

**AGENDA ROXBORO CITY COUNCIL MEETING  
TUESDAY, OCTOBER 8, 2019 at 7:00 P.M.  
CITY HALL COUNCIL CHAMBER**

<b>CALL TO ORDER</b>		Mayor Marilyn P. Newell
<b>INVOCATION:</b>		Police Chaplain Merrit Buchanan
<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		
Public Services Report		
Planning/URG Report		
<b>RECOGNITIONS:</b>	AOMP Graduation – Lt. Ricky Hughes	Police Chief David Hess
	Proclamation – Race Unity Week	Mayor Marilyn P. Newell
<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 – BASIC – <i>Public Hearing</i>	Mrs. Tanillya Partridge
2.	Special Use Permit – 217 Garrett Street – Quasi Judicial – <i>Public Hearing</i>	City Manager Brooks Lockhart
3.	Rezoning – 201 S. Morgan Street – <i>Public Hearing</i>	URG Director Lynda Clayton
<b>NEW BUSINESS:</b>		
4.	Set Date & Time for Halloween “Trick or Treat”	Police Chief David Hess
<b>OLD BUSINESS:</b>		
<b>COMMITTEE REPORTS:</b>		Mayor Marilyn P. Newell
<b>ADMINISTRATIVE REPORTS:</b>		
5.	Financial & Tax Report	Finance Director Dan Craig
6.	Assistant Manager’s Report	Assistant Manager Tommy Warren
7.	Manager’s Report	City Manager Brooks Lockhart
<b>COUNCIL DISCUSSION:</b>		
<b>CLOSED SESSION:</b>		
<b>ADJOURNMENT:</b>	Motion	Second

# Consent Agenda

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

The Regular meeting of the Roxboro City Council was held in the Council Chamber of City Hall at 7:00 p.m. Tuesday, October 8, 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 September 10, 2019 (*Regular Meeting*)
- Fire/EMS Monthly Report (*September 2019*)
- Police Dept. Monthly Report (*September 2019*)
- Public Services Report (*September 2019*)
- Fuel Expenditures Monthly Report (*September 2019*)
- Planning/RDG Monthly Report (*September 2019*)

---

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, SEPTEMBER 10, 2019 – 7:00 P.M. CITY COUNCIL MEETING  
CITY HALL IN THE COUNCIL CHAMBERS - ROXBORO, NC**

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

**Members Absent:**

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

**CALL TO ORDER:**

**Mayor Marilyn P. Newell** called the meeting to order at 7:00 p.m. welcoming everyone in attendance. Police Chief David Hess provided the invocation.

**OATH OF OFFICE:** **Ms. Deborah Barker, Clerk of Court** administered the Oath of Office to newly appointed **Council Member Cynthia Petty**.

**PLEDGE OF ALLEGIANCE:**

**Council Member Cynthia Petty** led Council and those in attendance in reciting the Pledge of Allegiance to the Flag.

**AGENDA ADOPTION:**

**Mayor Marilyn P. Newell** presented the agenda asking for any changes or additions asking that the recognition of Lt. Ricky Hughes be removed from the Agenda (Lt. Hughes was in training and unable to attend this meeting). **Mayor Pro Tem Tim Chandler offered a motion to approve the agenda with the recognition of Lt. Ricky Hughes be removed with a second by Council Member Reggie Horton** and upon being put to a vote was carried unanimously.

**CONSENT AGENDA ADOPTION:**

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

**RECOGNITIONS:** **Mayor Marilyn P. Newell** read a Proclamation for Constitution Week.

**PUBLIC COMMENT:**

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

1) **Ms. Tynatta Shaw of 124 Puryear Street, Roxboro, NC** came to Council with concerns that a basketball goal could not be set up on Puryear Street for the neighborhood children to play.

2) **Mr. Robert Trotter of 117 Hill Street, Roxboro, NC** came to Council with the concerns of the proposed changes for Madison Boulevard. Mr. Trotter asked if the Mayor and Council would have any input in these changes.

#### **PUBLIC HEARINGS & ORDINANCE MATTERS:**

##### **1. Budget Amendment**

**Finance Director Dan Craig** presented Council with Budget Amendment #1. **After a brief discussion, Council Member Mark Phillips offered a motion to approve Budget Amendment #1 as presented with a second by Council Member Reggie Horton and upon being put to a vote was carried unanimously. Clerk's Note: A copy of said budget amendment is hereby incorporated into the minutes of this meeting.**

##### **2. NFIP Ordinance Amendment – Public Hearing**

**Planning Director Lauren Johnson** asked that the Public Hearing be rescheduled to November. All information that was needed did not arrive to Mrs. Johnson in time for the Public Hearing to be held. Mrs. Johnson also stated that the Public Hearing would be re-advertised as required. After a brief discussion, it was the consensus of Council to set the public hearing for the November 18, 2019 meeting.

#### **NEW BUSINESS:**

##### **3. 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. Sandy Stigall.
- 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 September 30, 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. The selected candidate would then be officially installed at the City Council regular meeting on Monday, November 18, 2019 9:00 am at Local Government Day.
- 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.

##### **4. Job Description Revisions & Reclassification**

**City Manager Brooks Lockhart** reported to Council that prior to 2009, the city had employed a full-time position for Purchasing/Safety. Following the elimination of the position, the roles and responsibilities were divided between three other positions (HR Director, Assistant City Manager and Account Operations Supervisor). Mr. Lockhart feels it best to have the HR Director and the Building Maintenance Supervisor work as co-chairs

to the safety committee. By having a more permanent leadership for the committee, the City can invest more in training to yield better long term benefits.

The Building Maintenance Supervisor position was recently created and approved by Council. The addition of co-chairing the safety committee would be an increase in duties. Mr. Lockhart request that the position reclassification from grade 15 to 17. After a brief discussion, **Mayor Pro Tem Tim Chandler offered a motion to approve the revisions and reclassification as presented with a second by Council Member Reggie Horton** and upon being put to a vote was carried unanimously.

#### 5. Revision to Purchasing Policy

City Manager Brooks Lockhart reported to the Mayor and Council that two important revisions are needed to update the Purchasing Policy to be in line with changes in practices that have been necessitated by a change in the fuel card vendor's practices and an internal change to reflect the current purchasing practices for purchasing below \$500. An amendment for the purchasing flow chart to reflect practices will also need to be approved. City Attorney Nick Herman asked that in the proposed fuel card revision that the sentence stating "It is not appropriate for City employees to use fuel cards to purchase fuel for any other vehicle or equipment other than which the card was issued to", to be removed from the paragraph, stating this is not required as a statement for employees using their assigned PIN numbers. The proposed revision would then read:

- *Fuel cards will be assigned to the city fleet during normal hours of operations, the following department heads for after-hours emergencies: police, fire, public services. The fuel cards are required to be used to purchase fuel for City vehicles, or in some instances, to purchase fuel for other job-related equipment such as: weedeaters, lawn mowers, leaf-blowers, etc. Employees are required to use their individually assigned PIN when purchasing fuel. Any unauthorized use of a PIN may result in disciplinary action up to and including termination.*

After a brief discussion, **Council Member Mark Phillips offered a motion to approve the fuel card revision policy with the correction suggested by City Attorney Nick Herman with a second by Council Member Cynthia Petty** and upon being put to a vote was carried unanimously.

#### OLD BUSINESS:

##### 6. Architect Contract – Water Plant

Public Services Director Andy Oakley presented the Mayor and Council with the Water Treatment Plant Lab/Office Contract. A study done in the 2018-2019 Budget found that due to the increased testing requirements and age of the facility, that a new Lab/Office was needed. A preliminary layout and estimate was completed and a capital fund has been created to accommodate the full design and construction. The first step is to have an architect complete a full set of construction drawings, which can be used for bids to establish a construction budget.

Alley, Williams, Carmen and King, Inc. performed the study for the City and created the preliminary layout and design. The design contract is for \$108,000. After a brief discussion, **Mayor Pro Tem Tim Chandler offered a motion to approve Alley, Williams, Carmen and King, Inc. for the architect contract for the Water Plant in the amount of \$108,000 with a second by Council Member Mark Phillips** and upon being put to a vote was carried unanimously.

## 7. Street Specifications

**Public Services Director Andy Oakley** reported to Council that the City's Uniform Development Ordinance referenced the City of Roxboro's Street Standard Specifications and they did not include the specifications for street construction. The City had used minimum guidelines in the Subdivision Ordinance to control street construction and these were no longer adequate. In the 2018-2019 Budget, the City funded the creation of these documents. The Standard Specifications that were created are based on national recognized specifications for construction. The specifications will be available online and paper copies will be available for purchase at Taylor's Printing Company. After a brief discussion, **Council Member Mark Phillips offered a motion to approve the Street Specifications as presented with a second by Council Member Reggie Horton** and upon being put to a vote was carried unanimously.

### Committee Reports:

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

- Council Member Mark Phillips, Council Member Reggie Horton will be attending the Chief's meeting on Thursday, September 12, 2019. Council Member Mark Phillips and Council Member Reggie Horton attended the East Roxboro Neighborhood Watch meeting. Council Member Mark Phillips also attended the Patriots Celebration and the Tourism soft opening.
- Mayor Pro Tem Tim Chandler was unable to attend the United Way meeting this month, however, did attend the RAMA meeting and the Miracle Barber Shop meeting for the public.
- Council Member Reggie Horton attended three Kerr Tar this month.
- Mayor Marilyn P. Newell reported that she attended the Economic Development meeting to discuss the Mega Park.

## ADMINISTRATIVE REPORTS

### 8. Financial & Tax Report

**Finance Director Dan Craig** presented Council with Financial reports for months ending July 31, 2019 and tax reports for August 31, 2019. **Clerk's Note: A copy of said financial and tax report is hereby incorporated into the minutes of this meeting.**

### 9. Assistant Manager's Report

**Assistant Manager Tommy Warren** reported to the Mayor and Council that though Hurricane Dorian did not come as far inland as expected, the Public Services Department were prepared for the worse. The generators at the water plant and wastewater treatment plant were checked and were operational. The crew made sure all equipment was full of fuel and ready to go along with chain saws and barricades if needed.

Mr. Warren also reported that City Lake is 2' low and at this level the pumps from Lake Roxboro will be started up. The intake for the Hyco Creek Pump was cleaned out and the gates were opened at Lake Roxboro. Hopefully the City will get some rain from Hurricane Dorian and the pumps will not have to run long. This is the first time in two years the pumps have needed to be turned on.

After a showing of the updates being done at the wastewater treatment plant, Mr. Warren stated that work is continuing on the oxidation ditch. The contractor is close to finishing the concrete pour for the walls. The focus of work has shifted to the pipework (this has to be completed in order for the oxidation ditch to work). The brick masons are starting to lay brick on the outside of the office/lab building.

## 10. Manager's Report

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

- o BASIC Meeting, 7pm Thursday September 19<sup>th</sup> at New Mount Zion Baptist Church
- o Rox N' Roll Friday September 20<sup>th</sup> at 6:00 pm in Uptown Roxboro
- o Kerr-Tar Council of Government Annual Banquet will be held on Thursday, September 26, 2019 at 6:30 pm at the Homestead Festival House
- o Race Unity Week is October 6-13, 2019

As mentioned earlier, an internal steering committee has been appointed and tasked with designing a more efficient Safety Committee. A new Safety Policy Manual will be drafted, evaluate safety equipment/facilities and improve safety with the City of Roxboro.

Notification was sent to the City from NCDOT that the "preliminary engineering" on a majority of construction projects will be temporarily suspended effective on August 30<sup>th</sup>. Lack of state budget is assumed the reasoning for this delay. This will impact a small handful projects in Person County and most significantly the proposed safety enhancements on Madison Boulevard.

### **COUNCIL DISCUSSION:**

**Mayor Marilyn P. Newell** asked for suggestions for the next date for interviews for the vacant seat of Council Member Sandy Stigall. **Council Member Reggie Horton** noted that he would be out of town September 28<sup>th</sup> – October 9<sup>th</sup>, **Council Member Mark Phillips** noted that he would be out of town October 10<sup>th</sup> – October 20<sup>th</sup>. **Mayor Newell** stated that she would be unavailable October 10<sup>th</sup> and October 11<sup>th</sup> and the week of October 14<sup>th</sup> – October 18<sup>th</sup>. After some discussion, it was the consensus of Council to set Wednesday, October 2, 2019 at 7:00 pm for the interviews, nominations to be held at the regular Tuesday, October 8, 2019 Council meeting and the oath to be administered at the Local Government Day Council meeting on Monday, November 18, 2019.

**Council Member Mark Phillips** also stated that the Garden Club is offering to help the City beautify the entrances to Roxboro.

### **ADJOURNMENT:**

There being no further business to discuss, **A motion was offered by Council Member Cynthia Petty 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 8:46 p.m.

Submitted by:

---

Trevie Adams, MMC/NCCMC  
City Clerk

September 10, 2019



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

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

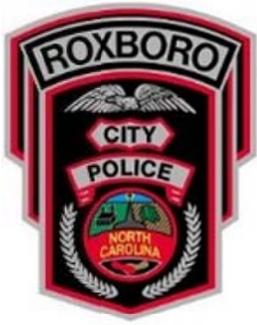
**Highlight**

- **Responses** - During the month of September the City of Roxboro Fire Department responded to 28 fire calls and 114 ems calls. During the month we also responded to 15 hazardous Conditions and 4 service calls. Over the course of August we responded to 107 calls in the city and 51 in county plus 16 mutual aid calls. Eighteen percent of the time we had two or more calls going at the same time with a total of 2 full alarms.
- **Motorcycle accident victim.** In the month of September another victim of a tragic day returned to the fire department to thank the crews involved in their positive outcome. The accident took place at Leasburg Rd and Dee Long Road. It involved two motorcycles a father and son and a car. A truck pulled out in front of the car which caused the driver to brake heavily which in turn cause the two motorcycles to hit the car in the rear. The son driving the second motorcycle was seriously hurt and was flown to Duke via Lifeflight. The father on the other motorcycle was a sheriff deputy in Youngsville. Due to the son hurt Chief Torain took his enclosed trailer and loaded up both of the wrecked bikes and stored them in the fire station until the insurance company could come to evaluate the damages and remove the items. The father returned with the insurance company and his wife to say thanks for the overwhelming support. This month the son walked into the fire department with gifts bag to say thanks, for the Roxboro Fire Department, EMS and Sheriff departments crew involved. In the bag was a new bible for each person.
- **Live Burn-** Roxboro fire department hosted a live burn instructor class in September. The house at the corner of North Main and the Four way was the house burnt. Chip King the owner was nice enough to let us use it for that purpose and paid for all the permits needed for our class. He will be taking the rest down when he free up his equipment and we get the other adjacent to it burnt also.
- **Relay for Life** Roxboro Fire Department help set up all the bleacher on the field and help unload some of the personal equipment. We also returned during the opening of the event to be a flag barrier and to clear the truck during the survivor

105 Court St.  
Roxboro, North Carolina 27573

walk and stayed into the night to help out where needed and support the cause of the event by purchasing items sold.

- **Burn Kids Haunted House.** During the month of September we have been supporting getting everything ready for October Haunted House.
- **Fire Prevention Month** October is Fire Prevention Month and October 12, 2019 will be fire prevention day at Lowes Home Improvement. We will have department from all over the county and beyond on hand including a Car Seat Clinic and vendors.



# ROXBORO POLICE DEPARTMENT



*109 North Lamar Street  
Roxboro, North Carolina 27573*

*Office 336 599 8345*

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

## City Council Report

**September 2019**

### Patrol Division

#### Highlighted Events

- Hosted a departmental meeting with all personnel to discuss upcoming budget approved acquisitions, announcement of sergeant promotion process dates, and a general Q&A session.
- Lt. Hughes and Cpl. Lynch competed an 80-hour police instructor course. Cpl. Lynch plans to complete specialized police driving instructor training in the future.
- Enforcement of loud and improper muffler law throughout the city. Numerous citations issued. This effort is to address multiple complaints and quality of life concerns throughout the city.
  - Since enforcement and the Courier Times article about his issue the officers have seen and heard a significant decrease with this issue.
- Interviewed several applicants to fill existing and planned vacancies for police officer.
- K9 Officer Solomon and Kilo earned their third consecutive North Carolina Police Dog Association certification validating their training and utilization.

#### Community Policing

- Several of the Cops as Coaches for the Northern Middle School football networked with several businesses to obtain needed supplies and tools to repaint the goal post on the football field.
- During football practice on September 11<sup>th</sup>, at Northern Middle School, the coaches gathered the team at the flag poles to discuss the events of 9/11, how the events impacted and changed America, then held a moment of silence to honor those who paid the ultimate sacrifice. These are types of leadership traits and mentoring our staff does on a regular basis to make a difference in the community. I extend my appreciation to elected officials and city manager for supporting our community policing efforts. We are all proud of the officers coaching the team, their investment in youth, and their leadership characteristics.



**September 2019 Monthly Activities**

**Calls for Service:** 1679

**Traffic Enforcement Requests:** 23

**Traffic Crashes:** 57

**Total Arrests:** 47

**Directed/Foot Patrol:** 419

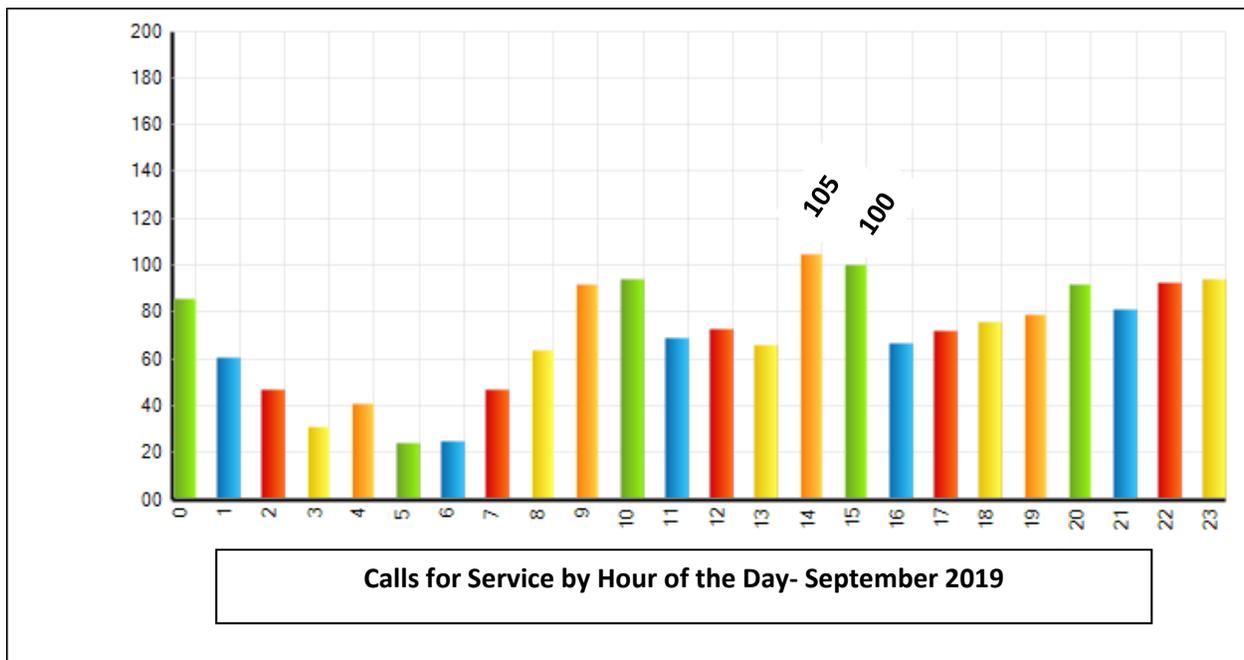
**Incident Reports:** 167

**Traffic Stops:** 296

**Citations Issued:** 274

**Warnings:** 59

**K-9 Utilizations:** 8 (35 hours spent at NCPDA certification)



**Criminal Investigations Division**

- CID has numerous active investigations.
- Investigators closed a felonious Obtaining Property by False Pretense warrant after a suspect pawned a firearm in an associated Roxboro PD case in Johnston County under fraudulent information.
- Lt. Dickerson closed out a disclosure of private images case after the alleged suspects sent inappropriate sexual photos to an ex-boyfriend and his mother.

**Total Numbers for the Month**

**Cases Assigned:** 16

**Call Outs:** 2

**Felony Warrants Obtained:** 13

**Total Arrests:** 6

**Cases Closed:** 13

**Court Hours:** 10

**Out of Town Follow Ups:** 8

**Search Warrants Executed:** 1

**Misdemeanor Warrants Obtained:** 3

**Interviews Conducted:** 18

**Total Forensics Cases:** 12

**Total Forensics Hours:** 23

### Street Crimes Unit

- Pending ATF operation postponed by ATF.
- As part of random gaming ordinance compliance checks, SCU identified two businesses with illegal gaming machines. Educated the owners about the city ordinance and notified Mrs. Johnson of the locations.

### Administrative Services Unit

- Meetings: Daily with Command Staff; departmental meeting; Shop with a Cop planning; Toys for Tots planning; Probation & Parole; Safe City Committee; Scheduled Honor Guard for Veteran's Day events; Scheduled departmental firearms in-service training dates.
- Community Engagement: Barbershop Uncut; Scheduled a Place of Worship safety presentation for a local church; Began CPA Session 12;

### Administration

#### Meetings

- Daily meetings with Command Staff.
- Completed monthly Risk Management Accreditation review.
- Meetings: City Manager; Finance Director; Human Resources; Department Head; Staff meeting; Property Owners Collaborative; Chaplain; NC Chiefs Legislative business; IACP One Mind summit planning session; Media management; Mrs. Johnson; Assisted EMS with promotion candidate interviews; NAAP Executive Board meeting; Vance County Sheriff; Director of Training & Standards Commission; Verizon account representative; Raise the Age judicial stakeholders.
- Community Engagement: PAAL event;; Rotary; Barbershop Uncut; Property Owners Collaborative; Mental Health Providers; Safe Haven mental health representative; TDA Open House; Kerr Tar banquet; Presented during Week 1 of CPA; Cops & Autism event

\*\*Special recognition and thanks to Mrs. Lori Davis and Tanya Thomas for coordinating and overseeing the department's 2<sup>nd</sup> Annual Cops & Autism event. This year, the event was hosted at Palace Pointe. We extend our appreciation to Palace Pointe staff and the numerous CPA Alumni who helped make the event a success! The participating families were able to bowl, roller skate, play games, and provided a snack all of free of charge to the families thanks to donations from the community and CPA Alumni that made the event possible.



**\*\*Retirement Notice\*\***

- Sergeant Cash announced his retirement to all police department personnel. He will retire in November after serving the City honorably for 25 years.

**\*\*Upcoming Events\*\***

- Race Unity Week October 7-11, REI Training October 10-11 (PD has 5 attending)
- Homecoming Parade: October 18<sup>th</sup>
- Veteran's Day Parade: November 11<sup>th</sup>
- Christmas Parade: December 14<sup>th</sup>

City of Roxboro, North  
 Distribution of Gas Taxes  
 31-Aug-19

LM  
 Weed Eaters  
 Chain Saws  
 Gas Cans, ETC.

Shell  
 Account Number: 80-001-3945-4

Gas 0.5580  
 Diesel 0.6200  
 Total Cost

0.05  
 2.00%  
 per gallon  
 Discount

2.00%  
 2.00%  
 Discount

Net  
 Cost  
 Average  
 Cost  
 Per Gallon

Card Number	Dept Number	Make	Model	Gallons	Total Cost	Tax Adjust	per gallon Discount	2.00% Discount	Net Cost	Average Cost Per Gallon
Summary										
1	4120	City Hall		41.61	109.24	23.52	2.08	0.83	82.80	2.625
2	4130	Finance		-	-	-	-	-	-	#DIV/0!
3	4160	Public Buildings		112.34	294.93	63.51	5.62	2.25	223.56	2.625
4	4180	Purchasing		-	-	-	-	-	-	#DIV/0!
17	4910	Planning & Zoning		-	-	-	-	-	-	#DIV/0!
		Total Administrative		153.95	404.16	87.03	7.70	3.08	306.36	2.625
5	4310	Police		2,414.93	6,339.71	1,365.12	120.75	48.30	4,805.55	2.625
6	4311	CID		123.08	323.11	69.57	6.15	2.46	244.92	2.625
26	4312	Narcotics		-	-	-	-	-	-	#DIV/0!
9	4380	Animal Control		-	-	-	-	-	-	#DIV/0!
		Total Police		2,538.01	6,662.81	1,434.69	126.90	50.76	5,050.46	2.625
7	4340	Fire		1,509.53	3,962.84	853.31	75.48	30.19	3,003.86	2.625
8	4341	Fire Inspections		72.76	191.02	41.13	3.64	1.46	144.79	2.625
		Total Fire Dept.		1,582.29	4,153.85	894.44	79.11	31.65	3,148.65	2.625
10	4510	Public Services		94.25	247.43	53.28	4.71	1.89	187.55	2.625
11	4511	Streets		442.04	1,160.45	249.88	22.10	8.84	879.63	2.625
12	4512	Street Cleaning		27.19	72.37	16.69	1.40	0.59	53.69	2.662
13	4513	Garage		31.69	83.20	16.24	1.52	0.57	64.87	2.625
14	4710	Residential Garbage		1,537.41	4,036.03	869.07	76.87	30.75	3,059.34	2.625
15	4711	Commercial Garbage		1,000.53	2,626.62	565.58	50.03	20.01	1,990.99	2.625
16	4740	Cemetery		188.69	495.35	106.66	9.43	3.77	375.48	2.625
		Total Public Services		3,321.80	8,721.43	1,877.40	166.06	66.42	6,611.55	2.626
		Total General Fund		7,596.05	19,942.26	4,293.56	379.78	151.91	15,117.03	2.625
18	7112	Meter Reading		305.97	803.24	172.96	15.30	6.12	608.86	2.625
19	7114	Lake Warden		80.73	211.93	45.63	4.04	1.61	160.65	2.625
25	7118	Pump Stations		-	-	-	-	-	-	#DIV/0!
20	7120	Water Plant		119.08	312.60	67.31	5.95	2.38	236.96	2.625
21	7121	Water Line Maintenanc		1,008.53	2,647.62	570.11	50.43	20.17	2,006.91	2.625
22	7130	WWTP		66.38	174.27	37.52	3.32	1.33	132.10	2.625
23	7131	Sewer Line Maintenanc		659.20	1,730.55	372.63	32.96	13.18	1,311.77	2.625
24	7132	WWTP II		123.24	323.54	69.67	6.16	2.46	245.25	2.625
		Total Enterprise Fund		2,363.14	6,203.74	1,335.84	118.16	47.26	4,702.48	2.625
		Total All Funds		9,959.76	26,146.51	5,630.07	497.99	199.20	19,819.25	2.625

## Public Services Department Monthly Report



### City of Roxboro

**September 2019**

Public Utilities Department	Public Works Department																																																																					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">Water Repairs:</td> <td style="text-align: right;">20</td> <td></td> </tr> <tr> <td>Hydrant Repairs and Maint:</td> <td style="text-align: right;">25</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">Meters Changed:</td> <td style="text-align: right;">7</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">New Water Services:</td> <td style="text-align: right;">4</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">Broken Meters Replaced:</td> <td style="text-align: right;">1</td> <td></td> </tr> <tr> <td colspan="3"> </td> </tr> <tr> <td style="padding-left: 20px;">Sewer Repairs:</td> <td style="text-align: right;">6</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">Sewer Blockages:</td> <td style="text-align: right;">23</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">New Sewer Services:</td> <td style="text-align: right;">2</td> <td></td> </tr> <tr> <td colspan="3"> </td> </tr> <tr> <td style="padding-left: 20px;">Locate Services Provided:</td> <td style="text-align: right;">100</td> <td></td> </tr> <tr> <td></td> <td style="text-align: right;">35</td> <td style="text-align: right;">Hrs</td> </tr> </table> <p>Remarks:</p>	Water Repairs:	20		Hydrant Repairs and Maint:	25		Meters Changed:	7		New Water Services:	4		Broken Meters Replaced:	1					Sewer Repairs:	6		Sewer Blockages:	23		New Sewer Services:	2					Locate Services Provided:	100			35	Hrs	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">Commercial Garbage:</td> <td style="text-align: right;">464.33</td> <td style="text-align: right;">tons</td> </tr> <tr> <td style="padding-left: 20px;">Residential Garbage:</td> <td style="text-align: right;">197.84</td> <td style="text-align: right;">tons</td> </tr> <tr> <td style="padding-left: 20px;">Brush Collected:</td> <td style="text-align: right;">25.2</td> <td style="text-align: right;">tons</td> </tr> <tr> <td style="padding-left: 20px;">Leaves Collected:</td> <td style="text-align: right;">2.1</td> <td style="text-align: right;">tons</td> </tr> <tr> <td></td> <td style="text-align: right;">79</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">Potholes Repaired:</td> <td style="text-align: right;">19</td> <td></td> </tr> <tr> <td style="padding-left: 40px;">Asphalt:</td> <td style="text-align: right;">20.46</td> <td style="text-align: right;">tons</td> </tr> <tr> <td style="padding-left: 40px;">Concrete:</td> <td style="text-align: right;">6.9</td> <td style="text-align: right;">yards</td> </tr> <tr> <td></td> <td style="text-align: right;">27</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">Vehicle Repairs:</td> <td style="text-align: right;">28</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">Garage Materials:</td> <td style="text-align: right;">\$8,606.10</td> <td></td> </tr> </table> <p>Remarks:</p>	Commercial Garbage:	464.33	tons	Residential Garbage:	197.84	tons	Brush Collected:	25.2	tons	Leaves Collected:	2.1	tons		79		Potholes Repaired:	19		Asphalt:	20.46	tons	Concrete:	6.9	yards		27		Vehicle Repairs:	28		Garage Materials:	\$8,606.10	
Water Repairs:	20																																																																					
Hydrant Repairs and Maint:	25																																																																					
Meters Changed:	7																																																																					
New Water Services:	4																																																																					
Broken Meters Replaced:	1																																																																					
Sewer Repairs:	6																																																																					
Sewer Blockages:	23																																																																					
New Sewer Services:	2																																																																					
Locate Services Provided:	100																																																																					
	35	Hrs																																																																				
Commercial Garbage:	464.33	tons																																																																				
Residential Garbage:	197.84	tons																																																																				
Brush Collected:	25.2	tons																																																																				
Leaves Collected:	2.1	tons																																																																				
	79																																																																					
Potholes Repaired:	19																																																																					
Asphalt:	20.46	tons																																																																				
Concrete:	6.9	yards																																																																				
	27																																																																					
Vehicle Repairs:	28																																																																					
Garage Materials:	\$8,606.10																																																																					
Water Treatment Plant	Wastewater Treatment Plant																																																																					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">Total Water Treated:</td> <td style="text-align: right;">80.5</td> <td style="text-align: right;">MG</td> </tr> <tr> <td style="padding-left: 20px;">Average Daily Treated:</td> <td style="text-align: right;">2.683</td> <td style="text-align: right;">MGD</td> </tr> <tr> <td style="padding-left: 20px;">Maximum Daily Treated:</td> <td style="text-align: right;">3.2</td> <td style="text-align: right;">MGD</td> </tr> <tr> <td style="padding-left: 20px;">Minimum Daily Treated:</td> <td style="text-align: right;">1.89</td> <td style="text-align: right;">MGD</td> </tr> <tr> <td colspan="3"> </td> </tr> <tr> <td style="padding-left: 20px;">City Lake Level:</td> <td style="text-align: right;">1' Low</td> <td style="text-align: right;">9/30/2019</td> </tr> <tr> <td style="padding-left: 20px;">Lake Roxboro Level:</td> <td style="text-align: right;">12" Low</td> <td style="text-align: right;">9/30/2019</td> </tr> </table> <p>Remarks: Started flowing water from Lake Roxboro on 9/2/2019. We may stop this week. Triennial Lead and Copper sampling completed without exceedance of MCL. State inspection today is good.</p>	Total Water Treated:	80.5	MG	Average Daily Treated:	2.683	MGD	Maximum Daily Treated:	3.2	MGD	Minimum Daily Treated:	1.89	MGD				City Lake Level:	1' Low	9/30/2019	Lake Roxboro Level:	12" Low	9/30/2019	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">Average Monthly Flow:</td> <td style="text-align: right;">1.13</td> <td style="text-align: right;">MGD</td> </tr> <tr> <td style="padding-left: 20px;">Maximum Daily Flow:</td> <td style="text-align: right;">1.28</td> <td style="text-align: right;">MGD</td> </tr> <tr> <td style="padding-left: 20px;">Minimum Daily Flow:</td> <td style="text-align: right;">1.01</td> <td style="text-align: right;">MGD</td> </tr> <tr> <td colspan="3"> </td> </tr> <tr> <td style="padding-left: 20px;">Monthly Rainfall:</td> <td style="text-align: right;">0.5"</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">Maximum Rainfall:</td> <td style="text-align: right;">0.25"</td> <td style="text-align: right;">9/17/2019</td> </tr> <tr> <td style="padding-left: 20px;">Peak Hourly Flow:</td> <td style="text-align: right;">2.2mg</td> <td style="text-align: right;">9/11/2019</td> </tr> <tr> <td colspan="3"> </td> </tr> <tr> <td style="padding-left: 20px;">Monthly Samples Analyzed:</td> <td style="text-align: right;">2451</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">Oil and Grease Inspections:</td> <td style="text-align: right;">Schools</td> <td></td> </tr> <tr> <td></td> <td style="text-align: right;">Restaurants</td> <td></td> </tr> </table> <p>Remarks:</p>	Average Monthly Flow:	1.13	MGD	Maximum Daily Flow:	1.28	MGD	Minimum Daily Flow:	1.01	MGD				Monthly Rainfall:	0.5"		Maximum Rainfall:	0.25"	9/17/2019	Peak Hourly Flow:	2.2mg	9/11/2019				Monthly Samples Analyzed:	2451		Oil and Grease Inspections:	Schools			Restaurants																
Total Water Treated:	80.5	MG																																																																				
Average Daily Treated:	2.683	MGD																																																																				
Maximum Daily Treated:	3.2	MGD																																																																				
Minimum Daily Treated:	1.89	MGD																																																																				
City Lake Level:	1' Low	9/30/2019																																																																				
Lake Roxboro Level:	12" Low	9/30/2019																																																																				
Average Monthly Flow:	1.13	MGD																																																																				
Maximum Daily Flow:	1.28	MGD																																																																				
Minimum Daily Flow:	1.01	MGD																																																																				
Monthly Rainfall:	0.5"																																																																					
Maximum Rainfall:	0.25"	9/17/2019																																																																				
Peak Hourly Flow:	2.2mg	9/11/2019																																																																				
Monthly Samples Analyzed:	2451																																																																					
Oil and Grease Inspections:	Schools																																																																					
	Restaurants																																																																					



October 3, 2019

To: Mayor Newell  
Roxboro City Council

From: Lauren Johnson, Planning & Development Director

Subject: October Council Report

**Uptown Development Group:**

- Rox N' Roll Cruise-In Series: We had another successful September cruise-in with approximately 144 cars participating! Join us on October 18th for our "Fright Night Finale" theme.
- Uptown Events: We continue to work toward meeting our 2019 Goals for NC Main Street, attending and supporting area events (Museum Soiree, APS Strut Mutt & Bike Ride and Coffee & Power Hours with the Chamber). I was also able to attend a Recruiting Retail Business in Rural Areas workshop in Smithfield. October will be very busy as we will have the PHS Homecoming Parade roll through the Rox n' Roll Cruise-in finale on October 18, a Merchant's Meeting on October 24<sup>th</sup> at the new Visitors Center and a Jingle on Main Planning Session on October 28<sup>th</sup>. We will be holding a Chili Cookoff in conjunction with the Veterans Parade on November 9<sup>th</sup>.
- Uptown Developments:
  - 108 S. Main Street (formerly EPlus Thrift) was purchased by Carolyn Oakley, an antique dealer who also has a location in Hillsborough. She reports that she is doing well.
  - 108 & 110 N. Main Street (formerly NTYCE) was purchased by Prime Properties. Mr. Lockwood continues to work on the interior of his building weekly and we are awaiting the façade rendering from Main Street Design Services.
  - The Gordon Street Café, located in Hall's Way has opened for business!
  - We continue to work closely with Coulter-Jewell-Thames on the Desert Sands Pocket Park/Roxboro Open Space located at 208 N. Main Street, we are waiting on renderings for Phased work. No update on information for additional funding.
  - 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, scheduling is underway.
  - A preliminary design has been reviewed for the painting of the crosswalk located in near the Person Co. Library. We continue to work with the Kirby Arts Council on designs for additional crosswalks.
  - The former "NTYCE" building (108 & 110 N. Main Street) was purchased by Prime Properties. I have been in conversation with the developer, Brent Lockwood for almost a year as he worked patiently with the previous owner on purchasing. Last week the upper floor shutters were removed to allow light into the top of the building. Mr. Lockwood will be meeting with Lauren Johnson, Planning Director and I this



week to review ideas, regulations, and his plans for the building. I have submitted a request for Main Street Design Services for a rendering of the façade.

- 23 & 25 Reams Avenue have been recently renovated. 23 Reams was rented prior to completion by an attorney and 25 Reams may already be under a lease, as well. The Burnett's, who just completed the renovation at Russell's Ltd, own these buildings and have done an amazing job with their buildings.
- The owners of the new "Gordon Street Café," located in Hall's Way, have received most all of their equipment and all of their permits. They plan to serve soups, sandwiches, pastries, and other fresh baked items. Opening soon!
- We continue to work closely with Coulter-Jewell-Thames on the Desert Sands Pocket Park/Roxboro Open Space located at 208 N. Main Street and are almost at the stage to begin the bidding process. Because of the uncertainty with the State budget, we are unsure if we will receive the additional funds requested, we have asked for a modification of the proposal to break the project into phases in the event that this anticipated funding is not acquired. This will allow more time to seek alternative sources.
- The Uptown Roxboro Group continues to work with the Person County Arts Council and Person County Tourism Development Authority on the installation of an additional three murals in the Main Street Alleyway, scheduling is underway.
- A preliminary design has been reviewed for the painting of the crosswalk near the Person County Library. We continue to work with the Kirby Arts Council on designs for additional crosswalks.
- The following speaking engagements have been scheduled to help promote and provide information on the Uptown Roxboro Group and our rebranding: Uptown Roxboro, developing the art in living: Aug. 26 @ 6pm Kiwanis Club, Sept. 12 @ noon Rotary Club and Sept, 16 @ 7pm Roxboro Woman 's Club.



### **Planning & Development:**

- **Future Land Use Plan Update:** Staff received 5 applications for consideration of appointment to the Future Land Use Plan Steering Committee. One of the applicants is unaffiliated with any of the other land use boards, the other four applicants are already on one of the City's other land use boards. Staff also received submittals from the RFP process. There were six consultants that submitted proposals for the project. Staff will begin an initial evaluation of the firms and their proposals, then submit their findings to Council for review and selection in November or December (depending on agenda availability). Staff would like to remind Council that one representative from Council will need to serve on this steering committee also.
- **Hazard Mitigation Plan Updates:** The September meeting for the Hazard Mitigation Plan Update was canceled due to the threat of a hurricane on the coast. The new date selected is October 8<sup>th</sup> at 1pm in Hillsborough, NC. The Planning Director will be at the NC APA conference October 8-11 and therefore unable to attend this meeting. Representatives from the County will be present and have agreed to assist the City staff with relaying information from the meeting. As always, members of the public and Council may keep up with the progress by viewing the project website; <http://www.enohawhmp.com>.
- **National Flood Insurance Program CAV:** The September 11<sup>th</sup> CAV went well. Staff received only a few suggestions for improvement on floodplain development management, which primarily included updating forms and review procedures to comply with new regulations. This is the first CAV for the City of Roxboro since 1995. Staff provided the representative from the Department of Public Safety with information regarding known development near the floodplain, the current review process, and had to demonstrate a basic understanding of the FEMA/NCDPS websites and how to relay information to residents and property owners.
- **Inaccurate and Missing Street Identification:** Staff received a call from the Person County Board of Election regarding missing street signs in an apartment complex. Residents of the complex were trying to register to vote, but using the name of the complex as the street name instead of the accurate street name. After conferring with other staff, it was determined there were several areas where signs have been damaged or stolen, which may be contributing to the issue. Staff has compiled a list of missing, damaged, or misspelled street signs and provided those to the appropriate department for correction. Staff will also be working with residents to educate them of changes/corrections to their addressing, in the hopes of preventing further issues.

### **Additional Updates:**

- Staff has begun work to clarify and simplify components of the new UDO which have proven confusing or ineffective since adoption of the new document in 2017. These items will come to Council in December of this year.
- Held Planning Board meeting on September 9<sup>th</sup>
- Scheduled BOA meeting for October 22<sup>nd</sup> to review request to expand non-conforming structure
- Began work with Person County staff toward implementation of new permitting software

#  
#  
#  
#

## Race Unity Week Mayor's Proclamation

- Whereas** racial unity plays an increasingly important role in our world today, and
- Whereas** racial unity is one of the most sublime of human pursuits and should be subscribed to by all races and creeds, and
- Whereas** racial unity is the vision of all peoples and one of the greatest forces in creating peace and harmony, and
- Whereas** BASICs (Brothers and Sisters in Conversation) is dedicated to encouraging getting people to recognize and understand differences as well as the common ground among the diverse races and cultures in Person County, and

**Now therefore**, I, Marilyn Newell, Mayor of the City of Roxboro, North Carolina

Do hereby proclaim the week of October 6 – October 13, 2019 to be

### Race Unity Week in Roxboro, North Carolina

And ask that all citizens of this community observe and take part in activities, recognizing the importance of racial unity to the cultural life of our City, State, Nation and World.

Dated this 8th day of October, A.D. 2019

---

Mayor Marilyn Newell

*2019 Race Unity Week*

# 1. Special Event Permit - BASIC - Public Hearing



## City of Roxboro Special Event Permit Application

---

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: BASICS  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Daytime Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_ Email: \_\_\_\_\_

Primary Contact: Tanikka Partridge tanikp77@yahoo.com  
Address: \_\_\_\_\_ City: Wetmore State: NC Zip Code: 27573  
Daytime Phone Number: \_\_\_\_\_ Cell Number: 504/680s Email: \_\_\_\_\_

### II. General Event information:

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

Gospel youth explosion part of Race unity week

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:

performances by youth

Please indicate the following:

- a. Proposed Event Date(s): Oct 12, 2019
- b. Proposed Time Period(s) of the Event: 2pm - 8pm
- c. Location of Event: Merritt Commons
- d. Approximate Number of People to Attend the Event: 200 ppl

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

concert / performances by youth  
speakers  
vendors  
bounce house

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: \_\_\_\_\_
- Fire: \_\_\_\_\_
- Public Service (i.e., streets or portions of streets to be closed and for what period, etc.): \_\_\_\_\_
- 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):

Merritt Commons parking lot

Specify number of:

6 Goods/Food Vendors    \_\_\_\_\_ Animals    2 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: \_\_\_\_\_

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

Racial unity sign 6x8

---

---

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**

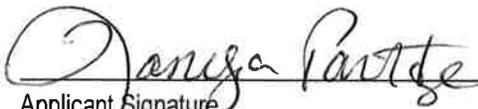
The City Manager, Roxboro Police Department, or their designee, has the authority to end the event prior to schedule based on any of the following:

- 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: 8-19-19

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

Date: \_\_\_\_\_



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
09/06/2019

RONNIE 336-504-4100

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Dunevant Ins Agency 223 N Main St Roxboro, NC 27573	<b>CONTACT NAME:</b> Tammy Cozart <b>PHONE (A/C, No, Ext):</b> 3365996773 <b>E-MAIL ADDRESS:</b> cozartt@nationwide.com	<b>FAX (A/C, No):</b> 3365994432
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Basic Brothers and Sisters in Conervation 1007 N Main Street Roxboro, NC 27573	<b>INSURER A:</b> The American Insurance Company	
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Host Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	<input checked="" type="checkbox"/>	XXC80514929 NAEP090030	10/12/2019	10/13/2019	EACH OCCURRENCE \$ 500,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 0 PERSONAL & ADV INJURY \$ 500,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ 500,000
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/>	N/A			<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Additional Insured: City Of Roxboro

<b>CERTIFICATE HOLDER</b> City Of Roxboro 105 S. Lamar Street Roxboro, NC 27573	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE Robert V. Nuccio
--	--

**RELEASE AND HOLD HARMLESS  
AGREEMENT**

**STATE OF NORTH CAROLINA**

**COUNTY OF PERSON**

The undersigned, having received permission from the City of Roxboro to conduct BASIC YOUTH EXPLOSION on Oct 12, 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:**

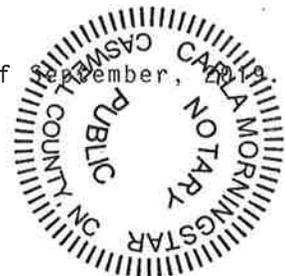
This the 11<sup>th</sup> day of Sept, 2019

*Janice Paulde*  
(Signature)

State of North Carolina  
County of Person

Sworn to and subscribed before me this the 11th day of \_\_\_\_\_, 2019

Notary Witness: *Carla Morningstar*  
Carla Morningstar  
My Com. Exp. 10/26/2023 (Seal)



## 2. Special Use Permit - 217 Garrett Street Quasi Judicial - Public Hearing

# Memo



**To:** Mayor Newell and Roxboro City Council  
**From:** Lauren Johnson/Planning & Development Director  
**cc:** Trevie Adams City Clerk (for City Records)  
**Date:** October 3, 2019  
**Re:** Special Use Permit Request for 217 Garrett Street

---

Madam Mayor and Council,

Please be advised that staff received an application for a Special Use Permit request to place a 2,000 square foot residential double-wide mobile home at the property located at 217 Garrett Street. This requires a quasi-judicial review process.

cl# 3080  
L# 40612



# Application for Special Use Permit

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 for a SPECIAL USE PERMIT for the property listed below. I hereby certify that I have full legal right to request such action. (Type or Print Clearly)

Petitioner(s): Clayton Homes

Address: 3970 Durham Rd., Roxboro NC 27574

Telephone Number: 336-597-5538 Fax Number: 336-597-5822

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

### Property Information:

Address: 217 Garrett St., Roxboro NC 27573

Watershed: Neuse Lot Size: .92 acres

Township: Roxboro Tax Map/Lot #: 19 50

Zoning District: R-6

Available Utilities: (check all that apply)

City Water  City Sewer  Well  Septic System  None

### Special Use Request:

Existing Use: \_\_\_\_\_

Proposed Use: Placement of a 28x76 Doublewide on Property. 8x10 Wooden Porch & 10x16 Wooden Deck

The undersigned hereby certifies 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.

Jackie Dixon  
Applicant Signature

8/22/2019  
Date

### Staff Use Only:

Date Received:  
8/27/19

Docket #:  
SUP 2019-02

City Council Meeting Date:  
10/8/19

August 26, 2019

Subject: Property at 217 Garrett St., Roxboro NC 27573

Dear Council members:

I, Pamela Joyce Yarboro, owner of the property at 217 Garrett St., hereby state that I authorize Clayton Homes of Roxboro to handle all necessary paperwork for the purchase of my property on 217 Garrett St. in Roxboro, NC. Tax Parcel: 15236 Tax Map: 19 50. Attached is the Offer to Purchase contract.

Best regards,

*Pamela Joyce Yarboro*

Pamela Joyce Yarboro

I, *Jackie B. Hicks*, Notary Public for Person County, NC attest that

*Pamela Joyce Yarboro* personally appeared before me this *26* day of *August* 2019.



(Notary Seal)

My Commission Expires *June 28, 2020*



August 26, 2019

TO: City of Roxboro, City Council  
RE: Special Use Permit --

Dear Council Members:

Clayton Homes of Roxboro would like to place a manufactured 28 x 76 doublewide on 217 Garrett St., Roxboro NC. The doublewide will be placed in the center of Tax Map/Parcel – 19 50, record # 15236 with an 8 x10 front porch and a 10 x 16 rear deck. We request a Special Use Permit to place this home.

- (a) The establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety or general welfare. That is correct. It is a residential home.
- (b) The special use will be in harmony with the existing development and uses within the area in which it is to be located. That is correct. The family currently rents a home on Jack Lane, which is right off Garrett Street. They want to own their own home and are purchasing the entire property. In the past, others have expressed interest however most wanted to split parcel into 2 or 3 sections. This way, it will only be one residential home on the property.
- (c) The establishment of the special use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district. It will not. It is a residential home.
- (d) Adequate utilities, access roads, drainage, parking or necessary facilities have been or are being provided. Yes – that is correct. We have talked with the city engineer and local surveyor to determine sewage and water accessibilities.
- (e) Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets. Yes, that is right. Adding only one drive to the residential property.
- (f) The special use shall, in all other respects, conform to all the applicable regulations of the district in which it is located. Yes, that is correct. As stated previously, they live in the area. They have lived on Jack Street for over 6 years.
- (g) The public access shall be provided in accordance with the recommendations of the city's land use plan and access plan or the present amount of public access and public parking as exists within the city now. If any recommendations are found to conflict, the system requiring the greatest quantity and quality of public access, including parking, shall govern.
- (h) The proposed use will be in conformity with the land use plan, thoroughfare plan, or other plan officially adopted by the City Council.

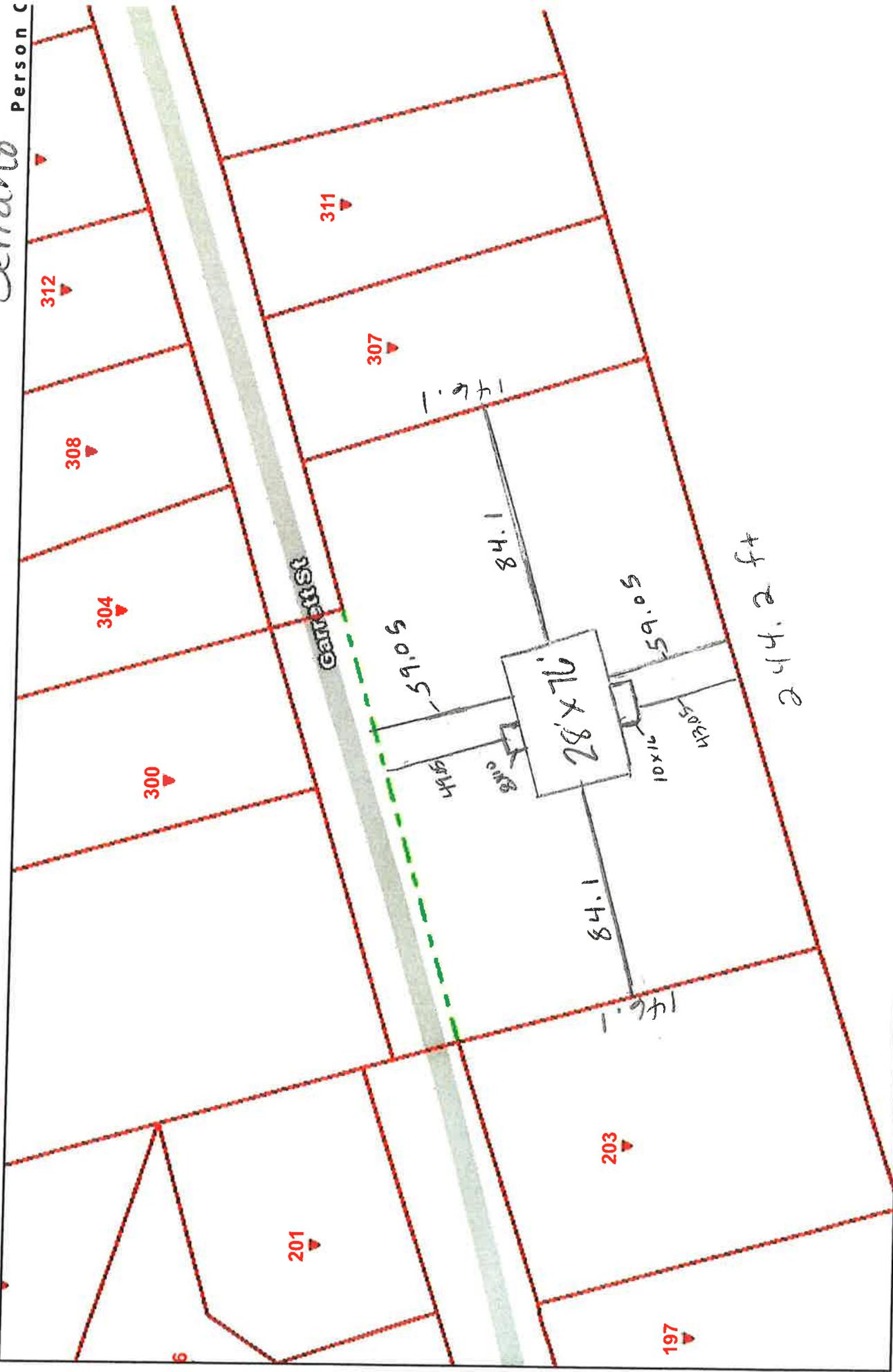
Thank you for your consideration.

A handwritten signature in blue ink that reads "Roger McCarter". The signature is stylized and fluid.

Roger McCarter, General Manager  
Clayton Homes of Roxboro

NOT FOR LEGAL USE

Serrano Person C



Legend

- ▼ E911 Address
- Easement
- Cemeteries
- Utility

Exhibit A

8/22/2019 NOT FOR

mi

Serrano

# THE Charleston

BY ROCKWELL

MODEL: 4621 | 28 X 76 | 2,025 SQ. FT. | 4 BEDROOM 2 BATHROOM



## FEATURING

- Painted Drywall T/O - 4 Color Choices
- Crown Molding, Baseboard and 2 ¼" Door and Window Casing Throughout
- Porcelain Lavs
- 1 Piece Fiberglass Tubs/Showers with Shower Standard in Master Bathroom
- Congoleum Linoleum throughout except Master & Bedroom 2
- 15 oz Carpet with Upgrade Pad
- Insulated Windows
- Keystone Front Door with Full View Storm
- Upgrade Lights
- Glass Pantry Door
- Duracraft Cabinets
- Full OSB Wrap Including Vapor Barrier Wrap and Window Wrap
- 16" On Center Floor Joist
- Glass Range Hood
- Tongue & Groove OSB Sub-Floor
- Hose Bib / Faucet on Front Side



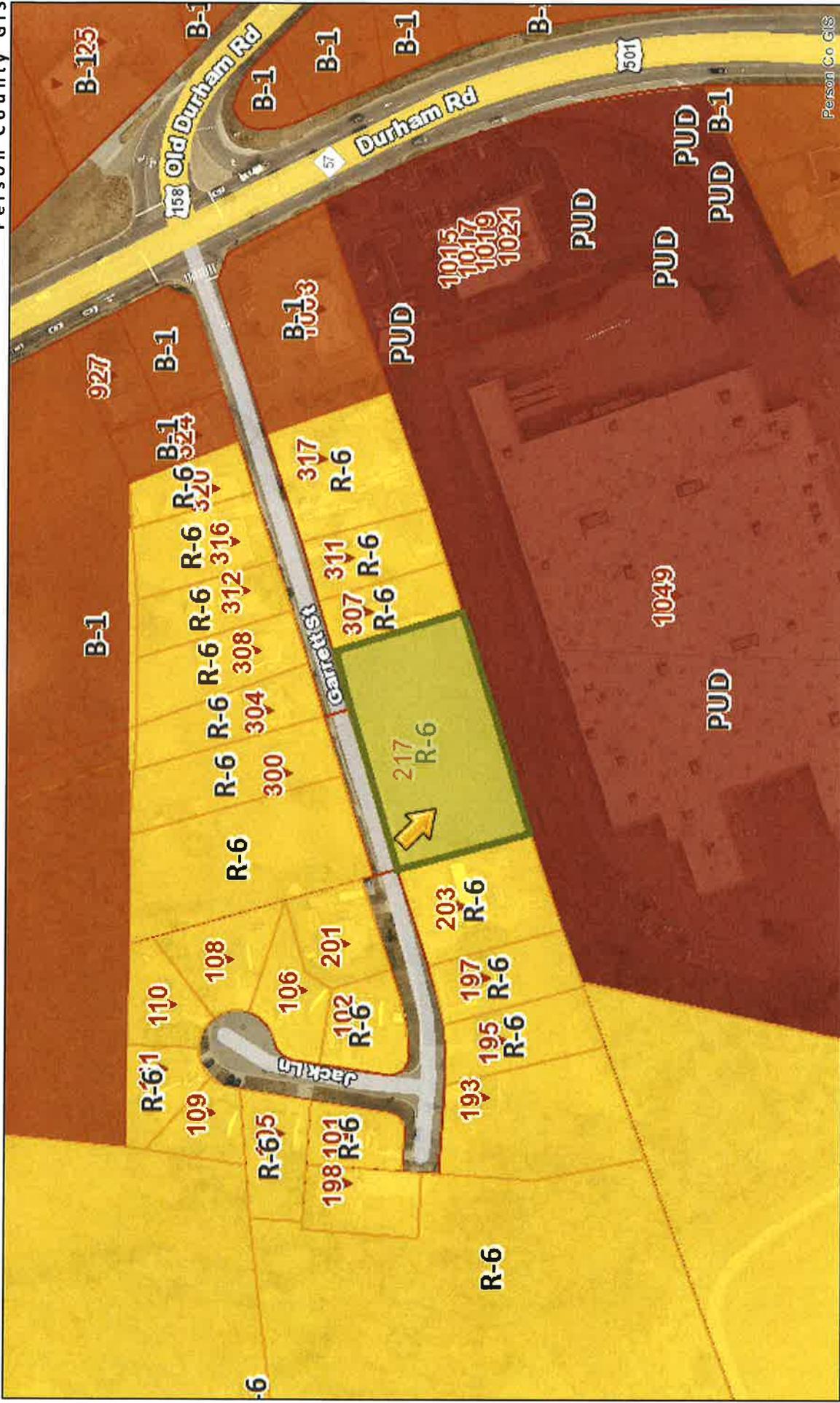
CALL YOUR CSM TODAY! 704-279-4659



Legend

- Cemeteries — Utility
- Easements — All Other
- Conservation — Tax Parcels
- Easement





Person Co GIS

**Legend**

- ▼ E911 Address
- City of Roxboro Zoning**
- B-1: Highway Business
- PUD: Planned Unit Development
- R-6: Residential
- Cemeteries
- Utility
- Easements**
- Conservation
- Easement
- All Other
- Tax Parcels

10/3/2019 NOT FOR LEGAL USE





## CITY OF ROXBORO STAFF REPORT

Prepared by: Lauren Johnson, Planning & Development Director

<b>Meeting Dates:</b> City Council: October 8, 2019	<b>Request:</b> <input type="checkbox"/> Rezoning <input checked="" type="checkbox"/> Special Use Permit
<b>Property Location:</b> 217 Garrett Street	<b>Current Zoning:</b> R-6, Residential
<b>Tax Map#:</b> 19 50	<b>Proposed Use:</b> Placement of double-wide mobile home
<b>Applicant Information:</b> Clayton Homes OBO: Pamela Yarboro, property owner 3970 Durham Road Roxboro, NC 27574 336-597-5538	

### Summary:

Clayton Homes, on behalf of the property owner Pamela Yarboro, requests a Special Use Permit for placement of a new double-wide mobile home on the lot at 217 Garrett Street, for use as a residential dwelling. The property is identified as Person County Tax Map 19, Lot 50. The property constitutes .92 acres. Double-wide mobile homes are permissible as a Special Use in the R-6 district.



**Special Use Permit Review Process:**

The City of Roxboro Unified Development Ordinance allows some uses as a “special use” subject to issuance of a Special Use Permit by the City Council. City Council consideration of Special Use Permits are quasi-judicial decisions. The purpose of these “special uses” requiring board review and approval is to ensure they will be compatible with surrounding development and in keeping with the purposes of the general zoning district in which they are located. In approving an application for a special use permit, in accordance with G.S. 160A-381, the City Council may impose reasonable and appropriate conditions and safeguards upon the approval. The petitioner will have a reasonable opportunity to consider and respond to any additional requirements prior to approval or denial by City Council.

Staff collects comments from each City department as a part of the comprehensive review of the requests. Those comments are incorporated into the staff report below, with each department’s response included as an individual exhibit.

**Findings:**

The location on James Street constitutes approximately 36,422 square feet of vacant land. To the immediate right of this property is a single-wide mobile home. Across Garrett Street from this lot is a single vacant lot and two lots with brick homes averaging about 1,300 square feet in size. There is a cul-de-sac off the right side of the street, approximately 250 feet from the 217 Garrett Street, where several stick-built homes are located, averaging 1,100 square feet in size. All parcels on this street, apart from those fronting on Madison Blvd/Durham Road, are zoned R-6 for residential use. The Future Land Use Plan for the City of Roxboro indicates that this parcel is located in an area designated for residential land use, and there is clear encouragement for in-fill development where reasonable and feasible. The proposed double-wide is described to be 28 feet wide and 76 feet long, constituting 2,025 square feet in size. The applicant also indicates that there will be two decks/porches constructed on the front and rear of the structure. The front porch being 10 feet wide and 16 feet long, and the rear porch being 10 feet wide and 8 feet long.

Review of the submitted site plan (Exhibit A) shows the required yard setbacks are maintained at all lot lines for this proposed placement. There is an existing curb cut for a driveway, but the driveway is not shown on the site plan. The City of Roxboro’s UDO does require the driveway be sufficient in width and length to accommodate the parking of two vehicles. Based on the length of the setback from the front property line to the home, there is adequate space to construct such a driveway. Staff would recommend that a condition of approval for this request be that the driveway be shown on an updated site plan to confirm this requirement is met. Additionally, there is a traffic light at the end of this street, so there is no concern about this new development creating a strain on the adequacy of the egress and ingress for the neighborhood.

This property is located in the Falls of the Neuse Watershed. Andrew Oakley is the City of Roxboro’s Stormwater Administrator, and therefore must sign off on all new construction and development. Mr. Oakley requested a condition be placed on approval for this proposal, requiring the applicant submit an updated site plan that shows the disturbed area and impervious surface totals for the proposed development (See Exhibit B). Furthermore, Mr. Oakley, as the Public Services Director has requested a condition be placed on approval for this proposal requiring the applicant submit drawings for the project that will address water and sewer service

for the new dwelling, as well. This property is not located in a floodplain, so no additional elevation or floodproofing shall be required.

A part of the review for this development included seeking input from the Roxboro Fire Department, Person County Building Inspections Department, and a local appraiser regarding any concerns of development at this location. There were no issues identified by any of those individuals contacted.

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

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

**Conditions:**

Prior to granting any Special Use Permit, the Council may require, conditions and restrictions upon the establishment, location, construction, maintenance, and operation of the "special use," as is deemed necessary for the protection of the public interest and to secure compliance with the

standards and requirements specified above. The reasons/justifications for special conditions must be stated and tied to one or more of the findings above.

Staff recommends the following conditions;

**(1) Applicant must provide an updated site plan, showing the following information:**

- 1. Location and dimensions of driveway,**
- 2. Water, sewer, and other applicable utility installations, and**
- 3. Disturbed area and impervious surface totals for Stormwater compliance.**

**(2) Applicant is required to submit all necessary applications and documents for required Building Inspections permits for construction of the proposed structure.**

These conditions are assigned to ensure the project will meet findings (d), (e) and (f).

## Lauren Johnson

---

**From:** Andrew Oakley  
**Sent:** Tuesday, September 03, 2019 9:27 AM  
**To:** Lauren Johnson  
**Subject:** RE: Special Use Permit Request - Garrett Street for Clayton Homes

We could have something very simple:

“Site plan addressing water, sewer and stormwater must be approved prior to issuance of the building permit.”

Sent from [Mail](#) for Windows 10

**From:** [Lauren Johnson](#)  
**Sent:** Tuesday, September 3, 2019 9:19 AM  
**To:** [Andrew Oakley](#)  
**Subject:** RE: Special Use Permit Request - Garrett Street for Clayton Homes

Ok. Is there a specific condition you'd like me to place in my staff report? Or are there items that you need addressed before it goes to the Council?

Thanks,

**Lauren W. Johnson, CZO**

Director, Planning and Development Department  
City of Roxboro  
P.O. Box 128  
Roxboro, NC 27573  
[336.322.6018](tel:336.322.6018)



All e-mail correspondence to and from this address is subject to the North Carolina Public Records Law, which may result in monitoring and disclosure to third parties, including law enforcement.

---

**From:** Andrew Oakley  
**Sent:** Friday, August 30, 2019 9:35 AM  
**To:** Lauren Johnson  
**Subject:** RE: Special Use Permit Request - Garrett Street for Clayton Homes

I have had several conversations with them about our issues. They will need to submit a site plan for this project with information regarding stormwater and sewer issues. I do not have any issues that should prevent the installation of the double wide, but before the building permit is issued, we will need to review and approve a site plan.

Sent from [Mail](#) for Windows 10

**From:** [Lauren Johnson](#)  
**Sent:** Thursday, August 29, 2019 11:35 AM



**File Info**

File name: 20190916\_093721.jpg

Date: Monday, September 16, 2019 9:37 AM

Size: 2.4 MB

Dimensions: 4032 x 2268

Shot: 1/2500 sec. 1/2.4-4.3mm

ISO: 50

Device: SM-G965U

Source: This PC

Location:

[View all photos](#)



# Memo

**To:** Mayor Newell, Roxboro City Councilmen  
**From:** Lauren Johnson  
**cc:** City Clerk, Trevie Adams  
**Date:** September 19, 2019  
**Re:** Certification of Written Notice

Please be advised letters were mailed First Class to the following property owners notifying same of the pending Special Use Permit Request, Docket #: SUP2019-02, for the parcel identified as TM 19 50 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. Luigi Schiano Dscioarro            | 11. Brian and Jenny Hicks                                      |
| 2. Sherry Paylor                      | 12. Sylvia Overbey   |
| 3. Jean Whitfield                     | 13. AJ and Constance Bennermon                                 |
| 4. Person County Board of Education   | 14. Lamont Donte Johnson                                       |
| 5. WalMart Real Estate Business Trust | 15. Bequeda C. Day   |
| 6. Annie Francis Holloway             | 16. Tonia Allen  |
| 7. Austin Watts                       | 17. Clayton Homes on behalf of Pamela Yarboro (property owner) |
| 8. Pamela Yarboro                     |  |
| 9. Admiral Properties, LLC.           |  |
| 10. Tall Properties, Inc.             |  |

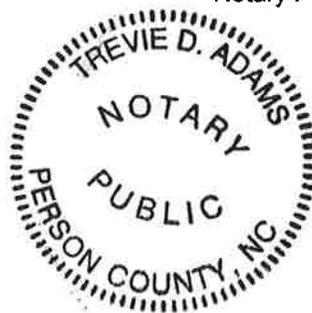
  
 Lauren W. Johnson, CZO  
 Planning & Development Director

ATTEST:

Witness my hand and notarial seal, this 3 day of October 2019.

  
 Notary Public

My Commission Expires: February 11, 2022





## City of Roxboro

September 18, 2019

### NOTICE OF PUBLIC HEARING

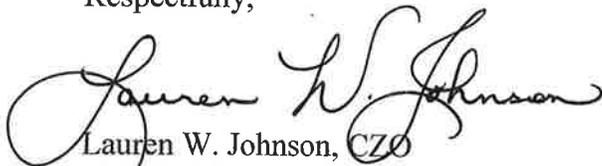
Clayton Homes  
OBO: Pamela Yarboro, property owner  
3970 Durham Road  
Roxboro, NC 27574

Dear Property Owner,

**This letter is to inform you that your Special Use Permit request will be reviewed by the City of Roxboro Council on Tuesday, October 8, 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. However, comments must be factual evidence or expert testimony. Hearsay will not be considered by the Council when making their decision in this quasi-judicial deliberation.

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

September 18, 2019

### NOTICE OF PUBLIC HEARING

Luigi Schiano Discioarro  
346 Denada Path  
Roxboro, NC 27574

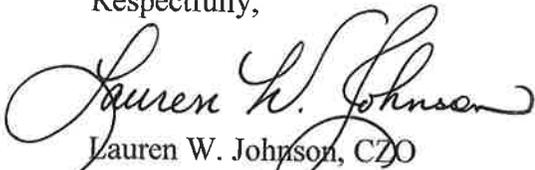
Dear Property Owner,

This letter is to inform you our office received an application requesting a Special Use Permit for the .95 acre lot located at 217 Garrett Street (identified by Tax Map and Lot number 19 50). The applicant has indicated their plans to place a 28' X 76' Doublewide Mobile Home on the existing lot. 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, October 8<sup>th</sup>, 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 as a part of the public hearing. Please be advised that comments made by the public must be factual evidence or expert testimony. Hearsay will not be considered by the Council when making their decision in this quasi-judicial deliberation.

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.

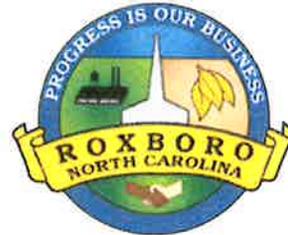
Respectfully,

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

Enclosure

### 3. Rezoning - 201 S. Morgan Street - Public Hearing

# Memo



**To:** Mayor Newell and Roxboro City Council  
**From:** Lauren Johnson/ Planning & Development Director  
**cc:** Trevie Adams City Clerk (for City Records)  
**Date:** September 20, 2019  
**Re:** Recommendation from Planning Board Regarding Rezoning Request for  
201 S Morgan Street, TM 31 12.

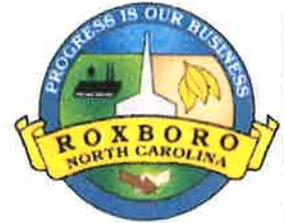
---

Madam Mayor and Council,

Please be advised that the City of Roxboro Planning Board met on September 9, 2019 to review a request for a Rezoning for the parcel of land identified as Tax Map 31 Parcel 12. This tract is at the corner of Gordon Street and S Morgan Street and is addressed as 201 S Morgan Street. It is approximately .15 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:**

**Staff Use Only:**

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)

Date Received:

9/6/19

Petitioner(s): JOHN DAVID BRADSHAW, SR.

Docket #:

RZ2019-07

Address: 204 S. MORGAN STREET, ROXBORO, NC

Telephone Number: (336) 599-0200 Fax Number: \_\_\_\_\_

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

Planning Board Meeting Date:

9/9/19

**Property Information:**

Address: 201 S. MORGAN ST. - VACANT LOT

Watershed: CITY OF ROXBORO Lot Size: 75 X 87

Township: ROXBORO Tax Map/Lot #: MAP 31 LOT 12

Current Use: VACANT

City Council Meeting Date:

10/8/19

Available Utilities: (check all that apply)

City Water  City Sewer  Well  Septic System  None

Ch # 4045  
 # 40552

**Zoning Map Amendment:**

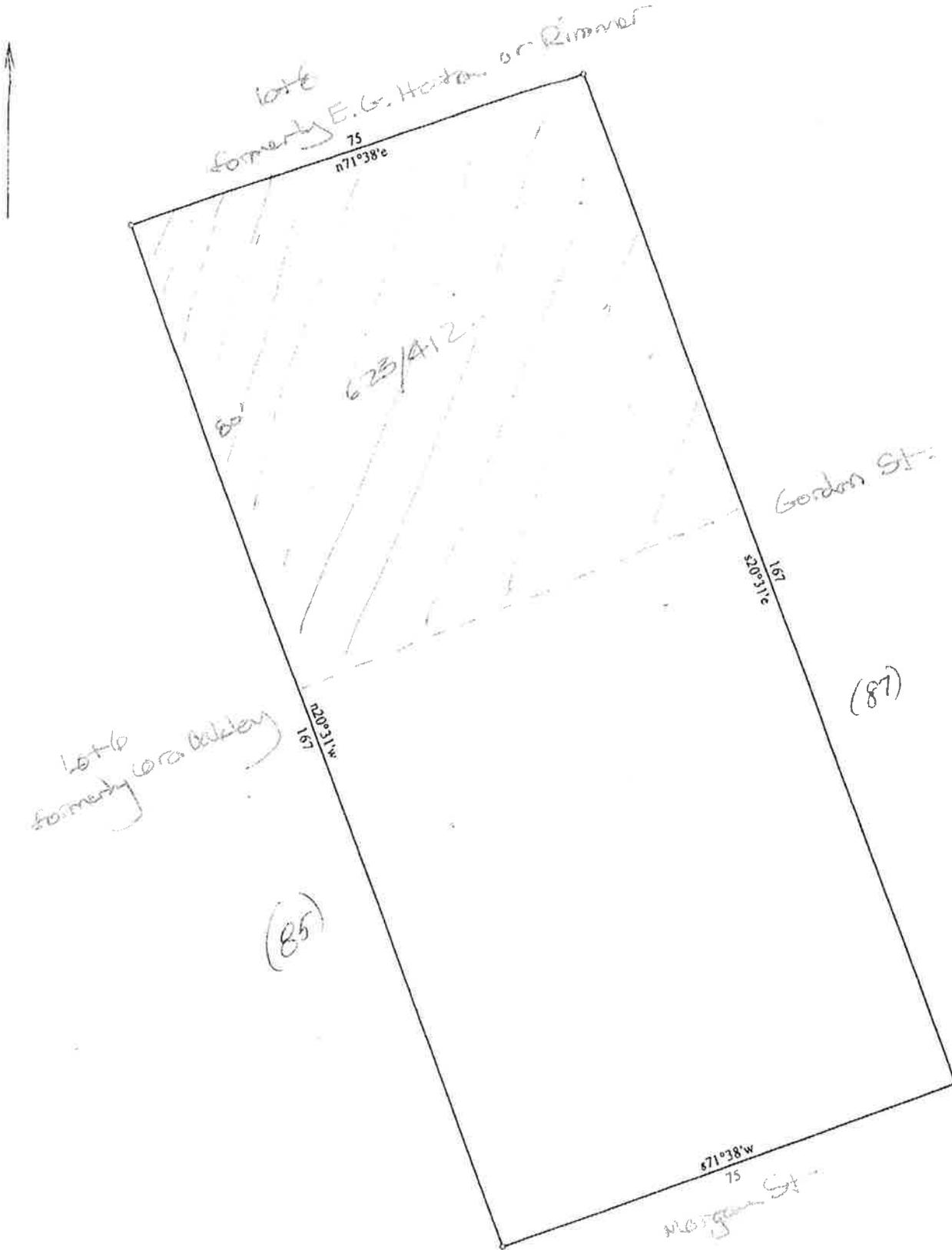
Current Zoning Classification: R-12

Requested Zoning Classification: R-6

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.

John David Bradshaw Sr.  
 Applicant Signature

8-5-19  
 Date



Title:		Date: 07-02-2010
Scale: 1 inch = 22 feet	File: hicksbradsher.txt	



# Tax Parcel Viewer

GIS Department Homepage

▼ Bradsher X Q  
Show search results for Brads...



78 989 36 397 Degree

Person County GIS, City of Roxboro | Perso...



PROPERTY OWNERS AROUND THE LOT

ACROSS THE STREET.....204 SOUTH MORGAN STREET, JOHN DAVID  
BRADSHER, SRI

BEHIND THE LOT...307 WEST GORDON STREET, PHILLIP BOSCHE

NEXT DOOR TO THE LEFT.....205 SOUTH MORGAN STREET, CALVIN B.  
CLAYTON

ACROSS THE STREET TO THE RIGHT....123 WEST GORDON STREET,  
LAURENE SUE EVANS



FILED  
Person County  
Russell Jones  
Tax Administrator

Issued Jul 07, 2010  
\$ 20.00  
State of North Carolina  
Person County  
Real Estate Taxes Dept  
110490

FILED in PERSON County, NC  
on Jul 07, 2010 at 03:14 PM  
by AMANDA W GAHR  
REGISTER OF DEEDS  
Book 748 Page 451  


PREPARED BY: RONNIE P. KING, ATTORNEY AT LAW

NORTH CAROLINA  
PERSON COUNTY  
Stamps: \$20.00

**WARRANTY DEED**

THIS DEED, made and entered into this 7th day of July, 2010, by and between Leesa Hicks McGhee and husband, Russell Lee McGhee, Jr., Individually, 273 McGhee Road, Chapel Hill, NC 27517 and Leesa Hicks McGhee, as Trustee of the Ronald Edmund Hicks Family Trust dated August 11, 1995, parties of the first part; and John David Bradsher, Sr. and wife, Margaret Daniel Bradsher, 204 S. Morgan Street, Roxboro, NC 27573, parties of the second part;

WITNESSETH:

That the parties of the first part, for good and valuable consideration in hand paid by the parties of the second part, the receipt of which is hereby acknowledged, have bargained and sold and by these presents do bargain, sell and convey unto the said parties of the second part, their heirs and assigns, the following described real property:

**Lying and being in the City of Roxboro, Roxboro Township, Person County, North Carolina, on the North side of Morgan Street (formerly N.C. Highway 144) and on the West side of Gordon Street; being Lot 7 of the Mrs. J. A. (E. B.) Carver Estate Property, known as the Oliver Lot, and more fully described as follows: BEGINNING at an iron stake at the intersection of Gordon Street with Morgan Street; thence with the inner edge of the sidewalk adjoining Morgan Street South 71° 38' 75 feet West to a stake, corner of Lot No. 6, formerly Mrs. Cora E. Oakley's lot; thence with the line of said Lot North 20° 31' West 167 feet to a stake in the line of Lot No. 8, formerly E. G. Horton's line; thence with said line North 71° 38' East 75 feet to a stake on Gordon Street; thence with said Street South 20° 31' East 167 feet to the beginning; SAVE AND EXCEPT that portion thereof as was conveyed by deed of record in Book 623, Page 412, Person County Registry, Beginning at an iron stake in the West edge of Gordon Street, corner of the formerly Miss Zenie Rimmer lands; thence with the formerly Rimmer line South 72° West 75 feet to an iron stake still in the Rimmer line, corner of the formerly Mrs. Cora Oakley lands; thence with the Oakley line South 17° 30' East 80 feet to an iron stake in the Oakley line, corner of the retained lands of the Grantors; thence with said line of the retained lands of the Grantors North 72° East 75 feet to an iron stake in the West edge of Gordon Street, another corner of the retained lands of the Grantors; thence with the West edge of Gordon Street North 17° 30' West 80 feet to the beginning.**

*This conveyance does not include the primary residence of the grantors.*

TO HAVE AND TO HOLD the above described premises, together with all privileges and appurtenances thereunto belonging unto the said parties of the second part and their heirs and assigns in fee simple forever.

And the parties of the first part hereby covenant that they are seized of the premises in fee and have the right to convey the same in fee simple; that the same are free and clear of all encumbrances and that they

will forever warrant and defend the title to the same against the claims of all persons whomsoever.  
IN TESTIMONY WHEREOF, the parties of the first part have hereunto set their hands and seals, the  
day and year first above written.

Leesa Hicks McGhee (SEAL)  
Leesa Hicks McGhee,

[Signature] (SEAL)  
Russell Lee McGhee, Jr.

Leesa Hicks McGhee, Trustee (SEAL)  
Leesa Hicks McGhee, as Trustee of the Ronald Edmund Hicks Family Trust  
dated August 11, 1995

**NORTH CAROLINA  
PERSON COUNTY**

I, Leslie A. Allison, a Notary Public of the aforesaid State and  
County, do hereby certify that Leesa Hicks McGhee and husband, Russell Lee McGhee, Jr., Individually and  
Leesa Hicks McGhee, as Trustee of the Ronald Edmund Hicks Family Trust dated August 11, 1995 did  
personally appear before me this day and acknowledged the due execution of the foregoing instrument in the  
capacity indicated and for the purposes stated therein.  
Witness my hand and official seal, this the 7th day of July, 2010.

Leslie A. Allison  
NOTARY PUBLIC

My Commission Expires: 12/31/2014

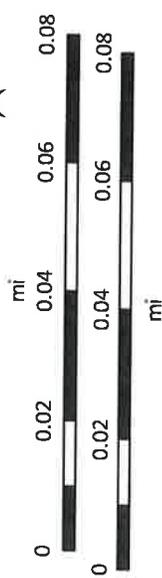


Legend

- ▼ E911 Address
- Easement
- Cemeteries
- Utility
- Easements
- All Other
- Conservation
- Tax Parcels



8/26/2019 NOT FOR LEGAL USE





## CITY OF ROXBORO STAFF REPORT

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

<b>Meeting Dates:</b> Planning Board: September 9, 2019  City Council: October 8, 2019	<b>Request:</b> <input checked="" type="checkbox"/> Rezoning <input type="checkbox"/> Special Use Permit
<b>Property Location:</b> 201 S Morgan Street (corner of Gordon and Morgan)	<b>Current Zoning:</b> R-12 (Low-Density Residential)
<b>Tax Map#:</b> 31 12	<b>Proposed Zoning:</b> R-6 (High-Density Residential)
<b>Applicant Information:</b> David and Margaret Bradsher 204 S Morgan Street Roxboro, NC 27573 336-599-0202	<b>Future Land Use Map Classification:</b> Low-Density Residential

### Summary:

Mr. and Mrs. Bradsher request a rezoning for the property located at 201 S Morgan Street. The parcel is located at the corner of Gordon Street and Morgan Street, directly across from their current residence, and constitutes .15 acres. The property is currently zoned R-12, Low-Density Residential. The applicant would like the property rezoned to R-6, High-Density Residential.



The surrounding properties are R-6 Residential and R-12 Residential.

## **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 Housing Goal directs the City to “encourage infill development within the corporate limits” (pg. 70)

### **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:**

Upon review of the information, staff believes this request is inconsistent with the current future land use map, but not inconsistent with the intention of the overall plan. According to the future land use map, all parcels in this vicinity should be utilize for low-density residential. However, a review of the current zoning classification indicates that all of the parcels on the eastern segment of Morgan Street are actually zoned for high-density residential. It would seem that the type of development that was and continues to exist in this location is inconsistent with the future land use map, but may not be inconsistent with the overall intentions of the future land use plan, as outlined through the goals and implementation strategies listed above.

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 Unified Development Ordinance**  
**Permitted/Special Uses by District**

**R-12 Residential Agricultural District**

**Permitted Uses:**

Accessory buildings/structures  
Accessory uses  
Agricultural uses  
Bona fide farms  
Community gardens  
Dwelling, single-family  
Off-street parking facilities (as permitted by Article 9, Part II)  
Publicly-owned and operated outdoor recreational facilities  
Public utility pumping stations  
Signs (as permitted by Article 9, Part III)

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

Family care home  
Family child 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  
Swimming pools, private  
Temporary storage facility (portable storage units)

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

**R-12 Residential Agricultural District (continued)**

**Special Uses:**

Adult care home (over 6 residents)  
Art galleries  
Athletic fields  
Barber shops, beauty shops  
Church, synagogue, temple or other religious building, including accessory services  
Country clubs  
Dwelling, garage apartment  
Dwelling, manufactured home Class A (on a single lot)  
Dwelling, multi-family  
Dwelling, two-family (duplex)  
Family foster home  
Fire stations  
Government buildings/offices  
Indoor athletic and exercise facilities  
Indoor tennis and squash courts  
Multi-unit assisted housing with services  
Nursing home  
Outdoor athletic and exercise facilities  
Privately-owned outdoor recreational facilities  
Rooming and boardinghouse  
School, elementary or secondary  
Swimming clubs  
Tennis courts, commercial

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

Bed & breakfast  
Cemetery as an accessory use to a church, including columbarium  
Golf courses  
Horseback riding stables  
Public utility towers, substations, and storage tanks  
Satellite dish antennas, commercial  
Temporary emergency, construction, and repair residences  
Wind energy generating facility, accessory  
Wireless communication facilities, 50' tall or less

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

**R-6 Residential District**

**Permitted Uses:**

Accessory buildings/structures  
Accessory uses  
Agricultural uses  
Community gardens  
Dwelling, garage apartment  
Dwelling, single-family  
Dwelling, two-family (duplex)  
Off-street parking facilities (as permitted by Article 9, Part II)  
Public utility pumping stations  
Publicly-owned and operated outdoor recreational facilities  
Rooming and boardinghouse  
Signs (as permitted by Article 9, Part III)

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

Family care home  
Family child 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  
Swimming pools, private  
Temporary storage facility (portable storage units)  
Tiny houses

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

**R-6 Residential District (continued)**

**Special Uses:**

Adult care home (over 6 residents)  
Athletic fields  
Barber shops, beauty shops  
Church, synagogue, temple or other religious building, including accessory services  
Country clubs  
Dwelling, manufactured home Class A (on a single lot)  
Dwelling, multi-family  
Family foster home  
Fire stations  
Government buildings/offices  
Multi-unit assisted housing with services  
Museums  
Nursing home  
School, elementary or secondary  
Swimming clubs  
Tourist homes

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

Bed & breakfast  
Cemetery as an accessory use to a church, including columbarium  
Child care center  
Dwelling, townhouse development  
Golf courses  
Public utility towers, substations, and storage tanks  
Residential child-care facility  
Satellite dish antennas, commercial  
Temporary emergency, construction, and repair residences  
Wireless communication facilities, 50' tall or less  
Wind energy generating facility, accessory

## 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.

- f) Assess the need to establish an extraterritorial jurisdiction or growth boundary around the City of Roxboro to reduce urban sprawl outside future corporate limits.
- g) Re-evaluate uses allowed as a permitted use, conditional use, or special use within the City's existing zoning districts.
- h) Explore the feasibility of adopting an ETJ boundary.
- i) Formulate growth management policies that consider long term application of development.

## **B. Housing**

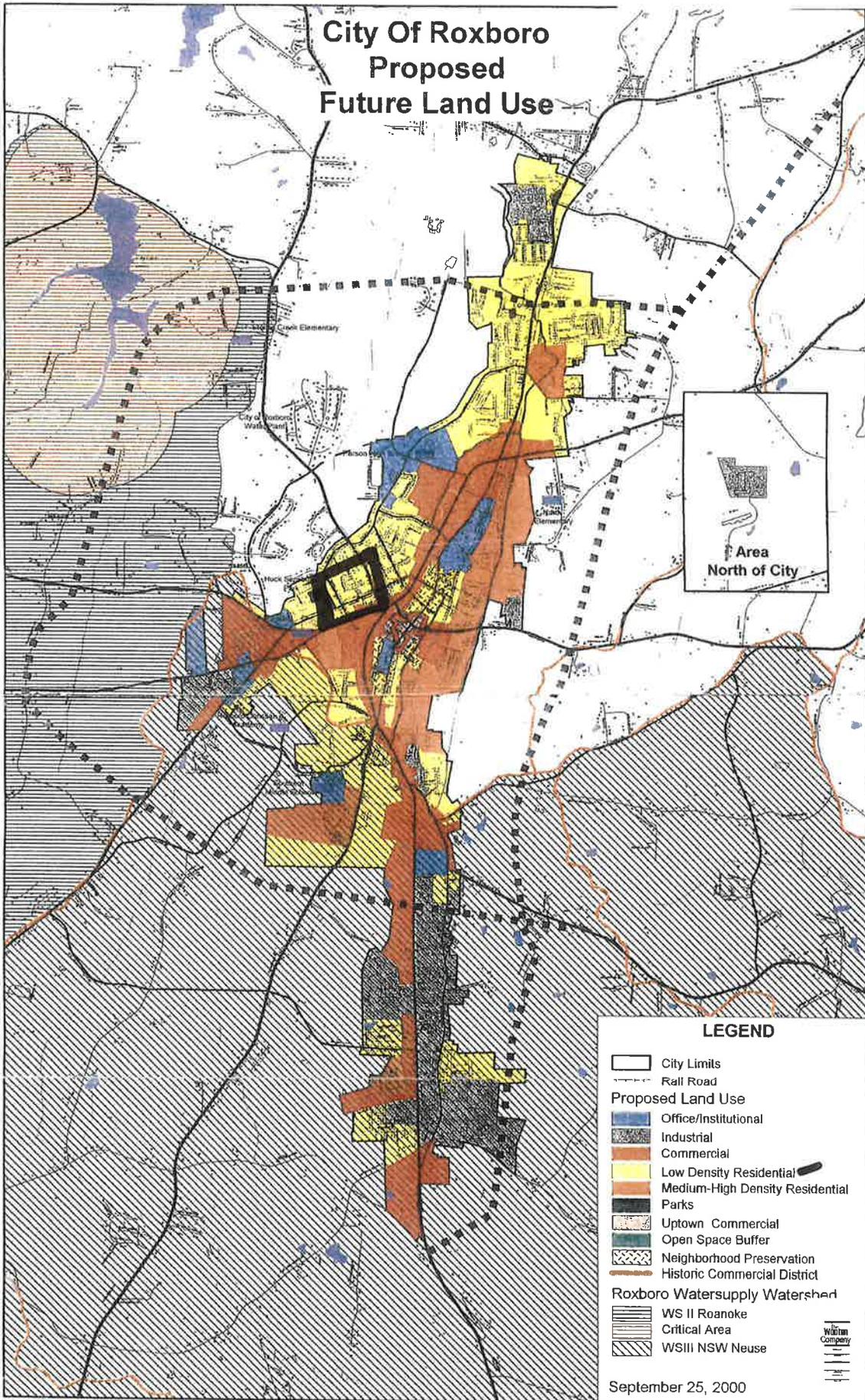
### **1. Housing Goal:**

Identify areas that are prime for development and those in need of re-development.

### **2. Housing Goal Implementation Strategies:**

- a) Conduct an external survey of all buildings and categorize as to condition (i.e., standard, deteriorated, or dilapidated).
- b) Re-evaluate adequacy of Minimum Housing Code and related City Ordinances that address treatment of deteriorated and dilapidated structures.
- c) Address and arrest the spread of blight by strictly enforcing the Minimum Housing Code; provide adequate personnel and operating budget to carry out an effective enforcement program.
- d) Initiate and promote a voluntary campaign to "clean-up, fix-up, paint-up" buildings within the corporate limits. Use the local media to publicize the problem and encourage property owners to make needed building repairs. Consider an annual awards program to recognize achievement in fixing up buildings within the City.
- e) Discourage the intermingling of residential land uses in commercial or industrial areas – the final result is often areas of decay or blight with the residential areas feeling the greater degree of blight.
- f) Evaluate need for providing additional clean, safe, and adequate low-rent public housing and means of accomplishing such, if deemed appropriate.
- g) Encourage infill development within corporate limits. Consider financial incentives such as reduced application and service hook-

# 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

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

**September 9, 2019**  
**6:00 p.m.**

**MEMBERS PRESENT:** Margaret Kay, Julie Jeffreys, David Bradsher, Benji Gault, Tony Cole, Danny Cultra, and Robert Trotter.

**STAFF:** Lauren Johnson, Planning Director

---

**MINUTES**

Chairman Trotter called the meeting to order at 6:00pm and asked everyone to sign in on the sheet passed around by Ms. Johnson.

**APPROVAL OF MINUTES**

Board Member, Benji Gault, motioned to approve the minutes from the August 5, 2019 meeting. Board Member, Margaret Kay, seconded. Motion carried.

**REPORTS OF COMMITTEES**

None.

**OLD BUSINESS**

None.

**NEW BUSINESS**

**Before beginning the discussion and review of the rezoning request, Board Member, David Bradsher, was recused from participation as a voting member of the Board and took a seat in the audience.**

**Rezoning Request for 201 S Morgan Street, TM 31 12:** Chairman Trotter asked Ms. Johnson to begin her presentation of information. Ms. Johnson began by directing the Board to their packets and reiterating the location of the parcel. Ms. Johnson highlighted the request made to change the zoning of the parcel from R-12 to R-6 by the property owner, David Bradsher. She continued by explaining the image contained in the staff report, which showed the zoning of the surrounding parcels, which was a mixture of R-6 and R-12, with Gordon Street serving as the dividing line between those two groupings.

Ms. Johnson continued by explaining that the primary difference between the two zoning districts are the setback requirements and minimum lot sizes. Ms. Johnson explained that the small size of the lot in question, .15 acres, makes it virtually impossible to build any residential unit on the parcel and meet the existing setback requirements, ergo the request.

Board Member Margaret Kay asked Ms. Johnson to enumerate the setbacks for each difference so that she may be aware of the variation between the two.

Ms. Johnson continued by reading through the Future Land Use Plan goals and implementation strategies outlined in her staff report, as they pertain to this specific request. She also indicated that the FLUP map classifies this parcel for Low Density Residential, however only about half of the residential properties in this area are developed in that manner. As such, it was her opinion that the request, while inconsistent with the map, is consistent with the intentions of the plan itself.

Ms. Johnson also made sure to point out the lists of permitted/special uses in each district so that the Board could be aware of the differences between the two, though she stated they were quite minimal.

At this point, Chairman Trotter opened the public comment period and the applicant came forward to address the Board.

David Bradsher stated that he and his wife were fortunate to by their family "homeplace" in 1992 when they returned to Roxboro. As they were able, they continued to purchase other properties near their home and repairing them for improvements to the neighborhood. This particular lot contained a huge home that ultimately had to be demolished. The lot was a grassed area from 2010 to present, but due to their age, they would now like to sell it for someone else to develop.

There was no one else present to speak to the matter.

Chairman Trotter asked the Board if they had any questions.

Board Member Margaret Kay inquired what is the minimum lot size to build a home in the City of Roxboro. Ms. Johnson explained that any new lot would have to be no less than 6,000 square feet, but any existing lot would just have to be able to meet the required setbacks regardless of the actual size.

Board Member Benji Gault inquired if this lot was subdivided because the sketch submitted by the property owner gave the impression that it was. The applicant confirmed that it was one large lot and was subdivided years ago. A home was built on the other new parcel, but not on this lot.

Board Member Danny Cultra inquired about the setbacks for the corner lot and if that might present a challenge. Mr. Gault joined into this conversation to confirm what is determined a "front" yard in such an instance. Ms. Johnson provided clarification on both of these points for the gentlemen.

Board Member Benjamin Gault inquired if the setback was from the curb or from the right of way. Ms. Johnson stated it was from the property line, which may be different depending on the parcel, though most tended to be from the back of the curb.

Chairman Trotter asked if there was any more discussion. There being none, Board Member Benji Gault made a motion to recommend approval of the request and adopt the consistency statement. Board Member Julie Jeffreys seconded. Motion carried unanimously.

### **ADJOURNMENT**

There being no other business for the Board, the meeting was adjourned at 6:17pm.

Submitted by:

  
Lauren W. Johnson,  
Planning & Development Director

**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 #RZ2019-07 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;
- does not create conflicts between incompatible land uses; and
- encourages infill development within the corporate limits.

Furthermore, this decision is in the public interest of the City of Roxboro because it allows for the potential development of additional residential dwelling options within the city limits.”

Motion made by: Benji Gault

Seconded by: Julie Jeffreys

Approved: 6-0

This report reflects the recommendation of the Planning Board on the 9<sup>th</sup> day of September, 2019.

Attest:

Robert Trotter  
Planning Board Representative, Chairman Robert Trotter

Lauren W. Johnson  
Lauren W. Johnson, Planning Director

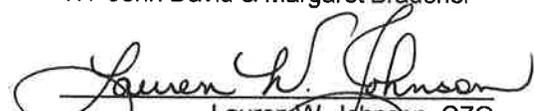


# Memo

**To:** Mayor Newell, Roxboro City Councilmen  
**From:** Lauren Johnson  
**cc:** City Clerk, Trevie Adams  
**Date:** September 18, 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 #: RZ2019-07, for the parcel identified as Tax Map 31 Lot Number 12 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. Phillip Bosche
2. Calvin & Lee Ann Clayton
3. Patricia Tapp
4. Cindy Williford Oakley
5. Samuel Cole Porter
6. Charles E. Perkins, & Others
7. Lawrence Sue Evans
8. CAVWIN, Inc.
9. Thi Luong Hoai Nguyen
10. Barbara L. Oakley
11. Ronald Regan
12. Crystal Elizabeth Anne Kelly
13. Michael David Bradsher
14. Peggy B. Baker Life Estate
15. Alfred & Dawn Palmer
16. BEW Holdings, LLC.
17. John David & Margaret Bradsher

  
Lauren W. Johnson, CZO  
Planning & Development Director

ATTEST:

Witness my hand and notarial seal, this 20<sup>th</sup> day of September 2019.

  
Trevie D. Adams  
Notary Public

My Commission Expires: February 11, 2022





City of Roxboro  
September 18, 2019

**NOTICE OF PUBLIC HEARING**

John David Bradsher, Sr.  
204 S Morgan 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, October 8, 2019 at 6pm, 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 Council 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

September 18, 2019

## NOTICE OF PUBLIC HEARING

Phillip Bosche  
307 W Gordon St  
Roxboro, NC 27573

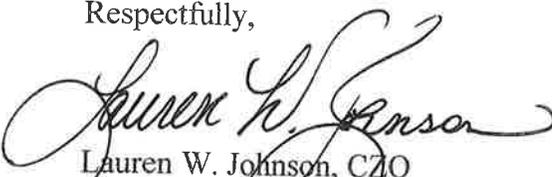
Dear Property Owner,

This letter is to inform you our office received an application requesting a change to the zoning of a 0.15 acre tract of land located at 201 S Morgan Street (identified by Tax Map and Lot number 31 12). The applicant has requested the property be rezoned from R-12 Low-Density Residential to R-6 High-Density Residential. 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, October 8, 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 Council 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

File Info

File name:  
20190823\_133316.jpg

Date:  
Friday, August 23, 2019 1:33 PM

Size:  
5.9 MB

Dimensions:  
4032 x 2268

Shot:  
1/1600 sec 1/2.4 4.3mm

ISO:  
50

Device:  
SM-G965U

Source:  
This PC

Location:  
Roxboro



 View all photos



### **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 #RZ2019-07 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;
- does not create conflicts between incompatible land uses; and
- encourages infill development within the corporate limits.

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:

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

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



## City of Roxboro

### An Ordinance Amending the City of Roxboro's Official Zoning Map

The City Council has received and reviewed the application of John David Bradsher to amend the City of Roxboro's Zoning Map as follows:

<b>Tax Map</b>	<b>Present Zoning</b>	<b>Proposed Zoning</b>	<b>Deed BK/PG</b>	<b>Acreage</b>
31 12	R-12	R-6	748/455	0.15

WHEREAS, the Roxboro City Council of the City of Roxboro, North Carolina, after due notices, conducted a public hearing on the 8<sup>th</sup> day of October, 2019 concerning the adoption amending the City of Roxboro's Zoning Map pursuant to G.S. 160-364; and

The Roxboro City Council has determined that the proposed action is consistent with the City of Roxboro's Comprehensive Plan; and the City Council's action on the proposed zoning map amendment is reasonable and in the public interest as identified in the adopted consistency statement.

NOW, THEREFORE, BE IT ORDAINED by the City Council that it is in the best interest of the City to approve the amendment.

Duly adopted by the Council of the City of Roxboro this 8<sup>th</sup> day of October, 2019.

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

ATTEST:

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



# City of Roxboro

September 18, 2019

## NOTICE OF PUBLIC HEARING

Phillip Bosche  
307 W Gordon St  
Roxboro, NC 27573

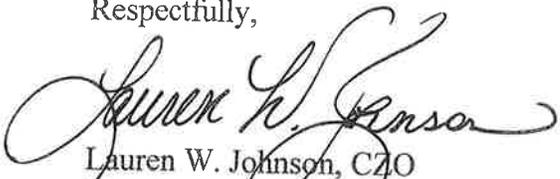
Dear Property Owner,

This letter is to inform you our office received an application requesting a change to the zoning of a 0.15 acre tract of land located at 201 S Morgan Street (identified by Tax Map and Lot number 31 12). The applicant has requested the property be rezoned from R-12 Low-Density Residential to R-6 High-Density Residential. 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, October 8, 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 Council 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, CTO  
Planning & Development Director  
City of Roxboro



Enclosure

File Info

File Name  
20190823\_133116.jpg

Date  
Friday, August 23, 2019 1:33 PM

Size  
5.0 MB

Dimensions  
4032 x 2268

Shot  
1/1600 sec f/2.4 4.3mm

ISO  
50

Device  
SM-G965U

Source  
This PC

Location  
Roxboro



View all photos



**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 #RZ2019-07 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;
- does not create conflicts between incompatible land uses; and
- encourages infill development within the corporate limits.

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



## City of Roxboro

### An Ordinance Amending the City of Roxboro's Official Zoning Map

The City Council has received and reviewed the application of John David Bradsher to amend the City of Roxboro's Zoning Map as follows:

Tax Map	Present Zoning	Proposed Zoning	Deed BK/PG	Acreage
31 12	R-12	R-6	748/455	0.15

WHEREAS, the Roxboro City Council of the City of Roxboro, North Carolina, after due notices, conducted a public hearing on the 8<sup>th</sup> day of October, 2019 concerning the adoption amending the City of Roxboro's Zoning Map pursuant to G.S. 160-364; and

The Roxboro City Council has determined that the proposed action is consistent with the City of Roxboro's Comprehensive Plan; and the City Council's action on the proposed zoning map amendment is reasonable and in the public interest as identified in the adopted consistency statement.

NOW, THEREFORE, BE IT ORDAINED by the City Council that it is in the best interest of the City to approve the amendment.

Duly adopted by the Council of the City of Roxboro this 8<sup>th</sup> day of October, 2019.

---

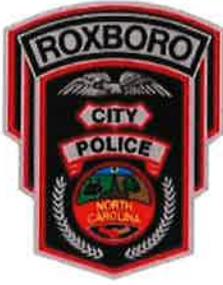
Mayor Marilyn P. Newell

ATTEST:

---

Trevie Adams,  
City Clerk

## 4. Set Date and Time for Halloween Trick or Treat



# ROXBORO POLICE DEPARTMENT

109 North Lamar Street  
Roxboro, North Carolina 27573

Office 336 599 8345

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



October 8, 2019

City Council,

Every year in October, children look forward to Halloween. Keeping with the tradition for Roxboro, Trick-or-treating will be allowed on October 31st of each year from 6:00 p.m. to 8:00 p.m. unless this day falls on a Sunday. When October 31st falls on a Sunday, trick-or-treating will be allowed on Saturday, October 30th from 6:00 p.m. to 8:00 p.m. There shall be no rain dates for trick-or-treating.

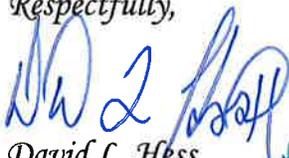
Halloween will be observed in the City of Roxboro on Thursday, October 31, 2019 from the hours of 6:00 PM-8:00PM.

We remind citizens of a few Trick or Treat safety tips. Participants are not to visit homes unless the porch light is on. Homes that are not decorated so as to invite trick or treat participants should be avoided. To promote pedestrian safety, participants need to carry a continuously illuminated or strobing light visible from 50 feet while walking on streets or sidewalks and are encouraged to wear material that is reflective. Participants taking part in trick-or-treating shall be accompanied by a responsible person 16 years of age or older. Costume apparel mimicking weapons, swords, or guns, should not be carried in public as today's replica weapons look and function like real weapons which creates concerns from others and creates a public safety concern.

Finally, vehicular traffic over the years continues to increase creating pedestrian safety concerns. For the safety of Trick or Treaters walking on roadways, motorist need to avoid carrying participants on trailers or riding through streets stopping every few houses to load and unload Trick or Treaters.

If the community does their part to follow these safety protocols, Halloween should remain a safe evening for Trick or Treaters.

Respectfully,

  
David L. Hess  
Chief of Police



# 5. Financial and Tax Reports

**City of Roxboro, North Carolina**  
**Financial Statement - Unadjusted**  
**Modified Accrual Basis**  
**For the Two Months Ended August 31, 2019**

	Original Budget	Amended Budget	Actual	Annual Variance Favorable (Unfavorable)	16.67% Percent of Budget
<b><u>General Fund (10)</u></b>					
Ad Valorem Taxes	\$ 4,773,036	\$ 4,773,036	\$ 667,530.06	\$ (4,105,505.94)	13.99%
Local Option Sales Tax	1,789,072	1,789,072	319,754.70	(1,469,317.30)	17.87%
Other Taxes and Licenses	12,000	12,000	2,690.39	(9,309.61)	22.42%
Unrestricted Intergovernmental	1,022,781	1,022,781	17,136.53	(1,005,644.47)	1.68%
Restricted Intergovernmental	703,968	703,968	65,517.32	(638,450.68)	9.31%
Permits and Fees	7,000	7,000	2,410.00	(4,590.00)	34.43%
Sales and Services	642,120	642,120	105,801.04	(536,318.96)	16.48%
Miscellaneous	79,233	110,757	46,445.99	(64,311.01)	41.94%
Investment Earnings	4,500	4,500	5,046.58	546.58	112.15%
Interfund Transfers	1,236,265	1,236,265	164,506.84	(1,071,758.16)	13.31%
Sale of Fixed Assets	15,000	41,000	55,641.00	14,641.00	135.71%
<b>Total Revenues</b>	<b>10,284,975</b>	<b>10,342,499</b>	<b>1,452,480.45</b>	<b>(8,890,018.55)</b>	<b>14.04%</b>
<b>Expenditures:</b>					
Governing Body - City Council	239,215	239,215	133,459.71	105,755.29	55.79%
City Hall Administration	600,106	600,106	114,759.77	485,346.23	19.12%
Finance	277,046	277,046	60,984.19	216,061.81	22.01%
Sales Tax	88,100	88,100	19,325.50	68,774.50	21.94%
Tax Collections	65,000	65,000	8,910.52	56,089.48	13.71%
Buildings & Grounds	464,704	464,704	40,564.75	424,139.25	8.73%
Safety / Purchasing	16,149	16,149	817.40	15,331.60	5.06%
Police	3,292,785	3,324,309	654,774.21	2,669,534.79	19.70%
Fire	2,180,372	2,180,372	381,553.36	1,798,818.64	17.50%
Emergency Communications 911	95,800	95,800	947.71	94,852.29	0.99%
Transportation - Streets	1,963,857	1,989,857	474,950.61	1,514,906.39	23.87%
Environmental Protection	1,214,105	1,214,105	129,211.42	1,084,893.58	10.64%
Planning and Zoning	631,286	631,286	43,913.81	587,372.19	6.96%
Cultural & Recreational	-	-	-	-	#DIV/0!
Debt Service	468,044	468,044	97,304.69	370,739.31	20.79%
Interfund Transfers	75,000	225,000	-	225,000.00	0.00%
<b>Total Expenditures</b>	<b>11,671,569</b>	<b>11,879,093</b>	<b>2,161,477.65</b>	<b>9,717,615.35</b>	<b>18.20%</b>
<b>Excess of Revenues Over (Under) Expenditures</b>	<b>(1,386,594)</b>	<b>(1,536,594)</b>	<b>(708,997.20)</b>	<b>827,596.80</b>	
<b>Other Financing Sources</b>					
Proceeds of Capital Lease	603,672	603,672	-	(603,672.00)	0.00%
Fund Balance Appropriated	782,922	932,922	-	(932,922.00)	0.00%
<b>Total Other Financing Sources</b>	<b>1,386,594</b>	<b>1,536,594</b>	<b>-</b>	<b>(1,536,594.00)</b>	<b>0.00%</b>
<b>Excess of Revenues Over (Under) Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>(708,997.20)</b>	<b>\$ (708,997.20)</b>	
<b>Fund Balance Beginning of Year</b>			<b>4,630,075.35</b>		
<b>Fund Balance Current Period</b>			<b>\$ 3,921,078.15</b>		

**City of Roxboro, North Carolina  
Financial Statement - Unadjusted  
Modified Accrual Basis  
For the Two Months Ended August 31, 2019**

	Original Budget	Amended Budget	Actual	Annual Variance Favorable (Unfavorable)	16.67% Percent of Budget
<b>Enterprise Funds</b>					
<b>Revenues:</b>					
Water & Sewer Fund 60					
Charges for Services Assessments	\$ 5,379,927	\$ 5,379,927	\$ 877,024.56	\$ (4,502,902.42)	16.30%
Tapping Fees	20,000	20,000	8,760.00	(11,240.00)	43.80%
Other Operating Revenues	35,475	35,475	1,458.41	(34,016.59)	4.11%
Nonoperating Revenues	500	500	-	(500.00)	0.00%
Interfund Transfers-MERP	-	-	-	-	-
Interfund Transfers	670,000	670,000	-	(670,000.00)	0.00%
Sale of Fixed Assets	5,000	5,000	-	(5,000.00)	0.00%
<b>Total Water &amp; Sewer Fund 60</b>	<b>6,110,902</b>	<b>6,110,902</b>	<b>887,242.99</b>	<b>(5,223,659.01)</b>	<b>14.52%</b>
Triple Tier Fund 61					
Operating Revenues	6,965	6,965	343.85	(6,621.15)	4.94%
Nonoperating Revenues	100	100	33.18	(66.82)	33.18%
Rural Center Engineering Grant	-	-	-	-	#DIV/0!
Capital Reserve Fund 69					
Operating Revenues	742,040	742,040	130,662.35	(611,377.65)	17.61%
Nonoperating Revenues	1,500	1,500	3,800.74	2,300.74	253.38%
Interfund Transfers	-	-	-	-	#DIV/0!
<b>Total Revenues</b>	<b>6,861,507</b>	<b>6,861,507</b>	<b>1,022,083.11</b>	<b>(5,839,423.89)</b>	<b>14.90%</b>
<b>Expenditures:</b>					
Public Utilities: Administration	-	-	-	-	#VALUE!
Sales Tax	-	-	-	-	#DIV/0!
Billing & Collection	137,392	137,392	17,766.57	119,625.43	12.93%
Meter Section	275,016	275,016	103,949.76	171,066.24	37.80%
Raw Water Supply	69,547	69,547	14,092.80	55,454.20	20.26%
Water Plant	1,505,536	1,505,536	288,599.06	1,216,936.94	19.17%
Water Maint and Construction	621,316	621,316	112,880.34	508,435.66	18.17%
Wastewater Plant II	149,631	149,631	18,618.55	131,012.45	12.44%
Wastewater Plant	1,154,343	1,154,343	179,558.48	974,784.52	15.56%
Pump Stations	294,756	294,756	38,034.29	256,721.71	12.90%
Wastewater Maint & Construction	371,363	371,363	96,444.21	274,918.79	25.97%
Debt Service	519,737	519,737	-	519,737.00	0.00%
Interfund Transfers-MERP	-	-	-	-	-
Interfund Transfers	1,012,265	1,012,265	164,506.84	847,758.16	16.25%
<b>Total Water &amp; Sewer Fund 60</b>	<b>6,110,902</b>	<b>6,110,902</b>	<b>1,034,450.90</b>	<b>5,076,451.10</b>	<b>16.93%</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>6,861,507</b>	<b>6,861,507</b>	<b>1,034,450.90</b>	<b>5,827,056.10</b>	<b>15.08%</b>
<b>Excess of Revenues Over (Under) Expenditures</b>	<b>-</b>	<b>-</b>	<b>(12,367.79)</b>	<b>(12,367.79)</b>	
<b>Other Financing Sources</b>					
Proceeds of Capital Lease	-	-	-	-	#DIV/0!
Interfund Transfers 61 TT	-	-	-	-	#DIV/0!
Fund Balance Appropriated 60 WS	-	-	-	-	#DIV/0!
Fund Balance Appropriated 61 TT	-	-	-	-	#DIV/0!
Fund Balance Appropriated 69 CR	-	-	-	-	#DIV/0!
<b>Total Other Financing Sources</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>
<b>Excess of Revenues Over (Under) Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>(12,367.79)</b>	<b>\$ (12,367.79)</b>	
<b>Fund Balance Beginning of Year</b>			<b>1,969,991.78</b>		
<b>Fund Balance Current Period</b>			<b>\$ 1,957,623.99</b>		

**City of Roxboro, North Carolina  
 Financial Statement - Unadjusted  
 Modified Accrual Basis  
 For the Two Months Ended August 31, 2019**

	Original Budget	Amended Budget	Actual	Annual Variance Favorable (Unfavorable)	16.67% Percent of Budget
<b><u>Central Depository</u></b>					
Cash		11100000	1,556,496.12		
BB&T MMA		11100001	128,398.05		
NCCMT		11100002	2,124,743.09		
Flexible Spending Account AFLAC		11100003	60,912.08		
Roxboro Savings Bank		11100004	768,060.17		
Gateway Bank MMA Finistar		11100005	-		
CD's		11130000	-		
<b>Total Cash and Investments</b>			\$ 4,638,609.51		\$4,638,609.51
<b><u>Breakdown by Fund:</u></b>					
General		10	\$ 2,862,087.48		
CDBG-Revolving Loan Fund		13	77,949.24		
Old Durham Road Project Fund		20	359.95		
Vehicle Special Revenue		26	1,211.52		
Ridge Road Capital Project		30	-		
Stormwater Capital Fund		50	227,387.40		
Enterprise		60	(1,108,095.55)		
Triple Tier Water		61	20,936.30		
Capital Reserve		69	2,525,699.44		
Wastewater Plant Capital Project		71	(105,443.61)		
Annexation Area Capital Project		73	-		
Christmas Club / Flex Fund		75	60,912.08		
LEO Pension Trust Fund		79	75,605.26		
Reserve for Interest Earned			-		
<b>Total of Fund's Cash and Investments</b>			\$ 4,638,609.51		\$4,638,609.51

**City of Roxboro, North Carolina  
Fund Balance  
General Fund  
As of August 31, 2019**

	<b>General Fund</b>			
	<b>31-Aug-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	1.15%	0.38%	0.38%
Reserved by state statute	653,781	16.67%	5.50%	5.53%
Reserved for streets - Powell Bill	287,458	7.33%	2.42%	2.43%
Reserved for cemetery	30,269	0.77%	0.25%	0.26%
Reserved for drug enforcement	-	0.00%	0.00%	0.00%
Reserved for public safety	<u>134,988</u>	<u>3.44%</u>	<u>1.14%</u>	<u>1.14%</u>
Total fund balance reserved	<u>1,151,614</u>	<u>29.37%</u>	<u>9.69%</u>	<u>9.73%</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>2,769,464</u>	<u>70.63%</u>	<u>23.31%</u>	<u>23.41%</u>
Total fund balance unreserved	<u>2,769,464</u>	<u>70.63%</u>	<u>23.31%</u>	<u>23.41%</u>
Total equity and other credits	<u>\$ 3,921,078</u>	<u>100.00%</u>	<u>33.01%</u>	<u>33.14%</u>
Budget Ordinance for June 30, 2020, as Amended			\$ 11,879,093	
Prior Year Expenditures				\$ 11,830,440

**City of Roxboro, North Carolina  
Fund Balance  
Enterprise Fund  
As of August 31, 2019**

	<u>Enterprise Fund</u>			
	<u>31-Aug-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	0.73%	0.28%	0.25%
Reserved by state statute	222,861	11.38%	4.37%	3.91%
Reserved for capital outlay (C89 + C91)	<u>1,706,909</u>	<u>87.19%</u>	<u>33.48%</u>	<u>29.96%</u>
Total fund balance reserved	1,944,037	99.31%	38.13%	34.12%
<b>Unreserved</b>				
Designated for subsequent year's expenditures	-	0.00%	0.00%	0.00%
Undesignated	<u>13,587</u>	<u>0.69%</u>	<u>0.27%</u>	<u>0.24%</u>
Total fund balance unreserved	<u>13,587</u>	<u>0.69%</u>	<u>0.27%</u>	<u>0.24%</u>
Total equity and other credits	<u>\$ 1,957,624</u>	<u>100.00%</u>	<u>38.40%</u>	<u>34.36%</u>
Budget Ordinance for June 30, 2020, as Amended			\$ 5,098,637	
Prior Year Expenditures				\$ 5,697,524

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

	2019 Tax Levy	2018 Tax Levy	2017 Tax Levy
<b>Original Levy</b>	\$ 4,224,539.01	\$ 4,229,715.40	\$ 4,350,663.68
<b>Motor Vehicles Added to Levy</b>	0.00	0.00	0.00
<b>Motor Vehicles Added to Levy-DMV</b>	118,136.70	577,777.41	499,691.97
<b>Public Utilities</b>	-	-	-
<b>Adjusted Original Levy</b>	<u>4,342,675.71</u>	<u>4,807,492.81</u>	<u>4,850,355.65</u>
<b>+Discoveries</b>	<u>110,528.09</u>	<u>182,028.95</u>	<u>106,561.33</u>
<b>Levy</b>	<u>4,453,203.80</u>	<u>4,989,521.76</u>	<u>4,956,916.98</u>
<b>-Releases</b>	<u>2,570.10</u>	<u>7,679.64</u>	<u>11,113.90</u>
<b>Current Levy</b>	<u>4,450,633.70</u>	<u>4,981,842.12</u>	<u>4,945,803.08</u>
<b>Collection year-to-date</b>	\$ 999,446.50	\$ 4,936,131.15	\$ 4,914,682.73
<b>Uncollected</b>	\$ 3,451,187.20	\$ 45,710.97	\$ 31,120.35
<b>Collection % of Current Levy</b>	22.46%	99.08%	99.37%
<b>Property Tax Rate Per \$100</b>	\$ 0.670	\$ 0.670	\$ 0.670

## 6. Assistant City Manager's Report

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

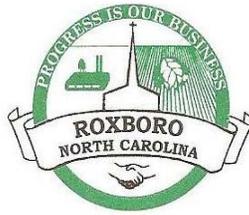
**Wastewater Treatment Plant** – The City received a permit extension from the state for discharge of the effluent at the treatment plant. This will keep the City in compliance until the construction is completed. The project is approximately 67 days behind schedule. Most of this is due to the concrete work at the oxidation ditch. There are two interior wall sections still to be poured. Work on the office/lab is on schedule. The mechanical rough-in inspection was performed last week and it passed. The contractor continues to work on installing the piping, valves and pumps.

**Lake Roxboro Pumping** – They are continuing to pump out of Lake Roxboro to Lake Issac Walton (city lake). The normal operating procedure is to turn off the pumps when Lake Issac Walton is back up to one foot below normal. This allows the lake to catch the runoff from any rain events and not waste that water over the spillway. This time, because of the dry weather and lack of rain in the forecast, they will let the lake fill up to within 6-9 inches of normal pool elevation. The lake should reach this level next week and the pumps will be turned off. The hope is that they will not have to turn the pumps back on this year. However, that only work if it starts raining again.

**Restriping of Uptown** – Public Works has started painting the parking spaces, turn arrows and lane stripes in uptown. The work is performed on Saturdays when there is less traffic. Bryan Garrett, Public Works Superintendent, has estimated that it will take a couple more Saturdays to finish the job.

**I&I Study** – The City received a grant of \$150,000 for the study of Inflow and Infiltration (I&I) of the City's sewer system. The grant was approved by City Council in June. This grant will focus on the Marlowe's Creek area north of the intersection of Tanyard Brach and Marlowe's Creek. Hydrostructures will be conducting the study. They will start work this month and present a report in July 2020.

## 7. Manager's Report



## City of Roxboro

### MEMORANDUM

TO: Mayor Newell and City Council  
FROM: Brooks Lockhart  
SUBJECT: Manager's Report  
DATE: October 8<sup>th</sup>, 2019

---

- Please take note of several upcoming dates.
  - Race Unity Week, October 6-13
  - Community Leader Training by the Racial Equity Institute October 10-11, 9am-5pm at PCC
  - Person County High School Homecoming Parade on October 18th
  - Last Rox N' Roll of the 2019 season will be held Uptown at 6pm on October 18<sup>th</sup>
  - Empowerment Day 2019, 2pm Saturday October 20th at Allen Chapel AME
  - Council Interviews for Council Vacancy, 7pm Wednesday, October 30th at City Hall
  - Special Called City Council Meeting for Council Nominations, 7pm Tuesday November 12th at City Hall
  - City Council Meeting (Local Government Day), 9am Monday November 18th at City Hall
- City Staff is working to become more actively involved in the NCDOT's Strategic Transportation Investments process. The Kerr-Tar COG serves our community as our Rural Transportation Planning Organization (RPO). All submittals, done bi-annually, to the STI must flow through the RPO via a process called Prioritization 6.0. The City Manager has volunteered to serve the RPO on its Prioritization 6.0 committee. The City of Roxboro will be submitting a pedestrian safety project for South Elementary and Southern Middle Schools. Staff will keep the Council apprised of the progress with this process.
- There have been some recent developments with our Interlocal partners on the Dan River Intake project. Staff will be meeting with our Engineers to update our cost estimate on our transmission line. These figures were last updated in 2004. More information will follow in the coming months.
- Our Tower Modification Design to account for the placement of Verizon on our Tower is expected to be completed by 10/11. Upon completion of the design, the City will need to approve a construction contract to authorize the modifications. The current budget has allocated \$230,000 for this project and Staff believes this contract will cost approximately \$200,000 to \$250,000; if the project exceeds the current budgeted amount, the contract will require board approval. Tower Engineering Professionals are uniquely positioned to undertake this project (sole source). Per our purchasing policy and NC General Statutes, construction projects under \$500,000 do not require the RFQ process. The contract approval would allow the vendor to place the order of the steel fabrications, which can have a lead time of 1 to 2 months. Our lease with Verizon calls for their placement on the Tower as of January 1<sup>st</sup>. If delays are encountered, we may need to vote an amendment to our lease. I would like this report to serve as public notice that the Council may need to take up a vote on the contract or lease at either a special called meeting or as part of the October 30<sup>th</sup> proceedings.