

**CITY OF GRAHAM
AGENDA
TUESDAY, MARCH 3, 2015
7:00 P.M.**

Meeting called to order by the Mayor
Invocation and Pledge of Allegiance

- 1. Resolution of Commendation and Appreciation to Clarence Baldwin for 21 Years 9 Months of Service to the City of Graham**

- 2. Consent Agenda:**
 - a. Approval of Minutes – February 3, 2015 Regular Session.
 - b. Approval of Minutes – February 19, 2015 Special Session.
 - c. Approval of Minutes – February 24, 2015 Special Session.
 - d. Amend date for Advertisement of Tax Liens.
 - e. Amend City of Graham *Code of Ordinances* Officials page.
 - f. Request from the Recreation and Parks Department to close the 100 block of W. Elm Street from 5:00 p.m. – 11:00 p.m. for the Thursday at Seven Concert Series on May 28, 2015, June 25, 2015, July 23, 2015, August 27, 2015 and September 24, 2015

- 3. Recommendations from Planning Board**
 - Public Hearing: Apex View UBD & Community Center (SUP1501). Request by Thangaraju Muruegsan for a Special Use Permit for a Community Center and Unified Business Development on property located at 602 W Elm St (GPIN 8874759635).

- 4. North Carolina Commerce Park (NCCP)**
 - a. Approve Committee Recommendations
 - b. Approve Budget Amendment

- 5. Issues Not Included on Tonight's Agenda**

**RESOLUTION OF COMMENDATION AND APPRECIATION TO
CLARENCE BALDWIN
FOR 21 YEARS 9 MONTHS SERVICE TO THE CITY OF GRAHAM**

WHEREAS, Clarence Baldwin diligently served the City of Graham as Operator I of the Waste Water Treatment Plant from June 10, 1993 until March 1, 2015; and

WHEREAS, Clarence retired as Operator I of the Graham Waste Water Treatment Plant from the City of Graham on March 1, 2015 with 21 years 9 months of service; and

WHEREAS, his wisdom, care and dedication has commanded the utmost respect from his colleagues and employees; and

WHEREAS, it is the desire of the City Council to extend their deepest appreciation to Clarence for the excellent time and service he has afforded the citizens of Graham and his fellow employees.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GRAHAM THAT: Clarence be commended for his outstanding public service to the City of Graham.

BE IT FURTHER RESOLVED THAT: an expression of appreciation be extended to Mr. Clarence Baldwin in the form of this Resolution of Commendation and Appreciation, and that this Resolution become a part of the official records of the City of Graham for all of time, and the original thereof be presented to him in person.

This the 3rd day of March 2015.

Jerry Peterman, Mayor
City of Graham

**CITY OF GRAHAM
REGULAR SESSION
TUESDAY, FEBRUARY 3, 2015
7:00 P.M.**

The City Council of the City of Graham met in regular session at 7:00 p.m. on Tuesday, February 3, 2015, in the Council Chambers of the Municipal Building located at 201 South Main Street.

Council Members Present:

Mayor Jerry Peterman
Mayor Pro Tem Jimmy Linens
Council Member Jim Albright
Council Member Lee Kimrey
Council Member Chip Turner

Also Present:

Frankie Maness, City Manager
Darcy Sperry, City Clerk
Melissa Guilbeau, City Planner
Jimmy Lloyd, Chief Code Enforcement Officer
Melody Wiggins, Graham Recreation & Parks Director
Nathan Page, City Planning Intern

Mayor Jerry Peterman called the meeting to order and presided at 7:00 p.m. Rev. Marcia Isley, Pastor of St. James A.M.E. Church in Oak Ridge, NC gave the invocation and everyone stood to recite the Pledge of Allegiance.

Presentation of 2014 Graham Recreation and Parks Department Appreciation Awards

Ms. Melody Wiggins, Graham Recreation and Parks Director, and Mr. Jay Cook, Chairman of the Graham Recreation and Parks Commission, presented awards to Shamrock Nutrition and Conklin Oil Co.


Consent Agenda:

- *Approval of Minutes – January 6, 2015 Regular Session.*
- *Tax Releases and Refunds.*

CITY OF GRAHAM RELEASE ACCOUNTS						
FEBRUARY CITY COUNCIL MEETING						
<u>ACCT#</u>	<u>YEAR</u>	<u>RECIEPT</u>	<u>NAME</u>	<u>RE/PP</u>	<u>REASON FOR RELEASE</u>	<u>RELEASED</u>
435049	2014	867	BOWMAN, MAC DONALD	PP	SOLD BOAT IN 2013	7.10
115922	2014	535	BARE MARK ANTHONY	PP	SOLD BOAT IN 2013 (MOTOR)	18.43
115922	2014	534	BARE MARK ANTHONY	PP	SOLD BOAT IN 2013	24.30
565780	2014	7491	TAYLOR, ANNE R	RE	ALA CO CORRECTED SQUARE FOOTAGE	170.21

CITY OF GRAHAM REFUNDS							
FEBRUARY CITY COUNCIL MEETING							
ACCT#	YEAR	RECEIPT	NAME	RE/PP	REASON FOR REFUND	AMOUNT REFUNDED	
565780	2010	7686	TAYLOR, ANNE R	RE	ALA CO CORRECTED SQUARE FOOTAGE	166.47	
565780	2011	7567	TAYLOR, ANNE R	RE	ALA CO CORRECTED SQUARE FOOTAGE	164.50	
565780	2012	7587	TAYLOR, ANNE R	RE	ALA CO CORRECTED SQUARE FOOTAGE	164.50	
565780	2013	7506	TAYLOR, ANNE R	RE	ALA CO CORRECTED SQUARE FOOTAGE	164.50	
633826	2014	3688	HOLLAR, SHIRLEY WADDELL	RE	QUALIFIED FOR HOMESTEAD EXEMPTION	232.11	

➤ ***Tax Collector's Mid-Year Report and Date to Advertise Liens.***

MID YEAR REPORT January 28, 2015			
	TOTAL PROPERTY VALUATION	RATE	AMOUNT OF LEVY
TAX LEVY - CITY WIDE	918,008,031	0.0455	4,176,938.98
<u>DISCOVERIES:</u>			
CURRENT YEAR & PRIOR YEARS WITH VARIOUS TAX RATES	1,277,126		5,810.92
<u>ANNEXATIONS:</u>	11,083		50.43
<u>ABATEMENTS:</u>	(683,663)		(3,093.88)
CURRENT LEVY	918,612,577		4,179,706.45
OUTSTANDING REAL PROPERTY TAXES:			277,213.86
OUTSTANDING PERSONAL PROPERTY TAXES:			<u>42,808.15</u>
TOTAL OUTSTANDING TAXES			320,022.01
CURRENT YEAR TAXES COLLECTED:			3,859,684.44
TO DATE, THE PERCENT OF CURRENT YEAR COLLECTED:			92.34%
I REQUEST THAT THE DATE BE SET FOR LIEN ADVERTISEMENT TO BEGIN ON THURSDAY, MARCH 12, 2015 IN THE ALAMANCE NEWS. COST FOR ADVERTISING WILL BE APPROXIMATELY \$4.00 PER PARCEL ADVERTISED AND WILL BE CHARGED ONE TIME TO THE TAXPAYER.			
Submitted by Sandy P. Callahan, Tax Collector 			

- ***Removal of Appearance Commission Member: Jeffrey LaGrange.***
- ***Appointment of Planning Board Member: Kenneth Dixon.***
- ***Annual Certification of Fire Fighters.***

Council Member Jim Albright made a motion to approve the Consent Agenda, seconded by Mayor Pro Tem Jimmy Linens. All voted in favor of the motion.

Old Business

Public Hearing: Peak Resources (CR1404). Request by Harold Nunn to rezone property located at 600 N Main St & 217 College St (GPIN 8884075145 & 8884072069) from Office and Institutional (O-I) to Conditional Office and Institutional (C-O-I) to construct a 75,000sf, single-story nursing home.

City Planner Melissa Guilbeau explained that the preliminary site plan has been reviewed by TRC and shows the main entrance to the facility to be off College St. with additional entrances to be off N. Main St. and W. Parker St. Council Member Lee Kimrey asked Ms. Guilbeau if she had received any concern about landscaping requirements, to which Ms. Guilbeau replied no. She indicated that the applicant has expressed verbally that they will meet the landscaping standards.

Mayor Peterman opened the Public Hearing.

Mr. Harold Nunn of 1100 Kelly Rd, Apex NC and Mr. Hugh J. Gilleece of 875 Walnut St, Cary NC stepped forward to speak. Mr. Nunn stated that he is the President of Peak Resources and Mr. Gilleece is the engineer for this project. Council Members inquired about bio-retention, landscaping and drainage. Both Mr. Nunn and Mr. Gilleece indicated that they will meet and/or exceed all required development standards.

Mayor Peterman closed the Public Hearing.

Council Member Kimrey made a motion that the application be approved with the following conditions:

- The final landscaping plan shall conform to the landscaping requirements of the Development Ordinance;
- All signage shall conform to the requirements of the Development Ordinance; a freestanding sign up to 100sq² is not approved;

And the application is consistent with the *City of Graham Growth Management Plan 2000-2020*. Mayor Pro Tem Linens seconded the motion. All voted in favor of the motion.

Recommendations from Planning Board:

Public Hearing: Watercourse Apartments (CR1403). Request by ECO Watercourse, LLC to amend the preliminary site plan for the Conditional Residential (C-R) zoning for property located at 1050 Woody Dr (GPIN 8884724405).

Ms. Guilbeau explained that the applicant is requesting to amend the preliminary site plan previously approved with the conditional rezoning. The applicant is requesting the following:

- Removal of trail along Town Branch, adjacent park area, and pedestrian bridge.
- Monument signs proposed both at the entrance to the development on Woody Dr. and at the corner of E Harden St and Woody Dr.
- Relocation of westernmost garage unit to across from Building 200 (this reflects an amendment that was administratively approved on October 17, 2014).
- Garbage compactor area reconfigured and reoriented to main drive (this reflects an amendment that was administratively approved on October 17, 2014).

- Relocation of mail kiosk from end of pool area to between Buildings 100 and 300 (this reflects an amendment that was administratively approved on October 17, 2014).

Council Member Kimrey asked Ms. Guilbeau if the three (3) administrative amendments listed are the only administrative approvals since Council approved the original plat. Ms. Guilbeau answered yes. Council Members discussed the parameters of the previously approved site plan including, but not limited to, the walking trail, sidewalk and gates. Council Member Jim Albright asked Ms. Guilbeau what options are available to the applicant with regards to constructing a sidewalk. Ms. Guilbeau indicated that the applicant can build a sidewalk as required by the overlay district or use the City's new Payment in Lieu option.

Mayor Peterman opened the Public Hearing. No comments were forthcoming and the Public Hearing was closed.

Council Member Kimrey asked Mayor Peterman to re-open the Public Hearing so that he may ask the applicant some questions. Mayor Peterman re-opened the Public Hearing.

Mr. John Fugo of 100 Arland Park Dr, Chapel Hill NC and Mr. John Ashness of 301 Glenwood Ave, Raleigh NC stepped forward to speak. Mr. Fugo is with Montgomery Development and Mr. Ashness is with the CE Group. Council Member Kimrey questioned Mr. Fugo about the designated wetland area of the property and the location of the previously proposed walkway and park areas. Mr. Fugo explained that they determined after much thought that the wetland map delineation made it difficult to construct a walkway that would be safe for its users. Council Member Kimrey expressed concern over the proposed removal of the park, pedestrian bridge, and eight (8) foot wide path. In addition, Council Member Kimrey questioned both gentlemen about the parking lots, clubhouse, maintenance buildings and garages, as well as the relocation of parking spaces, common area sidewalks and emergency access gate. Mr. Ashness explained that the conditional use zoning map used building templates that are not as refined as what is seen on the final plan. He stated that any adjustments, changes or refinements to the plan have been made to ensure the intensities towards the residential lots to the northern edge of the property have not been affected.

Mayor Peterman closed the Public Hearing.

Council Members further discussed between themselves the ideas of eliminating the sidewalk and the trail, the addition of the sidewalk easement, and the proposed signage.

Council Member Albright made a motion that the application be approved with the following condition:

- An easement for a future public sidewalk/trail along E Harden St (between Town Branch Creek and the street right-of-way) shall be recorded prior to issuance of the final Certificate of Occupancy.

Ayes: Council Member Albright, Mayor Pro Tem Linens, Mayor Peterman and Council Member Chip Turner
Nays: Council Member Kimrey. Motion carried 4:1.

Quasi-Judicial Public Hearing: Conklin UBD (SUP1405). Request by Jordan Conklin for a Special Use Permit for a Unified Business Development on property located at 1268 E Harden St (GPIN 8883997150).

Mayor Peterman recessed the regular Council meeting in order to convene a Quasi-Judicial Public Hearing. Mayor Peterman polled the Council for any financial interests, fixed opinions or communications regarding the property. Mayor Peterman disclosed that he is neighbors with the Conklin's and has spoken to them about this project. He further stated that he believes that this will not affect his decision making capabilities but would recuse himself if the Council asked him to. No Council Member objected.

City Attorney Keith Whited swore in Ms. Guilbeau and Mr. Jordan Conklin.

Ms. Guilbeau explained that this is a request to add two (2) additional store fronts onto the existing building, currently Conklin Oil & Propane., making it a Unified Business Development. She further explained that the preliminary site plan submitted with the application includes the two (2) additional store fronts in addition to paving the parking lot which would allow for thirteen (13) parking spaces. Ms. Guilbeau pointed out to the Council that Mr. Conklin submitted a revised site plan on January 27, 2015, after the deadline for the February 2015 Agenda Packet. The revised site plan now includes a five (5) foot sidewalk vs the four (4) foot sidewalk, shown in this agenda packet, and also calls for the existing septic system to be abandoned and existing sections of gravel to be removed.

Council Member Kimrey asked Ms. Guilbeau if the two (2) existing properties to the western part of the property are single family homes. Ms. Guilbeau stated that from the Tax Assessor's data, they appear to be even though they are zoned Light Industrial.

Council Member Kimrey asked if single family homes are allowed as a permitted use in I-1. Ms. Guilbeau said that they are not so they would be non-conforming.

City Attorney Whited directed the staff report to be labeled Exhibit "A".

Council Member Albright asked Mr. Conklin if he had any tenants to go in there. Mr. Conklin stated that they are going to expand into the middle space themselves with a retail store and there is someone who's already spoken to move into the other building. Council Member Chip Turner asked Mr. Conklin who the other business would be. Mr. Conklin responded that it would be an insurance business.

Council Member Kimrey asked Mr. Conklin if he had any proposed plans for a sign. Mr. Conklin stated that he has not drawn his sign yet. Council Member Kimrey stated that with a Unified Business Development, one thing looked for is common signage along with common drive, common landscape and common parking.

City Manager Maness advised the Council that signage is not part of this approval.

Mr. Conklin asked the Council to do away with the Planning Board's recommended eight (8) foot evergreen buffer. He indicated that they are planning on replacing the existing wooden fence with a vinyl fence that would extend twenty-five (25) feet closer to the road.

Mayor Peterman closed the Quasi-Judicial Public Hearing.

Council Members discussed if they could change the screening buffer requirement to an eight (8) foot vinyl fence. Ms. Guilbeau advised that Council can change that requirement.

Council Member Kimrey made a motion that the application be approved with the following conditions:

- That a vinyl fence, eight (8) foot tall, be put on the western part of the property buffering it from the residential use;

And moved to adopt the Findings of Fact and Conclusions of Law as presented in the staff report and the application is consistent with *the City of Graham Growth Management Plan 2000-2020*, seconded by Council Member Albright. All voted in favor of the motion.

Findings of Fact and Conclusions of Law

1. All applicable regulations of the zoning district in which the use is proposed are complied with.

The property is zoned I-1 and E Harden St/Highway 54 Overlay. "Unified Business Development" is permitted in the I-1 zoning district with a Special Use Permit and is not prohibited in the overlay district. The proposed development meets the area, height and yard regulations. Signs will require a sign permit. The proposed development complies with the site standards of the overlay district, with the exception of providing a 5' wide sidewalk (the proposed sidewalk is 4' wide). All other standards specific to the overlay district will be complied with before a building permit is issued.

2. Conditions specific to each use, identified by the Development Ordinance, are complied with.

The following requirements are specific to this use:

- *Such developments shall abut a major thoroughfare, minor arterial, or collector street (existing or proposed). The property abuts NC 54/E Harden St, which is a minor arterial.*
- *All uses permitted in the B-2 district are permitted in a Unified Business Development, with the exception of certain uses which are not permitted. The only use specified for this Unified Business Development is the existing business, which is petroleum and petroleum products storage. That use is permitted in the B-2 district and is not prohibited in Unified Business Developments. All future uses to be located within the UBD will be required to obtain a Zoning Permit prior to occupancy.*
- *All business establishments shall be retail or service establishments dealing directly with the public. The only specified use – the existing petroleum business – directly serves the public. All future uses to be located within the UBD will be required to obtain a Zoning Permit prior to occupancy.*
- *All uses shall be completely enclosed in buildings except for plant sales, sidewalk cafes, and permitted drive-in uses. The only specified use – the existing petroleum business – includes area that is not enclosed in a building. The preliminary site plan indicates that the applicant wishes to not include that area in this Special Use Permit. That area is located to the rear of the proposed Unified Business Development and behind a gate.*
- *An opaque screen shall be provided wherever, in the city council's judgment, such screening is necessary to shield adjacent residential districts. The property to the rear of this property is zoned residential, but it is currently heavily wooded. The properties to the west of this property are zoned light industrial but are occupied by single family homes.*

3. The use will not materially endanger the public health or safety if located where proposed and developed according to the plan as submitted.

The proposed Unified Business Development will not materially endanger the public health or safety.

4. The use will not substantially injure the value of adjoining property or that the use is a public necessity.

The proposed Unified Business Development will not substantially injure the value of adjoining property.

5. The location and character of the use if developed according to the plan as submitted will be in harmony with the area in which it is to be located and in general conformity with the plan of development for the Graham planning area.

The proposed Unified Business Development is a commercial use that will be located along a five-lane highway corridor and is in general conformity with the Growth Management Plan 2000-2020.

6. Satisfactory provision has been made for the following, when applicable: vehicle circulation, parking and loading, service entrances and areas, screening, utilities, signs and lighting, and open space.

Satisfactory provision has been made for vehicle circulation, parking and loading, service entrances and areas, and utilities.

Request by Friends of Graham Recreation and Parks for Appropriation

Graham Recreation and Parks Director Melody Wiggins explained that this request is for seed money for the recently formed non-profit “Friends of Graham Recreation and Parks” 501c3 organization. She advised that many Parks and Recreation Departments across the state and country have always had “Friends” groups set up in order to receive tax deductible donations and gifts. The seed money would be for the cost of the non-profit application and other start-up expenses incurred.

Mr. Jay Cook of 924 Hanford Rd, Graham NC stepped forward to speak. Mr. Cook is the Chairman of the “Friends of Graham Recreation and Parks” organization. Mr. Cook told the Council that they did not feel it was appropriate to use donations for start-up expenses which is why they are asking the City for funding.

Mayor Peterman moved to approve two-thousand (\$2,000.00) dollars to the “Friends of Graham Recreation and Parks”, seconded by Council Member Kimrey. All voted in favor of the motion.

Discussion of Staffing Levels

City Manager Maness wanted to point out to Council and the general public his thought process when considering staffing. He explained that with any decision he or his staff make, they try to look at the bigger picture such as the revenue needed to support things and the recurring vs non-recurring expense. Mr. Maness identified Animal Control Officer, Assistant City Manager and Code Enforcement Officer (Building Inspector) as positions that merit consideration in the upcoming budget cycle.

Council Members and Mr. Maness discussed the impact these positions and future staffing level needs may have on the general fund. Mr. Maness indicated that the need for an additional Code

Enforcement Officer may be top priority in the coming months due to the increase in new building projects.

Mayor Pro Tem Linens asked if there was money in the budget to go ahead and hire a Code Enforcement Officer now. Mr. Maness said that there are standing agreements with the Cities of Burlington and Mebane and Alamance County that allow for sharing of resources if need be. It was agreed by all that they would further discuss staffing levels at the upcoming budget retreat.

Mr. Maness advised Council of the tentative date of February 24, 2015 for the budget retreat. He advised that City Clerk Darcy Sperry would send an email to Council to advise exact date and time.

Issues Not Included on Tonight's Agenda

Mayor Peterman announced that this is Ms. Guilbeau's last Council meeting – as she and her family will be relocating. Both Mayor Peterman and Mr. Maness thanked Ms. Guilbeau for her hard work and dedication to the City over the past two and a half (2 ½) years. Mayor Peterman introduced Planning Intern Nathan Page and announced that Mr. Page would be filling in as City Planner when Ms. Guilbeau leaves.

Mayor Peterman also made mention of the new LED streetlights that are being installed in the City.

At 8:34 p.m. Council Member Kimrey made a motion to adjourn, seconded by Mayor Pro Tem Linens. All voted in favor of the motion.

Darcy Sperry, City Clerk

**CITY OF GRAHAM
SPECIAL SESSION
THURSDAY, FEBRUARY 19, 2015
4:00 P.M.**

The City Council of the City of Graham met in special joint session with the Alamance County Board of Commissioners and the Mebane City Council at 4:00 p.m. on Thursday, February 19, 2015, in the Mebane Arts & Community Center located at 622 Corregidor Street, Mebane, NC 27302.

Graham Council Members & Staff Present: **Mebane Council Members & Staff Present:**

Mayor Jerry Peterman
Mayor Pro Tem Jimmy Linens
Council Member Jim Albright
Council Member Chip Turner
Council Member Lee Kimrey
Frankie Maness, City Manager
Darcy Sperry, City Clerk

Mayor Glendel Stephenson
Mayor Pro Tem Ed Hooks
Council Member Patty Phillips
Council Member Tim Bradley
Council Member Everette Greene
Council Member Jill Auditori
David Cheek, City Manager
Chris Rollins, Assistant City Manager
Stephanie Shaw, City Clerk

Alamance County Board of Commissioners & Staff Present:

Chairman Dan Ingle
Vice Chair Eddie Boswell
Commissioner Bob Byrd
Commissioner Linda Massey
Craig Honeycutt, County Manager
Tory Frink, Clerk to the Board

Alamance County Board of Commissioners Absent:

Commissioner David Smith

Also Present:

Mac Williams, President, Alamance County Area Chamber of Commerce

Alamance County Chairman Dan Ingle called the Alamance County Board of Commissioners meeting to order at 4:00 p.m. City of Graham Mayor Jerry Peterman and City of Mebane Mayor Glendel Stephenson then called their respective Council's to order. Mayor Stephenson gave the invocation.

Chairman Ingle introduced Alamance County Manager Craig Honeycutt. Mr. Honeycutt, Graham City Manager Frankie Maness and Mebane City Manager David Cheek informed the Boards that the property currently referred to as the Hawfields Economic Development Zone has been a twenty-five (25) month project thus far. They spoke of the important role Alamance County, the City of

Graham, the City of Mebane, Alamance County Area Chamber of Commerce and the landowners have in promoting this area for economic development.

Mr. Honeycutt, Mr. Maness and Mr. Cheek talked about the Development Team formed and the proposed new name for the economic development zone – North Carolina Commerce Park (NCCP). Alamance County Area Chamber of Commerce President Mac Williams explained the NC Site Certification process and the role his agency would play should the Board’s choose to recommend his agency handle this facet of the process. He explained that since 2001, North Carolina has offered an official Certified Sites program to provide a statewide inventory of industrial sites that have undergone a rigorous prequalification process to ensure they are “shovel ready” for immediate development.

Mr. Cheek then gave an overall summary of the project while Mr. Honeycutt asked the Governing Boards to consider the following recommendations of the organizational committee:

- a. Approve the name of the zone as the “North Carolina Commerce Park”
- b. Appoint the Chamber of Commerce as the “NCCP Representative” to work with property owners to:
 - 1) Negotiate an agreed upon option to sell their land;
 - 2) In exchange for providing services for site certification, marketing and master planning of the NCCP
- c. Appropriate \$100,000 each (\$300,000 total) to Alamance County Chamber of Commerce to be placed in a NCCP Fund to pay for expenses associated with site certification, marketing and master planning within the NCCP
- d. Approve the creation by Graham and Mebane of an overlay zoning district that will maintain development standards within the park
- e. Appoint the Organizational Committee as the NCCP Oversight Committee for the administration of future activities and operations
- f. Require the Oversight Committee to provide a semiannual report and accounting of the revenues, expenditures and activities of the NCCP in April and October of each year

Chairman Ingle thanked Mayor Stephenson, Mr. Cheek, the Mebane City Council and the entire Mebane Staff for hosting this event. He stated that he, Mayor Peterman and Mayor Stephenson had spoken briefly before the meeting and all three (3) gentlemen agree with what is being proposed and by consensus, will take it to their next Board meeting(s) for approval.

Chairman Ingle then opened the meeting to the general public.

Mr. Sam Kaiser Jr. inquired about what type of businesses might be located within the park. Mr. Maness explained that at this time, they don’t know what type of businesses may want to locate here. He further explained that once the master plan is developed, they might have a better idea of what industries or business might work best and where.

Mr. Lee Vernon asked if a landowner can sell the entire portion of their property and not just a section. Mr. Williams replied yes, the landowner is in charge of the sale.

Board and Council members discussed between themselves the idea of Commercial vs. Manufacturing jobs within the development as well as spending vs investing in this project. They discussed costs associated with recertifying and marketing the development and asked about the time frame to get this underway. Mr. Cheek stated that if funds are appropriated, they estimate six (6) to twelve (12) months to pull it all together.

Chairman Ingle asked the Alamance County Board of Commissioners for consensus on the following:

- a. Approve the name of the zone as the “North Carolina Commerce Park”
- b. Appoint the Chamber of Commerce as the “NCCP Representative” to work with property owners to:
 - 1) Negotiate an agreed upon option to sell their land;
 - 2) In exchange for providing services for site certification, marketing and master planning of the NCCP
- c. Appropriate \$100,000 each (\$300,000 total) to Alamance County Chamber of Commerce to be placed in a NCCP Fund to pay for expenses associated with site certification, marketing and master planning within the NCCP
- d. Approve the creation by Graham and Mebane of an overlay zoning district that will maintain development standards within the park
- e. Appoint the Organizational Committee as the NCCP Oversight Committee for the administration of future activities and operations
- f. Require the Oversight Committee to provide a semiannual report and accounting of the revenues, expenditures and activities of the NCCP in April and October of each year

Alamance County Board of Commissioner unanimously voted to approve the recommendation and will add it to their March 2, 2015 meeting agenda.

Mayor Peterman asked the Graham City Council to agree to have items “a” thru “f” put on their March 2015 Consent Agenda. All approved the recommendation.

Mayor Stephenson asked the Mebane City Council to agree to have the same recommendations to be put on their March 2015 meeting agenda. All approved the recommendation.

There being no further business, the meeting was officially adjourned at 5:21 p.m.

At 5:21 p.m. Council Member Kimrey made a motion to adjourn, seconded by Council Member Albright. All voted in favor of the motion.

Darcy Sperry, City Clerk

**CITY OF GRAHAM
REGULAR SESSION
TUESDAY, FEBRUARY 24, 2015
8:00 A.M.**

The City Council of the City of Graham met in special session at 8:00 a.m. on Tuesday, February 24, 2015, in the Conference Room of the City of Graham Police Department located at 216 S. Maple Street.

Council Members Present:

Mayor Jerry Peterman
Mayor Pro Tem Jimmy Linens
Council Member Jim Albright
Council Member Chip Turner
Council Member Lee Kimrey

Also Present:

Frankie Maness, City Manager
Darcy Sperry, City Clerk
Michael Leinwand, Special Projects Coordinator
Melody Wiggins, Recreation & Parks Director
Jeff Prichard, Police Chief
John Andrews, Fire Chief
Terry Worth, Public Works Director
Victor Quick, Utilities Director
Sandra King, Finance Director

Mayor Jerry Peterman called the meeting to order and presided at 8:22 a.m.

Mayor Pro Tem Jimmy Linens gave the invocation.

Council Members engaged in breakfast with the attendees and Police Department staff followed by a tour of the Department led by Police Chief Jeff Prichard.

Council Members discussed with Chief Prichard implementing monthly “Town Meetings” with Graham residents. It was suggested that the meetings could take place in the morning at various restaurants thru out the City.

Prefacing the Fiscal Year 2015-2016 Budget

City Manager Frankie Maness briefly discussed the purpose of the meeting – which was to provide information about major topics that will affect the upcoming budget cycle. Mr. Maness presented an overall update on the status of the FY 2014-2015 Budget and various projects underway. He stated that generally speaking, our Budget numbers look good, despite receiving less support from the State. In addition, he stressed the importance of preserving the City’s assets – material as well as staff. Mr. Maness noted that the last pay study for Graham was done in 2007.

Mr. Maness indicated that tax revenues look good while sales tax revenue is better than expected – which bodes well for the General Fund. He stated that the Water & Sewer Fund numbers look to be in line with what was projected. He further advised that the Garage Fund revenues are down mainly due to Alamance County’s decision to take their vehicles elsewhere for service – leading to less billable hours. Mr. Maness informed Council Members that the City’s Wellness Program

achieved one hundred (100) percent employee participation as of December 31, 2014. This will lead to a five (5) percent credit in the City's insurance premium.

Discussion of 2016-2020 Capital Improvement Plan

Mr. Maness spoke of several areas that need attention throughout the City. He alerted Council Members to the fact that there are many costs that are State and Federally mandated and have to be paid. Council Members and Mr. Maness discussed the proposed 2016-2020 Capital Improvement Plan Summary draft. Mr. Maness advised Council that more information will be provided later in the Budget process as the two processes will run concurrent.

Roundtable Discussion with Department Heads

Chief Prichard stated that his priorities in the upcoming FY is the addition of an Animal Control Officer, two (2) Canine Officers.

Utilities Director Victor Quick discussed the need to repair/replace the Boyd Creek and Back Creek lift stations. He spoke of the need to replace media filters and mixers at the Graham-Mebane Water Plant, installing fire protection systems where needed and parking lot resurfacing.

Public Works Director Terry Worth identified street resurfacing as his Department's biggest need. He indicated that we are currently averaging one (1) mile of paving per year – while we should be completing four (4) miles per year. He indicated that the money that was allocated for resurfacing is being used for repairs instead. He also advised the need for a new rear loading garbage truck and a new street sweeper.

Fire Chief John Andrews advised Council that renovations to the existing fire station, a new brush truck and a new vehicle for the Fire Inspector are his priorities. He also suggested that we start the planning process for a new fire substation that will help to better serve Graham as it grows.

Recreation and Parks Director Melody Wiggins addressed the need for renovations on multiple buildings. In addition, she suggests purchasing thirty-two (32) acres of land adjacent to the old dam as well as installing security fencing at the lake to protect from landowner intrusion into our buffers. She also pointed out the need for four (4) new vehicles throughout the Recreation, Graham Mebane Lake and Athletic Facilities Budgets.

Finance Director Sandra King pointed out the increase in transactions from previous years, with less staff. She stated that she would like to add a full time Meter Reader in the upcoming budget. She also presented the Council with an alternative to the audit and financial statement preparation process.

Following lunch, Mayor Pro Tem Jimmy Linens made a motion to adjourn at 12:55 p.m., seconded by Council Member Chip Turner. All voted in favor of the motion.

Darcy Sperry, City Clerk

MEMO

DATE: FEBRUARY 27, 2015
TO: CITY COUNCIL & FRANKIE MANESS
FROM: SANDY P. CALLAHAN
RE: DELINQUENT REAL PROPERTY ADVERTISING

I am requesting that the annual delinquent real property advertising date be postponed from March 19, 2015 to March 26, 2015 to allow sufficient time for delinquent notices to be sent to taxpayers. According to N.C.G.S. 105-369(b1) delinquent notices must be mailed 30 days prior to the advertising date. All delinquent letters were mailed by February 25, 2015.



To: City Council
Date: March 3, 2015
From: Darcy Sperry, City Clerk
Re: **Amendments to Code of Ordinances, City of Graham, North Carolina,
OFFICIALS Page**

Existing Officials:

Gerald Peterman
Mayor

Jimmy G. Linens
Mayor Pro Tem

Baker Lee Kimrey
James M. Albright
Brice Caldwell Turner, II
City Council

Jesse Franklin Maness
City Manager

Keith Whited
City Attorney

Abby R. Burgess
City Clerk

Amendments: AMEND AS FOLLOWS: effective 1/02/2015

Gerald R. Peterman
Mayor

Jimmy G. Linens
Mayor Pro Tem

Baker Lee Kimrey
James M. Albright
Brice Caldwell Turner, II
City Council

Jesse Franklin Maness
City Manager

Keith Whited
City Attorney

Darcy L. Sperry
City Clerk



STAFF REPORT

SUBJECT:	CLOSING STREETS FOR 2015 THURSDAY AT SEVEN CONCERT SERIES
PREPARED BY:	MELODY L. WIGGINS, DIRECTOR OF RECREATION AND PARKS

REQUESTED ACTION:

The Graham Recreation and Parks Department requests the closure of the 100 block of W. Elm St. from 5:00pm – 11:00pm for the Thursday at Seven Concert Series on the following dates: May 28th : The Holiday Band, June 25th: The Pizazz Band, July 23rd: The Castaways, August 27th: The Attractions Band, September 24th: The Hip Pocket Band.

BACKGROUND/SUMMARY:

This is the same request that the Recreation and Parks Department has brought before you in previous years. We ask the streets be closed early so the bands can set up and the street prepared for the concert.

FISCAL IMPACT:

N/A

STAFF RECOMMENDATION:

The Recreation and Parks Department recommends the closure of the 100 block of W. Elm St. for the Thursday at Seven Concerts from 5:00pm – 11:00pm beginning in May and concluding in September.

SUGGESTED MOTION(S):

I MAKE A MOTION THAT THE 100 BLOCK OF W. ELM ST. BE CLOSED FROM 5:00PM – 11:00PM ON MAY 28TH, JUNE 25TH, JULY 23RD, AUGUST 27TH AND SEPTEMBER 24TH FOR THE THURSDAY AT SEVEN CONCERT SERIES.



STAFF REPORT

Prepared by Nathan Page, Interim City Planner

Apex View UBD and Community Center (SUP1501)

Type of Request: Special Use Permit

Meeting Dates

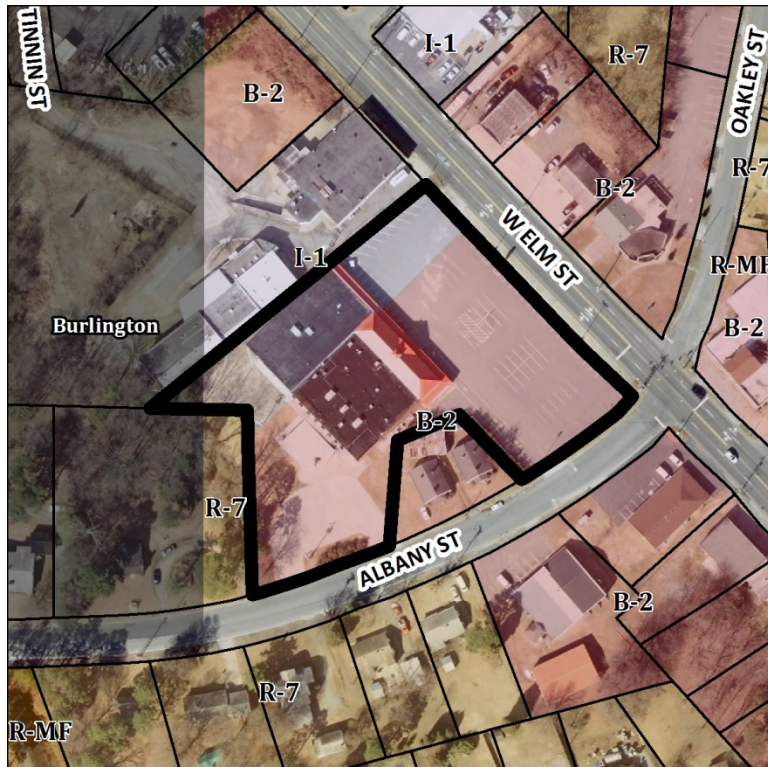
Planning Board on February 17, 2015
City Council on March 3, 2015

Contact Information

Thangaraju Muruegsan
503 Front Ridge Dr. Cary NC 27519
919-308-0255
apexview14@yahoo.com

Summary

This is a request for a Special Use Permit for a Community Center and Unified Business Development (UBD) for property located at 602 W. Elm St. There is an existing building on the site – previously the Simmons Center. The existing drive-thru is to be utilized. The total building square footage is 23,000, with two 4,000 sq ft units, and one 15,000 sq ft unit. Additionally, one of the smaller units is proposed as a community center.



Location

602 W. Elm St

GPIN: 8874759635

Proposed Special Use

Unified Business Development
and Community Center

Current Zoning

Light Industrial (I-1) and General
Business (B-2)

Overlay District

N/A

Surrounding Zoning

B-2, R-7, & I-1

Surrounding Land Uses

Single Family Houses, Duplex
Houses, General Businesses &
Light Industrial

Public Water & Sewer

Yes

Floodplain

No

Staff Recommendation

Approval

This site was originally developed in 1967, as a multi-tenant building (unified business development). This occurred before the adoption of a Special Uses clause for buildings with multiple tenants in our ordinance. However, given that the site remained vacant for greater than 180 days, a new Special Use Permit is now required to allow for multiple tenants. The location currently has 110 parking spaces.

The building, with a total of about 23,000 sq ft, was subdivided into three units (1, 2, and 3). Unit 1 is about 15,000 sq ft and was used as a supermarket/grocery and meat market business. Units 2 and 3, about 4,000 sq ft and 4,100 sq ft, remained vacant spaces that can be used for any purpose. Currently, one prospective tenant intends to use Unit 2 to run a Party hall/Event center/Community center. Some other proposed uses are to run a non-profit adoption and rescue center, church, gym, or dollar tree etc. in Unit 3.

Since the proposal is to use an existing building as is, no landscaping is required to be installed by the owner. However, if the owner were to expand over 3,000 sq ft or begin new construction, they would have to meet landscaping requirements in relation to the expansion or new construction.

Conformity to the *Growth Management Plan (GMP)* and Other Adopted Plans

Planning District: North

Development Type: Highway Commercial

Applicable Goals to Guide Us into the Future

- 6.1.2. Continue to support efforts that identify, restore and/or reuse cultural and historic structures, buildings, monuments, and neighborhoods. *The existing structure was constructed in 1967, and this special use permit would allow a reuse of the building which has been vacant for some time.*
- 6.2.3. Provide various and adequate community facilities for all residents throughout the city. *This special use permit would allow a privately owned community center facility in the northern part of the city.*
- 6.3.2 Encourage commercial development that utilizes effective landscaping and buffering to aid in improving the overall aesthetics of the community. *The development on this site pre-dates current landscaping ordinances. Unless alterations specified above take place, no landscaping will be required.*
- 6.3.2. Prohibit the encroachment of commercial development into established or planned residential areas. *The building is located in an identified highway commercial corridor.*
- 6.3.8. Encourage the reuse and revitalization of unused or underutilized structures and properties. *This special use permit would allow new uses in an existing building which has been underutilized.*

Description of Development Type

North

Development Toolkit Checklist

Located near a major thoroughfare

With commercial and Office/Institutional Uses

Characteristics include strip development, automobile orientation, sidewalks, landscaping, buffering, on-site parking

10.001 to 100,000 sq ft of retail

Infrastructure includes water, sewer, street connectivity and underground utilities

Applicable Planning District Policies and Recommendations

- 7.3.4.1.1. Encourage infill development within the district, as well as redevelopment efforts of deteriorating structures. *This special use permit would permit the reuse of a building designed as a shopping center.*
- 7.3.4.1.5. Prohibit the continuation of additional commercial strip development along major thoroughfares. *The development will not add additional commercial strip, but reuse a site which was already developed as auto-oriented.*

DRAFT Findings of Fact and Conclusions

In granting a special use permit, the City Council shall find that all of the six conditions listed below have been met, or it shall be denied. Staff has prepared the following DRAFT findings of fact for each of the six conditions. These findings should be modified by the Council as it considers its decision.

1. All applicable regulations of the zoning district in which the use is proposed are complied with.
 - *The property is zoned B-2 and I-1. "Unified Business Development" is permitted in both the B-2 and I-1 districts. The property will allow all uses allowed in a B-2 district, with the exceptions as noted our ordinance, under section 10.149.*
 - *The existing signs appear to conform to our ordinance. Any new or replaced signs will need sign permits.*
 - *The existing building may be nonconforming with respect to side and rear yard setbacks, but no new construction is proposed that would increase these nonconformities.*
 - *The property may also be nonconforming with regards to screening of adjacent residentially zoned properties.*
2. Conditions specific to each use, identified by the Development Ordinance, are complied with.
 - *There are no conditions specific to "community centers."*
 - *All uses permitted in the B-2 district are permitted in a Unified Business Development, with the exception of certain uses which are not permitted. The only use specified for this Unified Business Development is the community center. That use is permitted in the B-2 district with a special use permit, and is not prohibited in Unified Business Developments. All future uses to be located within the UBD will be required to obtain a Zoning Permit prior to occupancy.*
 - *All uses shall be completely enclosed in buildings except for plant sales, sidewalk cafes, and permitted drive-in uses. The proposed uses are completely enclosed, with the exception of the proposed drive-thru window. Drive-in establishments offering goods or services directly to customers in parked cars shall be permitted only when the locations of the builds and access drives have been approved by the city council. This proposal includes a drive-thru window, which is seeking the approval of City Council.*
 - *An opaque screen shall be provided wherever, in the city council's judgment, such screening is necessary to shield adjacent residential districts. There is a residential zone to the rear of the building, zoned R-7, and currently occupied by single family residential.*
 - *Off-street parking for 110 spaces is currently provided. A 15,000 sq ft grocery would require 75 spaces, the 4,100 sq ft community center 21 spaces, and a 4,000 sq ft service establishment dealing frequently with the public another 20. This would require a total of 116. However, if the*

uses are service establishments dealing infrequently with the public and low-volume retailers, the smaller units could require as little as 14 additional parking spaces, for a total of 89. If all three units require 1 spot per 200 sq ft (the required for high volume retail, service establishments dealing frequently with the public, and community centers), the site would require 6 additional spaces.

- *The property is located along a major thoroughfare, minor arterial, or collector street (existing or proposed). This UBD abuts West Elm Street/Highway 87, which is a principal arterial.*
 - *The property is also nonconforming for landscaping, but would not be required to meet current ordinances unless the site adds more than 3,000 sq ft. or constructs a new building. In which case, said modifications would only be required in relation to the expansion or new construction.*
3. The use will not materially endanger the public health or safety if located where proposed and developed according to the plan as submitted.
 - *The reuse of the location as a shopping center will not materially endanger the public health or safety.*
 4. The use will not substantially injure the value of adjoining property or that the use is a public necessity.
 - *The proposed UBD will not substantially injure the value of adjoining property.*
 5. The location and character of the use if developed according to the plan as submitted will be in harmony with the area in which it is to be located and in general conformity with the plan of development for the Graham planning area.
 - *The community center and unified business district will be located along a major road in a highway commercial corridor and is in general conformity with the Growth Management Plan 2000-2020*
 6. Satisfactory provision has been made for the following, when applicable: vehicle circulation, parking and loading, service entrances and areas, screening, utilities, signs and lighting, and open space.
 - *Public water and sewer, parking and loading, service entrances and areas, utilities, and signs and lighting are satisfactorily provided.*
 - *Vehicle circulation is being proposed to remain as is. City Council must approve the proposed location of the drive-thru window, as well as access drives.*
 - *Parking is being proposed to remain as is.*

Staff Recommendation

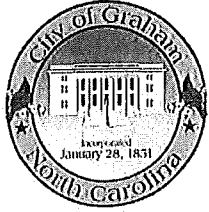
Based on the *Growth Management Plan 2000-2020* and the *City of Graham Development Ordinance*, staff **recommends approval** of the Special Use Permit. The following supports this recommendation:

- The development furthers goals of the *Growth Management Plan* and is in conformance with the Highway Commercial development type.
- The development meets all six conditions required by Section 10.144 of the *Development Ordinance*.

RECEIVED

JAN 21 2015

CITY OF GRAHAM
INSP. / P.Z.



Application for SPECIAL USE PERMIT

P.O. Drawer 357
201 South Main Street
Graham, NC 27253
(336) 570-6705
Fax (336) 570-6703
www.cityofgraham.com

Uses shown as "S" in the *City of Graham Development Ordinance*, Section 10.135 Table of Permitted Uses, require a Special Use Permit before the use will be permitted in the zoning district. Applicants are strongly encouraged to consult with the City Planner to understand the requirements for the proposed special use and the information that will be needed as part of this application.

Site

Street Address: 602 W. Elm Street, Graham, NC
Tax Map#: 134490 GPIN: 8874759635
Current Zoning District(s): B-2 and I-1
Overlay District, If applicable:
 Historic S Main St/Hwy 87 E Harden St/Hwy 54
Current Use: Vacant building
Property Owner: APEX VIEW VENTURES, LLC
Mailing Address: 1608 BRAMBLETON COURT
City, State, Zip: GRAHAM, NC 27253
Phone # (952) 942-8714
Email: APEXVIEW14@YAHOO.COM

Applicant and Project Contact

Name: THANGARAJU MURUEGSAN
 Property Owner Other _____
Mailing Address: 503 FRONT RIDGE DR
City, State, Zip: CARY, NC 27519
Phone # (919) 308-0255
Email: APEXVIEW14@YAHOO.COM

I certify that all information furnished is true to the best of my knowledge. I have provided all information needed to demonstrate that all requirements of the proposed special use will be met.

[Signature] Jan 21, 2015
Signature of Applicant Date

Signature of Property Owner Date
(if other than applicant)

Office Use Only. DEVID# SUP 1501

Proposed Special Use

Proposed Use (from Sec. 10.135 Table of Permitted Uses):
Community center Unified Business Development

Check if this use is also listed in
Section 10.149 Special uses listed

This application **must include sufficient information** to demonstrate that all requirements of the proposed special use will be met. Check which of the following are submitted with this application:

- Preliminary Site Plan
- Descriptive Information

The building with about 23000 sqft. was subdivided into three Units (1, 2 and 3).

The Unit 1 with about 15000 sqft was used for supermarket/grocery and meat market business while the Unit 2 (about 4000 sqft.) and Unit 3 (about 4100 sqft.) were never been used for anything rather they were maintained as vacant spaces/open spaces that can be used for any purposes.

Currently, one of our prospective tenants intended to use Unit 2 to run a Party hall/Event center/Community center.

Some others proposed to run a non-profit adoption and rescue center, church, gym and dollar tree etc. in Unit 3.

The building has 110 parking spaces.

Additional sheets of Descriptive Information

Because applications for a Special Use Permit go through the public hearing process, applicants are encouraged to contact neighboring property owners prior to the public hearing.

Other Requirements

NCDOT Driveway Permit, if a new or relocated driveway is proposed on a NCDOT road, or for existing driveways if the use of the property is changing



PLANNING BOARD Recommendation & Statement of Consistency

Per NCGS 160A-383, zoning regulations shall be made in accordance with an adopted comprehensive plan and any other officially adopted plan that is applicable. The Planning Board shall advise and comment on whether the proposed amendment is consistent with the "City of Graham Growth Management Plan 2000-2020" and any other officially adopted plan that is applicable. The Planning Board shall provide a written recommendation to the City Council that addresses plan consistency and other matters as deemed appropriate by the Planning Board, but a comment by the Planning Board that a proposed amendment is inconsistent with the "City of Graham Growth Management Plan 2000-2020" shall not preclude consideration or approval of the proposed amendment by the City Council.

Apex View UBD and Community Center (SUP1501)

Type of Request
Special Use Permit

Meeting Dates
Planning Board on February 17, 2015
City Council on March 3, 2015

- I move to **recommend APPROVAL** of the application as presented.
- I move to **recommend APPROVAL with the following conditions:**
- o [Insert additional or other conditions]
- I move to **recommend DENIAL.**

-
- The application is **consistent** with the *City of Graham Growth Management Plan 2000-2020*.
- The application is **not fully consistent** with the *City of Graham Growth Management Plan 2000-2020*.

This report reflects the recommendation of the Planning Board, this the 17th day of February, 2015.

Attest:

Andy Rumley, Planning Board Chair

Martha Johnson, Secretary



STAFF REPORT

SUBJECT:	NORTH CAROLINA COMMERCE PARK (NCCP) RECOMMENDATIONS
PREPARED BY:	FRANKIE MANESS, CITY MANAGER

REQUESTED ACTION:

Approve the recommendations of the NCCP Organizational Committee.

BACKGROUND/SUMMARY:

In May 2013, the City approved entering into a compact with Alamance County and the City of Mebane to establish an Economic Development Zone in the Hawfields area. The compact called for the establishment of an organizational committee to develop policies and procedures as well as make recommendations to the governing boards to effectuate the development of the Zone. The organizational committee presented its report and recommendations to the three governing boards at a special joint meeting on February 19, 2015 where each board, by consensus, agreed to the recommendations and ordered they be placed on their respective agendas for form

- a. Approve the name of the zone as the "North Carolina Commerce Park."
- b. Appoint the Chamber of Commerce as the "NCCP Representative" to work with property owners to:
 - i. Negotiate an agreed upon option to sell their land;
 - ii. In exchange for providing services for site certification, marketing and master planning of the NCCP.
- c. Appropriate \$100,000 each (\$300,000 total) to the Alamance County Chamber of Commerce to be placed in a NCCP Fund to pay for expenses associated with site certification, marketing and master planning within the NCCP.
- d. Approve the creation by Graham and Mebane of an overlay zoning district that will maintain development standards within the park.
- e. Appoint the Organizational Committee as the NCCP Oversight Committee for the administration of future activities and operations.
- f. Require the Oversight Committee to provide a semiannual report and accounting of the revenues, expenditures, and activities of the NCCP in April and October of each year.

FISCAL IMPACT:

The committee recommends an initial appropriation for \$100,000 for site certification, marketing and master planning (A cost breakdown is attached). Additional, but lesser appropriations are likely required in subsequent years for recertification and continued marketing. Staff recommends this appropriation be made from retained earnings (fund balance) in the General Fund.

STAFF RECOMMENDATION:

Approval. A strategic and unified approach to the development of the NCCP will help to maximize the return on the public investment in the park, ensure orderly development, identify and protect critical natural resources, and forward the goal of job creation and expansion of the tax base.

SUGGESTED MOTION(S):

I move we approve the six (6) recommendations of the NCCP Organizational Committee.

Estimates for Certifying and Marketing NC Commerce Park

Requirements for Certified Site		Estimate
Title Searches		\$20,000
Survey ("Paper" boundary survey, not ground survey)		\$25,000
Environmental Reports		
Phase I Environmental Site Assessment		\$10,000
Wetlands Determination		\$8,000
Wetlands Mitigation Plan		\$3,000
Rare or Endangered Plant and/or Animal Species		\$4,500
Archeological Report		\$3,500
Water Bodies Map		\$3,000
Geotechnical Study		\$30,000
Development Plan		
Topographic Map		incl. in Dev. Plan
Site Development Cost Estimate		incl. in Dev. Plan
Master Development Plan		incl. in Dev. Plan
Buildable Acres Map		incl. in Dev. Plan
Marketing Items		Estimate
Aerial Photography		\$10,000
Logo Design		\$15,000
Website		\$7,500
Signage - main entrances to park and Interstate		\$60,000
Promotional brochures, printed and electronic		\$20,000
Conceptual Site plans on various parcels, brochures for each		\$10,000
Project Related Expenses		Estimate
Conceptual Site Plans (\$500/plan, estimate 3 plans per month)		\$18,000
Estimated Total Expenses		\$287,500



STAFF REPORT

SUBJECT:	BUDGET AMENDMENT FOR NCCP APPROPRIATION
PREPARED BY:	FRANKIE MANESS, CITY MANAGER

REQUESTED ACTION:

Adopt Amendment to Fiscal Year 2014 – 2015 Budget Ordinance for appropriation to NCCP.

BACKGROUND/SUMMARY:

The NCCP Organizational Committee recommends an initial appropriation for \$100,000 for site certification, marketing and master planning. Staff recommends this appropriation be made from retained earnings (fund balance) in the General Fund.

FISCAL IMPACT:

A reduction of \$100,000 in undesignated fund balance.

STAFF RECOMMENDATION:

Approval.

SUGGESTED MOTION(S):

I move we approve the Amendment to the Fiscal Year 2014 -2015 Budget Ordinance for appropriation to NCCP.

BE IT ORDAINED BY THE CITY COUNCIL of the City of Graham that the 2014 - 2015 Budget Ordinance shall be and is hereby amended as follows:

Section 1: General Fund Expenditures			
	APPROVED	AMENDED	DIFFERENCE
Non-Departmental Administration	722,520	822,520	100,000
Section 2: General Fund Revenues			
Fund Balance	714,750	814,750	100,000