.) If a Public Hearing is required for your application, you will be notified of the date, time and location of the hearing. There is a \$50.00 fee for all public hearings.

\*Special Events not requiring a public hearing include (i) observations of national holidays (ii) annually recurring special events, which have previously gone through the public hearing process, and which do not exceed two (2) hours and for which no admission fee is charged, and (iii) events hosted, in-whole or in-part, by the City of Roxboro.

### I. Applicant Information:

Organization: Person Veterans Council

Address: P.O. Box 1923 City: Roxboro State: NC Zip Code: 27573

Daytime Phone Number: (336) 583-4555 Cell Number: Same Email: personveteranscouncil@gmail.com

Primary Contact: Ron Jeffreys

Address: 70 Westwood Ln City: Roxboro State: NC Zip Code: 27573

Daytime Phone Number: (336) 583-4555 Cell Number: Same Email: Same as above

### II. General Event information:

*Please provide the common name by which the event is to be known.*

Veterans Day Parade

*Please select the type of event:*

- Parade
- Run/Walk Race
- Concert
- Ceremony
- Festival/Street Fair
- Other \_\_\_\_\_

Please provide a brief description of the purpose of the proposed event:

Parade that honors all veterans who have served in all branches of the military

Please indicate the following:

- a. Proposed Event Date(s): Saturday, November 9, 2019
- b. Proposed Time Period(s) of the Event: 10:00 a.m. should last 30 to 45 min.
- c. Location of Event: Main Street
- d. Approximate Number of People to Attend the Event : Undetermined same as last year, prob less than Christmas parade

Please provide a general description of the activities planned during the event.

Parade

Please list below any request for special services to be provided by the City, such as Police, Fire, Public Service Personnel/Equipment, etc. (any fees are the responsibility of the individual/organizer of said event):

- Police: Ron has already contacted and will be in touch with both Police & Fire
- Fire: See above
- Public Service (i.e., streets or portions of streets to be closed and for what period, etc.): Street closure from 9:00 a.m. to approx. 11: a.m. for staging, the parade, and dismantling (see below for specifics)
- Other: \_\_\_\_\_

**III. Venue Details:**

Please indicate any streets, parking lots, or public access areas to be closed during this event, as well as the location of any barriers, traffic control devices, etc. (a map showing the event area and all barricades is also required):

Will need the following streets closed: Gordon, Abbitt, Court, Reams Ave & Depot St at Main St intersection, also Morehead St closed from Main St. to Lamar. Also need all roadside parking closed from Morehead Street to Gordon St. We will also need to close the City Parking Lot so it can be used for staging (parade starts at Roxboro Baptist).

Specify number of:

N/A Goods/Food Vendors N/A Animals N/A Recreational equipment (i.e. bounce house, rides, etc.)

Are you serving/selling food at your event? Y / N

\*If yes, contact the Person County Environmental Health Office to be sure all necessary permits and/or documentation are obtained.

Are you serving/selling alcohol at your event? Y / (N)

\*If yes, be sure the perimeters of the area(s) are clearly marked, and the entrance to the area(s) shall be constructed so as to allow ready control of patrons, including the viewing of identification to prevent underage persons from being permitted in the area(s). Area(s) must be located at least 150 feet from any church, mosque, synagogue or other place of worship. Be aware, **no alcoholic beverages may be sold or consumed as a part of a special event outside of the designated area(s).** Prior to the opening of the special event, the person in charge of the event shall ensure that any and all necessary state or other permits relating to the sale and consumption of alcoholic beverages have been secured. Such permits must be available for inspection by City staff at any time. (Keep on site during the Special Event.)

Please indicate which of the following staging items will be used during your event:

- Loud speakers
- Bleachers
- Stage(s)
- Dance Floor
- Microphones
- Live Entertainment
- Other: planning on having marching bands, but if not may use DJ for patriotic music

Please indicate the size and location of any signs, banners, flags, or other attention-getting devices for this event:  
Shouldn't have any other than normal banners that are carried in the parade itself

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Please provide copies of the following with the completed application:

- a. Proof of Liability Insurance for event
- b. ABC permit(s)\*
- c. Person County Environmental Health Department permit(s)/license(s) for on-site food
- d. Sketch Map Showing All of the Following:
  - The area where the event is to take place
  - Any Streets or other rights-of-way to be closed or obstructed.
  - Any barriers or traffic control devices that will be erected.
  - Location of vendor booths, platforms, benches, stages, or bleachers
  - Location of alcohol selling/consumption area
  - Toilet Facilities (i.e., porta johns)
  - Garbage Facilities (dumpsters, roll out carts)

**\*\*Please note the City of Roxboro does NOT provide garbage or waste removal services for the proposed event. The event organizer is responsible for arranging for these services, if necessary.**

#### IV. Cancellation Policy

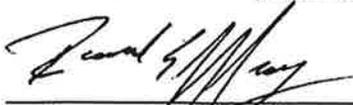
The City Manager, Roxboro Police Department, or their designee, has the authority to end the event prior to schedule based on any of the following:

- violation of any section of the permit or City Ordinance,
- security and protection concerns of event participants and the community,
- if the conditions required for approval, including insurance coverage, of the event are not met,
- if any significant change in conditions would, or may adversely affect the public health or safety of the community, or
- for any condition that would place City facilities, grounds, or other natural resources at risk of damage or destruction if the event were permitted to take place.

If an event organizer, for any reason, must cancel their event they must notify the City of Roxboro. Cancellations must be in written form. Fees are non-refundable. (If the event organizer would like to request a rain-date, please indicate this in section II under the "event date(s)."

The undersigned persons certify that all information in this application (including attachments) is complete and accurate to the best of their knowledge, that the information contained in this application form shall constitute conditions of an issued permit, that the City will be notified of any changes or revisions to the event plans as described in this application, and that the undersigned persons have received and reviewed a copy of Chapter 95 of the Roxboro City Code and agree to comply with all permit conditions and understand that failure to comply with any condition, or any violation of law, may result in the immediate cancellation of the event, revocation of the permit, denial of future events, criminal prosecution and/or administrative citations/fines.

**FUTHERMORE**, the undersigned persons hereby authorize the City Manager or designated representative to enter upon the above-referenced activity site for the purpose of inspecting and determining/verifying compliance with the City's ordinance provisions.

  
\_\_\_\_\_  
Applicant Signature

Date: 7/10/2019

  
\_\_\_\_\_  
Responsible Planner/On-Site Manager

Date: 7/10/2019

**RELEASE AND HOLD HARMLESS  
AGREEMENT**

**STATE OF NORTH CAROLINA**

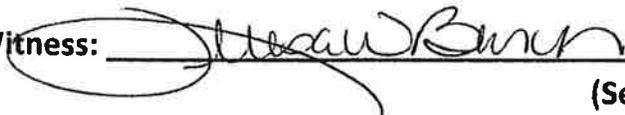
**COUNTY OF PERSON**

The undersigned, having received permission from the City of Roxboro to conduct Veterans Day Parade on Sat. Nov. 9, 2019 do hereby release and forever hold harmless the City of Roxboro from any personal injuries or property damage related to the permitted use.

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal:

This the 10 day of July, 2019

  
\_\_\_\_\_  
(Signature)

Notary Witness:   
\_\_\_\_\_  
(Seal)

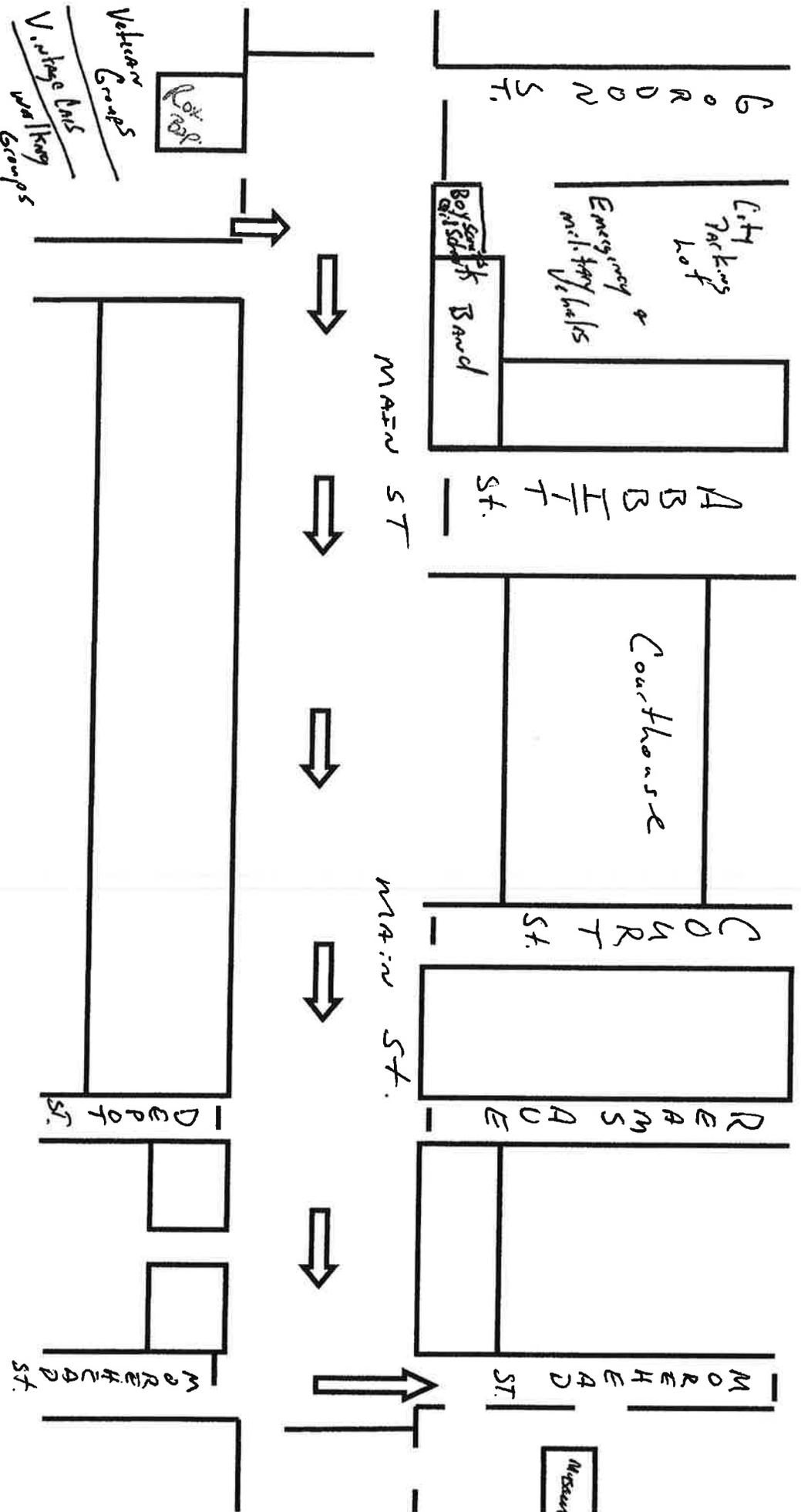


Person County Veteran's Day Parade

Saturday November 9, 2019 Staging Time @ Roxboro Baptist Church 9:00am Parade Start Time: 10:00am

Parade Route: Turn right out of Roxboro Baptist Church and head North on Main St. Turn left on Morehead St.

Parade ends in front of PC Museum of History. Parade route is .3 miles total.



ACCT. NO.	Veterans Council	AMOUNT PAID	Parade	FOR	BALANCE DUE	DATE	RECEIVED BY
						7-18-19	[Signature]

**HUFF'S INSURANCE & REALTY, INC.**

Phone (336) 599-7982  
 604 S. Morgan Street • P.O. Box 418 • Roxboro, NC 27573

ck #130

*Thank You*

FORM LREC

Receipt for event insurance, will provide certificate after coverage is bound. Coverage cannot be bound this far in advance of event, per applicant.

**RESOLUTION**  
***IN REMEMBRANCE OF***  
***Lawrence Chester "Sandy" Stigall***

**WHEREAS,** Mr. Lawrence Chester "Sandy" Stigall was born in Roxboro, North Carolina on July 23, 1938 to Horace and Rosa Barnette Stigall and attended Person County Public Schools; and,

**WHEREAS,** Mr. Stigall was married to Charlotte Humphries Stigall and together they had a son, Michael Stigall; and

**WHEREAS,** Mr. Stigall was a man of many talents. Mr. Stigall was a Veteran of the United States Air Force. He was the former owner and operator of NuWay Cleaners, a patrolman for the Roxboro Police Department, Volunteer Fireman for the Roxboro Fire Department, worked at Person County EMS and the Person County Rescue Squad; and

**WHEREAS,** Mr. Stigall was very well known to the racing world where he spent forty-two years in the NASCAR Late Model Stock Car racing business. He also loved restoring vintage cars as a hobby.

**WHEREAS,** Mr. Stigall has served as a member of the Roxboro City Council for the past eleven years and seven months.

**NOW THEREFORE BE IT RESOLVED** that I, Merilyn P. Newell, Mayor of the City of Roxboro, N.C. and on behalf of the Roxboro City Council and its citizens, do honor the memory of Mr. Lawrence Chester "Sandy" Stigall. This the 13<sup>th</sup> day of August, 2019.

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

Attest:

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

# 1. Special Event Permit - APS



## City of Roxboro Special Event Permit Application

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Special Event Applications shall be submitted to the City of Roxboro no later than sixty (60) days prior to the event date, unless the event does not require a public hearing.\* When a public hearing is unnecessary, applications shall be submitted no later than thirty (30) days prior to the event date. (Incomplete applications may increase the permit processing time.) If a Public Hearing is required for your application, you will be notified of the date, time and location of the hearing. There is a \$50.00 fee for all public hearings.

\*Special Events not requiring a public hearing include (i) observations of national holidays (ii) annually recurring special events, which do not exceed two (2) hours and for which no admission fee is charged, and (iii) events hosted, in-part, by the City of Roxboro.

### I. Applicant Information:

Organization: Animal Protection Society of Person County  
Address: PO Box 291 City: Roxboro State: NC Zip Code: 27573  
Daytime Phone Number: 336-504-8080 Cell Number: Same Email: aps@pc@gmail.com

Primary Contact: Beth Townsend  
Address: 449 Thomas Humphries Rd City: Roxboro State: NC Zip Code: 27574  
Daytime Phone Number: 336-504-8080 Cell Number: Same Email: bethsmail21@gmail.com

### II. General Event information:

Please provide the common name by which the event is to be known.

Big Dog Motorcycle Ride - Paw Parade - Adopt-a-Thon

Please select the type of event:

- Parade
- Run/Walk Race
- Concert
- Ceremony
- Festival/Street Fair - adopt-a-thon
- Other motorcycle ride

Are you serving/selling alcohol at your event? Y / N

\*If yes, be sure the perimeters of the area(s) are clearly marked, and the entrance to the area(s) shall be constructed so as to allow ready control of patrons, including the viewing of identification to prevent underage persons from being permitted in the area(s). Area(s) must be located at least 150 feet from any church, mosque, synagogue or other place of worship. Be aware, **no alcoholic beverages may be sold or consumed as a part of a special event outside of the designated area(s)**. Prior to the opening of the special event, the person in charge of the event shall ensure that any and all necessary state or other permits relating to the sale and consumption of alcoholic beverages have been secured. Such permits must be available for inspection by City staff at any time. (Keep on site during the Special Event.)

Please indicate which of the following staging items will be used during your event:

- Loud speakers
- Bleachers
- Stage(s)
- Dance Floor
- Microphones
- Live Entertainment
- Other: \_\_\_\_\_

Please indicate the size and location of any signs, banners, flags, or other attention-getting devices for this event:

Banners for sponsors may be displayed during event.  
no larger than 5x10.

Please provide copies of the following with the completed application:

- a. Proof of Liability Insurance for event
- b. ABC permit(s)\*
- c. Person County Environmental Health Department permit(s)/license(s) for on-site food
- d. Sketch Map Showing All of the Following:
  - The area where the event is to take place
  - Any Streets or other rights-of-way to be closed or obstructed.
  - Any barriers or traffic control devices that will be erected.
  - Location of vendor booths, platforms, benches, stages, or bleachers
  - Location of alcohol selling/consumption area
  - Toilet Facilities (i.e., porta johns)
  - Garbage Facilities (dumpsters, roll out carts)

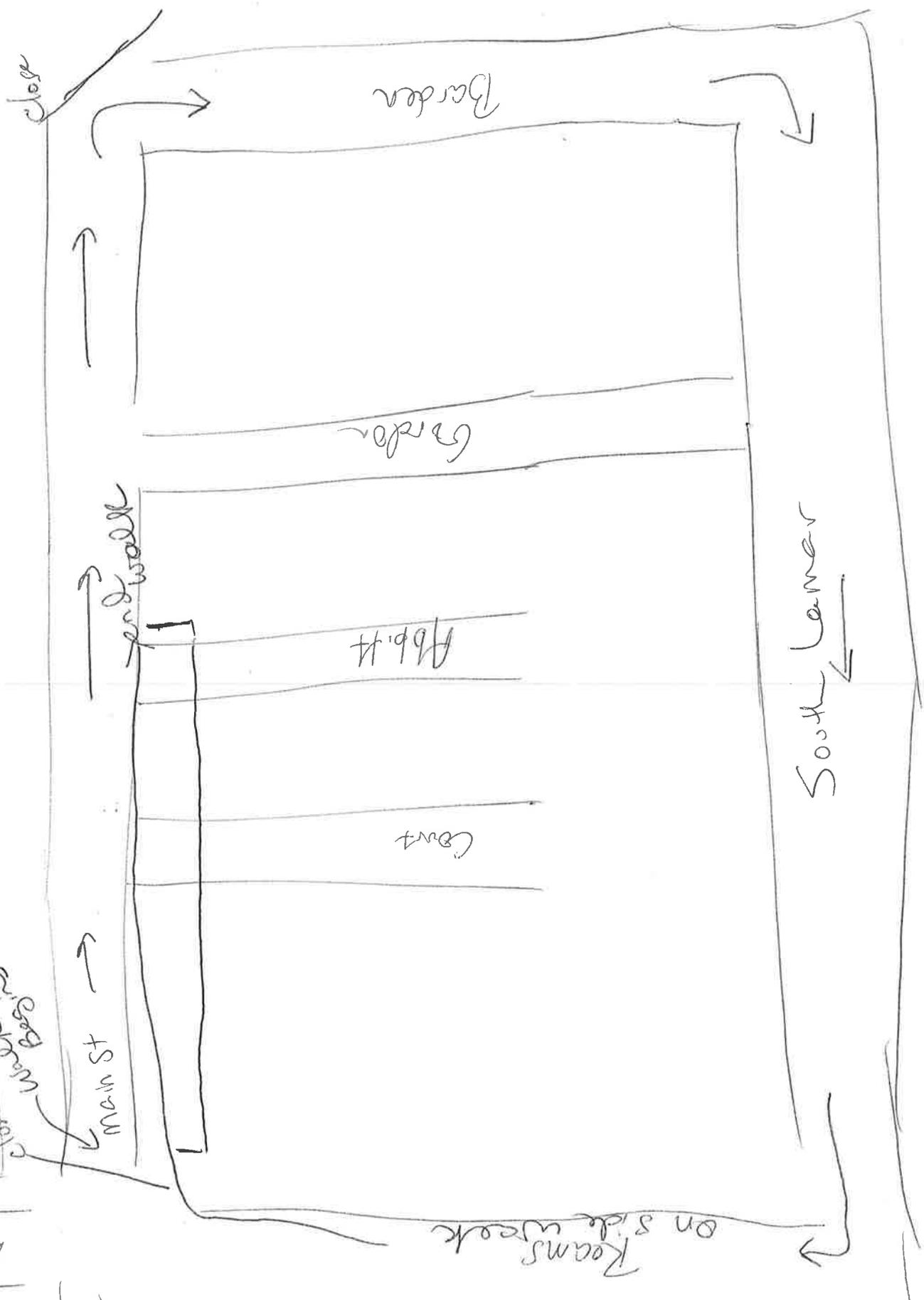
**\*\*Please note the City of Roxboro does NOT provide garbage or waste removal services for the proposed event. The event organizer is responsible for arranging for these services, if necessary.**

APS Sept. 14 Paw Parade / Adopt-e-  
Then

Close 2 blocks on Main St.  
for adoption

Close  
Main St  
Basins

Depot



**RELEASE AND HOLD HARMLESS  
AGREEMENT**

**STATE OF NORTH CAROLINA**

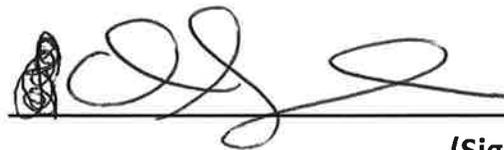
**COUNTY OF PERSON**

The undersigned, having received permission from the City of Roxboro to conduct Walk Adopt-a-thon on Sept. 14, 2019 do hereby release and forever hold harmless the City of Roxboro from any personal injuries or property damage related to the permitted use.

**IN TESTIMONY WHEREOF, I have hereunto set my hand and seal:**

This the 15<sup>th</sup> day of July, 2019



  
\_\_\_\_\_  
(Signature)

Notary Witness: Lynda D. Clayton  
(Seal)

RENEWAL OF: CPS2756737

POLICY NUMBER: CPS3130407

TRANSACTION TYPE: RENEWAL



COMMON POLICY DECLARATIONS

COMPANY: SCOTTSDALE INSURANCE COMPANY
ONE NATIONWIDE PLAZA
COLUMBUS, OH 43215

AGENT: JOHNSON & JOHNSON INC.
P. O. BOX 899
CHARLESTON, SC 29402
AGENT NO: 39001

ADMINISTRATIVE OFFICE:
177 NORTH GAINES CENTER DRIVE
SCOTTSDALE, AZ 85258

HOME ADDRESS AND MAILING ADDRESS:
ANIMAL PROTECTION SOCIETY OF PERSON COUNTY

P.O. BOX 291

OXBORO, NC 27573

THE INSURANCE COMPANY WITH WHICH THIS
COVERAGE HAS BEEN PLACED IS NOT LICENSED
BY THE STATE OF NORTH CAROLINA AND IS NOT
SUBJECT TO ITS SUPERVISION. IN THE EVENT OF
THE INSOLVENCY OF THE INSURANCE COMPANY,
LOSSES UNDER THIS POLICY WILL NOT BE PAID BY
ANY STATE INSURANCE GUARANTY FUND.

NO FLAT CANCELLATIONS

POLICY STATE: NC

POLICY PERIOD: FROM 10/19/2018 TO 10/19/2019 AT 12:01 A.M. STANDARD TIME AT YOUR MAILING ADDRESS SHOWN ABOVE

DESCRIPTION OF BUSINESS: ANIMAL RESCUE

FORM OF BUSINESS: Corporation

INSPECTION ORDERED: [ ] YES [x] NO

PROGRAM NO: KS

THIS POLICY CONSISTS OF THE FOLLOWING COVERAGE PARTS FOR WHICH A PREMIUM IS INDICATED. THIS
PREMIUM MAY BE SUBJECT TO ADJUSTMENT. WHERE NO PREMIUM IS SHOWN, THERE IS NO COVERAGE.

Table with 2 columns: Coverage Part and Premium. Rows include Commercial General Liability, Property, Crime, Inland Marine, Liquor Liability, Professional Liability, Equipment Breakdown, Owners & Contractors Protective Liability, and Commercial Auto Coverage.

Summary table for premiums: TOTAL POLICY PREMIUM: \$536.00, POLICY FEE: \$135.00, STAMPING FEE: \$2.14, STATE TAX: \$26.80, POLICY TOTAL: \$699.94

RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS POLICY, WE
AGREE WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY.

FORMS / ENDORSEMENTS MADE A PART OF THIS POLICY AT TIME OF ISSUE.

See Schedule of Forms and Endorsements

AGENCY CODE: 801844
ALKER INSURANCE AGENCY INC

RENEWAL OF: CPS2756737

POLICY NUMBER: CPS3130407

TRANSACTION TYPE: RENEWAL



TRANSACTION DATE: 10/18/2018

AUTHORIZED REPRESENTATIVE \_\_\_\_\_

THIS COMMON POLICY DECLARATION AND THE SUPPLEMENTAL DECLARATION(S), TOGETHER WITH  
THE COMMON POLICY CONDITIONS, COVERAGE PART(S), COVERAGE FORM(S) AND FORM(S) AND ENDORSEMENTS(S), IF ANY,  
COMPLETE THE ABOVE-NUMBERED POLICY.



## SCHEDULE OF FORMS AND ENDORSEMENTS

Policy No. CPS3130407

Effective Date 10/19/2018

12:01 A.M. Standard Time

Agent No: 39001

Named Insured ANIMAL PROTECTION SOCIETY OF PERSON COUNTY

### POLICYHOLDER NOTICES

NOTX0178CW (03-16) Claim Reporting Information

NOTX0178CW (2-06) Claim Reporting Information

### COMMON FORMS

IL 00 17 11-98 Common Policy Conditions

OPS-D-1 (8-10) Common Policy Declarations

UTS-COVPG (01-16) Cover Page

UTS-SP-2 (12-95) Schedule of Forms and Endorsements

UTS-SP-3 (8-96) Schedule of Locations

### GENERAL LIABILITY FORMS

CG 00 01 04 13 Commercial General Liability Coverage Form

CG 21 16 04-13 Exclusion - Designated Professional Services

CG 21 49 09 99 Total Pollution Exclusion Endorsement

CG 21 73 01 15 Exclusion of Certified Acts of Terrorism

CG 24 26 04 13 Amendment of Insured Contract Definition

CLS-SD-1 (8-01) Commercial General Liability Supplemental Declarations

GLS-149s 08 96 Injury to Volunteers Exclusion

GLS-289s (11-07) Known Injury or Damage Exclusion - Personal/Advertising Injury

GLS-28s (07-13) Stable Liability Exclusion

GLS-55s (5-99) Property Damage Extension Endorsement

NOTX0178CW (03-16) Claim Reporting Information

UTS-128s (8-15) Optional Provisions Endorsement

UTS-180g 10-08 Communicable Disease Exclusion

UTS-246s (09/16) Amendatory Endorsements (Without Medical Payments Exclusion)

UTS-365s (2-09) Amendment of Nonpayment Cancellation Condition

**SCHEDULE OF LOCATIONS**

Policy No: CPS3130407

Effective Date 10/19/2018

12:01 A.M. Standard Time

Agent No: 39001

Named Insured ANIMAL PROTECTION SOCIETY OF PERSON COUNTY

Prem. No.	Bldg. No.	Designated Premises (Address, City, State, Zip Code)	Occupancy
1	1	625 GABRIEL JONES ROAD ROXBORO, NC 27573	ANIMAL RESCUE

## COMMERCIAL GENERAL LIABILITY COVERAGE PART SUPPLEMENTAL DECLARATIONS

**POLICY NUMBER:** CPS3130407  
**NAMED INSURED:** ANIMAL PROTECTION  
 SOCIETY OF PERSON  
 COUNTY

**EFFECTIVE DATE:** 10/19/2018 AT 12:01 A.M. STANDARD TIME  
**AGENT NO:** 39001

<b>LIMITS OF INSURANCE:</b>		
AGGREGATE LIMITS OF LIABILITY	\$2,000,000	PRODUCTS/COMPLETED OPERATIONS AGGREGATE
	\$2,000,000	GENERAL AGGREGATE LIMIT (OTHER THAN PRODUCTS/COMPLETED OPERATIONS)
COVERAGE A - BODILY INJURY AND PROPERTY DAMAGE LIABILITY	\$1,000,000	ANY ONE OCCURRENCE SUBJECT TO THE PRODUCTS/COMPLETED OPERATIONS AND GENERAL AGGREGATE LIMITS OF LIABILITY
DAMAGE TO PREMISES RENTED TO YOU	\$100,000	ANY ONE PREMISES SUBJECT TO THE COVERAGE A OCCURRENCE AND THE GENERAL AGGREGATE LIMITS OF LIABILITY
COVERAGE B - PERSONAL & ADVERTISING INJURY LIABILITY	\$1,000,000	ANY ONE PERSON OR ORGANIZATION SUBJECT TO THE GENERAL AGGREGATE LIMITS OF LIABILITY
COVERAGE C - MEDICAL PAYMENTS	\$5,000	ANY ONE PERSON SUBJECT TO THE COVERAGE A OCCURRENCE AND THE GENERAL AGGREGATE LIMITS OF LIABILITY

**DESCRIPTION OF BUSINESS: ANIMAL RESCUE**

**FORM OF BUSINESS:**  
 INDIVIDUAL     PARTNERSHIP     JOINT VENTURE     TRUST     LIMITED LIABILITY COMPANY  
 ORGANIZATION, INCLUDING A CORPORATION (OTHER THAN PARTNERSHIP, JOINT VENTURE, OR LIMITED LIABILITY COMPANY)

**LOCATION OF ALL PREMISES YOU OWN, RENT OR OCCUPY:**

LOCATION NO	BUILDING NO	LOCATION ADDRESS
1	1	625 GABRIEL JONES ROAD ROXBORO, NC 27573 - PERSON COUNTY

**CLASSIFICATION AND PREMIUM:**

LOCATION NO	BUILDING NO	CLASS CODE	EXPOSURE	BASIS	RATE		ADVANCE PREMIUM	
					PREM OPS	PROD/ COMP OPS	PREM OPS	PROD/ COMP OPS
1	1	44444			Included	Included	Included	Included

**CLASS DESCRIPTION**

PROPERTY DAMAGE EXTENSION ENDORSEMENT

LOCATION NO	BUILDING NO	CLASS CODE	EXPOSURE	BASIS	RATE		ADVANCE PREMIUM	
					PREM OPS	PROD/ COMP OPS	PREM OPS	PROD/ COMP OPS
1	1	45450	30	Per Animal Container	17.850	Included	\$536	Included

**CLASS DESCRIPTION**

TEMPORARY ANIMAL FOSTER CARE. R/A KENNELS - BREEDING, BOARDING, OR SALES

**FORMS/ENDORSEMENTS ATTACHED TO THIS POLICY AT TIME OF ISSUE:**

SEE SCHEDULE OF FORMS AND ENDORSEMENTS

**PREMIUM:**

COVERAGE PART PREMIUM:	\$536
OTHER PREMIUM:	\$0
TOTAL PREMIUM:	\$536

THESE DECLARATION ARE PART OF THE POLICY DECLARATIONS CONTAINING THE NAME OF THE INSURED AND THE POLICY PERIOD

## 2. Capital Project Ordinance - Water Plant

**City of Roxboro, North Carolina  
Capital Project Ordinance  
Water Plant Office and Laboratory Project**

**BE IT ORDAINED** by the City Council of the City of Roxboro, North Carolina that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted.

**Section 1.** The project authorized is the Water Plant Office and Laboratory Project. The project consists of construction of a new office and laboratory facility located at the water plant for the time period beginning August 15, 2019.

**Section 2.** The project director is hereby directed to proceed with the implementation of the project within the funds appropriated herein.

**Section 3.** The following revenues are anticipated to be available to complete the project:

Loan proceeds	\$ 850,000
Transfer from general fund	<u>\$ 150,000</u>
 Total Funds Available	 \$ 1,000,000

**Section 4.** The following amounts are appropriated for the project:

Construction costs	\$ 850,000
Contracted services	<u>\$ 150,000</u>
 Total Project Cost	 \$ 1,000,000

**Section 5.** The Finance Officer is directed to report quarterly on the financial status of this project. The Finance Officer shall also keep the governing body informed at each regular meeting of any unusual occurrences.

**Section 6.** The Finance Officer is hereby directed to maintain within the Capital Project Fund sufficient detailed accounting records to provide financial information and reports required by generally accepted accounting principles, Federal and State Regulations.

**Section 7.** Funds may be advanced from the General Fund for the purpose of making payments as due. Reimbursements to the General Fund should be made in a timely manner.

**Section 8.** Copies of this capital project ordinance shall be made available to the Budget Officer, the Finance Officer, and the City Clerk for direction in carrying out this project.

Adopted this the 13th day of August, 2019.

By: \_\_\_\_\_  
Marilyn Newell, Mayor

ATTEST:

**City of Roxboro, North Carolina  
 Capital Project Ordinance  
 Water Plant Office and Laboratory Project**

	Account Number	Project Authorization	Amendment	June 30, 2020
<b>Revenues:</b>				
Other operating revenues:				
		-	-	-
<b>Total revenues</b>				
		-	-	-
<b>Expenditures:</b>				
Engineering and architect services	40-7190-350	150,000		150,000
Construction	40-4930-600	850,000	-	850,000
<b>Total expenditures</b>				
		1,000,000	-	1,000,000
Revenues under expenditures				
		(1,000,000)	-	(1,000,000)
<b>Other Financing Sources:</b>				
Proceeds of loan	40-3920-450	850,000		850,000
Transfer from general fund	40-3985-910	150,000	-	150,000
<b>Total other financing sources</b>				
		1,000,000	-	1,000,000
<b>Revenues and other financing sources under expenditures</b>				
		\$ -	\$ -	\$ -

Requested By DC

Approved by City Council

### 3. Rezoning -1528 N. Main Street - PH

# Memo



**To:** Mayor Newell and Roxboro City Council  
**From:** Lauren Johnson/ Planning & Development Director  
**cc:** Trevie Adams City Clerk (for City Records)  
**Date:** July 22, 2019  
**Re:** Recommendation from Planning Board Regarding Rezoning Request for  
1528 N Main Street, TM 51 35

---

Madam Mayor and Council,

Please be advised that the City of Roxboro Planning Board met on July 1, 2019 to review a request for a Rezoning for the parcel of land identified as Tax Map 51 Parcels 35. This tract is at the corner of Puryear Street and N Main Street, across from the Roxboro Fire Station, and is addressed 1528 N Main Street. It is approximately 2.65 acres in size.

Upon review of the enclosed application and staff report, the City Planning Board offered a unanimous, unfavorable recommendation to deny the request for Rezoning. Enclosed you will find the written consistency statement signed by the Planning Board Chair and department head.

Application for

# Official Zoning Map 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 Official Zoning Map of the City of Roxboro as hereinafter requested. I hereby certify that I have full legal right to request such action. (Type or Print Clearly)

Petitioner(s): Abdulghani Mooreb

Address: 1528 N Main St

Telephone Number: 336 322 0752 Fax Number: \_\_\_\_\_

Interest in Property: Business Manager (not property owner)  
(I.e., Owner, Part Owner, Option holder, Governmental Agency, Etc.)

**Property Information:**

Address: 1528 N Main St Roxboro NC 27573

Watershed: Roanoke Lot Size: 2.65

Township: Croy Tax Map/Lot #: 51 35

Current Use: grocery store

Available Utilities: (check all that apply)

City Water  City Sewer  Well  Septic System  None

**Zoning Map Amendment:**

Current Zoning Classification: B-2

Requested Zoning Classification: B-1

The undersigned hereby certify that the application material is complete and accurate. Furthermore, the undersign hereby authorizes the City of Roxboro's Zoning Administrator or designated representative to enter upon the above referenced property for the purpose of evaluating this request.

Abdulghani Mooreb  
Applicant Signature

5/30/19  
Date

**Staff Use Only:**

Date Received:  
5/30/19

Docket #:  
RZ-2019-05

Planning Board Meeting Date:  
7-1-19

City Council Meeting Date:  
8-13-19

Ch# 2668  
L# 40377

**Required Submittal Items:**

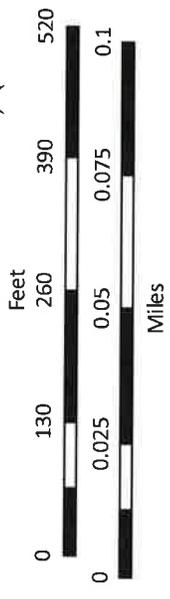
A complete application must contain the following additional items for consideration:

- Application Fee - \$200 (cash, check, or money order accepted)
- Copy of the applicable Person County Tax Map, or other documentation verifying the location and size of the parcel(s)
- Property Deed – Please enclose most recent deed to the property. This can be obtained from the Person County Register of Deeds Office.
- Survey Plat – Please enclose a copy of the property survey plat, if on record with the Person County Register of Deeds Office.
- If the applicant is not the owner of the property, a letter must be provided with the notarized signature of the property owner, verifying awareness of the request being made.
- List of adjacent property owners, with addresses of same.



Legend

- ▲ E-911 Addresses
- Utility
- Administrative Area Boundary Line\_2K
- County
- Conservation
- Easement
- Tax Parcels
- Railroad\_2K



**05/30/2019 03:50 OWNERSHIP 67566301**  
 AMER EHTEKAM AHMED  
 975 CLAY THOMAS RD  
 ROXBORO, NC 27573-2462  
 DEED: 980 31 5/16/2018 \$325,000

**PROPERTY DESCRIPTION**  
 CONVENIENCE CORNER  
 PLATBOOK/PAGE/DATE: 6 179 00000  
 NB: 00000 00000  
 1528 N MAIN ST ROXBORO

**TAX DESCRIPTION**  
 ROXBORO  
 ROXBORO

**MAP NUMBER**  
 51 35  
 RECORD NUMBER: 15881  
 ROUTE: RC 103 001  
 LISTER: JMP 3/14/2019  
 REVIEWER: JMP 3/20/2019

**CARD#**  
 1 / 1

**UTILITIES**  
 RCNT SVC/SIGN/32 FIX @ 1534 SHOE STORE  
 COMP F/2020  
 TOPO ADJ

**NOTES**  
 LT  
 1.0000

#	LAND CLASS	SIZE	BASERATE	ACF	ADJ	ADJ RATE	UNITS	LNDDVALUE
1	71PFF COMM1	280.000	300	1.22	0.90	329	280.000	92232
2	71PFF COMM1	160.000	300	1.22	0.50	183	160.000	29280
3	71PFF COMM1	260.000	300	0.93	0.25	70	260.000	18135

**ACREAGE FACTOR:** 0  
**FRONTAGE FACTOR:** 1  
**LAND VALUE** 139647

#	OTHER FEATURES	SIZE	BASERATE	COND	ADJ RATE	UNITS	VALUE
1	12 ASPH PAV	135 * 250	10000.00	0.00	10000.00	33750	10000
2	83 D LIGHTING	1 * 5	800.00	0.00	800.00	5	4000
3	23 D SVCANOPY	24 * 50	10.45	0.00	10.45	1200	12540

**OTHER FEATURES VALUE:** 26540

FOUNDATION	XTR_FINISH	ROOF_TYPE	ROOF_MTRL	SIZE/QTY
BRICK	BRICK	GABLE FLAT	BUILT UP ASPHSHNG	1.0000 SHTT 0 BDRM
WALL_FINISH	FLOORS	HEAT&AIR	HEAT_FUEL	BLDING #
PANEL DRY WALL	TILE VINYL UNFINISHED	CENTRAL CENT-A/C	ELECTRIC	1

**IMPROVEMENT TYPE:** Commercial  
**DIMENSIONS:** 31=N40E107S40W107Area:4280;10=S40E110N34W25N6W85Area:4250;83=S6E107N6W107Area:642;83=S4E90N4W90Area:360;81=S4E8N4W8Area:32;83=S4E12N4W12Area:48;TotalArea:9612  
**STRUCTURE**  
 31 31 CONV MKT 4280 1.00 4280 50.09 C 1.10  
 15 FIXTURES 0  
 83 83 CANOPY 642 1.00 642 14.17 1.10  
 83 83 CANOPY 360 1.00 360 14.90 1.10  
 83 83 CANOPY 48 1.00 48 15.55 1.10  
 10 10 RESTARNT 4250 1.00 4250 64.77 C  
 81 81 ENCPORCH 32 1.00 32 35.59 1.10  
 8530 HSF 9612 TSF

GRADE	C+10	AYB	EYB	1973	1973	CONDITION	A	DEPR	TABLE	06	SQ FT	TABLE				
55.10	1.00	4280	50.09	50.09	55.10	ADJRATE	*	AREA	=	RPCN	*	DEPF	*	CNDF	=	STR-VALUE
1320.00	1.00	642	14.17	14.17	1320.00	ADJRATE	*	AREA	=	RPCN	*	DEPF	*	CNDF	=	STR-VALUE
16.39	1.00	360	14.90	14.90	16.39	ADJRATE	*	AREA	=	RPCN	*	DEPF	*	CNDF	=	STR-VALUE
17.11	1.00	48	15.55	15.55	17.11	ADJRATE	*	AREA	=	RPCN	*	DEPF	*	CNDF	=	STR-VALUE
64.77	1.00	4250	64.77	64.77	64.77	ADJRATE	*	AREA	=	RPCN	*	DEPF	*	CNDF	=	STR-VALUE
35.59	1.00	32	35.59	35.59	35.59	ADJRATE	*	AREA	=	RPCN	*	DEPF	*	CNDF	=	STR-VALUE

**STRUCTURE VALUE** 172106  
 RPCN- 64.35/HSF  
 548884 VALU- 20.18/HSF

VALUATION	THIS CARD	+ OTHER CARD	= VALUE	PREV-VAL	P-N%	OTHER CARDS VALUE
LAND	139647		139647	149850	1.07	
OTHER FEAT	26540		26540	26540	0.78	
STRUCTURE	172106		172106	312653	1.82	
TOTAL	338293		338293	483093	0.70	

**TOTAL VALUE** 338293  
**TAX YEAR: 2020** (691987) Group:0  
**REVAL YEAR: 2013** DEFERRED VALUE  
**APPRAISED VALUE** 338293  
**TAXABLE VALUE** 338293

NBHD ADJUSTMENT: 1.000 \* 338293 = 338293  
 RCNT SVC/SIGN/32 FIX @ 1534 SHOE STORE  
 COMP F/2020  
 TOPO ADJ

FILED  
Person County  
Russell Jones  
Tax Administrator

FILED in PERSON County, NC  
on May 18, 2018 at 02:48:47 PM  
by: TONYA R. WILSON  
REGISTER OF DEEDS  
Book 980 Page 31



Issued May 18, 2018  
\$650.00  
State Of North Carolina  
Person County  
Real Estate Excise Tax  
375937

### NORTH CAROLINA GENERAL WARRANTY DEED

Excise Tax \$650.00 Recording: Time, Book and Page

Tax Lot No. 35, Map 51 Parcel Identifier No.  
Verified by \_\_\_\_\_ County on the \_\_\_\_\_ day of \_\_\_\_\_, 20  
by \_\_\_\_\_

Mail after recording to: **Ehtekam Ahmed Amer**  
975 Clay Thomas Road, Roxboro, N. C. 27573

This instrument prepared by **Alan S. Hicks, Attorney at Law (Title not examined)**

Brief Description for the Index Tract, City of Roxboro

THIS DEED made this 16<sup>th</sup> day of May, 2018, by and between:

**GRANTOR**

**GRANTEE**

James E. Stovall and wife,  
Mary Jean M. Stovall  
P. O. Box 1386  
Roxboro, N. C. 27573

Ehtekam Ahmed Amer  
975 Clay Thomas Road  
Roxboro, N. C. 27573

Enter in appropriate block for each party: name, address, and if appropriate, character of entity, e.g. corporation or partnership

The designation Grantor and Grantee as used herein shall include said parties, their heirs, successors, and assigns, and shall include singular, plural masculine, feminine or neuter as required by context.

**WITNESSETH**, that the Grantor, for a valuable consideration paid by the Grantee, the receipt of which is hereby acknowledged, has and by these presents does grant, bargain, sell and convey unto the Grantee in fee simple, all that certain lot or parcel of land situated in the **City of Roxboro, Roxboro Township, Person County, North Carolina**, and more particularly described as follows:

**BEGINNING** at an iron stake in the eastern edge of U.S. Highway No. 501 at the Northwest corner of lands of Ryland Hamlett, thence with the eastern edge of said highway, North 22° 33' East 414.0 feet to an iron stake in the southern line of an unnamed street; thence with the southern line of said street, South 83° 30' East 200.15 feet to an iron stake in the southern edge of the said street and in the western edge of the right of way of the Norfolk & Western Railway Company; thence with the western edge of the right of way of said company, South 17° 17' West 730.80 feet to an iron stake marking a Northeast corner of J.B. O'Briant lands (Lot No. 57 on plat hereinafter referred to); thence with the eastern line of Lots 56, 55 and 54 as shown on said plat

and with the eastern and northern line of Ryland Hamlett lands in a northwesterly direction to an iron stake in the East edge of U.S. Highway 501 at the Northwest corner of Hamlett lands, the beginning point, reference being herein expressly made to plat entitled "PROPERTY OF ROXBORO COTTON MILL, LONGHURST, PLAT LOTS WEST OF N & W R.R.", surveyed by W.R. Cates, Jr., in August, 1961 and of record in Plat Book 6, Page 179, Person County Registry.

This property does not include the personal residence of the Grantor.

The property hereinabove-described was acquired by Grantor by instrument recorded in **Book 864, Page 558, Person County Registry.**

A map showing a portion of the above-described property is recorded in **Plat Book 6, Page 179, Person County Registry.**

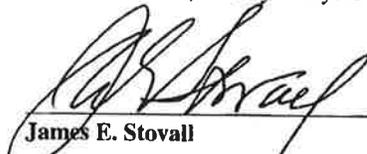
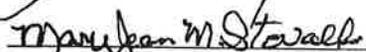
**TO HAVE AND TO HOLD** the aforesaid lot or parcel of land and all privileges and appurtenances thereto belonging to the Grantee in fee simple.

**AND THE GRANTOR COVENANTS** with the Grantee, that Grantor is seized of the premises in fee simple, has the right to convey the same in fee simple, that title is marketable and free and clear of all encumbrances, and that Grantor will warrant and defend the title against the lawful claims of all persons whomsoever except for the exceptions hereinafter stated.

**TITLE TO THE PROPERTY** hereinabove-described is subject to the following exceptions:

**All matters of record.**

**IN WITNESS WHEREOF**, the Grantor has hereunto set his hand and seal, the day and year first above written.

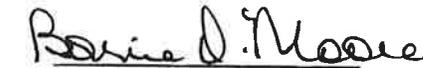
 (SEAL)  
James E. Stovall  
 (SEAL)  
Mary Jean M. Stovall

NORTH CAROLINA  
PERSON COUNTY

I, Bonnie O. Moore, a Notary Public of the State and County aforesaid, certify that James E. Stovall and wife, Mary Jean M. Stovall, personally appeared before me this day and acknowledged the voluntary execution of the foregoing document for the purpose therein stated.

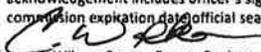
Witness my hand and official seal, this the 16<sup>th</sup> day of May, 2018.



  
Notary Public  
Bonnie O. Moore  
Print or Type Name

My Commission Expires: 2-15-2021

James E. Stovall./Deed for Convenience Corner

Document shows proof /acknowledgement before officer authorized to take proof /acknowledgement; acknowledgement includes officer's signature, commission expiration date, official seal, if required.  
  
Tonya R. Wilson, Person County Register of Deeds

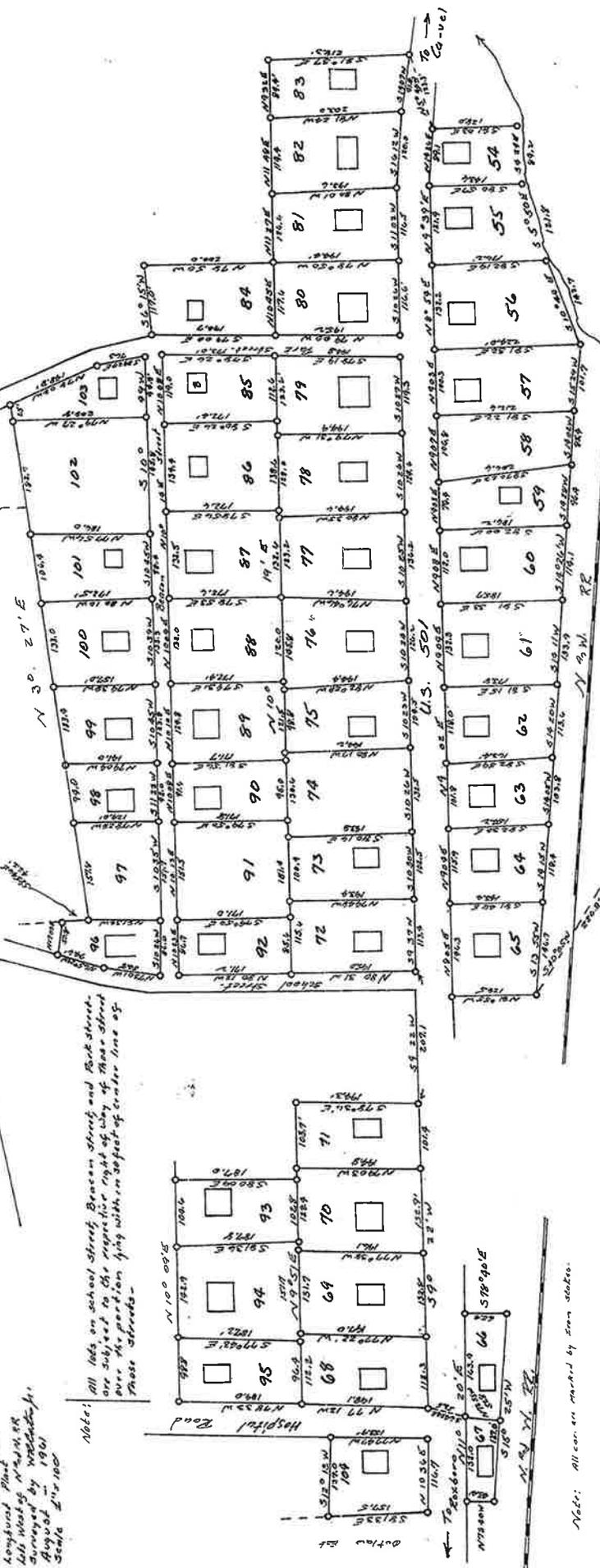
**PROPERTY'S**

**OF ROXBORO COTTON MILL**

Acquired from  
 late Wm. J. R. R.  
 surveyed by W. J. R. R.  
 August - 1901  
 Same Tr. 100

Note: All lots on school street, Brown street and Oak street are subject to the respective right of way of these streets over the portion lying within 50 feet of center line of these streets -

Note: All lots on as. Highway 501 are subject to the right of way of that over the portion lying within 50 feet of its center line.



Note: All corners marked by iron stakes.

Note: Lots 68 and 85 are subject to the right of way of the Hospital Road over the portion of these lots which lies within 50 feet of the southerly edge of that right of way -



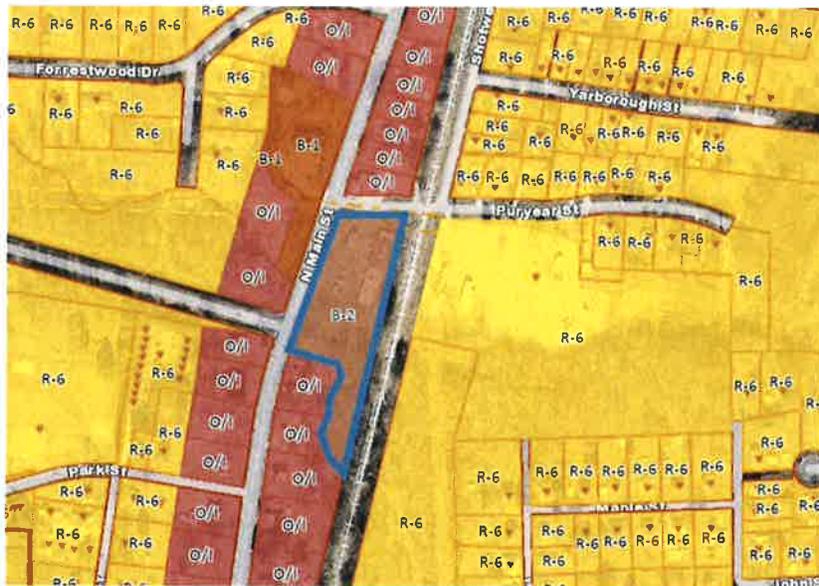
## CITY OF ROXBORO STAFF REPORT

**Prepared by: Lauren Johnson, Planning & Development Director**

<p><b>Meeting Dates:</b> Planning Board: July 1, 2019  City Council: August 13, 2019</p>	<p><b>Request:</b> <input checked="" type="checkbox"/> Rezoning  <input type="checkbox"/> Special Use Permit</p>
<p><b>Property Location:</b> 1528 N Main Street</p>	<p><b>Current Zoning:</b> B-2 (Neighborhood Commercial)</p>
<p><b>Tax Map#:</b> 6 38 2</p>	<p><b>Proposed Zoning:</b> B-1 (Highway Commercial)</p>
<p><b>Applicant Information:</b> Abdulghani Moazeb 1528 N Main Street Roxboro, NC 27573 336-3220752</p>	<p><b>Future Land Use Map Classification:</b> Low-Density Residential</p>

**Summary:**

Abdulghani Moazeb requests a rezoning for the property located at 1528 N Main Street. The parcel is located near the intersection of Puryear Street and N Main Street, diagonally across from Roxboro Fire Station 3, and constitutes 2.65 acres with multiple suites. The property is currently zoned B-2, Neighborhood Commercial. The applicant would like the property rezoned to B-1, Highway Commercial.



The surrounding properties are zoned O/I (Office/Institutional), R-6 Residential and B-1.

## **Conformity to the Land Use Plan (LUP):**

### **Goals and Implementation Strategies (LUP, p. 69-75):**

- A Land Use Goal directs the City to “promote an orderly and efficient land use pattern, which allows for a variety of land uses while being sensitive to environmental concerns.” (pg. 69)
- Two Implementation Strategies for achieving the Land Use Goal, encourage the City to “minimize conflicts between incompatible land uses” and “encourage infill development within existing Roxboro corporate limits.” (pg. 69)
- An Implementation Strategy listed under the Economic Development Goal directs the City to “encourage industrial and commercial growth in appropriate locations” and to “develop regulations/guidelines that would ensure new development or redevelopment is compatible with established character or community vision.” (pg. 71)

### **Future Land Use Map Classification: Low-Density Residential**

Low-Density Residential (pg. 77):

The residential land use classifications include land currently used for residential purposes as well as land where such use is anticipated in future years. Residential land uses include primarily sing-family detached residences, but also include manufactured homes on individual lots, manufactured home parks, and multi-family residences. Limited nonresidential residential uses within this classification include churches, schools, and other public and institutional uses.

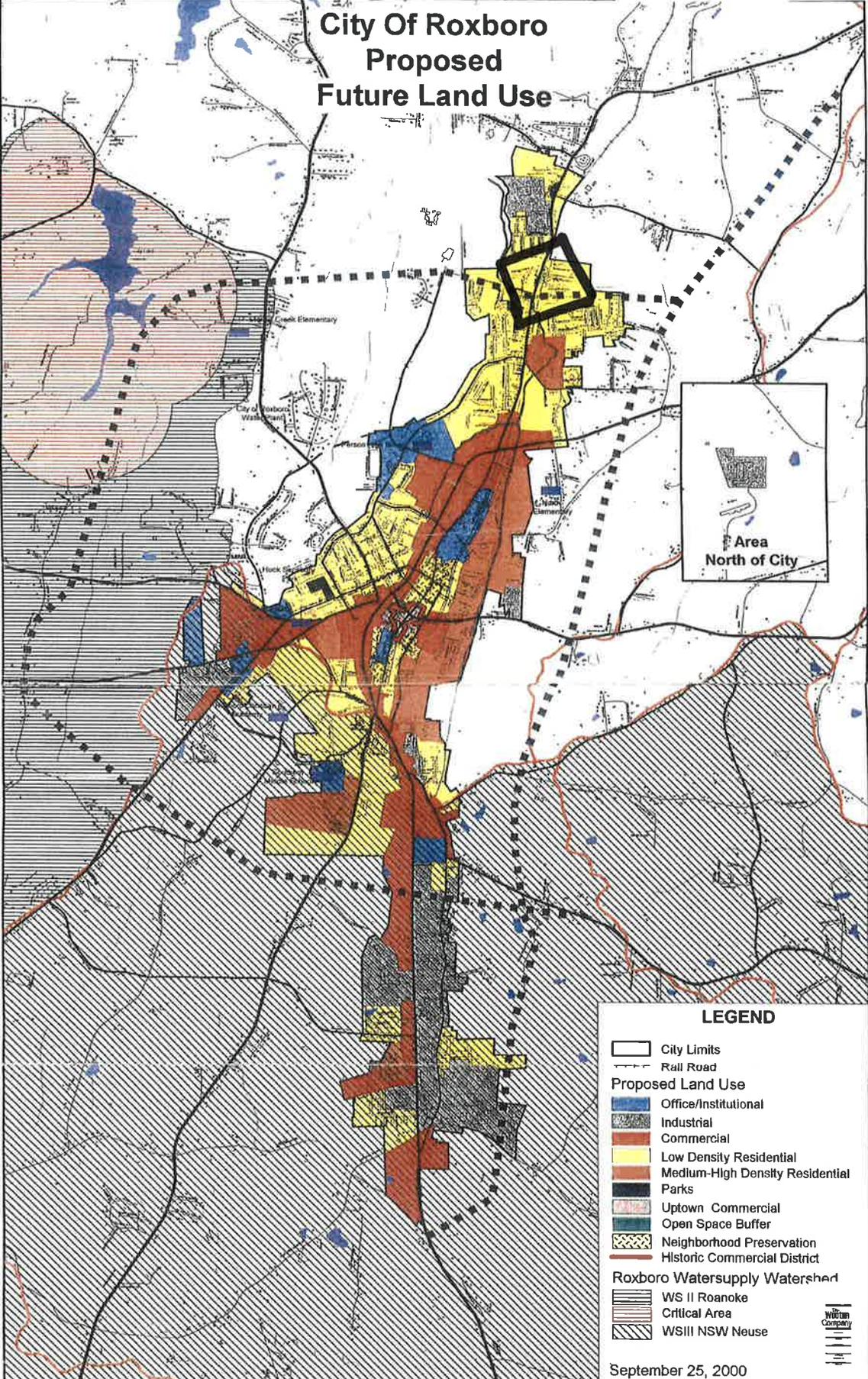
Low-Density Residential (1-3 dwelling units/acre): Residential uses including detached site-built, modular and manufactured homes, duplexes and triplexes; public parks; limited non-residential uses such as churches, schools, and other public institutional uses.

### **Staff Remarks:**

Staff feels that this rezoning is not consistent with the future land use plan, as it is currently written. According to the map and the implementation goals and strategies, this area should be considered for residential redevelopment or low-impact commercial uses, similar to those allowed in the O/I Office/Institutional zoning district. However, because of the two parcels that are zoned B-1 across N Main Street from the property in question, the request is not entirely out of the realm of consideration. This has been a long-standing location for a gas station, convenience store, laundromat, and restaurant. While the uses have not proven to be exceptionally disruptive to the neighboring residential properties, it is the Board’s decision to determine if the nature and character of this location is better served by the uses permissible in B-1, or one of the other zoning jurisdictions. Staff has provided a copy of the list of permissible uses for the B-2, B-1, and O/I zoning classifications for the Board’s consideration.

Staff encourages the board to remember that rezoning request reviews should take into consideration all uses allowed within the respective zoning district and reference the directives of the Future Land Use Plan. Furthermore, as a legislative decision, comments provided by the public regarding this matter may be influential in making a determination.

# City Of Roxboro Proposed Future Land Use



- LEGEND**
- City Limits
  - Rail Road
  - Proposed Land Use**
    - Office/Institutional
    - Industrial
    - Commercial
    - Low Density Residential
    - Medium-High Density Residential
    - Parks
    - Uptown Commercial
    - Open Space Buffer
    - Neighborhood Preservation
    - Historic Commercial District
  - Roxboro Watersupply Watershed**
    - WS II Roanoke Critical Area
    - WSIII NSW Neuse

September 25, 2000

## Section 3. Goals and Implementation Strategies

The purpose of this section of the Land Use Plan is to establish goals for future land development within the City and to identify implementation strategies that will help achieve the stated goals. Goals are intended to provide broad direction for future development, and implementation strategies detail ways to achieve stated goals.

This section is organized by the following topics: land use, housing, economic development, infrastructure, transportation, community facilities and services, community character and appearance, open space and recreation, and conservation/environmentally sensitive areas.

Overall development goals can not be achieved without continued cooperation and coordination between the various City government departments and with Person County. Cooperation among governments will help ensure that future development contributes to the overall economic vitality and quality of life of both the City of Roxboro and Person County.

### A. Land Use

#### 1. Land Use Goal:

Promote an orderly and efficient land use pattern, which allows for a variety of land uses while being sensitive to environmental concerns.

#### 2. Land Use Goal Implementation Strategies:

- a) Develop an effective, area-wide land use regulatory program in cooperation with the Person County.
- b) Develop a Unified Development Ordinance to address goals and objectives of the land use plan (incorporating new Zoning, Subdivision, Watershed Protection, and Floodplain provisions into one document).
- c) Minimize conflicts between incompatible land uses (existing buffering requirements between incompatible uses are not adequate).
- d) Provide for a variety of housing types, densities and price ranges.
- e) Encourage infill development within existing Roxboro corporate limits.

up fees for new development within areas already served by city services.

- h) Identify appropriate locations/criteria for siting manufacturing housing parks/developments.

## C. Economic Development

### 1. Economic Development Goal:

Provide a strong local planning environment that supports and enhances the economic growth potential of the City of Roxboro.

### 2. Implementation Strategies:

- a) Promote continued economic investment through retention and expansion of existing industrial concerns and the recruitment of new industries and commercial businesses.
- b) Encourage well-planned commercial establishments to provide necessary goods and services to area employers and residents.
- c) Encourage industrial and commercial growth in appropriate locations within Roxboro's corporate limits and in selected areas within Person County.
- d) Discourage the intermingling of residential land uses in commercial or industrial areas that often results in conflicting land use problems.
- e) Explore feasibility of establishing service road parallel to inactive railroad corridors to promote economic development along major/minor thoroughfares.
- f) Develop regulations/guidelines that would ensure new development or redevelopment is compatible with established character and community vision.

## D. Transportation

### 1. Transportation Goal 1:

Provide for orderly development along existing and proposed major transportation routes to minimize disruption to free flow of traffic.

### 2. Transportation Goal 1 Implementation Strategies:

- a) Protect major transportation corridors (Highways 501, 49, 157, 57) as community gateways by establishing appropriate regulations to control access to these corridors.

**City of Roxboro Unified Development Ordinance**  
**Permitted/Special Uses by District**

**B-1 Highway Business District**

**Permitted Uses:**

ABC store  
Accessory buildings/uses  
Accessory uses  
Accounting agencies  
Advertising agencies  
Agricultural product warehousing  
Agriculturally-related business  
Antique stores  
Art galleries  
Attorneys  
Automobile parking garages or parking lots (independent)  
Automobile parts and accessories, with installation  
Automobile repair services or body shop  
Automobile sales and service  
Automobile service stations, including routine/minor maintenance  
Automobile window tinting, stereo or rim installation  
Bakery (retail)  
Banks/financial services  
Barber shops, beauty shops  
Book store, including the retail of stationery, books, magazines, newspapers  
Bowling alleys  
Building supplies and sales  
Bus terminal  
Campgrounds  
Car wash  
Catering  
Chiropractic  
College, universities, community colleges  
Coliseums, stadiums designed to accommodate more than 1,000 people  
Commercial greenhouse or nursery  
Community centers  
Community gardens  
Computer sales and repair  
Contractors offices (no outside storage)  
Convenience stores, less than one (1) acre  
Deli  
Dog grooming (no outdoor kennels)  
Drug store  
Dry cleaner, Laundromat  
Electrical equipment sales and repair

**City of Roxboro Unified Development Ordinance**  
**Permitted/Special Uses by District**

**B-1 Highway Business District (continued)**

**Permitted Uses (continued):**

Electrical repair or contractor (no open storage)  
Electrical repair or contractor (open storage allowed)  
Emergency management program  
Engine repair, small (including motorcycle)  
Exterminating and pest control services  
Fabric store  
Farm, craft, produce markets  
Farm equipment, and boat sales or rental or sales and service  
Fire stations  
Florists  
Funeral home  
Furniture store  
General contractors (no open storage)  
General contractors (open storage allowed)  
Gift shops  
Government buildings/offices  
Governmental postal facilities  
Grocery/food store  
Hardware store  
Health spa  
Heating and air conditioning installation and repair (no open storage)  
Heating and air conditioning installation and repair (open storage allowed)  
Home appliance dealers  
Home appliance repair  
Hotels and motels  
Ice cream stand or store  
Insurance office  
Indoor athletic and exercise facilities  
Indoor tennis and squash courts  
Interior decorating service  
Jewelry store/repair  
Leather goods store  
Medical and dental offices/clinics  
Medical support offices (testing labs)  
Military reserve, National Guard centers  
Miniature golf courses  
Movie theaters  
Music instrument sales and service  
Music studio  
Nail/tanning salon

**City of Roxboro Unified Development Ordinance**  
**Permitted/Special Uses by District**

**B-1 Highway Business District (continued)**

**Permitted Uses (continued):**

Office, clerical, research and services not primarily related to goods and merchandise  
Office supplies  
Off-street parking facilities (as permitted by Article 9, Part II)  
Opticians  
Paint store  
Pet cemetery  
Pet store  
Photo studios  
Plumbing repair contractor (no open storage)  
Plumbing repair contractor (open storage allowed)  
Police stations  
Printing, publishing, and engraving establishments  
Private postal shipping and receiving  
Publicly-owned and operated outdoor recreational facilities  
Public utility pumping stations  
Real estate office/appraisal  
Rental of goods, merchandise, and equipment (no outside storage or display of goods)  
Rental of goods, merchandise, and equipment (with outside storage or display of goods)  
Restaurants, excluding fast food & drive thru services  
Restaurants, including fast food & drive thru services  
Sales of goods, merchandise, and equipment (no outside storage or display of goods)  
Sales of goods, merchandise, and equipment (with outside storage and display of goods)  
Self-service storage facility  
Service establishments  
Shoe store or repair  
Signs (as permitted by Article 9, Part III)  
Sporting goods store  
Storage inside completely enclosed structure  
Storage of goods not related to the sale or use of those goods on the same lot where they are stored  
Tailor/dressmaker/seamstress  
Taxi stands  
Tennis courts, commercial  
Tire sales, no outside storage  
Toy store  
Travel agencies  
Truck stop  
Truck wash  
Upholstery – furniture repair  
Veterinarian, animal clinic, no outside kennel

**City of Roxboro Unified Development Ordinance**  
**Permitted/Special Uses by District**

**B-1 Highway Business District (continued)**

**Permitted Uses (continued):**

Warehouses  
Wholesale sales

**Permitted Uses with Supplemental Regulations (refer to UDO Article 7):**

Adult Gaming Establishments  
Artisan's workshop (3,000 square feet or less)  
Bars  
Battery charging station  
Battery exchange station  
Bingo  
Dance halls  
Distilleries  
Dwelling, single-family (as an accessory for a principal business)  
Engineering/surveying/architectural services – general  
Gas sales operations  
Golf courses  
Light Manufacturing  
Manufactured home sales/modular home sales  
Microbrewery  
Retaining walls and fences  
Satellite dish antennas, non-commercial use  
Solar energy generating facility, accessory  
Tattoo/body piercing parlors  
Temporary emergency, construction, and repair residences  
Temporary storage facility (portable storage units)  
Towing, automobile and truck  
Veterinarian, animal clinic, outside kennel

**Special Uses:**

Adult care home (over 6 residents)  
Ambulance service, rescue squad  
Athletic fields  
Church, synagogue, temple, or other religious building, including accessory services  
Convenience stores, one (1) acre or more  
Farm stand  
Fraternal clubs and lodges, non-profit  
Golf driving ranges not accessory to golf courses  
Hospitals, clinics, other medical treatment facilities  
Kindergarten/nursery schools/pre-K  
Museums

**City of Roxboro Unified Development Ordinance**  
**Permitted/Special Uses by District**

Nursing home

**B-1 Highway Business District (continued)**

**Special Uses (continued):**

Outdoor athletic and exercise facilities  
Par 3 golf courses  
Repair shops not otherwise listed  
School, elementary or secondary  
Shopping center, less than 30,000 sq ft gross enclosed floor area  
Shopping center, greater than 30,000 sq ft gross enclosed floor area  
Skateboard parks  
Skating rinks  
Swimming clubs  
Tire sales, with outside storage  
Utility company (no open-air storage)  
Water slides

**Special Uses with Supplemental Regulations (refer to UDO Article 7):**

Artisan's workshop (exceeding 3,000 square feet)  
Billiards and pool halls  
Child care center  
Child care center (as an accessory use for a principal business/industry)  
Cemetery  
Crematorium  
Daycare facility, adult  
Mixed Use  
Night clubs and social clubs  
Public utility towers, substations, and storage tanks  
Satellite dish antennas, commercial  
Storage outside completely enclosed structure  
Swimming pools, commercial/community  
Swimming pools, private  
Temporary uses/sales  
Wind energy generating facility, accessory  
Wind farm  
Wireless communication facilities, 50' tall or less

**City of Roxboro Unified Development Ordinance**  
**Permitted/Special Uses by District**

**B-2 Neighborhood Business District**

**Permitted Uses:**

ABC store  
Accessory buildings/structures  
Accessory uses  
Accounting agencies  
Advertising agencies  
Ambulance service, rescue squad  
Art galleries  
Attorneys  
Automobile parking garages or parking lots (independent)  
Bakery (retail)  
Banks/financial services  
Barber shops, beauty shops  
Book store, including the retail sale of stationery, books, magazines, newspapers  
Catering  
Chiropractic  
Community gardens  
Computer sales and repair  
Contractors offices (no outside storage)  
Convenience stores, less than one (1) acre  
Deli  
Drug store  
Dry cleaner, Laundromat  
Electrical repair or contractor (no open storage)  
Emergency management operation  
Fire stations  
Florists  
General contractors (no open storage)  
Gift shops  
Government buildings/offices  
Governmental postal facilities  
Grocery/food store  
Health spa  
Ice cream stand or store  
Insurance office  
Interior decorating service  
Medical and dental offices/clinics  
Medical support offices (testing labs)  
Nail/tanning salon  
Off-street parking facilities (as permitted by Article 9, Part II)  
Opticians

**City of Roxboro Unified Development Ordinance**  
**Permitted/Special Uses by District**

**B-2 Neighborhood Business District (continued)**

**Permitted Uses (continued):**

Police stations  
Private postal shipping and receiving  
Public utility pumping stations  
Publicly-owned and operated outdoor recreational facilities  
Real estate office/appraisal  
Restaurants, excluding fast food & drive thru services  
Sales of goods, merchandise, and equipment (no outside storage and display of goods)  
Signs (as permitted by Article 9, Part III)  
Sporting goods store  
Tennis courts, commercial

**Permitted Uses with Supplemental Regulations (refer to UDO Article 7):**

Battery charging station  
Battery exchange station  
Dwelling, single-family (as an accessory for a principal business)  
Engineering/surveying/architectural services – general  
Gas sales operations  
Retaining walls and fences  
Satellite dish antennas, non-commercial use  
Solar energy generating facility, accessory  
Temporary storage facility (portable storage units)  
Temporary emergency, construction, and repair residences

**City of Roxboro Unified Development Ordinance**  
**Permitted/Special Uses by District**

**B-2 Neighborhood Business District (continued)**

**Special Uses:**

Adult care home (over 6 residents)  
Church, synagogue, temple, or other religious building, including accessory services  
Clothing store  
Convenience stores, one (1) acre or more  
Fraternal clubs and lodges, non-profit  
Funeral home  
Kindergarten/nursery schools/pre-K  
Libraries, public or private  
Outdoor athletic and exercise facilities  
Nursing home  
Service establishments  
School, elementary or secondary  
Shopping center, less than 30,000 sq ft gross enclosed floor area  
Swimming clubs  
Utility company (no open-air storage)

**Special Uses with Supplemental Regulations (refer to UDO Article 7):**

Automobile service stations, including routine/minor maintenance  
Bed & breakfast  
Child care center  
Daycare facility, adult  
Flea markets  
Microbrewery  
Mixed use  
Public utility towers, substations, and storage tanks  
Satellite dish antennas, commercial  
Swimming pools, commercial/community  
Temporary uses/sales  
Wind energy generating facility, accessory  
Wireless communication facilities, 50' tall or less

**City of Roxboro Unified Development Ordinance**  
**Permitted/Special Uses by District**

**O/I Office/Institutional District**

**Permitted Uses:**

Accessory buildings/structures  
Accessory uses  
Ambulance service, rescue squad  
Accounting agencies  
Advertising agencies  
Attorneys  
Adult care home (over 6 residents)  
Automobile parking garages or parking lots (independent)  
Banks/financial services  
Barber shops, beauty shops  
Catering  
Church, synagogue, temple, or other religious building, including accessory services  
Chiropractic  
Colleges, universities, community colleges  
Community gardens  
Contractors offices (no outside storage)  
Dwelling, multi-family  
Dwelling, single-family  
Dwelling, two-family (duplex)  
Dog grooming (no outdoor kennels)  
Electrical repair or contractor (no open storage)  
Emergency management operation  
Fire stations  
General contractors (no open storage)  
Government buildings/offices  
Governmental postal facilities  
Health spa  
Heating and air conditioning installation and repair (no open storage)  
Insurance office  
Interior decorating service  
Libraries, public or private  
Medical and dental offices/clinics  
Medical support offices (testing labs)  
Military reserve, National Guard centers  
Music studio  
Nursing home  
Off-street parking facilities (as permitted by Article 9, Part II)  
Opticians  
Pet cemetery  
Plumbing repair contractor (no open storage)

**City of Roxboro Unified Development Ordinance**  
**Permitted/Special Uses by District**

**O/I Office/Institutional District (continued)**

**Permitted Uses (continued):**

Police stations  
Printing, publishing, and engraving establishments  
Private postal shipping and receiving  
Public utility pumping stations  
Publicly-owned and operated outdoor recreational facilities  
Real estate office/appraisal  
Restaurants, excluding fast food & drive thru services  
Service establishments  
Signs (as permitted by Article 9, Part III)  
Tennis courts, commercial  
Travel agencies  
Veterinarian, animal clinic, no outside kennel

**Permitted Uses with Supplemental Regulations (refer to UDO Article 7):**

Battery charging station  
Battery exchange station  
Child care center (as an accessory use for a principal business/industry)  
Dwelling, single-family (as an accessory for a principal business)  
Engineering/surveying/architectural services – general  
Family care home  
Forestry activities  
Granny pods/temporary health care structures  
Home occupations  
Retaining walls and fences  
Satellite dish antennas, non-commercial use  
Small child care center  
Solar energy generating facility, accessory  
Temporary storage facility (portable storage units)  
Temporary emergency, construction, and repair residences

**City of Roxboro Unified Development Ordinance**  
**Permitted/Special Uses by District**

**O/I Office/Institutional District (continued)**

**Special Uses:**

Athletic fields  
Coliseums, stadiums designed to accommodate more than 1,000 people  
Community centers  
Country clubs  
Family foster home  
Fraternal clubs and lodges, non-profit  
Funeral home  
Hospitals, clinics, other medical treatment facilities  
Hotels and motels  
Kindergarten/nursery schools/pre-K  
Multi-unit assisted housing with services  
Museums  
Outdoor athletic and exercise facilities  
Radio and TV stations/studios  
School, elementary or secondary  
School, trade, or vocational  
Swimming clubs  
Tourist homes  
Utility company (no open-air storage)

**Special Uses with Supplemental Regulations (refer to UDO Article 7):**

Bed & breakfast  
Cemetery as an accessory use to a church, including columbarium  
Cemetery  
Child care center  
Crematorium  
Daycare facility, adult  
Dwelling, townhouse development  
Golf courses  
Manufactured home parks, including recreational vehicles  
Public utility towers, substations, and storage tanks  
Residential child-care facility  
Satellite dish antennas, commercial  
Swimming pools, commercial/community  
Swimming pools, private  
Temporary use/sales  
Tiny houses  
Wind energy generating facility, accessory  
Wireless communication facilities, 50' tall or less

### **Motion Format Requirements:**

Per NCGS 153A-341, zoning regulations shall be made in accordance with a comprehensive plan. Prior to adopting or rejecting any zoning amendment, the governing board shall adopt one of the following statements regarding plan consistency, which shall not be subject to a judicial review.

A) A statement approving the zoning amendment and describing its consistency with an adopted comprehensive plan and explaining why the action taken is reasonable and in the public interest.

B) A statement rejecting the zoning amendment and describing its inconsistency with an adopted comprehensive plan and explaining why the action taken is reasonable and in the public interest.

C) A statement approving the zoning amendment and containing at least all of the following:

1. A declaration that the approval is also deemed an amendment to the comprehensive plan. The governing board shall not require any additional request or application for amendment to the comprehensive plan.

2. An explanation of the change in conditions the governing board took into account in amending the zoning ordinance to meet the development needs of the community.

3 Why the action was reasonable and in the public interest.

The Planning Board shall advise and comment on whether the proposed amendment is consistent with a comprehensive plan and any other officially adopted plan that is applicable. The Planning Board shall provide a written recommendation to the City Council that addresses comprehensive plan consistency and other matters as deemed appropriate by the Planning Board, but a comment by the Planning Board that a proposed amendment is inconsistent with a comprehensive plan shall not preclude consideration or approval of the proposed amendment by the City Council.

**Planning Board Motion Format Guide & Proposed Consistency Statement For Rezoning Request:**

I make a motion that we recommend denial of the rezoning request presented in Docket #RZ2019-05 and, in doing so, adopt the plan consistency statement as presented below:

“The proposed amendment is inconsistent with the City’s Comprehensive Land Use Plan in that it;

- Does not promote an orderly and efficient land use pattern (pg. 69), and it
- Does not minimize conflicts between incompatible land uses, while encouraging infill development within existing Roxboro corporate limits (pg. 69), and it
- Does not encourage commercial growth in an appropriate location that would be compatible with the established character or community vision (pg. 71).

Furthermore, this decision is in the public interest of the City of Roxboro because it protects the character of the neighborhood and supports the findings of the Future Land Use Plan in encouraging strategic development of the City of Roxboro Corporate Limits.”

Motion made by: Danny Cultra

Seconded by: Margaret Kay

Approved: 4-0

This report reflects the recommendation of the Planning Board on the 1<sup>st</sup> day of July, 2019.

Attest:

Robert Trotter  
Planning Board Representative, Chairman Robert Trotter

Lauren W. Johnson  
Lauren W. Johnson, Planning Director

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

**July 1, 2019**  
**6:00 p.m.**

**MEMBERS PRESENT:** **Danny Cultra, Julie Jeffreys, David Bradsher, and Robert Trotter.**

**STAFF:** **Lauren Johnson, Planning Director**

---

**MINUTES**

Chairman Trotter called the meeting to order at 6:03pm and asked everyone to go around and introduce themselves, as there was a new member to the Board at this meeting. He also asked everyone to sign in on the sheet passed around by Ms. Johnson.

**APPROVAL OF MINUTES**

Vice-Chair, Danny Cultra, motioned to approve the minutes from the May 6, 2019 meeting. Board Member, Margaret Kay, seconded. Motion carried.

**REPORTS OF COMMITTEES**

None.

**OLD BUSINESS**

None.

**NEW BUSINESS**

**Rezoning Request for 1528 N Main Street, TM 51 35:** Chairman Trotter asked Ms. Johnson to begin her presentation of information. Ms. Johnson directed the Board to the second tab in their packet to review the contents of the application and staff report. She drew the Board's attention to the documentation of the sign posting for notice to the public and reviewed the basic details of the parcel, including the lot size, address, general location, surrounding zoning, and current uses.

Ms. Johnson noted that the request from the applicant sought to rezone the parcel from B-2, which is the neighborhood commercial district, to B-1, which is the highway commercial district. She continued by stating that only one parcel in the vicinity of the proposed request is currently zoned B-1 and that is the fire station.

All other parcels are either zoned O/I (Office/Institutional) if fronting on N Main Street, or R-6 Residential, if located on a side street. Ms. Johnson moved on to outline the elements of the City's Future Land Use Plan (FLUP) that she stated she felt most applied to this particular review. She stated that the FLUP map indicated this parcel should be utilized for residential development, and outlined the goals and implementation strategies regarding appropriate development that is compatible with the established character and community vision.

Ms. Johnson did relay that it is staff's opinion that the request to rezone the parcel to B-1 would be inconsistent with the FLUP as the map classifies this location for residential use and that there is only one other B-1 zoned parcel in this vicinity, which is the home of a fire station. She directed the Board to the list of permitted uses for the B-1, B-2, and O/I districts so that the Board could see what types of business might be allowed in each district, stressing that the B-1 has the longest list of permitted by-right commercial uses of the three districts.

Chairman Trotter stated the he was familiar with this property and had traveled to the location to see it. He reiterated that there is a railroad track that separates this parcel from the residential neighborhood behind this building and that there is a service station/garage of some sort across the side road.

Chairman Trotter did ask if there were any homes near this parcel. Ms. Johnson stated there was not one immediately adjacent to this building, but that there was residential to the south, north, east, and west, separated only by one or two parcels.

Vice-Chair Cultra asked how far out the Future Land Use Plan is from completion. Ms. Johnson stated the City Council just approved the funds for the update as a part of the 2019/2020 budget. Mr. Cultra asked if there was a timeline for completion. Ms. Johnson said that she did not at this time, as they just received their approval effective that day. However, she said that the intent is to move as quickly as possible and that she may have more concrete information after her meeting with the County Planner on July 2<sup>nd</sup> where they would discuss the specifics of their joint plan.

Chairman Trotter asked if the applicant would like to speak to the matter. He did not. He then asked if there was anyone else who wished to speak from the public. There was no one. Mr. Trotter closed the public comment period and brought the matter back to the Board for discussion.

Vice-Chairman Cultra commented that there are some uses permitted in the B-1 district that give him concern because of the proximity of this parcel to residential properties. He said he felt that the B-2 uses were more in-line with the neighborhood and in proximity to the residential district.

Ms. Johnson reiterated at this point that the FLUP does designate this parcel for residential use, which was consistent with the number of residential uses in this area. She also discussed the uses that are permitted in the O/I district and how they are in-line with a neighborhood area, which is why so many of the parcels fronting on N Main Street are currently zoned in that way. It allows for some low-intensity commercial and traditional residential uses for that area.

Board Member David Bradsher asked for clarification on the definition of one permitted use in the B-1 district; Adult Gaming Establishment. Ms. Johnson explained that this is the term the City Council of Roxboro adopted and the more common term might be sweepstakes or internet cafes.

Chairman Trotter asked if there were any additional questions. There were none. Mr. Trotter then asked if there was a motion. Vice-Chair Danny Cultra made a motion to recommend denial of the rezoning based on the fact that the request for this type of rezoning is not consistent with the future land use plan in that it does not promote an orderly and efficient land use patten, it doesn't minimize the conflicts between possible land uses and doesn't encourage the type of commercial growth appropriate for this location based on the surrounding residential district. Board Member Margaret Kay seconded the motion. Motion carried unanimously.

**Rezoning Request for 808-822 N Madison Blvd, TM 6 38 2:** Chairman Trotter stated the location of the request and asked Ms. Johnson to present her staff report to the Board.

Ms. Johnson outlined the specifics of the request to rezone from PUD, Planned Unit Development, to B-1. Ms. Johnson elaborated on the facts regarding the location, including the surrounding zoning which is primarily residential to the rear of the property and B-1 across and beside the parcel.

Board Member David Bradsher inquired if this was the location with the hair salon and dog groomer. Ms. Johnson said yes, but she believed it was a beauty products store.

Vice-Chair Danny Cultra asked for clarification on the zoning to the south of the parcel. Ms. Johnson said that the parcel where Tractor Supply is located is zoned PUD.

Ms. Johnson continued with her report with regards to the Future Land Use Plan, in which she outlined that the map classifies this property for commercial use and based on the various goals and implementation strategies, staff felt this request was consistent with the Future Land Use Plan.

Chairman Trotter opened the public comment period. Representative of the applicant, Charlie Yokley addressed the Board. Mr. Yokely explained the purpose

of their request, which is to move a tenant into the large anchor space that is currently vacant. He continued that their goal is to invigorate the economy of the area by filling this vacancy and making improvements to the site.

Chairman Trotter asked if this request was separate from the other section of the shopping center. Ms. Johnson tried to clarify that this would only include the parcel that spans from 808-822, Boost Mobile to Subway. This would not include the complex where Tractor Supply is located. Board Member, Margaret Kay, inquired if this would include the bank at 804. Ms. Johnson advised it would not, as the Board reviewed that zoning request a few months ago. Chairman Trotter said he felt this clarified things fully and asked if there were any additional questions.

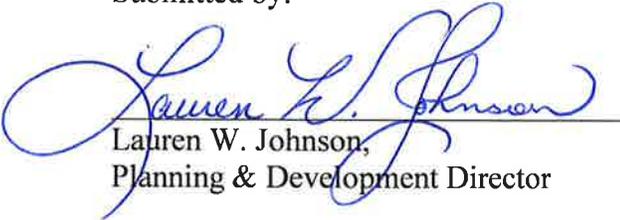
Vice-Chair Danny Cultra stated he felt this parcel was probably subdivided for ownership reasons in the past and at the time, it probably met the dimensional standards when it was developed, but has become non-conforming over the years. He asked if the parcel, were it to be rezoned, comply with the non-conforming requirements of the ordinance. Ms. Johnson explained this parcel was non-conforming currently because the existing zoning classification requires a residential component, as well as other things that the parcel currently cannot meet. As such, the rezoning would still include some non-conformities in terms of setbacks or such, but it would, in her opinion, be less non-conforming than it currently is as the PUD. Vice-Chair Cultra agreed and stated he just wanted to be sure the parcel had been analyzed for that.

Chairman Trotter closed the public comment period and asked if there was a motion on the matter. Board Member Margaret Kay motioned the board recommend approval of the request, and adopt the plan consistency referenced in the staff report. David Bradsher seconded the motion. Motion carried unanimously.

### **ADJOURNMENT**

There being no other business for the Board, the meeting was adjourned at 6:33pm.

Submitted by:

  
Lauren W. Johnson,  
Planning & Development Director

File name  
20190604\_105105.jpg

Date  
Tuesday, June 04, 2019 10:51 AM

Size  
2.6 MB

Dimensions  
4032 x 2268

Shot  
1/1250 sec. f/2.4 4.3mm

ISO  
50

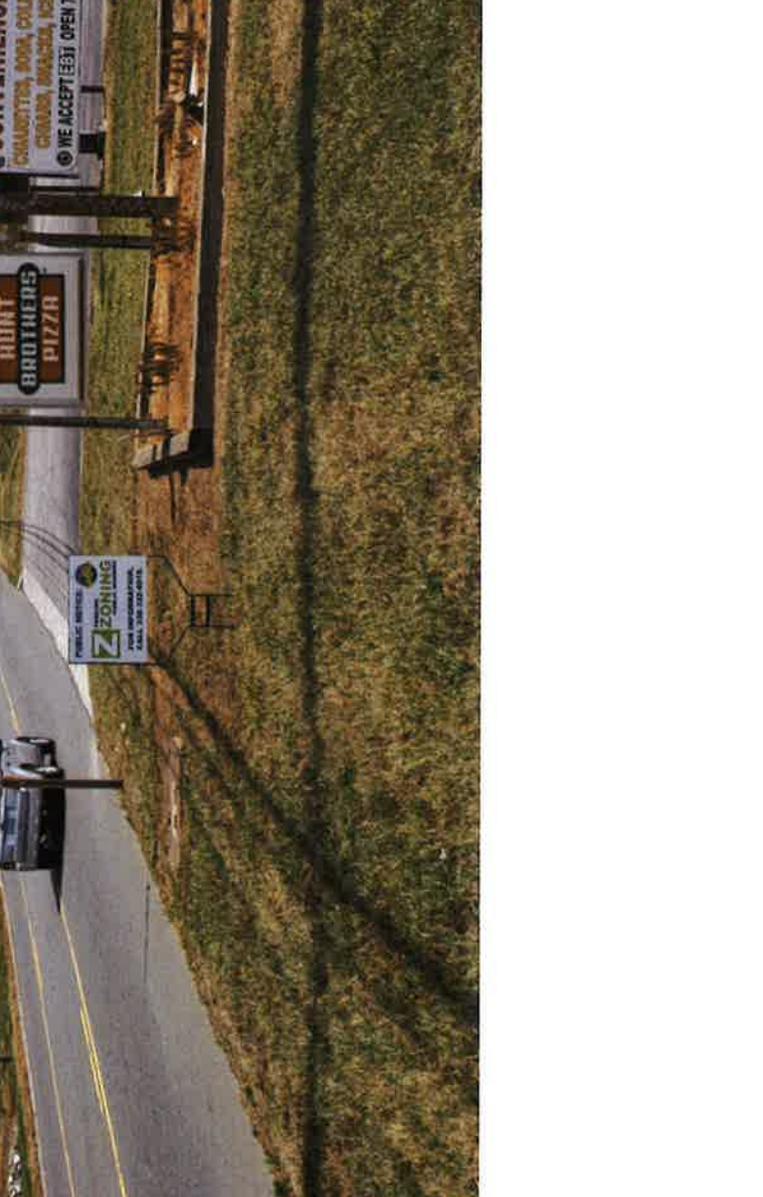
Device  
SM-G965U

Folder Path  
C:\Users\wrenm\Desktop\Department Documents\Advisory Boards\Planning Board\2019 Hearings\July 1, 2019 Meeting

Source  
This PC

Location  
Roxboro

Map



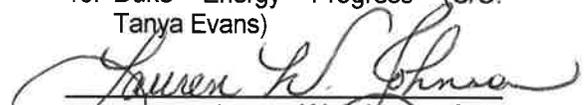


# Memo

**To:** Mayor Newell, Roxboro City Councilmen  
**From:** Lauren Johnson  
**cc:** City Clerk, Trevie Adams  
**Date:** July 22, 2019  
**Re:** Certification of Written Notice

Please be advised letters were mailed First Class to the following property owners notifying same of the pending Rezoning Request, Docket #: RZ2019-05, for the parcel identified as Tax Map 51 Lot Number 35 on today's date. This list includes all property owners with land adjacent to the parcels within 200 feet, as well as the listed owners of the property under consideration.

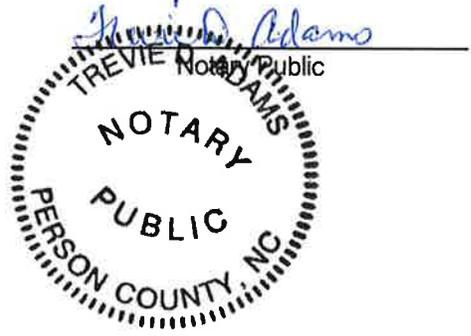
- |                                            |                                                 |
|--------------------------------------------|-------------------------------------------------|
| 1. Charlie & Marion Self                   | 10. Ciro Gomez Candelaria & Eva Patricio Garcia |
| 2. Franklin Arnold Denny                   | 11. Cecil Ann McBroom Life Estate               |
| 3. Lisa Sanders                            | 12. Lori Ann Rhuebottom                         |
| 4. Miguel Antonio Lopez Martinez           | 13. Pine Ridge, LLC.                            |
| 5. Ronald Carver Wright                    | 14. Person Memorial Hospital FDT, Inc.          |
| 6. Samuel & Lynda Clayton                  | 15. James & Janneth Clayton                     |
| 7. Larry Shull Estate                      | 16. Duke Energy Progress (C/O: Tanya Evans)     |
| 8. Roxboro Fire Department/City of Roxboro |                                                 |
| 9. Terry & Ritva Hawkins                   |                                                 |

  
 Lauren W. Johnson, CZO  
 Planning & Development Director

ATTEST:

Witness my hand and notarial seal, this 22<sup>nd</sup> day of July 2019.

My Commission Expires: February 11, 2022





City of Roxboro  
July 22, 2019



**NOTICE OF PUBLIC HEARING**

Charlie & Marion Self  
465 Cucamonga Trail  
Timberlake, NC 27583

Dear Property Owner,

This letter is to inform you our office received an application requesting a change to the zoning of a 2.65 acre tract of land located at 1528 N Main Street (identified by Tax Map and Lot number 51 35). The applicant has requested the property be rezoned from B-2 Neighborhood Commercial to B-1 Highway Commercial. You have been identified, through the Person County tax records, as owning property within 200 feet of this location. Enclosed is a map of the property, for your convenience.

**The request will be reviewed by the Roxboro City Council on Tuesday, August 13, 2019 at 7pm, in the Council Chambers at 105 South Lamar Street in Roxboro.** This meeting is open to the public, and anyone wishing to speak to the matter will be given the opportunity to do so during the public hearing. Comments made by the public may be considered by the Board when making their decision.

If you have any questions regarding this matter, or wish to review the case file, please contact the Roxboro Planning and Development Office at 336.322.6018.

Respectfully,

Lauren W. Johnson, CZO  
Planning & Development Director  
City of Roxboro

Enclosure





City of Roxboro  
July 22, 2019



**NOTICE OF PUBLIC HEARING**

Abdulghani Moazeb  
1528 N Main Street  
Roxboro, NC 27573

Dear Applicant,

**This letter is to inform you that your rezoning request will be reviewed by the Roxboro City Council on Tuesday, August 13, 2019 at 7pm, in the Council Chambers at 105 South Lamar Street in Roxboro.** This meeting is open to the public, and anyone wishing to speak to the matter will be given the opportunity to do so during the public hearing. Comments made by the public may be considered by the Board when making their decision.

If you have any questions regarding this matter, or wish to review the case file, please contact the Roxboro Planning and Development Office at 336.322.6018.

Respectfully,

Lauren W. Johnson, CZO  
Planning & Development Director  
City of Roxboro

Mailed Certified 7/20/2019

**Motion Format Requirements:**

Per NCGS 153A-341, zoning regulations shall be made in accordance with a comprehensive plan. Prior to adopting or rejecting any zoning amendment, the governing board shall adopt one of the following statements regarding plan consistency, which shall not be subject to a judicial review.

A) A statement approving the zoning amendment and describing its consistency with an adopted comprehensive plan and explaining why the action taken is reasonable and in the public interest.

B) A statement rejecting the zoning amendment and describing its inconsistency with an adopted comprehensive plan and explaining why the action taken is reasonable and in the public interest.

C) A statement approving the zoning amendment and containing at least all of the following:

1. A declaration that the approval is also deemed an amendment to the comprehensive plan. The governing board shall not require any additional request or application for amendment to the comprehensive plan.

2. An explanation of the change in conditions the governing board took into account in amending the zoning ordinance to meet the development needs of the community.

3 Why the action was reasonable and in the public interest.

The Planning Board shall advise and comment on whether the proposed amendment is consistent with a comprehensive plan and any other officially adopted plan that is applicable. The Planning Board shall provide a written recommendation to the City Council that addresses comprehensive plan consistency and other matters as deemed appropriate by the Planning Board, but a comment by the Planning Board that a proposed amendment is inconsistent with a comprehensive plan shall not preclude consideration or approval of the proposed amendment by the City Council.

**Planning Board Motion Format Guide & Proposed Consistency Statement For Rezoning Request:**

I make a motion that we recommend approval of the rezoning request presented in Docket #RZ2019-05 and, in doing so, adopt the plan consistency statement as presented below:

“The proposed amendment is consistent with the City’s Comprehensive Land Use Plan in that it;

- Promotes an orderly and efficient land use pattern, which allows for a variety of land uses while being sensitive to environmental concerns (pg. 69), and
- Minimizes conflicts between incompatible land uses, while encouraging infill development within existing Roxboro corporate limits (pg. 69), and
- Encourages industrial and commercial growth in appropriate locations and would allow for new development or redevelopment that is compatible with the established character or community vision (pg. 71).

Furthermore, this decision is in the public interest of the City of Roxboro because it allows for enhanced possibilities for commercial use of the existing building.”

Motion made by: \_\_\_\_\_

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

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

This report reflects the recommendation of the Planning Board on the 1<sup>st</sup> day of July, 2019.

Attest:

\_\_\_\_\_  
Planning Board Representative, Chairman Robert Trotter

\_\_\_\_\_  
Lauren W. Johnson, Planning Director

**Planning Board Motion Format Guide & Proposed Consistency Statement For Rezoning Request:**

I make a motion that we recommend denial of the rezoning request presented in Docket #RZ2019-05 and, in doing so, adopt the plan consistency statement as presented below:

“The proposed amendment is inconsistent with the City’s Comprehensive Land Use Plan in that it;

- Does not promote an orderly and efficient land use pattern (pg. 69), and it
- Does not minimize conflicts between incompatible land uses, while encouraging infill development within existing Roxboro corporate limits (pg. 69), and it
- Does not encourage commercial growth in an appropriate location that would be compatible with the established character or community vision (pg. 71).

Furthermore, this decision is in the public interest of the City of Roxboro because it protects the character of the neighborhood and supports the findings of the Future Land Use Plan in encouraging strategic development of the City of Roxboro Corporate Limits.”

Motion made by: \_\_\_\_\_

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

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

This report reflects the recommendation of the Planning Board on the 1<sup>st</sup> day of July, 2019.

Attest:

\_\_\_\_\_  
Planning Board Representative, Chairman Robert Trotter

\_\_\_\_\_  
Lauren W. Johnson, Planning Director

## 4. Rezoning - 808-822 N. Madison Boulevard -PH

# Memo



**To:** Mayor Newell and Roxboro City Council  
**From:** Lauren Johnson/ Planning & Development Director  
**cc:** Trevie Adams City Clerk (for City Records)  
**Date:** July 22, 2019  
**Re:** Recommendation from Planning Board Regarding Rezoning Request for  
808-822 N Madison Blvd, TM 6 38 2

---

Madam Mayor and Council,

Please be advised that the City of Roxboro Planning Board met on July 1, 2019 to review a request for a Rezoning for the parcel of land identified as Tax Map 6 Parcel 38 2. This tract is at the corner of Breckenridge Street and N Madison Blvd, formerly the location of the Just Save grocery store, and is addressed 808-822 N Madison Blvd. It is approximately 4.25 acres in size.

Upon review of the enclosed application and staff report, the City Planning Board offered a unanimous, favorable recommendation to approve the request for Rezoning. Enclosed you will find the written consistency statement signed by the Planning Board Chair and department head.

Application for  
**Official Zoning Map 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 Official Zoning Map of the City of Roxboro as hereinafter requested. I hereby certify that I have full legal right to request such action. (Type or Print Clearly)

**Petitioner(s):** Rescue Legacy Fund Inc

**Address:** 507 E. Knox St.

**Telephone Number:** 919-688-9641 xt 5028 **Fax Number:** \_\_\_\_\_

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

**Property Information:**

**Address:** N. Madison Blvd

**Watershed:** Roanoke **Lot Size:** 4.25 acres

**Township:** Roxboro **Tax Map/Lot #:** 15690

**Current Use:** Commercial Shopping Center

Available Utilities: (check all that apply)

City Water  City Sewer  Well  Septic System  None

**Zoning Map Amendment:**

**Current Zoning Classification:** PUD

**Requested Zoning Classification:** B-1

The undersigned hereby certify that the application material is complete and accurate. Furthermore, the undersign hereby authorizes the City of Roxboro's Zoning Administrator or designated representative to enter upon the above referenced property for the purpose of evaluating this request.

Heil Mills  
 Applicant Signature

May 28, 2019  
 Date

**Staff Use Only:**

**Date Received:**  
6-3-19

**Docket #:**  
BZ2019-06

**Planning Board Meeting Date:**  
7-1-19

**City Council Meeting Date:**  
9-13-19

CU#110546  
u#40382

**Required Submittal Items:**

A complete application must contain the following additional items for consideration:

- Application Fee - \$200 (cash, check, or money order accepted)
- Copy of the applicable Person County Tax Map, or other documentation verifying the location and size of the parcel(s)
- Property Deed – Please enclose most recent deed to the property. This can be obtained from the Person County Register of Deeds Office.
- ~~WIA~~ Survey Plat – Please enclose a copy of the property survey plat, if on record with the Person County Register of Deeds Office.
- If the applicant is not the owner of the property, a letter must be provided with the notarized signature of the property owner, verifying awareness of the request being made.
- List of adjacent property owners, with addresses of same.



**tax map & parcel: 0 36 2**

Record Number 15690  
Parcel Location N MADISON BLVD  
Property Desc WOODY VILLAGE  
Township Roxboro  
Primary Owner PIEDMONT CENTER INVESTMENTS LL  
Secondary Owner  
Postal Address 1414 RALEIGH RD STE 435  
Postal City CHAPEL HILL  
Postal State NC  
Postal Zip 27517  
Current Assessed Value 2,083,657  
Current Structure Value 1,208,425  
Land Value 673,200  
Sale Price 1,004,513  
Sale Date 12/09/1999  
Plat Book and Page  
Deed Book 300  
Deed Page 840  
PIN (use Tax Map & Parcel) 0906-11-76-0836.000  
Calc. Acres 4.25



**05/31/2019 02:44 OWNERSHIP 36893101**  
 PIEDMONT CENTER INVESTMENTS LL  
 1414 RALEIGH RD STE 435  
 CHAPEL HILL, NC 27517  
 DEED: 300 840 12/9/1999 \$1,004,513

**PROPERTY DESCRIPTION**  
 WOODY VILLAGE  
 PLATBOOK/PAGE/DATE:  
 NB: 00000 00000  
 N MADISON BLVD ROXBORO

**TAX DESCRIPTION**  
 ROXBORO  
 ROXBORO  
 RECORD NUMBER: 15690  
 ROUTE: RC 144 010  
 LISTER: JMP 1/7/2019  
 REVIEWER: JMP 1/15/2019

**MAP NUMBER**  
 6 38 2

**STREET**  
 PAVED  
 ALL PUBLIC

**UTILITIES**  
 SIGN W/ELEC COMP/NCIV F19  
 PET GROOMER

**NOTES**  
 LT  
 1.0000

#	LAND CLASS	SIZE	BASERATE	ACF	ADJ	ADJ RATE	UNITS	LAND VALUE	LNDDVALUE
1	172WFF COMM2	340.000	1500	1.32	1.00	1980	340.000	673200	673200
<b>ACREAGE FACTOR:</b>		0	<b>FRONTAGE FACTOR:</b>		1	<b>LAND VALUE</b>		<b>673200</b>	
#	OTHER FEATURES		SIZE	BASERATE	COND	ADJ RATE	UNITS	VALUE	
1	12 B ASPH PAV		9,424 * 10	2.00	0.90	1.80	94240	169632	
2	83 B LIGHTING		1 * 24	1500.00	0.90	1350.00	24	32400	

**OTHER FEATURES VALUE:** 202032

FOUNDATION	XTR_FINISH	ROOF_TYPE	ROOF_MTRL	SIZE/QTY
BRICK	BRICK STUCCO C. BLOCK	FLAT	BUILT UP METAL	1.0000 STHT 0 BDRM
WALL_FINSIH	FLOORS	HEAT&AIR	HEAT_FUEL	BLDING #
DRY WALL UNFINISH	CONCRETE TILE	CENTRAL CENT-A/C	ELECTRIC	1

**IMPROVEMENT TYPE:** Commercial  
**DIMENSIONS:** SFR-CL40U30R40D12R2D7L2D11 OFP-CL40D8R40U8 WDK-L40CU38XL6D8XD30XD8R6XU8 OFP-U30CR40U8L40D8H

STRUCTURE	SKETCH-SF	STHT	AREA	RATE	GRDE	HEAT	EXWL	WLHT	ADJRATE	AREA	RPCN	DEPF	CNDF	STR-VALUE
33 SUPERMKT	39112	1.00	39112	45.13	C 1.05			1.00	47.39	39112	1853518	0.48		889689
47 FIXTURES	0								1320.00	0	62040	0.48		29779
28 RETSTORE	2836	1.00	2836	48.19	1.05			1.00	50.60	2836	143502	0.48		68881
28 RETSTORE	6280	1.00	6280	48.19	1.05			1.00	50.60	6280	317768	0.48		152529
89 OM-PORCH	913	1.00	913	17.16	1.05			1.00	18.02	913	16452	0.48		7897
89 OM-PORCH	737	1.00	737	17.16	1.05			1.00	18.02	737	13281	0.48		6375
89 OM-PORCH	183	1.00	183	21.80	1.05			1.00	22.89	183	4189	0.48		2011
89 OM-PORCH	210	1.00	210	21.03	1.05			1.00	22.08	210	4637	0.48		2226
89 OM-PORCH	1502	1.00	1502	17.16	1.05			1.00	18.02	1502	27066	0.48		12992
96 SPRINKLE	39112	1.00	39112	1.83	1.05			1.00	1.92	39112	75095	0.48		36046

**STRUCTURE VALUE**  
 48228 HSF  
 90885 TSF  
 RPCN- 52.20/HSF  
 2517548 VALU- 25.06/HSF  
 1208425  
**1208425**

VALUATION	THIS CARD	OTHER CARD	VALUE	PREV-VAL	P-N%	OTHER CARDS VALUE	CARD 1 VALUE
LAND	673200		673200	671208	1.00		2083657
OTHER FEAT	202032		202032	202032	0.81		2083657
STRUCTURE	1208425		1228506	1228506	1.02		2083657
TOTAL	2083657		2062368	2062368	1.01		2083657

**TAX YEAR: 2019**  
**REVAL YEAR: 2013**  
**PERSON COUNTY, NC**  
 NBHD ADJUSTMENT: 1.000 \* 2083657 = 2083657  
 APPRAISED VALUE  
 TAXABLE VALUE

TUGGLE DUGGINS & MESCHAN, P.A.  
Post Office Box 2888  
Greensboro, North Carolina 27402

by: AMANDA W. GARRETT  
REGISTER OF DEEDS  
BOOK 300 PAGE 840

Excise Tax \$ ~~2,009.00~~ 2,009.00

NORTH CAROLINA )  
PERSON COUNTY )

SPECIAL WARRANTY DEED

This Deed made as of the 30th day of November, 1999, by and between BYRD FAMILY LIMITED PARTNERSHIP, a North Carolina limited partnership, hereinafter referred to as "Grantor", and PIEDMONT CENTER INVESTMENTS, LLC, a North Carolina limited liability company, whose address is c/o Piedmont Center Properties, P.O. Box 6449, Raleigh, North Carolina 27628-6449 hereinafter referred to as "Grantee". The designation Grantor and Grantee, as used herein, shall include said parties, their heirs, successors and assigns, and shall include the singular, plural, masculine, feminine or neuter, as required by context.

WITNESSETH

That the Grantor, in consideration of One Dollar (\$1.00) and other valuable consideration paid by the Grantee, the receipt of which is hereby acknowledged, has and by these presents does grant, bargain, sell, transfer and convey unto Grantee in fee simple all of Grantor's right, title and interest in and to those certain lots or parcels of land situated in Person County, North Carolina more particularly described on Exhibit A attached and incorporated herein by reference.

TO HAVE AND TO HOLD the above-described lot or parcel of land and all privileges and appurtenances thereto belonging to the Grantee in fee simple.

And the Grantor covenants with the Grantee, that Grantor has done nothing to impair such title as Grantor received and Grantor will warrant and defend the title against the lawful claims of all persons claiming by, under or through Grantor except for the exceptions hereinafter stated. Title to the property hereinabove described is subject to the following exceptions:

Restrictions, easements, rights of way of record, rights of tenants in possession, and ad valorem taxes for the current year.

IN WITNESS WHEREOF, the Grantor has hereunto set his hand and seal, or if corporate, caused this instrument to be signed in its corporate name by its duly authorized officers and its seal to be hereunto affixed, the day and year first above written.

PERSON COUNTY NC 12/09/99  
\$900.00

STATE OF NORTH CAROLINA Real Estate Excise Tax

BYRD FAMILY LIMITED PARTNERSHIP (SEAL)  
a North Carolina limited partnership

PERSON COUNTY NC 12/09/99  
\$900.00

STATE OF NORTH CAROLINA Real Estate Excise Tax

By: H. Watson Byrd (SEAL)  
H. Watson Byrd, General Partner

PERSON COUNTY NC 12/09/99  
\$209.00

STATE OF NORTH CAROLINA

Transfer Information Received  
This 9th Day of December 1999

017826

Alamance COUNTY

I, William G. Burgin, III, a Notary Public of Guilford County, North Carolina, do hereby certify that H. Watson Byrd, General Partner of Byrd Family Limited Partnership, a North Carolina limited partnership, each personally appeared before me this day and acknowledged the due execution of the foregoing instrument as his act and deed and as the act and deed of the partnership.

WITNESS my hand and notarial seal, this 30th day of November, 1999.

William S. Burgin, III  
Notary Public

[NOTARY SEAL/STAMP]

My Commission Expires:

April 17, 2000



NORTH CAROLINA  
PERSON COUNTY

The foregoing certificate(s) of William S. Burgin III (Guilford County, NC) a Notary(ies) Public of the governmental unit designated is certified to be correct. This instrument was presented for registration and recorded in this office at Book 500, Page 840. This 9th day of December, 1999 at 1:12:25 o'clock P. m.

Amanda W. Garrett  
AMANDA W. GARRETT, REGISTER OF DEEDS IN PERSON COUNTY

BEGINNING at a new iron pipe at the intersection of Madison Boulevard and Breckinridge Street, being the Northwest corner of said property having a N.C. Grid Coordinates of X=967037.80 and Y=2006809.326; running thence along southern right of way of Breckinridge Street South 67 degrees 59 minutes 51 seconds East 322.77 feet to a new iron pipe being the PC of a curve; thence along a curve to the left having a radius of 235.71 feet an arc distance of 133.14 feet and a chord bearing and distance South 84 degrees 10 minutes 46 seconds East 131.38 feet to a new iron pipe and being a point of reverse curvature; continuing with southern right of way of Breckinridge Street along a curve to the right having a radius of 208.34 feet and a arc distance of 51.82 feet with a chord distance and bearing North 86 degrees 45 minutes 53 seconds East 51.69 feet to a new iron pipe, a corner with Charles O. Buchanan, Jr., South 31 degrees 57 minutes 18 seconds West 186.36 feet to an existing iron pipe, a joint corner between Charles O. Buchanan, Jr. and Chelves L. Ashby; running thence with the line of said Ashby South 31 degrees 13 minutes 46 seconds West 60.01 feet to an existing axle a joint corner between C.L. Ashby and Lewis C. Dixon running thence with the said Dixon South 33 degrees 34 minutes 01 seconds West 174.32 feet to an existing axle a joint corner between L.C. Dixon and Carl K. Rowe; running thence with the line of said Rowe South 32 degrees 38 minutes 47 seconds West 75.70 feet to an existing iron pipe a joint corner between Carl K. Rowe and Clarence W. Robinson running thence with the said Robinson South 35 degrees 58 minutes 49 seconds West 14.95 feet to an existing iron pipe said point being a corner with Westfield Company, Inc., in the line of C.W. Robinson; running thence with line of Westfield Company, Inc. and Central Carolina Bank and Trust Company North 50 degrees 02 minutes 55 second West 471.42 feet to a new iron pipe a corner with Central Carolina Bank in the eastern right of way of Madison Boulevard; running thence with the eastern right of way of Madison Boulevard North 27 degrees 51 minutes 36 seconds East 283.73 feet to a new iron pipe at the intersection of Breckinridge Street and Madison Boulevard; running thence North 70 degrees 08 minutes 41 seconds East 24.42 feet to the point and place of BEGINNING and containing 4.237 acres +/-.



## CITY OF ROXBORO STAFF REPORT

Prepared by: Lauren Johnson, Planning & Development Director

<b>Meeting Dates:</b> Planning Board: July 1, 2019  City Council: August 13, 2019	<b>Request:</b> <input checked="" type="checkbox"/> Rezoning <input type="checkbox"/> Special Use Permit
<b>Property Location:</b> 808-822 N Madison Blvd	<b>Current Zoning:</b> PUD (Planned Unit Development)
<b>Tax Map#:</b> 6 38 2	<b>Proposed Zoning:</b> B-1 (Highway Commercial)
<b>Applicant Information:</b> Rescue Legacy Fund, Inc. 507 E. Knox Street Durham, NC 27701	<b>Future Land Use Map Classification:</b> Commercial

### Summary:

Rescue Legacy Fund, Inc. requests a rezoning for the property located on N Madison Blvd in the former Just Save shopping complex. Comprised of multiple suites, the area is addressed 808-822 N Madison and is otherwise identified as Tax Map and Lot number 6 38 2. The property constitutes a 4.25 acre tract of land near the intersection of Highway 501 and Breckenridge Street. The property is currently zoned PUD, Planned Unit Development. The applicant would like the property rezoned to B-1, Highway Commercial, for commercial use.



The surrounding properties are zoned PUD, R-6, & B-1.

## **Conformity to the Land Use Plan (LUP):**

### **Goals and Implementation Strategies (LUP, p. 69-75):**

- A Land Use Goal directs the City to promote an orderly and efficient land use pattern, which allows for a variety of land uses while being sensitive to environmental concerns (pg. 69).
- An Implementation Strategy for meeting the economic development goals of the City, encourages new development and redevelopment be compatible with the established character and community vision (pg. 71).
- A Transportation Goal directs the City to provide for orderly development along existing and proposed major transportation routes (pg. 71).

### **Future Land Use Map Classification: Commercial**

Commercial (LUP, pg. 79):

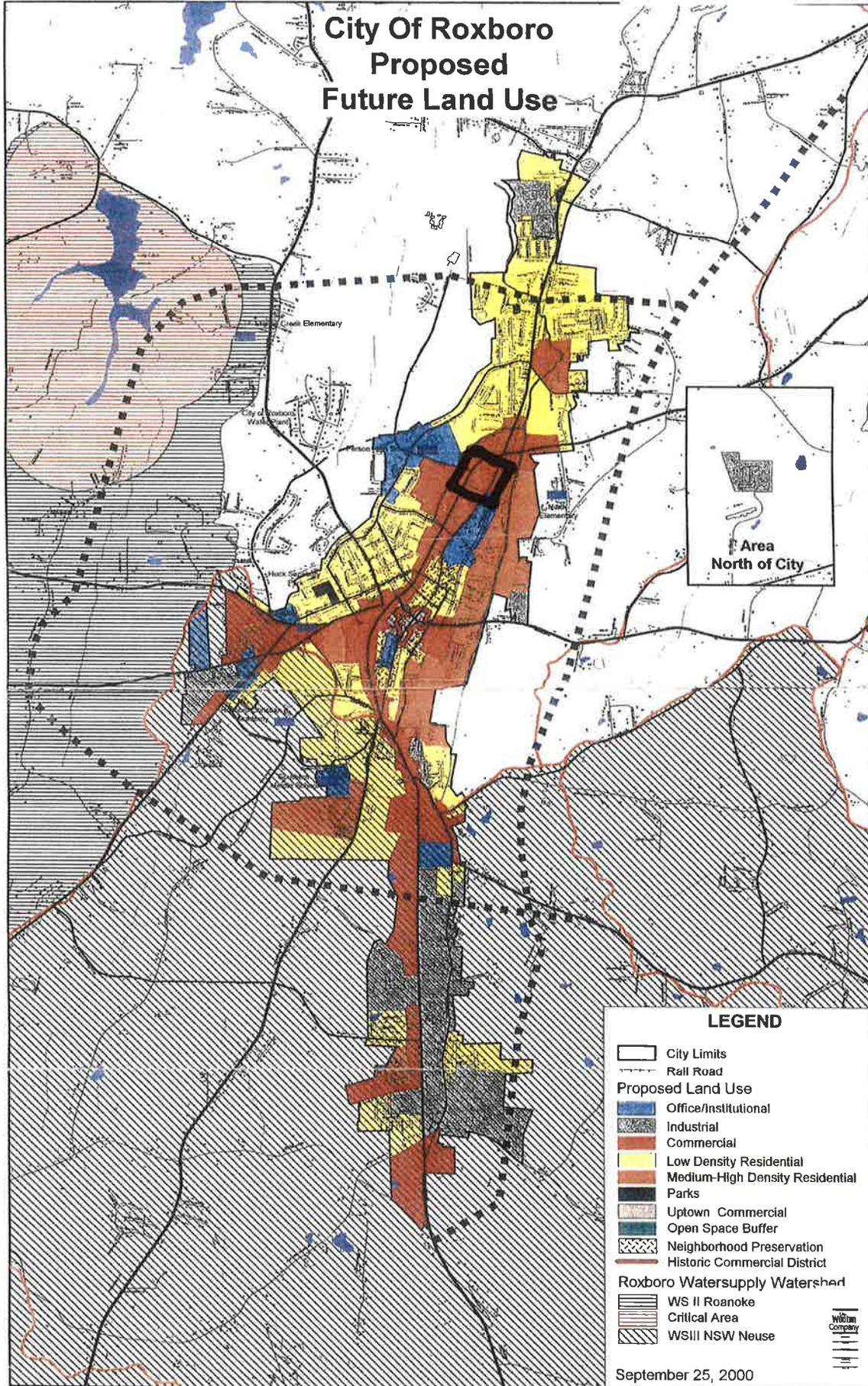
The commercial land use classification includes existing retail, wholesale, and business and professional services. Where such development has an established pattern, other lands that represent a logical extension of commercial use are also included. New commercial development should occur with limited and/or shared access to major thoroughfares.

### **Staff Remarks:**

It is staff's opinion that this rezoning is consistent with the Future Land Use Plan, as there are a number of commercially zoned and utilized parcels in the same vicinity as these. While PUD does allow for commercial use, there is a residential requirement that may not be realistic given the current arrangement of buildings on this parcel.

Staff encourages the board to remember that rezoning request reviews should take into consideration all uses allowed within the respective zoning district and reference the directives of the Future Land Use Plan. Furthermore, as a legislative decision, comments provided by the public regarding this matter may be influential in making a determination.

# City Of Roxboro Proposed Future Land Use



## Section 3. Goals and Implementation Strategies

The purpose of this section of the Land Use Plan is to establish goals for future land development within the City and to identify implementation strategies that will help achieve the stated goals. Goals are intended to provide broad direction for future development, and implementation strategies detail ways to achieve stated goals.

This section is organized by the following topics: land use, housing, economic development, infrastructure, transportation, community facilities and services, community character and appearance, open space and recreation, and conservation/environmentally sensitive areas.

Overall development goals can not be achieved without continued cooperation and coordination between the various City government departments and with Person County. Cooperation among governments will help ensure that future development contributes to the overall economic vitality and quality of life of both the City of Roxboro and Person County.

### A. Land Use

#### 1. Land Use Goal:

Promote an orderly and efficient land use pattern, which allows for a variety of land uses while being sensitive to environmental concerns.

#### 2. Land Use Goal Implementation Strategies:

- a) Develop an effective, area-wide land use regulatory program in cooperation with the Person County.
- b) Develop a Unified Development Ordinance to address goals and objectives of the land use plan (incorporating new Zoning, Subdivision, Watershed Protection, and Floodplain provisions into one document).
- c) Minimize conflicts between incompatible land uses (existing buffering requirements between incompatible uses are not adequate).
- d) Provide for a variety of housing types, densities and price ranges.
- e) Encourage infill development within existing Roxboro corporate limits.

up fees for new development within areas already served by city services.

- h) Identify appropriate locations/criteria for siting manufacturing housing parks/developments.

## **C. Economic Development**

### **1. Economic Development Goal:**

Provide a strong local planning environment that supports and enhances the economic growth potential of the City of Roxboro.

### **2. Implementation Strategies:**

- a) Promote continued economic investment through retention and expansion of existing industrial concerns and the recruitment of new industries and commercial businesses.
- b) Encourage well-planned commercial establishments to provide necessary goods and services to area employers and residents.
- c) Encourage industrial and commercial growth in appropriate locations within Roxboro's corporate limits and in selected areas within Person County.
- d) Discourage the intermingling of residential land uses in commercial or industrial areas that often results in conflicting land use problems.
- e) Explore feasibility of establishing service road parallel to inactive railroad corridors to promote economic development along major/minor thoroughfares.
- f) Develop regulations/guidelines that would ensure new development or redevelopment is compatible with established character and community vision.

## **D. Transportation**

### **1. Transportation Goal 1:**

Provide for orderly development along existing and proposed major transportation routes to minimize disruption to free flow of traffic.

### **2. Transportation Goal 1 Implementation Strategies:**

- a) Protect major transportation corridors (Highways 501, 49, 157, 57) as community gateways by establishing appropriate regulations to control access to these corridors.

**City of Roxboro Unified Development Ordinance**  
**Permitted/Special Uses by District**

**B-1 Highway Business District**

**Permitted Uses:**

ABC store  
Accessory buildings/uses  
Accessory uses  
Accounting agencies  
Advertising agencies  
Agricultural product warehousing  
Agriculturally-related business  
Antique stores  
Art galleries  
Attorneys  
Automobile parking garages or parking lots (independent)  
Automobile parts and accessories, with installation  
Automobile repair services or body shop  
Automobile sales and service  
Automobile service stations, including routine/minor maintenance  
Automobile window tinting, stereo or rim installation  
Bakery (retail)  
Banks/financial services  
Barber shops, beauty shops  
Book store, including the retail of stationery, books, magazines, newspapers  
Bowling alleys  
Building supplies and sales  
Bus terminal  
Campgrounds  
Car wash  
Catering  
Chiropractic  
College, universities, community colleges  
Coliseums, stadiums designed to accommodate more than 1,000 people  
Commercial greenhouse or nursery  
Community centers  
Community gardens  
Computer sales and repair  
Contractors offices (no outside storage)  
Convenience stores, less than one (1) acre  
Deli  
Dog grooming (no outdoor kennels)  
Drug store  
Dry cleaner, Laundromat  
Electrical equipment sales and repair

**City of Roxboro Unified Development Ordinance**  
**Permitted/Special Uses by District**

**B-1 Highway Business District (continued)**

**Permitted Uses (continued):**

Electrical repair or contractor (no open storage)  
Electrical repair or contractor (open storage allowed)  
Emergency management program  
Engine repair, small (including motorcycle)  
Exterminating and pest control services  
Fabric store  
Farm, craft, produce markets  
Farm equipment, and boat sales or rental or sales and service  
Fire stations  
Florists  
Funeral home  
Furniture store  
General contractors (no open storage)  
General contractors (open storage allowed)  
Gift shops  
Government buildings/offices  
Governmental postal facilities  
Grocery/food store  
Hardware store  
Health spa  
Heating and air conditioning installation and repair (no open storage)  
Heating and air conditioning installation and repair (open storage allowed)  
Home appliance dealers  
Home appliance repair  
Hotels and motels  
Ice cream stand or store  
Insurance office  
Indoor athletic and exercise facilities  
Indoor tennis and squash courts  
Interior decorating service  
Jewelry store/repair  
Leather goods store  
Medical and dental offices/clinics  
Medical support offices (testing labs)  
Military reserve, National Guard centers  
Miniature golf courses  
Movie theaters  
Music instrument sales and service  
Music studio  
Nail/tanning salon

**City of Roxboro Unified Development Ordinance**  
**Permitted/Special Uses by District**

**B-1 Highway Business District (continued)**

**Permitted Uses (continued):**

Office, clerical, research and services not primarily related to goods and merchandise  
Office supplies  
Off-street parking facilities (as permitted by Article 9, Part II)  
Opticians  
Paint store  
Pet cemetery  
Pet store  
Photo studios  
Plumbing repair contractor (no open storage)  
Plumbing repair contractor (open storage allowed)  
Police stations  
Printing, publishing, and engraving establishments  
Private postal shipping and receiving  
Publicly-owned and operated outdoor recreational facilities  
Public utility pumping stations  
Real estate office/appraisal  
Rental of goods, merchandise, and equipment (no outside storage or display of goods)  
Rental of goods, merchandise, and equipment (with outside storage or display of goods)  
Restaurants, excluding fast food & drive thru services  
Restaurants, including fast food & drive thru services  
Sales of goods, merchandise, and equipment (no outside storage or display of goods)  
Sales of goods, merchandise, and equipment (with outside storage and display of goods)  
Self-service storage facility  
Service establishments  
Shoe store or repair  
Signs (as permitted by Article 9, Part III)  
Sporting goods store  
Storage inside completely enclosed structure  
Storage of goods not related to the sale or use of those goods on the same lot where they are stored  
Tailor/dressmaker/seamstress  
Taxi stands  
Tennis courts, commercial  
Tire sales, no outside storage  
Toy store  
Travel agencies  
Truck stop  
Truck wash  
Upholstery – furniture repair  
Veterinarian, animal clinic, no outside kennel

**City of Roxboro Unified Development Ordinance**  
**Permitted/Special Uses by District**

**B-1 Highway Business District (continued)**

**Permitted Uses (continued):**

Warehouses  
Wholesale sales

**Permitted Uses with Supplemental Regulations (refer to UDO Article 7):**

Adult Gaming Establishments  
Artisan's workshop (3,000 square feet or less)  
Bars  
Battery charging station  
Battery exchange station  
Bingo  
Dance halls  
Distilleries  
Dwelling, single-family (as an accessory for a principal business)  
Engineering/surveying/architectural services – general  
Gas sales operations  
Golf courses  
Light Manufacturing  
Manufactured home sales/modular home sales  
Microbrewery  
Retaining walls and fences  
Satellite dish antennas, non-commercial use  
Solar energy generating facility, accessory  
Tattoo/body piercing parlors  
Temporary emergency, construction, and repair residences  
Temporary storage facility (portable storage units)  
Towing, automobile and truck  
Veterinarian, animal clinic, outside kennel

**Special Uses:**

Adult care home (over 6 residents)  
Ambulance service, rescue squad  
Athletic fields  
Church, synagogue, temple, or other religious building, including accessory services  
Convenience stores, one (1) acre or more  
Farm stand  
Fraternal clubs and lodges, non-profit  
Golf driving ranges not accessory to golf courses  
Hospitals, clinics, other medical treatment facilities  
Kindergarten/nursery schools/pre-K  
Museums

**City of Roxboro Unified Development Ordinance**  
**Permitted/Special Uses by District**

Nursing home

**B-1 Highway Business District (continued)**

**Special Uses (continued):**

Outdoor athletic and exercise facilities

Par 3 golf courses

Repair shops not otherwise listed

School, elementary or secondary

Shopping center, less than 30,000 sq ft gross enclosed floor area

Shopping center, greater than 30,000 sq ft gross enclosed floor area

Skateboard parks

Skating rinks

Swimming clubs

Tire sales, with outside storage

Utility company (no open-air storage)

Water slides

**Special Uses with Supplemental Regulations (refer to UDO Article 7):**

Artisan's workshop (exceeding 3,000 square feet)

Billiards and pool halls

Child care center

Child care center (as an accessory use for a principal business/industry)

Cemetery

Crematorium

Daycare facility, adult

Mixed Use

Night clubs and social clubs

Public utility towers, substations, and storage tanks

Satellite dish antennas, commercial

Storage outside completely enclosed structure

Swimming pools, commercial/community

Swimming pools, private

Temporary uses/sales

Wind energy generating facility, accessory

Wind farm

Wireless communication facilities, 50' tall or less

**Planning Board Motion Format Guide & Proposed Consistency Statement  
For Rezoning Request:**

I make a motion that we recommend approval of the rezoning request presented in Docket #RZ2019-06 and, in doing so, adopt the plan consistency statement as presented below:

“The proposed amendment is consistent with the City’s Comprehensive Land Use Plan in that it;

- Promotes an orderly and efficient land use pattern, which allows for a variety of land uses while being sensitive to environmental concerns (pg. 69),
- Allows for new development and redevelopment that is compatible with the established character and community vision (pg. 71), and
- Provides for orderly development along existing and proposed major transportation routes (pg. 71).

Furthermore, this decision is in the public interest of the City of Roxboro because it allows for the appropriate redevelopment of a sizeable vacant building along the primary transportation corridor.”

Motion made by: Margaret Kay

Seconded by: Danny Cultra

Approved: 4-0

This report reflects the recommendation of the Planning Board on the 1<sup>st</sup> day of July, 2019.

Attest:

Robert Trotter

Planning Board Representative, Chairman Robert Trotter

Lauren W. Johnson  
Lauren W. Johnson, Planning Director

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

**July 1, 2019**  
**6:00 p.m.**

**MEMBERS PRESENT:** **Danny Cultra, Julie Jeffreys, David Bradsher, and Robert Trotter.**

**STAFF:** **Lauren Johnson, Planning Director**

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**MINUTES**

Chairman Trotter called the meeting to order at 6:03pm and asked everyone to go around and introduce themselves, as there was a new member to the Board at this meeting. He also asked everyone to sign in on the sheet passed around by Ms. Johnson.

**APPROVAL OF MINUTES**

Vice-Chair, Danny Cultra, motioned to approve the minutes from the May 6, 2019 meeting. Board Member, Margaret Kay, seconded. Motion carried.

**REPORTS OF COMMITTEES**

None.

**OLD BUSINESS**

None.

**NEW BUSINESS**

**Rezoning Request for 1528 N Main Street, TM 51 35:** Chairman Trotter asked Ms. Johnson to begin her presentation of information. Ms. Johnson directed the Board to the second tab in their packet to review the contents of the application and staff report. She drew the Board's attention to the documentation of the sign posting for notice to the public and reviewed the basic details of the parcel, including the lot size, address, general location, surrounding zoning, and current uses.

Ms. Johnson noted that the request from the applicant sought to rezone the parcel from B-2, which is the neighborhood commercial district, to B-1, which is the highway commercial district. She continued by stating that only one parcel in the vicinity of the proposed request is currently zoned B-1 and that is the fire station.

All other parcels are either zoned O/I (Office/Institutional) if fronting on N Main Street, or R-6 Residential, if located on a side street. Ms. Johnson moved on to outline the elements of the City's Future Land Use Plan (FLUP) that she stated she felt most applied to this particular review. She stated that the FLUP map indicated this parcel should be utilized for residential development, and outlined the goals and implementation strategies regarding appropriate development that is compatible with the established character and community vision.

Ms. Johnson did relay that it is staff's opinion that the request to rezone the parcel to B-1 would be inconsistent with the FLUP as the map classifies this location for residential use and that there is only one other B-1 zoned parcel in this vicinity, which is the home of a fire station. She directed the Board to the list of permitted uses for the B-1, B-2, and O/I districts so that the Board could see what types of business might be allowed in each district, stressing that the B-1 has the longest list of permitted by-right commercial uses of the three districts.

Chairman Trotter stated the he was familiar with this property and had traveled to the location to see it. He reiterated that there is a railroad track that separates this parcel from the residential neighborhood behind this building and that there is a service station/garage of some sort across the side road.

Chairman Trotter did ask if there were any homes near this parcel. Ms. Johnson stated there was not one immediately adjacent to this building, but that there was residential to the south, north, east, and west, separated only by one or two parcels.

Vice-Chair Cultra asked how far out the Future Land Use Plan is from completion. Ms. Johnson stated the City Council just approved the funds for the update as a part of the 2019/2020 budget. Mr. Cultra asked if there was a timeline for completion. Ms. Johnson said that she did not at this time, as they just received their approval effective that day. However, she said that the intent is to move as quickly as possible and that she may have more concrete information after her meeting with the County Planner on July 2<sup>nd</sup> where they would discuss the specifics of their joint plan.

Chairman Trotter asked if the applicant would like to speak to the matter. He did not. He then asked if there was anyone else who wished to speak from the public. There was no one. Mr. Trotter closed the public comment period and brought the matter back to the Board for discussion.

Vice-Chairman Cultra commented that there are some uses permitted in the B-1 district that give him concern because of the proximity of this parcel to residential properties. He said he felt that the B-2 uses were more in-line with the neighborhood and in proximity to the residential district.

Ms. Johnson reiterated at this point that the FLUP does designate this parcel for residential use, which was consistent with the number of residential uses in this area. She also discussed the uses that are permitted in the O/I district and how they are in-line with a neighborhood area, which is why so many of the parcels fronting on N Main Street are currently zoned in that way. It allows for some low-intensity commercial and traditional residential uses for that area.

Board Member David Bradsher asked for clarification on the definition of one permitted use in the B-1 district; Adult Gaming Establishment. Ms. Johnson explained that this is the term the City Council of Roxboro adopted and the more common term might be sweepstakes or internet cafes.

Chairman Trotter asked if there were any additional questions. There were none. Mr. Trotter then asked if there was a motion. Vice-Chair Danny Cultra made a motion to recommend denial of the rezoning based on the fact that the request for this type of rezoning is not consistent with the future land use plan in that it does not promote an orderly and efficient land use patten, it doesn't minimize the conflicts between possible land uses and doesn't encourage the type of commercial growth appropriate for this location based on the surrounding residential district. Board Member Margaret Kay seconded the motion. Motion carried unanimously.

**Rezoning Request for 808-822 N Madison Blvd, TM 6 38 2:** Chairman Trotter stated the location of the request and asked Ms. Johnson to present her staff report to the Board.

Ms. Johnson outlined the specifics of the request to rezone from PUD, Planned Unit Development, to B-1. Ms. Johnson elaborated on the facts regarding the location, including the surrounding zoning which is primarily residential to the rear of the property and B-1 across and beside the parcel.

Board Member David Bradsher inquired if this was the location with the hair salon and dog groomer. Ms. Johnson said yes, but she believed it was a beauty products store.

Vice-Chair Danny Cultra asked for clarification on the zoning to the south of the parcel. Ms. Johnson said that the parcel where Tractor Supply is located is zoned PUD.

Ms. Johnson continued with her report with regards to the Future Land Use Plan, in which she outlined that the map classifies this property for commercial use and based on the various goals and implementation strategies, staff felt this request was consistent with the Future Land Use Plan.

Chairman Trotter opened the public comment period. Representative of the applicant, Charlie Yokley addressed the Board. Mr. Yokely explained the purpose

of their request, which is to move a tenant into the large anchor space that is currently vacant. He continued that their goal is to invigorate the economy of the area by filling this vacancy and making improvements to the site.

Chairman Trotter asked if this request was separate from the other section of the shopping center. Ms. Johnson tried to clarify that this would only include the parcel that spans from 808-822, Boost Mobile to Subway. This would not include the complex where Tractor Supply is located. Board Member, Margaret Kay, inquired if this would include the bank at 804. Ms. Johnson advised it would not, as the Board reviewed that zoning request a few months ago. Chairman Trotter said he felt this clarified things fully and asked if there were any additional questions.

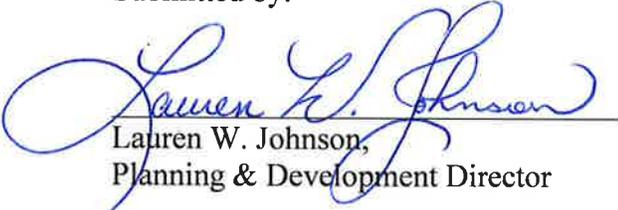
Vice-Chair Danny Cultra stated he felt this parcel was probably subdivided for ownership reasons in the past and at the time, it probably met the dimensional standards when it was developed, but has become non-conforming over the years. He asked if the parcel, were it to be rezoned, comply with the non-conforming requirements of the ordinance. Ms. Johnson explained this parcel was non-conforming currently because the existing zoning classification requires a residential component, as well as other things that the parcel currently cannot meet. As such, the rezoning would still include some non-conformities in terms of setbacks or such, but it would, in her opinion, be less non-conforming than it currently is as the PUD. Vice-Chair Cultra agreed and stated he just wanted to be sure the parcel had been analyzed for that.

Chairman Trotter closed the public comment period and asked if there was a motion on the matter. Board Member Margaret Kay motioned the board recommend approval of the request, and adopt the plan consistency referenced in the staff report. David Bradsher seconded the motion. Motion carried unanimously.

### ADJOURNMENT

There being no other business for the Board, the meeting was adjourned at 6:33pm.

Submitted by:

  
Lauren W. Johnson,  
Planning & Development Director

File Info

File Name  
20190604\_1045d4.jpg

Date  
Tuesday, June 04, 2019 10:45 AM

Size  
2.3 MB

Dimensions  
4032 x 2288

Shot  
1/1600 sec f/2.4 4.3mm

ISO  
50

Exposure  
SM-G965U

Folder Path  
C:\Users\lwright\Desktop\Department Documents\Advisory Boards\Planning Board\2019 Hearings\July 1, 2019 Meeting

Source  
This PC

Location  
Roxboro



View all photos





# Memo

**To:** Mayor Newell, Roxboro City Councilmen  
**From:** Lauren Johnson  
**cc:** City Clerk, Trevie Adams  
**Date:** July 22, 2019  
**Re:** Certification of Written Notice

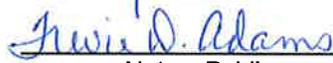
Please be advised letters were mailed First Class to the following property owners notifying same of the pending Rezoning Request, Docket #: RZ2019-06, for the parcel identified as Tax Map 6 Lot Number 38 2 on today's date. This list includes all property owners with land adjacent to the parcels within 200 feet, as well as the listed owners of the property under consideration.

1. SWARAJCHAND Corp.
2. Roxborough Associates, LLC.
3. Carter Bank & Trust
4. Thomas Jacovitch
5. Calvin Clayton
6. Hobgoblin Enterprises, LLC.
7. James Walker
8. Carla Carver Archambault
9. Joyce Jones
10. James Day Nelson
11. Donald Lee Wallace, Jr.
12. Roxboro Star Properties, LLC.
13. Madison Holdings, LLC.
14. Carver Bumpass Carver, Inc.
15. Sport Shop of Roxboro, Ltd.
16. Shirley Suitt
17. Hart Enterprises, LLC. LTD.
18. Robert & Joyce Jones

  
Lauren W. Johnson, CZO  
Planning & Development Director

ATTEST:

Witness my hand and notarial seal, this 22<sup>nd</sup> day of July 2019.

  
Trevie D. Adams  
Notary Public

My Commission Expires: February 11 2022





## City of Roxboro

July 22, 2019

### NOTICE OF PUBLIC HEARING

SWARAJCHAND Corp.  
258 Maynard Summit Way  
Cary, NC 27511-3636

Dear Property Owner,

This letter is to inform you our office received an application requesting a change to the zoning of a 4.25 acre tract of land constituting the properties addressed 808-822 N Madison Blvd (identified by Tax Map and Lot number 6 38 2). The applicant has requested the property be rezoned from PUD Planned Unit Development to B-1 Highway Commercial. You have been identified, through the Person County tax records, as owning property within 200 feet of this location. Enclosed is a map of the property, for your convenience.

**The request will be reviewed by the Roxboro City Council on Tuesday, August 13, 2019 at 7pm, in the Council Chambers at 105 South Lamar Street in Roxboro.** This meeting is open to the public, and anyone wishing to speak to the matter will be given the opportunity to do so during the public hearing. Comments made by the public may be considered by the Board when making their decision.

If you have any questions regarding this matter, or wish to review the case file, please contact the Roxboro Planning and Development Office at 336.322.6018.

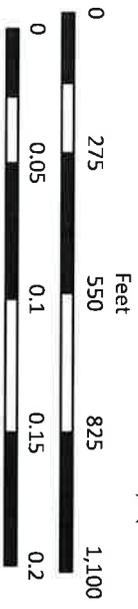
Respectfully,

Lauren W. Johnson, CZO  
Planning & Development Director  
City of Roxboro

Enclosure



Person County GIS, NC DOT Person County GIS, City of Fayetteville





## City of Roxboro

July 20, 2019

### NOTICE OF PUBLIC HEARING

Rescue Legacy Fund, Inc.  
507 E Knox Street  
Durham, NC 27701



Dear Applicant,

**This letter is to inform you that your rezoning request will be reviewed by the Roxboro City Council on Tuesday, August 13, 2019 at 7pm, in the Council Chambers at 105 South Lamar Street in Roxboro.** This meeting is open to the public, and anyone wishing to speak to the matter will be given the opportunity to do so during the public hearing. Comments made by the public may be considered by the Board when making their decision.

If you have any questions regarding this matter, or wish to review the case file, please contact the Roxboro Planning and Development Office at 336.322.6018.

Respectfully,

Lauren W. Johnson, CZO  
Planning & Development Director  
City of Roxboro



# City of Roxboro

July 20, 2019

## NOTICE OF PENDING REQUEST

Piedmont Center Investments, LLC.  
1414 Raleigh Road, Suite 435  
Chapel Hill, NC 27517



Dear Property Owner,

**This letter is to inform you that your rezoning request will be reviewed by the Roxboro City Council on Tuesday, August 13, 2019 at 7pm, in the Council Chambers at 105 South Lamar Street in Roxboro.** This meeting is open to the public, and anyone wishing to speak to the matter will be given the opportunity to do so during the public hearing. Comments made by the public may be considered by the Board when making their decision.

If you have any questions regarding this matter, or wish to review the case file, please contact the Roxboro Planning and Development Office at 336.322.6018.

Respectfully,

Lauren W. Johnson, CZO  
Planning & Development Director  
City of Roxboro

Mailed Certified: 7/20/2019

**Motion Format Requirements:**

Per NCGS 153A-341, zoning regulations shall be made in accordance with a comprehensive plan. Prior to adopting or rejecting any zoning amendment, the governing board shall adopt one of the following statements regarding plan consistency, which shall not be subject to a judicial review.

A) A statement approving the zoning amendment and describing its consistency with an adopted comprehensive plan and explaining why the action taken is reasonable and in the public interest.

B) A statement rejecting the zoning amendment and describing its inconsistency with an adopted comprehensive plan and explaining why the action taken is reasonable and in the public interest.

C) A statement approving the zoning amendment and containing at least all of the following:

1. A declaration that the approval is also deemed an amendment to the comprehensive plan. The governing board shall not require any additional request or application for amendment to the comprehensive plan.

2. An explanation of the change in conditions the governing board took into account in amending the zoning ordinance to meet the development needs of the community.

3 Why the action was reasonable and in the public interest.

The Planning Board shall advise and comment on whether the proposed amendment is consistent with a comprehensive plan and any other officially adopted plan that is applicable. The Planning Board shall provide a written recommendation to the City Council that addresses comprehensive plan consistency and other matters as deemed appropriate by the Planning Board, but a comment by the Planning Board that a proposed amendment is inconsistent with a comprehensive plan shall not preclude consideration or approval of the proposed amendment by the City Council.

**Consistency Statement:**

I make a motion that we approve the rezoning request presented in Docket #RZ2019-06 and, in doing so adopt the plan consistency statement as presented below:

“The proposed amendment is consistent with the City’s Comprehensive Land Use Plan in that it;

- Promotes an orderly and efficient land use pattern, which allows for a variety of land uses while being sensitive to environmental concerns (pg. 69),
- Allows for new development and redevelopment that is compatible with the established character and community vision (pg. 71), and
- Provides for orderly development along existing and proposed major transportation routes (pg. 71).

Furthermore, this decision is in the public interest of the City of Roxboro because it allows for the appropriate redevelopment of a sizeable vacant building along the primary transportation corridor.”

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

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

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

Attest:

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

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

## 5. Set Public Hearing for NFIP Ordinance Amendment



August 2, 2019

To: Mayor Newell  
Roxboro City Council

From: Lauren Johnson, Planning & Development Director

Subject: Public Hearing for Consideration of Revisions to City Unified Development Ordinance:  
Flood Damage Prevention, Article 9, Part VIII and Appendix A (Definitions).

In June of this year, staff attended a meeting with representatives from the NC Department of Public Safety regarding required updates to the City's Flood Damage Prevention Ordinance. This ordinance, which regulates development and land disturbance in the designated flood hazard areas of the City, is required for the City to continue its participation in the National Flood Insurance Program. Participation in this program allows property owners inside the city limits to purchase flood insurance.

In addition to the adoption of the required updates/changes, the language of the ordinance adoption will adopt by reference the updated Flood Insurance Rate Maps (FIRM) for the City. These maps designate those areas that are located in the special flood hazard areas, and which require specialized development to ensure protection of property and the public in the event of a flood.

These revisions were reviewed by the Planning Board on August 5<sup>th</sup>.

6. Parking Amendment - 305 Walker Street and 704 Franklin Street

## **Parking Amendment-305 Walker Street and 704 Franklin Street**

The August City Manager's Report shared a request for "No Parking" signs to be installed at 305 Walker Street in front of New Mount Zion Baptist Church. In the report, staff was under the impression that such a change would require a public hearing to amend an ordinance schedule.

Upon further review, it has become clear that a hearing is not needed to fulfill the request. As referenced last month, City Code Chapter 72.07, references Ch. 76 Schedule III (shown below) which is a schedule for limited duration parking (15 minute, 1 hour, etc.) that would require a hearing. Designating an area as a no parking zone is addressed in Chapter 72.02 (shown below) and does not require a public hearing as there is no listing (schedule) of all posted no parking zones.

### **§ 72.06 PROHIBITED ZONE.**

***When signs are placed, erected or installed giving notice thereof, or the curbing has been painted yellow in lieu of the signs, no person shall park a vehicle at any time in any zone designated as a no-parking zone. If parking is prohibited in the zone only between certain hours, this section shall apply only between such hours, as indicated on the signs erected in the zone.***

***(`90 Code, § 11-207) Penalty, see § 72.99***

### **§ 72.07 LIMITED PARKING ZONE.**

***Whenever a limited parking zone is designated in accord with Ch. 76, Schedule III, no person shall park any vehicle in the zone except in accordance with the signs and markings erected therein.***

***(`90 Code, § 11-208) (Ord. passed 5-11-82; Am. Ord. passed 10-16-07) Penalty, see § 72.99***

After the August meeting, an additional no parking request was made for 704 Franklin Street on behalf of the Food Pantry. The request was to place "No Parking" signage on the west side of the street which is on the Emergency Communications Center side of the street opposite the Food Pantry. It was explained to staff that vehicles parking on that side of the street often become stuck and require assistance to be removed. Further, there is concern that parking on both sides of the street has limited access for emergency vehicles.

Staff is requesting Council approval for the placement of "No Parking" signs as requested at both 305 Walker Street and 704 Franklin Street.

## 7. ADA Transition Study Contract

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INTEROFFICE MEMO

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August 13, 2019

To: Mayor and City Council

From: Andrew M. Oakley, Public Services Director

Subject: ADA Transition Plan Assessment Contract

As City Council is aware, NCDOT mandated in July 2018 that every municipality that receives Federal Highway Administration funds must comply with Title II requirements for government agencies.

During 1992 and 1993, the City followed all required procedures set forth by NCDOT to follow an ADA transition plan. This transition was completed in October of 1995.

NCDOT's office of Civil Rights is now requiring that we update this plan and keep it updated. A budget item was included in our 2019-2020 budget to perform this work.

Alley, Williams, Carmen and King, Inc. is performing this type of assessment and update in other municipalities and staff is recommending we award a contract for them to update our plan and conduct the assessment.





alley, williams, carmen & king, inc.  
ENGINEERS AND ARCHITECTS  
740 chapel hill road/ p.o. box 1248  
burlington, north carolina 27215-6453  
(336) 226-5534 - fax (336) 226-3034

## **AMERICANS WITH DISABILITY ACT FACILITIES ASSESSMENT**

### **Memorandum of Agreement**

This ninth day of July, 2019, ALLEY, WILLIAMS, CARMEN, & KING, INC., hereinafter called Architect, and the City of Roxboro, herein after called the Owner; agree that the Architect shall perform professional services as set forth below related to providing an ADA assessment of the Owner's facilities:

#### **A. Background:**

This agreement is for Architectural and Engineering Services associated with performing an assessment of the Owner's facilities for the purpose of determining their compliance with the Americans with Disabilities Act (ADA). The architectural and engineering services are estimated to be \$25,000 based on AWCK's standard hourly rates.

#### **B. Architect's scope of work under this Memorandum of Agreement:**

##### **Services during Assessment Phase:**

1. Architect shall perform a walk-through inspection of facilities and the adjacent parking lots to identify the areas that are not in compliance with the ADA standards. The primary areas for assessment are:
  - Parking, Access to Entrances and Exits, Entry Doors, Public Areas, Accessible Routes, Water Fountains, Restrooms and Signage.
2. Architect shall prepare a written report for each facility. This report may or may not include photographs and drawings.
3. The facilities to be assessed are:
  - City Hall at 105 S. Lamar Street
  - Police Department at 109 N Lamar Street
  - House for Police Officer at 1809 Hick Circle
  - Fire Department #2 on South Main Street
  - Fire Department #3 on North Main Street
  - County 911 Center at 407 Hill Street
  - Food Pantry at 407 Hill Street
  - Public Works Administration at 779A Mountain Road
  - Public Works Garage at 779B Mountain Road
  - Water Treatment Plant Office Trailer at 1599 Chubb Lake Road
  - Water Treatment Plant Control Bldg. at 1599 Chubb Lake Road
  - WWTP Control Building at 902 Cavel-Chubb Lake Road
  - WWTP Office Trailer at 902 Cavel-Chubb Lake Road

**Cost of Services:**

The work shall be performed on an hourly rate basis in accordance with the attached hourly rate schedule. The estimated fees for the work are: \$25,000

The Architect shall invoice the Owner not more than a monthly basis for work performed.

**C. Services not included in this agreement:**

Assessment of sidewalks, crosswalks, curb cuts and curb ramps.

**D. Owner agrees to the following:**

1. To provide appropriate access to the facilities being surveyed.
2. Payments for services and reimbursables shall be made monthly upon receipt of a statement from AWCK.
3. The Owner shall designate the following as his agent Andrew Oakley as being the individual in charge of the project.
4. Billing instructions:

TO: \_\_\_\_\_  
 ADDRESS: City of Roxboro  
                   105 South Lamar Street  
                   Roxboro, NC 27249

**E. Additional Services:**

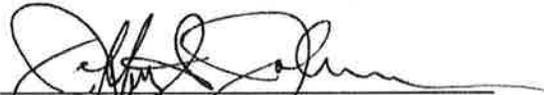
Both Parties agree that the above represents the terms of the agreement, and should there be material changes in the Project, the provisions and the compensation will be amended accordingly. This agreement is for an exempt project as allowed under G.S. 143-64.32.

**F. Other**

Architect will provide under separate submittal copy of required insurance documentation to the City.

ALLEY, WILLIAMS, CARMEN, & KING, INC.

City of Roxboro

BY:   
Jeffrey S. Johnson, AIA

BY: \_\_\_\_\_



# alley, williams, carmen & king, inc.

Engineering • Architecture • Land Surveying

## HOURLY CHARGE RATE SCHEDULE – JULY 1, 2019

This information is confidential and is intended for use by the recipient only.

1. Engineers:
  - a. EI – Engineering Intern \$ 70.00 - \$100.00/Hr.
  - b. Registered Professional Engineer 100.00 - 160.00/Hr.
  - c. Associate/Registered Professional Engineer 115.00 - 170.00/Hr.
  - d. Principal/Registered Professional Engineer 175.00 - 210.00/Hr.
  
2. Architects:
  - a. Architects in Training \$ 70.00 - \$ 90.00/Hr.
  - b. Registered Architect 85.00 - 125.00/Hr.
  - c. Associate/Registered Architect 135.00 - 155.00/Hr.
  - d. Principal/Registered Architect 165.00 - 175.00/Hr.
  
3. Surveyors:
  - a. Surveyor in Training \$ 60.00 - \$ 80.00/Hr.
  - b. Registered Land Surveyor 80.00 - 105.00/Hr.
  - c. Associate/Registered Land Surveyor 90.00 - 125.00/Hr.
  
4. Technical Staff:
  - a. Project Manager \$ 80.00 - \$125.00/Hr.
  - b. CADD Designer/Technician 65.00 - 100.00/Hr.
  - c. Stormwater Program Coordinator 65.00 - 95.00/Hr.
  
5. Survey Parties:
  - a. 2-Man Party \$140.00 - \$160.00/Hr.
  - b. 3-Man Party 190.00 - 210.00/Hr.
  
6. Construction Observer \$ 75.00 - \$110.00/Hr.
  
7. Clerical \$ 50.00 - \$ 65.00/Hr.
  
8. Other:
  - a. Employees' overtime (when authorized in advance): 1.50 times Hourly Charge Rate.
  - b. Professional Consultants: 1.10 times the amount billed to AWCK, Inc.
  - c. Printing and Mailing: 1.10 times the amount billed to AWCK, Inc.
  - d. Mileage: Travel to job site No Charge, but time is included from our office to job site and return.
  - e. Overnight or extended travel: 1.10 times the amount billed to AWCK, Inc.
  - f. The above rates are subject to adjustment in accordance with normal salary and rate review practices on an annual basis.
  - g. Where ranges of hourly charge rates are listed, the rate charged will be the actual charge rate associated with the individual performing the services.
  - h. Payment will be made monthly based on invoices submitted by Alley, Williams, Carmen & King, Inc.

740 Chapel Hill Road (27215) • P.O. Box 1179 • Burlington, North Carolina 27216

Tel. - (336) 226-5534 • Fax - (336) 226-3034 • awck.com

ESTABLISHED • 1960



## 8. Police to Citizen

Information will be  
Presented at the  
Council Meeting

## 9. Appointment for Council Vacancy

Information will be  
Presented at the  
Council Meeting

# 10. Financial & Tax Report

**City of Roxboro, North Carolina**  
**Financial Statement - Unadjusted**  
**Modified Accrual Basis**  
**For the Fiscal Year Ended June 30, 2019**

	Original Budget	Amended Budget	Actual	Annual Variance Favorable (Unfavorable)	100.00% Percent of Budget
<b>General Fund (10)</b>					
Ad Valorem Taxes	\$ 4,768,851	\$ 4,827,691	\$ 5,006,794.25	\$ 179,103.25	103.71%
Local Option Sales Tax	1,721,816	1,841,816	1,802,745.84	(39,070.16)	97.88%
Other Taxes and Licenses	12,000	12,000	15,684.06	3,684.06	130.70%
Unrestricted Intergovernmental	973,408	1,038,408	1,051,628.93	13,220.93	101.27%
Restricted Intergovernmental	637,276	637,396	615,757.76	(21,638.24)	96.61%
Permits and Fees	7,000	7,000	10,767.53	3,767.53	153.82%
Sales and Services	667,120	667,120	642,482.07	(24,637.93)	96.31%
Miscellaneous	20,247	60,107	97,642.76	37,535.76	162.45%
Investment Earnings	2,500	20,500	34,777.30	14,277.30	169.65%
Interfund Transfers	1,206,817	1,372,772	1,079,165.62	(293,606.38)	78.61%
Sale of Fixed Assets	15,000	15,000	9,062.88	(5,937.12)	60.42%
<b>Total Revenues</b>	<b>10,032,035</b>	<b>10,499,810</b>	<b>10,366,509.00</b>	<b>(133,301.00)</b>	<b>98.73%</b>
<b>Expenditures:</b>					
Governing Body - City Council	177,805	240,105	222,374.87	17,730.13	92.62%
City Hall Administration	544,510	658,565	637,495.38	21,069.62	96.80%
Finance	278,083	308,283	303,933.02	4,349.98	98.59%
Sales Tax	88,100	153,100	117,502.83	35,597.17	76.75%
Tax Collections	64,843	69,843	66,778.53	3,064.47	95.61%
Buildings & Grounds	220,644	396,044	165,101.18	230,942.82	41.69%
Safety / Purchasing	34,275	20,715	11,222.43	9,492.57	54.18%
Police	3,209,292	3,266,142	3,182,367.78	83,774.22	97.44%
Fire	2,218,717	2,249,627	2,141,716.59	107,910.41	95.20%
Emergency Communications 911	95,800	135,800	95,867.98	39,932.02	70.59%
Transportation - Streets	1,836,440	1,868,640	1,475,272.01	393,367.99	78.95%
Environmental Protection	1,142,526	1,171,826	1,124,411.42	47,414.58	95.95%
Economic Development	399,580	413,680	295,583.27	118,096.73	71.45%
Cultural & Recreational	750	750	-	750.00	0.00%
Debt Service	531,420	552,320	552,287.33	32.67	99.99%
Interfund Transfers	75,000	325,000	250,000.00	75,000.00	76.92%
<b>Total Expenditures</b>	<b>10,917,785</b>	<b>11,830,440</b>	<b>10,641,914.62</b>	<b>1,188,525.38</b>	<b>89.95%</b>
<b>Excess of Revenues Over (Under) Expenditures</b>	<b>(885,750)</b>	<b>(1,330,630)</b>	<b>(275,405.62)</b>	<b>1,055,224.38</b>	
<b>Other Financing Sources</b>					
Proceeds of Capital Lease	488,750	488,750	202,946.00	(285,804.00)	41.52%
Fund Balance Appropriated	397,000	841,880	-	(841,880.00)	0.00%
<b>Total Other Financing Sources</b>	<b>885,750</b>	<b>1,330,630</b>	<b>202,946.00</b>	<b>(1,127,684.00)</b>	<b>15.25%</b>
<b>Excess of Revenues Over (Under) Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>(72,459.62)</b>	<b>\$ (72,459.62)</b>	
<b>Fund Balance Beginning of Year</b>			<b>4,702,534.97</b>		
<b>Fund Balance Current Period</b>			<b>\$ 4,630,075.35</b>		

**City of Roxboro, North Carolina**  
**Financial Statement - Unadjusted**  
**Modified Accrual Basis**  
**For the Fiscal Year Ended June 30, 2019**

	Original Budget	Amended Budget	Actual	Annual	
				Variance Favorable (Unfavorable)	100.00% Percent of Budget
<b>Enterprise Funds</b>					
<b>Revenues:</b>					
<b>Water &amp; Sewer Fund 60</b>					
Charges for Services	\$ 5,383,752	\$ 5,383,752	\$ 4,891,325.85	\$ (492,426.15)	90.85%
Assessments	-	-	-	-	#DIV/0!
Tapping Fees	20,000	20,000	34,700.00	14,700.00	173.50%
Other Operating Revenues	35,519	35,519	36,698.84	1,179.84	103.32%
Nonoperating Revenues	500	500	-	(500.00)	0.00%
Interfund Transfers-MERP	-	-	-	-	-
Interfund Transfers	1,082,589	1,185,294	-	(1,185,294.00)	0.00%
Sale of Fixed Assets	15,000	15,000	35,626.00	20,626.00	237.51%
<b>Total Water &amp; Sewer Fund 60</b>	<b>6,537,360</b>	<b>6,640,065</b>	<b>4,998,350.69</b>	<b>(1,641,714.31)</b>	<b>75.28%</b>
<b>Triple Tier Fund 61</b>					
Operating Revenues	6,965	6,965	3,276.50	(3,688.50)	47.04%
Nonoperating Revenues	100	100	214.07	114.07	214.07%
Rural Center Engineering Grant	-	-	-	-	#DIV/0!
<b>Capital Reserve Fund 69</b>					
Operating Revenues	742,040	742,040	741,873.82	(166.18)	99.98%
Nonoperating Revenues	1,500	1,500	9,977.73	8,477.73	665.18%
Interfund Transfers	-	-	-	-	#DIV/0!
<b>Total Revenues</b>	<b>7,287,965</b>	<b>7,390,670</b>	<b>5,753,692.81</b>	<b>(1,636,977.19)</b>	<b>77.85%</b>
<b>Expenditures:</b>					
Public Utilities: Administration	-	-	-	-	#VALUE!
Sales Tax	-	-	-	-	#DIV/0!
Billing & Collection	131,911	156,051	138,816.50	17,234.50	88.96%
Meter Section	258,720	257,120	214,714.13	42,405.87	83.51%
Raw Water Supply	62,813	68,973	68,800.93	172.07	99.75%
Water Plant	1,568,915	1,603,410	1,460,850.09	142,559.91	91.11%
Water Maint and Construction	838,830	865,680	720,185.43	145,494.57	83.19%
Wastewater Plant II	149,664	149,964	120,057.40	29,906.60	80.06%
Wastewater Plant	1,163,705	1,174,265	1,150,331.03	23,933.97	97.96%
Pump Stations	337,268	342,168	335,137.13	7,030.87	97.95%
Wastewater Maint & Construction	593,506	600,406	591,173.06	9,232.94	98.46%
Debt Service	479,487	479,487	479,486.83	0.17	100.00%
Interfund Transfers-MERP	-	-	-	-	-
Interfund Transfers	1,271,817	1,261,817	909,165.62	352,651.38	72.05%
<b>Total Water &amp; Sewer Fund 60</b>	<b>6,856,636</b>	<b>6,959,341</b>	<b>6,188,718.15</b>	<b>770,622.85</b>	<b>88.93%</b>
Triple Tier Fund 61	7,065	7,065	-	7,065.00	0.00%
Capital Reserve Fund 69	743,540	743,540	-	743,540.00	0.00%
<b>Total Expenditures</b>	<b>7,607,241</b>	<b>7,709,946</b>	<b>6,188,718.15</b>	<b>1,521,227.85</b>	<b>80.27%</b>
<b>Excess of Revenues Over (Under) Expenditures</b>	<b>(319,276)</b>	<b>(319,276)</b>	<b>(435,025.34)</b>	<b>(115,749.34)</b>	
<b>Other Financing Sources</b>					
Proceeds of Capital Lease	319,276	319,276	142,827.00	(176,449.00)	44.73%
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>319,276</b>	<b>142,827.00</b>	<b>(176,449.00)</b>	<b>44.73%</b>
<b>Excess of Revenues Over (Under) Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>(292,198.34)</b>	<b>\$ (292,198.34)</b>	
<b>Fund Balance Beginning of Year</b>			<b>2,262,190.12</b>		
<b>Fund Balance Current Period</b>			<b>\$ 1,969,991.78</b>		

**City of Roxboro, North Carolina  
 Financial Statement - Unadjusted  
 Modified Accrual Basis  
 For the Fiscal Year Ended June 30, 2019**

	Original Budget	Amended Budget	Actual	Annual Variance Favorable (Unfavorable)	100.00% Percent of Budget
<b><u>Central Depository</u></b>					
Cash		11100000	2,811,201.19		
BB&T MMA		11100001	128,388.27		
NCCMT		11100002	2,408,150.21		
Flexible Spending Account AFLAC		11100003	70,469.42		
Roxboro Savings Bank		11100004	767,389.08		
Gateway Bank MMA Finistar		11100005	-		
CD's		11130000	-		
<b>Total Cash and Investments</b>			\$ 6,185,598.17		\$6,185,598.17
<b><u>Breakdown by Fund:</u></b>					
General		10	\$ 3,963,234.54		
CDBG-Revolving Loan Fund		13	63,783.85		
Old Durham Road Project Fund		20	359.95		
Vehicle Special Revenue		26	5,112.40		
Ridge Road Capital Project		30	-		
Stormwater Capital Fund		50	211,476.89		
Enterprise		60	(582,478.00)		
Triple Tier Water		61	3,247.36		
Capital Reserve		69	2,367,500.30		
Wastewater Plant Capital Project		71	7,460.00		
Annexation Area Capital Project		73	-		
Christmas Club / Flex Fund		75	70,469.42		
LEO Pension Trust Fund		79	75,431.46		
Reserve for Interest Earned			-		
<b>Total of Fund's Cash and Investments</b>			\$ 6,185,598.17		\$6,185,598.17

**City of Roxboro, North Carolina**  
**Fund Balance**  
**General Fund**  
**As of June 30, 2019**

	<b>General Fund</b>			
	<b>30-Jun-19 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 inventories	\$ 45,118	0.97%	0.38%	0.44%
Reserved by state statute	653,781	14.12%	5.53%	6.33%
Reserved for streets - Powell Bill	287,458	6.21%	2.43%	2.78%
Reserved for cemetery	30,269	0.65%	0.26%	0.29%
Reserved for drug enforcement	-	0.00%	0.00%	0.00%
Reserved for public safety	<u>134,988</u>	<u>2.92%</u>	<u>1.14%</u>	<u>1.31%</u>
Total fund balance reserved	<u>1,151,614</u>	<u>24.87%</u>	<u>9.73%</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>3,478,461</u>	<u>75.13%</u>	<u>29.40%</u>	<u>33.66%</u>
Total fund balance unreserved	<u>3,478,461</u>	<u>75.13%</u>	<u>29.40%</u>	<u>33.66%</u>
Total equity and other credits	<u>\$ 4,630,075</u>	<u>100.00%</u>	<u>39.14%</u>	<u>44.81%</u>
Budget Ordinance for June 30, 2019, as Amended			\$ 11,830,440	
Prior Year Expenditures				\$ 10,333,189

**City of Roxboro, North Carolina  
Fund Balance  
Enterprise Fund  
As of June 30, 2019**

	<u>Enterprise Fund</u>			
	<u>30-Jun-19 Fund Balances</u>	<u>Percentage of Total Fund Balance</u>	<u>Percentage of Fiscal Year 2019 Budget</u>	<u>Percentage of Prior Year Actual Expenditures</u>
<b>Fund Balances</b>				
<b>Reserved</b>				
Reserved for encumbrances	\$ 14,267	0.72%	0.25%	0.28%
Reserved by state statute	222,861	11.31%	3.91%	4.35%
Reserved for capital outlay (C89 + C91)	<u>1,706,909</u>	<u>86.65%</u>	<u>29.96%</u>	<u>33.34%</u>
Total fund balance reserved	1,944,037	98.68%	34.12%	37.97%
<b>Unreserved</b>				
Designated for subsequent year's expenditures	-	0.00%	0.00%	0.00%
Undesignated	<u>25,955</u>	<u>1.32%</u>	<u>0.46%</u>	<u>0.51%</u>
Total fund balance unreserved	<u>25,955</u>	<u>1.32%</u>	<u>0.46%</u>	<u>0.51%</u>
Total equity and other credits	<u>\$ 1,969,992</u>	<u>100.00%</u>	<u>34.58%</u>	<u>38.47%</u>
Budget Ordinance for June 30, 2019, as Amended			\$ 5,697,524	
Prior Year Expenditures			\$ 5,120,360	

**City of Roxboro  
Tax Collection Report  
For the Month Ended  
30-Jun-19**

	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>	577,777.41	499,691.97	493,114.72
<b>Public Utilities</b>	-	-	-
<b>Adjusted Original Levy</b>	<u>4,807,492.81</u>	<u>4,850,355.65</u>	<u>4,835,928.61</u>
<b>+Discoveries</b>	<u>182,028.95</u>	<u>106,561.33</u>	<u>123,960.93</u>
<b>Levy</b>	4,989,521.76	4,956,916.98	4,959,889.54
<b>-Releases</b>	<u>7,637.39</u>	<u>11,095.95</u>	<u>6,004.54</u>
<b>Current Levy</b>	<u>4,981,884.37</u>	<u>4,945,821.03</u>	<u>4,953,885.00</u>
<b>Collection year-to-date</b>	\$ 4,915,464.25	\$ 4,904,488.87	\$ 4,932,835.79
<b>Uncollected</b>	\$ 66,420.12	\$ 41,332.16	\$ 21,049.21
<b>Collection % of Current Levy</b>	98.67%	99.16%	99.58%
<b>Property Tax Rate Per \$100</b>	\$ 0.670	\$ 0.670	\$ 0.670

## 11. Assistant City Manager's Report

## **Assistant City Manager's Report**

**Waterline to Mega Park** – Construction has stated on the waterline to the County's proposed industrial park on Country Club Road. This project is funded by the County and the waterline will be turned over to the City upon completion. This is a 12" waterline. In order to maintain water quality, a valve has been installed near Community House Road. This valve will be turned off until water demand in the industrial park is sufficient to maintain water quality. There has been interest in water connections from some of the houses before you get to Community House Road. The section of line from Theresa Baptist Church to Community House Road will be put in service when the waterline is completed.

**Wastewater Treatment Plant Upgrade** – The contractor continues to pour the concrete walls on the oxidation ditch. They are installing the roof on the office/ lab building. This will allow the cinderblock to be waterproofed and the brickwork can begin. The underground site work is underway.

**Traffic Circle at Morgan Street and Long Avenue** – NCDOT has started installing the traffic circle at the intersection of Morgan Street and Long Avenue. This is a NC Department of Transportation project.

## 12. Manager's Report



## City of Roxboro

### MEMORANDUM

TO: Mayor Newell and City Council  
FROM: Brooks Lockhart  
SUBJECT: Manager's Report  
DATE: August 13<sup>th</sup>, 2019

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- Please take note of several upcoming dates.
  - Rox N' Roll will be held Uptown at 6pm on August 16<sup>th</sup>
  - PERSONALITY, August 23<sup>rd</sup> and 24<sup>th</sup> in Uptown Roxboro
  - NCDOT Madison Boulevard Safety Enhancement Public Meeting at 4-7pm, August 29<sup>th</sup> at Person County Office Building Auditorium (open house style)
  - City Council Meeting, 7pm Tuesday September 10<sup>th</sup> at City Hall
  - Kerr-Tar Regional Council of Governments' Annual Banquet, 6:30pm on September 26 at Homestead Steakhouse; please RSVP with Clerk Adams by the September 10<sup>th</sup> Council Meeting
  - Council Interviews for Council Vacancy, TBD October
  
- Staff has received an update from John Sandor with NCDOT on the roundabout at the intersection of Morgan St and Long Avenue. NCDOT's contractor Browe has begun work on the splitter islands on the week of August 4<sup>th</sup> through the 9<sup>th</sup>. Once the splitter islands are complete, work will begin on the actual circle. The work will take several days due to the volume of concrete and the time needed for it to cure. It is very possible the full intersection work could be completed by August 16<sup>th</sup>.
  
- NCDOT Madison Boulevard Safety Enhancement Open House/Public Meeting has been scheduled for 4-7pm, August 29<sup>th</sup> at Person County Office Building Auditorium. A postcard regarding this meeting is being sent out throughout the community. City Staff has posted this information on our social media and website to assist DOT in notifying the public. A new copy of the revised proposed design is available for public review at the City Hall during normal business hours. The Community Impact Assessment is underway and is being completed by Dovetail Cultural Resource Group. The official NCDOT website for information on the project can be found at <https://ncdot.publicinput.com/3045/>.
  
- Our official implementation of TylerNotify occurred with notices issued on July 11<sup>th</sup>. Our August notification will occur during the week August 12-16<sup>th</sup>. Utility customers who have enrolled in the system will receive a notification via text and/or automated call if their bill is unpaid. The hope is the extra reminder to our customers will provide a better level of service and lead to less late fees and disconnections. We do ask for patience as we activate the notifications. In the event of the system errantly contacting people who have not enrolled, we apologize for any inconvenience and request that you notify utility billing staff at City Hall so we may configure the system properly.