

**AGENDA ROXBORO CITY COUNCIL MEETING
TUESDAY, OCTOBER 17, 2017 at 7:00 P.M.
CITY HALL COUNCIL CHAMBER**

CALL TO ORDER	Mayor Marilyn P. Newell
INVOCATION:	Public Services Director Andy Oakley
PLEDGE OF ALLEGIANCE:	Mayor Marilyn P. Newell
AGENDA ADOPTION:	Mayor Marilyn P. Newell
CONSENT AGENDA	Mayor Marilyn P. Newell
Minutes	
Fire Department	
Police Department	
Public Services Department	
Fuel Expenditures	
Planning/RDG Report	
RECOGNITIONS: Police Department Promotions	
PUBLIC COMMENT: <i>(5 minutes per Citizen)</i>	Mayor Marilyn P. Newell
PUBLIC HEARINGS AND ORDINANCE MATTERS:	
1. Budget Amendment	Finance Director Dan Craig
2. Ordinance Text Amendment - Chapters 93 & 94 – <i>Public Hearing</i>	Planning Director Lauren Wrenn
3. Special Use Permit – 1221 Leasburg Road – <i>Public Hearing</i>	Planning Director Lauren Wrenn
4. Demolition of 93 Summer Ridge Rd. & 209 Burch Ave. – <i>Public Hearing</i>	Planning Director Lauren Wrenn & Code Enforcement Danny Eudy
NEW BUSINESS:	
5. Resolution of Intent – Road Closure – Winhaven Street	Assistant Manager Tommy Warren
6. Paving of Old Durham Rd. & City Parking Lot (Long Memorial Church)	Public Services Director Andy Oakley
OLD BUSINESS:	
COMMITTEE REPORTS	Mayor Marilyn P. Newell
ADMINISTRATIVE REPORTS:	
7. Financial & Tax Report	Finance Director Dan Craig
8. Assistant Manager’s Report	Assistant Manager Tommy Warren
9. Manager’s Report	City Manager Brooks Lockhart
COUNCIL DISCUSSION:	
CLOSED SESSION: Per NCGS 143-318.11(a)(4) Economic Development	
ADJOURNMENT: Motion	Second

Consent Agenda

CITY OF ROXBORO, NC Consent Agenda

The Regular meeting of the Roxboro City Council was held in the Council Chamber of City Hall at 7:00 p.m. Tuesday, October 17, 2017.

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 Mayor Pro Tem William Davis to approve the consent agenda as presented with a second by Council Member Byrd Blackwell** and upon being put to a vote, was carried unanimously.

- Minutes of September 12, 2017 *(Regular Meeting)*
- Fire/EMS Monthly Report *(September 2017)*
- Police Dept. Monthly Report *(September 2017)*
- Public Services Monthly Report *(September 2017)*
- Fuel Expenditures Monthly Report *(September 2017)*
- Planning/RDG Monthly Report *(September 2017)*

Trevie Adams, MMC/NCCMC
City Clerk

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

**MINUTES/MEETING OF THE ROXBORO CITY COUNCIL
TUESDAY SEPTEMBER 12, 2017 – 7:00 P.M. CITY COUNCIL MEETING
CITY HALL IN THE COUNCIL CHAMBERS - ROXBORO, NC**

Members Present: Mayor Marilyn P. Newell
Mayor Pro Tem William Davis
Council Member Sandy Stigall
Council Member Mark Phillips
Council Member Byrd Blackwell
Council Member Henry Daniel

Members Absent:

Others Present: City Manager Brooks Lockhart
Assistant Manager Tommy Warren
City Clerk Trevie Adams
City Attorney Bob Hornick

CALL TO ORDER:

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

PLEDGE OF ALLEGIANCE:

Mayor Marilyn P. Newell then asked those in attendance to stand in reciting the Pledge of Allegiance to the Flag.

AGENDA ADOPTION:

Mayor Marilyn P. Newell presented the agenda and asked for any additions or corrections. Mayor Newell asked that **Recognitions be moved to the October agenda, add the reading of the 911 Proclamation, and add GS 143-318.11(a)(4) Economic Development and GS 143-318.11(a)(6) Personnel to the Closed Session.** Council Member Mark Phillips offered a motion to approve the agenda with the changes as requested by Mayor Marilyn P. Newell, with a second by Council Member Sandy Stigall and upon being put to a vote was carried unanimously.

CONSENT AGENDA ADOPTION:

Mayor Marilyn P. Newell presented the consent agenda and asked if anyone had any additions, corrections or comments. A motion was offered by Mayor Pro Tem William Davis to approve the consent agenda as presented with a second by Council Member Byrd Blackwell, and upon being put to a vote, was carried unanimously.

RECOGNITIONS:

Mayor Marilyn P. Newell read the 911 Proclamation to the public and asked for a moment of silence.

PUBLIC COMMENT: Mayor Marilyn P. Newell asked if anyone had signed up for Public Comment at this time.

- (1) **Ms. Lela Currier of 303 W. Haven Street, Roxboro, N.C.** asked that Council consider the closing of an unopened section of Winhaven Street. After some discussion, **Mayor Pro Tem William Davis** offered a motion to set the **Public Hearing for October 17, 2017 with a second by Council Member Byrd Blackwell** and upon being put to a vote, was carried unanimously.

PUBLIC HEARINGS & ORDINANCE MATTERS:

NEW BUSINESS:

1. Social Media Policy

City Manager Brooks Lockhart presented Council with updated version of the Digital Device & Social Media Policy for their review and went over the changes offered from Council at the August meeting. After a brief discussion, **Council Member Mark Phillips offered a motion to approve the policy as presented with a second by Mayor Pro Tem William Davis** and upon being put to a votes was carried unanimously.

2. Set Public Hearing – Ordinance: Chapter 152 – Text Amendment

Planning Director Lauren Wrenn presented the Mayor and Council with text amendments for Chapter 93: Public Nuisances, Chapter 94: Abandoned, Junked and Nuisance Vehicles, Chapter 151: Minimum Housing, and Chapter 152: Non-Residential Building or Structure Standards asking for a Public Hearing to be set for the October Council meeting. After a brief discussion, **Mayor Pro Tem William Davis offered a motion to set the public hearing for October 17, 2017 for all four text amendments with a second by Council Member Mark Phillips** and upon being put to a vote was carried unanimously.

3. State Grant Money

Planning Director Lauren Wrenn reported to the Mayor and Council that the City has again received the opportunity to receive the Downtown Revitalization Grant for \$100,000 2017/2018 fiscal year. Ms. Wrenn stated that she had asked the RDG Board for recommendations for the use of the grant money and the suggestion was to renovate 208 Main Street (Desert Sands) to a multi-purpose greenspace with access to Main Street. After a brief discussion, **Council Member Mark Phillips offered a motion to authorize staff to apply for the Revitalization Grant and submit the grant money to be used to renovate 208 Main Street (Desert Sands) to a multi-purpose greenspace with a second by Council Member Byrd Blackwell** and upon being put to a vote was carried unanimously.

4. Consideration of Donation of Art

Planning Director Lauren Wrenn reported to the Mayor and Council that the art work on the side wall of the Kirby is too small for the area. Ms. Wrenn would like the Mayor and Council's suggestions on where the painting should be placed. After a brief discussion, **Mayor Pro Tem William Davis offered a motion that the City would retain ownership of the painting and would like to leave the placement to the discretion of Ms. Wrenn for placement in the Uptown area, with a second by Council Member Mark Phillips** and upon being put to a vote was carried unanimously.

5. Purchase of Backhoe and Truck

Assistant Manager Tommy Warren reported to Council that included in this year's budget was the purchase of a backhoe and an F-250 flatbed dump truck for the Public Works Department. The backhoe is a Caterpillar and is being purchased off of the State Purchasing Contract 760H. It is model 430F Backhoe Loader. The cost for the backhoe is:

430F Backhoe	\$137,084.00
Freight	\$ 1,450.00
5 year Powertrain Warranty	\$ 4,125.00
Total	\$142,659.00

The price of the backhoe is equal to the amount budgeted.

The flatbed dump truck is a 2017 Ford F-750 with a 14 foot flatbed. This vehicle is being purchased from the North Carolina Sheriff's Association's Bid 17-03-0912 and the total price for the truck, chassis and dump bed is \$79,669.00, the truck is \$4,031 less than budgeted. The North Carolina Sheriff's Association's bid meets the requirements for a competitive bid process.

After a brief discussion, **Council Member Byrd Blackwell offered a motion to approve the purchases of the F-250 Flatbed Dump Truck and the 2017 Ford F-750 as presented with a second by Mayor Pro Tem William Davis** and upon being put to a vote was carried unanimously.

OLD BUSINESS:

COMMITTEE REPORTS

Mayor Marilyn P. Newell asked for any reports from the following committee members:

- 1) **Person County Animal Control – Council Member Sandy Stigall** – No report at this time.
- 2) **Senior Center Advisory Board – Council Member Byrd Blackwell** – No report at this time. Scheduled meeting for September 21, 2017.
- 3) **Person County Youth Council – Mayor Pro Tem Will Davis** –No meeting.
- 4) **Kerr Tar Council of Government – Council Member Henry Daniel** – Attended regular monthly meeting.
- 5) **Fire Chief's Association – Council Member Mark Phillips** – No report at this time.
- 6) **Mayor Marilyn P. Newell** reported that Good Morning Hour will be featuring speakers about Substance Abuse and then a special speaker will be speaking at 12:00 noon at Piedmont Community College. The Economic Development Commission will be changing their meeting time from the 3rd Tuesday at 8:00 a.m. to the 4th Tuesday at 4:00 p.m. each month.

ADMINISTRATIVE REPORTS

6. Financial & Tax Report

Interim Financial Director Dan Craig presented Council with financial reports for July 31, 2017 and tax reports for August 31, 2017 at this time. **Clerk's Note: A copy of said financial report is hereby incorporated into the minutes of this meeting.**

7. Assistant City Manager's Report

Assistant City Manager Tommy Warren reported to the Mayor and Council that clearing of the land has started at the Wastewater Treatment Plant and this is the first step in the plant upgrade.

Due to predictions of hurricane weather, Public Services crews began to prepare for any damages that might occur during the event. Public Work crews have been checking catch basins and culverts, and removing any debris. Public Utilities have been fueling and checking generators and pumps. The Wastewater Treatment Plant has prepared a check list for high water and excessive inflow at the plant so all operators will be aware of what actions may be needed to prevent spills. All crews are making sure all necessary equipment is in running order and full of fuel.

8. Manager's Report

City Manager Brooks Lockhart offered some dates of interest for Council including: Mr. Lockhart also reminded Council of the Kerr Tar Annual Banquet to be held on

September 28, 2017 and that the Municipal Elections will be held on October 10, 2017 moving the regular Council Meeting to October 17, 2017.

Mr. Lockhart also report to the Mayor and Council that the City Code of Ordinances Chapter 36: Purchasing has completed staff training and revisions to the City Code of Ordinances Chapter 36: Purchasing and Chapter: 37 Cash Management will be revisited after the completion of the annual audit.

The auditors spent the week the last week in August and the first week in September doing field work on our Audit at City Hall. The auditors provided feedback that our paperwork was very organized which helped to speed the process of the audit.

Staff at the USDA Rural Development is working on the City's application and mentioned it was currently in the underwriting review. Pending the conditional offer letter from USDA RD, staff will need to put our Wastewater Treatment Plant Upgrade Project out for bid. After receiving bid numbers, staff will be able to submit the application to appear before the Local Government Commission at their next meeting. The purpose of this meeting will be to allow the City to seek potential future debt for the construction of the Wastewater Treatment Plant upgrades. More updates will be provided in October.

COUNCIL DISCUSSION:

Council Member Mark Phillips and Council Member Sandy Stigall offered concern over the appearance of the abandoned plants on Old Durham Road and stated that all the pot holes in the same area are starting to cause possible hazards.

There being no further discussion at this time, **Mayor Pro Tem William Davis offered a motion to enter into Closed Session for the purposes of: NCGS 143-318.11(a)(4) Economic Development, NCGS 143-318.11(a)(5) Acquisition or Lease of Real Property and NCGS 143-318.11(a)(6) Personnel, with a second by Council Member Byrd Blackwell** and upon being put to a vote was carried unanimously.

Mayor Pro Tem William Davis offered a motion to re-enter into open session with a second by Council Member Mark Phillips and upon being put to a vote was carried unanimously.

ADJOURNMENT:

There being no further business to discuss, **A motion was offered by Council Member Henry Daniel with a second by Council Member Mark Phillips to adjourn this meeting at 9:47 p.m.** and, upon being put to a vote, was carried unanimously.

Submitted by:

Trevie Adams, MMC/NCCMC
City Clerk

September 12, 2017

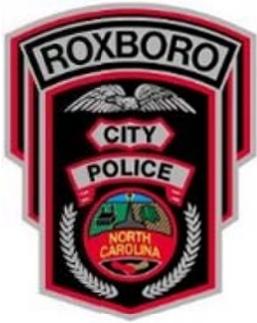


City of Roxboro
Fire and Rescue Department

Date: October 12, 2017
To: Mayor Newell
Roxboro City Council
From: Kenneth M. Torain, Fire Chief

Highlight

- **Responses** - During the month of September the City of Roxboro Fire Department responded to 22 fire calls within the city limits, and 29 fire calls outside the city limits. Also, the department responded to 79 first responder calls within the city, and 28 first responder calls in our county response district. Over the course of September, we had to call back off-duty personnel and auxiliary personnel for a total of 0 full alarms. Roxboro Fire Department responded to 167 dispatched calls this month.
- **Veterans and Public Safety Ceremony** – During the month of September there was a ceremony held at the veterans park to honor the veterans and the first responder of 9/11. The parade of emergency vehicles started at Roses parking lot and proceeded up Madison Blvd to the Veterans Park. We had scheduled lifeflight to fly with the parade and do a fly by with an Army veteran flying Lifeflight but due to the crash that killed an entire crew it was canceled.
- **Personality** The event had only one incident which was a medical call from a dancer being dehydrated.
- **Camp Celebrate** The family of burn victims were invited to the camp in wake forest on September 15th to spend the weekend and socialize with other burn families. Chief Torain carried his Kawasaki Mule to the event for victims and family to have transportation during the event. Some of the family had elderly members and others had burn victims that could not walk.
- **Luncheon** Roxboro Fire Department B shift and Chief Robinson were invited to Canterbury House for an appreciation dinner for helping the victim that was run over by a vehicle in the parking lot. On the call that day were Lt. Reed, Neil Moser, Brandon Elliott and Chris Robinson.
- **September 23rd** On this day Roxboro Fire Department helped do a water stop at Court street and Lamar for the 5k running event. Also on this day Chief Torain was a judge for cooking event that was a fundraiser for a cancer patient.



ROXBORO POLICE DEPARTMENT



109 North Lamar Street
Roxboro, North Carolina 27573

Office 336 599 8345

www.cityofroxboro.com

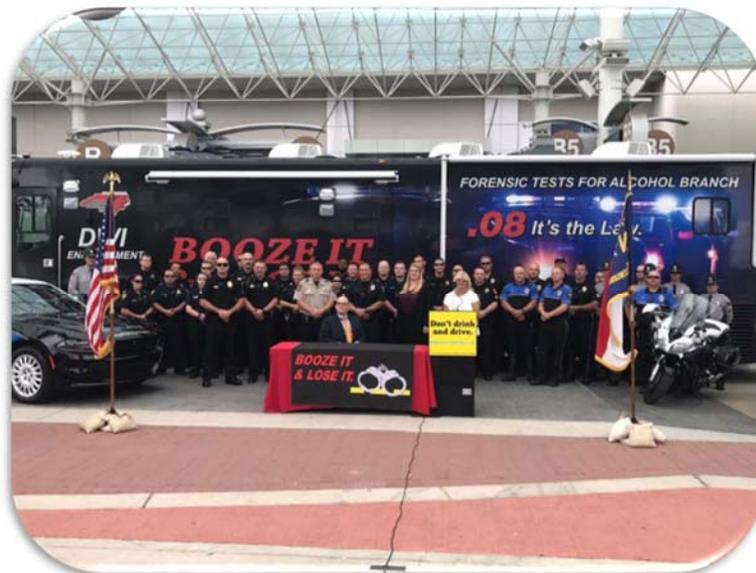
City Council Report

September 2017

Patrol Division

Highlighted Events

- During a vehicle pursuit in September, a police vehicle crashed when an assisting Person County Sheriff's Deputy vehicle stuck it. The officer was not injured. The police vehicle was rendered totaled by our insurance. Police administrators conducted a post-incident review and submitted those findings to the City Manager.
- Lieutenant Hawkins and Sergeant Ford attended the Governor's Safety Highway Program Labor Day Booze It & Lose It campaign kickoff in High Point.
- Lieutenant Dickerson spoke with DA staff about officer's being called to trial on their days off when they are not under subpoena.
- Lieutenant Dickerson attended a Post-Personality meeting at the Chamber of Commerce with Captain Kirby. The police department commends the Chamber and RDG staff for this year's event. From a public safety perspective with the police department there were no suggested changes for next year.
- Lieutenant Dickerson recertified as Drug Recognition Expert. He is the only DRE in Person County and one of 146 statewide.



Community Policing

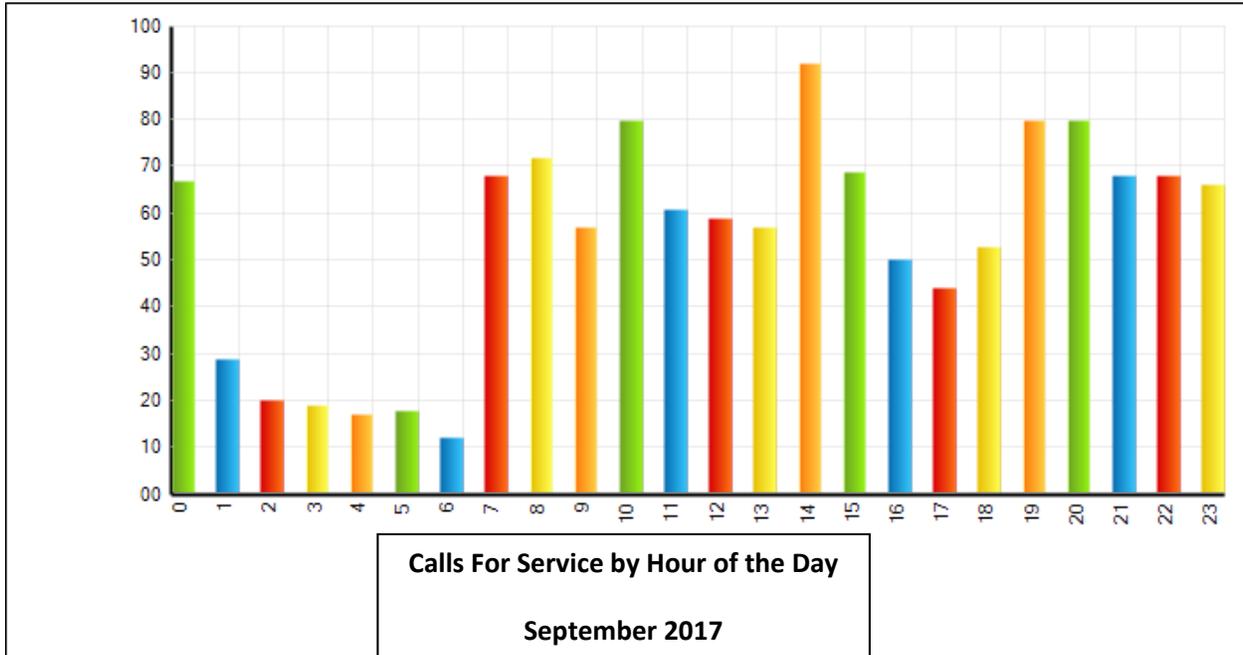
- Lt. Hughes was “Caught Doing Good” by a member of the public. He was assisting a woman with a mechanical problem with her car.
- Honor Guard, Chief, Lt. Hawkins, Sgt. Ford, Officer Vuolo, and Officer Fitzsimmons, attended the Patriot’s Day event at the Person County Veterans Memorial.
- Chief attended the 9/11 Prayer Vigil at First Baptist.
- Participated in Fish with a Cop hosted by Person Caswell Lake Authority.
- Various members of the department are coaching a 12 U Football team and a 10 U fall Baseball team.
- Officer Wright and Officer Whitlow recognized a 5th grader at Southern Elementary School as an Honorary Police Officer. His mother praised the professionalism of Officer Wright during an investigation. Officer Wright provided the student a ride to school the day of the investigation. They also took time to let the class play with a police car and gave them Police pencils.



Monthly Activities

Calls for Service: 1291
Traffic Enforcement Requests: 27
Citations Issued: 89
Total Arrests: 52

Incident Reports: 297
Vehicle Crashes: 56
Warnings: 40



Criminal Investigations Division

- Lt. Hughes attended the Substance Abuse Committee meeting.
- Lt. Hughes and Sgt. Furstenau hosted a division luncheon to celebrate the new staffing changes and build comradery.
- CID is working with DA staff on various judicial processes.
- Cpl. Sanford was laterally transferred from Patrol to CID to fill the vacancy created by the promotion of Det. Furstenau to CID Sergeant.
- Det. Howe and Det. Sanford spoke with students at Person High School about Forensic Science in Criminal Justice.

Total Numbers for the Month

- Number of cases assigned: 23
- Follow up hours in field: 124
- Phone follow up hours: 31
- Hours spent doing paperwork: 70
- Call outs: 8
- Out of town follow ups: 2
- Felony warrants: 4
- Misdemeanor warrants: 6
- Cases closed: 7
- Arrests: 6
- Felony packets: 5
- Number of interviews conducted: 17

Forensic Investigations conducted by Detective Howe

Roxboro Police Department – 0	Oxford Police Department- 1
Chapel Hill Police Department – 6	Person County Sheriff’s Office- 1
Creedmoor Police Department- 1	Hillsborough Police Department- 1
Carrboro Police Department - 1	Orange County Sheriff’s Office- 5

Street Crimes Unit

- SCU has multiple active investigations.
- Detective Gil was transferred from patrol to SCU to fill the vacancy created by the promotion of Detective Watson to Sergeant.

Administrative Services Unit

- Lt. Hawkins negotiated with Ilderton Dodge to obtain the approved police vehicles two months sooner than originally scheduled.
- Lt. Hawkins attended a recruitment and retention strategy meeting with Lt. Hughes, Chief Hess, Assistant Manager Warren, HR Director Rodgers and the City Manager.
- Evidence Custodian Tanya Thomas processed evidence intake and covered the front desk
- Assisted with Citizen Police Academy classes.
- Initial reviews of police officer applicants were conducted during the month.

Administration

- Conducted routine daily review of in car camera footage.
- Daily meetings with lieutenants and Chief.
- Assisted patrol with calls for service.
- Chief attended Good Morning Coffee Hour.
- Oversight of the department promotion process for lieutenant and sergeant.
- Deputy Chief Kirby assisted the Burlington Police Department as an assessor for a promotion process.

Meetings

- Met with the CEO of Person Memorial to discuss enhancing working relationships. The meeting focused on shared goals and visions to achieve those goals.
- Chief attended a North Carolina Chiefs of Police Association meeting. Additional responsibilities as chairman of the training committee he hosted two.
- Chief worked with the 911 Director and Chief Deputy Crabtree to enhance radio communications procedures.

Highlighted Events

- The Statewide Houston PD relief effort spearheaded by Chief Hess through the NC Chief's Association yielded 139 pallets of donations. Shipment is scheduled for October.



- Sgt. Horton, Officer Whitlow and Officer Wright were recognized by staff from the Canterbury for their care and compassion during an emergency call at the Canterbury House on August 28th.



****Personal note Chief Hess****

I want to thank all our police department staff for their professionalism, dedication, and resiliency. The department has endured a lot of changes in the past two and half years. Their dedication to each other during these changes has built a positive environment in the workplace which carries into their work performance. With the support of City Council and City Manager Lockhart, need enhancements to various components of the agency have boosted energy within the police force. The community compliments them routinely and takes time to recognize the officers for their professionalism. Sir. Robert Peel said, "The ability of the police to perform their duties is dependent upon public approval of police actions." October brings new leadership to the department with the promotion of a lieutenant, two sergeants, one corporal and two lateral transfers from patrol into investigations. The department is excited about these changes and high morale is noticeable throughout our staff. I look forward to the new leadership continuing to maintain public support in the performance of their duties.



THANK YOU FOR YOUR CONTINUED SUPPORT

City of Roxboro, Nori LM
 Distribution of Gas T WD
 31-Aug-17 CS
 GC

Shell
 Account Number: 80-001-3945-4

Card Number	Dept Number	Make	Gallons	Gas Diesel Total Cost	0.5260 0.5860 Tax Adjust	0.05 per gallon Discount	2.00% 2.00% Discount	Net Cost	Average Cost Per Gallon
Summary									
1	4120	City Hall	37.01	80.30	19.47	1.85	0.74	58.24	2.170 0.5260
2	4130	Finance	-	-	-	-	-	-	#DIV/0! 0.5260
3	4160	Public Buildings	210.66	478.16	110.81	10.53	4.21	352.61	2.270 0.5260
4	4180	Purchasing	-	-	-	-	-	-	#DIV/0! #DIV/0!
17	4910	Planning & Zoning	-	-	-	-	-	-	#DIV/0! #DIV/0!
		Total Administrative	247.67	558.46	130.27	12.38	4.95	410.85	2.255 0.5260
5	4310	Police	1,978.07	4,352.46	1,040.46	98.90	39.56	3,173.53	2.200 0.5260
6	4311	CID	166.05	368.06	87.34	8.30	3.32	269.09	2.217 0.5260
26	4312	Narcotics	-	-	-	-	-	-	#DIV/0! #DIV/0!
9	4380	Animal Control	-	-	-	-	-	-	#DIV/0! #DIV/0!
		Total Police	2,144.12	4,720.52	1,127.81	107.21	42.88	3,442.62	2.202 0.5260
7	4340	Fire	1,074.98	2,448.55	603.69	53.75	21.50	1,769.61	2.278 0.5616
8	4341	Fire Inspections	40.34	92.39	21.22	2.02	0.81	68.35	2.290 0.5260
		Total Fire Dept.	1,115.32	2,540.94	624.91	55.77	22.31	1,837.96	2.278 0.5603
10	4510	Public Services	192.60	418.77	101.31	9.63	3.85	303.98	2.174 0.5260
11	4511	Streets	362.23	818.33	194.21	18.11	7.24	539.05	2.259 0.5362
12	4512	Street Cleaning	-	-	-	-	-	-	#DIV/0! #DIV/0!
13	4513	Garage	52.97	122.65	29.68	2.65	1.06	89.26	2.315 0.5604
14	4710	Residential Garbage	1,289.24	3,046.43	755.49	64.46	25.78	2,200.69	2.363 0.5860
15	4711	Commercial Garbage	898.71	2,126.48	525.62	44.94	17.97	1,537.95	2.366 0.5849
16	4740	Cemetery	101.53	276.27	53.40	5.08	2.03	215.76	2.721 0.5260
		Total Public Services	2,897.28	6,808.93	1,659.72	144.86	57.95	4,886.69	2.350 0.5729
		Total General Fund	6,404.39	14,628.85	3,542.71	320.22	128.09	10,578.12	2.284 0.5532
18	7112	Meter Reading	184.86	414.57	97.24	9.24	3.70	304.39	2.243 0.5260
19	7114	Lake Warden	79.20	191.42	41.66	3.96	1.58	144.22	2.417 0.5260
25	7118	Pump Stations	356.09	847.68	187.30	17.80	7.12	635.45	2.381 0.5260
20	7120	Water Plant	128.29	280.06	68.27	6.41	2.57	202.81	2.183 0.5321
21	7121	Water Line Mainten	370.75	833.49	200.36	18.54	7.42	607.18	2.248 0.5404
22	7130	WWTP	241.91	591.13	127.24	12.10	4.84	446.95	2.444 0.5260
23	7131	Sewer Line Mainten	549.97	1,252.53	301.20	27.50	11.00	912.83	2.277 0.5477
24	7132	WWTP II	404.01	948.38	212.51	20.20	8.08	707.59	2.347 0.5260
		Total Enterprise Fund	2,315.08	5,359.26	1,235.77	115.75	46.30	3,961.43	2.315 0.5338
		Total All Funds	8,719.47	19,988.11	4,778.49	435.97	174.39	14,539.55	2.292 0.5480



October 10, 2017

To: Mayor Newell
Roxboro City Council

From: Lauren Wrenn, Planning & Development Director

Subject: October Council Report

Uptown Development/Roxboro Development Group:

- Holiday Planning: For the remainder of the year, RDG is placing a focus on collaborative events/programs for Uptown merchants. This month, the group will host a joint meeting with the merchants of RAMA to discuss ways merchants across Roxboro/Person County can work together to improve sales and business recognition. The meeting will take place on Tuesday, October 24th at 6:00pm in the Council Chambers. Light refreshments will be served. In addition, the group is working on a major push for Small Business Saturday this November. In addition to a “thank you” treat for all Uptown merchants participating in the days events, RDG will also host a drawing for customers who make a purchase Uptown on Small Business Saturday. Lastly, RDG will host a window-dressing competition to encourage merchants to decorate their windows for the holiday season. The contest will begin on December 1st, and run through the Christmas parade on December 16th. Gift boxes will be placed at all participating locations with ballots for customers to cast their vote. These events are designed to encourage collaboration among business owners and work to increase the collective marketing of Uptown as a destination for holiday shopping and events.
- Planning Meeting for 2018 Goals: RDG will meet in November to discuss their plan of work for the coming year. Forms have been sent to all Uptown businesses and property owners via email to request feedback for the coming year. The board is eager to learn what programs/projects are found to be most helpful and what ideas merchants/business owners have for moving forward. The results of the group meeting in October and the responses on the forms will be incorporated into the discussions in November for planning.
- 5-year Strategic Plan: 2018 marks the final year of the RDG strategic plan for Uptown development. As such, the RDG Board of Directors will embark on a strategic planning process in 2018 to prepare for the next 5-years of visioning. Liz Parham of the NC Main Street Center will help facilitate this endeavor through a series of meetings and sessions over the next year. Access to this assistance is available because of the accreditation and affiliation with the NC Main Street Center.
- Other Highlights:
 - Submitted Main Street Champion and Project awards for 2018 Conference
 - Continued preparations for final Cruise-In, Halloween event with Library & Jingle



Planning & Development:

- Nuisance Abatement and Land Use Ordinance Revisions: Draft documents are in Council packets for review this month. Chapters 151 and 152 were postponed per the request of the attorney for further review and clarification.
- Code Enforcement: Two structures are on the agenda for consideration of a demolition ordinance; 209 Burch Avenue and 93 Summer Ridge Road. In addition to this, staff made changes to the information layout on the Code Report. You may notice that additional dates are now listed to give better clarification on the processing. The Tax Map and Parcel number are also listed on the report to help with identification purposes. Additional steps will be taken in the coming months to continue to improve the efficiency and effectiveness of our Code Enforcement office.
- Long Avenue and Morgan Street DOT Proposal: Still pending reply from DOT Division 5.
- Downtown Revitalization Grant Proposal: Pending response from Department of Commerce.
- Office Organization/Permitting Improvements: Staff continues to work on improvements to the filing system for the Planning Department. Thanks to the addition of the shared network drive on the City's computer system, applications and general information will be available for all staff to access as needed. Additionally, staff is continuing to work with the County Planning office to modify existing applications for permitting to improve clarity and ensure the most up-to-date information is displayed on application forms. The hope is to have all new forms completed and ready for uploading to the City website and shared network drive by the end of the year. Beyond this, staff is working to create development packets and helpful "cheat sheets" of basic information for common development or zoning questions. These documents should help with Frequently Asked Questions, Sign Regulation Guidelines, and Permitting Process Flowcharts. The goal is to create documents that make the development process easier to understand.
- Training & Development: The Planning Director has now completed the first of three required classes for obtaining CZO certification from the UNC School of Government. The first course, a Foundations in Planning & Development course took place in September. The second course, Zoning Practice took place in October and delves deeper into current zoning practices, new legislation for amendments and variances, and general changes to modern zoning laws. The final course will take place in the spring and culminates in an exam for certification. The Community Planner is actively working to develop skills in Main Street and Zoning through meetings and workshops. More intensive training will begin in 2018 with a four-part basic training course for Main Street manager development. Staff will also have access to various web modules and resources for increasing zoning knowledge.
- Other Highlights:
 - Developed list of goals for Planning Department in 2018
 - Reviewed various recombination plats, BIEB permits, and sign permits
 - Met with Economic Development staff regarding presentation needs
 - Worked with new businesses on opening/development questions

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

Home Coming Parade

Please indicate the following:

- a. Proposed Event Date(s): 10/13/17
- b. Proposed Time Period(s) of the Event: 3:30 pm to 4:45 pm
- c. Location of Event: Person High School to Gordon St.
- d. Approximate Number of People to Attend the Event : 500

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

Bands, fire trucks, floats ect.

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

- Police: _____
- Fire: _____
- Public Service (i.e., streets or portions of streets to be closed and for what period, etc.):
Street closures
- 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):

(Map provided.)

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:

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)

See Attached

****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.**

**RELEASE AND HOLD HARMLESS
AGREEMENT**

STATE OF NORTH CAROLINA

COUNTY OF PERSON

The undersigned, having received permission from the City of Roxboro to conduct Parade on 10/13/2017, do hereby release and forever hold harmless the City of Roxboro from any personal injuries or property damage related to the permitted use.

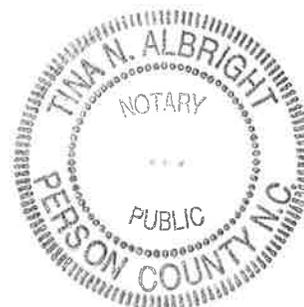
IN TESTIMONY WHEREOF, I have hereunto set my hand and seal:

This the 02 day of September, 2017

Meredith Price-Waugh
(Signature)

Notary Witness: Tina N. Albright
(Seal)

my Commission
expires 10/04/2019

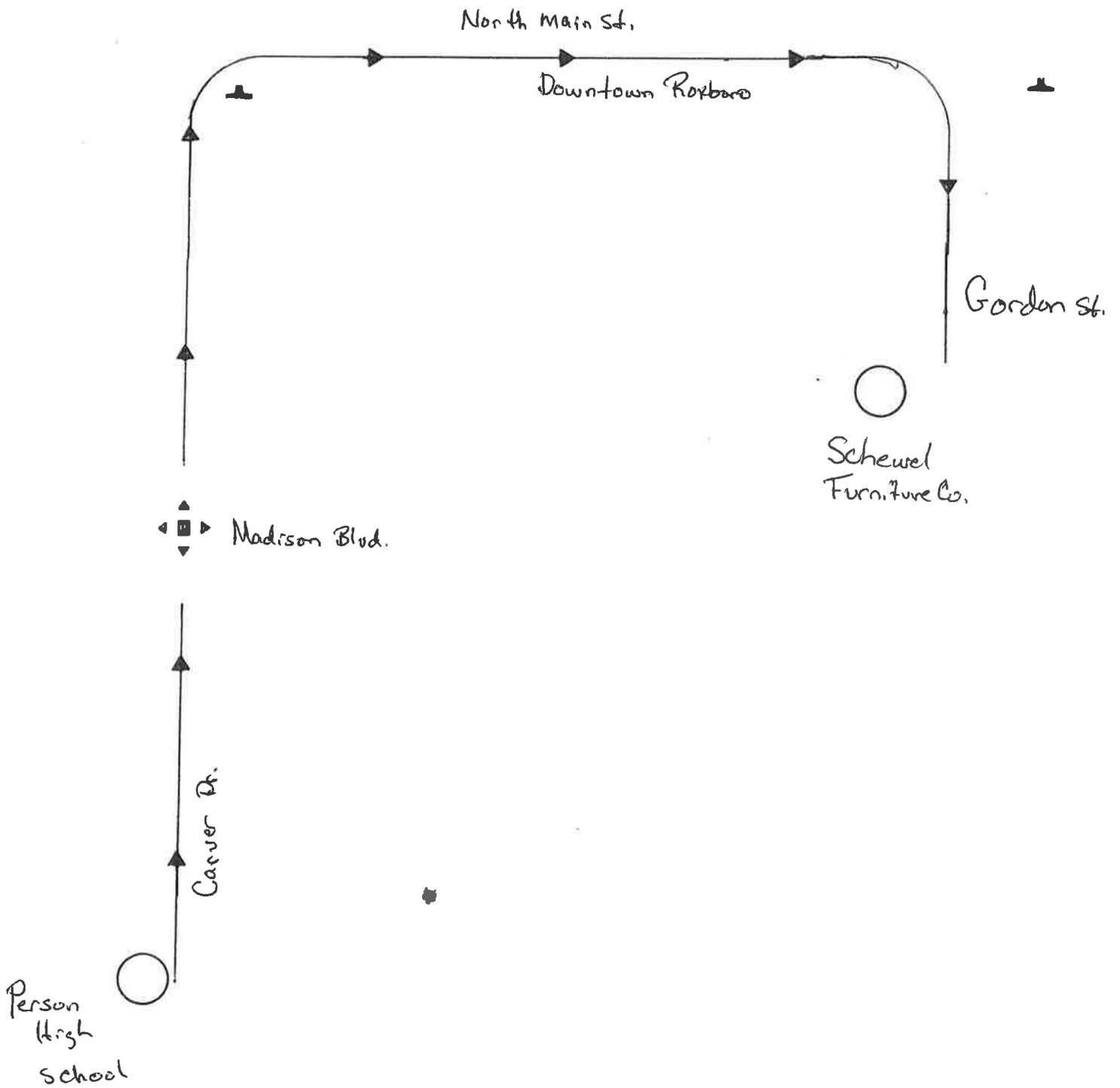


Parade Route 10/13/17

Closures

- 1 Ridge/Carver Dr.
- 2 Carver Dr. / Madison Blvd
- 3 Carver Dr. / Main st
- 4 N. Main st / Broken Ridge st
- 5 N. Main st / Woody st.
- 6 N. Main st / Burch Ave
- 7 N. Main st / Clayton Ave.
- 8 N. Main st / Walker st.
- 9 N. Main st / Lamar st.
- 10 N. Main st / Tracy st
- 11 N. Main st / Bannette Ave
- 12 N. Main st / OAKS st.
- 13 N. Main st / Virginia Ave
- 14 N. Main st / Morhead st
- 15 N. Main st / Depot st
- 16 S Main st / Court st
- 17 S Main st / Abbitt st.
- 18 S Main st / Gordon st

Starts at Person High, Ends at Schewel's Furniture Comp.



Budget Amendment

**CITY OF ROXBORO
BUDGET AMENDMENT
FISCAL YEAR 2017-2018 BUDGET**

The following budget amendment is hereby requested:

Budget Amendment Number:

1

Fund 10, 60 & 76 - General, Water & Internal Service Funds		INCREASE	DECREASE
Revenues			
76-99-9910-991	Fund balance	41,810.00	
10-98-3985-976	Transfer from Internal Service Fu	34,320.00	
60-98-3985-976	Transfer from Internal Service Fu	7,490.00	
10-00-3839-896	Insurance proceeds	20,000.00	
10-99-3991-991	Fund Balance Appropriation	21,250.00	
		124,870.00	-
	Net Increase (Decrease) in Revenues	124,870.00	
Expenditures			
10-00-4120-184	Medical Expense Reimbursemen	34,320.00	
76-98-9810-910	Transfer to General Fund	34,320.00	
76-98-9810-960	Transfer to Enterprise Fund	7,490.00	
10-10-4310-510	Capital outlay	41,250.00	
60-92-7130-183	Medical insurance	350.00	
60-91-7120-183	Medical insurance	1,290.00	
60-91-7121-183	Medical insurance	3,800.00	
60-91-7131-183	Medical insurance	2,050.00	
		124,870.00	-
	Net Increase (Decrease) in Expenses	124,870.00	
		124,870.00	

Justification:

To provide for purchase of police vehicle

To provide for July, August and September, 2017 medical expense reimbursement plan expenditures

**CITY OF ROXBORO
BUDGET AMENDMENT
FISCAL YEAR 2017-2018 BUDGET**

Requested By: _____ DC _____ Date: _____ 10/11/2017

Approved to
Submit to Council: _____ Date: _____

Approved by
Council: _____ Date: _____

Posted to Computer: _____ Date: _____

2. Ordinance Test Amendment

Chapters 93 & 94 - Public Hearing

AN ORDINANCE DECLARING PUBLIC NUISANCES, UNLAWFUL CONDITIONS ON PRIVATE PROPERTY; AMENDING CHAPTER 93 THE CODE OF ORDINANCES OF THE CITY OF ROXBORO

WHEREAS, Article 8 of Chapter 160A of the North Carolina General Statutes, N.C.G.S. 160A-174, et seq., delegates to municipalities the authority to exercise the general police power; and

WHEREAS, Article 8 of Chapter 160A of the North Carolina General Statutes, N.C.G.S. 160A-193, authorizes municipalities to summarily remedy, abate or remove public health nuisances; and

WHEREAS, the City Council of the City of Roxboro finds that it is in the public interest to amend Chapter 93 of the City's Code of Ordinances to provide more specificity as to the requirements for regulating Public Nuisances; and

WHEREAS, the City Council of the City of Roxboro, after due notice, conducted a public hearing on the _____ day of _____ 2017, upon the question of amending the City Code in this respect.

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

PART ONE. That Title IX, General Regulations, Chapter 93: Nuisances; of the Code of Ordinances of the City of Roxboro, North Carolina, is hereby amended and rewritten in its entirety to read as follows:

“CHAPTER 93, PUBLIC NUISANCES, UNLAWFUL CONDITIONS ON PRIVATE PROPERTY

Section 93.01 Administration

For the purpose of this Chapter, the term "nuisance" shall mean or refer to any condition or any use of property or any act or omission affecting the condition or use of property which threatens or is likely to threaten the safety of the public; adversely affects the general health, happiness, security or welfare of others; or, is detrimental to the rights of others to the full use of their own property and their own comfort, happiness and emotional stability because of decreased property values and the unsightliness and decreased livability of neighborhoods.

Section 93.02 Declaration of Public Nuisance

The following enumerated and described conditions, or any combination thereof, are hereby found, deemed, and declared to constitute a detriment, danger and hazard to the health, safety, morals and general welfare of the inhabitants of the City. The following list is not exclusive; other conditions not enumerated below may meet the definition of nuisance found in section 93.01. They are hereby found, deemed and declared to be public nuisances wherever the conditions may exist within the corporate limits as now or hereafter established. The creation, maintenance or failure to abate any nuisances is hereby declared unlawful:

- (1) Any weeds or other vegetation having an overall height of more than twelve (12) inches above the surrounding ground provided that the following shall not be considered to be a part

of this condition: trees and ornamental shrubs; cultured plants; natural vegetation on undeveloped property that is not a threat to the character of surrounding properties; and flowers and growing and producing vegetable plants. It shall be the duty of every person occupying, owning or having control of property abutting on a street or highway that utilizes a portion of the unused street or highway right-of-way as a yard or any other use to maintain said right-of-way in the same character and manner as the abutting use.

(2) Any accumulation of trash, garbage, food waste and other trash which is the result of the absence of, or overflowing of, or improperly closed trash or garbage containers, that attracts or is likely to attract mice and rats, flies and mosquitoes or other pests.

(3) An open or unsecured storage or collection place for chemicals, acids, oils, gasoline, flammable or combustible materials or flammable or combustible liquids, poisonous materials or other similar harmful or dangerous substances, gasses or vapors.

(4) An open place, collection, storage place or concentration of combustible items such as mattresses, boxes, paper, automobile tires and tubes, garbage, trash, refuse, brush, old clothes, rags, or any other combustible materials collection.

(5) An open storage place for old worn out, broken or discarded machinery, car parts, junk, tire rims, furniture, stoves, refrigerators, appliances, cans and containers, household goods, plumbing or electrical fixtures, old rusty metal, fencing materials or other similar materials.

(6) Any accumulation of garbage, rubbish, trash, or junk causing or threatening to cause a fire hazard, or causing or threatening to cause the accumulation of stagnant water, or causing or threatening to cause the inhabitation therein of rats, mice, snakes, mosquitoes, or vermin prejudicial to the public health.

(7) Any accumulation of animal or vegetable matter that is offensive by virtue of odors or vapors or by the inhabitation therein of rats, mice, snakes, or vermin of any kind which is or may be dangerous or prejudicial to the public health.

(8) The open storage of any discarded ice box, furniture, refrigerator, stove, glass, building materials, building rubbish or similar items. The use of carports, open porches, decks, open garages and other outdoor areas that are visible from the street as a storage or collection place for boxes, appliances, furniture (not typical outdoor or yard furniture), tools, equipment, junk, garbage, old worn out broken or discarded machinery and equipment, cans, containers, household goods or other similar condition that increase the likelihood of a fire; may conceal dangerous conditions; may be a breeding place or habitat for mice, rats or other pests; or, create an unattractive condition or visually blighted property

(9) A collection place for lumber, bricks, blocks, nails, building hardware, roofing materials, scaffolding, masonry materials, electrical supplies or materials, plumbing supplies or materials, heating and air conditioning supplies or materials or any other type of old or unusable building supplies (especially those with nails, staples or sharp objects and edges) unless such conditions are temporary in nature and caused by a current construction project in progress pursuant to a lawfully issued building permit.

(10) Any building or other structure which has been burned, partially burned or otherwise partially destroyed and which is unsightly or hazardous to the safety of any person, is a continuing fire hazard or which is structurally unsound to the extent that the Code Administrator or his designee can reasonably determine that there is a likelihood of personal or property injury to any person or property entering the premises.

(11) The placement, storage or use of upholstered sofas, couches, chairs or other indoor type furniture, appliances, seats removed from motor vehicles or other furniture not intended for outdoor use by the manufacturer, use on any open porch, carport, stoop, deck, veranda, terrace, patio or other outdoor area that is visible from nearby streets and sidewalks.

(12) A collection place, pool or pond of stagnant or foul water or persistent dampness caused by overflowing septic tanks, manmade dams, open ditches, overflowing pipes, foundation trenches or other impoundments of any kind.

(13) Barns or farm animal pens, pastures or enclosures for farm animals which are not kept sanitary and clean or otherwise become a collection place for animal waste and which because of the conditions associated therewith attract rats, mice, flies or other pests or emit foul odors that can be detected or noticed on adjacent properties or are otherwise not kept in a sanitary condition. For the purposes of this section, "farm animals" has the same definition as that found in N.C. G.S. § 160A-203.1, Limitations on standards of care for farm animals.

(14) Dog lots, pens, pet enclosures of all kinds, outdoor areas where dogs or other pets are chained or kept or areas where dogs, cats and pets are permitted to roam which become a collection place for dog, cat or pet waste and excrement and which attract flies or other pests, emit foul odors which can be detected or noticed on adjacent property or are not kept in a sanitary condition.

(15) A collection place for sewage and sewage drainage or the seepage from septic tanks, broken or malfunctioning plumbing and sewer pipes or any other seepage of dangerous, hazardous or poisonous liquids.

(16) A collection place for tree limbs, dried brush, dead vegetation, stumps or other decayed wood and materials or other similar rubbish.

(17) Any discharge into or polluting of any stream, creek, river or other body of water or the discharge of any dangerous substance or any other material likely to harm the water or any vegetation, fish or wildlife in or along the water or the storage of such harmful materials and substances in a manner so that it is likely that such streams, creeks, rivers or other bodies of water will become polluted or adversely affected in any manner.

(18) Any condition which blocks, hinders, or obstructs in any way the natural flow of branches, streams, creeks, surface waters, ditches, or drains, to the extent that the premises is not free from standing water.

(19) Any conditions or use of property, which results in the emission of pollutants and particles into the atmosphere or causes noxious odors, vapors and stenches to be discharged into the air.

(20) Nuisance vehicle. See Chapter 94 for the definition and procedures for abating Nuisance Vehicles.

(21) Any condition detrimental to the public health which violates the rules and regulations of the County Health Departments.

Section 93.03 Complaint; Investigation of Public Nuisance

(1) When any condition in violation of this section is found to exist, the Code Administrator or such persons as may be designated by the City Manager shall give notice to the owner of the premises to abate or remove such conditions within ten (10) days. Such notice shall be in writing, shall include a description of the premises sufficient for identification and shall set forth the violation and state that, if the violation is not corrected within ten (10) days, the city may proceed to correct the same as authorized by this section. Service of such notice shall be by any one of the following methods.

(a) By delivery to any owner personally or by leaving the notice at the usual place of abode of the owner with a person who is over the age of sixteen (16) years and a member of the family of the owner.

(b) By depositing the notice in the United States Post Office addressed to the owner at his last known address with regular mail postage prepaid thereon.

(c) By posting and keeping posted, for ten (10) days, a copy of the notice, in placard form, in a conspicuous place on the premises on which the violation exists, when notice cannot be served by method (a) and (b).

(2) The City may notify a chronic violator of the City's public nuisance ordinance that, if the violator's property is found to be in violation of this chapter, the City shall, without further notice in the calendar year in which notice is given, take action to remedy the violation. The notice shall be sent by registered or certified mail. When service is attempted by registered or certified mail, a copy of the notice may also be sent by regular mail. Service shall be deemed sufficient if the registered or certified mail is unclaimed or refused, but the regular mail is not returned by the post office within 10 days after the mailing. If service by regular mail is used, a copy of the notice shall be posted in a conspicuous place on the premises affected. A chronic violator is a person who owns property whereupon, in the previous calendar year, the City gave notice of violation at least three times under any provision of the public nuisance ordinance. The expense abating the chronic nuisance shall become a lien upon the property and shall be collected as unpaid taxes.

(3) Orders of the Code Administrator requiring the demolition of structures shall only be issued following the procedures of Chapters 151 or 152.

Section 93.04 Summary Abatement Procedure.

If the owner of any property fails to comply with a notice given pursuant to this Chapter, within ten (10) days after the service of such notice under §§ 93.03 (1) (a) or (c), or within thirteen (13) days under § 93.03 (1) (b), the owner shall be subject to prosecution for violation of this ordinance in accordance with law and each day that such failure continues shall be a separate offense. In addition, the City may have the condition described in the notice abated, removed or otherwise corrected and all expenses incurred thereby shall be chargeable to and paid by the owner of the property and shall be collected as a property tax. All such expenses are a lien against the real property on which the work was completed. In all violations of subsection 93.02(1), an administrative fee of one hundred dollars (\$100.00) will be assessed and charged to the owner of the real property. In the case of one or

more violations of subsections 93.02 (2) through (21), an hourly administrative fee will be added to the cost of abatement. The hourly rate will be established by the City Council.

Section 93.05 Procedure Is Alternative

The procedure set forth in this Chapter shall be in addition to any other remedies that may now or hereafter exist under law for the abatement of public nuisances. In addition to the remedies provided for herein, any violation of the terms of this Chapter shall subject the violator to the penalties and remedies as set forth in Chapter 10, Section 10.99, General Penalty, of the Code of Ordinances of the City of Roxboro.”

PART TWO. Sections 93.06 through 93.07 and 93.99(C) are hereby repealed and reserved

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

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

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

PART SIX. This ordinance shall be in full force and effect from and after the date of its adoption. Adopted this _____ day of _____, 2017.

Merilyn P. Newell, Mayor

ATTEST:

Approved as to form:

Trevie Adams, City Clerk

G. Nicholas Herman, City Attorney

**AN ORDINANCE CONCERNING ABANDONED, JUNKED AND NUISANCE VEHICLES;
AMENDING CHAPTER 94
THE CODE OF ORDINANCES OF THE CITY OF ROXBORO**

WHEREAS, Article 8 of Chapter 160A of the North Carolina General Statutes, N.C.G.S. 160A-174, et seq., delegates to municipalities the authority to exercise the general police power; and

WHEREAS, Article 15 of Chapter 160A of the North Carolina General Statutes, N.C.G.S. 160A-303, et seq., authorizes municipalities to regulate, remove and dispose of Abandoned and Junked Vehicles; and

WHEREAS, N.C.G.S. 160A-193 authorizes municipalities to summarily remedy, abate or remove public health nuisances; and

WHEREAS, the City Council of the City of Roxboro finds that it is in the public interest to amend Chapter 94 of the City's Code of Ordinances to provide more specificity as to the requirements for regulating Abandoned, Junked and Nuisance Vehicles; and

WHEREAS, the City Council finds that this amendment promotes the Council's goals of promoting or enhancing community and neighborhood appearance; protecting of property values; Promoting tourism and other economic development opportunities; Protecting of public health and safety; Preserving the character and integrity of the community; and Promoting the comfort, happiness and emotional stability of the area residents.

WHEREAS, the City Council of the City of Roxboro, after due notice, conducted a public hearing on the _____ day of _____ 2017, upon the question of amending the City Code in this respect.

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

PART ONE. That Title IX, Chapter 94, Junked and Abandoned Motor Vehicles, of the Code of Ordinances of the City of Roxboro, North Carolina, is hereby amended in its entirety to read as follows:

“CHAPTER 94, ABANDONED, JUNKED AND NUISANCE VEHICLES”

Section 94.01 Administration.

The Police Department and the Code Administrator of the City shall be responsible for the administration and enforcement of this Chapter. The Police Department shall be responsible for administering the removal and disposition of vehicles "abandoned" on the public streets and highways within the City, and on property owned by the City. The Code Administrator shall be responsible for administering the removal and disposal of "abandoned", "nuisance" and "junked" motor vehicles located on private property. The City may, on an annual basis, contract with Person County and/or private tow truck operators or towing businesses to remove, store, and dispose of abandoned vehicles, nuisance vehicles, and junked motor vehicles in compliance with this Chapter

and applicable State laws. Nothing in this Chapter shall be construed to limit the legal authority or powers of officers of the Police Department and Fire Department in enforcing other laws or in otherwise carrying out their duties.

Section 94.02 Definitions.

For the purpose of this Chapter, certain words and terms are defined as herein indicated:

- (a) Abandoned motor vehicle:
 - (1) Has been left upon a street or highway in violation of a law or ordinance prohibiting parking; or
 - (2) Is left on property owned or operated by the city for longer than 24 hours; or
 - (3) Is left on private property without the consent of the owner, occupant, or lessee thereof for longer than two hours; or
 - (4) Is left on any public street or highway for longer than seven days or is determined by law enforcement to be a hazard to the motoring public.

- (b) Authorized Official: The supervisory employee of the Police Department or the City Code Administrator, respectively, designated to order the removal of vehicles under the provisions of this Chapter.

- (c) Motor vehicle or vehicle: All machines designed or intended to travel over land or water by self-propulsion or while attached to any self-propelled vehicle.

- (d) Junked motor vehicle: A vehicle that:
 - (1) Is partially dismantled or wrecked; or
 - (2) Cannot be self-propelled or move in the manner in which it originally was intended to move; or
 - (3) Is more than five (5) years old and appears to be worth less than five hundred dollars (\$500.00); or
 - (4) Does not display a current license plate.

- (e) Nuisance vehicle: A vehicle on public or private property that is determined and declared to be a health or safety hazard, a public nuisance, and unlawful, including but not limited to a vehicle found to be:
 - (1) A breeding ground or harbor for mosquitoes, other insects, rats or other pests; or
 - (2) A point of heavy growth of weeds or other noxious vegetation which exceeds twelve (12) inches in height; or
 - (3) In a condition allowing the collection of pools or ponds of water; or
 - (4) A concentration of quantities of gasoline, oil, or other flammable or explosive materials as evidenced by odor; or
 - (5) An area of confinement which cannot be operated from the inside, such as, but not limited to, trunks or hoods; or
 - (6) So situated or located that there is a danger of it falling or turning over; or
 - (7) A collection of garbage, food waste, animal waste, or any other rotten or putrescent matter of any kind; or
 - (8) One which has sharp parts thereof which are jagged or contain sharp edges of metal or glass;

(9) Any other vehicle specifically declared a health and safety hazard and a public nuisance by the City.

Section 94.03 Abandoned vehicle unlawful, removal authorized.

(a) It shall be unlawful for the registered owner or person entitled to possession of a vehicle to cause or allow such vehicle to be abandoned as the term is defined herein.

(b) Upon investigation, the authorized officials of the City may determine that a vehicle is an abandoned vehicle and order the vehicle removed.

Section 94.04 Nuisance vehicle unlawful, removal authorized.

(a) It shall be unlawful for the registered owner or person entitled to possession of a motor vehicle, or for the owner, lessee, or occupant of the real property upon which the vehicle is located to leave or allow the vehicle to remain on the property after it has been declared a nuisance vehicle.

(b) Upon investigation, the City Code Administrator may determine and declare that a vehicle is a health or safety hazard and a nuisance vehicle as defined above, and order the vehicle removed.

Section 94.05 Junked motor vehicle regulated.

(a) It shall be unlawful for the registered owner or person entitled to the possession of a junked motor vehicle, or for the owner, lessee, or occupant of the real property upon which a junked motor vehicle is located to leave or allow the vehicle to remain on the property after the vehicle has been ordered removed.

(b) It shall be unlawful to have more than one junked motor vehicle, as defined herein, on the premises of private property. A single, junked motor vehicle must strictly comply with the location and concealment requirements of this Chapter and the zoning ordinance.

(c) It shall be unlawful for the owner, person entitled to the possession of a junked motor vehicle, or for the owner, lessee, or occupant of the real property upon which a junked motor vehicle is located to fail to comply with the location requirements or the concealment requirements of this Chapter and the zoning ordinance.

(d) Subject to the provisions of subsection (e), the City Code Administrator may order the removal of a junked motor vehicle found in violation of this Chapter to a storage garage or area. No such vehicle shall be removed from private property until the Code Administrator declares in writing that the vehicle is a health or safety hazard.

(e) Junked motor vehicles allowed if concealed or enclosed

(1) One junked motor vehicle, in its entirety, may be located in the rear yard, as defined in the Zoning Ordinance, provided the junked motor vehicle is entirely concealed from public view from a public street and/or abutting premises by an acceptable covering for not more than sixty (60) calendar days. Junked motor

vehicles kept on the premises more than sixty (60) calendar days shall be kept inside a completely enclosed building. The Code Administrator shall determine whether any junked motor vehicle is adequately concealed as required by this provision. The covering must remain in good repair and must not be allowed to deteriorate.

(2) Any one or more junked motor vehicles kept for a period exceeding sixty (60) calendar days shall be kept within a completely enclosed building, as defined in the Zoning Ordinance.

Section 94.06 Removal of abandoned, nuisance, or junked motor vehicles;

- (a) Any nuisance motor vehicle found to be in violation of this Chapter may be removed to a storage area or garage if the Code Administrator finds that it is a health or safety hazard.
- (b) Any junked or abandoned motor vehicle found to be in violation of this Chapter may be removed to a storage area or garage if the Code Administrator finds that it is a health or safety hazard or on the written request of the owner, lessee or occupant of the real property where the vehicle is located. If the owner, lessee or occupant is not the owner or operator of the vehicle notice shall be given as required in section 94.07 below.
- (c) Vehicles abandoned on the streets. For vehicles left on the public streets and highways, the City Council hereby determines that the immediate removal of such vehicles may be warranted when they are:
 - (1) Obstructing traffic.
 - (2) Parked in violation of an ordinance prohibiting or restricting parking.
 - (3) Parked in a no-stopping or standing zone.
 - (4) Parked in loading zones.
 - (5) Parked in bus zones, or
 - (6) Parked in violation of temporary parking restrictions.
 - (7) Abandoned or nuisance vehicles left on City-owned property other than the streets or highways longer than 24 hours, and on private property without permission of the property's owner, occupant or lessee for longer than two hours.
 - (8) Where the Police or Code Administrator find a special need for prompt action to protect and maintain the public health, safety, and welfare abandoned or nuisance vehicles may be removed without notice. By way of illustration and not of limitation, such circumstances include vehicles blocking or obstructing ingress or egress to businesses and residences, vehicles parked in such location or manner as to pose a traffic hazard, and vehicles causing damage to public or private property.
- (d) Contractors (including Person County's contractors) provide towing services within the City. The contractors shall follow the requirements of N.C.G.S. §20-219.9 by following the following procedures:
 - (1) If the vehicle with a valid N.C. registration or registration plate is towed, notice shall be given to the owner within 24 hours.
 - (2) If the vehicle with a valid registration or registration plate from a state other than N.C. is towed, notice shall be given to the owner within 72 hours.
 - (3) If the vehicle has neither a valid registration or a registration plate is towed, the County shall make reasonable efforts, including checking the vehicle identification number, to determine and notify the last known registered owner of the vehicle.
 - (4) Attaching a notice that the vehicle is subject to towing on or after a specified date is affixed to the windshield for seven days (7) before the towing occurs.

- (e) The notice shall contain: (1) A description of the vehicle; and
 - (2) The place where the vehicle is stored; and
 - (3) The violation with which the owner is charged, if any; and
 - (4) The procedures the owner must follow to have the vehicle returned; and
 - (5) The procedure the owner must follow to have a probable cause hearing.
- (f) The notice shall be given by telephone if feasible and also mailed to the owner's last known address, unless the owner gives written permission to tow without notice.

Section 94.07 Prior notice requirement.

(a) Whenever a vehicle is towed at the request of a person other than the owner or operator of the vehicle, the tower shall provide the following information to the Roxboro Police Department having jurisdiction through calling the 10-digit telephone number designated by the Roxboro Police Department having jurisdiction prior to moving the vehicle:

- (1) A description of the vehicle.
- (2) The place from which the vehicle was towed.
- (3) The place where the vehicle will be stored.
- (4) The contact information for the person from whom the vehicle owner may retrieve the vehicle.

If the vehicle is impeding the flow of traffic or otherwise jeopardizing the public welfare so that immediate towing is necessary, the notice to the Police Dept. may be provided by a tower within 30 minutes of moving the vehicle rather than prior to moving the vehicle. If a caller to the Police Dept. can provide the information required under subdivisions (1) and (2) of this subsection, then the Police Dept. shall provide to the caller the information provided under subdivisions (3) and (4) of this subsection. The Police Dept. shall preserve the information required under this subsection for a period of not less than 30 days from the date on which the tower provided the information to the local law enforcement agency having jurisdiction.

(b) This section shall not apply to vehicles that are towed at the direction of a law enforcement officer or to vehicles removed from a private lot where signs are posted in accordance with N.C. [G.S. § 20-219.2\(a\)](#).

Section 94.08 Reserved

Section 94.09 Right to probable cause hearing before sale or final disposition of vehicle.

(a) After the removal of an abandoned vehicle, nuisance vehicle, or junked motor vehicle, the owner or any person entitled to possession is entitled to a hearing for the purpose of determining if probable cause existed for removing the vehicle. A request for hearing must be filed in writing with the county magistrate (or other official) designated by the chief district court judge to receive such hearing requests. The Magistrate will set the hearing within seventy-two (72) hours of receipt of the request. The owner, the person who requested the

hearing if someone other than the owner, the tower, and the person who authorized the towing shall be notified of the time and place of the hearing.

(b) The owner, the tower, the person who authorized the towing, and any other interested parties may present evidence at the hearing. The person authorizing the towing and the tower may submit an affidavit in lieu of appearing personally, but the affidavit does not preclude that person from also testifying.

(c) The only issue at this hearing is whether or not probable cause existed for the towing. If the magistrate finds that probable cause did exist, the tower's lien continues. If the magistrate finds that probable cause did not exist, the tower's lien is extinguished.

(d) Any aggrieved party may appeal the magistrate's decision to district court.

Section 94.10 Redemption of vehicle during proceedings.

At any stage in the proceedings, including before the probable cause hearing, the owner may obtain possession of the removed vehicle by paying the towing fees, including any storage charges, or by posting a bond for double the amount of the towing.

Section 94.11 Sale and disposition of unclaimed vehicle.

Any abandoned, nuisance, or junked motor vehicle which is not claimed by the owner or other party entitled to possession will be disposed of by the tow truck operator or towing business having custody of the vehicle. Disposition of such a vehicle shall be carried out in accordance with N. C. General Statutes §§ 44A-4, 44A-5 and 44A-6, except that no hearing is required in addition to the hearing required by §94.09

Section 94.12 Conditions on removal of vehicles from private property.

As a general policy, the City will not remove a vehicle from private property if the owner, occupant or lessee of such property could have the vehicle removed under applicable State law procedures. In no case will a vehicle be removed by the City from private property without a written request of the owner, occupant or lessee, except in those cases where the vehicle is a nuisance vehicle or is a junked motor vehicle which has been ordered removed by the City Code Administrator. The City may require any person requesting the removal of an abandoned, nuisance, or junked motor vehicle from private property to indemnify the City against any loss, expense or liability incurred because of the removal, storage, or sale thereof.

Section 94.13 Protection against criminal or civil liability.

No person shall be held to answer in any civil or criminal action to any owner or other person legally entitled to the possession of an abandoned, nuisance, or junked motor vehicle, for disposing of such vehicle as provided in this Chapter.

Section 94.14 Exceptions.

Nothing in this Chapter shall apply to any vehicle: (1) which is located in a bona fide "automobile graveyard" or "junkyard" as defined in N.C.G.S. § 136-143, in accordance with the "Junkyard Control Act", N.C.G.S. 136-141, et seq., (2) which is in an enclosed building, (3) which is on the premises of a business enterprise being operated in a lawful place and manner, or (4) which is in an appropriate storage place or depository maintained in a lawful place and manner by the City.

Section 94.15 Unlawful removal of impounded vehicle.

It shall be unlawful for any person to remove or attempt to remove from any storage facility designated by the City or its contractor's, any vehicle which has been impounded pursuant to the provision of this Chapter unless and until all towing and impoundment fees which are due, or bond in lieu of such fees, have been paid.

Section 94.16 Alternative Remedies.

Nothing in this Chapter, nor any of its provisions, shall be construed to impair or limit in any way the power of the City to define and declare nuisances and to cause their removal or abatement by summary proceedings or otherwise, nor shall enforcement of one remedy provided herein prevent the enforcement of any other remedy or remedies provided herein or in other ordinances or laws. In addition to the remedies provided for herein, any violation of the terms of this Chapter shall subject the violator to the penalties and remedies, as set forth in Chapter 10, Section 10.99, General Penalties; Enforcement of Ordinances; Continuing Violations, of the Code of Ordinances of the City of Roxboro.”

PART TWO. Sections 94.20 through 94.24 and 94.99 are hereby repealed and reserved.

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

PART FOUR. This Ordinance shall become effective upon its adoption by the City Council of the City of Roxboro, North Carolina.

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

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

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

Adopted this _____ day of _____, 2017.

Merilyn P. Newell Mayor

ATTEST:

Approved as to form:

Trevie Adams, City Clerk

G. Nicholas Herman, City Attorney

3. Special Use Permit

1221 Leasburg Road - Public Hearing

Memo



To: Mayor Newell and Roxboro City Council
From: Lauren Wrenn/ Planning & Development Director
cc: Trevie Adams City Clerk (for City Records)
Date: October 17, 2017
Re: Recommendation from Planning Board Regarding Special Use Permit for
1221 Leasburg Road

Madam Mayor and Council,

Please be advised that the City of Roxboro Planning Board met on September 11th, 2017 to conduct a public hearing regarding the Special Use Permit request for the opening of a church at 1221 Leasburg Road, Tax Map 116 35.

Upon review of the enclosed application and staff report, the City Planning Board offers a unanimous recommendation to approve the request for the use of this site as a church, with the suggested conditions, as the request meets all Findings of Fact as enumerated in the staff report and established by Article 4, Section 4.9.4.5. in the Unified Development Ordinance, and the request does not conflict with the City's adopted land use plan.

CITY OF ROXBORO, NORTH CAROLINA
Planning Board

September 11, 2017
6:00 p.m.

MEMBERS PRESENT: **Reggie Horton, Lynda Zirillo, Kenneth Montgomery, Robert Trotter, Margaret Kay, and Danny Cultra**

STAFF: **Lauren Wrenn, Planning Director**

MINUTES

Planning Board Chair Reggie Horton called the meeting to order at 6:05pm. Mr. Horton asked anyone present to speak to please come forward and sign-in. As the only audience members present were the applicant and his wife, Ms. Wrenn verified their information for records. The board passed around the sign-in sheet to document their presence.

APPROVAL OF MINUTES

Mr. Danny Cultra made a motion to approve the minutes from the July 3, 2017 meeting. Mr. Robert Trotter seconded. Motion carried.

REPORTS OF COMMITTEES

None.

UNFINISHED BUSINESS

None.

NEW BUSINESS

- A. Special-Use Request for church at 1221 Leasburg Road – Chair Reggie Horton declared the Public Hearing open for review of the Special Use request from Mr. Shelton White. Planning Director, Lauren Wrenn, presented the staff report and application for the requested special use permit for the church.

Ms. Wrenn reminded the board of the location of the property, which is 1221 Leasburg Road, Tax Map 116 35. Ms. Wrenn stated that the current zoning for the property, Office/Institutional, only allows churches as a Special Use,

which must be approved by the City Council after a recommendation by the Planning Board.

Ms. Wrenn read the Findings of Fact as outlined in the staff report to the board (see attached).

Mr. Danny Cultra asked if NC DOT required a new driveway permit would be required because of the length of time this building has been vacant and it is located off of a DOT road. Ms. Wrenn advised that Public Works Director, Andy Oakley, put in an inquiry to DOT regarding the matter and no such permit has been requested at this time. Ms. Wrenn also stated that one of the conditions for approval of the use is that all necessary permits be obtained from the relevant departments.

Chair Horton asked if there were any other questions. There were none.

Mr. White was then given the opportunity to speak to the request. Mr. White began with a brief description of the church. He stated that he and his wife have pastored for many years and now wanted to go in a different direction from their current church. They located this building and found out the Special Use permit was a requirement for their operation at the site.

Mr. White stated that a primary concern of this church will be to reach out to the youth of the area. He stated that he and his wife felt that the youth were lost and need of direction. He hoped that they would be able to provide this through the new church. Mr. White then asked if the board had any questions for them. His wife declined having anything to add.

Vice-Chair Trotter had no questions, but stated that he had been to the site and felt there were no issues with access given the location to the road.

Ms. Lynda Zirillo asked if they intended to have activities at the church. Mr. White said they did. They wanted to encourage parents to bring their children into the church, but would also be willing to minister to the children at their home or wherever.

Vice-Chair Trotter noted the proximity of this church to an existing mobile-home park at 711 Leasburg Road and how this may be an added benefit to their young people.

Mr. White stressed that they did not plan to be "just another church on the corner," but wanted to be active in the community.

Ms. Zirillo asked if they were reaching out to the youth currently. Mr. White stated that they do what they can, but their existing facility is not adequate for their needs. The members they have of the church have been meeting in a small room until their request is approved "(hopefully)".

Ms. Wrenn directed the board to the last page of the staff report with the listing of recommended conditions. She reiterated the suggested conditions, highlighting the requirement that all necessary permits be obtained – allugin

to Mr. Cultra's earlier point. Ms. Wrenn asked if there were any questions regarding those suggestions. There were none.

Ms. Wrenn reminded the board for the need for specificity with their motion. She asked that the motion include the specific site address, the recommendation, the proposed use, and whether the use meets all Facts of Findings as listed in the City of Roxboro UDO and complies with the land use map. Chair Reggie Horton asked if the board was ready to make a motion. Vice-Chair, Mr. Robert Trotter, made the motion that the special use request for 1221 Leasburg Road be recommended for approval as it did not conflict with the land use plan for the City of Roxboro. Ms. Lynda Zirillo seconded the motion. Motion carried.

Ms. Wrenn reminded the board and the audience that the recommendation for approval would be on the agenda for the City Council meeting on October 17th for final approval at a public hearing.

OLD BUSINESS

None.

ADJOURNMENT

There being no further business the meeting adjourned at 6:25.

Submitted by:

Lauren Wrenn,
Planning & Development Director

Sign In

Margaret Kay

Robert C Trotter

Reggie Hatan

Denny Cuthbert

Shelton White

Applicants: Shelton & Loretta White
(present)

Receipt #38724



Application for Special Use Permit

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

General Information

1. (We) Shelton White Owner ? Y/N

Docket #

2. Mailing Address 9802 Gallop Lane

Property Record#

Bahama, NC 27503

16088

Email address superkuts@hotmail.com

Tax Map #

Phone number 919-201-2110

11635

Telefax N/A

3. Do hereby petition for a Special Use Permit for property located at ;
1221 Leasburg Road

A sign posting will be posted by the City of Roxboro Staff.

Legal Ad will be placed by Planning Department

Please indicate if the petition contains portion of lots, property record #, tax map# Record # 16088 Tax map # 11635

Property Information

4. By requesting to use building as a church

5. Existing Use hair salon

Zoning District B1

Containing .6 acres

6. Watershed

Neuse Roanoke

7. Public Water well Existing NO change Proposed

8. Public Sewer septic Existing NO change Proposed

9. Check off all items on the Submittal Requirements Checklist.

10. Include a site plan meeting the submittal requirements, along with this application. An electronic PDF and/or AutoCadd drawing of the site plan, include any elevations of the proposed building(s), as required. Payment to City of Roxboro (check, cash or money order)

11. Owner (s) Signature. The petitioner is responsible to obtain ALL signatures from owners listed on property record cards (including owners with portions of lots involved) Please print below signature.

[Signature] Lewis Daniel Winstead

12. If the application is executed by a property owner, but an attorney/agent will speak at public hearing, please indicate: Name N/A Phone

Address: email

Submittal Items continued:

The items listed below are needed to enable the Planning Department to legally notify affected property owners and to accurately present the nature of your request.

- 8 Copies of the Site Plan (refer to items 9 & 10 on this application)
- Full size copy of the Person County Tax map showing the location of the lot in question. A copy can be obtained from the Person County Tax Assessor's Office, 13 Abbitt Street, Roxboro, N.C. 27573 or by following their on-line instructions.

The Petitioner is to provide written facts addressing the following items:

- Required Findings.The Board of Adjustment shall issue a special use permit only when the Board of Adjustment makes an affirmative finding as follows:
 - (a) That the establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety, or general welfare.
 - (b) That the special use will be in harmony with the existing development and uses within the area in which it is to be located.
 - (c) That the establishment of the special use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.
 - (d) That adequate utilities, access roads, drainage, parking, or necessary facilities have been or are being provided.
 - (e) That the special use shall, in all other respects, conform to all the applicable regulations of the district in which it is located.
 - (f) That public access shall be provided in accordance with the recommendations of the city's land use plan and access plan or the present amount of public access and public parking as exists within the city now. If any recommendations are found to conflict, the system requiring the greatest quantity and quality of public access, including parking, shall govern.
 - (g) The proposed use will be in conformity with the land use plan, thoroughfare plan, or other plan officially adopted by the City Council.

Permit Expiration.A special use permit shall become void if the terms of such permit, in the judgment of the Planning Director are not exercised within a period of two (2) years from the date of approval.

Extension of Permit.A letter requesting an extension of time and indicating the reason for such request, submitted prior to the termination date and duly approved by the City Council, shall extend the validity of such permit for a period of six (6) months. No other extension of time shall be granted.

WRITTEN FACTS FOR 1221 LEASBURG ROAD

- (a) The proposed establishment (a church), maintenance, or operation of the church will not be detrimental to or endanger the public, health, safety, or general welfare.
- (b) The church will be in harmony with the existing development and uses within the 1221 Leasburg Road area. The church will not be an eye sore in the surrounding community but will blend in with the existing environment. We will meet on Sundays starting at 10 am for Sunday School, 11 am for regular worship and on Wednesday night at 7 p.m.
- (c) The proposed church will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district. We will maintain the exterior of the building, and we will mow the lawn and keep the area clean.
- (d) Adequate utilities, access roads, drainage, parking, have been provided. Our electric company is Duke Progress Energy and we are on well water with a septic system. We do not currently have a drainage problem and the existing parking lot will meet our needs .
- (e) The church in all other respects will conform to all the applicable regulations of district B1.
- (f) Public access shall be provided in accordance with the recommendations of the city's land use plans and access plan or the present amount of public access and public parking as exists within the city now. There is an existing parking lot that meets the need of the church.
- (g) The proposed plan to use the building as a church will be in conformity with the land use plan, thoroughfare plan, or other plan officially adopted by the City Council.

**CITY OF ROXBORO
SPECIAL USE REQUEST**

DOCKET: SU201702
DATE: Sep. 11, 2017

PETITIONER:
Shelton White
9802 Gallup Lane
Bahama, NC 27503

OWNER:
TAVA Inc. & TREV LLC.
1990 Longs Store Road
Roxboro, NC 27574



REQUEST:
To obtain a Special Use Permit for the use of Church at the 1221 Leasburg Road property. The property is also known as Record number 16088 Map Number 116 35.

LOCATION OF PROPERTY AND RELATION TO EXISTING DISTRICTS:
The property is located at 1221 Leasburg Road, in the former Westside Hair Salon. The property is adjacent to B-1 and I-1 zones.

ACRES: .61 acres

SPECIAL USE FINDINGS:
The Petitioner wishes to use the existing building for church services.

The existing zoning, Highway Business District – B-1 only allows churches as a Special Use. A special use permit is only allowed after a review by the Planning Board, who will then propose a recommendation to the City Council for final decision. The City Council shall issue a special use permit if it has evaluated an application through a quasi-judicial process and determined the following findings of fact to be true. The following reflects the information and statements provided by the Petitioner;

1. The establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety, or general welfare.

“The proposed establishment (a church), maintenance, or operation of the church will not be detrimental to or endanger the public, health, safety, or general welfare. “

Staff finds this statement to be true as the operation of this use should not present any health, safety, or general welfare hazards to the surrounding community.

2. The special use will be in harmony with the existing development and uses within the area in which it is to be located.

“The church will be in harmony with the existing development and uses within the 1221 Leasburg Road area. The church will not be an eye sore in the surrounding community, but will blend in with the existing environment. We will meet on Sundays starting at 10am for Sunday School, 11am for regular worship and on Wednesday night at 7pm.”

Staff finds this statement to be true as there is a church located in the building on an adjacent property, as well as a mixture of uses on the surrounding properties. The church has not submitted any paperwork to indicate exterior changes to the property, which would detract from the character of the neighborhood, nor does this use conflict with the surrounding uses in the area.

3. The establishment of the special use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.

“The proposed church will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district. We will maintain the exterior of the building, and we will mow the lawn and keep the area clean.”

Staff finds this statement to be true. The surrounding properties are zoned Business or Industrial, neither of which should experience impeded development as a result of the church’s proximity. Furthermore, given the statement of the petitioner, it can be agreed that the improvement of the property is imminent as it will go from a vacant and unkempt building to a use maintained regularly. It is worth noting, however, that development in the industrial zone could potentially make this location less desirable for the church. That being said, the hours of operation for most businesses/industries are in contrast with the regular hours of operation for the church.

4. Adequate utilities, access roads, drainage, parking, or necessary facilities have been or are being provided.

“Adequate utilities, access roads, drainage, parking, have been provided. Our electric company is Duke Progress Energy and we are on well water with a septic system. We do not currently have a drainage problem and the existing parking lot will meet our needs.”

Staff finds this statement to be true as there are 23 parking spaces on the site. The existing ordinance requires one parking space for every four fixed seats. The church has indicated they will have a maximum attendance of 75 people, which would require the need for 19 parking spaces. Additionally, the utilities, access road, and drainage already exist, with no known issues. Staff has confirmed with the Person County Building Inspector that the building is suitable, as is, to operate as a church. However, Petitioner has been notified that any changes to the building will not only require a building permit, but may also trigger additional work to ensure all necessary codes are met.

5. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.

Staff finds this statement to be true as there is adequate available entry to the property. Members of the church may access the parking lot from Hamlin Drive, a gravel road that stems from Leasburg Road. Because of the size of the lot, staff does not foresee any issues with ingress and egress at this site.

6. The special use shall, in all other respects, conform to all the applicable regulations of the district in which it is located.

“The church in all other respects will conform to all the applicable regulations of district B-1.”

Staff finds this statement to be true. The existing building provides adequate parking and accessibility. There are no plans from the petitioner to change the footprint of the existing building, so existing setbacks are grandfathered and permitted. Petitioner has been informed of the need to seek a sign permit for any identification signage he/she wishes to install. According to the existing UDO, bufferyards may be required when two zones or uses abut. In this instance, the Industrially zoned property that abuts this parcel appears to be vacant. As such, no bufferyard shall be required for the church lot as the uses for the two properties are not in conflict.

7. Public access shall be provided in accordance with the recommendations of the city’s land use plan and access plan or the present amount of public access and public parking as exists within the city now. If any recommendations are found to conflict, the system requiring the greatest quantity and quality of public access, including parking, shall govern.

“Public access shall be provided in accordance with the recommendations of the city’s land use plan and access plan or the present amount of public access and public parking as exists within the city now. There is an existing parking lot that meets the need of the church.”

Staff finds this statement to be true as the existing parking lot will not be modified to reduce the number of spaces or access points. Located off of a major thoroughfare, the ability of the general public to access this facility is adequate.

8. The proposed use will be in conformity with the land use plan, thoroughfare plan, or other plan officially adopted by the City Council.

“The proposed plan to use the building as a church will be in conformity with the land use plan, thoroughfare plan, or other plan officially adopted by the City Council.”

The existing land use plan indicates that this property is in a commercial district. However, the future land use plan indicates this area to be a mixture of industrial and office/institutional uses. Given this information, it is the opinion of the UDO administrator that this use is in conformity with the land use plan, as churches are permitted in the office/institutional district and there is no zoning change requested by the petitioner.

ADDING CONDITIONS

Prior to the granting of any special use, the Planning Board may recommend, and the City Council may require, conditions and restrictions upon the establishment, location, construction, maintenance, and operation of the special use as is deemed necessary for the protection of the public interest and to secure compliance with the standards and requirements specified in Article 4, Section 4.9.4.5. of the Zoning Ordinance. In all cases in which special uses are granted, the City Council may require guarantees to ensure compliance with the special use permit conditions. The reasons/justifications for special conditions must be stated/tied to Article 4, Section 4.9.4.5. of the Zoning Ordinance.

Furthermore, the City Council may not attach additional conditions that modify or alter the specific requirements set forth in the Zoning Ordinance, unless the development in question presents extraordinary circumstances that justify the variation from the specified requirements. Without limiting the foregoing, the City Council may attach to a permit a condition limiting the permit to a specified duration. All additional comments or requirements shall be entered on the permit and are enforceable in the same manner and to the same extent as any other applicable requirements of the Zoning Ordinance.

RECOMMENDED CONDITIONS IF SPECIAL USE REQUEST IS APPROVED.

1. The developer shall follow all Public Service standards and requirements for sanitation, increase of infrastructure/ utilities, etc.
2. Development of the property shall follow the instructions for obtaining any permits required from the City of Roxboro and/or Person County Inspections for any and all building improvements to the site.
3. Developer shall clearly mark the address numbers on the building according to the Fire Marshal standards and follow all fire marshal requirements for this “Use.”



City of Roxboro

August 21, 2017

EXAMPLE

Please be advised that a site adjacent to your property is requesting a;

Special Use Permit- to open a church at the property located at 1221 Leasburg Road, Map 116 Lot 35.

The application will be reviewed by the Planning Board at 6 p.m. on September 11, 2017. This meeting is a Public Hearing and will be held at 105 S. Lamar Street, Roxboro, N.C. 27573 in the Council Chambers.

If you have any questions regarding this matter please contact the Roxboro Planning and Development Office at 336.322.6018.

Lauren Wrenn
Planning & Development Director
City of Roxboro



City of Roxboro

September 29, 2017

EXAMPLE

Please be advised that a site adjacent to your property is requesting a;

Special Use Permit- to open a church at the property located at 1221 Leasburg Road, Map 116 Lot 35.

The application will be reviewed by the Roxboro City Council at 7 p.m. on October 17, 2017. This meeting is a Public Hearing and will be held at 105 S. Lamar Street, Roxboro, N.C. 27573 in the Council Chambers.

If you have any questions regarding this matter please contact the Roxboro Planning and Development Office at 336.322.6018.

Lauren Wrenn
Planning & Development Director
City of Roxboro



City of Roxboro

September 29, 2017

EXAMPLE

Please be advised that your request for a **Special Use Permit- to open a church at the property located at 1221 Leasburg Road, Map 116 Lot 35** has been received.

The application will be reviewed by the Roxboro City Council at 7 p.m. on October 17, 2017. This meeting is a Public Hearing and will be held at 105 S. Lamar Street, Roxboro, N.C. 27573 in the Council Chambers. You will need to appear to present your request to the board and answer any questions they may have.

If you have any questions regarding this matter, please contact the Roxboro Planning and Development Office at 336.322.6018.

Lauren Wrenn
Planning & Development Director
City of Roxboro

Legal Notice

The Roxboro Planning Board will be meeting on Monday, September 11, 2017 at 6:00 p.m., Roxboro City Hall Council Chambers, 105 S. Lamar Street, Roxboro, North Carolina to conduct public hearings on the following:

- Special Use Permit for 1221 Leasburg Road
Record Numbers 16088
Map Lot 116 35

Additional information is available for public review at the City's Planning Department, located at 105 S. Lamar Street during regular business hours, Monday-Friday, 8:00 a.m. – 5:00 p.m. All interested parties will be given the opportunity to be heard at the above referenced meeting.

Lauren Wrenn
Planning & Development Director
City of Roxboro

NOTICE OF PUBLIC HEARING

The Roxboro City Council will hold Public Hearings on Tuesday October 17, 2017 at 7:00 p.m. in the Council Chamber of City Hall located at 105 S. Lamar Street. Said Public Hearings are for the purpose of:

- Special Use Permit – 1221 Leasburg Road
- Ordinance Text Amendment for Chapters 93 and 94
- Order of Demolition for 209 Burch Avenue
- Order of Demolition for 93 Summer Ridge Road

Lauren Wrenn
Planning & Development Director

4. Demolition of 93 Summer Ridge Road & 209 Burch Avenue - Public Hearing

The background features abstract, overlapping geometric shapes in various shades of blue, ranging from light sky blue to deep navy blue. The shapes are primarily triangles and polygons, creating a dynamic, layered effect. The text is centered in the white space between these shapes.

93 Summerridge Rd Partially Burned Structure

Property Information

- ▶ 1144 Square Feet
Single Family Dwelling
- ▶ Zoned - R6
- ▶ .49 acres
- ▶ Structure Value - \$0 (burned)
- ▶ Land Value - \$19,181.00

Historical



Current State







Town Code Enforcement

▶ Notification of Violation

- ▶ February 9, 2017 Letter of intent mailed to Connie Riley.
- ▶ July 20, 2017 Letter of intent mailed to Jose C Belle-Perez.
- ▶ August 3, 2017 Notice of violation mailed to Jose C Belle-Perez.

▶ Inspection Conducted

- ▶ March 2, 2017
- ▶ Meeting with Mr. Jose C Belle Perez on September 14, 2017.
- ▶ Deadline for asbestos report and a report from an engineer by September 30, 2017.
- ▶ October 5, 2017 final inspection conducted with no change to structure

City of Roxboro Code Enforcement

Inspected the property on February 9, 2017:

1. Determined the property to be in a state of disrepair.
2. Agreed with the public safety concerns created by the entire building specifically agreed with the immediate need for attention to the building.
3. Meeting held on September 14, 2017.
4. Owner was suppose to bring back a letter from the engineer to show the structure was sound enough to rebuild or a asbestos report by September 30, 2017.

Town's Options

Address Public Safety Issues (Priority)

- ▶ Secure the burned structure
 - ▶ Could mean demolishing or
 - ▶ Close up structure

Address Code Violations

- ▶ The Owners timeline for abatement has passed
 - ▶ Do we move forward with abatement of these Code violations?
 - ▶ Recommendation for Demolition

Costs???

- ▶ All costs associated with the abatement of a public safety issue or code violation are passed on in the form of a lien on the property
- ▶ The lien stays with the property, not the property owner
- ▶ The City will be the one paying for the costs upfront
 - ▶ The lien may take many years to recover

The City Council need to consider whether it is prepared to assume the costs of the repairs in the event the property is ever sold

- ▶ I propose the use of Code Enforcement Line Item (10-40-4910-498)for payment

Process

- ▶ City Council must adopt an ordinance to demolish the building, or any portion of the building. (It's in your packet)
- ▶ The Cities legal counsel will advise the City through the process
- ▶ All parties will be made aware of any decision, and as the process moves forward
- ▶ Timeframe - The City does intend to move swiftly through this process. although time is important when considering the public safety issues
- ▶ The next step is bids and contracts for demolition.

Staff Recommendation

- ▶ After consulting with all parties, it is the Code Enforcements recommendation that the City Council address the public safety issues of the burned structure, as well as the outlined abatement measures described in the letter sent to the property owner on .
- ▶ With this recommendation, we also suggest that the City Council be aware of the potential for full demolition of the Structure if the attempts to repair/secure the structure and the other abatement procedures reveal unknown problems or concerns



Questions??

Drawn by and Return to:
Albert M. Benshoff
The Brough Law Firm, PLLC
1526 E. Franklin St., Suite 200
Chapel Hill, NC 27514

Owner(s): Jose Bello-Perez
PIN: 0904-11-76-1953

**AN ORDINANCE ORDERING THE CITY OF ROXBORO CODE ADMINISTRATOR
TO PROCEED TO EFFECTUATE THE PURPOSES OF THE ROXBORO MINIMUM
HOUSING STANDARDS CODE AND G.S. § 160A-443**

WHEREAS, on March 2, 2017, the City of Roxboro Code Administrator conducted a thorough inspection of the dwelling located on the property identified in the Person County Tax Records as Record Number 10103, Tax Map 101, Lot 113 and PIN 0904-11-76-1953 and having a street address of 93 Summer Ridge Road, (the "Property"). Said Property is owned by Mr. Jose Bello Perez (the "Owner"), as evidenced by that deed recorded in the Person County Registry at Deed Book 957, Page 428, and

WHEREAS, the City of Roxboro Housing Administrator (the "Administrator) found that the dwelling unit was unfit for human habitation; and

WHEREAS, given the burned state of the Property, the Administrator deemed the Property to be a nuisance of safety concern; and

WHEREAS, on Aug. 3, 2017 the Administrator mailed a complaint to the Owner enumerating the violations and ordered that it be repaired or demolished by September 3, 2017; and

WHEREAS, on September 14, 2017 the Administrator conducting a meeting at Roxboro City Hall on the subjects listed in the complaint with the Owner with a deadline of September 30, 2017 to submit an asbestos report and engineer's report to stay the order of demolition, and

WHEREAS, on October 5, 2017 the Administrator conducted a final inspection of the Property and determined no repairs, improvements, or changes had been made to the Property and the Owner failed to supply the necessary reports to indicate progress made on the Property; and

WHEREAS, on September 30, 2017 and October 4, 2017 the Administrator published a notice in the Courier Times that the Roxboro City Council would hold a public hearing at 7 PM on Tuesday October 17 at Roxboro City Hall to consider adopting an ordinance directing the Administrator to demolish and remove the dilapidated structure at the Property; and

WHEREAS, the Owners have failed to timely comply with any of the Orders; and

WHEREAS, the City Council held the duly advertised Public Hearing and considered the testimony presented (if any);

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Roxboro, North Carolina that:

1. By the authority granted by Roxboro Code of Ordinances Chapt. 151, "Minimum Housing Standards," and by G.S. § 160A-443, the City of Roxboro Code Administrator is hereby ordered to cause the Property to be removed or demolished, as provided in the original Orders of the Administrator;

2. The City of Roxboro Administrator shall place a placard on The Property with the following words: "This building is unfit for human habitation, the use or occupation of this building for human habitation is prohibited and unlawful";

3. This ordinance shall be recorded in the Person County Registry; and

4. As provided by G.S. § 160A-443(6), the cost of any vacation, closing and/or demolition of the house caused to be made by the Officer shall be a lien against the real property upon which such cost was incurred and upon any other real property of the Owner located within the City limits, except for the Owner's primary residence, and be collected in the same manner as the lien for special assessments in Article 10 of NCGS Chapter 160A.

5. After the dwelling on the Property is demolished and removed, the Administrator shall sell the materials of such dwelling and shall credit the proceeds of such sale against the cost of the demolition and removal and any balance remaining shall be deposited in the Superior Court by the Administrator.

The foregoing ordinance, having been submitted to a vote, received the following vote and was duly adopted this ____ day of _____, 2017.

Ayes: _____

Merilyn P. Newell, Mayor

Noes: _____

Attest:

Absent or Excused: _____

Dated: _____

Trevie Adams, City Clerk

SEAL

STATE OF NORTH CAROLINA COUNTY OF _____

This Instrument was signed before me on the ____ day of _____ 2017

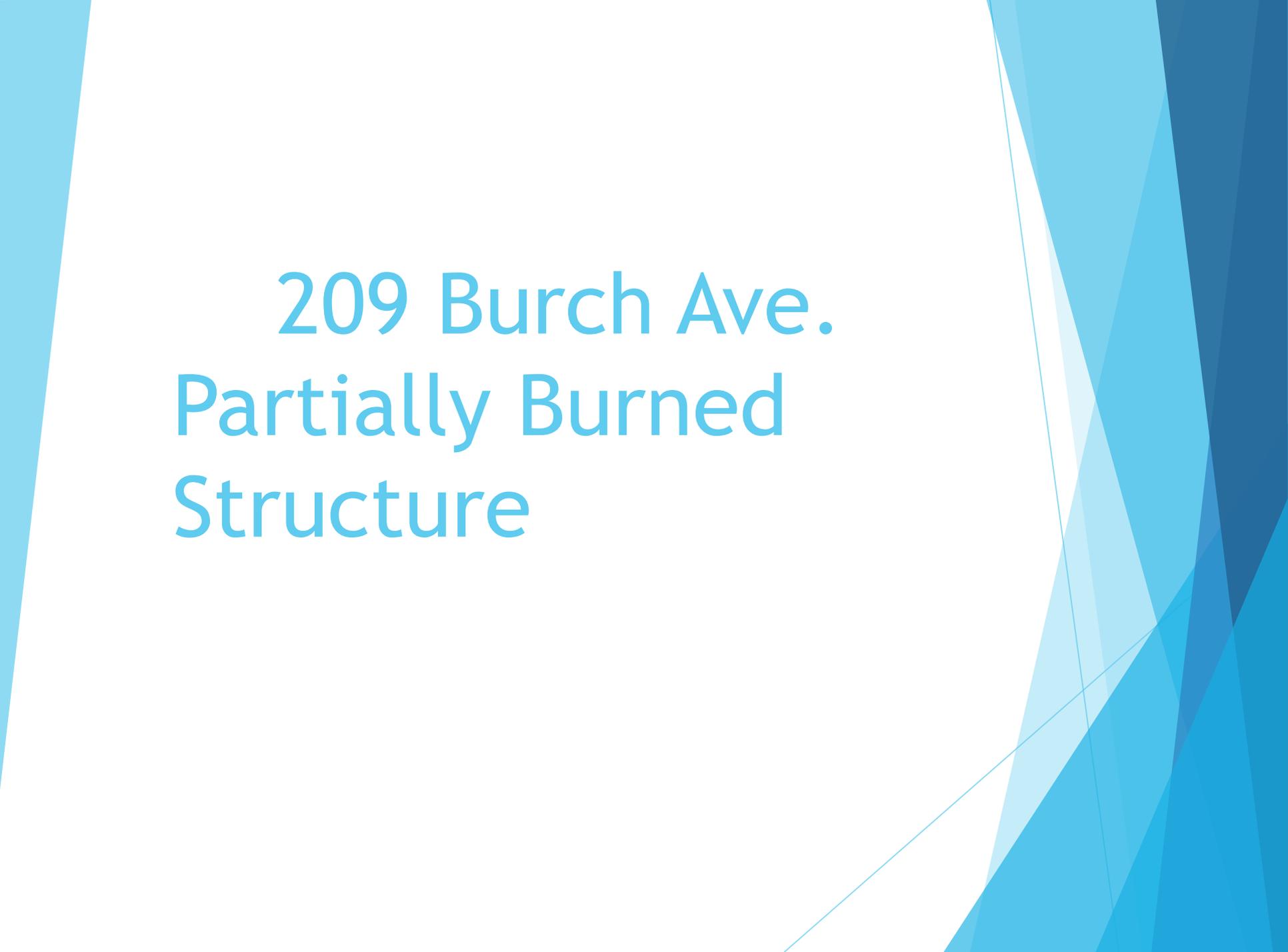
By: _____

(Print all names of persons who signed this document before the Notary Public)

Print Notary Name: _____

Notary Signature

AFFIX SEAL or STAMP

The background features abstract, overlapping geometric shapes in various shades of blue, ranging from light sky blue to deep navy blue. The shapes are primarily triangles and polygons, creating a dynamic, layered effect. The text is centered in the white space between these shapes.

209 Burch Ave.
Partially Burned
Structure

Property Information

- ▶ 840 Square Feet
Single Family Dwelling
- ▶ 840 sq. ft. Unfinished basement
- ▶ Zoned - R6
- ▶ .17 acres
- ▶ Structure Value - \$0 (Burned)
- ▶ Land Value \$4,851.00

Historical



Current State















FFO Posted September 29, 2017



FFO

**FINDINGS OF
FACT AND ORDER**
File No. HC-16-15

TO: Charles & Lottie Lawson and parties in interest of the property located at 209 Burch St, (0906-15-74-1648), City of Roxboro, North Carolina.

The undersigned Code Administrator of the City of Roxboro pursuant to law conducted a hearing at the time and place stated in the Complaint and Notice heretofore issued and served, or at a time to which the hearing was continued with previous notice to the above-named owners and parties in interest or their agents or attorneys. At the hearing, the Answer, if any, filed by the owners and parties in interest were carefully analyzed and considered by the undersigned. In addition to other evidence presented, the undersigned personally inspected the property described above, and each inspection and examination has been considered, along with the other evidence offered at this hearing.

Upon the record and all of the evidence offered and contentions made, the undersigned Housing Inspector does hereby find the following facts:

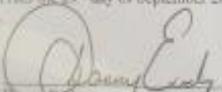
1. The above-named owners and parties in interest with respect to the property located at the place specified above were duly served as required by law with written Complaint and Notice of Hearing which set forth the Complaint that the premises located at the above address is unfit for human habitation and in violation of the City Minimum Housing Code, and the particulars thereof, and fixed a time and place for a hearing upon the Complaint as provided by law. At the hearing, the following owners, persons in interest or their agents or their agents or attorneys, were present and participated therein: **No one showed**
2. The premises described above violate the City Minimum Housing Code, by reason of the conditions found to be present and to exist in and about the structure. See Exhibit A
3. Due to these conditions, the building and/or premises described above is found to be in condition within the meaning of the City Minimum Housing Code.

IT IS THEREFORE ORDERED that the owners of the property above are required to bring such property into compliance with the Minimum Housing Code by

repairing, altering, improving or vacating and closing the deteriorated structure;
 repairing, altering, improving or vacating and demolishing the dilapidated structure;
 cleaning up the premises.

by a date not later than the 30th day of December, 2016.

THIS the 29th day of September 2016.


Received By
Date

Town Code Enforcement

▶ Notification of Violation

- ▶ March 10, 2016
- ▶ June 16, 2016
- ▶ August 18, 2016

▶ Inspection Conducted

- ▶ September 1, 2016

▶ Hearing

- ▶ September 29, 2016
- ▶ FFO Given until December 30, 2016
- ▶ Title search completed and Heirs contacted
- ▶ 2nd Notice of hearing set up for heirs and no one showed for the hearing August 2, 2017
- ▶ 2nd FFO issued with a deadline of October 2, 2017
- ▶ Newspaper Notification of Public Hearings July 5, & 15, 2017
- ▶ Newspaper Notification for City Council meeting on obtaining an order of demolition September 30, 2017 and October 4, 2017

Hearings

▶ Hearing

- ▶ September 29, 2016
- ▶ FFO Given until December 30, 2016
- ▶ Title search completed and Heirs contacted
- ▶ 2nd Notice of hearing set up for heirs and no one showed for the hearing August 20, 2017
- ▶ 2nd FFO issued with a deadline of October 2, 2017
- ▶ Newspaper Notification of Public Hearings July 5, & 15, 2017
- ▶ Newspaper notification on FFO August 5,19,26, 2017
- ▶ Newspaper Notification for City council meeting on obtaining an order of demolition September 30, 2017 and October 4, 2017

City of Roxboro Code Enforcement

Inspected the property on September 1, 2016:

1. Determined the property to be in a state of disrepair.
2. Agreed with the public safety concerns created by the entire building specifically agreed with the immediate need for attention to the building.
3. Hearing held on September 9, 2017.
4. No One showed up for the Hearing and a FFO was issued to repair or demolish the structure immediately.. This was also mailed to the heirs.
5. The Structure was condemned on September 29, 2017 and a copy of the FFO was posted on the door of the structure.

Town's Options

Address Public Safety Issues (Priority)

- ▶ Secure the burned structure
 - ▶ Could mean demolishing or
 - ▶ Close up structure

Address Code Violations

- ▶ The Owners timeline for abatement has passed
 - ▶ Do we move forward with abatement of these Code violations?
 - ▶ Recommendation for Demolition

Costs???

- ▶ All costs associated with the abatement of a public safety issue or code violation are passed on in the form of a lien on the property
- ▶ The lien stays with the property, not the property owner
- ▶ The City will be the one paying for the costs upfront
 - ▶ The lien may take many years to recover
- ▶ The heirs property has no clean title, which would make the property hard to sell.
- ▶ The City may need to consider whether it is prepared to assume the costs of the repairs in the event the property is ever sold
- ▶ I propose the use of Code Enforcement Line Item (10-40-4910-498)for payment of abatement

Process

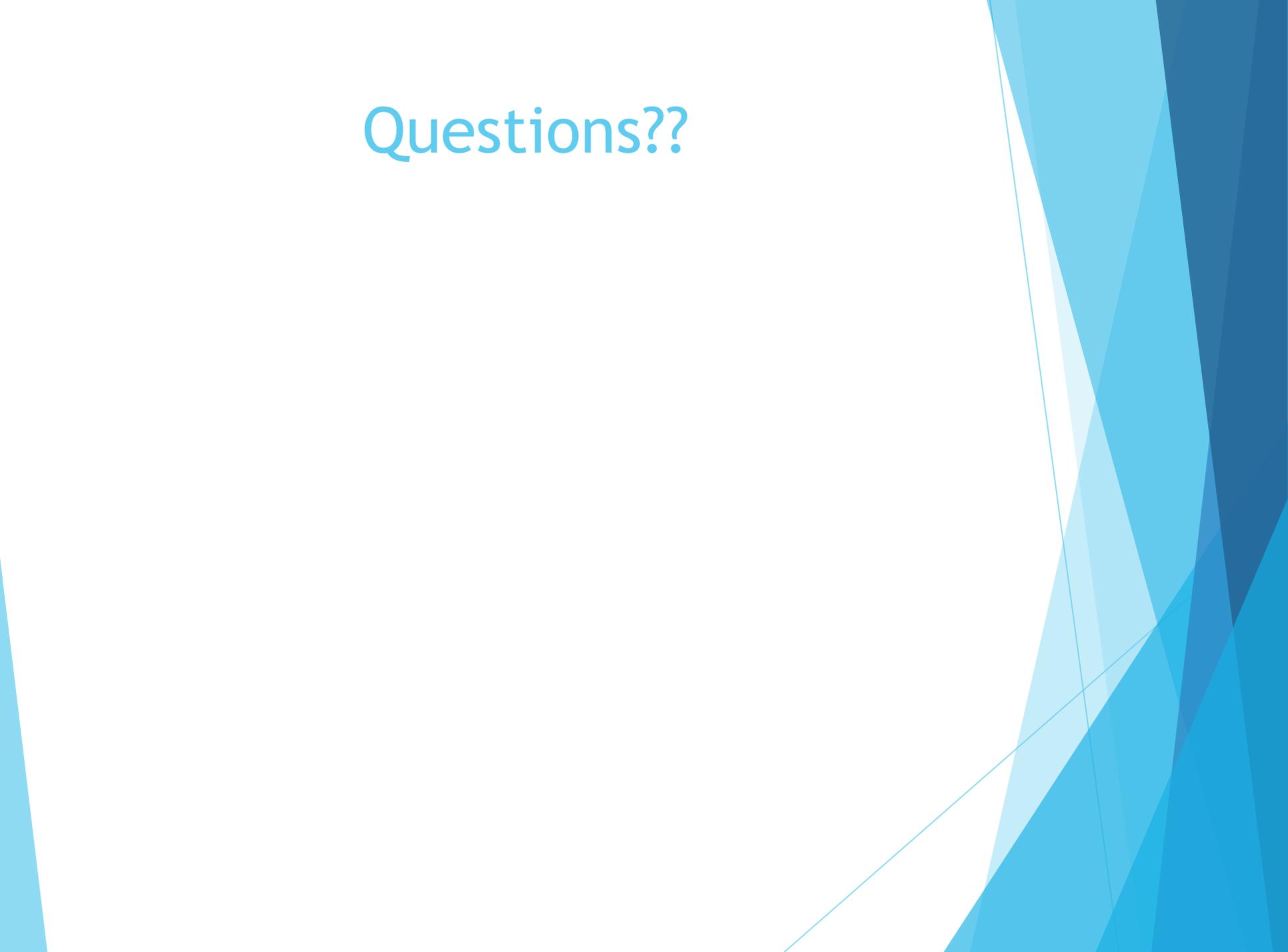
- ▶ City Council must adopt an ordinance to demolish the building, or any portion of the building. (It's in your packet)
- ▶ A Release and Hold Harmless agreement will be signed by the property owner
- ▶ The Cities legal counsel will advise the City through the process
- ▶ All parties will be made aware of any decision, and as the process moves forward
- ▶ Timeframe - The City does intend to move swiftly through this process, although time is important when considering the public safety issues
- ▶ The next step is bids and contracts for demolition.

Staff Recommendation

- ▶ After consulting with all parties, it is the Code Enforcements recommendation that the City Council address the public safety issues of the burned structure, as well as the outlined abatement measures described in the letter sent to the property owner on .
- ▶ With this recommendation, we also suggest that the City Council be aware of the potential for full demolition of the Structure if the attempts to repair/secure the structure and the other abatement procedures reveal unknown problems or concerns



Questions??

The background features abstract, overlapping geometric shapes in various shades of blue, ranging from light sky blue to deep navy blue. The shapes are primarily triangles and polygons, creating a dynamic, layered effect on the right side of the slide. The text 'Questions??' is positioned in the upper left quadrant of the white space.

Drawn by and Return to:
Albert M. Benshoff
The Brough Law Firm, PLLC
1526 E. Franklin St., Suite 200
Chapel Hill, NC 27514

Owner(s): The Heirs of Charles and Lottie M. Lawson.
PIN: 0906-15-74-1648

**AN ORDINANCE ORDERING THE CITY OF ROXBORO CODE ADMINISTRATOR
TO PROCEED TO EFFECTUATE THE PURPOSES OF THE ROXBORO MINIMUM
HOUSING STANDARDS CODE AND G.S. § 160A-443**

WHEREAS, on Sept. 1, 2016, the City of Roxboro Code Administrator conducted a thorough inspection of the dwelling located on the property identified in the Person County Tax Records as Record Number 12038, Tax Map 10, Lot 69 and PIN 0906-15-74-1648 and having a street address of 209 Burch Avenue, (the “Property”). Said Property is owned by the heirs of Lottie M. Lawson (the “Owners”), as evidenced by that deed recorded in the Person County Registry at Deed Book 313, Page 428, and

WHEREAS, the City of Roxboro Housing Administrator (the “Administrator) found that the dwelling unit was unfit for human habitation; and

WHEREAS, on March 10, 2016, June 16, 2016, Aug. 18, 2016 the Administrator mailed complaints to the Owners enumerating the violations of the Minimum Housing Standards Code. The August complaint also contained a notice of hearing; and

WHEREAS, on September 9, 2016 the Administrator held a hearing at Roxboro City Hall on the subjects listed in the complaint, and

WHEREAS, on September 29, 2016 the Administrator issued a Findings of Fact and Order (the “Order”). In the Order, the Administrator determined that the house was deteriorated and ordered that it be repaired by December 30, 2016; and

WHEREAS, on June 29, 2017 the Administrator mailed complaints to the Owner’s heirs enumerating the violations of the Minimum Housing Standards Code. Notice of the Complaint was published in the Courier Times, a newspaper of general circulation in Roxboro on July 5 and

July 15, 2017. Both the mail and newspaper complaints also contained a notice of hearing to be held before re Administrator at Roxboro Town Hall on July 20, 2017.

WHEREAS, on July 20, 2017 the Administrator held a hearing at Roxboro City Hall on the subjects listed in the complaint, and

WHEREAS, on August 3, 2017 the Administrator issued a Findings of Fact and Order (the "Order"). In the Order, the Administrator determined that the house was dilapidated ordered that it be removed or demolished by Oct. 2, 2017. The Order was mailed to the Heir's on August 3, 2017 and published in the Courier Times on Aug. 5, Aug. 19 and Aug. 26, 2017; and

WHEREAS, on September 30, 2017 and October 4, 2017 the Administrator published a notice in the Courier Times that the Roxboro City Council would hold a public hearing at 7 PM on Tuesday October 17 at Roxboro City Hall to consider adopting an ordinance directing the Administrator to demolish and remove the dilapidated structure at the Property; and

WHEREAS, the Owners have failed to timely comply with any of the Orders; and

WHEREAS, the City Council held the duly advertised Public Hearing and considered the testimony presented (if any);

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Roxboro, North Carolina that:

1. By the authority granted by Roxboro Code of Ordinances Chapt. 151, "Minimum Housing Standards," and by G.S. § 160A-443, the City of Roxboro Code Administrator is hereby ordered to cause the Property to be removed or demolished, as provided in the original Orders of the Administrator;

2. The City of Roxboro Administrator shall place a placard on The Property with the following words: "This building is unfit for human habitation, the use or occupation of this building for human habitation is prohibited and unlawful";

3. This ordinance shall be recorded in the Person County Registry; and

4. As provided by G.S. § 160A-443(6), the cost of any vacation, closing and/or demolition of the house caused to be made by the Officer shall be a lien against the real property upon which such cost was incurred and upon any other real property of the Owner located within the City limits, except for the Owner's primary residence, and be collected in the same manner as the lien for special assessments in Article 10 of NCGS Chapter 160A.

5. After the dwelling on the Property is demolished and removed, the Administrator shall sell the materials of such dwelling and shall credit the proceeds of such sale against the cost of the demolition and removal and any balance remaining shall be deposited in the Superior Court by the Administrator.

The foregoing ordinance, having been submitted to a vote, received the following vote and was duly adopted this _____ day of _____, 2017.

Ayes: _____

Marilyn P. Newell, Mayor

Noes: _____

Attest:

Absent or Excused: _____

Dated: _____

Trevie Adams, City Clerk

SEAL

STATE OF NORTH CAROLINA COUNTY OF _____

This Instrument was signed before me on the _____ day of _____ 2017

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

Print Notary Name: _____

Notary Signature

AFFIX SEAL or STAMP

5. Resolution of Intent - Winhaven Street

Street Closing Request

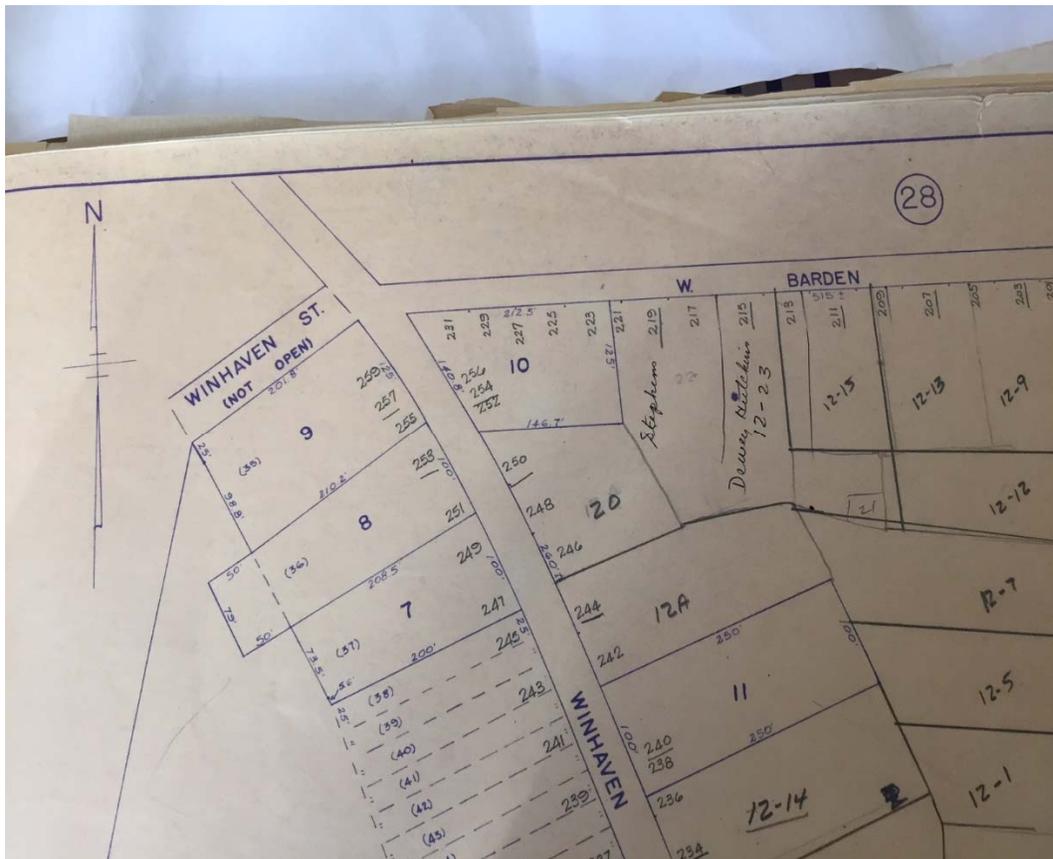
Winhaven Street Extension

At the September City Council meeting, a petition was presented requesting the closure of the unopened section of Winhaven Street. At the meeting, a public hearing was set for October. A review of the requirements for the closing of a city street indicated that a Resolution of Intent had to be adopted by City Council setting the date of the public hearing and requiring legal notice and notification of adjacent property owners prior to the public hearing.

Instead of a public hearing, the Resolution of Intent will be presented to City Council for consideration. If approved, a public hearing will be set for the regular council meeting in November.

Ms. Lela Currier, who presented the petition, has been notified of the change of date for the public hearing.

With approval of the Resolution of Intent, the abutting property owners will be notified by certified mail, signs will be posted along the section of street to be closed, and the Resolution of Intent will be published once a week for four weeks.



RESOLUTION OF INTENT

A Resolution Declaring the Intention of the Roxboro City Council to Consider the Closing of the unopened section of Winhaven Street beginning at Winhaven Street and West Barden Street intersection Street and running west for a distance of 200 ft. ± to the end as shown on Person County Tax Map (23).

WHEREAS, G.S. 160A-299 authorizes the Roxboro City Council to close public streets and alleys; and

WHEREAS, The Roxboro City Council considers it advisable to conduct a Public Hearing for the purpose of giving consideration to the closing of the unopened section of Winhaven Street beginning at Winhaven Street and West Barden Street intersection Street and running west for a distance of 200 ft. ± to the end as shown on Person County Tax Map (23).

NOW, THEREFORE, BE IT RESOLVED by the Roxboro City Council that:

1. A meeting will be held at 9:00 a.m. on the 20th day of November 2017, in the Council Chamber of Roxboro City Hall to consider a Resolution closing that portion the unopened section of Winhaven Street beginning at Winhaven Street and West Barden Street intersection Street and running west for a distance of 200 ft. ± to the end as shown on Person County Tax Map (23).
2. The City Clerk is hereby directed to publish this Resolution of Intent once a week for four successive weeks in The Courier-Times.
3. The City Clerk is further directed to transmit by registered or certified mail to each owner of property abutting upon that portion of said street a copy of this Resolution of Intent.
4. The City Clerk is further directed to cause adequate notices of this Resolution of Intent and the scheduled Public Hearing to be posted as required by G.S. 160A-299.

Upon motion duly made by Council Member _____, and duly seconded by Council Member _____, the above Resolution was duly adopted by the Roxboro City Council at the meeting held on the ____ day of _____, 2017 in Roxboro City Hall.

Mayor Marilyn P. Newell

ATTEST:

Trevie Adams
City Clerk

Winhaven Street Closing

Property Owners

Robert G Currier
303 Winhaven St
Roxboro, NC 27573

Tax Map 27 Lot 1

Jeremy & Chelsea L Thacker
257 Winhaven St
Roxboro, NC 27573

Tax Map 23 Lot 9

W. Ruffin Woody, Jr
PO Box 381
Roxboro, NC 27573

Tax Map 27 Lot 4

6. Paving of Old Durham Road and
City Parking Lot (Long Memorial Church)

INTEROFFICE MEMO

September 13, 2016

To: Mayor and City Council

From: Andrew M. Oakley, Public Services Director

Subject: Paving Projects – Old Durham Road and City Parking Lot at Long Memorial UMC

Several citizens and City Council members have request information regarding repairs to Old Durham Road and the parking lot at Long Memorial UMC. In response, the Public Services Department has looked at each of these.

Old Durham Road is repaired multiple times each year by City Public Works, but the poor soil and underlying concrete cause these repairs to be ineffective. To repair the road adequately, we would need to demolish the existing subgrade for a large section of roadway and replace it. We contacted Asphalt Experts, Inc. for an estimate and the total cost of the project would be \$452,000.

We also received an estimate from Asphalt Experts for the parking lot at Long Memorial UMC. That estimated repair would be \$84,600.

These repairs cannot be made out of our Powell Bill resurfacing budget, because the parking lot is not part of the highway system and the Old Durham Road repair exceeds the annual Powell Bill funding. The resurfacing budget for 2017-2018 is \$175,000.

Asphalt Experts, Inc.

5112 Neal Rd. Suite 100
Durham, NC 27705

Phone: (919) 384-9889
Fax: (919) 384-1340

Commercial Grading & Paving Contractors

To: City Of Roxboro	Contact: Mr. Andrew Oakley
Address: P.O. Box 128 Roxboro, NC 27573	Phone: 336-503-0489 Fax: 336-503-0588
Project Name: 226 N. Main - Parking Lot Paving	Bid Number: 1
Project Location: 226 N. Main, Roxboro, NC	Bid Date: 8/17/2017

Asphalt Experts is pleased to quote the following price on the referenced job. Please feel free to call with any questions that you may have.

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
Resurfacing Parking Lot					
01.	Mobilization	1.00	LS	\$500.00	\$500.00
02.	Remove Parking Meter Bases (max Base Depth 3') - Backfill With Asphalt	25.00	EACH	\$50.00	\$1,250.00
03.	Clean Lot. Spray Hebicide And Remove Grass.	1.00	LS	\$950.00	\$950.00
04.	Raise Sewer MH Cover With Grade Ring	2.00	EACH	\$295.00	\$590.00
05.	Raise Storm Grate	1.00	EACH	\$550.00	\$550.00
06.	Milling At Entrances, Curb Line At Tie In Along Side Of Church, & Along Phase Line For Tie-in. 2'x1.5"	420.00	LF	\$2.95	\$1,239.00
07.	Asphalt Patching - 30'x30' & 15'x40' - Remove 4" And Replace With 4" Of Asphalt.	167.00	SY	\$38.00	\$6,346.00
08.	Install 0.5" Layer Of P-78 Asphalt To Reduce Reflective Cracking	6,125.00	SY	\$3.70	\$22,662.50
09.	Asphalt Surface 1.5" S9.5B	6,125.00	SY	\$8.00	\$49,000.00
10.	Pavement Marking	1.00	LS	\$1,565.00	\$1,565.00
Total Price for above Resurfacing Parking Lot Items:					\$84,652.50

Notes:

- This proposal is based on the site visit on 8/14/17. Prices good for 30 days. Due to recent changes in petroleum products, asphalt prices may change at time of laydown. Asphalt prices are based on the August, 2017 NCDOT terminal asphalt binder price of \$366.00. Price adjustments will be based on the current FOB plant price.
- Exclusions:
 - Bonds, permits, special insurance, or fees of any kind
 - Engineering or layout
 - Testing of any kind
 - Undercut excavation, disposal, or replacement
 - Prime Coat or Herbicide Treatment
 - Asphalt Patching, Wedging or Milling
 - Pavement Marking
 - Thermo Plastic Marking
 - Weight restricted hauls
 - Traffic Control
 - Retainage after first lift of asphalt is completed
 - Any item not specifically itemized in this proposal

Payment Terms:

Payment Due 30 Days From Date of Invoice. A 1.5% monthly interest rate will incur on all unpaid invoices after 30 days,

<p>ACCEPTED: The above prices, specifications and conditions are satisfactory and hereby accepted.</p> <p>Buyer: _____</p> <p>Signature: _____</p> <p>Date of Acceptance: _____</p>	<p>CONFIRMED: Asphalt Experts, Inc.</p> <p>Authorized Signature: _____</p> <p>Estimator: Brian O'Connell 919-384-9889 boconnell@asphaltexperts.com</p>
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Asphalt Experts, Inc.

5112 Neal Rd. Suite 100
Durham, NC 27705

Phone: (919) 384-9889
Fax: (919) 384-1340

Commercial Grading & Paving Contractors

To: City Of Roxboro	Contact: Mr. Andrew Oakley
Address: P.O. Box 128 Roxboro, NC 27573	Phone: 336-503-0489 Fax: 336-503-0588
Project Name: Old Durham Road - Rehabilitation - Preliminary Budget	Bid Number: 1
Project Location: Old Durham Rd., Roxboro, NC	Bid Date: 9/14/2017

Asphalt Experts is pleased to quote the following price on the referenced job. Please feel free to call with any questions that you may have.

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
01.	Mill Existing Asphalt To Concrete - Assume 3" Depth 1130 Lfx24' (Shady Hill To Commerce Dr.)	3,015.00	SY	\$8.00	\$24,120.00
02.	Demolish & Remove 6" Concrete Roadway (Shady Hill To Commerce Dr.)	3,015.00	SY	\$20.00	\$60,300.00
03.	Fine Grade And Compact Existing Base/Subgrade	3,015.00	SY	\$2.50	\$7,537.50
04.	Install 4 B25.0B Base, 3" I19.0B Binder, & 2" S9.5B Surface (Shady Hill To Commerce Dr.)	3,015.00	SY	\$52.00	\$156,780.00
05.	Chip Seal Existing Roadway - 2600'x24' - Talberts To Shady Hill	6,935.00	SY	\$3.00	\$20,805.00
06.	Asphalt Overlay - Talberts To Shady Hill - 2" S9.5B	6,935.00	SY	\$11.25	\$78,018.75
07.	Backfill Shoulders In Overlay Section & Seeding/Mulching	5,200.00	LF	\$5.00	\$26,000.00
08.	Pavement Marking (Paint)	1.00	LS	\$6,500.00	\$6,500.00
09.	Traffic Control	1.00	LS	\$10,000.00	\$10,000.00
10.	Testing	1.00	LS	\$12,000.00	\$12,000.00
11.	Contingency	1.00	LS	\$50,000.00	\$50,000.00

Total Bid Price: \$452,061.25

Notes:

- This proposal is based on the civil drawings by xxxxxxxxxxxxxxxx dated xxxxxx . Prices good for 15 days. Due to recent changes in petroleum products, asphalt prices may change at time of laydown. Asphalt prices are based on the August, 2017 NCDOT terminal asphalt binder price of \$366.00. Price adjustments will be based on the current FOB plant price.

UNIT PRICES :

- Drill & Shoot Mass Rock - \$45.00 /cy
- Drill & Shoot Trench Rock - \$75.00 /cy
- Mass Ripping - \$15.00 / cy
- Trench Ripping - \$25.00 / cy
- Undercut Stockpile on Site - \$6.00 / cy
- Undercut Haul Off Site Backfill From Off Site - \$30.00 / cy

- Please feel free to contact me at (919) 384-9889 should you have any questions.

Sincerely,

ASPHALT EXPERTS

Notes:

- Our pricing includes fine grade of the sub grade however it is to be provided within +/-0.1 Ft. and to required compaction by others.

7. Financial & Tax Report

City of Roxboro, North Carolina
Financial Statement - Unadjusted
Modified Accrual Basis
For the Two Months Ended August 31, 2017

	Original Budget	Actual	Annual Variance Favorable (Unfavorable)	16.67% Percent of Budget
General Fund (10)				
Ad Valorem Taxes	\$ 4,725,597	\$ 436,982.10	\$ (4,288,614.90)	9.25%
Local Option Sales Tax	1,585,466	279,893.19	(1,305,572.81)	17.65%
Other Taxes and Licenses	12,000	2,681.96	(9,318.04)	22.35%
Unrestricted Intergovernmental	983,648	14,207.54	(969,440.46)	1.44%
Restricted Intergovernmental	637,276	65,603.97	(571,672.03)	10.29%
Permits and Fees	7,000	1,045.00	(5,955.00)	14.93%
Sales and Services	667,120	111,360.22	(555,759.78)	16.69%
Miscellaneous	21,000	25,022.28	4,022.28	119.15%
Investment Earnings	2,500	972.95	(1,527.05)	38.92%
Interfund Transfers	1,131,557	164,426.00	(967,131.00)	14.53%
Sale of Fixed Assets	15,000	1,590.60	(13,409.40)	10.60%
Total Revenues	9,788,164	1,103,785.81	(8,684,378.19)	11.28%
Expenditures:				
Governing Body - City Council	207,026	96,597.76	110,428.24	46.66%
City Hall Administration	566,487	89,817.94	476,669.06	15.86%
Finance	255,152	28,968.75	226,183.25	11.35%
Sales Tax	88,100	10,073.30	78,026.70	11.43%
Tax Collections	64,194	5,824.21	58,369.79	9.07%
Buildings & Grounds	266,923	24,863.71	242,059.29	9.31%
Safety / Purchasing	22,625	4,622.10	18,002.90	20.43%
Police	3,127,834	474,724.83	2,653,109.17	15.18%
Fire	2,003,748	323,183.11	1,680,564.89	16.13%
Emergency Communications 911	95,800	422.77	95,377.23	0.44%
Transportation - Streets	1,986,644	204,576.70	1,782,067.30	10.30%
Environmental Protection	1,079,582	111,617.46	967,964.54	10.34%
Economic Development	259,281	34,460.06	224,820.94	13.29%
Cultural & Recreational	500	-	500.00	0.00%
Debt Service	539,120	61,304.69	477,815.31	11.37%
Interfund Transfers	75,000	-	75,000.00	0.00%
Total Expenditures	10,638,016	1,471,057.39	9,166,958.61	13.83%
Excess of Revenues Over (Under) Expenditures	(849,852)	(367,271.58)	482,580.42	
Other Financing Sources				
Proceeds of Capital Lease	583,392	-	(583,392.00)	0.00%
Fund Balance Appropriated	266,460	-	(266,460.00)	0.00%
Total Other Financing Sources	849,852	-	(849,852.00)	0.00%
Excess of Revenues Over (Under) Expenditures	\$ -	(367,271.58)	\$ (367,271.58)	
Fund Balance Beginning of Year		4,702,534.97		
Fund Balance Current Period		\$ 4,335,263.39		

**City of Roxboro, North Carolina
Financial Statement - Unadjusted
Modified Accrual Basis
For the Two Months Ended August 31, 2017**

	Annual			16.67% Percent of Budget
	Original Budget	Actual	Variance Favorable (Unfavorable)	
Enterprise Funds				
Revenues:				
Water & Sewer Fund 60				
Charges for Services	\$ 5,236,752	\$ 869,676.70	\$ (4,367,075.30)	16.61%
Assessments	-	-	-	#DIV/0!
Tapping Fees	20,000	5,200.00	(14,800.00)	26.00%
Other Operating Revenues	35,475	1,247.14	(34,227.86)	3.52%
Nonoperating Revenues	500	86.79	(413.21)	17.36%
Interfund Transfers-MERP	-	-	-	
Interfund Transfers	924,719	-	(924,719.00)	0.00%
Sale of Fixed Assets	15,000	120.00	(14,880.00)	0.80%
Total Water & Sewer Fund 60	6,232,446	876,330.63	(5,356,115.37)	14.06%
Triple Tier Fund 61				
Operating Revenues	6,965	1,369.24	(5,595.76)	19.66%
Nonoperating Revenues	100	4.75	(95.25)	4.75%
Rural Center Engineering Grant	-	-	-	#DIV/0!
Capital Reserve Fund 69				
Operating Revenues	704,247	137,795.98	(566,451.02)	19.57%
Nonoperating Revenues	1,500	143.02	(1,356.98)	9.53%
Interfund Transfers	-	-	-	#DIV/0!
Total Revenues	6,945,258	1,015,643.62	(5,929,614.38)	14.62%
Expenditures:				
Public Utilities: Administration	-	-	-	#VALUE!
Sales Tax	-	-	-	#DIV/0!
Billing & Collection	171,938	14,795.07	157,142.93	8.60%
Meter Section	281,863	20,751.88	261,111.12	7.36%
Raw Water Supply	58,294	9,820.24	48,473.76	16.85%
Water Plant	1,400,199	238,624.59	1,161,574.41	17.04%
Water Maint and Construction	647,114	76,142.91	570,971.09	11.77%
Wastewater Plant II	127,955	14,627.60	113,327.40	11.43%
Wastewater Plant	1,194,179	144,212.18	1,049,966.82	12.08%
Pump Stations	417,978	60,558.33	357,419.67	14.49%
Wastewater Maint & Construction	436,882	47,206.72	389,675.28	10.81%
Debt Service	479,487	-	479,487.00	0.00%
Interfund Transfers-MERP	-	-	-	
Interfund Transfers	1,016,557	164,426.00	852,131.00	16.17%
Total Water & Sewer Fund 60	6,232,446	791,165.52	5,441,280.48	12.69%
Triple Tier Fund 61	7,065	-	7,065.00	0.00%
Capital Reserve Fund 69	705,747	-	705,747.00	0.00%
Total Expenditures	6,945,258	791,165.52	6,154,092.48	11.39%
Excess of Revenues Over (Under) Expenditures	-	224,478.10	224,478.10	
Other Financing Sources				
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!
Total Other Financing Sources	-	-	-	#DIV/0!
Excess of Revenues Over (Under) Expenditures	\$ -	224,478.10	\$ 224,478.10	
Fund Balance Beginning of Year		2,262,190.12		
Fund Balance Current Period		\$ 2,486,668.22		

**City of Roxboro, North Carolina
Financial Statement - Unadjusted
Modified Accrual Basis
For the Two Months Ended August 31, 2017**

	<u>Original Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>	<u>Annual 16.67% Percent of Budget</u>
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<u>Central Depository</u>				
Cash		2,206,127.62		
BB&T MMA		128,153.51		
NCCMT		455,612.96		
Flexible Spending Account AFLAC		45,082.55		
Roxboro Savings Bank		517,819.43		
Gateway Bank MMA Finistar		-		
CD's		-		

Total Cash and Investments		\$ 3,352,796.07		\$3,352,796.07
<u>Breakdown by Fund:</u>				
General		\$ 3,448,833.56		
CDBG-Revolving Loan Fund		92,862.97		
Vehicle Special Revenue		3,627.36		
Ridge Road Capital Project		(589,384.44)		
Stormwater Capital Fund		92,681.64		
Enterprise		247,117.12		
Triple Tier Water		17,244.60		
Capital Reserve		544,327.72		
Wastewater Plant Capital Project		(828,966.78)		
Annexation Area Capital Project		198,338.59		
Christmas Club / Flex Fund		51,503.12		
LEO Pension Trust Fund		74,610.61		
Reserve for Interest Earned		-		

Total of Fund's Cash and Investments		\$ 3,352,796.07		\$3,352,796.07

\$0.00

**City of Roxboro, North Carolina
Fund Balance
General Fund
As of August 31, 2017**

	General Fund			
	31-Aug-17 Fund Balances	Percentage of Total Fund Balance	Percentage of Fiscal Year 2018 Budget	Percentage of Prior Year Actual Expenditures
Fund Balances				
Reserved				
Reserved for inventories	\$ 45,118	1.04%	0.42%	0.44%
Reserved by state statute	653,781	15.08%	6.15%	6.33%
Reserved for streets - Powell Bill	287,458	6.63%	2.70%	2.78%
Reserved for cemetery	30,269	0.70%	0.28%	0.29%
Reserved for drug enforcement	-	0.00%	0.00%	0.00%
Reserved for public safety	<u>134,988</u>	<u>3.11%</u>	<u>1.27%</u>	<u>1.31%</u>
Total fund balance reserved	<u>1,151,614</u>	<u>26.56%</u>	<u>10.83%</u>	<u>11.14%</u>
Unreserved				
Designated by Council	-	0.00%	0.00%	0.00%
Designated for subsequent year's expenditures	-	0.00%	0.00%	0.00%
Undesignated	<u>3,183,649</u>	<u>73.44%</u>	<u>29.93%</u>	<u>30.81%</u>
Total fund balance unreserved	<u>3,183,649</u>	<u>73.44%</u>	<u>29.93%</u>	<u>30.81%</u>
Total equity and other credits	<u>\$ 4,335,263</u>	<u>100.00%</u>	<u>40.75%</u>	<u>41.95%</u>
Budget Ordinance for June 30, 2018, as Amended			\$ 10,638,016	
Prior Year Expenditures				\$ 10,333,189

**City of Roxboro, North Carolina
Fund Balance
Enterprise Fund
As of August 31, 2017**

	<u>Enterprise Fund</u>			
	<u>31-Aug-17 Fund Balances</u>	<u>Percentage of Total Fund Balance</u>	<u>Percentage of Fiscal Year 2017 Budget</u>	<u>Percentage of Prior Year Actual Expenditures</u>
Fund Balances				
Reserved				
Reserved for encumbrances	\$ 14,267	0.57%	0.27%	0.28%
Reserved by state statute	422,861	17.01%	8.11%	8.26%
Reserved for capital outlay (C89 + C91)	<u>1,784,478</u>	<u>71.76%</u>	<u>34.21%</u>	<u>34.85%</u>
Total fund balance reserved	2,221,606	89.34%	42.59%	43.39%
Unreserved				
Designated for subsequent year's expenditures	-	0.00%	0.00%	0.00%
Undesignated	<u>265,062</u>	<u>10.66%</u>	<u>5.08%</u>	<u>5.18%</u>
Total fund balance unreserved	<u>265,062</u>	<u>10.66%</u>	<u>5.08%</u>	<u>5.18%</u>
Total equity and other credits	<u>\$ 2,486,668</u>	<u>100.00%</u>	<u>47.67%</u>	<u>48.56%</u>
Budget Ordinance for June 30, 2018, as Amended			\$ 5,215,889	
Prior Year Expenditures				\$ 5,120,360

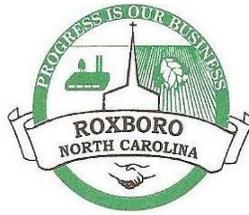
8. Assistant City Manager's Report

Assistant City Manger's Report

Black Creek Brewery – Two weeks ago Black Creek Brewery asked the Building Inspection Department for an inspection. During the inspection, the inspector noted that the front door did not meet handicap requirements. Where the door met the sidewalk on the uphill side the door was flush with the sidewalk. On the downhill side the sidewalk was about 3" below the door. While the Brewery had cut out about 1 foot of side walk in front of the door created a small ramp, like Heirloom Restaurant did, the inspector turned it down. Lauren and I met the owners to discuss the options. It was decided that the section of sidewalk in front of the brewery could be removed and replaced with one that would line up with the bottom of the door. On Wednesday, the owners removed the section of sidewalk and replaced it at their expense. The entrance should now meet the handicap requirements and still be safe for the general public to use.

City Lake Level - The water level at City Lake dropped to 24" below full at the end of September. The gates at Lake Roxboro were opened and the pumps at Hyco Creek Pump Station were started on September 28. It generally takes about 30 days to fill City Lake.

9. Manager's Report



City of Roxboro

MEMORANDUM

TO: Mayor Newell and City Council
FROM: Brooks Lockhart
SUBJECT: Manager's Report
DATE: October 17th, 2017

- Please take note of several upcoming dates.
 - Good Morning Coffee Hour hosted by Parks and Recreation with NC Wildlife, October 18, Golden Corral
 - EDC Meeting, October 24th, 4pm at PCC
 - Called Meeting City Council, October 26th, 6pm at City Hall
 - LEADS Group, November 1, at La Piazza
 - Bingo and Business After Hours, November 2 at Roxboro Country Club
 - Career Fair, November 8th at Person High School
 - City Council Meeting, November 20th, 9am at City Hall (Local Government Day)
 - Jingle on Main, December 7th, Uptown Roxboro
- Staff has requested assistance from our Attorney on revising the City Ordinance *Title XI: Business Regulations*. This section details regulations for various business activities within in the City of Roxboro. Most importantly this section needs to be revisited to reflect current practice on privilege license and cable franchises. Finally, this section requires review to comply with our recent UDO revisions.
- Fiscal management software implementation is underway. Finance and HR Staff will be working with the software vendor to plan the transition. We are currently being told complete transition can be completed in 6 to 8 months. We anticipate having a large amount of work completed by January 2018 and could possibly accelerate the time table. Staff will continue to keep Council informed on the status of this project.
- Staff at the USDA Rural Development is working on our application and mentioned it was currently in the underwriting review. USDA Staff has requested additional information, which has been provided the conditional offer letter from USDA RD, we will need to put our WWTP Upgrade Project out for bid. After receiving bid numbers, we will be able to submit our application to appear before the Local Government Commission at their next meeting. The purpose of this meeting will be to allow the City to seek potential future debt for the construction of the Waste Water Treatment Plant Upgrades. We anticipate updating Council on this status in November.