

**AGENDA ROXBORO CITY COUNCIL MEETING  
TUESDAY DECEMBER 10, 2019, 7:00 P.M.  
CITY HALL COUNCIL CHAMBER**

|  |        |                                      |
|--|--------|--------------------------------------|
| <b>CALL TO ORDER</b>   |        | Mayor Marilyn P. Newell              |
| <b>INVOCATION:</b>   |        | Public Services Director Andy Oakley |
| <b>PLEDGE OF ALLEGIANCE:</b>   |        | Mayor Marilyn P. Newell              |
| <b>AGENDA ADOPTION:</b>  |        | Mayor Marilyn P. Newell              |
| <b>CONSENT AGENDA</b>  |        | Mayor Marilyn P. Newell              |
| Minutes  |        |                                      |
| Fire Department  |        |                                      |
| Police Department  |        |                                      |
| Fuel Expenditures  |        |                                      |
| Planning/RDG Report  |        |                                      |
| <b>RECOGNITION:</b>  |        |                                      |
| Presentation of Arson Dog – Brandy Horton  |        |                                      |
| Retirement of James Cash, Promotions Darrell Mills, Sergeant & Tyler Gray, Corporal – Chief David Hess |        |                                      |
| <b>PUBLIC COMMENT:</b><br><i>(5 minutes per Citizen)</i>   |        | Mayor Marilyn P. Newell              |
| <b>PUBLIC HEARINGS AND ORDINANCE MATTERS:</b>  |        |                                      |
| 1. Budget Amendment  |        | Finance Director Dan Craig           |
| 2. UDO Text Amendments – Public Hearing  |        | Planning Director Lauren Johnson     |
| <b>OLD BUSINESS:</b>   |        |                                      |
| 3. Appointment of Steering Committee and Future Land Use Firm Approval                                 |        | Planning Director Lauren Johnson     |
| 4. Proposal for Flagpole at Merritt Commons  |        | Public Services Director Andy Oakley |
| <b>NEW BUSINESS:</b>   |        |                                      |
| 5. Chemical Bids 2020  |        | Assistant Manager Tommy Warren       |
| 6. Appointment to Planning Board   |        | Planning Director Lauren Johnson     |
| 7. Planning Board and Board of Adjustment Meeting Schedule 2020  |        | Planning Director Lauren Johnson     |
| 8. Certification Pay   |        | City Manager Brooks Lockhart         |
| 9. 2020 Holiday Schedule   |        | City Manager Brooks Lockhart         |
| 10. City Council Meeting Schedule 2020   |        | City Manager Brooks Lockhart         |
| <b>COMMITTEE REPORTS:</b>  |        | Mayor Marilyn P. Newell              |
| <b>ADMINISTRATIVE REPORTS:</b>   |        |                                      |
| 11. Financial & Tax Report   |        | Finance Director Dan Craig           |
| 12. Assistant Manager's Report   |        | Assistant Manager Tommy Warren       |
| 13. Manager's Report   |        | City Manager Brooks Lockhart         |
| <b>COUNCIL DISCUSSION:</b>   |        |                                      |
| <b>CLOSED SESSION:</b> Per NCGS 143.318.11(a)(1) Attorney/Client Privilege                             |        |                                      |
| <b>ADJOURNMENT:</b>  | Motion | Second                               |

# Consent Agenda

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

The Regular meeting of the Roxboro City Council was held in the Council Chamber of City Hall at 7:00 p.m. Tuesday, December 10, 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 November 18, 2019 (*Regular Meeting, Local Government Day*)
- Fire/EMS Monthly Report (*November 2019*)
- Police Dept. Monthly Report (*November 2019*)
- Fuel Expenditures Monthly Report (*November 2019*)
- Planning/RDG Monthly Report (*November 2019*)

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Trevie Adams, MMC/NCCMC  
City Clerk

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

**MINUTES/MEETING OF THE ROXBORO CITY COUNCIL  
MONDAY NOVEMBER 18, 2019 – 9:00 A.M. LOCAL GOVERNMENT DAY  
CITY HALL IN THE COUNCIL CHAMBERS - ROXBORO, NC**

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

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

**Members Absent:**

**CALL TO ORDER:**

**Mayor Marilyn P. Newell** called the meeting to order at 9:00 a.m. welcoming everyone in attendance with a special welcome for the students and teachers of Person High School in observance of Local Government Day. Police Chaplain Merritt Buchanan delivered the invocation.

Oath of Office: **Ms. Deborah Barker, Clerk of Court** administered the oath to **Mr. Benjamin Gault** as incoming Council Member to fill the unexpired term of Mr. Sandy Stigall.

**PLEDGE OF ALLEGIANCE:**

**Council Member Benji Gault** then led Council and those in attendance in reciting the Pledge of Allegiance to the Flag.

**AGENDA ADOPTION:**

**Mayor Marilyn P. Newell** presented the agenda, asking for any corrections or additions. **Mayor Pro Tem Tim Chandler** offered a **motion to approve the agenda as presented with a second by Council Member Cynthia Petty** and upon being put to a vote was carried unanimously.

**CONSENT AGENDA ADOPTION:**

**Mayor Newell** presented the consent agenda and asked for any comments or corrections explaining to the students that the consent agenda is comprised of staff reports and minutes and may be voted on with one motion. **Council Member Mark Phillips** offered a **motion 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.

**RECOGNITION:**

**Mayor Marilyn P. Newell** read and presented a Proclamation to Eagle Scout Matthew Cole Bradsher.

**Police Chief David Hess** presented Lt. Chris Dickerson as a candidate that has been accepted in the FBI National Academy in which Lt. Dickerson will attend beginning January 6, 2020.

**PUBLIC COMMENT:**

**Mayor Newell** invited anyone interested in addressing Council to sign-up for the public record and to limit his or her comments to five minutes. No comments at this time.

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

### **1. Budget Amendment**

**Finance Director Dan Craig** presented Budget Amendment #3. After a brief discussion, **Council Member Mark Phillips** offered a motion to approve **Budget Amendment #3 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 amendment is hereby incorporated into the minutes of this meeting.**

### **2. Ordinance Text Amendment: National Flood Insurance - *Public Hearing***

**Planning Director Lauren Johnson** presented the Mayor and Council an update of the Flood Damage Prevention Ordinance and supporting definitions to comply with new regulations from FEMA. Mayor Merylyn P. Newell opened the Public Hearing at 10:25 am asking for any public comment at this time. There being no one, Mayor Newell closed the Public Hearing at 10:26 am. After a brief discussion, **Council Member Benji Gault** offered a motion to approve the text amendments presented in **Docket #TA2019-01, which updates the City's Flood Damage Prevention Ordinance and corresponding definitions, and acknowledges adoption of the new FIRM maps, because the amendment is consistent with the City's Comprehensive Land Use Plan in that it;**

- **Aligns with the goals and implementation strategies to ensure the Conservation of Environmentally Sensitive Areas.**

Furthermore, this decision is in the public interest of the City of Roxboro because these updates are required to keep the city in good standing with FEMA and the NFIP, which allows the residents of Roxboro to obtain flood insurance for their properties, with a second by **Council Member Cynthia Petty** and upon being put to a vote was carried unanimously. **Clerk's Note: A copy of said amendments is hereby incorporated into the minutes of this meeting.**

## **OLD BUSINESS:**

## **NEW BUSINESS:**

### **3. Steering Committee Appointments**

**Planning Director Lauren Johnson** presented applications for the Steering Committee. After a brief discussion, Mayor Merylyn P. Newell asked that this item be tabled to give the new members of Council a chance to review.

## **COMMITTEE REPORTS:**

- **Chief's Association – Council Member Mark Phillips** attended and they are looking into hiring of a Fire Marshall.
- **Merchant's Association – Council Member Mark Phillips** attend the meeting and reminded everyone of the Small Business Saturday. This will be held the Saturday after Thanksgiving.
- **United Way – Mayor Pro Tem Tim Chandler** – meeting was cancelled. Mr. Chandler did attend the Barber Shop meeting.
- **Kerr Tar – Council Member Reggie Horton** attended the meeting in October and will attend the November meeting.
- **Mayor Merylyn P. Newell** Economic Development is meeting and dealing with the Mega Site permitting. Some announcements to be made in the near future.
- **Council Member Cynthia Petty** attended the Quarry public meeting in Caswell County along with Manager Brooks Lockhart.

## **ADMINISTRATIVE REPORTS:**

### **4. Financial & Tax Report**

**Interim Finance Director Dan Craig presented Council with the Financial Statement ending September 30, 2019 and the tax report ending October 31, 2019.**

**Clerk's Note:** A copy of said Financial and Tax Report are hereby incorporated into the minutes of this meeting.

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

**Assistant Manager Tommy Warren** reported to the Mayor and Council that is required by the NCDOT and included in this year's budget, the ADA study is under way. Mr. Jeff Johnson with Ally, Williams, Carmen and King is doing the study and has visited the City facilities checking them for compliance with the latest ADA regulations. A report will be prepared to note any deficiencies.

The Marlowe's Creek study has been completed. This study looks at the wastewater flow from the southern half of the county that is pumped through the Southside and Billy Hicks Road pump stations. The study includes the existing and future capacities of the pump stations and the force main plus the capacity of Marlowe's Creek Outfall. A full report will be given at the next word session.

The Contractor for the Wastewater Treatment Plant Improvements is currently 102 days behind schedule. The project is currently scheduled to be completed on January 15, 2021 (note that the original date of completion was October 5, 2020). The major hold up has been the oxidation ditch. The main two problems have been that the contractor that supplies the rod busters (craftsman that tie rebar) have not been able to properly staff the job and also shrinkage cracks in the concrete wall that had to be patched. The office/lab building and underground piping is on schedule. Both the oxidation ditch and the office/lab building are scheduled to be in service in March 2020. The oxidation ditch had to be in operation so the existing aeration basins can be converted to equalization basins.

### **6. Manager's Report**

**Manager Brooks Lockhart** informed the Mayor and Council of some upcoming dates: City offices will be closed for Thanksgiving – November 28<sup>th</sup> and 29<sup>th</sup>, and "Jingle on Main" will be held on December 5, 2019 in Uptown Roxboro.

Mr. Lockhart stated that a work session needs to be set to discuss the Dan River Project Updates and the Marlowe's Creek Study. After a brief discussion it was the consensus of Council to set the date for a work session on Monday, December 9, 2019 at 6:00 pm.

Efforts have been made to internally update the language of the City job advertisements to appeal to a wider applicant pool. Efforts have been made in concert with City Council to consider benefits like take home vehicles and allowing the hiring of staff to be sent for job related training prior to full employment. In December, it is the intention of staff to present a Certification Pay Program that covers all the departments to the Council for consideration.

Mr. Lockhart also reported that an odd property ownership situation has been brought to staff's attention. There is a lot located underneath Lake Roxboro that Caswell County's records reflect ownership to a private individual and that individual has been paying Caswell property taxes on the parcel. The City of Roxboro and Person County Register of Deeds reflect that the City acquired the property prior to the creation of the lake. Staff and Legal Counsel attempted to have the matter resolved by communicating with the Caswell County Attorney. This did not resolve the matter. The property owner has shared their willingness to sign a quit claim deed to transfer the property to the City.

They have requested the City prepare the legal documents and to waive their boat permit fees for the next several years to offset their past tax bills. Mr. Lockhart requested authorization (for legal fees and to negotiate terms for Council) from Council to resolve this real property matter, which would require a later council vote to finalize.

**COUNCIL DISCUSSION:**

No discussion at this time.

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

**Council Member Mark Phillips offered a motion to re-enter into open session with a second by Council Member Benji Gault and upon being put to a vote was carried unanimously.**

**ADJOURNMENT:**

There being no further business to discuss, **A motion was offered by Council Member Benji Gault with a second by Council Member Cynthia Petty to adjourn this meeting** and upon being put to a vote, was carried unanimously. Meeting adjourned at 12:03 p.m.

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Mayor Marilyn P. Newell

ATTEST:

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Trevie Adams, MMC/NCCMC  
City Clerk

December 18, 2019

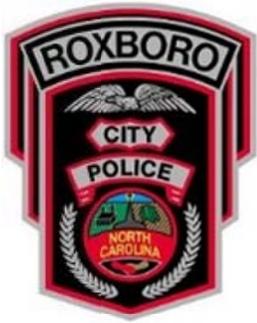


**City of Roxboro**  
**Fire and Rescue Department**

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

**Highlight**

- **Responses** - During the month of November the City of Roxboro Fire Department responded to 24 fire calls and 98 ems calls. During the month we also responded to 20 hazardous Conditions and 8 service calls. Over the course of November we responded to 101 calls in the city and 62 in county plus 17 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.
- **Certained** Chief Torain attended the company safety day in November. Chief spoke to the workers on fire safety in the home. Also on that day Blake Whitt and Tyler Coleman was outside with the fire extinguisher prop to show how to properly extinguish a home fire.
- **Physicals** During the month of November the Roxboro Fire Department had Greenville fitness come to the station and do our National Fire Protection Association physicals. That includes blood test, twelve lead, bike ride, doctor consultation, and breathing test.
- **Local Government Day** The department had several interested students talk about joining the fire department. We ran over our time each session because of questions of what we do.
- **Veterans Day** Roxboro Fire Department was at the Veterans day celebration in November at the Veterans Park. After the events had taken place, the department stood by for the retirement of the old American Flags by the Boy Scouts.
- **HOSA Class** The department conducted fire extinguisher training for the student of HOSA class during the month of November.



# 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

November 2019

### Patrol Division

#### Highlighted Events

- Provided escorts for two motorcycle charity rides to raise money for Toys for Tots. Between the two rides, over 800 motorcycles were escorted through the city. We extend our appreciation to the Sheriff's Office for their assistance.
- Due to staffing shortages, four officers were rescheduled for CIT training within the first quarter of next year. Upon completion, 100% of existing police staff will have CIT certification.
- Lt. Hughes attended the Person County Human Trafficking committee meeting.
- Honor Guard participated in the Veterans Day Parade.

#### Community Policing

- Chili Cookoff Champions! Congratulations to Lt. Dickerson, Det. Howe and Det. Wright.
- Hosted Barbershop Uncut. Group worked on goals to move the community forward in 2020.
- Deputy Chief Hawkins, Lt. Hughes, Sgt. Furstenau, Det. Howe and Det. Wright assisted with Thanksgiving lunches at North Elementary School.
- Sgt. Ford attended Career Fair Day at Northern Middle School.



**September 2019 Monthly Activities**

**Calls for Service:** 1396

**Incident Reports:** 181

**Traffic Enforcement Requests:** 12

**Traffic Stops:** 270

**Traffic Crashes:** 56

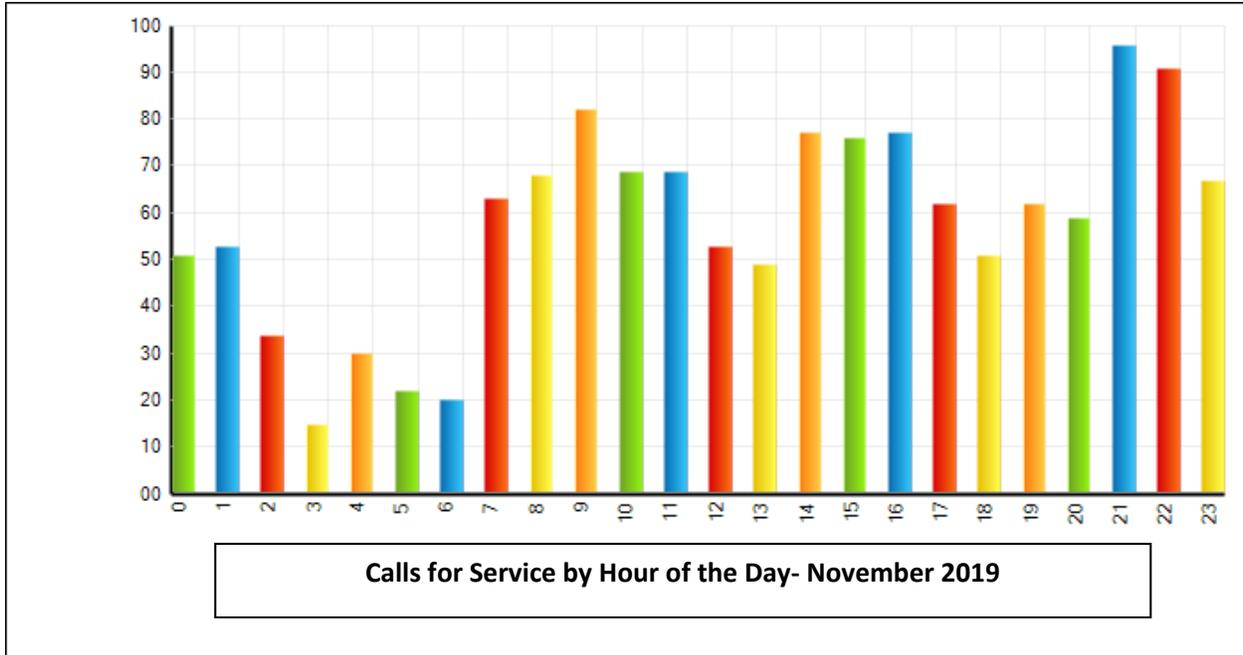
**Citations Issued:** 110

**Total Arrests:** 54

**Warnings:** 50

**Directed/Foot Patrol:** 286

**K-9 Utilizations:** 5/1 Demo



**Criminal Investigations Division**

- Investigators continue working leads in the unsolved homicide case. Detectives are currently reviewing thousands of cell phone record pages obtained from a search warrant.
- Continuing to investigate the robbery of Fun and Games sweepstakes.
- Investigators are completing new hire background investigations for the three applicants recently hired.

### Total Numbers for the Month

**Cases Assigned: 26**

**Call Outs: 11**

**Felony Warrants Obtained: 9**

**Total Arrests: 6**

**Cases Closed: 11**

**Court Hours: 20**

**Out of Town Follow Ups: 4**

**Search Warrants Executed: 1**

**Misdemeanor Warrants Obtained: 4**

**Interviews Conducted: 43**

**Total Forensics Cases: 14**

**Total Forensics Hours: 18**

### Street Crimes Unit

- Personnel completed training offered through NCLM as part of our Risk Management Accreditation.
- Conducted monthly gaming compliance reviews.

### Administrative Services Unit

- Meetings: Daily with Command Staff; Shop with a Cop planning; Scheduled CPA graduation keynote speaker and venue; finalized hiring process with HR's assistance; various administrative tasks requiring daily meetings with vendors and acquisition of equipment; conducted a spot audit of the evidence room.
- Community Engagement: Received several donations for Shop with a Cop; Coordinated Christmas adoptions for Canterbury House residents; fielded numerous parking violation complaints (main complaint lack of signage); Coordinated a Wounded Warrior deer hunting event; attended Open Source Extract (hemp) plant tour; working with OSE's staff to provide a CPTED site survey.

### Administration

#### Meetings

- Daily meetings with Command Staff.
- Completed monthly Risk Management Accreditation review.
- Facilitated promotion process.
- Received notification from Dodge that North Carolina police Chargers will not be available until 2021 for select departments due to a 4,000 vehicle manufacturing shortage. The state contractor vendor notified the Chief that Roxboro PD will be impacted by the shortage and will not be able to order Dodge Chargers until Spring 2021.
  - Chief notified the City Manager and Finance Director as this will likely impact fiscal requests for two years.
- Meetings: City Manager; Finance Director; Human Resources; Department Head; Staff meeting; Chaplain; Mental Health Partners; NC Chiefs of Police regional meetings/conference planning/executive committee; concerned citizen; Fielded a drug complaint and forward to SCU; Training & Standards Commission; NCLM Risk Management Chiefs Advisory board; PAAL Board;

- Community Engagement: Rotary; Deputy Chief completed a Wal Mart community grant for Shop with a Cop; Home safety presentation at Certaineed;

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

- Christmas Parade: December 14<sup>th</sup>
- Shop with a Cop: December 16<sup>th</sup>
- Citizens Police Academy graduation: January 2<sup>nd</sup>
  - City Manager Lockhart and HR Director Rodgers will graduate this session!

City of Roxboro, North  
 Distribution of Gas  
 31-Oct-19

Lawn Mowers  
 Weed Eaters  
 Chain Saws  
 Gas Cans, ETC.

Shell  
 Account Number:

80-001-3945-4

| Card Number | Dept Number | Make                  | Model | Gallons  | Diesel Total Cost | Gas Tax Adjust | 0.05 per gallon Discount | 2.00% 2.00% Discount | Net Cost  | Average Cost Per Gallon |
|-------------|-------------|-----------------------|-------|----------|-------------------|----------------|--------------------------|----------------------|-----------|-------------------------|
| Summary     |             |                       |       |          |                   | 0.5580         |                          |                      |           |                         |
|             |             |                       |       |          |                   | 0.6200         |                          |                      |           |                         |
| 1           | 4120        | City Hall             |       | 40.25    | 104.46            | 22.76          | 2.77                     | 1.62                 | 77.31     | 2.596                   |
| 2           | 4130        | Finance               |       | -        | -                 | -              | -                        | -                    | -         | #DIV/0!                 |
| 3           | 4160        | Public Buildings      |       | 108.66   | 282.04            | 61.44          | 7.49                     | 4.37                 | 208.74    | 2.596                   |
| 4           | 4180        | Purchasing            |       | -        | -                 | -              | -                        | -                    | -         | #DIV/0!                 |
| 17          | 4910        | Planning & Zoning     |       | -        | -                 | -              | -                        | -                    | -         | #DIV/0!                 |
|             |             | Total Administrative  |       | 148.91   | 386.50            | 84.20          | 10.27                    | 5.98                 | 286.05    | 2.596                   |
| 5           | 4310        | Police                |       | 2,335.79 | 6,062.68          | 1,320.76       | 161.03                   | 93.86                | 4,487.04  | 2.596                   |
| 6           | 4311        | CID                   |       | 119.04   | 308.99            | 67.31          | 8.21                     | 4.78                 | 228.68    | 2.596                   |
| 26          | 4312        | Narcotics             |       | -        | -                 | -              | -                        | -                    | -         | #DIV/0!                 |
| 9           | 4380        | Animal Control        |       | -        | -                 | -              | -                        | -                    | -         | #DIV/0!                 |
|             |             | Total Police          |       | 2,454.83 | 6,371.67          | 1,388.07       | 169.23                   | 98.64                | 4,715.72  | 2.596                   |
| 7           | 4340        | Fire                  |       | 1,460.06 | 3,789.67          | 825.58         | 100.65                   | 58.67                | 2,804.76  | 2.596                   |
| 8           | 4341        | Fire Inspections      |       | 70.38    | 182.67            | 39.79          | 4.85                     | 2.83                 | 135.20    | 2.596                   |
|             |             | Total Fire Dept.      |       | 1,530.43 | 3,972.34          | 865.37         | 105.51                   | 61.50                | 2,939.96  | 2.596                   |
| 10          | 4510        | Public Services       |       | 91.16    | 236.62            | 51.55          | 6.28                     | 3.66                 | 175.12    | 2.596                   |
| 11          | 4511        | Streets               |       | 427.55   | 1,109.74          | 241.76         | 29.47                    | 17.18                | 821.33    | 2.596                   |
| 12          | 4512        | Street Cleaning       |       | 27.19    | 72.37             | 16.69          | 1.40                     | 0.59                 | 53.69     | 2.662                   |
| 13          | 4513        | Garage                |       | 30.65    | 79.56             | 16.24          | 1.52                     | 0.57                 | 61.23     | 2.596                   |
| 14          | 4710        | Residential Garbage   |       | 1,487.02 | 3,859.66          | 840.83         | 102.51                   | 59.75                | 2,856.57  | 2.596                   |
| 15          | 4711        | Commercial Garbage    |       | 967.74   | 2,511.84          | 547.20         | 66.71                    | 38.89                | 1,859.03  | 2.596                   |
| 16          | 4740        | Cemetery              |       | 182.50   | 473.70            | 103.20         | 12.58                    | 7.33                 | 350.59    | 2.596                   |
|             |             | Total Public Services |       | 3,213.83 | 8,343.49          | 1,817.46       | 220.49                   | 127.98               | 6,177.56  | 2.596                   |
|             |             | Total General Fund    |       | 7,348.00 | 19,074.00         | 4,155.11       | 505.49                   | 294.10               | 14,119.30 | 2.596                   |
| 18          | 7112        | Meter Reading         |       | 295.94   | 768.14            | 167.34         | 20.40                    | 11.89                | 568.50    | 2.596                   |
| 19          | 7114        | Lake Warden           |       | 78.08    | 202.67            | 44.15          | 5.38                     | 3.14                 | 150.00    | 2.596                   |
| 25          | 7118        | Pump Stations         |       | -        | -                 | -              | -                        | -                    | -         | #DIV/0!                 |
| 20          | 7120        | Water Plant           |       | 115.18   | 298.94            | 65.13          | 7.94                     | 4.63                 | 221.25    | 2.596                   |
| 21          | 7121        | Water Line Mainten    |       | 975.48   | 2,531.92          | 551.58         | 67.25                    | 39.20                | 1,873.90  | 2.596                   |
| 22          | 7130        | WWTP                  |       | 64.21    | 166.65            | 36.31          | 4.43                     | 2.58                 | 123.34    | 2.596                   |
| 23          | 7131        | Sewer Line Mainten    |       | 637.60   | 1,654.93          | 360.53         | 43.96                    | 25.62                | 1,224.82  | 2.596                   |
| 24          | 7132        | WWTP II               |       | 119.20   | 309.40            | 67.40          | 8.22                     | 4.79                 | 228.99    | 2.596                   |
|             |             | Total Enterprise Fund |       | 2,285.69 | 5,932.66          | 1,292.43       | 157.57                   | 91.85                | 4,390.81  | 2.596                   |
|             |             | Total All Funds       |       | 9,633.35 | 25,003.97         | 5,447.12       | 664.11                   | 387.10               | 18,505.64 | 2.596                   |



December 4, 2019

To: Mayor Newell  
Roxboro City Council

From: Lauren Johnson, Planning & Development Director

Subject: December Council Report

### **Uptown Development Group:**

- Uptown Events: We had a wonderful Uptown Roxboro Chili Cook-off in conjunction with the Veteran's Parade on November 9<sup>th</sup>. We had several participants from Person County EMS, Roxboro Fire Department and Person County Sheriff's Department. It was perfect weather for some hot chili! Special thanks to Mark Philips, Jody Blackwell, Jessica Wesley and her young son, Preston for being our judges. This was a very competitive group and everyone had a lot of fun. We hope to make this an annual tradition! We are finishing up our 2019 Goals and I am in the process of preparing our annual report for NC Main Street. Trevie and I (as well as our sons) assisted the Roxboro Fire Department on Thanksgiving morning decorating Uptown Roxboro. We are excited for this year's Jingle on Main, coordinated by the Uptown Roxboro Group. We have planned a few added features for all ages to enjoy and hope that this event will continue to grow!
  
- Uptown Developments:
  - I have reached out to the owners of 214 N. Main Street (Dillon Lunsford) and 108-110 N. Main Street (Brent Lockwood) for a status on their buildings, but have not been able to speak with them. We are very pleased with the initial progress to the former NTYCE building.
  - I ate a delicious burger and dessert at the Depot Southern Bistro on Shop Small Saturday (November 30). After leaving there, I visited the Gordon Street Café (located in Hall's Way) who also participated in Shop Small Saturday by offering samples of their baked goods. They both seem to struggle with marketing and I have offered our support in assisting them.
  - The Uptown Roxboro Group continues to work with the Person County Arts Council and Person County Tourism Development Authority on the installation of the additional 3 murals in the Main Street Alleyway. The final mural has been painted, but will need 3-4 weeks to cure before she can apply the final UV, anti-graffiti coat. Once completed, we will schedule a date to hang the final pieces. We are looking for donations to place a bench, or two, in the alley to complete the space.
  - A design has been selected for the painting of the crosswalk located in near the Person County Library. This is scheduled to be completed in early spring. We continue to work with the Kirby Arts Council on designs for additional crosswalks.



### **Planning & Development:**

- Future Land Use Plan Update: Agenda item for consideration.
- Hazard Mitigation Plan Updates: Staff attended a meeting in Hillsborough on November 26<sup>th</sup> to review the next steps of the Hazard Mitigation Plan update with the Eno-Haw planning group. There was information shared regarding the types of hazards, as well as the damage figures and frequency of each hazard. Members of the group were tasked with reviewing the draft list of hazards, critical sites, and other data points to provide comment by later in December. A final meeting will be held in January, after which the draft plan will be created by the consultant firm. As always, members of the public and Council may keep up with the progress by viewing the project website; <http://www.enohawhmp.com>.
- New Permitting Software for Planning Department: The timeline for implementation of the new permitting software was extended after County staff conferenced with the software firm to discuss availability of staff and ability to complete assignments. Staff will meet with software reps in January to review “homework” assigned, and re-evaluate the schedule for further work.
- Special Event Procedures: Over the course of 2019, several items were tagged for modification/improvement in 2020. Staff from the Planning, Police, and Public Services departments have worked together to develop a plan for process improvement in the coming year. An updated Special Event Permit Application will be developed, along with a standard route map that applicants must use to identify road closures and barricade placement. Additional modifications/policy changes are being considered. Staff hopes to have all decisions finalized by the end of the year. The Community Planner will be taking over the processing of all Special Event Permit Applications and Merritt Commons Reservation Applications starting January 1, 2020.
- Annual Report: Previously, staff presented Council with a report on developmental services for 2018 at a Council meeting. Due to the limited space on the agenda, staff will prepare this report for dissemination to Council at a later date.

### **Additional Updates:**

- Held Planning Board meeting on December 2<sup>nd</sup>
- Worked with Code Enforcement and attorney’s office to finalize title search documents for minimum housing cases
- Issued two demo permits for minimum housing demolitions, no cost to City because of owner’s cooperation
- Worked with various County, State, and City agencies to work on correction to street name misspelling, and appropriate modifications of agency records
- Submitted check requests for all land use board members to receive their annual compensation before Christmas



## 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: SPEEED and Aviyon's Foundation  
Address: 104 Prestige Avenue City: Roboro State: NC  
Zip Code: 27573  
Daytime Phone Number: 336.459.0353 Cell Number: \_\_\_\_\_ Email: nanetech@gmail.com

Primary Contact: Nan Jeffers  
Address: 104 Prestige City: Roxboro State: NC Zip Code: 27573  
Daytime Phone Number: 3364590353 Cell Number: \_\_\_\_\_ Email: nanetech@gmail.com

### II. General Event information:

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

MLK DAY PARADE 2020

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:

MLK Day 2020 Vision Parade is to engage youth to be a part of Dr. King's dream, empowering them to dream, unify and serve with clarity in love, life, faith and hope.

Parade will march from Museum to Roxboro Baptist Church.

Please indicate the following:

- a. Proposed Event Date(s): \_\_\_\_\_ January 18, 2020 \_\_\_\_\_
- b. Proposed Time Period(s) of the Event: \_\_\_\_\_ 1:00-2:00 PM, Line up @Noon \_\_\_\_\_
- c. Location of Event: \_\_\_\_\_ Uptown Roxboro \_\_\_\_\_
- d. Approximate Number of People to Attend the Event : \_\_\_\_\_ 100+ \_\_\_\_\_

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

Parade and Birthday party to celebrate the Birthday of Dr. Martin Luther King Jr.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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: Escorts in front and rear of parade

Fire: Fire Lights and staff participation is welcomed as parade goes by

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

Blocked Streets at Westmorehead and N. Main; Reams and Main Street, Abbit and Lamar, Court and Lamar and Gordon and S. Main Street

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):

(see map)

Specify number of:

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

**Banners 6x 30 will be carried in the parade and then put up for the weekend (2 days) in designated areas.**  
**Banners advertising parade will be put out the weekend (January 10-12, 2020) before the parade**

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.

**FURTHERMORE**, 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: 9/30/19

  
Responsible Planner/On-Site Manager

Date: 9/30/19



**NEW**

Renewal of Number

**POLICY DECLARATIONS**

**No. NBP1558716**

**United States Liability Insurance Company**

**1190 Devon Park Drive, Wayne, Pennsylvania 19087**

A Member Company of United States Liability Insurance Group

NAMED INSURED AND ADDRESS:

**AVIYON'S ATHLETIC FOUNDATION**

**203 N MAIN ST STE 420**

**ROXBORO, NC 27573**



POLICY PERIOD: (MO. DAY YR.) From: 08/27/2019 To: 08/27/2020

12:01 A.M. STANDARD TIME AT YOUR MAILING ADDRESS SHOWN ABOVE

FORM OF BUSINESS: Non Profit Organization

BUSINESS DESCRIPTION: Charity Protector Product

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

THIS POLICY CONSISTS OF THE FOLLOWING COVERAGE PARTS FOR WHICH A PREMIUM IS INDICATED.

THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT.

|  | PREMIUM         |
|--|-----------------|
| Businessowners Liability Coverage Part | \$522.00        |
| Businessowners Property Coverage Part  | \$105.00        |
| <b>TOTAL:</b>                          | <b>\$627.00</b> |

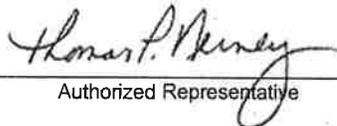
Coverage Form(s) and Endorsement(s) made a part of this policy at time of issue

**See Endorsement EOD (1/95)**

Agent: **COMMONWEALTH UNDERWRITERS, LTD. (2197)**  
P.O. BOX 5441  
Richmond, VA 23220

Issued: 08/30/2019 9:07 AM

Broker: Dunevant Insurance Agency  
904 F North Madison Blvd  
Roxboro, NC 27573

By:   
Authorized Representative

UPD (08-07) THESE DECLARATIONS TOGETHER WITH THE COMMON POLICY CONDITIONS, COVERAGE PART DECLARATIONS, COVERAGE PART COVERAGE FORM(S) AND FORMS AND ENDORSEMENTS, IF ANY, ISSUED TO FORM A PART THEREOF, COMPLETE THE ABOVE NUMBERED POLICY.

## BUSINESSOWNERS PROPERTY COVERAGE PART DECLARATIONS

Policy No. **NBP1558716**

Effective Date: 08/27/2019

12:01 AM STANDARD TIME

### DESCRIPTION OF PREMISES

| Prem | Bldg | Location, Construction, Occupancy and Other Information | Territory                | Fire Code |
|------|------|---|--------------------------|-----------|
| 1    | 1    | 203 N Main St, Suite 420, Roxboro, NC 27573             | 002                      | 0702      |
|      |      | Description: <b>Charity Protector Product</b>           |                          |           |
|      |      | Covered Causes of Loss: <b>Special</b>                  | Protection Class         | 1         |
|      |      | Construction: <b>Frame</b>                              | Square Footage:          | 1000      |
|      |      | Special Deductible: <b>None</b>                         | Special Deductible Type: |           |

### COVERAGES PROVIDED - INSURANCE AT THE DESCRIBED PREMISES APPLIES ONLY FOR COVERAGES FOR WHICH A LIMIT OF INSURANCE IS SHOWN

| Prem   | Bldg | Coverage                          | Limits of Insurance | Deductible | Coinsurance % or Monthly Indemnity | + Valuation | Premium         |
|--|------|-----------------------------------|---------------------|------------|------------------------------------|-------------|-----------------|
| 1  | 1    | Business Income and Extra Expense | \$25,000            | \$0        |                                    |             | Included        |
| 1  | 1    | Business Personal Property        | \$5,000             | \$1,000    |                                    | RC          | Included        |
| 1  | 1    | Equipment Breakdown               | Included            | \$1,000    |                                    |             | \$55            |
| <b>MINIMUM PREMIUM FOR PROPERTY COVERAGE PART:</b> |      |                                   |                     |            |                                    |             | <b>\$105</b>    |
| <b>TOTAL PREMIUM FOR PROPERTY COVERAGE PART:</b>   |      |                                   |                     |            |                                    |             | <b>\$105 MP</b> |
| MP - minimum premium                               |      |                                   |                     |            |                                    |             |                 |

+ Valuation: ACV - Actual Cash Value; RC - Replacement Cost; RC/ACV - Replacement Cost/ACV Roof  
 FBV - Functional Building Value; AA - Agreed Amount; ALS - Actual Loss Sustained

**LOSS PAYABLE(S): NONE**

Coverage Form(s)/Part(s) and Endorsement(s) made a part of this policy at time of issue:

**See Endorsement EOD (01/95)**

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

**BUSINESSOWNERS GENERAL LIABILITY COVERAGE PART DECLARATIONS**

**Policy No. NBP1558716**

Effective Date: 08/27/2019  
12:01 AM STANDARD TIME

**LIMITS OF INSURANCE**

|  |                    |
|--|--------------------|
| Liability and Medical Expenses                       | <b>\$1,000,000</b> |
| Medical Expense (per person)                         | <b>\$5,000</b>     |
| Damages To Premises Rented To You (Any One Premises) | <b>\$100,000</b>   |

An Aggregate Limit of Liability applies to this Coverage as defined in SECTION II - LIABILITY, paragraph D.4. of the Businessowners Coverage Form.

**LIABILITY DEDUCTIBLE**

**\$0**

**LOCATIONS OF ALL PREMISES YOU OWN, RENT OR OCCUPY**

| <i>Location</i> | <i>Address</i>                              | <i>Territory</i> |
|-----------------|---|------------------|
| 1               | 203 N Main St, Suite 420, Roxboro, NC 27573 | 002              |

**PREMIUM COMPUTATION**

| <i>Loc</i> | <i>Classification</i>                                       | <i>Code No.</i> | <i>Premium Basis</i>       | <i>Pr/Co</i> | <i>Rate</i>      |              | <i>Advance Premium</i> |                  |
|------------|---|-----------------|----------------------------|--------------|------------------|--------------|------------------------|------------------|
|            |   |                 |                            |              | <i>All Other</i> | <i>Pr/Co</i> | <i>All Other</i>       | <i>All Other</i> |
| 1          | Charitable Organization - Not-For-Profit only               | 41668           | 1,000 Per 1,000 Total Area | 0.000        | 72.152           | \$0          |                        | \$72             |
| 1          | Blanket Additional Insured - Non-Profit Package             | 49950           | 1 Flat                     | 0.000        | 100.000          | \$0          |                        | \$100            |
| 1          | Blanket Special Events Liability - Non-Profit Organizations | 00041           | Flat                       | 0.000        | 350.000          | \$0          |                        | \$350            |

**MINIMUM PREMIUM FOR GENERAL LIABILITY COVERAGE PART: \$345**

**TOTAL PREMIUM FOR GENERAL LIABILITY COVERAGE PART: \$522**

(This Premium may be subject to adjustment.) MP - minimum premium

Coverage Form(s)/Part(s) and Endorsement(s) made a part of this policy at time of issue:

**See Form EOD (01/95)**

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

## EXTENSION OF DECLARATIONS

Policy No. NBP1558716

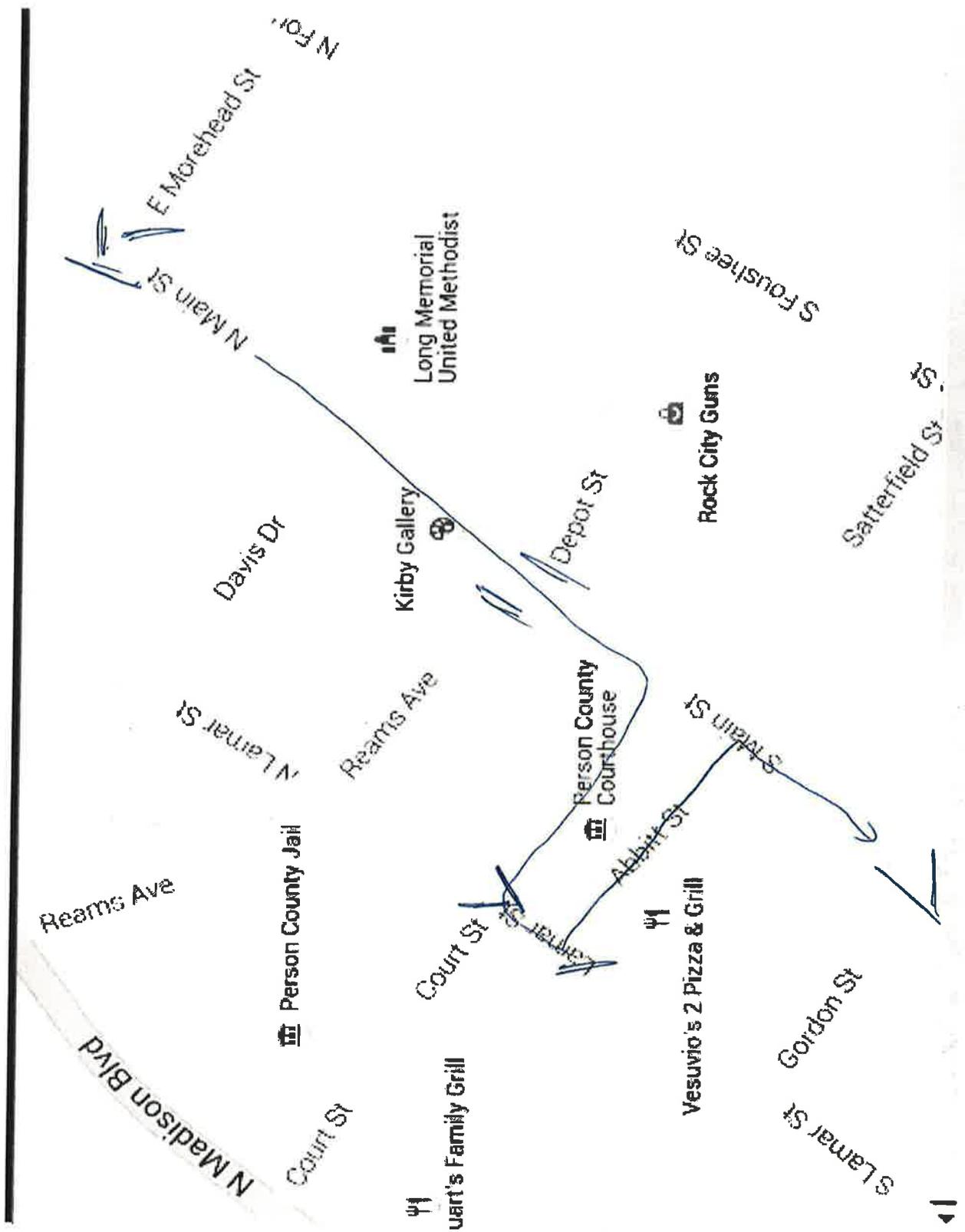
Effective Date: 08/27/2019

12:01 AM STANDARD TIME

### FORMS AND ENDORSEMENTS

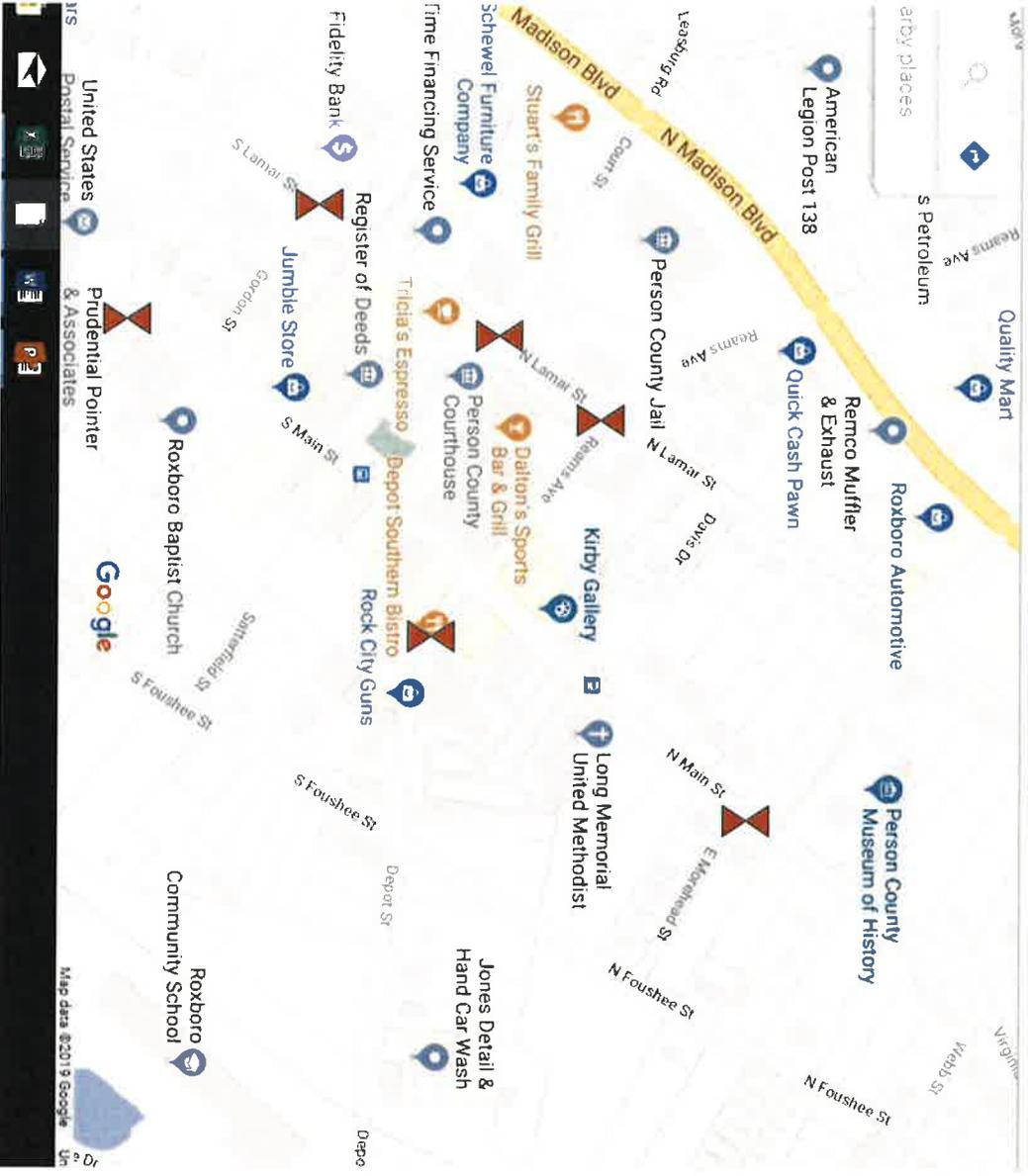
**The following forms apply to multiple coverage parts**

| <i>Endt#</i> | <i>Revised</i> | <i>Description of Endorsements</i>  |
|--------------|----------------|---|
| BP 15 05     | 05/14          | Exclusion - Access Or Disclosure Of Confidential Or Personal Information And Data -Related Liability - Limited Bodily Injury Exception Not Included |
| BP0003       | 01/10          | Businessowners Coverage Form  |
| BP0116       | 02/14          | North Carolina Changes  |
| BP0417       | 01/10          | Employment-Related Practices Exclusion  |
| BP-101       | 02/15          | Exclusion of Certified Acts of Terrorism (Coverage for Certain Fire Losses)   |
| BP-107       | 04/08          | Actual Cash Value Definition  |
| BP-11        | 05/04          | Exclusion - Fiduciary Liability And Financial Services  |
| BP-115       | 07/08          | Protective Devices Or Services Provisions   |
| BP-145 NPP   | 06/10          | Blanket Additional Insured Endorsement  |
| BP-15        | 07/04          | Business Income And Extra Expense Limit   |
| BP-152       | 01/13          | Separation of Insureds Clarification Endorsement  |
| BP-165       | 05/18          | Exclusion - Specific Activities, Events or Conditions or Over 2,500 People  |
| BP-168       | 11/11          | Exclusion - Injury To Performers Or Entertainers  |
| BP-179 NBP   | 12/17          | Amendment of Liquor Liability Exclusion   |
| BP-193       | 08/14          | Limits Of Insurance Under Multiple Coverage Parts   |
| BP-40        | 03/11          | Molestation Or Abuse Exclusion  |
| BP-47        | 11/10          | "Equipment Breakdown" Enhancement Endorsement   |
| BP-48        | 05/16          | Exclusion Asbestos, Lead Contamination, Absolute Pollution, Mold, Fungus, Bacteria, Virus And Organic Pathogen                                      |
| BP-49        | 01/13          | Absolute Exclusion For Pollution, Organic Pathogen, Silica, Asbestos And Lead   |
| BP-500       | 11/18          | Bodily Injury Exclusion - All Employees, Volunteer Workers, Temporary Workers, Casual Laborers, Contractors and Subcontractors                      |
| BP-58        | 05/07          | Animal Exclusion  |
| BP-59        | 02/13          | Exclusion - Athletic Activity Or Sport Participants   |
| BP-60        | 05/07          | Exclusion For Bleacher Collapse   |
| BP-65        | 05/07          | Exclusion For Mechanical Rides  |
| BP-88        | 04/06          | Expanded Definition Of Bodily Injury  |
| BP-90        | 11/10          | Amended Definition  |
| BP-95        | 05/07          | Exclusion For Climbing, Rebounding And Interactive Games And Devices  |
| BP-96        | 05/07          | Exclusion For Firearms, Fireworks And Other Pyrotechnic Devices   |
| BP-97        | 05/07          | Exclusion For Event Vendor/Exhibitor & Contractor   |
| TRIADN       | 02/15          | Policyholder Disclosure Notice of Terrorism Insurance Coverage  |
| NPP Jacket   | 09/10          | Non Profit Package Policy Jacket  |



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**RELEASE AND HOLD HARMLESS  
AGREEMENT**

**STATE OF NORTH CAROLINA**

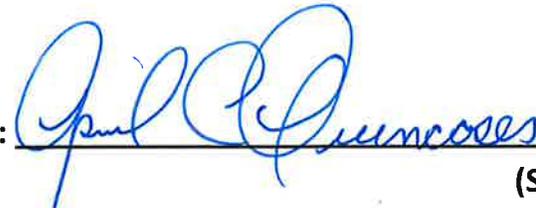
**COUNTY OF PERSON**

The undersigned, having received permission from the City of Roxboro to conduct Milk Parade 2020 on 1/18/20, 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 2 day of December, 2019

  
(Signature)

Notary Witness:   
(Seal)



# Resolution to Declare Surplus

**RESOLUTION AUTHORIZING THE PRIVATE SALE  
OF CERTAIN SURPLUS PERSONAL PROPERTY**

**WHEREAS,** the City Council of the City of Roxboro, NC has possession of one (5) items of personal property, which is surplus to its needs, and desires to dispose of same.

(1) The following described property is hereby declared to be surplus to the needs of the City:

*1 – Model Glock 22, serial number PLL 642  
4 - Police Badges*

(2) The City Clerk shall publish notice summarizing this Resolution in accordance with GS 160A-271.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Roxboro that David Hess, Roxboro Police Chief, pursuant to the provisions of G.S. 160A-267, is hereby authorized to dispose of the personal property listed for private sale at a negotiated price and that said Police Chief be further authorized and directed to execute necessary documents, transfer title and perform all necessary functions associated with the sale.

Adopted this the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

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

Attest:

\_\_\_\_\_  
Trevie Adams, MMC/NCCMC  
City Clerk

# 1. Budget Amendment

**CITY OF ROXBORO  
BUDGET AMENDMENT  
FISCAL YEAR 2019-2020 BUDGET**

The following budget amendment is hereby requested:

**Budget Amendment Number:**

**4**

| Fund 10, 60 & 76 - General, Water & Internal Service Funds |                                     |                                     | INCREASE   | DECREASE   |
|--|-------------------------------------|-------------------------------------|------------|------------|
| <b>Revenues</b>  | 10-3840-892                         | Interest Income                     | 1,050.00   |            |
|  | 76-9910-991                         | Fund balance                        | 56,196.00  |            |
|  | 10-3985-976                         | Transfer from Internal Service Func | 36,220.00  |            |
|  | 60-3985-976                         | Transfer from Internal Service Func | 19,976.00  |            |
|  | Net Increase (Decrease) in Revenues |                                     |            | 113,442.00 |
| <b>Expenditures</b>  | 10-4310-190                         | Professional & consulting           | 1,875.00   |            |
|  | 10-4310-200                         | Supplies                            | -          | 1,875.00   |
|  | 10-4340-121                         | Salaries                            | 1,050.00   |            |
|  | 10-00-4120-184                      | Medical Expense Reimbursement       | 36,220.00  |            |
|  | 60-7121-183                         | Medical insurance                   | 8,213.00   |            |
|  | 60-7120-183                         | Medical insurance                   | 3,305.00   |            |
|  | 60-7111-183                         | Medical insurance                   | 4,200.00   |            |
|  | 60-7131-183                         | Medical insurance                   | 4,258.00   |            |
|  | 76-9810-910                         | Transfer to General Fund            | 36,220.00  |            |
|  | 76-9810-960                         | Transfer to Enterprise Fund         | 19,976.00  |            |
| Net Increase (Decrease) in Expenses                        |                                     |                                     | 115,317.00 | 1,875.00   |
|  |                                     |                                     | 113,442.00 |            |

**Justification:** To reclass various expenditures within department.  
 To appropriate stipend for fire dog  
 To appropriate for medical expense reimbursement for July through October, 2019

Requested By: \_\_\_\_\_ DC \_\_\_\_\_ Date: \_\_\_\_\_ 12/6/2019

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

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

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

## 2. UDO Text Amendments - Public Hearing



November 27, 2019

To: Mayor Newell  
Roxboro City Council

From: Lauren W. Johnson, Planning & Development Director

Subject: City of Roxboro *Unified Development Ordinance* Amendments

Enclosed are the details of two UDO text amendment requests for the Council's consideration.

The first, Docket #TA2019-02, involves minor corrections and changes to various sections of the Ordinance. These corrections and changes are a result of copy/paste errors made at the original drafting of the document, as well as some inconsistencies that make the ordinance difficult to administer with clarity. Staff has made note of these minor issues over the course of the two years this document has been in use. These requested changes are desired to assist with ease of use by staff, residents, and developers alike.

The second, Docket #TA2019-03, involves modifications to the Article 6, Table of Uses chart to ensure clarity of communication regarding uses and uniformity amongst similar use types. These changes have also been documented over the past two years, with the intention of making a blanket revision to correct minor implementation errors.

Staff does not anticipate any major change to procedural operations from these changes, but there should be ease of explanation and use of the document as a result.

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

**November 4, 2019**  
**6:00 p.m.**

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

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

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**MINUTES**

Chairman Trotter called the meeting to order at 6:02pm and asked everyone to sign in on the sheet passed around by Ms. Johnson.

**APPROVAL OF MINUTES**

Board Member, Tony Cole, motioned to approve the minutes from the September 9, 2019 meeting. Board Member, Margaret Kay, seconded. Motion carried.

**OLD BUSINESS**

None.

**NEW BUSINESS**

**Corrections to multiple sections of UDO for clarity (typos, copy/paste errors, etc.):** Chairman Trotter asked Ms. Johnson to begin her presentation of information. Ms. Johnson began by explaining these changes were primarily the result of notes made since the adoption of this ordinance for typing errors, text that was copied from one page to another, but not modified with the correct term/amount for the new page, or similar errors committed by the original preparer of the document. Such changes were relatively minor to the implementation of the ordinance, but could affect the understanding of citizens and/or interpretation by multiple staff members.

Ms. Johnson went through the packet/staff report highlighting each change that was denoted in red ink. Upon reaching Section 2.21.4. regarding fencing, there was some discussion as to the necessity of the change, as Vice-Chair Danny Cultra felt it was self-explanatory. Board Member, Margaret Kay stated that it was not obvious to her and she felt it was better to change the item to ensure it was clear for everyone. The other members seemed to be in agreement from the

nodding and lack of comment. Mr. Cultra did not object, so Ms. Johnson proceeded through the document.

There was also some discussion when Ms. Johnson arrived at Section 7.44 of the ordinance, primarily from Board members trying to ensure they understood where this was addressed. There was no objection to the proposed changes.

Ms. Johnson completed her report and there being no one present to speak to or against the matter, the Board began their deliberations.

No member of the Board objected to any proposed changes, or added any alterations for consideration. As such, Vice-Chair Danny Cultra made the motion to recommend approval of the request, as outlined in the Docket and referenced the consistency with the Future Land Use Plan. Board Member Margaret Kay seconded. Motion carried unanimously.

**Amendments to Article 6: Table of Uses for clarification:** Ms. Johnson explained that the proposed changes to this section of the ordinance were a result of notes made since the adoption of the ordinance about discrepancies in uses, mistakes made seemingly due to oversight, or items that could be interpreted different ways. Ms. Johnson explained her intent was to make the document as easy to use as possible, and to ensure consistency of the content, enforcement, and understanding of the document.

Ms. Johnson directed the Board to the first change, denoted in red ink, which involved adding a note to the use “dwelling over a business” which reads (may include multiple dwellings). Ms. Johnson stated that in the B-3 district, which is the only district where this use is permitted, residential units over business/office space is not only allowed, but encouraged. She stated that it was understood at the time of implementation that this meant all residential dwellings above a business, but that she recently discovered there could be some room for interpretation that this might mean only a single dwelling. As such, she suggested the change to ensure no confusion of the intent.

Ms. Johnson explained that the changes to where the uses “clothing store” and “shoe store or repair” are allowed was a result of her desire to allow both uses in the same manner. She stated that she felt, and believed that most would agree, that a shoe store would otherwise be classified as a clothing store were it not specifically listed separately and that the uses were quite similar in terms of traffic generation, footprint, and parking necessity. As such, she felt it was appropriate to allow the two uses in the same manner in the same districts. As such, the change proposed would allow “clothing stores” as a permitting used in the B-1, and shoe stores as a Special Use in the “B-2.” There was no objection/comment from any Board members.

Ms. Johnson explained the remaining changes were all centered around the various descriptions of storage and the overlap/confusion that results because of that. The proposed changes eliminate unnecessary sections of information and modify the types of allowances to reflect the same. There was some discussion, primarily agreeance that multiple references to the same thing can create more room for error.

No member of the Board objected to any proposed changes, or added any alterations for consideration. As such, Vice-Chair Danny Cultra made the motion to recommend approval of the request, as outlined in the Docket and referenced the consistency with the Future Land Use Plan. Board Member David Bradsher seconded. Motion carried unanimously.

Ms. Johnson then shared with the Board that there were some other amendments forthcoming regarding other clarifications to the ordinance. She stated that upon adoption and use of the document, it has been determined there are some sections that do not function as hoped, or that simply need to be modified to allow for ease of use and interpretation. She hopes to bring these sections to the Board in segments after the first of the year.

### **ADJOURNMENT**

There being no other business for the Board, the meeting was adjourned at 6:40pm.

Submitted by:

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

**ITEM A – UDO CORRECTIONS FOR  
TYPOS, COPY/PASTE ERRORS, ETC.**

Application for

# Unified Development Ordinance Text Amendment

Roxboro Planning & Development

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



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

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

Petitioner(s): City Planning Staff

Address: 105 S Lamar St

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

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

### Proposed Amendment:

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

Current Text: See attached

Proposed Text: See attached

Reason for Request Change (Attach additional sheets if necessary):

Clarification of types, copy/paste errors & inconsistencies

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

Steven H. Johnson  
Applicant Signature

10/4/19  
Date

### Staff Use Only:

Date Received: 10/4/19

Docket #: TA 2019-02

Planning Board Meeting Date: 11/4/19

City Council Meeting Date: 12/10/19

## **ARTICLE 1. PURPOSE AND APPLICABILITY**

### **SECTION 1.1 SHORT TITLE.**

This Ordinance shall be known and may be cited as the *Roxboro Unified Development Ordinance*.

### **SECTION 1.2 AUTHORITY.**

Zoning provisions enacted herein are under the authority of North Carolina General Statutes (NCGS) 160A-381 to 160A-392, which extends to towns/cities the authority to enact regulations which promote the health, safety, morals, or the general welfare of the community. It is further authorized under NCGS 160A-382, which authorizes cities to regulate and restrict the erection, construction, reconstruction, alteration, repair or use of buildings, structures, or land. This section further authorizes the establishment of overlay districts in which additional regulations may be imposed upon properties that lie within the boundary of the district. The statutes also require that all such regulations shall be uniform for each class or type of building throughout each district, but that the regulations in one district may differ from those in other districts.

Subdivision provisions enacted herein are under the authority of NCGS 160A-372 which provide for the coordination of streets within proposed subdivisions with existing or planned street and with other public facilities, the dedication or reservation of recreation areas serving residents of the immediate neighborhood within the subdivision, or alternatively, for the provision of funds to be used to acquire recreation areas serving residents of more than one neighborhood in the immediate area, and for the distribution of population and traffic in a manner that will avoid congestion and overcrowding.

This UDO, which combines zoning and subdivision authority, is further enacted under NCGS 160A-363, Supplemental Powers.

### **SECTION 1.3 JURISDICTION AND EXEMPTIONS**

**1.3.1.** This Ordinance shall be effective throughout the corporate boundaries of the city. The regulations and provisions found in this zoning ordinance shall apply to all the properties within the corporate limits of the City of Roxboro, North Carolina.

**1.3.2.** In addition to other locations required by law, a copy of a map showing the boundaries of the city's planning jurisdiction shall be available for public inspection in the planning department.

## ARTICLE 1. PURPOSE AND APPLICABILITY

### **1.6.5. Penalties and Remedies for Violations.**

**1.6.5.1.** Violations of the provisions of this Ordinance or failure to comply with any of its requirements, including violations of any conditions and safeguards established in connection with grants of variances or special use permits shall be punishable by a civil penalty in accordance with the fee schedule as set forth in the city's budget or as established by resolution of the City Council (see Section 2.8). If the offender fails to pay this penalty within ten (10) days after being cited for a violation, the penalty may be recovered by the city in a civil action in the nature of debt.

**1.6.5.2.** This Ordinance may also be enforced by any appropriate equitable action.

**1.6.5.3.** Each day that any violation continues after notification by the UDO Administrator that such violation exists shall be considered a separate offense for purposes of the penalties and remedies specified in this section. Separate notices will not be provided for each violation.

**1.6.5.4.** Any one, all, or a combination of the foregoing penalties and remedies may be used to enforce this Ordinance.

**1.6.5.5.** The assessment of a civil penalty may be appealed to the Board of Adjustment.

### **1.6.6. Permit Revocation.**

**1.6.6.1.** Any permit issued under this Ordinance may be revoked by the permit-issuing authority (in accordance with the provisions of this section) if the permit recipient fails to (1) develop or maintain the property in accordance with the plans submitted, the requirements of this Ordinance, or any additional requirements lawfully imposed by the permit-issuing board, or (2) the permit was issued based on erroneous information or by mistake.

*remove extra space*

**1.6.6.2.** Before permits other than special use may be revoked, the UDO Administrator shall give the permit recipient ten (10) days notice of intent to revoke the permit, shall inform the recipient of the reasons for the revocation and of the recipient's right to obtain a hearing before the Board of Adjustment on the allegations, and shall comply with the notice and hearing requirements set forth in Section 4.3. The UDO Administrator shall provide to the permittee a written statement of the decision and the reasons therefor.

## ARTICLE 2. GENERAL REGULATIONS

### SECTION 2.20 SIDEWALKS.

All new construction permitted following the adoption of this Ordinance shall be required to construct five (5) foot sidewalk(s) on the street right-of-way. The sidewalk(s) shall comply with the City of Roxboro Standards and Specifications document and NCDOT requirements. This requirement shall apply to all new subdivisions and all non-residential development requiring a site plan as specified in Article 5.

### SECTION 2.21 SCREENING OF UTILITIES AND MECHANICAL EQUIPMENT.

**2.21.1.** Roof top mounted equipment shall not be visible from public rights-of-way or adjacent residential property. Equipment shall be screened by parapet walls or continuous mechanical screens that are compatible with and complementary to the overall building design. Where complete screening is not technically feasible due to differences in grade elevations, then the parapet or screens shall be at least as tall as the tallest piece of equipment.

**2.21.2.** Ground mounted utilities and equipment, including outdoor service, storage, loading, and mechanical areas shall be located on non-character defining facades and shall be screened by garden walls, fences, or solid vegetation so they are not visible from public rights-of-way or adjacent residential properties.

**2.21.3.** Locate noise-generating equipment to mitigate the impact on adjacent properties and public rights-of-way. Equipment that generates more than 60 decibels shall not be located next to a residential development or must incorporate mufflers or other noise-reducing equipment.

**2.21.4. Fencing.** Solid fencing shall not be used to obscure the building facade from streets and travelways. Where used, solid fencing shall be located behind the building line of the primary facade(s). Chain link fencing is not permitted where it will be visible from streets and travelways unless it is completely hidden by a permanently maintained vegetative cover. Single-family residential is excluded from this requirement.

## **ARTICLE 3. ADMINISTRATIVE/LEGISLATIVE/QUASI-JUDICIAL AUTHORITY**

**3.1.2.8.** Conduct inspections of premises and, upon finding that any of the provisions of this Ordinance are being violated, notify in writing the person responsible for such violations, indicating the nature of the violation and ordering the action necessary to correct it. The UDO Administrator shall order discontinuance of illegal use of land, buildings or structures; inform the building inspections department designated by the Roxboro City Council of illegal buildings or of additions, alterations, or structural changes thereto which are not compliant with the UDO; order discontinuance of any illegal work being done; or shall take any other action authorized by this Ordinance to insure compliance with or to prevent violation of its provisions. *e*

**3.1.2.9.** Maintain the public records of the Planning Board and Board of Adjustment.

**3.1.2.10.** Perform site inspections.

### **SECTION 3.2 CONFLICTS OF INTEREST.**

Members of the City Council, Planning Board, and Board of Adjustment must act in the public interest and not to advance their own financial interests. A member of an elected board, planning board or board of adjustment may not vote on a UDO action where there is a potential financial conflict of interest. A board or council member with a financial interest in the outcome of the decision may not participate in making rezonings and other legislative zoning decisions. With quasi-judicial zoning decisions, board members may not participate in a matter involving someone with whom they have a close family, associational, or business relationship, nor may they participate if they have a bias (defined as fixed opinion that is not susceptible to change upon hearing the facts at the hearing). When a member is disqualified for a conflict of interest, that member must not participate in the hearing in any way, neither asking questions, nor debating, nor voting on the case. If an objection is raised to a member's participation, or the member states a conflict of interest, the remaining members shall, by majority, vote to decide if the member is excused from participation.

## ARTICLE 5. DEVELOPMENT REVIEW PROCESS

### SECTION 5.5 ADMINISTRATIVE APPROVAL - MINOR SITE PLAN, MINOR SUBDIVISION, OR MAJOR SUBDIVISION FINAL PLAT.

Administrative approval includes the following types of development and permits EXCEPT any development requiring a Stormwater Permit under Chapter 53 of the Code of Ordinances may not be approved administratively:

- Minor Site Plans. Include the following:
  - (1) Site plans which do not require: (i) Buildings or additions with an aggregate enclosed square footage of ~~less~~<sup>more</sup> than 7,000 square feet; (ii) a variance or modification of the requirements of this Ordinance, and otherwise comply with this Ordinance; or (iii) property, rights-of-way, or easement dedications to the City.
  - (2) Buildings or additions involving land disturbance of less than one (1) acre.
  - (3) Multi-family development involving fewer than ten (10) dwelling units.
  - (4) Parking lot expansions which comply with this Ordinance with no increase in enclosed floor area.
  - (5) Revision to landscaping, signage, or lighting which comply with the requirements of this Ordinance.
  - (6) Accessory uses which comply with the requirements of this Ordinance.
- Minor Subdivisions. A subdivision that does not involve any of the following: (i) the creation of more than a total of five (5) lots; (ii) the creation of any new public streets; (iii) the extension of a public water or sewer system; or (iv) the installation of drainage improvements through one (1) or more lots to serve one (1) or more other lots, and (v) does not require a Stormwater Permit under Chapter 53 of the Code of Ordinances. Cemetery subdivisions not requiring a Stormwater Permit may be approved as minor subdivisions (see Section 9.52).
- Construction and As-Built Drawings
- Minor or Major Subdivision Final Plats

## ARTICLE 6. ZONING DISTRICTS

**6.6.4.2. Side Yard.** There is no side yard requirement within the Uptown Business District. When a new building is constructed on a lot abutting a residential district, the business use shall comply with Section 6.6.8.2.

**6.6.5.** Where through lots occur, the required front yard shall be provided on both streets. Following adoption of this Ordinance, the subdivision of through lots is prohibited.

**6.6.6. Cemetery Subdivision Lot Size Exemption.** Cemeteries and individual cemetery plot(s) may be platted or approved as minor subdivisions and recorded that do not meet the minimum lot size of the zoning district; however, the cemetery shall comply with all other zoning district regulations. Where there is not reasonable access to individual lots, an 18-foot easement for ingress and egress shall be provided.

### **6.6.7. Minimum Lot Widths.**

**6.6.7.1.** No lot may be created that is so narrow or otherwise so irregularly shaped that it would be impracticable to construct on it a building that:

**6.6.7.1.1.** Could be used for purposes that are permissible in that zoning district.

**6.6.7.1.2.** Could satisfy all applicable setback requirements for that district.

**6.6.7.2.** Lot width shall be measured along a straight line connecting the points at which a line that demarcates the required setback from the street intersects with lot boundary lines at opposite sides of the lot.

**6.6.7.3.** Flag lots are prohibited.

### **6.6.8. Building Setback Requirements.**

**6.6.8.1.** Buildings, accessory structures (including opaque fences), or any substantial structure which, by nature of its size, scale, dimensions, bulk, or use tends to constitute a visual obstruction or generate activity similar to that usually associated with a building shall comply with all setback requirements. The following structures shall be included in this description:

**6.6.8.1.1.** Gas pumps and overhead canopies ~~or roofs~~.

## ARTICLE 7. SUPPLEMENTAL REGULATIONS

**7.43.6.1.5.** Description of any agreement (i.e., lease) with landowner regarding decommissioning.

**7.43.6.1.6.** The party currently responsible for decommissioning.

**7.43.6.1.7.** Plans for updating this decommissioning plan.

**7.43.6.2.** Before final electrical inspection, provide evidence decommissioning plan was recorded with the Register of Deeds.

### SECTION 7.44 STORAGE OUTSIDE COMPLETELY ENCLOSED STRUCTURE.

*Not listed in chart anyway* / **7.44.1.** No material goods shall be permanently offered for sale outside of a building in connection with any use permitted in the B-2 or B-3 districts, with the exception of living plants or temporary sales lasting no longer than five (5) calendar days. Temporary sales may be conducted no more than twice within any one continuous 365-day period. *Addressed below, no need to duplicate.*

**7.44.2.** Outside storage and display may be conducted in the B-1 and I-1 zoning districts in the rear yard and side yard behind the front yard setback if the storage or display area is continuously screened by continuous opaque fabricated or vegetative screening in accordance with Article 9, Part I. This screening requirement will apply in the I-2 district if the outside storage is adjacent to residentially zoned property.

### SECTION 7.45 TEMPORARY USES/SALES.

**7.45.1.** All temporary use/sales require the issuance of a zoning permit except for yard sales in residential zoning districts. The UDO Administrator may impose requirements in the zoning permit intended to ensure compliance with this Ordinance.

**7.45.2.** Temporary accessory sales are permitted on B-1 and B-3 zoned property provided that no more than four (4) events occur within a 365-day period on an individual parcel. Each individual sales event shall be limited to two (2) calendar days duration. The operator of each temporary sales event shall have the written permission of the property owner or manager of the principal business located on the property on which the temporary sale is to be conducted. If more than four (4) events occur within a 365 calendar day period, they must be located on a property owned or leased by a registered 501(c)(3) for tax purposes and the permit shall be issued only to the

## ARTICLE 9. DESIGN STANDARDS

### SECTION 9.13 PARKING SPACE DIMENSIONS.

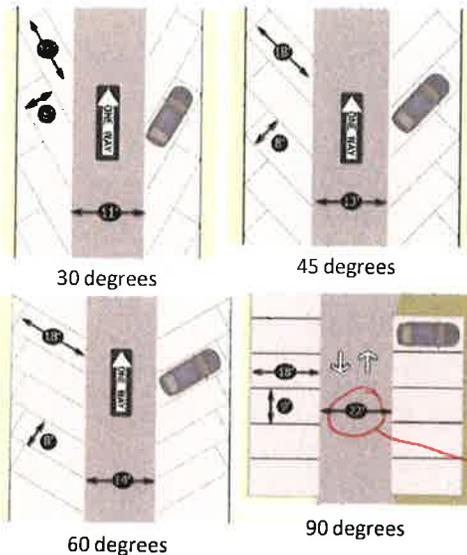
#### **9.13.1. Angled Parking.**

Parking stalls intended for the use of standard size automobiles shall have a minimum size of nine (9) feet by eighteen (18) feet for angled parking. All angled parking stalls shall be provided with the minimum aisle width specified below depending on their angle of entry. This width is designed to accommodate traffic flow within the parking area and allow reasonable room for maneuvering in and out of parking stalls.

##### **9.13.1.1. One-Way Traffic.**

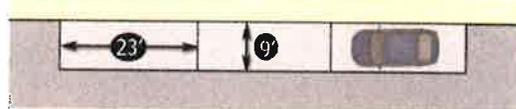
| <u>Degree of Angle</u> | <u>Aisle Width</u> |
|------------------------|--------------------|
| 30E                    | 11 feet            |
| 45E                    | 13 feet            |
| 60E                    | 14 feet            |
| 90E                    | 24 feet            |

##### **9.13.1.2. Two-Way Traffic.** Aisle width 24 feet.



#### **9.13.2. Parallel Parking.**

Parallel parking stalls for standard size automobiles shall have a minimum size of nine (9) feet by twenty-three (23) feet. All parallel parking stalls shall have a minimum of ten (10) feet for maneuvering space in one-way traffic and twenty (20) feet maneuvering space in two-way traffic.



### SECTION 9.14 HANDICAPPED REQUIREMENTS.

Handicapped parking spaces shall be in accordance with the regulations set forth by the Americans with Disabilities Act (ADA), the NC Department of Transportation, the NC Division of Motor Vehicles ADA requirements, the NC State Building Code, and ICC A 117.1. All handicapped spaces shall be identified by pavement markings and by appropriate signage approved by the NC Department of Transportation. Handicapped parking shall be required on all multi-family and nonresidential sites.



*Example*

## ARTICLE 9. DESIGN STANDARDS

### 9.22.2. Business District Signs When Site Plan is Not Required (O-1, B-1, B-2, and B-3).

| Permitted Sign Type(s)                  | Specific Applicability                  | Maximum Area <sup>1</sup>  | Maximum Height | Maximum Number |
|---|---|--|----------------|----------------|
| <b>BUILDING MOUNTED</b>                 |   |  |                |                |
| Wall <sup>2</sup>                       | Front facades                           | 1 sq ft for each linear foot of wall frontage <u>or</u> 5% of wall whichever is greater      | N/A            | N/A            |
| Wall <sup>2</sup>                       | Secondary to primary signage            | ½ sq ft for each linear foot of building facing side street                                  | N/A            | N/A            |
| Window                                  | Businesses                              | 50% of first floor total building front facade window and/or door area                       | N/A            | N/A            |
| Projecting <sup>3,4</sup>               | Businesses (excluding home occupations) | 12 sq ft (total of 24 sq ft)   | 8 ft           | 1              |
| Canopy or Awning <sup>3,4</sup>         | Businesses (excluding home occupations) | Copy area of the sign is limited to the drip flap. Logos may be placed on the awning itself. | ---            | 1              |
| <b>FREESTANDING</b>                     |   |  |                |                |
| Monument or Ground Mounted <sup>5</sup> | Nonresidential                          | 30 sq ft   | 6 ft           | 1              |
| Column/Pole <sup>5</sup>                | Nonresidential                          | 100 sq ft (B-2, O/I); 200 sq ft (B1)   | 25 ft          | 1              |
| Small Wall Signage                      | Home occupation (O/I only)              | 4 sq ft  | 5 ft           | 1              |
| Temporary <sup>6</sup>                  |   | 8 sq ft  | 6 ft           | 1              |

<sup>1</sup>Combined square footage of all signs shall not exceed 200 square feet.

<sup>2</sup>Wall signs may project a maximum of 12" from the wall to which it is mounted.

<sup>3</sup>Sign may not protrude above soffit, parapet, or eave line of the building to which it is attached.

<sup>4</sup>Minimum 8 feet above ground; no portion of the sign may extend within 3 feet of street pavement.

<sup>5</sup>Sign must be placed no closer than 10' from property line. One ground mounted or monument sign or column/pole sign is permitted provided the area of said sign and wall signage on the front of building, combined, shall not exceed square footage as defined above for the front facade only. ~~However, in no event, can a ground mounted or monument sign exceed 30 square feet or a column/pole sign exceed 100 square feet.~~ In the event of a double-sided sign, only one side shall be used to figure the square footage.

<sup>6</sup>The temporary sign may be displayed up to fifteen (15) days prior to and fifteen (15) days following the specific event with which the sign is associated. Miscellaneous temporary use signs not tied or connected to a specific event may be displayed for up to sixty (60) calendar days without a zoning permit. Display for longer than 60 days will require issuance of a zoning permit.

## ARTICLE 9. DESIGN STANDARDS

### 9.22.3. Industrial District Signs (I-1 and I-2).

| Permitted Sign Type(s)                  | Specific Applicability                  | Maximum Area <sup>1</sup>  | Maximum Height | Maximum Number |
|---|---|--|----------------|----------------|
| <b>BUILDING MOUNTED</b>                 |   |  |                |                |
| Wall <sup>2</sup>                       | Front facades                           | 1.5 sq ft for each linear foot of wall frontage <u>or</u> 5% of wall whichever is greater    | N/A            | N/A            |
| Wall <sup>2</sup>                       | Secondary to primary signage            | 1 sq ft for each linear foot of building facing side street                                  | N/A            | N/A            |
| Window                                  | Businesses                              | 50% of first floor total building front facade window and/or door area                       | N/A            | N/A            |
| Projecting <sup>3,4</sup>               | Businesses (excluding home occupations) | 12 sq ft (total of 24 sq ft)   | 8 ft           | 1              |
| Canopy or Awning <sup>3,4</sup>         | Businesses (excluding home occupations) | Copy area of the sign is limited to the drip flap. Logos may be placed on the awning itself. | ---            | 1              |
| <b>FREESTANDING</b>                     |   |  |                |                |
| Monument or Ground Mounted <sup>5</sup> | Nonresidential                          | 100 sq ft  | 6 ft           | 1              |
| Column/Pole <sup>5</sup>                | Nonresidential                          | 200 sq ft (I-1); <u>300</u> sq ft (I-2) <sup>6</sup>   | 25 ft          | 1              |
| Temporary <sup>7</sup>                  |   | 8 sq ft  | 6 ft           | 1              |

<sup>1</sup>Combined square footage of all signs shall not exceed ~~200~~<sup>300</sup> square feet.

<sup>2</sup>Wall signs may project a maximum of 12" from the wall to which it is mounted.

<sup>3</sup>Sign may not protrude above soffit, parapet, or eave line of the building to which it is attached.

<sup>4</sup>Minimum 8 feet above ground; no portion of the sign may extend within 3 feet of street pavement.

<sup>5</sup>Sign must be placed no closer than 10' from property line. One ground mounted or monument sign or column/pole sign is permitted provided the area of said sign and wall signage on the front of building, combined, shall not exceed square footage as defined above for the front facade only. ~~However, in no event, can a ground-mounted or monument sign exceed 30 square feet or a column/pole sign exceed 100 square feet.~~ In the event of a double-sided sign, only one side shall be used to figure the square footage.

<sup>6</sup>Signs visible from a public road right-of-way which are greater than 250 square feet in area shall be located at least 500 linear feet apart as measured in a straight line.

<sup>7</sup>The temporary sign may be displayed up to fifteen (15) days prior to and fifteen (15) days following the specific event with which the sign is associated. Miscellaneous temporary use signs not tied or connected to a specific event may be displayed for up to sixty (60) calendar days without a zoning permit. Display for longer than 60 days will require issuance of a zoning permit.

## ARTICLE 9. DESIGN STANDARDS

### 9.22.4. Commercial Major Site Plans and Developments (O/I, B-1, B-2, and B-3).

| Number of Outlets      | Specific Applicability          | Maximum Area | Maximum Height | Maximum Number        |
|------------------------|---------------------------------|--------------|----------------|-----------------------|
| <b>FREESTANDING</b>    |                                 |              |                |                       |
| Up to six outlets      | Businesses                      | 100 sq ft    | 15 ft          | 1 per street frontage |
| 7-14 outlets           | Businesses                      | 125 sq ft    | 15 ft          | 1 per street frontage |
| 15 or more outlets     | Businesses                      | 150 sq ft    | 15 ft          | 1 per street frontage |
| Temporary <sup>1</sup> |                                 | 8 sq ft      | 8 ft           | 1                     |
| <b>OUT PARCELS</b>     |                                 |              |                |                       |
|                        | Monument or ground mounted sign | 30 sq ft     | 6 ft           | 1 per out parcel      |

<sup>1</sup>The temporary sign may be displayed up to fifteen (15) days prior to and fifteen (15) days following the specific event with which the sign is associated. Miscellaneous temporary use signs not tied or connected to a specific event may be displayed for up to sixty (60) calendar days without a zoning permit. Display for longer than 60 days will require issuance of a zoning permit.

| Permitted Sign Type(s)          | Specific Applicability                  | Maximum Area <sup>1</sup>  | Maximum Height | Maximum Number |
|---------------------------------|---|--|----------------|----------------|
| <b>BUILDING MOUNTED</b>         |   |  |                |                |
| Wall <sup>2</sup>               | Front facades                           | 1 sq ft for each linear foot of wall frontage <u>or</u> 5% of wall whichever is greater                      | N/A            | N/A            |
| Wall <sup>2</sup>               | Secondary to primary signage            | ½ sq ft for each linear foot of building facing side street and/or interior area of a planned building group | N/A            | N/A            |
| Window                          | Businesses                              | 50% of first floor total building front facade window and/or door area                                       | N/A            | N/A            |
| Projecting <sup>3,4</sup>       | Businesses (excluding home occupations) | 12 sq ft (total of 24 sq ft)   | 8 ft           | 1              |
| Canopy or Awning <sup>3,4</sup> | Businesses (excluding home occupations) | Copy area of the sign is limited to the drip flap. Logos may be placed on the awning itself.                 | ---            | 1              |

<sup>1</sup>Combined square footage of all signs shall not exceed 400 square feet.

<sup>2</sup>Wall signs may project a maximum of 12" from the wall to which it is mounted.

<sup>3</sup>Sign may not protrude above soffit, parapet, or eave line of the building to which it is attached.

<sup>4</sup>Minimum 8 feet above ground; no portion of the sign may extend within 3 feet of street pavement.

<sup>5</sup>Sign must be placed no closer than 10' from property line. ~~One ground mounted or monument sign is permitted provided the area of said sign and wall signage on the front of building, combined, shall not exceed square footage as defined above for the front facade only. However, in no event, can a ground mounted or monument sign exceed 30 square feet.~~ In the event of a double-sided sign, only one side shall be used to figure the square footage.

**Motion Format Requirements:**

Per NCGS requirements, zoning regulations shall be made in accordance with a comprehensive plan. Prior to adopting or rejecting any zoning amendment, the governing board shall adopt a statement regarding plan consistency and why this decision is 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.

**Council Motion Format for Approval of Request:**

I make a motion that we approve the text amendments presented in Docket #TA2019-02, which corrects errors and inconsistencies within the various sections of the Unified Development Ordinance because the amendments are consistent with the City's Comprehensive Land Use Plan in that they;

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

Furthermore, this decision is in the public interest of the City of Roxboro because these corrections will allow for better use and understanding of the zoning ordinances that govern development and land use for the City of Roxboro.

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

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

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

Attest:

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

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

**AN ORDINANCE CORRECTING CLERICAL ERRORS TO VARIOUS SECTIONS OF  
THE CITY OF ROXBORO UNIFIED DEVELOPMENT ORDINANCE;  
AMENDING ARTICLES 1, 2, 3, 5, 6, 7 AND 9.**

**WHEREAS**, the City Council of the City of Roxboro finds that it is in the public interest to amend the various sections of the City's Unified Development Ordinance, to ensure clarity and ease of use for staff, residents, and developers, as it pertains to the development and land use regulations for the City of Roxboro; and

**WHEREAS**, the City Council of the City of Roxboro, after due notice, conducted a public hearing on the \_\_\_\_\_ day of \_\_\_\_\_ 2019, upon the question of amending the Unified Development Ordinance in this respect.

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

**PART ONE.** Articles 1, 2, 3, 5, 6, 7, and 9 of the Unified Development Ordinance are amended as herein described.

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

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

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

**PART SIX.** This ordinance shall be in full force and effect from and after the date of its adoption. Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

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

ATTEST: Approved as to form:

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

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

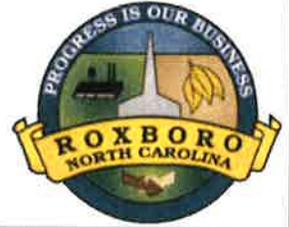
**ITEM B – UDO CLARIFICATIONS FOR  
ARTICLE 6: TABLE OF USES.**

Application for

# Unified Development Ordinance Text Amendment

Roxboro Planning & Development

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



TO THE PLANNING BOARD AND THE CITY COUNCIL:

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

Petitioner(s): City Planning Staff

Address: 105 S LAMAR STREET

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

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

**Proposed Amendment:**

Type of Change:  Addition OR  Revision

Current Text: SEE NOTES

Proposed Text: SEE NOTES

Reason for Request Change (Attach additional sheets if necessary):

to correct oversights, conflicting info, and general confusions that may exist in the existing table of uses

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

Janeen K. Johnson  
Applicant Signature

10/4/19  
Date

**Staff Use Only:**

Date Received: 10/4/19

Docket #: TA2019-03

Planning Board Meeting Date: 11/4/19

City Council Meeting Date: 12/10/19

## ARTICLE 6. ZONING DISTRICTS

P - Permitted Use      PS - Permitted Use with Supplemental Regulations      Blank - Not Permitted  
 S - Special Use      SS - Special Use with Supplemental Regulations

| Uses   | Zoning Districts |     |     |     |     |     |     |     |     |     | Supplemental Regulations |
|--|------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|--------------------------|
|  | R-12             | R-8 | R-6 | PUD | B-1 | B-2 | B-3 | O/I | I-1 | I-2 |                          |
| <b>RESIDENTIAL</b>                                       |                  |     |     |     |     |     |     |     |     |     |                          |
| Adult care home (over 6 residents)                       | S                | S   | S   |     | S   | S   |     | P   |     |     |                          |
| Dwelling, garage apartment                               | S                | S   | P   |     |     |     |     |     |     |     |                          |
| Dwelling, manufactured home Class A (on a single lot)    | S                |     | S   |     |     |     |     |     |     |     |                          |
| Dwelling, multi-family                                   | S                |     | S   |     |     |     | P   |     |     |     |                          |
| Dwelling, over a business                                |                  |     |     |     |     | PS  |     |     |     |     | Section 7.23             |
| Dwelling, single-family                                  | P                | P   | P   |     |     | SS  | P   |     |     |     | Section 7.23             |
| Dwelling, townhouse development                          |                  |     | SS  |     |     |     | SS  |     |     |     | Section 7.24             |
| Dwelling, two-family (duplex)                            | S                |     | P   |     |     |     | P   |     |     |     |                          |
| Family care home   | PS               | PS  | PS  |     |     |     | PS  |     |     |     | Section 7.22             |
| Family child care home                                   | PS               | PS  | PS  |     |     |     |     |     |     |     | Section 7.3.2            |
| Family foster home                                       | S                | S   | S   |     |     |     | S   |     |     |     |                          |
| Manufactured home parks, including recreational vehicles |                  |     |     |     |     |     | SS  |     |     |     | Section 7.25             |
| Multi-unit assisted housing with services                | S                | S   | S   |     |     |     | S   |     |     |     |                          |
| Planned unit development                                 |                  |     |     | PS  |     |     |     |     |     |     | Section 7.26             |
| Residential child-care facility                          |                  |     | SS  |     |     |     | SS  |     |     |     |                          |
| Rooming and boardinghouse                                | S                |     | P   |     |     |     |     |     |     |     |                          |
| Small child care center                                  | PS               | PS  | PS  |     |     |     | PS  |     |     |     | Section 7.3.1            |
| Temporary emergency, construction, and repair residences | SS               | SS  | SS  |     | PS  | PS  | PS  | PS  | PS  | PS  | Section 7.27             |
| Tiny houses  |                  |     | PS  |     |     |     | SS  |     |     |     | Section 7.28             |
| Tourist homes  |                  |     | S   |     |     |     | S   |     |     |     |                          |

## ARTICLE 6. ZONING DISTRICTS

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| RETAIL SALES AND SERVICES (continued)                  | Zoning Districts |      |     |     |     |     |     |     |     |     |     | Supplemental Regulations |
|--|------------------|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|--------------------------|
|  | Uses             | R-12 | R-8 | R-6 | PUD | B-1 | B-2 | B-3 | O/I | I-1 | I-2 |                          |
| Car wash   |                  |      |     |     | P   |     |     |     |     |     |     |                          |
| Catering   |                  |      |     |     | P   | P   | P   | P   |     |     |     |                          |
| Child care center                                      |                  |      | SS  |     | SS  | SS  |     |     | SS  |     |     | Section 7.3.1            |
| Clothing store   |                  |      |     |     | P   | S   | P   |     |     |     |     |                          |
| Commercial greenhouse or nursery                       |                  |      |     |     | P   |     |     |     |     | P   | P   |                          |
| Computer sales and repair                              |                  |      |     |     | P   | P   | P   |     |     |     |     |                          |
| Convenience stores, less than one (1) acre             |                  |      |     |     | P   | P   |     |     |     |     |     |                          |
| Convenience stores, one (1) acre or more               |                  |      |     |     | S   | S   |     |     |     |     |     |                          |
| Daycare facility, adult                                |                  |      |     |     | SS  | SS  | SS  | SS  |     |     |     | Section 7.32             |
| Deli   |                  |      |     |     | P   | P   | P   |     |     |     |     |                          |
| Distilleries   |                  |      |     |     | PS  |     | SS  |     |     |     |     | Section 7.33             |
| Dog grooming (no outdoor kennels)                      |                  |      |     |     | P   |     |     | P   |     |     |     |                          |
| Drug store   |                  |      |     |     | P   | P   | P   |     |     |     |     |                          |
| Dry cleaner, laundromat                                |                  |      |     |     | P   | P   | P   |     |     |     | P   |                          |
| Electrical equipment sales and repair                  |                  |      |     |     | P   |     |     |     |     |     |     |                          |
| Electrical repair or contractor (no open storage)      |                  |      |     |     | P   | P   |     | P   |     |     |     |                          |
| Electrical repair or contractor (open storage allowed) |                  |      |     |     | P   |     |     |     |     |     |     |                          |
| Engine repair, small (including motorcycle)            |                  |      |     |     | P   |     |     |     |     |     |     |                          |
| Exterminating and pest control services                |                  |      |     |     | P   |     |     |     |     | P   |     |                          |

## ARTICLE 6. ZONING DISTRICTS

P - Permitted Use                      PS - Permitted Use with Supplemental Regulations                      Blank - Not Permitted  
 S - Special Use                      SS - Special Use with Supplemental Regulations

| Uses  | Zoning Districts |     |     |     |     |     |     |     |     |     | Supplemental Regulations |
|---|------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|--------------------------|
|   | R-12             | R-8 | R-6 | PUD | B-1 | B-2 | B-3 | O/1 | I-1 | I-2 |                          |
| <b>RETAIL SALES AND SERVICES (continued)</b>                                |                  |     |     |     |     |     |     |     |     |     |                          |
| Fabric store  |                  |     |     |     | P   |     | P   |     |     |     |                          |
| Farm, craft, produce markets  |                  |     |     |     | P   |     | S   |     |     |     |                          |
| Farm equipment, and boat sales or rental or sales and service               |                  |     |     |     | P   |     |     |     |     |     |                          |
| Farm machinery/equipment sales and service                                  |                  |     |     |     |     |     | S   |     | P   | P   |                          |
| Flea markets  |                  |     |     |     |     | SS  |     |     |     |     |                          |
| Florists  |                  |     |     |     | P   | P   | P   |     |     |     |                          |
| Funeral home  |                  |     |     |     | P   | S   | S   | S   |     |     |                          |
| Furniture store   |                  |     |     |     | P   |     | P   |     |     |     |                          |
| Gas sales operations  |                  |     |     |     | PS  | PS  | SS  |     |     |     |                          |
| General contractors (no open storage)                                       |                  |     |     |     | P   | P   | P   | P   |     |     |                          |
| General contractors (open storage allowed)                                  |                  |     |     |     | P   |     |     |     |     |     |                          |
| Gift shops  |                  |     |     |     | P   | P   | P   |     |     |     |                          |
| Grocery/food store  |                  |     |     |     | P   | P   | P   |     |     |     |                          |
| Hardware store  |                  |     |     |     | P   |     | P   |     |     |     |                          |
| Health spa  |                  |     |     |     | P   | P   | P   | P   |     |     |                          |
| Heating and air conditioning installation and repair (no open storage)      |                  |     |     |     | P   |     | S   | P   |     |     |                          |
| Heating and air conditioning installation and repair (open storage allowed) |                  |     |     |     | P   |     |     |     |     |     |                          |
| Home appliance dealers  |                  |     |     |     | P   |     | P   |     |     |     |                          |

## ARTICLE 6. ZONING DISTRICTS

P - Permitted Use  
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 SS - Special Use with Supplemental Regulations

Blank - Not Permitted

| Uses   | Zoning Districts |     |     |     |     |     |     |     |     |     | Supplemental Regulations |              |
|--|------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|--------------------------|--------------|
|  | R-12             | R-8 | R-6 | PUD | B-1 | B-2 | B-3 | O/I | I-1 | I-2 |                          |              |
| <b>RETAIL SALES AND SERVICES (continued)</b>   |                  |     |     |     |     |     |     |     |     |     |                          |              |
| Plumbing repair contractor (open storage allowed)  |                  |     |     |     | P   |     |     |     |     |     |                          |              |
| Printing, publishing, and engraving establishments   |                  |     |     |     | P   |     |     | P   | P   | P   |                          |              |
| Private postal shipping and receiving  |                  |     |     |     | P   | P   |     | P   | P   |     |                          |              |
| Radio and TV stations/studios  |                  |     |     |     |     |     |     | S   | S   |     |                          |              |
| Rental of goods, merchandise, and equipment (no outside <del>storage</del> display of goods)       |                  |     |     |     | P   |     |     |     |     |     |                          |              |
| Rental of goods, merchandise, and equipment (with outside <del>storage</del> and display of goods) |                  |     |     |     | PS  |     |     |     |     |     |                          | Sec. 7, 44   |
| Restaurants, excluding fast food & drive thru services   |                  |     |     |     | P   | P   |     | P   |     |     |                          |              |
| Restaurants, including fast food & drive thru services   |                  |     |     |     | P   |     |     |     |     |     |                          |              |
| Sales of goods, merchandise, and equipment (no outside <del>storage</del> display of goods)        |                  |     |     |     | P   | P   |     | P   |     |     |                          |              |
| Sales of goods, merchandise, and equipment (with outside <del>storage</del> and display of goods)  |                  |     |     |     | P   |     |     |     |     |     |                          |              |
| Service establishments   |                  |     |     |     | P   | S   |     | P   |     |     |                          |              |
| Sexually oriented businesses   |                  |     |     |     |     |     |     |     |     |     | SS                       | Section 7.37 |
| Shoe store or repair   |                  |     |     |     | P   | S   |     | P   |     |     |                          |              |
| Shopping center, less than 30,000 sq. ft. gross enclosed floor area                                |                  |     |     |     | S   | S   |     |     |     |     |                          |              |
| Shopping center, greater than 30,000 sq. ft. gross enclosed floor area                             |                  |     |     |     | S   |     |     |     |     |     |                          |              |
| Sporting goods store   |                  |     |     |     | P   | P   |     | P   |     |     |                          |              |

## ARTICLE 6. ZONING DISTRICTS

P - Permitted Use  
 S - Special Use

PS - Permitted Use with Supplemental Regulations  
 SS - Special Use with Supplemental Regulations

Blank - Not Permitted

| Uses  | Zoning Districts |     |     |     |     |     |     |     |     |     | Supplemental Regulations |              |
|---|------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|--------------------------|--------------|
|   | R-12             | R-8 | R-6 | PUD | B-1 | B-2 | B-3 | O/I | I-1 | I-2 |                          |              |
| <b>WHOLESALE SALES AND WAREHOUSING</b>  |                  |     |     |     |     |     |     |     |     |     |                          |              |
| Agricultural product warehousing  |                  |     |     |     | P   |     |     |     |     |     |                          | P            |
| Self-service storage facility   |                  |     |     |     | P   |     |     |     |     |     |                          | P            |
| Salvage yards, junkyards, automobile graveyards   |                  |     |     |     |     |     |     |     |     |     |                          | SS           |
| <del>Storage of goods not related to the sale or use of those goods on the same lot where they are stored</del> |                  |     |     |     | P   |     |     |     |     |     |                          |              |
| Warehouses  |                  |     |     |     | P   |     |     |     |     | P   |                          | P            |
| Wholesale sales   |                  |     |     |     | P   |     |     |     |     |     |                          |              |
| <b>OTHER USES</b>   |                  |     |     |     |     |     |     |     |     |     |                          |              |
| Agricultural uses   | P                | P   | P   |     |     |     |     |     |     |     |                          |              |
| Agriculturally-related business   |                  |     |     |     | P   |     |     |     |     |     |                          |              |
| Bona fide farms   | P                |     |     |     |     |     |     |     |     |     |                          |              |
| Community gardens   | P                | P   | P   |     | P   | P   |     |     |     | P   |                          |              |
| Farm stand  |                  |     |     |     | S   |     |     |     |     |     |                          |              |
| Forestry activities   | PS               | PS  | PS  |     |     |     |     | PS  | PS  | PS  | PS                       | Section 7.42 |
| Off-premise signs (as permitted by Article 9, Part III)   |                  |     |     |     |     |     |     |     |     |     |                          | PS           |
| Off-street parking facilities (as permitted by Article 9, Part II)  | P                | P   | P   |     | P   | P   |     | P   | P   | P   | P                        |              |
| Satellite dish antennas, commercial   | SS               | SS  | SS  |     | SS  | SS  |     | SS  | SS  | SS  | SS                       | Section 7.8  |
| Signs (as permitted by Article 9, Part III)   | P                | P   | P   |     | P   | P   |     | P   | P   | P   | P                        |              |
| Solar farm  |                  |     |     |     |     |     |     |     |     | SS  | SS                       | Section 7.43 |

## ARTICLE 6. ZONING DISTRICTS

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| Uses  | Zoning Districts |     |     |     |     |     |     |     |     |     | Supplemental Regulations |              |
|---|------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|--------------------------|--------------|
|   | R-12             | R-8 | R-6 | PUD | B-1 | B-2 | B-3 | O/I | I-1 | I-2 |                          |              |
| <b>OTHER USES (continued)</b>                         |                  |     |     |     |     |     |     |     |     |     |                          |              |
| Storage inside completely enclosed structure          |                  |     |     |     | P   |     |     |     | P   |     |                          |              |
| Storage outside completely enclosed structure         |                  |     |     |     | SS  |     |     |     | PS  | PS  |                          | Section 7.44 |
| Trash and garbage disposal facilities                 |                  |     |     |     |     |     |     |     |     | S   |                          |              |
| Temporary uses/sales                                  |                  |     |     |     | PS  | PS  | PS  | PS  | SS  | SS  |                          | Section 7.45 |
| Wind farm   |                  |     |     |     | SS  |     |     |     | SS  | SS  |                          | Section 7.46 |
| Wireless communication facilities, 50' tall or less   | SS               | SS  | SS  |     | SS  | SS  | SS  | SS  | PS  | PS  |                          | Section 7.47 |
| Wireless communication facilities, more than 50' tall |                  |     |     |     |     |     |     |     | PS  | PS  |                          | Section 7.47 |

No changes, only here to show how storage will be addressed since removed from previous descriptions.

### **Motion Format Requirements:**

Per NCGS, zoning regulations shall be made in accordance with a comprehensive plan. Prior to adopting or rejecting any zoning amendment, the governing board shall adopt a statement regarding plan consistency, which shall not be subject to a judicial review. Possible options of such a statement include;

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.

**Council Motion Format for Approval of Request:**

“I make a motion that we approve the text amendments presented in Docket #TA2019-03, which modifies the language of the Table of Uses chart, located in Article 6 of the Unified Development Ordinance because the amendments are consistent with the City’s Comprehensive Land Use Plan in that they;

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

Furthermore, this decision is in the public interest of the City of Roxboro because it reduces inconsistencies and conflicts between similar land uses, making it easier for staff to administer such ordinances and for residents/developers to follow.”

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

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

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

Attest:

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

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

**AN ORDINANCE REMOVING INCONSISTENCIES AND CONFLICTS WITHIN  
ARTICLE 6 OF THE CITY OF ROXBORO UNIFIED DEVELOPMENT ORDINANCE;  
AMENDING USES LISTED IN THE TABLE OF USES CHART**

**WHEREAS**, the City Council of the City of Roxboro finds that it is in the public interest to amend the Table of Uses chart within the City's Unified Development Ordinance, to ensure clarity and ease of use for staff, residents, and developers, as it pertains to the development and land use regulations for the City of Roxboro; and

**WHEREAS**, the City Council of the City of Roxboro, after due notice, conducted a public hearing on the \_\_\_\_\_ day of \_\_\_\_\_ 2019, upon the question of amending the Unified Development Ordinance in this respect.

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

**PART ONE.** The Table of Uses chart located in Article 6 of the Unified Development Ordinance is amended as herein described.

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

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

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

**PART SIX.** This ordinance shall be in full force and effect from and after the date of its adoption. Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

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

ATTEST: Approved as to form:

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

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

### 3. Appointment of Steering Committee and Future Land Use Firm Apporval

# Memo



**To:** Mayor Newell and Roxboro City Council  
**From:** Lauren Johnson/Planning & Development Director  
**cc:** Trevie Adams City Clerk (for City Records)  
**Date:** November 27, 2019  
**Re:** Applications for consideration of appointment to steering committee

---

Madam Mayor and Council,

Attached are the submitted applications from individuals seeking appointment to the steering committee for the development of the City and County Joint Future Land Use Plan. Several of the applicants have previously applied, and/or been appointed, to another Land Use Board for the City of Roxboro. As such, their original applications were simply pulled and attached for your review of the requested information. The applicants are outlined below, with a reference to which Land Use Board on which they may already serve or have previously served.

- **Margaret Kay** – previous member of the BOA, current member of the Planning Board
- **James Reardon** – current member of the BOA
- **Margaret Bradsher** – has not served on any Land Use Board for the City since my involvement with the Planning Department and no known involvement in recent history
- **Gerald “Jermaine” Wallace** – previously appointed to Planning Board but did not finish term, currently serves as an alternate on the BOA
- **Margaret McMann** – current member of the BOA

The complete steering committee will consist of 10 members: 1 representative from each of the governing boards (1 Council member and 1 Commissioner), 1 representative from each of the planning boards, and 3 residents from each jurisdiction. As such, staff requests the Council appoint 3 individuals from the above applicants to serve as the 3 city resident representatives and determine which Council member would like to serve on this committee. Planning Board Member, Danny Cultra has agreed to serve as the Planning Board representative from the City and Ms. Margaret Kay has agreed to be the back-up, if not selected to serve as one of the resident representatives.



Please describe community services, include membership on other public boards, experience and interest in serving: \_\_\_\_\_

Planning Commission - Independence VA.

Roxboro NEIGHBORHOOD Watch

PERSONAL REFERENCES - Mark Phelps

Name: REGGIE Horton Daytime phone: \_\_\_\_\_

Address: 310 Broad St. Relationship: NEIGHBOR/FRIEND

City, State, Zip: Roxboro

Name: Ricky WRENN Daytime phone: \_\_\_\_\_

Address: 202 Broad St. Relationship: NEIGHBOR

City, State, Zip: \_\_\_\_\_

Have you ever been convicted of an offense against the law or forfeited a bond?  Yes  
 No. If "YES" please explain. A criminal record will not necessarily exclude you from employment. Such factors as age at time of offense, rehabilitation efforts, recent and seriousness of the crime will be taken into account. You may omit (1) traffic violations of which you paid a fine of \$30.00 or less, and (2) any offense committed before your 21<sup>st</sup> birthday, which was finally disposed of in a juvenile court or under a Youth Offender Law.

Explain:

N/A

Please return completed application to:

City of Roxboro  
Office of City Clerk  
PO Box 128  
Roxboro, NC 27573

CITY OF ROXBORO  
APPLICATION FOR CITIZEN ADVISORY BOARDS

This application form is designed to protect individual rights and privacy and to insure equal opportunity. All questions are considered important and no other use is intended for the information you submit.

**PERSONAL INFORMATION**

Name: JAMES REARDON

Home Address: 514 S. MAIN ST.

City, State, Zip: ROXBORO, N. C. 27573

Home Phone: 597-4876 Work/Day Time Phone: \_\_\_\_\_

Do you live within the city limits of Roxboro? Yes  No

**BOARD/COMMISSION APPLYING FOR**

Choice #1: BOARD OF ADJUSTMENTS

Choice #2: PLANNING BOARD

Additional Comments: \_\_\_\_\_

**EMPLOYMENT**

Current Occupation/Title: RETIRED

Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

| Name of School                  | Education<br>Year Graduated | Degree        |
|---------------------------------|-----------------------------|---------------|
| High School: <u>WESTBURY</u>    | <u>1974</u>                 |               |
| College: <u>SUNY @ CORTLAND</u> | <u>1978</u>                 | <u>B.S.E.</u> |
| Graduate School: _____          | _____                       | _____         |
| Other: _____                    |                             |               |

Please describe community services, include membership on other public boards, experience and interest in serving: \_\_\_\_\_

LACROSS Coach - Community School

Knights of Columbus member

PERSONAL REFERENCES

Name: JACK HESTER Daytime phone: 599-1943

Address: 509 S. MAIN ST Relationship: Neighbor

City, State, Zip: Roxboro

Name: BLOSSOM GARDNER Daytime phone: 599-0996

Address: 1101 GARDNER RD Relationship: Friend

City, State, Zip: Roxboro NC 27574

Have you ever been convicted of an offense against the law or forfeited a bond?  Yes  
 No. If "YES" please explain. A criminal record will not necessarily exclude you from employment. Such factors as age at time of offense, rehabilitation efforts, recent and seriousness of the crime will be taken into account. You may omit (1) traffic violations of which you paid a fine of \$30.00 or less, and (2) any offense committed before your 21<sup>st</sup> birthday, which was finally disposed of in a juvenile court or under a Youth Offender Law.

Explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please return completed application to:

City of Roxboro  
Office of City Clerk  
PO Box 128  
Roxboro, NC 27573

CITY OF ROXBORO  
APPLICATION FOR CITIZEN ADVISORY BOARDS

This application form is designed to protect individual rights and privacy and to insure equal opportunity. All questions are considered important and no other use is intended for the information you submit.

**PERSONAL INFORMATION**

Name: Margaret Bradsher

Home Address: 204 S. Morgan St. bradsherboe@aol.com

City, State, Zip: Roxboro, N.C. 27573

Home Phone: 336 599 0202 Work/Day Time Phone: —

Do you live within the city limits of Roxboro? Yes  No

**BOARD/COMMISSION APPLYING FOR**

Choice #1: Comprehensive Future Land Use Steering Committee

Choice #2: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

**EMPLOYMENT**

Current Occupation/Title: Retired

Employer Name: NA

Employer Address: NA

City, State, Zip: NA

Supervisor's Name: NA

| Name of School                                   | Education<br>Year Graduated | Degree   |
|--|-----------------------------|--|
| High School: <u>Roxboro High School</u>          | <u>1965</u>                 | <u>college prep</u>                              |
| College: <u>East Carolina University</u>         | <u>1970</u>                 | <u>B.S. Education</u>                            |
| Graduate School: <u>East Carolina University</u> | <u>1983?</u>                | <u>M.A. Ed. Administration<br/>+ supervision</u> |
| Other: _____                                     |                             |  |

I have submitted an application to both the city and county for the Comprehensive Future Land Use Steering Committee. I have done so for several reasons that I feel should be shared with you.

I was born and grew up in Person County. I left in 1965 when I went to college and quite frankly never anticipated returning, as is true of many young people in our community today. That is reflected in an aging community and decreasing work force. When I did return I found a community very similar to the one I left some thirty years prior. The similarity covered many factors including land use. I felt then, as I do now, that our community needed to address positive growth for its citizens and businesses. In a short time of my return I ran for and was elected to be a county commissioner. I wanted to be a part of a vision for the future. I have continued to seek opportunities for growth and sustainability for this community while offering opportunities for all of us to be a part of a productive future as Personians. While serving as the principal of what was then our only public high school in Person County I encouraged our young people to be involved in their community and especially to learn to make positive decisions for themselves and others as citizens of Roxboro and Person County. I had returned to a Person County that was not significantly different than the one I left. This, I believe factors in to the need for, among other things, the comprehensive land use in our city AND county. I hope this will be a true joint effort of these two government entities. I also hope that both steering committees will include members of a young generation who want to stay in our community, run a business, find opportunities for their families and see an opportunity to be involved in creating an equitable, healthy, and vibrant future centered on smart growth. I also hope we listen to them! We have for too long continued spot zoning rather than smart growth that encourages public engagement and a balanced community. While "it's my land and I'll do what I want to with it" has continued to exist, it does not offer the vision and action we need to be environmentally friendly as well as making efficient use of our resources. Indiscriminate placement of industry, business and residential areas has hindered our growth as a vibrant location for the future.

I submitted an application to both city and county because I live in the city and naturally want to contribute to this discussion, but as a member of the Board of Education I see the need for good decision making regarding the placement of future school sites and resources to serve such, which will spread throughout our county.

Our current facilities audit and the plans that grow from that should be considered in land use planning. I have been a member of several strategic planning groups for Person County. We have often set goals that in many cases have not come to fruition. We have been slow to move forward. We must stop putting off taking bold steps in order to be attractive as a location for residents and businesses. It's not easy, it's not free, but it is important. We only get what we are willing to pay for and an investment in our community helps all of us. ALL of us-and it must be done with acknowledgement and acceptance of who we are and who we want to be in the future. We cannot continue to exist with plans on a shelf that say "In ten years we will..."

CITY OF ROXBORO  
APPLICATION FOR CITIZEN ADVISORY BOARDS

This application form is designed to protect individual rights and privacy and to insure equal opportunity. All questions are considered important and no other use is intended for the information you submit.

PERSONAL INFORMATION

Name: Gerald Jermaine Wallace

Home Address: 54 Wisteria Drive

City, State, Zip: Roxboro, NC 27573

Home Phone: (336) 504-6340 Work/Day Time Phone: (336) 583-8121

Do you live within the city limits of Roxboro?  Yes  No

BOARD/COMMISSION APPLYING FOR

Choice #1: Planning Board

Choice #2: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

EMPLOYMENT

Current Occupation/Title: Office Manager

Employer Name: Law Office of Carolyn Thompson

Employer Address: 23 Beams Ave

City, State, Zip: Roxboro, NC 27573

Supervisor's Name: Attorney Carolyn Thompson

| Name of School         | Education Year Graduated | Degree     |
|------------------------|--------------------------|------------|
| High School: _____     | _____                    | _____      |
| College: _____         | _____                    | _____      |
| Graduate School: _____ | _____                    | _____      |
| Other: <u>PCC</u>      | <u>2013</u>              | <u>GED</u> |

Please describe community services, include membership on other public boards, experience and interest in serving: \_\_\_\_\_

MADD (Mothers Against Drunk Driving)

American Red Cross (Wake County)

Youth Minister

#### PERSONAL REFERENCES

Name: Lt. Cheryl Hughes (S-5) Daytime phone: (336) 583-6427

Address: \_\_\_\_\_ Relationship: Friend

City, State, Zip: Roxboro, NC 27574

Name: Cpl Chris Lynch Daytime phone: (336) 504-4904

Address: \_\_\_\_\_ Relationship: Friend

City, State, Zip: Timberlake, NC 27583

Have you ever been convicted of an offense against the law or forfeited a bond?  Yes  
 No. If "YES" please explain. A criminal record will not necessarily exclude you from employment. Such factors as age at time of offense, rehabilitation efforts, recent and seriousness of the crime will be taken into account. You may omit (1) traffic violations of which you paid a fine of \$30.00 or less, and (2) any offense committed before your 21<sup>st</sup> birthday, which was finally disposed of in a juvenile court or under a Youth Offender Law.

Explain:

May 2015 Assault On Female

Please return completed application to:

City of Roxboro  
Office of City Clerk  
PO Box 128  
Roxboro, NC 27573

CITY OF ROXBORO  
APPLICATION FOR CITIZEN ADVISORY BOARDS

This application form is designed to protect individual rights and privacy and to insure equal opportunity. All questions are considered important and no other use is intended for the information you submit.

PERSONAL INFORMATION

Name: Margaret Mc Mann

Home Address: 303 Windsor Drive

City, State, Zip: Roxboro NC 27573

Home Phone: 599.8123 Work/Day Time Phone: 597.2689

Do you live within the city limits of Roxboro? Yes  No

BOARD/COMMISSION APPLYING FOR

Choice #1: Board of Adjustment

Choice #2: Planning Board

Additional Comments: I am very interested in regulations governing small business and regulations that can assist with economic development in the city.

EMPLOYMENT

Current Occupation/Title: Director

Employer Name: PC Tourism Development Authority

Employer Address: PO Box 1957

City, State, Zip: Roxboro NC 27573

Supervisor's Name: Charley Bullock - Chair

| Name of School  | Education      |                     |
|---|----------------|---------------------|
|   | Year Graduated | Degree              |
| High School: <u>DW High School Danville Va</u>  | <u>1965</u>    | <u>College Prep</u> |
| College: <u>Elon College/University</u>   | <u>1969</u>    | <u>English BA</u>   |
| Graduate School: <u>Have 20 hours toward graduate degree in music from Averett University</u> |                |                     |
| Other: _____  |                |                     |

Please describe community services, include membership on other public boards, experience and interest in serving: Current Member and Past President of the Rotary

Club of Roxboro; Serve on the following Boards: Executive Roundtable;  
Directors' Roundtable; Chamber of Commerce; RDG;

Assist with Community projects thru Roxboro Presbyterian Church; work with  
The DAV and Am. Legion on special military projects;

#### PERSONAL REFERENCES

Name: Deborah Barker Daytime phone: 503-5203

Address: 206 N. Morgan St Relationship: Friend

City, State, Zip: Roxboro NC 27573

Name: Charley Bullock Daytime phone: 599.6850

Address: 110 Crestwood Dr. Relationship: Bd Chair

City, State, Zip: Roxboro NC 27573

Have you ever been convicted of an offense against the law or forfeited a bond?  Yes  
 No. If "YES" please explain. A criminal record will not necessarily exclude you from employment. Such factors as age at time of offense, rehabilitation efforts, recent and seriousness of the crime will be taken into account. You may omit (1) traffic violations of which you paid a fine of \$30.00 or less, and (2) any offense committed before your 21<sup>st</sup> birthday, which was finally disposed of in a juvenile court or under a Youth Offender Law.

Explain:

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Please return completed application to:

City of Roxboro  
Office of City Clerk  
PO Box 128  
Roxboro, NC 27573

# Memo



**To:** Mayor Newell and Roxboro City Council  
**From:** Lauren Johnson/Planning & Development Director  
**cc:** Trevie Adams City Clerk (for City Records)  
**Date:** December 3, 2019  
**Re:** Review of the RFP submittals for selection of consultant for FLUP

---

Madam Mayor and Council,

City and County staff have completed a thorough review of the RFP submissions regarding the Joint Comprehensive Land Use Plan for the City of Roxboro and Person County.

Of the 6 applicants, staff used a pre-determined scoring criteria to rate each submittal. Criteria included the user-friendliness of the document, the qualifications/technical experience of the firm and its staff, knowledge of the City of Roxboro and Person County, current workload of the firm, references, and overall quality of the proposal. After scoring all of the firms on these criteria, staff selected the four top-scoring firms to conduct phone interviews.

During the interview process, staff asked each firm five questions. Four of the questions were the same for each interview, with one varying question that related to any unanswered questions staff had from reviewing the written materials. At the conclusion of the interview process, staff agreed there was a clear frontrunner for awarding the contract; Benchmark.

County staff presented the same information to the Commissioners at their November 18<sup>th</sup> meeting, wherein the Commissioners unanimously agreed to go with the highest scoring firm. Their decision was made contingent upon the City Council's review and agreement to work with the same firm.

Staff will be happy to answer any questions the Council may have.

## 4. Proposal for Flagpole at Merritt Commons



December 5, 2019

To: Mayor Newell  
Roxboro City Council

Subject: Request for Placement of Flag Pole

Earlier this year, David Penninger contacted City staff with a request to place a memorial flag pole at the Main Street Pavilion. The flag pole is intended to be a tribute to the memory of Bruce Wrenn, a close friend of Mr. Penninger and a tremendous supporter of Uptown Roxboro.

Enclosed is a depiction of the proposed location of the pole, which will feature a base similar to that found at the bottom of the Rotary clock on the same grounds.



Memorial Flag Pole Location

## 5. 2020 Chemical Bids

## Chemical Bids 2020

The City advertised for chemicals for use at the water treatment plant and wastewater treatment plant on October 9 and 26. Bids were received and opened on Thursday November 21, 2019 at 2:00pm at City Hall. The bids for chemicals are based on the calendar year. These bids will be good from January 2020 through December 2020.

Bids were received from nine different companies for nine chemicals. Chemical companies specialize in certain areas and as such, no one company will bid on all nine chemicals. Some companies bid on as many as five and others only one chemical.

The bid results were mixed. Six went up in price and three came down. The biggest change was in the price of caustic soda. The new bid price is \$185.00 per ton less than last year. While Aluminum Chloride and Hydrofluosilicic Acid went up in price. Based upon projected use, there is a \$13,744 savings over last year. The lowest bid price is highlighted in yellow.

It is recommended that the bid for each chemical be awarded to the lowest bidder for that chemical.



## 6. Planning Board Appointment

# Memo



**To:** Mayor Newell and Roxboro City Council  
**From:** Lauren Johnson/Planning & Development Director  
**cc:** Trevie Adams City Clerk (for City Records)  
**Date:** December 3, 2019  
**Re:** Applications for consideration of appointment to unexpired seat on Planning Board

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Madam Mayor and Council,

Attached are the submitted applications from individuals seeking appointment to the unexpired vacant seat on the Planning Board. This vacancy was created by the appointment of Benjamin Gault to the Council. This term would run until June 30, 2023, when the individual would be eligible for reappointment. The applicants are listed below:

- **Myra Booker** – previous applicant to the vacancy on the Council
- **Charlie Palmer** – previous applicant to the vacancy on the Council
- **Linda Ford** – previous applicant to the vacancy on the Council
- **Tanillya Partridge** – previous applicant to the vacancy on the Council
- **George Evans** – first time applicant to a City land use board

# CITY OF ROXBORO

## APPLICATION FOR EMPLOYMENT



This application form is designed to protect individual rights and privacy and to insure equal employment opportunity. All questions are considered important for employment and no other use is intended for the information you submit.  
**The City of Roxboro is an Equal Employment Opportunity Employer**

1. Position applied for City Council seat Date 30 July 2019

2. Booker, Myra Lunsford myra0booker@gmail  
 (Last Name) (First) (Middle, If married, use maiden) Email Address

3. Address 116 Johnson St., Roxboro Person NC 27573  
 (Street) (City) (County) (State) (Zip Code)

Telephone: Home 336599 Business 336322107 If none, where can you be reached by phone? \_\_\_\_\_

4. Are you 18 years of age or older? Yes  No  If No, what is your birth date? \_\_\_\_\_

5. Do you have a valid Driver's License? Yes  No  If yes, which State? NC

6. (A) Date available for employment? as rec (B) Are you seeking: Full-time work  Part-time Work

7. Military Service: (A) Are you a veteran? Yes  No  (B) Are you a widow, or wife of a veteran? Yes  No

(C) Date of entry into active service \_\_\_\_\_ (D) Type of Separation \_\_\_\_\_

(E) Date of separation from active service \_\_\_\_\_ If you had more than one tour of duty, explain in Space 13.

8. Have you ever worked for the City of Roxboro before? Yes  No  If Yes give dates: From \_\_\_\_\_ To \_\_\_\_\_

9. May we contact your present employer? Yes  No

10. Have you ever been convicted of an offense against the law or forfeited a bond? Yes  No

If "Yes" explain in Space 13 (Note: A criminal record will not necessarily exclude you from employment. Such factors as age at time of offense, rehabilitation efforts, and recency and seriousness of the crime will be taken into account. You may omit (1) traffic violations of which you paid a fine of \$30 or less, and (2) any offense committed before your 21st birthday, which was finally disposed of in a juvenile court or under a Youth Offender Law).

11. Are you related to any person now employed by the City of Roxboro? Yes  No   
 If "Yes" give name, relationship and agency in Space 13.

12. Use this space to explain any answers (Attach additional sheet if needed).

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13. REFERENCES: If you wish to list references, list persons who are not related to you who have knowledge of your qualifications for the position(s) for which you are applying, such as former co-workers, teachers, etc. Do not repeat names of supervisors you will list under Employment Record on the reverse side of application.

(A) Name Christine Howe Phone # 336 599-3173  
 (B) Name Julia Graves Phone # 336 322-1040  
 (C) Name Kenneth Stokes Phone # 434 572-0986

14. EDUCATION - Give your complete educational history below:

Elementary or Name Location Ending Date

High School Person Senior High School Circle highest school year completed  
 1 2 3 4 5 6 7 8 9 10 11 12

Did you either graduate from high school or pass the High School Equivalency Test? Yes  No

**EDUCATION BEYOND HIGH SCHOOL**

|                                   | Name and Location  | Attended From<br>Mo. Yr. | Attended To<br>Mo. Yr. | Circle No. Years Completed | Credit Hours | Did you Graduate | Degree or Diploma & Year Received | Major Subject |
|-----------------------------------|--------------------|--------------------------|------------------------|----------------------------|--------------|------------------|-----------------------------------|---------------|
| College or University             | Atlantic Christian | Aug. 197                 | Aug. 198               | 4 years                    |              | yes              | B.S Busin                         | Accounti      |
| Graduate or Professional          |                    |                          |                        | 1 2 3 4                    |              |                  |                                   |               |
| Other Education, Internship, Etc. |                    |                          |                        | 1 2 3 4                    |              |                  |                                   |               |

15. List fields of work for which you are licensed, registered, or certified, giving date(s) and sources of issuance, list typing and shorthand skills, machines you can operate, and other skills in which you are proficient and if the position applied for calls for specific courses, indicate courses and credits received.

Property and Casualty License -NC Dept. of Insurance, Oct. 2017  
H&R Block Tax Associate - H&R Block, 2015  
North Carolina Notary Public, NC Secretary of State, 2018

**16. EMPLOYMENT RECORD - Answer questions for each period of employment. Include military service and previous employment with the City of Roxboro. Failure to give complete information may result in rejection of your application. Begin with your present or last position. If more space is needed, use back page of application.**

A. Title of present or last position: Bank Advisor

Name and Title of supervisor: Christopher Garden, Branch Manager

Employer: Union Bank of North Carolina

Address 1750 Durham Rd, Roxboro, N

Starting Salary \_\_\_\_\_

Last Salary \$15.10/hr

No. employees supervised by you -0-

Date Employed Nov. 2017

Date separated present

Reason for leaving - - -

Full-time: 1 Years 9 Months Part-time: Years \_\_\_\_\_ Months \_\_\_\_\_ If part-time, number of hours worked per week \_\_\_\_\_

B. Title last position: Teller Supervisor

Name and title of supervisor: Diane Cole

Employer: Branch Banking and Trust

Address 500 North Madison Blvd, Roxboro, N

Starting Salary \_\_\_\_\_

Last Salary 35k / year

No. employees supervised by you 4

Date Employed Feb. 1985

Date separated Oct. 2015

Reason for leaving retired

Full-time: 30 Years 8 Months Part-time: \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ If part-time, number of hours worked per week \_\_\_\_\_

C. Title of last position: \_\_\_\_\_

Name and title of supervisor: \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

Starting Salary \_\_\_\_\_

Last Salary \_\_\_\_\_

No. employees supervised by you \_\_\_\_\_

Date Employed \_\_\_\_\_

Date separated \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Full-time: \_\_\_\_\_ Years \_\_\_\_\_ Months Part-time: \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ If part-time, number of hours worked per week \_\_\_\_\_

**CERTIFICATE OF APPLICANT**

The facts set forth in my application for employment are true and complete. I understand that if employed, any false statement on this application may result in my dismissal. I further understand that this application is not and is not intended to be a contract of employment, nor does this application obligate the employer in any way if the employer decides to employ me. I understand and agree that my employment is at will and can be terminated by either party.

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

**Send completed applications to:**

**City of Roxboro  
Pamela Rodgers  
Human Resources Director  
P.O. Box 128  
Roxboro, NC 27573**

# CITY OF ROXBORO

## APPLICATION FOR EMPLOYMENT



This application form is designed to protect individual rights and privacy and to insure equal employment opportunity. All questions are considered important for employment and no other use is intended for the information you submit.  
**The City of Roxboro is an Equal Employment Opportunity Employer**

1. Position applied for City Council Date 7-30-19
2. Palmer Alfred Charles Stonewall 2759 dicloud.com  
 (Last Name) (First) (Middle, If married, use maiden) Email Address
3. Address 114 S. Morgan St Person NC 27573  
 (Street) (City) (County) (State) (Zip Code)  
 Telephone: Home 336-547-2782 Cell 336-583-5761 Other \_\_\_\_\_
4. Are you 18 years of age or older? Yes  No \_\_\_\_\_ If No, what is your birth date? \_\_\_\_\_
5. Do you have a valid Driver's License? Yes  No \_\_\_\_\_ If yes, which State? \_\_\_\_\_ CDL?: \_\_\_\_\_
6. (A) Date available for employment? Now (B) Are you seeking: Full-time work \_\_\_\_\_ Part-time Work \_\_\_\_\_
7. Military Service: (A) Are you a veteran? Yes  No \_\_\_\_\_ (B) Are you a widow, or wife of a veteran? Yes \_\_\_\_\_ No \_\_\_\_\_  
 (C) Date of entry into active service 11-1977 (D) Type of Separation Honorable  
 (E) Date of separation from active service 3-1980 If you had more than one tour of duty, explain in Space 13.
8. Have you ever worked for the City of Roxboro before? Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes give dates: From \_\_\_\_\_ To \_\_\_\_\_
9. May we contact your present employer? Yes \_\_\_\_\_ No \_\_\_\_\_
10. Have you ever been convicted of an offense against the law or forfeited a bond? Yes \_\_\_\_\_ No   
 If "Yes" explain in Space 12 (Note: A criminal record will not necessarily exclude you from employment. Such factors as age at time of offense, rehabilitation efforts, and recency and seriousness of the crime will be taken into account. You may omit (1) traffic violations of which you paid a fine of \$30 or less, and (2) any offense committed before your 21st birthday, which was finally disposed of in a juvenile court or under a Youth Offender Law).
11. Are you related to any person now employed by the City of Roxboro? Yes \_\_\_\_\_ No   
 If "Yes" give name, relationship and department in Space 12.

**16. EMPLOYMENT RECORD - Answer questions for each period of employment. Include military service and previous employment with the City of Roxboro. Failure to give complete information may result in rejection of your application. Begin with your present or last position. If more space is needed, use back page of application.**

A. Title of present or last position: Self employed Plumber  
 Name and Title of supervisor: Charlie Palmer  
 Employer: Palmer Plumbing Address 114 S. Morgan St Rox NC 27573  
 Starting Salary \_\_\_\_\_ Last Salary \_\_\_\_\_ No. employees supervised by you 0  
 Date Employed 11-2002 Date separated \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
 Full-time: 17 Years 8 Months Part-time: Years \_\_\_\_\_ Months \_\_\_\_\_ If part-time, number of hours worked per week \_\_\_\_\_

B. Title last position: Plumber helper  
 Name and title of supervisor: Alfred Gordon Palmer  
 Employer: \_\_\_\_\_ Address \_\_\_\_\_  
 Starting Salary Deceased 5-25-2002 No. employees supervised by you \_\_\_\_\_  
 Date Employed \_\_\_\_\_ Date separated \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
 Full-time: \_\_\_\_\_ Years \_\_\_\_\_ Months Part-time: \_\_\_\_\_ Years \_\_\_\_\_ Months If part-time, number of hours worked per week \_\_\_\_\_

C. Title of last position: \_\_\_\_\_  
 Name and title of supervisor: \_\_\_\_\_  
 Employer \_\_\_\_\_ Address \_\_\_\_\_  
 Starting Salary \_\_\_\_\_ Last Salary \_\_\_\_\_ No. employees supervised by you \_\_\_\_\_  
 Date Employed \_\_\_\_\_ Date separated \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
 Full-time: \_\_\_\_\_ Years \_\_\_\_\_ Months Part-time: \_\_\_\_\_ Years \_\_\_\_\_ Months If part-time, number of hours worked per week \_\_\_\_\_

**CERTIFICATE OF APPLICANT**

The facts set forth in my application for employment are true and complete. I understand that if employed, any false statement on this application may result in my dismissal. I further understand that this application is not and is not intended to be a contract of employment, nor does this application obligate the employer in any way if the employer decides to employ me. I understand and agree that my employment is at will and can be terminated by either party.

Alfred Charles Palmer  
 Applicant Signature

**Send completed applications to:**

**City of Roxboro  
 Pamela Rodgers  
 Human Resources Director  
 P.O. Box 128  
 Roxboro, NC 27573**

12. Use this space to explain any answers (Attach additional sheet if needed).

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13. REFERENCES: If you wish to list references, list persons who are not related to you who have knowledge of your qualifications for the position(s) for which you are applying, such as former co-workers, teachers, etc. Do not repeat names of supervisors you will list under Employment Record on the reverse side of application.

(A) Name Will Davis Phone # 336-504-4626  
 (B) Name Alex Burdette Phone # 336-504-3931  
 (C) Name Brent Carver Phone # 336-583-8256

14. EDUCATION - Give your complete educational history below:

|             | Name                      | Location        | Ending Date |   |
|-------------|---------------------------|-----------------|-------------|---|
| High School | <u>Person Senior High</u> | <u>Rothboro</u> | <u>6-77</u> | Circle highest school year completed<br>1 2 3 4 5 6 7 8 9 10 11 <u>12</u> |

Did you either graduate from high school or pass the High School Equivalency Test? Yes  No

**EDUCATION BEYOND HIGH SCHOOL**

|                                   | Name and Location | Attended |         | Circle No. Years Completed | Credit Hours | Did you Graduate | Degree or Diploma & Year Received | Major Subject |
|-----------------------------------|-------------------|----------|---------|----------------------------|--------------|------------------|-----------------------------------|---------------|
|                                   |                   | From     | To      |                            |              |                  |                                   |               |
| College or University             |                   | Mo. Yr.  | Mo. Yr. | 1 2 3 4                    |              |                  |                                   |               |
| Graduate or Professional          |                   |          |         | 1 2 3 4                    |              |                  |                                   |               |
| Other Education, Internship, Etc. |                   |          |         | 1 2 3 4                    |              |                  |                                   |               |

15. List fields of work for which you are licensed, registered, or certified, giving date(s) and sources of issuance, list machines you can operate, and other skills in which you are proficient and if the position applied for calls for specific courses, indicate courses and credits received.

Self employed Plumber

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CITY OF ROXBORO  
APPLICATION FOR CITIZEN ADVISORY BOARDS

This application form is designed to protect individual rights and privacy and to insure equal opportunity. All questions are considered important and no other use is intended for the information you submit.

PERSONAL INFORMATION

Name: Linda Ford

Home Address: 624 Hillhaven Terrace

City, State, Zip: Roxboro, NC 27573

Home Phone: <sup>Bell:</sup> (954) 559-2180 Work/Day Time Phone: (954) 559-2180

Do you live within the city limits of Roxboro? Yes  No

BOARD/COMMISSION APPLYING FOR

Choice #1: PLANNING BOARD

Choice #2: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

EMPLOYMENT

Current Occupation/Title: Retired

Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

| Name of School                          | Education<br>Year Graduated | Degree                               |
|---|-----------------------------|--------------------------------------|
| High School: <u>Roxboro High School</u> | <u>1966</u>                 | <u>?</u>                             |
| College: <u>Methodist University</u>    | <u>2 years</u>              | <u>(No - would have been French)</u> |
| Graduate School: <u>—</u>               | _____                       | _____                                |
| Other: _____                            | _____                       | _____                                |

Please describe community services, include membership on other public boards, experience and interest in serving: I did fundraising for the White House

during the REAGAN years. Supported our troops via UDC  
membership to make sure they receive personal items they  
CAN'T Always get overseas.

#### PERSONAL REFERENCES

Name: John Oakley Daytime phone: (954) 483-4648

Address: 105 Calle Largo DR. Relationship: Brother

City, State, Zip: Hollywood, FL 33021

Name: Patricia Long Daytime phone: (919) 452-2403

Address: 6518 Ladd DR. Relationship: AUNT

City, State, Zip: Durham, NC 27712

Have you ever been convicted of an offense against the law or forfeited a bond?  Yes  
 No. If "YES" please explain. A criminal record will not necessarily exclude you from employment. Such factors as age at time of offense, rehabilitation efforts, recent and seriousness of the crime will be taken into account. You may omit (1) traffic violations of which you paid a fine of \$30.00 or less, and (2) any offense committed before your 21<sup>st</sup> birthday, which was finally disposed of in a juvenile court or under a Youth Offender Law.

Explain:

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Please return completed application to:

City of Roxboro  
Office of City Clerk  
PO Box 128  
Roxboro, NC 27573

# Linda Ford

624 Hillhaven Terrace

Roxboro, NC 27573

Cell: (954) 559-2180

Email: cruise66\_@hotmail.com

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**Experience:** Executive Assistant, Sales Support, Legal Assistant, Hospital Management, Medical and Dental Billing, Insurance Sales, Insurance Administrator, Collections, Sales & Marketing, Accounting, Bookkeeping, Accounts Payable and Receivables, Customer Service, Payroll, Cashiering.

Structured Asset Funding, 08/01/2012 – 06/27/2017 (Independent Agent)

**Document Retriever Assistant and Research Agent**

- Research various legal documents from all over the United States
- Use numerous types of software
- Answer phones, customer service, etc.
- Excellent oral and written communication skills
- Provide support for sales team

Law Firm of Ilene D. Sager, 4/04/11 – 5/24/2012

**Legal Secretary**

- Immigration
- Billing
- Draft legal documents including correspondence
- Maintain thorough, organized and legally compliant files

Law Firm of Mark A. Seff, 8/18/09 – 11/05/2010

**Legal Assistant**

- Bankruptcy
- Family Law
- Social Security Disability
- Accounts Payable & Accounts Receivables, Taxes
- Draft legal documents including, correspondence, pleadings, motions, orders, etc
- Accounting, Banking, Reconciliation and Invoice Management using Quickbooks

McCallar Law Firm, 8/08 – 03/26/09

**Legal Assistant/Accounting & Collections**

- Bankruptcy experience in individual and corporate filings
- Family Law
- Multi-tasking and ability to work under pressure and to work independently
- Outstanding organizational skills as well as excellent written & oral communication skills
- Accounts Receivables
- Billing - invoicing clients, corporations, US government as well as Collections
- Ability to work independently
- Conduct legal research
- Electronic Filing with the courts
- Attend 341 Meetings
- Handled multiline phone system

Pension Investors Corporation, 1/00 – 12/07

**Executive Assistant to CEO and Insurance Administrator-Hollywood, FL**

- Performs administrative duties for executive management
- Screening calls, making travel and meeting arrangements
- Customer service
- Account Management
- Operate multiline phone system when needed.
- Excellent interpersonal skills
- Preparing reports and financial data
- Strong computer and internet skills
- Accounts Receivables

- Insurance Administrator for entire company
- Extensive knowledge of all aspects of insurance
- Excellent Customer Service skills
- Ability to work independently
- Licensed Florida Sales Agent
- Process securities transactions and commissions, 1099 tax preparations and ERISA bonds.

Columbia Northwest Medical Center, 3/99 - 12/99

**Managed Care Revenue Integrity Analyst**

- Monitor accounts receivables to ensure accurate and maximum cash flow
- Monitor managed care contracts, consulting agencies, and pharmacy charges for performance of accurate financial settlements

HIP Health Plan of Florida, 3/97 - 3/99

**Claims Supervisor**

- Managed a staff of claim examiners and provider telephone representatives
- Experience in HCFA audits, insurance audits, provider audits and Department of Insurance practices

Columbia Healthcare Corporation-HCA, 11/88 - 2/97

**Patient Account Manager, Admitting Manager, Collection Manager, Reimbursement Manager, Systems Manager, Instructor**

- Responsible for all functions of patient account management from verification of benefits to financial settlement.
- Reviewed all insurance contract reimbursements to ensure hospital services were being paid in accordance with contracted rates.
- Trained various hospitals and their staff on all Columbia automated systems to include proper utilization and operation
- Detailed working knowledge of medical terminology, insurance practices, and billing/collection methodologies
- Strong interpersonal and communication skills
- Experienced in representing the hospital in court room legal cases accompanied by hospital attorneys.

NCAS-National Capital Administrative Services, Inc. 6/87 – 11/88

**Medical Policy & Review Coordinator**

- Developed training manuals for the claims department of this TPA of Blue Cross/Blue Shield of Washington, D.C.
- Served as Medical Consultant working with physicians and insurance companies in lieu of peer review committees.

John Hancock Mutual Life Ins. Co., 8/70 - 5/87

**Claims Supervisor – Medical & Dental**

- Managed a staff of 25 medical and dental claim adjusters
- Personnel administration, performance enhancement, training and budgeting
- Interfaced with corporate management in the implementation of a nationwide computer based training and quality control program
- Conducted communication sessions for selected corporations to explain design and cost containment.

**Education:**

**Methodist College, Fayetteville, North Carolina**

**Columbia/HCA HealthCare Corporation, Nashville, Tennessee**

- HCA Patient Accounting
- Billing/Receivables
- Collections I and II
- Logging System
- On-Line Cashiering
- Q101 and Q102
- Keys to Successful Management
- MEDITECH
- Various other courses

**Trained and experienced in Microsoft Office products (Word, Excel & Outlook), QuickBooks**

**Best Case (legal)**

**EDI (Medicare, Medicaid, United Healthcare, Aetna)**

CITY OF ROXBORO  
APPLICATION FOR EMPLOYMENT

Sept 27, 2019  
sent e-mail  
LJM-cell



This application form is designed to protect individual rights and privacy and to insure equal employment opportunity. All questions are considered important for employment and no other use is intended for the information you submit.  
**The City of Roxboro is an Equal Employment Opportunity Employer**

1. Position applied for City Council Date July 29, 2019
2. Partridge Tanilla Wilkerson Taniwp77@yahoo.com  
(Last Name) (First) (Middle, If married, use maiden) Email Address
3. Address 131 Academy st Person NC 27573  
(Street) (City) (County) (State) (Zip Code)  
Telephone: Home 336-322-1421 Cell 336-504-6808 Other \_\_\_\_\_
4. Are you 18 years of age or older? Yes  No \_\_\_\_\_ If No, what is your birth date? \_\_\_\_\_
5. Do you have a valid Driver's License? Yes  No \_\_\_\_\_ If yes, which State? NC CDL? \_\_\_\_\_
6. (A) Date available for employment? \_\_\_\_\_ (B) Are you seeking: Full-time work \_\_\_\_\_ Part-time Work \_\_\_\_\_
7. Military Service: (A) Are you a veteran? Yes \_\_\_\_\_ No  (B) Are you a widow, or wife of a veteran? Yes \_\_\_\_\_ No \_\_\_\_\_  
(C) Date of entry into active service \_\_\_\_\_ (D) Type of Separation \_\_\_\_\_  
(E) Date of separation from active service \_\_\_\_\_ If you had more than one tour of duty, explain in Space 13.
8. Have you ever worked for the City of Roxboro before? Yes \_\_\_\_\_ No  If Yes give dates: From \_\_\_\_\_ To \_\_\_\_\_
9. May we contact your present employer? Yes  No \_\_\_\_\_
10. Have you ever been convicted of an offense against the law or forfeited a bond? Yes \_\_\_\_\_ No   
If "Yes" explain in Space 12 (Note: A criminal record will not necessarily exclude you from employment. Such factors as age at time of offense, rehabilitation efforts, and recency and seriousness of the crime will be taken into account. You may omit (1) traffic violations of which you paid a fine of \$30 or less, and (2) any offense committed before your 21st birthday, which was finally disposed of in a juvenile court or under a Youth Offender Law).
11. Are you related to any person now employed by the City of Roxboro? Yes \_\_\_\_\_ No   
If "Yes" give name, relationship and department in Space 12.

12. Use this space to explain any answers (Attach additional sheet if needed).

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13. REFERENCES: If you wish to list references, list persons who are not related to you who have knowledge of your qualifications for the position(s) for which you are applying, such as former co-workers, teachers, etc. Do not repeat names of supervisors you will list under Employment Record on the reverse side of application.

(A) Name Honnie Donewant Phone # 336-504-4100  
 (B) Name Ray Jeffers Phone # 336-504-5198  
 (C) Name Linda Mabe Phone # 336-260-4652

14. EDUCATION - Give your complete educational history below:

|             | Name               | Location       | Ending Date |   |
|-------------|--------------------|----------------|-------------|---|
| High School | <u>Person High</u> | <u>Roxboro</u> | <u>1995</u> | Circle highest school year completed<br>1 2 3 4 5 6 7 8 9 10 11 <u>12</u> |

Did you either graduate from high school or pass the High School Equivalency Test? Yes  No

**EDUCATION BEYOND HIGH SCHOOL**

|                                   | Name and Location               | Attended From<br>Mo. Yr. | Attended To<br>Mo. Yr. | Circle No. Years Completed | Credit Hours | Did you Graduate | Degree or Diploma & Year Received | Major Subject  |
|-----------------------------------|---------------------------------|--------------------------|------------------------|----------------------------|--------------|------------------|-----------------------------------|----------------|
| College or University             | <u>Vance Eronette Henderson</u> | <u>8/03</u>              | <u>5/05</u>            | <u>1 2 3 4</u>             |              | <u>yes</u>       | <u>2005 ADN</u>                   | <u>Nursing</u> |
| Graduate or Professional          | <u>WSSU Winston-Salem</u>       | <u>8/10</u>              | <u>5/12</u>            | <u>1 2 3 4</u>             |              | <u>yes</u>       | <u>2012</u>                       | <u>MSW FNP</u> |
| Other Education, Internship, Etc. |                                 |                          |                        | <u>1 2 3 4</u>             |              |                  |                                   |                |

15. List fields of work for which you are licensed, registered, or certified, giving date(s) and sources of issuance, list machines you can operate, and other skills in which you are proficient and if the position applied for calls for specific courses, indicate courses and credits received.

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**16. EMPLOYMENT RECORD - Answer questions for each period of employment. Include military service and previous employment with the City of Roxboro. Failure to give complete information may result in rejection of your application. Begin with your present or last position. If more space is needed, use back page of application.**

A. Title of present or last position: Family Nurse Practitioner  
 Name and Title of supervisor: \_\_\_\_\_  
 Employer: Across the Lifespan Address 293 m. st Yanceyville NC 27379  
 Starting Salary \_\_\_\_\_ Last Salary \_\_\_\_\_ No. employees supervised by you 2  
 Date Employed 8/2015 Date separated present Reason for leaving \_\_\_\_\_  
 Full-time: 4 Years \_\_\_\_\_ Months Part-time: Years \_\_\_\_\_ Months \_\_\_\_\_ If part-time, number of hours worked per week \_\_\_\_\_

B. Title last position: Nurse Practitioner  
 Name and title of supervisor: Dr. Connie Hicks  
 Employer: Adapted Integrated Medicine Address Cruikshank St Durham NC  
 Starting Salary 90K Last Salary 90K No. employees supervised by you 4  
 Date Employed 4/2013 Date separated \_\_\_\_\_ Reason for leaving better opportunity  
 Full-time: \_\_\_\_\_ Years \_\_\_\_\_ Months Part-time: \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ If part-time, number of hours worked per week \_\_\_\_\_

C. Title of last position: \_\_\_\_\_  
 Name and title of supervisor: \_\_\_\_\_  
 Employer \_\_\_\_\_ Address \_\_\_\_\_  
 Starting Salary \_\_\_\_\_ Last Salary \_\_\_\_\_ No. employees supervised by you \_\_\_\_\_  
 Date Employed \_\_\_\_\_ Date separated \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
 Full-time: \_\_\_\_\_ Years \_\_\_\_\_ Months Part-time: \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ If part-time, number of hours worked per week \_\_\_\_\_

**CERTIFICATE OF APPLICANT**

The facts set forth in my application for employment are true and complete. I understand that if employed, any false statement on this application may result in my dismissal. I further understand that this application is not and is not intended to be a contract of employment, nor does this application obligate the employer in any way if the employer decides to employ me. I understand and agree that my employment is at will and can be terminated by either party.

Janey Partida  
 Applicant Signature

Send completed applications to:

**City of Roxboro  
 Pamela Rodgers  
 Human Resources Director  
 P.O. Box 128  
 Roxboro, NC 27573**

CITY OF ROXBORO  
APPLICATION FOR CITIZEN ADVISORY BOARDS

This application form is designed to protect individual rights and privacy and to insure equal opportunity. All questions are considered important and no other use is intended for the information you submit.

PERSONAL INFORMATION

Name: Tanillya Partridge

Home Address: 131 Academy st

City, State, Zip: Roxboro NC 27573

Home Phone: 336-322-1421 Work/Day Time Phone: 336-504-6808

Do you live within the city limits of Roxboro? Yes  No

BOARD/COMMISSION APPLYING FOR

Choice #1: Planning board / zoning board

Choice #2: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

EMPLOYMENT

Current Occupation/Title: Nurse Practitioner

Employer Name: Across the life span

Employer Address: 293 main st

City, State, Zip: Yanceyville NC 27379

Supervisor's Name: self

| Name of School                      | Education<br>Year Graduated | Degree            |
|-------------------------------------|-----------------------------|-------------------|
| High School: <u>Person High</u>     | <u>1995</u>                 | <u>HS diploma</u> |
| College: <u>Worcester Granville</u> | <u>2005</u>                 | <u>ADP</u>        |
| Graduate School: <u>WSSU</u>        | <u>2012</u>                 | <u>MSN, FRP</u>   |
| Other: _____                        |                             |                   |

**CITY OF ROXBORO  
APPLICATION FOR CITIZEN ADVISORY BOARDS**

This application form is designed to protect individual rights and privacy and to insure equal opportunity. All questions are considered important and no other use is intended for the information you submit.

**PERSONAL INFORMATION**

Name: George Evans beamer-83@yahoo.com

Home Address: 279 Crestwood Dr

City, State, Zip: Roxboro NC

Home Phone: 919 452-2785 Work/Day Time Phone: \_\_\_\_\_

Do you live within the city limits of Roxboro? Yes  No

**BOARD/COMMISSION APPLYING FOR**

Choice #1: Planning Board

Choice #2: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

**EMPLOYMENT**

Current Occupation/Title: Barber

Employer Name: Self community Barber Shop

Employer Address: 1043 N Madison

City, State, Zip: Roxboro NC 27573

Supervisor's Name: \_\_\_\_\_

| Name of School                           | Education<br>Year Graduated | Degree |
|--|-----------------------------|--------|
| High School: <u>Southern High School</u> | _____                       | _____  |
| College: _____                           | _____                       | _____  |
| Graduate School: _____                   | _____                       | _____  |
| Other: <u>Durham Tec High School DEP</u> | _____                       | _____  |

Please describe community services, include membership on other public boards, experience and interest in serving: Stephen Mirster at Concord UMC

Served on My Life Matters Board

### PERSONAL REFERENCES

Name: Tim Chandler Daytime phone: \_\_\_\_\_

Address: \_\_\_\_\_ Relationship: Friend

City, State, Zip: \_\_\_\_\_

Name: Mark Phillips Daytime phone: \_\_\_\_\_

Address: \_\_\_\_\_ Relationship: Friend

City, State, Zip: \_\_\_\_\_

Have you ever been convicted of an offense against the law or forfeited a bond? \_\_\_\_ Yes  
 No If "YES" please explain. A criminal record will not necessarily exclude you from employment. Such factors as age at time of offense, rehabilitation efforts, recent and seriousness of the crime will be taken into account. You may omit (1) traffic violations of which you paid a fine of \$30.00 or less, and (2) any offense committed before your 21<sup>st</sup> birthday, which was finally disposed of in a juvenile court or under a Youth Offender Law.

Explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please return completed application to:

City of Roxboro  
Office of City Clerk  
PO Box 128  
Roxboro, NC 27573

# 7. Planning and Board of Adj. Meeting Schedule

## Planning & Development Board Meeting Calendar 2020

|                                    |                          |       |       |       |       |       |       |       |       |       |       |                |                |
|------------------------------------|--------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|----------------|----------------|
| <b>Petition Deadline</b>           | 12/06<br>*2019<br>By 5pm | 01/03 | 01/31 | 03/06 | 04/03 | 05/01 | 06/05 | 07/03 | 08/14 | 09/04 | 10/02 | 11/06          | 12/04          |
| <b>Planning Board Review</b>       | 01/06<br>Mon             | 02/03 | 03/02 | 04/06 | 05/04 | 06/01 | 07/06 | 08/03 | 09/14 | 10/05 | 11/02 | 12/07          | 01/04<br>*2021 |
| <b>City Council Public Hearing</b> | 02/11<br>Tues            | 03/16 | 04/14 | 05/12 | 06/09 | 07/14 | 08/11 | 09/08 | 10/13 | 11/16 | 12/08 | 01/12<br>*2021 | 02/09<br>*2021 |

*\*Planning Board Meeting Time-6 pm*

*\*Council Meeting Time-7 pm*

### Quasi-Judicial – Board of Adjustment

|                          |                          |       |       |       |       |       |       |       |       |       |       |       |                |
|--------------------------|--------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|----------------|
| <b>Petition Deadline</b> | 12/31<br>*2019<br>By 5pm | 01/28 | 02/25 | 03/31 | 04/28 | 05/26 | 06/30 | 07/28 | 08/25 | 9/29  | 10/20 | 11/25 | 12/29          |
| <b>Meeting Date</b>      | 01/30<br>Thurs           | 02/27 | 03/26 | 04/30 | 05/28 | 06/25 | 07/30 | 08/27 | 09/24 | 10/29 | 11/19 | 12/29 | 01/28<br>*2021 |

*\*Board of Adjustment /Meeting Time-7 pm*

## 8. Certification Pay

## Certification Pay

As mentioned in last month's Manager's Report, Staff has been working to mitigate recruitment and retention matters over the last year. Efforts have been made to internally update the language of our job advertisements to appeal to a wider applicant pool. Efforts have been made in concert with City Council to consider benefits like take home vehicles and allowing the hiring of staff to be sent for job related training prior to full employment.

In the past the City had utilized a Certification Pay Program in many departments that was a percentage of salary basis. In more recent history the certification pay has been implemented in accordance with our Personnel Policy but has been addressed on a case by case basis (for example the Clerk was given certification pay for receiving their Master Municipal Clerk Certification). Staff has been working on a method to ensure a more equitable application of Certifications by evaluating the relevant certifications at the Departmental level.

Staff has created a draft Certification Pay Schedule, which we do not intend for Council to approve this evening. Staff would like to continue to work on this policy in conjunction with the Department Heads. For this fiscal year, we would like to conduct a rolling implementation with a priority on those departments that have experienced the most difficulty in filling and/or maintaining full employment. The long term vision would be for the Certification Pay Schedule to be adopted annually as a part of the Council's budget process.

Certification Pay and Education Advancement Related Pay Adjustment appear on Page 19 of our Personnel Ordinance. **For this evening, staff would like Council to give the City Manager authorization to apply Education Advancement Related Pay Adjustments to our current staff that were not given consideration at the time of their hiring "as exceptionally well qualified applicants" in accordance with Article 3, Section 3.** This would entail giving current staff who obtained job related degrees prior to employment with the City that are not part of their base job requirements the Education Advancement Pay Adjustment. This adjustment would not be retroactive but would be applied at the next payroll in accordance with the Council's approval this evening.

**Additionally this evening, Staff would like Council's approval of the minimal changes to page 19 in the Personnel Policy as shown below:**

### Section 19. Certification Pay / Education Advancement Related Pay Adjustment

- A. **Certification Pay:** When employees assume additional ~~duties as result of additional~~ training and/or certification but the duties and responsibilities of their positions(s) are not substantially changed so that a new job classification is merited, then the City Manager may authorize additional pay for each pay period as long as these additional duties are being performed and the certification is retained and current. If employee is promoted or moved to another department, only the certifications applicable to the new job description will apply.
- B. **Education Advancement Related Pay Adjustment:** Every active, regular, fulltime employee working for the City of Roxboro is encouraged to further their academic attainments to ensure that they can better serve the citizens of Roxboro. In advancing their education, the City recognizes that they are increasing their value to the City. The City of Roxboro will grant salary adjustments for the attainment of a college degree only in a field related to the

work performed for the City as follows:

- 1) Associates Degree – A \$500 increase to the base pay of the employee, and a \$250 one-time bonus.
- 2) Bachelor's Degree – A \$1,000 increase to the base pay of the employee, and a \$500 one-time bonus.
- 3) Masters or other Graduate Degree – A \$1,500 increase to the base pay of the employee, and a \$750 one-time bonus.

The supervisor and department head of the employee must approve the degree field, and verify in writing that it is related to the job performed by the employee or would be related to a directly promotable position.

All educational adjustments and bonuses will be provided upon the awarding of the degree, and once proper documentation is provided through the chain of command to the Human Resources Manager. The increase will be retroactive to the graduation date should the documentation be completed after the first full bi-weekly payroll period following the graduation date

Degrees obtained prior to employment with the City of Roxboro that are directly relatable to the job performed by the employee may be given consideration at the time of hire in accordance with Article 3 Section 3 of the Personnel Policy.

## Section 19. Certification Pay / Education Advancement Related Pay Adjustment

- A. **Certification Pay:** When employees assume additional ~~duties as result of additional~~ training and/or certification but the duties and responsibilities of their positions(s) are not substantially changed so that a new job classification is merited, then the City Manager may authorize additional pay for each pay period as long as these additional duties are being performed and the certification is retained and current. If employee is promoted or moved to another department, only the certifications applicable to the new job description will apply.
- B. **Education Advancement Related Pay Adjustment:** Every active, regular, fulltime employee working for the City of Roxboro is encouraged to further their academic attainments to ensure that they can better serve the citizens of Roxboro. In advancing their education, the City recognizes that they are increasing their value to the City. The City of Roxboro will grant salary adjustments for the attainment of a college degree only in a field related to the work performed for the City as follows:
- 1) Associates Degree – A \$500 increase to the base pay of the employee, and a \$250 one-time bonus.
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  - 3) Masters or other Graduate Degree – A \$1,500 increase to the base pay of the employee, and a \$750 one-time bonus.

The supervisor and department head of the employee must approve the degree field, and verify in writing that it is related to the job performed by the employee or would be related to a directly promotable position.

All educational adjustments and bonuses will be provided upon the awarding of the degree, and once proper documentation is provided through the chain of command to the Human Resources Manager. The increase will be retroactive to the graduation date should the documentation be completed after the first full bi-weekly payroll period following the graduation date

Degrees obtained prior to employment with the City of Roxboro that are directly relatable to the job performed by the employee may be given consideration at the time of hire in accordance with Article 3 Section 3 of the Personnel Policy.

## 9. 2020 Holiday Schedule

## Memorandum

To: Mayor, City Council Members, and Employees  
CC: Brooks Lockhart, City Manager  
Re: Holiday Closings for 2020

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Listed below are the holidays that the City will observe in 2020:

|                             |                               |
|-----------------------------|-------------------------------|
| January 1, 2020             | New Year's Day                |
| January 20, 2020            | Martin Luther King's Birthday |
| April 10, 2020              | Good Friday                   |
| May 25, 2020                | Memorial Day                  |
| July 3, 2020                | Independence Day              |
| September 7, 2020           | Labor Day                     |
| November 11, 2020           | Veteran's Day                 |
| November 26 & 27, 2020      | Thanksgiving Days             |
| December 24, 25, & 28, 2020 | Christmas Days                |

## 10. 2020 Council Meeting Schedule

**REGULAR MEETING SCHEDULE  
ROXBORO CITY COUNCIL  
January through December 2020**

The City Council meets on the second Tuesday (unless otherwise noted) of each month at 7:00 p.m. Meetings are held in the City Council Chambers, City Hall 105 S. Lamar St., Roxboro, NC 27573.

**CITY COUNCIL MEETING DATE**

January 14, 2020

February 11, 2020

March 16, 2020 (Local Government Day)

April 14, 2020

May 12, 2020

June 9, 2020

July 14, 2020

August 11, 2020

September 8, 2020

October 13, 2020

November 16, 2020 (Local Government Day)

December 8, 2020

\* Regular Meeting Date falls on a Holiday or a change in regular schedule –Tentative New Meeting Date to be confirmed with the Council.

By offer of a motion from Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_, the above 2020 monthly schedule for regular meetings of the Roxboro City Council was approved as presented and, upon being put to a vote, was carried.

Trevie Adams, MMC/NCCMC  
City Clerk

# 11. Financial & Tax Report

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

|   | Original<br>Budget | Amended<br>Budget  | Actual                 | Annual<br>Variance<br>Favorable<br>(Unfavorable) | 33.33%<br>Percent of<br>Budget |
|---|--------------------|--------------------|------------------------|--|--------------------------------|
| <b>General Fund (10)</b>                                |                    |                    |                        |  |                                |
| Ad Valorem Taxes  | \$ 4,773,036       | \$ 4,773,036       | \$ 1,211,864.91        | \$ (3,561,171.09)                                | 25.39%                         |
| Local Option Sales Tax                                  | 1,789,072          | 1,789,072          | 667,078.40             | (1,121,993.60)                                   | 37.29%                         |
| Other Taxes and Licenses                                | 12,000             | 12,000             | 5,369.66               | (6,630.34)                                       | 44.75%                         |
| Unrestricted Intergovernmental                          | 1,022,781          | 1,022,781          | 24,852.53              | (997,928.47)                                     | 2.43%                          |
| Restricted Intergovernmental                            | 703,968            | 703,968            | 238,935.63             | (465,032.37)                                     | 33.94%                         |
| Permits and Fees  | 7,000              | 7,000              | 3,614.00               | (3,386.00)                                       | 51.63%                         |
| Sales and Services                                      | 642,120            | 642,120            | 209,665.97             | (432,454.03)                                     | 32.65%                         |
| Miscellaneous   | 79,233             | 110,757            | 58,138.73              | (52,618.27)                                      | 52.49%                         |
| Investment Earnings                                     | 4,500              | 4,500              | 9,641.66               | 5,141.66   | 214.26%                        |
| Interfund Transfers                                     | 1,236,265          | 1,236,265          | 411,665.10             | (824,599.90)                                     | 33.30%                         |
| Sale of Fixed Assets                                    | 15,000             | 41,000             | 56,811.00              | 15,811.00  | 138.56%                        |
| <b>Total Revenues</b>                                   | <b>10,284,975</b>  | <b>10,342,499</b>  | <b>2,897,637.59</b>    | <b>(7,444,861.41)</b>                            | <b>28.02%</b>                  |
| <b>Expenditures:</b>                                    |                    |                    |                        |  |                                |
| Governing Body - City Council                           | 239,215            | 239,215            | 149,775.73             | 89,439.27  | 62.61%                         |
| City Hall Administration                                | 600,106            | 600,106            | 210,160.00             | 389,946.00                                       | 35.02%                         |
| Finance   | 277,046            | 277,046            | 97,796.01              | 179,249.99                                       | 35.30%                         |
| Sales Tax   | 88,100             | 88,100             | 33,820.81              | 54,279.19  | 38.39%                         |
| Tax Collections   | 65,000             | 65,000             | 15,963.23              | 49,036.77  | 24.56%                         |
| Buildings & Grounds                                     | 464,704            | 464,704            | 67,380.46              | 397,323.54                                       | 14.50%                         |
| Safety / Purchasing                                     | 16,149             | 16,149             | 1,356.10               | 14,792.90  | 8.40%                          |
| Police  | 3,292,785          | 3,324,309          | 1,121,387.60           | 2,202,921.40                                     | 33.73%                         |
| Fire  | 2,180,372          | 2,180,372          | 690,337.66             | 1,490,034.34                                     | 31.66%                         |
| Emergency Communications 911                            | 95,800             | 95,800             | 1,330.98               | 94,469.02  | 1.39%                          |
| Transportation - Streets                                | 1,963,857          | 1,989,857          | 691,641.03             | 1,298,215.97                                     | 34.76%                         |
| Environmental Protection                                | 1,214,105          | 1,214,105          | 199,475.54             | 1,014,629.46                                     | 16.43%                         |
| Planning and Zoning                                     | 631,286            | 631,286            | 84,262.34              | 547,023.66                                       | 13.35%                         |
| 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>3,461,992.18</b>    | <b>8,417,100.82</b>                              | <b>29.14%</b>                  |
| <b>Excess of Revenues Over<br/>(Under) Expenditures</b> | <b>(1,386,594)</b> | <b>(1,536,594)</b> | <b>(564,354.59)</b>    | <b>972,239.41</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<br/>(Under) Expenditures</b> | <b>\$ -</b>        | <b>\$ -</b>        | <b>(564,354.59)</b>    | <b>\$ (564,354.59)</b>                           |                                |
| <b>Fund Balance Beginning of Year</b>                   |                    |                    | <b>4,630,075.35</b>    |  |                                |
| <b>Fund Balance Current Period</b>                      |                    |                    | <b>\$ 4,065,720.76</b> |  |                                |

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

|   | Original<br>Budget | Amended<br>Budget | Actual                 | Annual<br>Variance<br>Favorable<br>(Unfavorable) | 33.33%<br>Percent of<br>Budget |
|---|--------------------|-------------------|------------------------|--|--------------------------------|
| <b>Enterprise Funds</b>                                 |                    |                   |                        |  |                                |
| <b>Revenues:</b>  |                    |                   |                        |  |                                |
| <b>Water &amp; Sewer Fund 60</b>                        |                    |                   |                        |  |                                |
| Charges for Services                                    | \$ 5,379,927       | \$ 5,379,927      | \$ 1,605,120.54        | \$ (3,774,806.46)                                | 29.84%                         |
| Assessments   | -                  | -                 | -                      | -  | #DIV/0!                        |
| Tapping Fees  | 20,000             | 20,000            | 25,240.00              | 5,240.00   | 126.20%                        |
| Other Operating Revenues                                | 35,475             | 35,475            | 2,848.17               | (32,626.83)                                      | 8.03%                          |
| Nonoperating Revenues                                   | 500                | 500               | 822.93                 | 322.93   | 164.59%                        |
| Interfund Transfers-MERP                                | -                  | -                 | -                      | -  | #DIV/0!                        |
| Interfund Transfers                                     | 670,000            | 670,000           | -                      | (670,000.00)                                     | 0.00%                          |
| Sale of Fixed Assets                                    | 5,000              | 5,000             | 110.00                 | (4,890.00)                                       | 2.20%                          |
| <b>Total Water &amp; Sewer Fund 60</b>                  | <b>6,110,902</b>   | <b>6,110,902</b>  | <b>1,634,141.64</b>    | <b>(4,476,760.36)</b>                            | <b>26.74%</b>                  |
| <b>Triple Tier Fund 61</b>                              |                    |                   |                        |  |                                |
| Operating Revenues                                      | 6,965              | 6,965             | 1,689.72               | (5,275.28)                                       | 24.26%                         |
| Nonoperating Revenues                                   | 100                | 100               | 66.42                  | (33.58)  | 66.42%                         |
| Rural Center Engineering Grant                          | -                  | -                 | -                      | -  | #DIV/0!                        |
| <b>Capital Reserve Fund 69</b>                          |                    |                   |                        |  |                                |
| Operating Revenues                                      | 742,040            | 742,040           | 268,601.06             | (473,438.94)                                     | 36.20%                         |
| Nonoperating Revenues                                   | 1,500              | 1,500             | 5,965.61               | 4,465.61   | 397.71%                        |
| Interfund Transfers                                     | -                  | -                 | -                      | -  | #DIV/0!                        |
| <b>Total Revenues</b>                                   | <b>6,861,507</b>   | <b>6,861,507</b>  | <b>1,910,464.45</b>    | <b>(4,951,042.55)</b>                            | <b>27.84%</b>                  |
| <b>Expenditures:</b>                                    |                    |                   |                        |  |                                |
| <b>Public Utilities: Administration</b>                 |                    |                   |                        |  |                                |
| Sales Tax   | -                  | -                 | -                      | -  | #VALUE!                        |
| Billing & Collection                                    | 137,392            | 137,392           | 34,584.75              | 102,807.25                                       | 25.17%                         |
| Meter Section   | 275,016            | 275,016           | 126,028.51             | 148,987.49                                       | 45.83%                         |
| Raw Water Supply  | 69,547             | 69,547            | 23,457.31              | 46,089.69  | 33.73%                         |
| Water Plant   | 1,505,536          | 1,505,536         | 514,515.88             | 991,020.12                                       | 34.17%                         |
| Water Maint and Construction                            | 621,316            | 621,316           | 188,068.98             | 433,247.02                                       | 30.27%                         |
| Wastewater Plant II                                     | 149,631            | 149,631           | 41,252.12              | 108,378.88                                       | 27.57%                         |
| Wastewater Plant  | 1,154,343          | 1,154,343         | 344,505.31             | 809,837.69                                       | 29.84%                         |
| Pump Stations   | 294,756            | 294,756           | 67,744.76              | 227,011.24                                       | 22.98%                         |
| Wastewater Maint & Construction                         | 371,363            | 371,363           | 145,094.75             | 226,268.25                                       | 39.07%                         |
| Debt Service  | 519,737            | 519,737           | 470,824.08             | 48,912.92  | 90.59%                         |
| Interfund Transfers-MERP                                | -                  | -                 | -                      | -  | #DIV/0!                        |
| Interfund Transfers                                     | 1,012,265          | 1,012,265         | 411,665.10             | 600,599.90                                       | 40.67%                         |
| <b>Total Water &amp; Sewer Fund 60</b>                  | <b>6,110,902</b>   | <b>6,110,902</b>  | <b>2,367,741.55</b>    | <b>3,743,160.45</b>                              | <b>38.75%</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>2,367,741.55</b>    | <b>4,493,765.45</b>                              | <b>34.51%</b>                  |
| <b>Excess of Revenues Over<br/>(Under) Expenditures</b> | <b>-</b>           | <b>-</b>          | <b>(457,277.10)</b>    | <b>(457,277.10)</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<br/>(Under) Expenditures</b> | <b>\$ -</b>        | <b>\$ -</b>       | <b>(457,277.10)</b>    | <b>\$ (457,277.10)</b>                           |                                |
| <b>Fund Balance Beginning of Year</b>                   |                    |                   | <b>1,969,991.78</b>    |  |                                |
| <b>Fund Balance Current Period</b>                      |                    |                   | <b>\$ 1,512,714.68</b> |  |                                |

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

|   | Original<br>Budget | Amended<br>Budget | Actual                 | Annual<br>Variance<br>Favorable<br>(Unfavorable) | 33.33%<br>Percent of<br>Budget |
|---|--------------------|-------------------|------------------------|--|--------------------------------|
| <b><u>Central Depository</u></b>            |                    |                   |                        |  |                                |
| Cash  |                    | 11100000          | 856,238.68             |  |                                |
| BB&T MMA                                    |                    | 11100001          | 128,400.20             |  |                                |
| NCCMT                                       |                    | 11100002          | 2,435,723.22           |  |                                |
| Flexible Spending Account AFLAC             |                    | 11100003          | 67,948.85              |  |                                |
| Roxboro Savings Bank                        |                    | 11100004          | 768,519.92             |  |                                |
| Gateway Bank MMA Finistar                   |                    | 11100005          | -                      |  |                                |
| CD's  |                    | 11130000          | -                      |  |                                |
| <b>Total Cash and Investments</b>           |                    |                   | <b>\$ 4,256,830.87</b> |  | <b>\$4,256,830.87</b>          |
| <b><u>Breakdown by Fund:</u></b>            |                    |                   |                        |  |                                |
| General                                     |                    | 10                | \$ 2,517,905.54        |  |                                |
| CDBG-Revolving Loan Fund                    |                    | 13                | 78,122.39              |  |                                |
| Old Durham Road Project Fund                |                    | 20                | -                      |  |                                |
| Vehicle Special Revenue                     |                    | 26                | 1,261.80               |  |                                |
| Ridge Road Capital Project                  |                    | 30                | -                      |  |                                |
| Stormwater Capital Fund                     |                    | 50                | 213,758.89             |  |                                |
| Enterprise                                  |                    | 60                | (595,683.12)           |  |                                |
| Triple Tier Water                           |                    | 61                | 15,263.35              |  |                                |
| Capital Reserve                             |                    | 69                | 1,587,970.29           |  |                                |
| Wastewater Plant Capital Project            |                    | 71                | 294,509.74             |  |                                |
| Annexation Area Capital Project             |                    | 73                | -                      |  |                                |
| Christmas Club / Flex Fund                  |                    | 75                | 67,948.85              |  |                                |
| LEO Pension Trust Fund                      |                    | 79                | 75,773.14              |  |                                |
| Reserve for Interest Earned                 |                    |                   | -                      |  |                                |
| <b>Total of Fund's Cash and Investments</b> |                    |                   | <b>\$ 4,256,830.87</b> |  | <b>\$4,256,830.87</b>          |

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

|  | <b>General Fund</b>                    |   |  |   |
|--|--|---|--|---|
|  | <b>31-Oct-19<br/>Fund<br/>Balances</b> | <b>Percentage<br/>of Total<br/>Fund<br/>Balance</b> | <b>Percentage<br/>of Fiscal<br/>Year 2019<br/>Budget</b> | <b>Percentage<br/>of Prior<br/>Year Actual<br/>Expenditures</b> |
| <b>Fund Balances</b>                             |  |   |  |   |
| <b>Reserved</b>                                  |  |   |  |   |
| Reserved for inventories                         | \$ 45,118                              | 1.11%   | 0.38%  | 0.38%   |
| Reserved by state statute                        | 653,781                                | 16.08%  | 5.50%  | 5.53%   |
| Reserved for streets - Powell Bill               | 287,458                                | 7.07%   | 2.42%  | 2.43%   |
| Reserved for cemetery                            | 30,269                                 | 0.74%   | 0.25%  | 0.26%   |
| Reserved for drug enforcement                    | -                                      | 0.00%   | 0.00%  | 0.00%   |
| Reserved for public safety                       | <u>134,988</u>                         | <u>3.32%</u>  | <u>1.14%</u>   | <u>1.14%</u>  |
| Total fund balance reserved                      | <u>1,151,614</u>                       | <u>28.32%</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<br>expenditures | -                                      | 0.00%   | 0.00%  | 0.00%   |
| Undesignated                                     | <u>2,914,107</u>                       | <u>71.68%</u>                                       | <u>24.53%</u>  | <u>24.63%</u>   |
| Total fund balance unreserved                    | <u>2,914,107</u>                       | <u>71.68%</u>                                       | <u>24.53%</u>  | <u>24.63%</u>   |
| Total equity and other credits                   | <u>\$ 4,065,721</u>                    | <u>100.00%</u>                                      | <u>34.23%</u>  | <u>34.37%</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 October 31, 2019**

|  | Enterprise Fund               |   |  |   |
|--|-------------------------------|---|--|---|
|  | 31-Oct-19<br>Fund<br>Balances | Percentage<br>of Total<br>Fund<br>Balance | Percentage<br>of Fiscal<br>Year 2019<br>Budget | Percentage<br>of Prior<br>Year Actual<br>Expenditures |
| <b>Fund Balances</b>                           |                               |   |  |   |
| Reserved                                       |                               |   |  |   |
| Reserved for encumbrances                      | \$ 14,267                     | 0.94%                                     | 0.28%  | 0.25%   |
| Reserved by state statute                      | 222,861                       | 14.73%                                    | 4.37%  | 3.91%   |
| Reserved for capital outlay (C89 + C91)        | <u>1,706,909</u>              | <u>112.84%</u>                            | <u>33.48%</u>                                  | <u>29.96%</u>   |
| Total fund balance reserved                    | 1,944,037                     | 128.51%                                   | 38.13%   | 34.12%  |
| Unreserved                                     |                               |   |  |   |
| Designated for subsequent year's expenditures  | -                             | 0.00%                                     | 0.00%  | 0.00%   |
| Undesignated                                   | <u>(431,322)</u>              | <u>-28.51%</u>                            | <u>-8.46%</u>                                  | <u>-7.57%</u>   |
| Total fund balance unreserved                  | <u>(431,322)</u>              | <u>-28.51%</u>                            | <u>-8.46%</u>                                  | <u>-7.57%</u>   |
| Total equity and other credits                 | <u>\$ 1,512,715</u>           | <u>100.00%</u>                            | <u>29.67%</u>                                  | <u>26.55%</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-Nov-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> | 188,295.23      | 577,777.41      | 499,691.97      |
| <b>Public Utilities</b>                 | -               | -               | -               |
| <b>Adjusted Original Levy</b>           | 4,412,834.24    | 4,807,492.81    | 4,850,355.65    |
| <b>+Discoveries</b>                     | 110,556.81      | 182,028.95      | 106,561.33      |
| <b>Levy</b>                             | 4,523,391.05    | 4,989,521.76    | 4,956,916.98    |
| <b>-Releases</b>                        | 4,459.46        | 7,680.24        | 11,113.90       |
| <b>Current Levy</b>                     | 4,518,931.59    | 4,981,841.52    | 4,945,803.08    |
| <b>Collection year-to-date</b>          | \$ 1,732,243.30 | \$ 4,940,211.09 | \$ 4,916,647.48 |
| <b>Uncollected</b>                      | \$ 2,786,688.29 | \$ 41,630.43    | \$ 29,155.60    |
| <b>Collection % of Current Levy</b>     | 38.33%          | 99.16%          | 99.41%          |
| <b>Property Tax Rate Per \$100</b>      | \$ 0.670        | \$ 0.670        | \$ 0.670        |

## 12. Assistant Manager's Report

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

**December 2019**

**Wastewater Treatment Plant Improvements** – Work is continuing on the project. The backfill around the oxidation ditch is complete. They are still finishing pouring concrete in the inner circle. Once that is complete, they can begin installing the equipment for the ditch. The doors and windows for the office/lab have not arrived. The windows and doors were covered with plastic so they can heat in the inside of the building and continue work on the interior finishes. Most of the work on the RAS pump station has been completed. This has to be finished in order to divert the wastewater flow from the aeration basin to the oxidation ditch.

**Forrest Street Storm Drain Replacement** – CM Solomon and Son have ordered the pipe and other supplies to replace the storm drainage on Forrest Street. They have indicated they should have the job completed before Christmas.

**Fall Leaves** – It is that time of year again..... The leaves have made their way to the streets. Public Works crews have been over the city one time collecting leaves and have started on the second trip. This time of year it may take, two to three weeks completely cover the city one time. We have two vehicles collecting leaves most of the time. During holidays, when we are running two garbage routes in one day, only the leaf vacuum truck is collecting leaves due to the personnel being used to collect garbage.

**Christmas Garbage Collection Schedule** – This year the holiday collection schedule is:

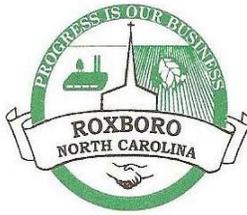
Monday Dec 23 and Tuesday Dec 24 will be collected on Monday Dec 23

Wednesday Dec 25, Thursday December 26 and Friday Dec 27 will be collected on Friday Dec 27.

New Year's Day, Wednesday Jan 1 will be collected on Thursday Jan 2, 2020.

During the week of Christmas, all Public Works employees will be collecting garbage. As such, no other services, like brush and leaf collection, will be available that week.

## 13. Manager's Report



## City of Roxboro

### MEMORANDUM

TO: Mayor Newell and City Council  
FROM: Brooks Lockhart  
SUBJECT: Manager's Report  
DATE: December 10<sup>th</sup>, 2019

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- Please take note of several upcoming dates.
  - City offices will be closed in observance of Christmas on December 24, 25 and 26th.
  - City offices will be closed in observance of New Year's Day on January the 1st
  - Trash Collection for Christmas and New Year's Day:
    - Monday the 23rd and Tuesday the 24th **will be collected on Monday, December 23, 2019**
    - Wednesday the 25th, Thursday the 26th and Friday the 27<sup>th</sup> **will be collected on Friday, December 27, 2019.**
    - Wednesday, January 1, 2020 garbage will be collected on **Thursday January 2, 2020**
    - ***Please note: There will be no leaf and limb collection on those days as staff will be allocated to assist on the garbage routes***
  - City of Roxboro Christmas Luncheon, Thursday December 12th at Palace Pointe
  - City Council Meeting, 7pm Tuesday January 14th at City Hall
  - Council Work Session, January 2020 at City Hall
- Council, with our newly appointed members, it would be beneficial to schedule a strategic planning meeting in January. This meeting would also need to address a few other topics that are more suited to an informal discussion. The list of topics at this point includes but is not limited to: strategic plan review, planning department review including code enforcement & nuisance abatement updates, the long term plan for police vehicles, possible demonstration of the arson dog and other concerns that need to be addressed. There is information that will need to be collected for the long term planning for police vehicles over January 12-15<sup>th</sup>. It would be ideal to schedule this meeting for after those dates, if possible.
- At tonight's meeting, Council has had an opportunity to meet our newest member of the Roxboro Fire Department, Arson Dog Nick. A request for an arson dog was included and approved in the 2018-2019 Budget. The City was added to a waiting list for an arson dog as one became available. Nick comes to us by way of seeing eye dog program which identified his skillset would be better suited for arson detection. In budget planning, a stipend for the handler was overlooked. This has been rectified via the earlier budget amendment. Chief Torain and Captain Horton (Nick's Handler) are working to prepare a demonstration of Nick for the Council at a later date.
- During Council Discussion at Monday December 9<sup>th</sup>'s work session, Council was informed about the opportunity of a donation for an additional Canine (K-9) for the Roxboro Police Department. This gift would be approximately \$13,000 to \$16,000. As shared in detail on the 9<sup>th</sup>, the gift of a K-9 would represent an increased operational expense to the Roxboro Police Department budget for the next 5-7 years that would not be covered by the donation. The individual requesting to make this gift would like to do so before the end of the year. Implementation of a second K-9 into the department would need to be included in the budget planning for the next fiscal year as lead time on K-9's, vehicles, and a promotional process all take time. Staff would like direction on whether or not to accept this gift.