

**CITY OF GRAHAM**  
**REGULAR SESSION AGENDA**  
**TUESDAY, JUNE 5, 2018**  
**7:00 P.M.**

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

**1. Consent Agenda:**

- a. Approval of Minutes – May 1, 2018 Regular Session
- b. Approval of Minutes – May 18, 2018 Special Session
- c. Tax Releases
- d. Appoint Diana Cummings to Historical Museum Advisory Board with a term of June 5, 2018 - June 30, 2019
- e. Appoint Jeanette Beaudry to Historical Museum Advisory Board with a term of July 1, 2018 - June 30, 2020
- f. Appoint Jan Peterman to Historical Museum Advisory Board with a term of July 1, 2018 - June 30, 2021
- g. Appoint Tim Beshel to Recreation Commission with a term of July 1, 2018 - June 30, 2021
- h. Appoint Jan Peterman to Appearance Commission with a term of July 1, 2018 – June 30, 2021
- i. Appoint Vanessa Coble to Appearance Commission with a term of July 1, 2018 – June 30, 2021
- j. Appoint Tom Loy to Tree Board with a term of July 1, 2018 – June 30, 2021
- k. Appoint Eric Crissman to Tree Board with a term of July 1, 2018 – June 30, 2021
- l. Approve Resolution to Adopt the 2017 Local Water Supply Plan
- m. Approve FY 2017-2018 Budget Amendments

**2. Old Business:**

- a. Public Hearing: System Development Fees
- b. Public Hearing: Adoption of Budget Ordinance for FY 2018-2019
- c. Approve Resolution Establishing Water and Wastewater Capital Reserve Fund
- d. Public Hearing: New Street Duplex (SUP1801). Application by Mohammad Bhatti for a new duplex at 708 ½ New Street, GPIN 8884076833
- e. Approve Temporary Outdoor Sales Ordinance

**3. Requests & Petitions from Citizens:**

- a. Request from Daniel and Lisa Alvis to close the West Elm Street Parking Lot from 9:00 a.m.-11:00 p.m. on Saturday, August 25, 2018 for a benefit for Little Pink Houses of Hope

**4. Recommendations from Planning Board:**

- a. Public Hearing: Temporary Outdoor Sales (AM1801). Application by Chelsea Dickey to amend the Development Ordinance to regulate temporary sales in the Code of Ordinances
- b. Public Hearing: Fencing in Overlays (AM1802). Application by the Planning Board to clarify the appearance of fencing within the Overlay Districts
- c. Public Hearing: Shamrock Post Southern Loop (CR1801). Application by Jimmy Collins for new Conditional Zoning for additional homes within the old Southern Loop Route (GPIN 8873328657, 8873239224, 8873239631)

**5. Boards and Commissions Appointments:**

- a. Alamance County Library Committee (1 vacancy, Council to make recommendation)
- b. Historic Resources Commission (1 vacancy)
- c. Housing Authority (1 vacancy)
- d. Planning Board/Board of Adjustment (1 vacancy)

**6. Approve Resolution Authorizing Application to the NCDOT Rural Economic Development Division Building Reuse Grant Program for Expansion of Steve's Garden Market and Butchery**

**7. First Reading: Amendment to the City of Graham Code of Ordinances – Chapter 16 – Solid Waste**

**8. Issues Not on Tonight's Agenda**

**CITY OF GRAHAM  
REGULAR SESSION  
TUESDAY, MAY 1, 2018  
7:00 P.M.**

The City Council of the City of Graham met in regular session at 7:00 p.m. on Tuesday, May 1, 2018, in the Council Chambers of the Municipal Building located at 201 South Main Street.

**Council Members Present:**

Mayor Jerry Peterman  
Mayor Pro Tem Lee Kimrey  
Council Member Griffin McClure  
Council Member Chip Turner  
Council Member Melody Wiggins

**Also Present:**

Frankie Maness, City Manager  
Aaron Holland, Assistant City Manager  
Darcy Sperry, City Clerk  
Keith Whited, City Attorney  
Nathan Page, Planning Director  
Jeff Prichard, Police Chief

Mayor Jerry Peterman called the meeting to order and presided at 7:00 p.m. Council Member Griffin McClure gave the invocation. Eli Rachlin, 8<sup>th</sup> grade student at A.L. Stanback Middle School, played the Star Spangled Banner on trumpet.

**Preliminary Water and Wastewater System Development Fee Analysis:**

Mr. Glynn Fleming of the City's engineering firm Alley, Williams, Carmen & King (AWCK), presented Council with a preliminary draft of the City's written System Development Fee Analysis which was prepared in accordance with, and satisfies the requirements of, North Carolina House Bill 436 (HB-436). Mr. Fleming highlighted the Impact Fee, Equivalent Residential Unit, System Buy-In Method, System Buy-In Fee and Maximum System Development Fees as part of his presentation. Mr. Fleming, Council Members and staff briefly discussed the proposed fees and how they line up with current fees. City Manager Frankie Maness advised that our current fee for water is too high while our fee for sewer is too low. Mr. Maness added that Council will have to take action and repeal the old fees and adopt new fees, even if they differ from what AWCK has proposed.

Ms. Jennifer Talley of 808 Sideview Street Graham stepped forward and asked about minimum fee amounts. Mr. Maness stated that the City is not required to charge any fees and while the fees proposed by AWCK are the maximum allowed, Council has the ability to set lower fees if they so choose. With no further discussion, Mayor Peterman advised that we will set a Public Hearing and vote on this at the June 5, 2018 meeting.

**Consent Agenda:**

- a. Approval of Minutes – April 3, 2018 Regular Session*
- b. Tax Releases & Refunds*

**CITY OF GRAHAM  
RELEASE ACCOUNTS**

**MAY COUNCIL MEETING**

<u>ACCT #</u>	<u>YEAR</u>	<u>NAME</u>	<u>REASON FOR RELEASE</u>	<u>AMOUNT RELEASED</u>
146012	2008	EASTER, JAMES EARL	MOBILE HOME DOUBLE LISTED W/ #558799	16.89
146012	2009	EASTER, JAMES EARL	MOBILE HOME DOUBLE LISTED W/ #558799	16.20
146012	2010	EASTER, JAMES EARL	MOBILE HOME DOUBLE LISTED W/ #558799	13.80

**CITY OF GRAHAM  
REFUNDS**

**MAY COUNCIL MEETING**

<u>ACCT #</u>	<u>YEAR</u>	<u>NAME</u>	<u>REASON FOR REFUND</u>	<u>REFUND AMOUNT</u>
639005	2017	LACY MICHAEL LITTLES	QUALIFIED DISABLED VETERANS EXEMPT	204.75
655393	2016	ELLA S SHOFFNER REVOC L/E	PREVIOUSLY QUALIFIED FOR SCE, BUT CODE HAD BEEN REMOVED IN ERROR	486.05
655393	2017	ELLA S SHOFFNER REVOC L/E	PREVIOUSLY QUALIFIED FOR SCE, BUT CODE HAD BEEN REMOVED IN ERROR	511.97

- c. Request from the Recreation and Parks Department to close the 100 block of East Elm Street and the 100 block of West Elm Street from 12:00 p.m.-10:00 p.m. on June 23, 2018 for the 2018 Slice of Summer Festival*
- d. Request from the Recreation and Parks Department to close the 100 block of East Elm Street from 12:00 a.m.-11:00 p.m. and the 100 block of West Elm Street from 5:00 p.m.-11:00 p.m. on October 26, 2018 (Rain Date October 27, 2018) for the Downtown Pumpkin Bash*
- e. Appoint Jerry Cummings to the Graham Historical Museum Advisory Board. Term to expire June 30, 2021*
- f. Appoint Carla Smith to the Graham Historic Resources Commission. Term to expire June 30, 2020*
- g. Request from Alamance County Manager Bryan Hagood to block off the north and south side of West Elm Street from Maple Street to the first turnaround in the island past the Criminal Courts Building from 9:30 a.m.-1:00 p.m. on May 28, 2018 for the Annual Memorial Day Ceremony*
- h. Approve Audit Contract with Stout Stuart McGowen & King, LLP*

Mayor Peterman asked if anyone would like to pull any of the items from the Consent Agenda. Mayor Pro Tem Lee Kimrey asked to pull item "h".

Council Member McClure made a motion to approve items "a", "b", "c", "d", "e", "f" and "g" on the Consent Agenda, seconded by Council Member Chip Turner. All voted in favor of the motion.

Mayor Pro Tem Kimrey asked City Manager Frankie Maness if the agreement in place with Cobb, Ezekiel, Loy & Company and Stuart Stout McGowen & King is still working.

Mr. Maness advised that the process in place continues to work well for the City. With no further comments, Mayor Pro Tem Kimrey made a motion to approve item “h” on the Consent Agenda, seconded by Council Member Melody Wiggins. All voted in favor of the motion.

### **Old Business:**

#### ***a. Temporary Outdoor Sales Ordinance Update***

Assistant City Manager Aaron Holland updated Council on the progress of the Temporary Sales Ordinance staff has been working on. He stated that tonight’s proposal reflects changes made since last month’s meeting. He advised that based on meetings with individuals since last month, some language has been revised.

Following Mayor Peterman statement that Council will not vote on this until the June 5, 2018, Council Members and staff discussed the proposal. Council Members and staff briefly discussed food truck aesthetics, permit length, food trucks in our parks, liability insurance and the overall definition of Temporary Outdoor Sales. Mr. Holland advised that Temporary Outdoor Sales encompasses a lot more than just food trucks.

Mr. Joshua Readling of 805 South Main Street Graham stepped forward and informed Council that he and his wife are looking to open a farmers market on the vacant lot located at 805 South Main Street. He explained that his business is open for approximately 8-9 months per year and expressed concern with the proposed 20 days per year included in the Temporary Outdoor Sales Ordinance. He stated that he along with his engineer, Mr. Chad Huffines, have been working with City staff to try and figure out a way to allow him to locate his business on this lot.

Mr. Huffines of 505 East Davis Street Burlington stepped forward to address Council on Mr. Readling’s behalf. He advised that he is the civil engineer on this project and spoke of his client’s difficulty in meeting the current Highway 87 Overlay requirements. Mr. Huffines asked Council to consider changing our ordinance(s) to allow his client to operate his business at this location. Mayor Peterman advised that this Council does not take action on any item not on tonight’s agenda and the earliest they would entertain a recommendation to change any ordinance at the minimum would be at next month’s meeting.

Mr. Barry Coe of 214 North Marshall Street Graham stepped forward and expressed concern with the City wanting to restrict the number of days food trucks can operate. He further stated that he is not sure what the public interest is with this ordinance and is not sure why Council would care about permanent versus temporary. Mayor Peterman stated that Council is trying to allow for temporary sales.

Mr. Nathan Boyd of Payne Oil Company, 962 East Elm Street Graham stepped forward as the owner of the property Mr. Readling wishes to use for his business. He stated that he thinks Mr. Readling’s business would be an asset to Graham. He encouraged Council to find a way to allow Mr. Readling a way to operate his business at this location.

Ms. Jennifer Talley of 808 Sideview Street Graham stepped forward and stated that she thought Assistant City Manager Aaron Holland had stated that farmers markets would be exempt under this ordinance. Mr. Holland stated that only as an accessory use would that be the case.



By consensus, Council Members directed staff to look into the current ordinances and see if we can find a solution before next month's meeting.

***b. Downtown Infrastructure Grant***

Mr. Maness explained that at last month's Council meeting, the City received a proposal for a Downtown Infrastructure Matching Grant. After doing some research, Mr. Maness outlined the various programs currently offered to Downtown businesses. He stated that while we cannot at this time fund such a request on a recurring basis, he would not want Council to dismiss this proposal and recommends further analysis and investigation into the proposed program.

Following a brief discussion between Council Members and staff, consensus was given to have staff look further into this.

**Requests & Petitions from Citizens:**

***a. Public Hearing: New Street Duplex (SUP1801). Application by Mohammad Bhatti for a new duplex at 708 ½ New Street, GPIN 8884076833***

Mr. Page advised that this quasi-judicial request had been tabled by the Planning Board and recommended that Council follow suit. He further added that we would not be required to re-advertise this Public Hearing if Mayor Peterman were to open the Hearing, receive input from those who wish to speak and then continue the Hearing to next month's Council meeting.

Mayor Peterman polled the Council to see if anyone has had any ex parte communication. Mayor Pro Tem Kimrey stated he has received a question from a family member who lives near the subject property. Mayor Pro Tem Kimrey stated that he was asked to explain what a quasi-judicial hearing was and what could be expected at a quasi-judicial hearing. By consensus, Council Members did not feel as if Mayor Pro Tem Kimrey should recuse himself from these proceedings.

Mayor Peterman opened the Public Hearing. Council Member Turner made a motion to continue this hearing until next month, seconded by Mayor Pro Tem Kimrey. All voted in favor of the motion.

***b. Public Hearing: Melville Street Duplex (SUP1802). Application from Tanya Dunbar-Stone for construction of a new duplex at 306 and 308 South Melville Street, GPIN 8884227612***

Mr. Page advised that this request had been withdrawn by the applicant on April 11, 2018, after the Public Hearing notice had been published. He recommended Council accept the withdrawal.

Council Member Wiggins made a motion to accept the withdrawal, seconded by Council Member Turner. All voted in favor of the motion.

**Dr. William Harrison, Alamance Burlington School System**

Dr. William Harrison of the Alamance Burlington School System spoke about the vision and upcoming plans for the school system. He spoke of the bond referendum that Alamance County taxpayers will vote on in the upcoming election and asked Council to endorse the school projects and talk positively about them.

Council Members and Dr. Harrison briefly discussed the school board's plans for Graham High School and the new high school included in the proposal.

### **Burlington-Graham Urban Area Metropolitan Planning Organization Funding Request:**

Mr. Page explained that Burlington-Graham Metropolitan Planning Organization (BGMPO) has received the preliminary scores for the Statewide Mobility Projects, including aviation, bicycle, pedestrian, and automobile projects. Under the current regulations, the State of North Carolina pays the match for aviation and automobile projects and requires the local jurisdictions to provide a 20% match for bicycle and pedestrian projects. Mr. Page added that the remaining funds are from the Federal Transportation allocation. He outlined the four projects, in order of priority as identified by NCDOT:

1. **South Main Street from Gilbreath St to Ivey Road**
  - a. Estimated cost for Graham is \$108,000
2. **West Elm Street/ Webb Avenue from Highway 54 to Williamston Street (10% Graham, 10% Burlington)**
  - a. Estimated cost for Graham is \$18,100
3. **East Harden Street from Pine Street to Ivey Road**
  - a. Estimated cost for Graham is \$46,400
4. **East Elm Street from Albright Avenue to Parker Street**
  - a. Estimated cost for Graham is \$40,000

Following a brief discussion between Council Members and staff by which it was agreed upon that Graham is fortunate to have this many projects receive high scores, Council Member Wiggins made a motion to approve the Resolution Authorizing a Funding Match for New Pedestrian Projects in Conjunction with NCDOT, seconded by Council Member Turner.

<p align="center"><b>RESOLUTION AUTHORIZING A FUNDING MATCH FOR NEW PEDESTRIAN PROJECTS IN CONJUNCTION WITH NCDOT</b></p> <p>WHEREAS, The North Carolina Department of Transportation ("NCDOT") requires a local funding match for all bicycle and pedestrian projects; and</p> <p>WHEREAS, the City has determined improving pedestrian safety and access is a necessity; and</p> <p>WHEREAS, the City has requested pedestrian sidewalks on NC 87, NC 54, and NC 49; and</p> <p>WHEREAS, the SPOT office of NCDOT has scored these projects as possible for construction before 2029;</p> <p>NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GRAHAM that:</p> <p>Section 1. City of Graham will provide a 20% local match for the aforementioned Projects, because it will enhance the safety of the traveling public.</p> <p>Section 2. The City of Graham City Council shall herein empower the City Manager to enter into a Municipal Agreement with NCDOT.</p> <p>Section 3. This resolution shall be effective upon passage.</p> <p>This the <u>1</u> day of <u>May</u>, 2018.</p>
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**Issues Not on Tonight's Agenda:**

Mr. Huffines asked Council to give staff direction on sidewalks along South Main Street and Auto Park Drive. Mayor Peterman stated he is hopeful to have an answer next month.

Ms. Talley asked Council to amend the overlay district, expressing concern over the recent demolition of the Scott-Mebane building on West Harden Street. Council Member Wiggins advised that the Historic Resources Commission is currently looking into identifying the Historic Overlay District.

Mayor Peterman asked Ms. Audrey Garton and Ms. Chelsea Dickey for an update on the upcoming Arts Festival in Downtown Graham later this month. Ms. Garton stated that she has already received approximately 2,000 RSVPs via Facebook and has several vendors lined up. Ms. Dickey advised that NCDOT approved the closure of Main Street between Pine Street and Harden Street for this event. Police Chief Jeff Prichard stated that he is still speaking to Ms. Dickey about the logistics of the event and he will determine how much of Main Street will have to be closed. Mr. Tom Boney of the Alamance News stepped forward and expressed concern that there was no notification of street closures prior to tonight's meeting.

Mayor Pro Tem Kimrey advised that he had recently been asked about public restrooms in the Downtown area.

Mr. Maness handed out the Fiscal Year 2018-2019 recommended budget for Council Members to review. It was decided that City Clerk Darcy Sperry would send out a Doodle Poll to see what date(s) might work best for the budget workshop.

At 9:25 p.m. Council Member Wiggins made a motion to adjourn, seconded by Mayor Pro Tem Kimrey. All voted in favor of the motion.

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Darcy Sperry, City Clerk

**CITY OF GRAHAM  
SPECIAL SESSION  
FRIDAY, MAY 18, 2017  
9:00 A.M.**

The City Council of the City of Graham met in special session at 9:00 a.m. on Friday, May 18, 2017, in the Conference Room of the Municipal Building located at 201 South Main Street.

**Council Members Present:**

Mayor Jerry Peterman  
Mayor Pro Tem Lee Kimrey  
Council Member Griffin McClure  
Council Member Chip Turner  
Council Member Melody Wiggins

**Also Present:**

Frankie Maness, City Manager  
Aaron Holland, Assistant City Manager  
Darcy Sperry, City Clerk  
Sandra King, Finance Director  
Darby Terrell, Administrative Intern

Mayor Jerry Peterman called the meeting to order and presided at 9:00 a.m.

Mayor Peterman asked City Manager Frankie Maness to discuss a proposal recently received by the Co/Operative. The proposal calls for funding to utilize the Co/Operative as an Economic Development agent for the City of Graham, with Ms. Chelsea Dickey fulfilling that role.

Mr. Maness outlined the proposal and general discussion ensued. Council Members heard from Mr. Jason Cox, Ms. Dickey and Mr. Justin Long of the Co/Operative. Mr. Cox told Council that Graham has a lot of untapped potential and that this proposal is a way for the City to invest in Graham. Council Members discussed the advantages of committing the proposed \$60,000 to fund this contract, while mindful of the fact that this money could be used to fund position(s) in departments throughout the City. Council Members ultimately decided that this proposal is one that can benefit the City and asked Mr. Maness to find a way to fund this for a minimum of one year and draft a proposal that will work for the City. Mayor Peterman did express some concern that this proposal was not made at the beginning of our budget calendar and advised that going forward, we would need to receive something earlier.

Mr. Maness reviewed the highlights of his recommended \$21,262,500 budget and gave a general overview of it. Staffing levels, succession plans and an unusually high increase in health insurance were concerns Mr. Maness spoke about. Mr. Maness advised that the City ultimately received a much lower quote for health insurance through the North Carolina League of Municipalities without a big change to current benefits.

Prior to presenting his recommended budget for the General Fund, Mr. Maness briefly spoke on the Garage Fund and the Cemetery Trust Fund. Mr. Maness advised that he is recommending no change to the tax rate while reminding Council that we adopt a budget on a departmental basis. Mr. Maness went through the various departments within the General Fund. He advised that included in this budget is a new sound system for the Council Chambers. He advised the quote to include video exceeded what was budgeted and therefore is not included in this year's budget. Council Members expressed concern that video had been eliminated and after discussion, consensus was given to have Mr. Maness find money in the budget to fund video in addition to the new sound system.

Council Members discussed various General Fund non-departmental items. Council Members expressed their desire for an additional welcome sign on Interstate 40/85 as well as an additional \$1,500-\$2,000 for a graphic designer to design a new logo that can be used throughout all City departments, presenting a consistent and unified look. Council Members also spoke of their desire to see Bruce Turney Road connect with Crescent Square Drive in the future. Mayor Peterman asked City Clerk Darcy Sperry to reach out to the office of Senator Rick Gunn and see if a meeting could be arranged to discuss this matter further.

Mr. Maness presented an overview of the Water and Sewer Fund where it was stated that the Fund continues to experience financial success and therefore no increase in water and sewer rates is recommended.

With no further discussion forthcoming, at 2:38 p.m. Council Member Griffin McClure made a motion to adjourn, seconded by Council Member Chip Turner. All voted in favor of the motion.

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Darcy Sperry, City Clerk

**CITY OF GRAHAM  
RELEASE ACCOUNTS**

**JUNE COUNCIL MEETING**

<u>ACCT #</u>	<u>YEAR</u>	<u>NAME</u>	<u>REASON FOR RELEASE</u>	<u>AMOUNT RELEASED</u>
44006	2017	HIDEAWAY COMMUNITIES LLC	HOA EXEMPTION	10.50
378020	2017	STERIGENICS U.S. LLC	TAXES POSTMARKED FEDEX - REL INTEREST	594.00
579902	2010	ANTHONY MARBY	SOLD BOAT 2009, LIVED IN BURLINGTON 2010	14.49
598760	2012	EDWARD & ANITA HARWOOD	CLOSED BIZ LATE 2011, LANDLORD KEPT BPP	39.97
619924	2016	DAMIAN AVERY BLACKWELL	BOAT SOLD 2013	5.01
507528	2012-2013	RACHEL GIBSON	MOVED 2011, DIDN'T OWN MH 2012 & 2013	32.63
558673	2010	ROGER ALAN GOTHORP	BOAT SOLD IN 2008	10.72
663345	2017	COYE JAMES COLEMAN	BOAT NOT IN CITY LIMITS	29.13
379498	2017	WOODWORKERS SUPPLY INC OF NC	BUSINESS CLOSED DEC 2016	76.73
500316	2017	NILE LEE LOVE	BOAT SOLD IN 2014	16.44
558599	2009-2014	PEDRO ORTEGA MENDOZA	TAXPAYER MOVED TO MEXICO 2007	11.05
492170	2017	RUTH DAVIS ISLEY	QUALIFIED FOR HOMESTEAD EXEMPTION	12.74
654101	2015	STEVEN C EUBANKS	SOLD BOAT 2014	18.62
32383	2015-2017	THOMAS & NANCY HAMPTON	PP NOT LOCATED IN CITY LIMITS	25.19
564232	2017	PRO MARINE SERVICE INC	BUSINESS NO LONGER IN GRAHAM	10.36
100406	2013	PULCINELLA'S (DIUCCO, ANTONIO)	BUSINESS CLOSED 2012 (2013 NEW OWNER)	55.55
578323	2017	RAMOS MAURILITO BAUTISTA	MOBILE HOME NOT LISTED IN 2017	38.69
19816	2017	ALMA G LATHAN	MOBILE HOME REMOVED, CUSTOMER MOVED	5.01

***TOTAL RELEASES      1006.83***



# City of Graham

## Volunteer Board and Commission Application



The following application is used by the City Council to screen individuals interested in serving on a City advisory board or commission. To ensure that your application will receive full consideration, please answer all questions completely. For more information and details about each board, visit [www.cityofgraham.com/government/boards](http://www.cityofgraham.com/government/boards)

**Name** Diana F Cummings

**Email Address** dfcummings2@triad.rr.com

**Home Address** 225 Forest Dr

**Mailing Address** 225 Forest Dr

**City, State, Zip** Graham NC 27253

**City, State, Zip** Graham NC 27253

**Home Phone** 336-212-1658

**Alternate Phone**

**Do you live inside the city limits of Graham?** ☒ Yes ☐ No

**Are you applying for reappointment to a board of commission on which you are currently serving?**

☐ Yes ☒ No

**If yes, for which board or commission are applying for reappointment:**

**For new appointments, select the board(s) and/or commission(s) for which you would like to be considered (you may select more than one):**

☐ Alamance County Library Committee (2 years)

☐ Graham Sports Hall of Fame Committee (6 years)

☐ Alcohol Beverage Control (3 years)

☐ Historic Resources Commission (4 years)

☐ Appearance Commission (3 years)

☐ Planning Board/Board of Adjustment (3 years)

☐ Canine Review Board (3 years)

☐ Recreation Commission (3 years)

☒ Historical Museum Advisory Board (3 years)

☐ Tree Board (3 years)

☐ Graham Housing Authority (5 years)

**Why do you wish to serve the City in this capacity? Describe the experience, skills, and abilities that you would contribute:**

I retired from over 40 years of federal employment and have a great deal of experience with a lot of people from all walks of life. I have given retirement seminars throughout the county, led training sessions and supervised and mentored other staff. I serve in several capacities in my church, class treasurer and committee member for various committees. I most recently served 3 years on the Executive Board of the LIFE@Elon which is a lifelong learning program connected to Elon University.

**RECEIVED**

**MAY 14 2018**

**CITY OF  
GRAHAM**

# Employment

**Employer/Company Name** RE.TIRED From Social Security Administration

**Address**

**City, State, Zip**

## Job Title and Description of Responsibilities

TECHNICAL EXPERT

Interview and award benefits to those who met requirements for Social Security Retirement, Survivor and Disability benefits  
Resolve the more complex and difficult cases, mentor and train staff and give retirement seminars

## Civic Involvement

**Please list the names of civic and volunteer organizations in which you currently hold membership and your position with that organization.**

Volunteer as Library Buddy with South Graham Elementary School  
Serve on Evangelism Committee at FUMC Graham  
Membership (former Exec Board member) with LIFE@Elon life long learning program  
Occasionally serve as Docent with Alamance Arts

**Thank you for your interest in the City of Graham's advisory boards and commissions. Submit this application by email to: [dsperry@cityofgraham.com](mailto:dsperry@cityofgraham.com), in person to: City Clerk's Office at 201 South Main Street, or by mail to: Attn: City Clerk P.O. Drawer 357, Graham, NC 27253**  
**Applications will be kept on file for 3 years**

# City of Graham

## Volunteer Board and Commission Application



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Name Leannette Beaudry Email Address jbeaudry308@yahoo.com  
 Home Address 308 East Harden St. Mailing Address same  
 City, State, Zip Graham, NC 27253 City, State, Zip same  
 Home Phone \_\_\_\_\_ Alternate Phone cell 336-269-2902

Do you live inside the city limits of Graham? ☒ Yes ☐ No

Are you applying for reappointment to a board of commission on which you are currently serving?

☒ Yes ☐ No

If yes, for which board or commission are applying for reappointment:

Museum Board

For new appointments, select the board(s) and/or commission(s) for which you would like to be considered (you may select more than one):

- |  |  |
|--|--|
| <input type="checkbox"/> Alamance County Library Committee (2 years)           | <input type="checkbox"/> Graham Sports Hall of Fame Committee (6 years)          |
| <input type="checkbox"/> Alcohol Beverage Control (3 years)                    | <input checked="" type="checkbox"/> Historic Resources Commission (4 years)      |
| <input type="checkbox"/> Appearance Commission (3 years)                       | <input checked="" type="checkbox"/> Planning Board/Board of Adjustment (3 years) |
| <input type="checkbox"/> Canine Review Board (3 years)                         | <input type="checkbox"/> Recreation Commission (3 years)                         |
| <input checked="" type="checkbox"/> Historical Museum Advisory Board (3 years) | <input type="checkbox"/> Tree Board (3 years)                                    |
| <input type="checkbox"/> Graham Housing Authority (5 years)                    |  |

Why do you wish to serve the City in this capacity? Describe the experience, skills, and abilities that you would contribute:

I believe Planning and Zoning is the "brain" of Graham, or any municipality, since it is this board that determines the future and direction the city takes. I also have a real estate broker license. The Museum Board is poised to become an important asset to the downtown district, and the COG, with the planned welcome center and redo of the museum to tell our story of our history.



## Employment

Employer/Company Name *Town of Chapel Hill*  
 Address *150 East Rosemary St*  
 City, State, Zip *Chapel Hill, NC*  
 Job Title and Description of Responsibilities  
*Parking Ambassador*

## Civic Involvement

Please list the names of civic and volunteer organizations in which you currently hold membership and your position with that organization.

*Amtrak Train Host*  
*Graham Tree Board*  
*Graham Appearance Commission*  
*Historical Museum Advisory Board*  
*Historic Resources Commission*  
*Alamance Arts*  
*Friends of Library*  
*Burlington Women's Club*

Thank you for your interest in the City of Graham's advisory boards and commissions. Submit this application by email to: [dsperry@cityofgraham.com](mailto:dsperry@cityofgraham.com), in person to: City Clerk's Office at 201 South Main Street, or by mail to: Attn: City Clerk P.O. Drawer 357, Graham, NC 27253

Applications will be kept on file for 3 years

**RECEIVED**

**MAY 23 2018**

**CITY OF  
GRAHAM**

# City of Graham Volunteer Board and Commission Application



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Name Jan Peterman  
Home Address 637 Johnson Ave  
City, State, Zip Graham NC  
Home Phone 336-326-4794

Email Address jerry.jang@yahoo.com  
Mailing Address 637 Johnson Ave,  
City, State, Zip Graham NC  
Alternate Phone cell 336-684-0695

Do you live inside the city limits of Graham? ☒ Yes ☐ No

Are you applying for reappointment to a board of commission on which you are currently serving?

☒ Yes ☐ No

If yes, for which board or commission are applying for reappointment:

Graham Appearance

For new appointments, select the board(s) and/or commission(s) for which you would like to be considered (you may select more than one):

- |   |   |
|---|---|
| <input type="checkbox"/> Alamance County Library Committee (2 years)                            | <input type="checkbox"/> Graham Sports Hall of Fame Committee (6 years) |
| <input type="checkbox"/> Alcohol Beverage Control (3 years)                                     | <input type="checkbox"/> Historic Resources Commission (4 years)        |
| <input checked="" type="checkbox"/> <u>member</u><br>Appearance Commission (3 years)            | <input type="checkbox"/> Planning Board/Board of Adjustment (3 years)   |
| <input type="checkbox"/> Canine Review Board (3 years)  | <input type="checkbox"/> Recreation Commission (3 years)                |
| <input checked="" type="checkbox"/> <u>member</u><br>Historical Museum Advisory Board (3 years) | <input type="checkbox"/> Tree Board (3 years)                           |
| <input type="checkbox"/> Graham Housing Authority (5 years)                                     |   |

Why do you wish to serve the City in this capacity? Describe the experience, skills, and abilities that you would contribute:

I have lived in Graham all my life and I've seen the many changes in our town and I would like to continue to be a part of this Commission. I think being a lifelong resident of Graham helps me to know a lot about our city. I do my very best to attend meetings. I have never missed any event with had to participate in.

## Employment

Employer/Company Name Retired ATT

Address

City, State, Zip

Job Title and Description of Responsibilities

## Civic Involvement

Please list the names of civic and volunteer organizations in which you currently hold membership and your position with that organization.

member Graham Historical Museum  
member Graham Fire Dept Ladies Auxiliary  
member Graham Appearance Commission

Thank you for your interest in the City of Graham's advisory boards and commissions. Submit this application by email to: [dsperry@cityofgraham.com](mailto:dsperry@cityofgraham.com), in person to: City Clerk's Office at 201 South Main Street, or by mail to: Attn: City Clerk P.O. Drawer 357, Graham, NC 27253

Applications will be kept on file for 3 years

RECEIVED

MAY 25 2016

CITY OF  
GRAHAM



## City of Graham

## Volunteer Board and Commission Application



The following application is used by the City Council to screen individuals interested in serving on a City advisory board or commission. To ensure that your application will receive full consideration, please answer all questions completely. For more information and details about each board, visit [www.cityofgraham.com/government/boards](http://www.cityofgraham.com/government/boards)

Name *Tim Beschel*Email Address *tbeschel@gmail.com*Home Address *502 Wildwood Ln*Mailing Address *Same*City, State, Zip *Graham, NC 27253*City, State, Zip *--*Home Phone *336-264-5181 (C)*

Alternate Phone

Do you live inside the city limits of Graham? ☒ Yes ☐ No

Are you applying for reappointment to a board of commission on which you are currently serving?

☒ Yes ☐ No

If yes, for which board or commission are applying for reappointment:

For new appointments, select the board(s) and/or commission(s) for which you would like to be considered (you may select more than one):

☐ Alamance County Library Committee (2 years)☐ Graham Sports Hall of Fame Committee (6 years)☐ Alcohol Beverage Control (3 years)☐ Historic Resources Commission (4 years)☐ Appearance Commission (3 years)☐ Planning Board/Board of Adjustment (3 years)☐ Canine Review Board (3 years)☒ Recreation Commission (3 years)☐ Historical Museum Advisory Board (3 years)☐ Tree Board (3 years)☐ Graham Housing Authority (5 years)

Why do you wish to serve the City in this capacity? Describe the experience, skills, and abilities that you would contribute:

*Having been involved in sports my whole life, I know the positive influence can have on our young children. There are many life lessons I continue to use to this day that I learned from various coaches in my career.*

## Employment

Employer/Company Name *Beshel Chiropractic*

Address *201 Ivy Rd.*

City, State, Zip *Graham, NC 27253*

Job Title and Description of Responsibilities

*Owner, Chiropractor*

## Civic Involvement

Please list the names of civic and volunteer organizations in which you currently hold membership and your position with that organization.

*Rec Commission - Board member*

*GABA - Board member*

*Rotary - 7 yrs, recently left.*

*Optimist Club - 7 yrs. Club ended.*

*Little Pink Houses of Hope - Board member*

*Denise M. Kintner Foundation - Board member*

*Asst. Soccer Coach for kids teams*

Thank you for your interest in the City of Graham's advisory boards and commissions. Submit this application by email to: [dsperry@cityofgraham.com](mailto:dsperry@cityofgraham.com), in person to: City Clerk's Office at 201 South Main Street, or by mail to: Attn: City Clerk P.O. Drawer 357, Graham, NC 27253

Applications will be kept on file for 3 years

**RECEIVED**

**MAY 29 2018**

**CITY OF  
GRAHAM**

# City of Graham Volunteer Board and Commission Application



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Name Jan Peterman  
Home Address 637 Johnson Ave  
City, State, Zip Graham NC  
Home Phone 336-326-4794

Email Address jerryjane@yahoo.com  
Mailing Address 637 Johnson Ave,  
City, State, Zip Graham NC  
Alternate Phone cell 336-684-0695

Do you live inside the city limits of Graham? ☒ Yes ☐ No

Are you applying for reappointment to a board of commission on which you are currently serving?

☒ Yes ☐ No

If yes, for which board or commission are applying for reappointment:

Graham Appearance

For new appointments, select the board(s) and/or commission(s) for which you would like to be considered (you may select more than one):

- |   |   |
|---|---|
| <input type="checkbox"/> Alamance County Library Committee (2 years)                            | <input type="checkbox"/> Graham Sports Hall of Fame Committee (6 years) |
| <input type="checkbox"/> Alcohol Beverage Control (3 years)                                     | <input type="checkbox"/> Historic Resources Commission (4 years)        |
| <input checked="" type="checkbox"/> <u>member</u><br>Appearance Commission (3 years)            | <input type="checkbox"/> Planning Board/Board of Adjustment (3 years)   |
| <input type="checkbox"/> Canine Review Board (3 years)  | <input type="checkbox"/> Recreation Commission (3 years)                |
| <input checked="" type="checkbox"/> <u>member</u><br>Historical Museum Advisory Board (3 years) | <input type="checkbox"/> Tree Board (3 years)                           |
| <input type="checkbox"/> Graham Housing Authority (5 years)                                     |   |

Why do you wish to serve the City in this capacity? Describe the experience, skills, and abilities that you would contribute:

I have lived in Graham all my life and I've seen the many changes in our town and I would like to continue to be a part of this Commission. I think being a lifelong resident of Graham helps me to know a lot about our city. I do my very best to attend meetings. I have never missed any event with had to participate in.



## Employment

Employer/Company Name Retired ATT

Address

City, State, Zip

Job Title and Description of Responsibilities

## Civic Involvement

Please list the names of civic and volunteer organizations in which you currently hold membership and your position with that organization.

member Graham Historical Museum  
member Graham Fire Dept Ladies Auxiliary  
member Graham Appearance Commission

Thank you for your interest in the City of Graham's advisory boards and commissions. Submit this application by email to: [dsperry@cityofgraham.com](mailto:dsperry@cityofgraham.com), in person to: City Clerk's Office at 201 South Main Street, or by mail to: Attn: City Clerk P.O. Drawer 357, Graham, NC 27253

Applications will be kept on file for 3 years

RECEIVED

MAY 25 2016

CITY OF  
GRAHAM

# City of Graham

## Volunteer Board and Commission Application

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Name *Vanessa Coble, Ph.D.*

Email Address

*Seniorsmedical@bellsouth.net*

Home Address *3081 Raccoon Run Dr.*

Mailing Address

City, State, Zip *Burlington, NC 27215*

*540 W. Elm St*  
City, State, Zip *Graham, NC 27253*

Home Phone *336-214-4583*

Alternate Phone

*336-222-0730*

Do you live inside the city limits of Graham? ☐ Yes ☒ No

*my business is inside the city limits of Graham*  
Are you applying for reappointment to a board of commission on which you are currently serving?

☒ Yes ☐ No

If yes, for which board or commission are applying for reappointment:

For new appointments, select the board(s) and/or commission(s) for which you would like to be considered (you may select more than one):

- |  |   |
|--|---|
| <input type="checkbox"/> Alamance County Library Committee (2 years) | <input type="checkbox"/> Graham Sports Hall of Fame Committee (6 years) |
| <input type="checkbox"/> Alcohol Beverage Control (3 years)          | <input type="checkbox"/> Historic Resources Commission (4 years)        |
| <input checked="" type="checkbox"/> Appearance Commission (3 years)  | <input type="checkbox"/> Planning Board/Board of Adjustment (3 years)   |
| <input type="checkbox"/> Canine Review Board (3 years)               | <input type="checkbox"/> Recreation Commission (3 years)                |
| <input type="checkbox"/> Historical Museum Advisory Board (3 years)  | <input type="checkbox"/> Tree Board (3 years)                           |
| <input type="checkbox"/> Graham Housing Authority (5 years)          |   |

Why do you wish to serve the City in this capacity? Describe the experience, skills, and abilities that you would contribute:

*my business has been based in Graham since 2004 and I consider Graham to be my home. I did live in Graham for 9 years and only recently relocated my residence to my new home. From Graham, in many ways remind me of the small town I grew up in and I am happy to contribute to Graham's growth. Seniors Medical Supply is a strong supporter of the Graham Recreation Dept., primarily hoping to help shape the minds of our youths →*

in a positive direction. My son has only played for Graham Rec. and has developed many positive relationships as a direct result of the interactions with the staff. I am convinced that you can make a significant change in a child's life when you have the right engagements. Graham offers a small Southern charm that I am unable to find in other places. I am hoping to inspire other young and gift minus to return to Graham and help with its economic growth. Thanks for the opportunity to serve.



## Employment

Employer/Company Name Seniors medical Supply, Inc.

Address 540 W. Elm Street

City, State, Zip Graham NC 27253

### Job Title and Description of Responsibilities

I am the owner and operator of Seniors medical Supply, Inc. We are based in Graham, NC and have been since 2004. I am responsible for the daily operations of the business and keeping all operating licenses up to date.

### Civic Involvement

Please list the names of civic and volunteer organizations in which you currently hold membership and your position with that organization.

Alpha Kappa Alpha Sorority, Inc.

I am the chair of the Family Strengthening Committee. I am responsible for organizing food and clothing drive in Alamance County. We deliver FW meals on wheels as well as serve meals in the shelters.

Thank you for your interest in the City of Graham's advisory boards and commissions. Submit this application by email to: [dsperry@cityofgraham.com](mailto:dsperry@cityofgraham.com), in person to: City Clerk's Office at 201 South Main Street, or by mail to: Attn: City Clerk P.O. Drawer 357, Graham, NC 27253

Applications will be kept on file for 3 years

**RECEIVED**

**MAY 24 2018**

**CITY OF  
GRAHAM**

## City of Graham

## Volunteer Board and Commission Application

The following application is used by the City Council to screen individuals interested in serving on a City advisory board or commission. To ensure that your application will receive full consideration, please answer all questions completely. For more information and details about each board, visit [www.cityofgraham.com/government/boards](http://www.cityofgraham.com/government/boards)

Name *Tom Loy*Email Address *grassman@trind.com*Home Address *205 Albright Ave*Mailing Address *same*City, State, Zip *Graham NC*City, State, Zip *same*Home Phone *336-260-4106* Alternate Phone *27253*Do you live inside the city limits of Graham? ☒ Yes ☐ No

Are you applying for reappointment to a board of commission on which you are currently serving?

☒ Yes ☐ No

If yes, for which board or commission are applying for reappointment:

For new appointments, select the board(s) and/or commission(s) for which you would like to be considered (you may select more than one):

☐ Alamance County Library Committee (2 years)☐ Graham Sports Hall of Fame Committee (6 years)☐ Alcohol Beverage Control (3 years)☐ Historic Resources Commission (4 years)☐ Appearance Commission (3 years)☐ Planning Board/Board of Adjustment (3 years)☐ Canine Review Board (3 years)☐ Recreation Commission (3 years)☐ Historical Museum Advisory Board (3 years)☒ Tree Board (3 years)☐ Graham Housing Authority (5 years)

Why do you wish to serve the City in this capacity? Describe the experience, skills, and abilities that you would contribute:

*My experience and skills as a professional landscape designer will serve me well helping the City of Graham on the tree board.*

## Employment

Employer/Company Name *Self Employed Landscape Designer*

Address *205 Albright Ave*

City, State, Zip *Graham, NC 27253*

### Job Title and Description of Responsibilities

*Design & install Landscapes.  
Maintain and care for the  
same.*

## Civic Involvement

Please list the names of civic and volunteer organizations in which you currently hold membership and your position with that organization.

Thank you for your interest in the City of Graham's advisory boards and commissions. Submit this application by email to: [dsperry@cityofgraham.com](mailto:dsperry@cityofgraham.com), in person to: City Clerk's Office at 201 South Main Street, or by mail to: Attn: City Clerk P.O. Drawer 357, Graham, NC 27253

Applications will be kept on file for 3 years

**RECEIVED**

**MAY 30 2018**

**CITY OF  
GRAHAM**



# City of Graham

## Volunteer Board and Commission Application

The following application is used by the City Council to screen individuals interested in serving on a City advisory board or commission. To ensure that your application will receive full consideration, please answer all questions completely. For more information and details about each board, visit [www.cityofgraham.com/government/boards](http://www.cityofgraham.com/government/boards)



Name ERIC CRISMAN Email Address ejcrisman@gmail.com  
 Home Address 208 ALBRIGHT AVE Mailing Address \_\_\_\_\_  
 City, State, Zip GRAHAM NC 27253 City, State, Zip \_\_\_\_\_  
 Home Phone 336-226-0552 Alternate Phone 336-684-1324

Do you live inside the city limits of Graham? ☒ Yes ☐ No

Are you applying for reappointment to a board of commission on which you are currently serving?

☒ Yes ☐ No

If yes, for which board or commission are applying for reappointment: GRAHAM TREE BOARD

For new appointments, select the board(s) and/or commission(s) for which you would like to be considered (you may select more than one):

- |  |   |
|--|---|
| <input type="checkbox"/> Alamance County Library Committee (2 years) | <input type="checkbox"/> Graham Sports Hall of Fame Committee (6 years) |
| <input type="checkbox"/> Alcohol Beverage Control (3 years)          | <input type="checkbox"/> Historic Resources Commission (4 years)        |
| <input type="checkbox"/> Appearance Commission (3 years)             | <input type="checkbox"/> Planning Board/Board of Adjustment (3 years)   |
| <input type="checkbox"/> Canine Review Board (3 years)               | <input type="checkbox"/> Recreation Commission (3 years)                |
| <input type="checkbox"/> Historical Museum Advisory Board (3 years)  | <input checked="" type="checkbox"/> Tree Board (3 years)                |
| <input type="checkbox"/> Graham Housing Authority (5 years)          |   |

Why do you wish to serve the City in this capacity? Describe the experience, skills, and abilities that you would contribute:

Returning member of Tree Board.

## Employment

Employer/Company Name

Address

City, State, Zip

Job Title and Description of Responsibilities

## Civic Involvement

Please list the names of civic and volunteer organizations in which you currently hold membership and your position with that organization.

Thank you for your interest in the City of Graham's advisory boards and commissions. Submit this application by email to: [dsperry@cityofgraham.com](mailto:dsperry@cityofgraham.com), in person to: City Clerk's Office at 201 South Main Street, or by mail to: Attn: City Clerk P.O. Drawer 357, Graham, NC 27253

Applications will be kept on file for 3 years

**RECEIVED**

**MAY 30 2018**

**CITY OF  
GRAHAM**

## STAFF REPORT

SUBJECT:	2017 LOCAL WATER SUPPLY PLAN
PREPARED BY:	AARON HOLLAND, ASSISTANT CITY MANAGER

### REQUESTED ACTION

Approve the resolution adopting the 2017 Local Water Supply Plan.

### BACKGROUND/SUMMARY

State law requires that all water systems establish a Local Water Supply Plan (LWSP) and update the plan at least every five (5) years. LWSPs require a water system to evaluate its water sources and capacity, distribution and collections system, and current and future demands.

The State has completed its review of the 2017 LWSP for the City's water system and has found that it meets the minimum criteria established in NCGS 143-355(l). For the LWSP to be considered compliant, the City Council must approve a resolution adopting the 2017 LWSP.

Graham's 2017 LWSP can be viewed from the Planning/Local Water Supply Plans link at [www.ncwater.org](http://www.ncwater.org).

### FISCAL IMPACT

None.

### STAFF RECOMMENDATION

Approval.

### SUGGESTED MOTION(S)

I move we approve the Resolution adopting the 2017 Local Water Supply Plan.



**RESOLUTION APPROVING CITY OF GRAHAM 2017 LOCAL WATER SUPPLY PLAN**

WHEREAS, North Carolina General Statute 143-355(l) requires that each unit of local government that provides public water services or plans to provide such services shall, either individually or together with other such units of local government, prepare and submit a Local Water Supply Plan; and

WHEREAS, as required by the statute and in the interests of sound local planning, a Local Water Supply Plan for the City of Graham has been developed and submitted to the City Council for approval; and

WHEREAS, the City Council finds that the Local Water Supply Plan is in accordance with the provisions of North Carolina General Statute 143-355(l) and that it will provide appropriate guidance for the future management of water supplies for the City of Graham, as well as useful information to the Department of Environmental Quality for the development of a state water supply plan as required by statute;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Graham that the Local Water Supply Plan entitled City of Graham 2017 Local Water Supply Plan Update, dated March 28, 2018, is hereby approved and shall be submitted to the Department of Environmental Quality, Division of Water Resources; and

BE IT FURTHER RESOLVED that the City Council intends that this plan shall be revised to reflect changes in relevant data and projections at least once every five years or as otherwise requested by the Department, in accordance with the statute and sound planning practice.

This the 5<sup>th</sup> day of June, 2018.

Name: Jerry Peterman  
Mayor

Signature: \_\_\_\_\_

ATTEST:

## STAFF REPORT

SUBJECT:	BUDGET AMENDMENTS
PREPARED BY:	SANDRA B KING – FINANCE DIRECTOR

---

### REQUESTED ACTION:

Adopt Budget Amendment Ordinance for Fiscal Year 2017-2018

### BACKGROUND/SUMMARY:

The attached Budget Amendment Ordinance for Fiscal Year 2017-2018 reflects the changes anticipated to be necessary in the budget to meet the City's needs for the year ending June 30, 2018. These amendments generally allocate funds to specific departments that have had unexpected expenses (such as the WWTP driveway) and many are offset by a corresponding revenue. The amendments are sometimes referred to as "clean-up" amendments.

The proposed budget amendment ordinance, like the original budget, does not appropriate funds on a line by line basis (object basis), but rather on a departmental basis.

### FISCAL IMPACT:

None of the amendments will result in a situation where overall expenditures will exceed revenues. Many other departments are expected to experience underruns.

### STAFF RECOMMENDATION:

Approval.

### SUGGESTED MOTION(S):

I move we adopt the Budget Amendment Ordinance for Fiscal Year 2017-2018.

**CITY OF GRAHAM  
BUDGET AMENDMENT ORDINANCE  
2017-2018**

**BE IT ORDAINED BY THE CITY COUNCIL of the City of Graham that  
the 2017 - 2018 Budget Ordinance shall be and is hereby amended as follows:**

**Section 1.**

<b>GENERAL FUND</b>					<b>NET</b>
<b>DEPARTMENT</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>INCREASE</b>	<b>( DECREASE)</b>	<b>INCREASE</b>
					<b>( DECREASE)</b>
City Council	45,200.00	58,700.00	13,500.00		
Administrative	514,100.00	514,100.00	-		
Information Technologies	307,400.00	274,400.00	-	33,000.00	
Finance	384,700.00	384,700.00	-		
Public Building & Ground	202,300.00	235,300.00	33,000.00		
Police Department	4,098,600.00	4,098,600.00	-		
Fire Department	1,059,300.00	1,059,300.00	-		
Inspections	484,600.00	484,600.00	-		
Traffic Engineering	29,100.00	29,100.00			
Garage Warehouse	86,300.00	86,300.00			
Street Department	1,605,100.00	1,766,600.00	161,500.00		
Street Lights	121,000.00	121,000.00			
Sanitation	848,900.00	848,900.00			
Recreation	805,100.00	805,100.00			
Graham-Mebane Lake	174,200.00	174,200.00			
Athletic Facilities	227,000.00	227,000.00			
Property Maintenance	741,900.00	741,900.00			
Non-Departmental	987,600.00	987,600.00			
	<u>12,722,400.00</u>	<u>12,897,400.00</u>	<u>208,000.00</u>	<u>33,000.00</u>	<u>175,000.00</u>

**Section 2.**

<b>GENERAL FUND</b>					<b>NET</b>
<b>REVENUES</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>INCREASE</b>	<b>( DECREASE)</b>	<b>INCREASE</b>
					<b>( DECREASE)</b>
Current Year Tax	4,500,000.00	4,660,000.00	160,000.00		
Recycling Proceeds		3,900.00	3,900.00		
Powell Bill	390,000.00	401,100.00	11,100.00		
	<u>4,890,000.00</u>	<u>5,065,000.00</u>	<u>175,000.00</u>		<u>175,000.00</u>

**Section 3.**

<b>WATER &amp; WASTEWATER EXPENDITURES</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>INCREASE</b>	<b>( DECREASE)</b>	<b>NET INCREASE ( DECREASE)</b>
Water Billing admn	764,600.00	854,600.00	90,000.00		
W&S Distribution	1,479,700.00	1,479,700.00			
Maintenance & Lift Stations	326,700.00	326,700.00			
Water Treatment Plant	1,854,800.00	1,854,800.00			
Wastewater Treatment plant	1,248,000.00	1,408,000.00	160,000.00		
Non-Departmental	1,337,300.00	1,337,300.00			
	<u>7,011,100.00</u>	<u>7,261,100.00</u>	<u>250,000.00</u>	<u>-</u>	<u>250,000.00</u>

**Section 4**

<b>WATER &amp; WASTEWATER REVENUES</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>INCREASE</b>	<b>( DECREASE)</b>	<b>NET INCREASE ( DECREASE)</b>
SURPLUS SALES	1,000.00	1,600.00	600.00		
WATER ACHORAGE FEES	15,500.00	234,900.00	219,400.00		
NCCP	75,000.00	105,000.00	30,000.00		
	<u>91,500.00</u>	<u>341,500.00</u>	<u>250,000.00</u>		<u>250,000.00</u>

**Section 7**

<b>CAPITAL PROJECTS AND OTHER SPECIAL FUNDS EXPENDITURES</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>INCREASE</b>	<b>( DECREASE)</b>	<b>NET INCREASE ( DECREASE)</b>
State Drug Funds	100.00	450.00	350.00		
Federal Drug Funds	100.00	179,100.00	179,000.00		
	<u>200.00</u>	<u>179,550.00</u>	<u>179,350.00</u>	<u>-</u>	<u>179,350.00</u>

Adopted this 5th day of June 2018

Attest:

---

 Mayor Jerry Peterman

30 May 2018

The Honorable Mayor and City Council  
City of Graham  
201 South Main Street  
Graham, North Carolina 27253

Re: Written System Development Fee Analysis

Mayor and Council:

Enclosed for your review is the final draft of the City's written System Development Fee Analysis (the "Analysis") which is prepared in accordance with, and to satisfy the requirements of, North Carolina House Bill 436 ("HB-436"). Recall, the preliminary Analysis was presented at your regularly scheduled meeting held on 1 May 2018. The Analysis was also made available for public review and comment at City Hall and online at [www.cityofgraham.com](http://www.cityofgraham.com). This mandatory 45-day review period concluded on 27 May 2018, and during this time no additional comment or feedback was received. As such, no revisions have been made to the Analysis.


Currently the City levies a Connection Fee of \$775 for each new single family residential ¾" connection to the water system and \$775 for each new single family residential 4" connection to the wastewater system. Other types of development are assessed a Connection Fee based upon required water meter size and wastewater tap size. Per HB-436, the City must rescind this fee no later than 1 July 2018. The City Council may opt to replace the current Connection Fees with System Development Fees as identified in the final Analysis. For a single family residential connection which requires a ¾" water meter, the maximum permissible System Development Fee totals \$1,668 (\$483 for water service and \$1,185 for wastewater service). Other types of new development which require a different size water meter may be charged based upon an equivalent level of service to the ¾" water meter as noted in the enclosed Analysis.

HB-436 stipulates prior to considering adoption of the Analysis and the accompanying fee structure, Council must convene one (1) public hearing concerning the final written Analysis. Should the Council subsequently elect to adopt the written Analysis as presented, the System Development Fee structure may then be incorporated into the City's larger Fee Schedule and will be deemed effective 1 July 2018.

HB-436 also mandates several administrative changes in how System Development Fee revenues are collected, accounted for, and appropriated. City Staff are aware of these modifications and are taking necessary steps to ensure compliance including creation of a new dedicated Capital Reserve Fund.

We will be present at your regularly scheduled June meeting to offer further discussions and to field questions. Until then, thank you for the opportunity to serve the City of Graham and should you have any questions or require additional information please do not hesitate to contact Josh Johnson or myself.

Sincerely,



Glynn E. Fleming, PE  
Alley, Williams, Carmen & King, Inc.

T:\2017\17111 City of Graham - System Development Fee\Meetings\6.5.18-Council\MEMO to Graham Council RE Final System Development Fee Report.docx

Enc: Final System Development Fee Analysis

cc: Mr. Frankie Maness – City of Graham, City Manager

Mr. Aaron Holland – City of Graham, Assistant City Manager

Mr. Josh Johnson, PE – Alley, Williams, Carmen & King, Inc., City Engineer



# **CITY OF GRAHAM, NORTH CAROLINA**

## **WATER AND WASTEWATER SYSTEM DEVELOPMENT FEE ANALYSIS**



***May 2018***

***Prepared by:***

***Alley, Williams, Carmen, and King, Inc.***

***740 Chapel Hill Road, P.O. Box 1179***

***Burlington, NC, 27216***

***Tel: (336) 226-5534 Fax: (336) 226-3034***

***Mr. Glynn E. Fleming, P.E.***

***gfleming@awck.com***



## EXECUTIVE SUMMARY

The enclosed analysis was performed in accordance with North Carolina House Bill 436 (“HB-436”) and serves to establish a System Development Fee structure for the City of Graham (the “City”). Water and wastewater system analyses and comprehensive master planning are imperative for facilitating orderly growth of water and wastewater systems, and for providing utility infrastructure which will promote economic development within the City and its Extra-Territorial Jurisdiction. As an accompaniment to this level of planning, implementation of a System Development Fee assists in equitably proportioning the financial burden of both existing infrastructure and new infrastructure which is needed to serve new development to the new users and away from existing customers.

Elements of the water and wastewater systems, including storage facilities, pumping facilities, treatment facilities, and the distribution, collection, and conveyance network, were inventoried and evaluated against industry standards as outlined in the Current Utility Infrastructure section of this report.

Currently the City’s water and wastewater systems have limited capacity to serve new customers, and significant system-wide improvements may be necessary to facilitate future growth and to meet projected capacity needs. For the purposes of this analysis, a system buy-in approach which seeks to establish the monetary cost for new development to “buy” a proportionate share of existing system capacity is utilized.

Pursuant to HB-436 and methodology prescribed by the American Water Works Association, the following analysis identifies Net Asset Valuations of \$11,120,732 and \$16,662,214 for the water and wastewater systems respectively.

HB-436 defines a service unit as “a unit of measure, typically an equivalent residential unit, calculated in accordance with generally accepted engineering or planning standards.” For the purposes of this analysis, the City establishes a service unit as an Equivalent Residential Unit (“ERU”) which consumes an average of 240 gallons per day through a standard  $\frac{3}{4}$ ” water meter. For any development which requires a different size water meter, a service unit equivalent is established at a multiplier based on its operating capacity with respect to the  $\frac{3}{4}$ ” water meter. The equivalency factors and associated System Development Fee by water meter size are shown in [Table 1](#).

Based on current system valuations, the City may assess a maximum System Development Fee of **\$1,668** per ERU.

**Table 1: Maximum Assessable System Development Fee for Commonly Used Water Meters<sup>†</sup>**

<b>Water Meter Size</b>	<b>Max Flow (GPM)</b>	<b>Equivalent Residential Unit<sup>‡</sup> (ERU)</b>	<b>Maximum Assessable Water Fee Per ERU</b>	<b>Maximum Assessable Wastewater Fee Per ERU</b>	<b>Total Maximum Assessable Fee Per ERU</b>
3/4"	30	1.00	\$483	\$1,185	\$1,668
1"	50	1.67	\$806	\$1,975	\$2,780
1 1/2"	100	3.33	\$1,611	\$3,950	\$5,561
2"	160	5.33	\$2,578	\$6,319	\$8,897
3"	350	11.67	\$5,639	\$13,823	\$19,462
4"	630	21.00	\$10,150	\$24,882	\$35,032
6"	1,300	43.33	\$20,945	\$51,344	\$72,289

<sup>†</sup>Applicable System Development Fee(s) for development requiring smaller or larger water meters will be calculated on a project specific basis using the above rates and methodology.

<sup>‡</sup>ERU multiplier adapted from AWWA Manual of Water Supply Practices-M1, *Principles of Water Rates, Fees, and Charges*.

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## INTRODUCTION

The City of Graham (the “City”) retained the services of Alley, Williams, Carmen & King, Inc. (“AWCK”) for the purpose of preparing a written analysis and establishing a System Development Fee in accordance with House Bill 436<sup>(1)</sup> (“HB-436”) as enacted by the North Carolina General Assembly and ratified on 29 June 2017. HB-436 is entitled “An Act to Provide for Uniform Authority to Implement System Development Fees for Public Water and Sewer Systems in North Carolina and to Clarify the Applicable Statute of Limitations”. It amends Chapter 162A of the North Carolina General Statutes and enables local government units (“LGU”) to assess a System Development Fee on new development within their territorial limits.

A System Development Fee is a one-time levy assessed against new water and wastewater consumers for system capacity. Proceeds from this fee are then used to fund the design and construction of growth related water and wastewater system capital projects, and/or to reimburse the LGU for previous water and wastewater capacity related capital expenditures.

Currently portions of the City’s water and wastewater systems have limited capacity to serve new customers. However, existing system demands and projected growth rates highlight the need for system-wide improvements to facilitate future growth and meet projected capacity needs. The City is currently underway with several system assessments aimed at identifying long-term capacity constraints. When completed, these assessments will aid in forming a cohesive long-range utility plan to assist in capital planning and System Development Fee revisions. For the purposes of this analysis, a system buy-in approach which seeks to establish the monetary cost for new development to “buy” a proportionate share of existing system capacity is utilized.

This report relies on City planning and financial documents, the American Water Works Association Manual M1, *Principles of Water Rates, Fees, and Charges*<sup>(2)</sup> (“AWWA Manual”), HB-436, and where necessary sound engineering judgement to satisfy the requirements of HB-436 and provide the City with a schedule of maximum allowable System Development Fee assessments.

## CURRENT UTILITY INFRASTRUCTURE

Components of the City’s current water and wastewater systems include the following:

- The City retains 50% ownership and capacity allocation in the 12.00 million gallon per day (“MGD”) Graham-Mebane Lake Drinking Water Treatment Facility, and allocates 0.181 MGD and 0.300 MGD of this capacity to the Towns of Green Level and Swepsonville respectively. Current average day use by the City is approximately 1.60 MGD (29.0% of remaining 5.52 MGD allocation). Projected water demand for the year 2027 is approximately 2.65 MGD (48.0% of remaining 5.52 MGD allocation). The City has adequate water production capacity to meet forecasted demand.
- The City owns and operates one (1) elevated water storage tank with a capacity of 500,000 gallons. Existing storage capacity (ground storage and elevated storage) meets minimum design criteria. However, the City is currently completing hydraulic modeling which will determine if/when additional elevated storage is warranted in order to ensure system-wide pressure stabilization, particularly during periods of high demand.

- The City owns and maintains approximately 106 miles of water distribution lines. Existing distribution lines generally meet minimum design criteria for demand and pressure. However, improvements are needed in order to improve overall levels of service, increase system redundancy, and extend service to unserved areas.
- The City owns and operates the 3.50 MGD City of Graham Wastewater Treatment Plant and allocates 0.750 MGD of this capacity to the City of Mebane. Current average daily return flow is approximately 1.380 MGD (50.2% of remaining 2.75 MGD capacity). The City retains additional capacity allocations with the City of Burlington and The Town of Haw River totaling 0.500 MGD and 0.125 MGD respectively. Current average daily return flows are 0.186 MGD and 0.006 MGD respectively. Cumulative projected wastewater demand for the year 2027 is approximately 2.04 MGD (60.4% of total 3.375 MGD capacity/allocation). The City has limited capacity to meet future projected demand at the Graham Wastewater Treatment Plant and a complete facility assessment is currently underway. The results of this study will be used to identify and prioritize capital improvements and capacity expansions needed in order to meet projected demand.
- The City owns and maintains a wastewater collection and conveyance system comprised of seven (7) pump stations, approximately four (4) miles of force main, and approximately 93 miles of gravity sewer. Existing pump stations and conveyance lines are generally able to meet minimum design parameters. However, improvements are needed in order to prevent sanitary sewer overflows, improve overall system efficiency, and extend service to unserved areas.

## GROWTH AND POPULATION TRENDS

Since 2010 the City's annual growth rate has averaged approximately 1.00% as reported by the North Carolina Office of State Budget and Management. The City uses this data to aid in long-term capital planning, and corresponding growth projections were utilized for the purposes of this analysis. **Table 2** shows future population projections and resulting increases in demand.

*Table 2: 10-Year Planning Window Additional ERU's*

Use	2016		2022		2027		Increase	
	ADF (gal)	ERU	ADF (gal)	ERU	ADF (gal)	ERU	ADF (gal)	ERU
Residential	654,000	5,189	1,321,975	5,508	1,389,409	5,789	735,409	600
Commercial	355,000	1,479	376,840	1,570	396,062	1,650	41,062	171
Industrial	215,000	896	228,227	951	239,869	999	24,869	103
Institutional	91,000	379	96,598	402	101,526	423	10,526	44
<b>Total</b>	<b>1,315,000</b>	<b>7,943</b>	<b>2,023,640</b>	<b>8,431</b>	<b>2,126,866</b>	<b>8,861</b>	<b>811,866</b>	<b>918</b>

## ESTABLISHED LEVEL OF SERVICE

HB-436 defines a service unit as "a unit of measure, typically an equivalent residential unit, calculated in accordance with generally accepted engineering or planning standards." For the purposes of this analysis, projected demand is established using design flowrates per Section 15A NCAC 02T .0114(b) of the North Carolina Administrative Code<sup>(3)</sup> which states, in part, the minimum volume of wastewater flow from a

residential dwelling shall be considered to be 240 gallons per day (“gpd”). Therefore, the City establishes a service unit as an Equivalent Residential Unit (“ERU”) which consumes an average of 240 gpd through a standard ¾” water meter. Existing system demands are based upon the City’s 2016 Local Water Supply Plan Reporting and the number of future ERU’s the City may serve is based upon an assumed demand of 240 gpd/ERU.

## SYSTEM BUY-IN ASSESSMENT

The system buy-in method values capacity in existing system components, with the resulting fee intended to achieve capital equity between existing and future customers. For the purposes of this analysis, portions of the City’s Comprehensive Annual Financial Report<sup>(4)</sup> and Book Asset Details for the Water and Sewer Funds, both for the year ended 30 June 2017, were utilized to establish values of existing system capacity as shown below.

Water System		Wastewater System	
Non-depreciable Capital Assets	\$1,281,547	Non-depreciable Capital Assets	\$0
Depreciable Capital Assets	\$22,960,399	Depreciable Capital Assets	\$27,472,029
Accumulated Depreciation	(\$8,366,585)	Accumulated Depreciation	(\$9,012,536)
Debt Credits, Grants, Etc.	(\$4,754,629)	Debt Credits, Grants, Etc.	(\$1,797,279)
Grant Depreciation	\$0	Grant Depreciation	\$0
<b>Net Asset Value</b>	<b><u>\$11,120,732</u></b>	<b>Net Asset Value</b>	<b><u>\$16,662,214</u></b>

Existing Capacity (GPD)<sup>†</sup>                      5,522,000    Existing Capacity (GPD)<sup>†</sup>                      3,375,000

<sup>†</sup>Refer to Current Utility Infrastructure section of this report.

In keeping with methodology prescribed in the AWWA Manual, a system buy-in fee is calculated as shown below. **Table 3** shows the City may assess a maximum buy-in System Development Fee of \$6.95 per gallon of average daily demand. Assuming average daily demand of 240 gpd, this equates to \$483.33 for water service and \$1,184.87 for wastewater service, totaling \$1,668.20 per ERU.

$$\frac{\text{Buy In Fee}}{\text{Gallon}} = \frac{\text{Original Cost} - \text{Accumulated Depreciation} - \text{Debt Principal Outstanding} - \text{Grants, etc.}}{\text{Total System Capacity (gal.)}}$$

**Table 3: Maximum Permissible Buy-In System Development Fee**

	\$/Gal ADF	\$/ERU
<b>Water</b> (1 ERU = 240 gpd)	\$2.01	\$483.33
<b>Wastewater</b> (1 ERU = 240 gpd)	\$4.94	\$1,184.87
<b>Total</b>	\$6.95	\$1,668.20

## FEE ADOPTION, ADMINISTRATION, AND MAINTENANCE

HB-436 provides a prescriptive guide for the adoption, administration, and on-going maintenance of a System Development Fee analysis and the revenue it generates. As such, any LGU considering adoption of a System Development Fee should consult legal counsel regarding HB-436, the authorization of a System Development Fee, and subsequent use of revenue.

In order to establish a System Development Fee per service unit of new development an LGU must adopt this written analysis via resolution or ordinance. Prior to an LGU's governing body considering adoption of this and any future System Development Fee analyses, the written analysis shall be posted publicly for a minimum of 45 days in order to solicit public comment regarding its contents. Once the public comment period has expired, the analysis preparer shall consider all received comments and revise or modify the analysis as necessary. The LGU's governing body must subsequently convene one (1) public hearing prior to considering adoption of the analysis and incorporating the resulting System Development Fee into its adopted budget and/or larger fee schedule. An adopted System Development Fee analysis must be reviewed and updated a minimum of every five (5) years.

HB-436 mandates System Development Fee revenue be accounted for by means of a dedicated Capital Reserve Fund and places certain restrictions on how an LGU may appropriate that revenue. As such, any LGU considering adoption of a System Development Fee should consult with legal counsel and a qualified financial professional regarding HB-436, the authorization of a System Development Fee, and subsequent use of revenue.

## CONCLUSIONS

Based upon the City's 10-year growth projections, an estimated additional 918 ERU's will require water and wastewater service by the year 2027. For the purposes of this analysis an ERU represents a hypothetical service unit which is considered equal to a single family residential connection and is assumed to consume approximately 240 gallons per day through a standard  $\frac{3}{4}$ " water meter.

Currently the City's water and wastewater systems have limited capacity to serve new customers, and significant system-wide improvements may be necessary to facilitate future growth and to meet capacity needs. In order to establish an initial System Development Fee structure, a system buy-in approach which seeks to establish the monetary cost for new development to "buy" a proportionate share of existing system capacity is utilized in this analysis. The system buy-in fee is based upon current system valuations obtained from the City's annual financial reporting documents and existing capacities as stated in Local Water Supply Plan reporting. Given projected increases in ERU's, and current system valuations and capacities the City may assess a total maximum System Development Fee of **\$1,668** per ERU. For any development which requires a different size water meter, a service unit equivalent is established as a multiplier based on its operating capacity with respect to the  $\frac{3}{4}$ " water meter. The equivalency factors and associated System Development Fee by water meter size are shown in **Table 1**. These values represent the maximum System Development Fee assessment per ERU permissible under HB-436. The City may elect how to incorporate these values into their current fee structure, but in no case is it permissible under HB-436 to assess a fee greater than that which is supported by this analysis.



## REFERENCES

<sup>1</sup> *An Act to Provide for Uniform Authority to Implement System Development Fees for Public Water and Sewer Systems in North Carolina and to Clarify the Applicable Statute of Limitations*. General Assembly of North Carolina. Session 2017. Session Law 2017-138; House Bill 436.

<sup>2</sup> “VII.2.” M1: Principles of Water Rates, Fees, and Charges, by Chris Woodcock et al., Seventh ed., American Water Works Association, 2017, pp. 321–347.

<sup>3</sup> 15A NCAC 02T .0114(b). *Wastewater Design Flow Rates*. (Effective 1 September 2006). North Carolina Administrative Code.

<sup>4</sup> *Comprehensive Annual Financial Report*. (Year Ended June 2017). City of Graham.



## STAFF REPORT

SUBJECT:	BUDGET ORDINANCE
PREPARED BY:	FRANKIE MANESS, CITY MANAGER

### REQUESTED ACTION:

Adopt Budget Ordinance for Fiscal Year 2018-2019

### BACKGROUND/SUMMARY:

The Budget Ordinance is the financial plan for the City for the fiscal year 2018-2019. State law requires that the City adopt a balanced annual budget following a public hearing prior to July 1<sup>st</sup>. The attached budget ordinance accounts for all anticipated revenues and expenditures for all operating funds for the upcoming fiscal year, including capital expenditures outlined in the amended Capital Improvement Plan (see below and attached). The proposed budget ordinance does not appropriate funds on a line by line basis (object basis), but rather on a departmental basis.

### FISCAL IMPACT:

The total of all operating funds is \$21,363,600. The tax rate is unchanged at \$.455 per one hundred dollars (\$100.00) valuation and water and sewer user charges are unchanged. The levy of the new System Development Fees is also included.

### STAFF RECOMMENDATION:

Approval.

### SUGGESTED MOTION(S):

I move we adopt the Budget Ordinance for Fiscal Year 2018-2019.

GENERAL FUND REQUESTS	
<b>4200-Administration</b>	0
<b>4300 - Information Technologies</b>	
Computer Replacements	\$42,000.00
Council Chambers Sound Upgrade	\$55,000.00
<b>Total</b>	<b>\$97,000.00</b>
<b>4400 - Finance</b>	0
<b>5000 - Public Bldg &amp; Grounds</b>	0
<b>5100 - Police Dept.</b>	
PD Vehicles- 3 per year	\$115,000.00
<b>Total</b>	<b>\$115,000.00</b>
<b>5300 - Fire Dept.</b>	
Fire Station Renovations	\$20,000.00
Air Packs (SCBA)	\$168,000.00
Reescape Tool (Jaws of Life)	\$11,000.00
Turnout gear	\$48,000.00
<b>Total</b>	<b>\$247,000.00</b>
<b>5400 - Inspections &amp; P/Z</b>	
Transportation Plan	\$12,500.00
Downtown Small Area Plan	\$50,000.00
4x4 SUV	\$30,000.00
<b>Total</b>	<b>\$92,500.00</b>
<b>5500 - Traffic Engineering</b>	0
<b>5550 - City Garage/Warehouse</b>	
Generator repair	\$20,000.00
<b>Total</b>	<b>\$20,000.00</b>
<b>5600 - Streets &amp; Highways</b>	
Pedestrian Sidewalks	\$100,000.00
Street Resurfacing	\$455,000.00
Brine Sprayer	\$15,000.00
Elm and Maple Parking Lot	\$20,000.00
<b>Total</b>	<b>\$590,000.00</b>
<b>5800 - Sanitation</b>	
Automated Garbage Truck Replacement	\$275,000.00
<b>Total</b>	<b>\$275,000.00</b>
<b>6200 - Recreation</b>	
Key Card Door Lock System	\$16,500.00
Arts Council Kitchen Upgrade	\$20,000.00
Recreation Dept. Master Plan	\$50,000.00
<b>Total</b>	<b>\$86,500.00</b>
<b>6210 - Graham Mebane Lake</b>	
Lake Patrol Boat (Motor Replacement)	\$15,000.00
<b>Total</b>	<b>\$15,000.00</b>
<b>6220 - Athletic Facilities</b>	
Kabuto Zero Turn Mower	\$17,500.00
Oakley Street Park	\$30,000.00
Cooke Park Dog Park	\$15,000.00
<b>Total</b>	<b>\$62,500.00</b>
<b>6450 - Property Maintenance</b>	
30yd Leaf Body	\$90,000.00
<b>Total</b>	<b>\$90,000.00</b>

WATER/SEWER FUND REQUESTS	
<b>4500 - Adm. Water Bill &amp; Meter</b>	0
<b>4600 - Water &amp; Sewer Distribution</b>	
Dump Truck	\$100,000.00
<b>Total</b>	<b>\$100,000.00</b>
<b>4700 - Maintenance &amp; Lift Station</b>	
Pyrtle Drive Lift Station Upgrades	\$50,000.00
<b>Total</b>	<b>\$50,000.00</b>
<b>4800 - Water Treatment Plant</b>	
Lake Mixer	\$68,000.00
Switch Gear at Pump House replacement	\$120,000.00
RTV	\$8,000.00
<b>Total</b>	<b>\$196,000.00</b>
<b>5900 - Wastewater Treatment Plant</b>	
Chlorine Building Roof	\$12,000.00
Digester Building Roof	\$17,000.00
Primary Scum Pump	\$25,000.00
Seal Water Pumps	\$42,000.00
Entrance Culvert Rehab	\$120,000.00
<b>Total</b>	<b>\$216,000.00</b>

GARAGE FUND REQUEST	
Garage Addition	\$10,000.00
<b>Total</b>	<b>\$10,000.00</b>

## Budget Ordinance FY 2018-2019

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

**Section 1.** The following amounts are hereby appropriated in the General Fund for the operation of the City Government; its activities and capital improvements for the Fiscal Year beginning July 1, 2018 and ending June 30, 2019, in accordance with the Chart of Accounts heretofore established for the City:

CITY COUNCIL	45,700
ADMINISTRATION	542,500
INFORMATION TECHNOLOGY	340,300
FINANCE	411,100
PUBLIC BUILDINGS	148,000
POLICE	3,859,200
FIRE	1,133,900
INSPECTIONS	602,200
TRAFFIC ENGINEERING	29,500
GARAGE AND WAREHOUSE	110,300
STREETS & HIGHWAYS	1,419,600
STREET LIGHTS	126,000
SANITATION	1,055,300
RECREATION	928,100
LAKE	173,000
ATHLETIC FACILITIES	375,000
PROPERTY MAINTENANCE	743,400
NON-DEPARTMENTAL	1,031,000
<b>FUND TOTAL</b>	<b>13,074,100</b>

**Section 2.** It is estimated that the following revenues will be available in the General Fund for the Fiscal Year beginning July 1, 2018 and ending June 30, 2019.

CURRENT YEAR TAX	4,650,000
PRIOR YEAR TAXES	45,000
VEHICLE TAXES	485,000
PRIOR YEAR VEHICLE TAXES	500
PY VEHICLE INT & COLL FEES	100
PAYT LIEU TAXES	26,500
STORM WATER FEE	124,000
TAX COST & INTEREST	23,000

DEVELOPMENT FEES	1,000
SALE OF SURPLUS PROPERTY	20,000
PRIVILEGE LICENSE	100
RECYCLING PROCEEDS FROM SURPLUS	100
MISCELLANEOUS GRANTS	1,000
INTEREST ON INVESTMENTS	40,000
SCHOOL RESOURCE OFFICER	110,000
POLICE DONATIONS/GRANTS	49,000
MISCELLANEOUS INCOME	50,000
ALARMS	2,000
INSURANCE PROCEEDS	1,000
FRANCHISE TAX	950,000
BEER AND WINE TAX	62,000
POWELL BILL	395,000
LOCAL SALES TAX	3,350,000.00
SOLID WASTE DISPOSAL TAX	9,000
ABC REVENUES	71,000
BLDG & ELECT PERMITS	125,000
RECREATION DONATIONS	15,000
REFUSE FEES	310,000
CEMETERY REVENUE	42,000
SPORTS HALL OF FAME	1,000
RECREATION INCOME	100,000
RECREATION RENTALS	19,000
GRAHAM MEBANE LAKE	31,000
COURTS & FINES	15,000
RENT ON CITY PROPERTY	28,000
MEBANE LAKE REVENUE	80,000
FUND BALANCE	1,537,800
NCCP	305,000
<b>FUND TOTAL</b>	<b>13,074,100</b>

**Section 3.** The following amounts are hereby appropriated in the Water & Sewer Fund for its operations, activities and capital improvements for the Fiscal Year beginning July 1, 2018 and ending June 30, 2019, in accordance with the Chart of Accounts heretofore established for the City:

WATER AND SEWER BILLING	426,400
WATER AND SEWER DISTRIBUTION	1,741,900
MAINTENANCE & LIFT STATION	246,200
WATER TREATMENT PLANT	1,845,400
WASTEWATER TREATMENT PLANT	1,650,900
NON DEPARTMENTAL ADMIN	1,410,300
<b>FUND TOTAL</b>	<b>7,321,100</b>



**Section 4.** It is estimated that the following revenues will be available in the Water & Sewer Fund for the Fiscal Year beginning July 1, 2018 and ending June 30, 2019.

SALE OF SURPLUS PROPERTY	1,000
INTEREST ON INVESTMENTS	35,000
SEWER SURCHARGES	15,000
OUTSIDE SEWER SURCHARGES	43,000
WATER CHARGES	2,750,500
SEWER CHARGES	2,660,000
PLUMBING PERMITS & INSPECTIONS	25,000
WATER AND SEWER TAPS	5,000
WATER & SEWER ASSESSMENTS	100
MISCELLANEOUS INCOME	7,500
FUND BALANCE	350,000
CUT OFFS	100,000
SALE/LEASE OF PROPERTY	27,000
MEBANE REVENUE	800,000
WATER PLANT EQUALIZATION	127,000
WWTP PAYMENT-Mebane	200,000
SWORDFISH-ALAMANCE COUNTY	100,000
NCCP	75,000
	7,321,100

**Section 5.** The following amounts are hereby appropriated in the Garage Fund for operations and activities for the Fiscal Year beginning July 1, 2018 and ending June 30, 2019, in accordance with the Chart of Accounts heretofore established for the City:

<b>Garage Fund</b>	<b>903,400</b>
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**Section 6.** It is estimated that the following revenues will be available in the Garage Fund for the Fiscal Year beginning July 1, 2018 and ending June 30, 2019.

ALA CO FUEL	204,600
CITY OF GRAHAM PARTS	210,300
CITY OF GRAHAM LABOR	158,400
CITY OF GRAHAM FUEL	199,300
GRAHAM HOUSING PARTS	3,900
GRAHAM HOUSING LABOR	2,500
GRAHAM HOUSING FUEL	6,100
ACTA PARTS	49,000
ACTA LABOR	32,700

GREEN LEVEL PARTS	6,500
GREEN LEVEL LABOR	9,000
GREEN LEVEL FUEL	7,900
ABC PARTS	300
ABC LABOR	-
ABC FUEL	2,100
SALE OF SURPLUS PROPERTY	100
INTEREST ON INVESTMENTS	600
MISCELLANEOUS INCOME	100
FUND BALANCE	10,000
<b>Total</b>	<b>903,400</b>

**Section 7.** The following amounts are hereby anticipated and appropriated for the City's Special Funds:

	Revenues	Expenditures
<b>Cemetery Trust Fund</b>	65,000	65,000
<b>Federal Drug Monies</b>	100	100
<b>State Drug Monies</b>	100	100

**Section 8.** There is hereby levied a tax at the rate of \$.455 per one hundred dollars (\$100.00) valuation of property as listed for taxes as of January 1, 2018 for the purpose of raising the Revenue listed as "Current Year Tax" and "Vehicle Taxes" in Section 2. Such rates are based on an estimated total valuation of property for the purposes of taxation of \$1,179,600,000 (100% valuation) with anticipated collection rate of 97%.

**Section 9.** The schedule of Connection Fees in the City of Graham Rates and Fee Schedule are hereby repealed and the following System Development Fees are levied and implemented pursuant to G.S. 162A, as amended:

Customer Type	Water Meter Size	Equivalent Residential Unit (ERU)	System Development Fee
Single-Family Dwelling Unit	3/4"	1.00	\$483.00
Single-Family Dwelling Unit	1"	1.67	\$806.00
Multi-Family Dwelling Unit	N/A	1.00	\$483.00
All Other Zoning Categories	3/4"	1.00	\$483.00
All Other Zoning Categories	1"	1.67	\$806.00
All Other Zoning Categories	1.5"	3.33	\$1,611.00
All Other Zoning Categories	2"	5.33	\$2,578.00
All Other Zoning Categories	3"	11.67	\$5,639.00
All Other Zoning Categories	4"	21.00	\$10,150.00
All Other Zoning Categories	6"	43.33	\$20,945.00
All Other Zoning Categories	greater than 8"		calculated based on ERU

Customer Type	Water Meter Size	Equivalent Residential Unit (ERU)	System Development Fee
Single-Family Dwelling Unit	3/4"	1.00	\$1,185.00
Single-Family Dwelling Unit	1"	1.67	\$1,975.00
Multi-Family Dwelling Unit	N/A	1.00	\$1,185.00
All Other Zoning Categories	3/4"	1.00	\$1,185.00
All Other Zoning Categories	1"	1.67	\$1,975.00
All Other Zoning Categories	1.5"	3.33	\$3,950.00
All Other Zoning Categories	2"	5.33	\$6,319.00
All Other Zoning Categories	3"	11.67	\$13,823.00
All Other Zoning Categories	4"	21.00	\$24,882.00
All Other Zoning Categories	6"	43.33	\$51,334.00
All Other Zoning Categories	greater than 8"		calculated based on ERU

**Section 10.** For the purpose of tracking capital items, there shall be a threshold of \$5,000.

**Section 11.** Copies of this Ordinance shall be furnished to the City Manager and the Finance Officer to be kept on file by them for their direction in the disbursement of City Funds.

Adopted this 5<sup>th</sup> day of June 2018.

Mayor Jerry Peterman

Attest:

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## STAFF REPORT

SUBJECT:	WATER & WASTEWATER CAPITAL RESERVE FUND
PREPARED BY:	FRANKIE MANESS, CITY MANAGER

### REQUESTED ACTION:

Adopt the Resolution Establishing a Water and Wastewater Capital Reserve Fund.

### BACKGROUND/SUMMARY:

In June of 2017, the General Assembly adopted HB-436, entitled “An Act to Provide for Uniform Authority to Implement System Development Fees for Public Water and Sewer Systems in North Carolina and to Clarify the Applicable Statute of Limitations”. This action amended Chapter 162A of the North Carolina General Statutes and enables local governments to assess a System Development Fee on new development within their territorial limits.

Among the requirements of this Act is for the City to establish a Capital Reserve Fund (CRF) to independently account for System Development Fees. Funds from this CRF may be transferred to future operating or capital project budgets for projects listed within the CRF enabling resolution or an any amendment to the CRF.

### FISCAL IMPACT:

Actual revenue from System Development Fees will vary from year to year. The actual levy of system development fees can be found in the 2018-2019 Budget Ordinance which are adopted following a study, public comment period and public hearing.

### STAFF RECOMMENDATION:

Approval.

### SUGGESTED MOTION(S):

I move we approve the Resolution Establishing a Water and Wastewater Capital Reserve Fund.

## RESOLUTION ESTABLISHING A WATER AND WASTEWATER CAPITAL RESERVE FUND

**WHEREAS**, there is a need in the City of Graham to provide funds for future capital projects related to its combined water and wastewater system, and to make debt service payments on existing debt related to past capital projects for its water and wastewater system, and

**WHEREAS**, NCGS 159-18 authorizes the creation of a capital reserve fund, and

**WHEREAS**, NCGS 162A, Art. 8 requires that all system development fee proceeds be accounted for in a capital reserve fund,

### **NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD THAT**

**Section 1. The Governing Board hereby creates a Water and Wastewater Capital Reserve Fund for the purpose of funding the following capital projects related to the City's water and wastewater system:**

- **Wastewater Treatment Plant Biological Nutrient Removal Upgrade.** The existing plant lacks advance secondary treatment for Biological Nutrient Removal, calling for an upgrade to meet projected future requirements. The estimated cost of the project is \$12 million. The City expects to complete a study in 2019 and the project itself after 2022. The City intends to appropriate approximately \$200,000 of system development fee revenues to the CRF for this purpose. The City anticipates receiving a loan to fund the remainder of the cost. It will use future system development fee collections to make debt service payments on the loan if sufficient funds remain. *The 2018-2019 appropriation from the budget ordinance to the CRF of SDF proceeds for this purpose is currently \$0.*
- **Pump Station Upgrades.** The Old Fields, Back Creek 1 and The Haw River pump stations, on the east side of the City, convey waste in succession until it reaches the Graham Wastewater Treatment Plant. Each of the pump stations are nearing the end of their useful lives and will require upgrade to handle existing and expanding demands from the area; or alternatively an outfall to bypass them. The estimated cost of the project is \$1.75 million and the City expects to begin in 2021 and complete in 2024. The City intends to appropriate approximately \$800,000 of system development fee revenues to the CRF for this purpose. The City anticipates funding the remainder of the cost through a combination of user charges and retained earnings. *The 2018-2019 appropriation from the budget ordinance to the CRF of SDF proceeds for this purpose is currently \$0.*
- **10" Transmission Line Replacement.** One of the City's main transmission lines from the plant into the distribution system is aging and susceptible to failure. The line is also lead-jointed. The estimated cost of the project is \$2.5 million and the City expects to begin in 2023-2024. The City intends to appropriate approximately \$500,000 of system development fee revenues to the CRF for this purpose. The City anticipates funding the remainder of the cost through a combination of user charges and retained earnings. *The 2018-2019 appropriation from the budget ordinance to the CRF of SDF proceeds for this purpose is currently \$0.*

**Section 2.** All system development fees levied by the City shall be deposited into this CRF.



**Section 3.** This CRF shall remain effective until all the above-listed projects, and any projects added in the future, are completed. The CRF may be amended by the governing board as needed to add additional appropriations, modify or eliminate existing capital projects, and/or add new capital projects.

**Section 4.** This Resolution shall become effective and binding upon its adoption.

This the 5th day of June, 2018.

---

Mayor

ATTEST:

---

City Clerk



RECEIVED

MAR 09 2018

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: 708 1/2 New St Graham NC  
Tax Map#: 145647 GPIN: 80984076933  
Current Zoning District(s): R-7  
Overlay District, if applicable:  
☐ Historic ☐ S Main St/Hwy 87 ☐ E Harden St/Hwy 54  
Current Use: Storage facility. Had water  
Property Owner: K. Makapuu & M.A. BHATTI sewer & electrical system  
Mailing Address: 3210 Elm Dr  
City, State, Zip: Burlington NC 27215  
Phone #: 336-512-0839  
Email: M.A.BHATTI.MD@Gmail.com

## Proposed Special Use

Proposed Use (from Sec. 10.135 Table of Permitted Uses):

Duplex Dwelling

☒ 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

Approx. 25,000 sq. ft.

was a 2 bed room apt.  
when roof fell in. It was  
replaced. Contents emptied  
Bath room, electrical & some  
inside wall work was done  
Building secured.  
need to rehab it. now  
need a 2 bed room  
apt.

Existing Driveway will be  
used

☐ 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

## Applicant and Project Contact

Name: M. A. Bhatti  
☐ Property Owner Other "  
Mailing Address: "  
Phone #: "  
Email: "

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 of Applicant: M.A. Bhatti Date: 2/28/18

Signature of Property Owner: M.A. Bhatti Date: "  
(if other than applicant)

Office Use Only, DEVID#

SUP1801



# STAFF REPORT

Prepared by Alexa Powell, Planner

## New St. Duplex (SUP1801)

**Type of Request:** Special Use Permit

### Meeting Dates

Planning Board on April 17, 2018

City Council on May 1, 2018 & June 5, 2018

## Contact Information

Mohammad Bhatti

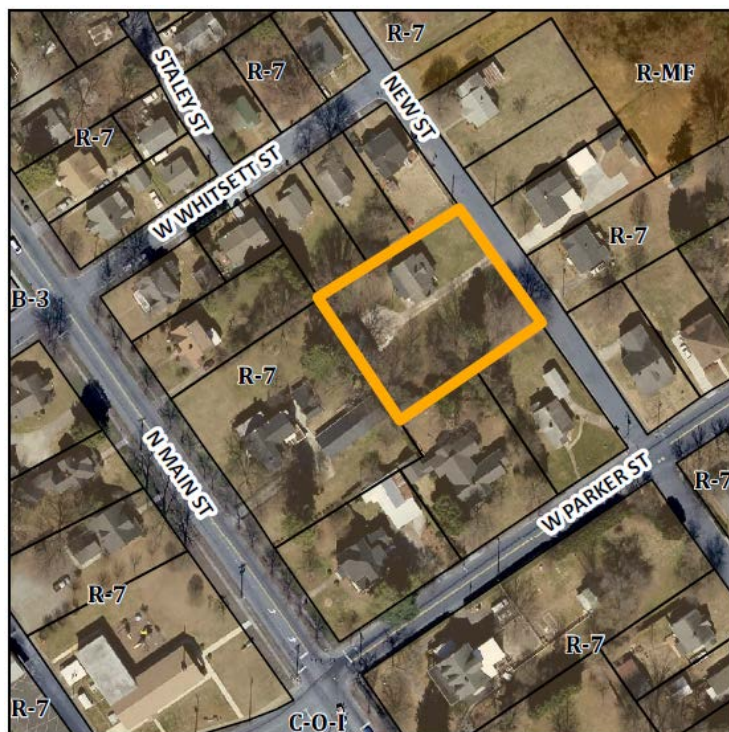
708 New St, Graham NC

336-512-6839

mabhattimd@gmail.com

## Summary

This is a request for a Special Use Permit for a Dwelling, Duplex for property located at 708 New St. There is an existing building on the site, currently in use as a Single Family residence. The total lot square footage is about 25,000sqft.



### Location

708 New St.

GPIN: 8884076833

### Current Zoning

Residential (high density)  
(R-7)

### Proposed Zoning

Residential (high density) (R-7)

### Overlay District

none

### Surrounding Zoning

R7

### Surrounding Land Uses

Single Family

### Size

0.575 acres

### Public Water & Sewer

Yes

### Floodplain

No

### Staff Recommendation

Approval

This site was originally developed in 1951, as a single family dwelling. The applicant reports that the rear unit was used as a dwelling in the past. However, it has been vacant for more than 180 days and therefore requires re-approval. The duplex is intended to take place in the detached structure to the rear of the lot. Properties zoned Residential (high-density) (R7) are required by the Development

Ordinance to apply for a Special Use permit to allow this change from a Dwelling, Single Family Detached to a Dwelling, Duplex.

A Dwelling, Duplex is described by the Development Ordinance as Dwelling, two-family which is defined as a detached building designed for occupancy exclusively by two (2) families living independently of each other.

The criteria in Section 10.149 Special Uses Listed for permitting a Duplex Dwelling Unit are as follows:

- Minimum of 11,000 square feet for each two dwelling units required.
- Minimum of 80 feet road frontage required. On corner lots this frontage shall be measured on the side with the shortest width.

## Conformity to *The Graham 2035 Comprehensive Plan (GCP)* and Other Adopted Plans

**Planning Type:** Neighborhood

**Development Type:** Downtown Residential

### Applicable Policies;

- **2.2.1: Focused Development** In order to maintain Graham's affordability and promote infill development and focused, walkable, and mixed use built environments. *Permitting duplex structures in Graham creates more density. This infill development promotes walkable neighborhoods and uses existing municipal infrastructure.*
- **4.3.1 Land Use Patterns.** Promote development of efficient land use patterns to allow continued quality and efficiency of water systems. Discourage the extension of water service into areas that are not most suitable for development. *The duplex would use existing city infrastructure.*
- **5.2.2 Multigenerational Housing** Promote buildings and neighborhood designs that serve multiple age groups simultaneously and meet the needs of young people, families, older adults, and people with disabilities, especially in focus areas and in close proximity to services. *Permitting the duplex could allow for multi-generational housing, as well as smaller units for families without children living at home.*

### Planning Type

Neighborhood

### Development Type

Downtown Residential

For single family residential, new neighborhoods may include duplexes

Include sidewalks, tree coverage, small and medium-sized lots, a variety of housing choices, and porches and stoops that facilitate social interaction.

In street parking, sidewalks on both sides of the street and street trees.

Density of 3 to 6 DU/acre

## 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 R-7, a duplex is permitted only with a special use permit, or a rezoning to R-MF or R-G.*

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

The criteria in Section 10.149 Special Uses Listed for permitting a Duplex Dwelling Unit are as follows:

- Minimum of 11,000 square feet for each two dwelling units required. *The property appears to be in excess of 11,000 square feet.*
  - Minimum of 80 feet road frontage required. On corner lots this frontage shall be measured on the side with the shortest width. *The property appears to have street frontage in excess of 80 feet.*
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 use of the location as a duplex 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 use of the location as a duplex 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 duplex is located in a neighborhood residential section of Graham and the future land use is Downtown Residential. Therefore, a duplex is in general conformity with The Graham 2035 Comprehensive Plan.*
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.
  - *All said items have been satisfactorily addressed in the application including the use of the existing driveway for access and vehicle parking.*

---

### **Staff Recommendation**

Based on *The Graham 2035 Comprehensive Plan* and the *City of Graham Development Ordinance*, staff **recommends approval** of the Special Use Permit. This action is reasonable and in the public interest for the following reasons:

- The development furthers goals of *The Graham 2035 Comprehensive Plan* and is in conformance with the Downtown Residential development type.
- The development meets all six conditions required by Section 10.144 of the *Development Ordinance*.

## Nathan Page

---

**From:** Kevin Pugh  
**Sent:** Wednesday, April 18, 2018 3:05 PM  
**To:** Nathan Page  
**Subject:** 708 1/2 New St

Nathan,

The only records I can find of permits being pulled for the above address is an electrical permit from 4/27/15 for a 200 amp service upgrade and this permit is actually for 708 New St, the existing single family residence on the property.

Thanks,

### Kevin Pugh

#### Code Enforcement Officer

City of Graham  
PO Drawer 357 (mailing address)  
201 S Main St  
Graham, NC 27253

**336-570-6705**



All e-mails including attachments sent to and from this address are subject to being released to the media and the public in accordance with the North Carolina Public Records Law.

Posted code interpretations:

[http://www.ncdoi.com/QSFM/Engineering\\_and\\_Codes/Default.aspx?field1=Code\\_Interpretations&user=Code\\_Enforcement\\_Resources](http://www.ncdoi.com/QSFM/Engineering_and_Codes/Default.aspx?field1=Code_Interpretations&user=Code_Enforcement_Resources)

View the 2012 NC State Building Code free on line:

[http://www.ecodes.biz/ecodes\\_support/Free\\_Resources/2012NorthCarolina/12NorthCarolina\\_main.html](http://www.ecodes.biz/ecodes_support/Free_Resources/2012NorthCarolina/12NorthCarolina_main.html)



## 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 "The Graham 2035 Comprehensive Plan" and any other officially adopted plan that is applicable. The Planning Board shall provide a written recommendation to the City Council that addresses 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 "The Graham 2035 Comprehensive Plan" shall not preclude consideration or approval of the proposed amendment by the City Council.

**New St Duplex  
(SUP1801)**

**Type of Request**  
Special Use Permit

**Meeting Dates**

Planning Board on April 17, 2018  
City Council on May 1, 2018

☐ 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**.

☐ I move to adopt the Findings of Fact and Conclusions of Law as presented in the staff report.

☒ I move to adopt the Findings of Fact and Conclusions of Law presented in the staff report

with the following revisions:

*The testimony of the building inspector is included in the findings of fact.*

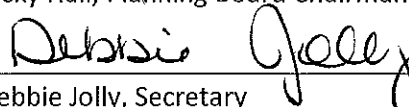
☐ The application is **consistent** with *The Graham 2035 Comprehensive Plan*.

☒ The application is **not fully consistent** with *The Graham 2035 Comprehensive Plan*.

This report reflects the recommendation of the Planning Board, this the 17<sup>th</sup> day of April, 2018.

Attest:

  
\_\_\_\_\_  
Ricky Hall, Planning Board Chairman

  
\_\_\_\_\_  
Debbie Jolly, Secretary



## City Council Decision & 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. When adopting or rejecting any zoning amendment, the City Council shall also approve a statement describing whether its action is consistent with the comprehensive plan and briefly explaining why the City Council considers the action taken to be reasonable and in the public interest. The Planning Board shall provide a written recommendation to the City Council, but a comment by the Planning Board that a proposed amendment is inconsistent with the comprehensive plan shall not preclude consideration or approval of the proposed amendment by the City Council.*

### **New St Duplex (SUP1801)**

**Type of Request**  
Special Use Permit

### **Meeting Dates**

Planning Board on April 17, 2018  
City Council on May 1, 2018  
City Council on June 5, 2018

#### 1. Choose one...

- ☐ I move that the application be **APPROVED as presented.**
- ☐ I move that the application be **APPROVED with the following conditions:**
- o [Insert additional conditions]
- ☐ I move that the application be **DENIED.**

#### 2. Choose one...

- ☐ I move to adopt the Findings of Fact and Conclusions of Law **as presented in the staff report.**
- ☐ I move to adopt the Findings of Fact and Conclusions of Law presented in the staff report **with the following revisions:**

#### 3. Choose one...

- ☐ The application is **consistent** with *The Graham 2035 Comprehensive Plan.*
- ☐ The application is **not fully consistent** with *The Graham 2035 Comprehensive Plan.*

#### 4. State reasons...

This action is reasonable and in the public interest for the following reasons:

- o The proposed special use permit is compatible with the area and meets all six conditions required by Section 10.144 of the *Development Ordinance.*

This report reflects the decision of the City Council, this the 5<sup>th</sup> day of June, 2018.

Attest:

\_\_\_\_\_  
Gerald R. Peterman, Mayor

\_\_\_\_\_  
Darcy L. Sperry, City Clerk

## STAFF REPORT

<b>SUBJECT:</b>	TEMPORARY OUTDOOR SALES ORDINANCE
<b>PREPARED BY:</b>	AARON HOLLAND, ASSISTANT CITY MANAGER, NATHAN PAGE, PLANNING DIRECTOR

### REQUESTED ACTION:

Amend Code of Ordinances to add section to allow for Temporary Outdoor Sales.

### BACKGROUND/SUMMARY:

City Council approved a text amendment at their June 6, 2017 meeting that allowed for Temporary Outdoor Sales as use-by-right in the B-1 (Central Business) District at City approved and permitted events. Due to conflicting ordinances, Council directed staff to research and develop language at the request of Chelsea Dickey (The Cooperative) at the January 2, 2018 meeting. For subsequent months, staff presented draft language based on the input provided by Council members, business owners and citizens.



The following language from staff takes into account the safety and welfare of the City while removing conflicting ordinances. For your review, concerns/arguments from both sides of concerned parties have also been included for Council consideration.

### FISCAL IMPACT:

N/A

### STAFF RECOMMENDATION:

Approval. The following language from staff removes ordinance conflicts that currently exist.

### SUGGESTED MOTION(S):

I move to approve the Ordinance amendment to Chapter 8 (Businesses), Article VIII of the Code of Ordinances to allow for Temporary Outdoor Sales.

I move to schedule another reading of the Ordinance amendment to Chapter 8 (Businesses), Article VIII of the Code of Ordinances to allow for Temporary Outdoor Sales for 7/5/18.



ARGUMENTS HEARD FROM CONCERNED PARTIES	
AGAINST:	FOR:
<ul style="list-style-type: none"> <li>• Proper licenses and certifications for food safety?</li> <li>• Ability for a vendor to establish a pseudo-storefront without the investment of a brick and mortar restaurant.</li> <li>• Accumulation of trash.</li> <li>• Lack of restrooms.</li> <li>• Ability to locate within a certain distance of similar business or single-family residences without permission.</li> <li>• Days/hours of operation.</li> <li>• Trucks in disrepair detracting from area.</li> <li>• Placing language in Code of Ordinances vs. Development Ordinance eliminates level of awareness for citizens in event of amendments.</li> <li>• Food trucks do not pay property tax and should not be able to set up without a permit/fee.</li> <li>• Opens door for direct competition.</li> </ul>	<ul style="list-style-type: none"> <li>• It would make it easier for seasonal businesses that are just getting started.</li> <li>• Permitting temporary outdoor sales would still require approval from the property owner, allowing landowners greater flexibility to meet the needs of the citizenry.</li> <li>• They lower the bar for entrepreneur to test new ideas, allowing more chefs to be successful with a less expensive rollout.</li> <li>• They allow for greater variety for citizens, setting up here once a week to test the market for their niche.</li> <li>• They allow for higher utilization of existing infrastructure.</li> <li>• More flexibility to shift menus than a traditional restaurant.</li> <li>• Can allow a business to ramp up and down on a weekly without large overhead cost.</li> <li>• Removing government regulations that do not serve the public health, safety, and welfare is a legal requirement- and move these sales from the “gray areas of the law.”</li> </ul>

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GRAHAM, ADDING CHAPTER 8, ARTICLE VIII, SEC. 8-345 TO 8-346 TO THE CODE OF ORDINANCES OF THE CITY OF GRAHAM, NORTH CAROLINA**

The City Council of the City of Graham, North Carolina, does ORDAIN:

**Sec. 1.** That the Code of Ordinances, City of Graham, North Carolina, is hereby amended by adding a section, to be numbered 8-345 to 8-346, which said section shall read as follows:

---

**Chapter 8 - BUSINESSES**

**ARTICLE VIII. – TEMPORARY OUTDOOR SALES**

**ADD: SEC. 8-345. - Temporary Outdoor Sales:**

The following restrictions apply to all Temporary Outdoor Sales on private property. These restrictions shall not apply to Garage Sales, as that term is used and defined in Article 8-306 et seq., Code of Ordinances, City of Graham, which shall hereafter continue to regulate such sales and conduct.

The following restrictions shall not apply to farmers selling goods grown on their own property, nor to approved vendors in association with City approved and permitted events. All other organizations shall limit their outdoor sales as follows:

1. **Permit Required:** Any vendor seeking to make use of this ordinance must apply to the City's Planning Department for a permit and pay the fee for the permit. The issuance of the permit is contingent upon the continuous operation of the liability insurance and any other regulatory requirement, such as health department food service permit for mobile food service.
2. **Cleanliness and Sanitation:** Vendors must post in a conspicuous place, visible to the public from the service window, all licenses and permits required by any regulator, including but not limited to the Health Department and Department of Insurance. Vendors are required to keep a 15 foot buffer free of trash. Vendors may not increase the burden on City Sanitation by using the City trash receptacles. Vendors must provide a private means for trash disposal.
3. **Hours of Operation:** Vendors may not begin their operations before 7AM. Vendors must complete all operations before 11PM.
4. **Duration:** The property owner shall only allow the use of their property for not more than three (3) days within a seven (7) day period. A vendor shall be limited to no more than one (1) day within that seven (7) day period.
5. **Permitted zones:** The zoning of the property must allow for the intended use of the vendor in accordance with the City of Graham Development Ordinances. Vendors may conduct sales within the public right-of-way in locations directed by City Staff only when the City Council has approved a temporary street closing for -City- approved and permitted events such as a street festival/fair.
6. **Sound:** Generator(s) must not run within 200' of a dwelling unit after 9 PM, nor before 8AM, except as part of a City sanctioned event. No vendor supplied music or amplified advertising shall be permitted at any time.
7. **Unattended sales:** All vendors must have personnel at the site of temporary sale at all times. The vendor site shall not be left unattended for more than ten minutes.

8. **Signage:** Other than any signs painted on the mobile unit (for example on the side of a food truck), only one A-frame sign, not to exceed 3 square feet per side is permitted.

**SEC. 8-346 – Violation.**

A violation of this ordinance shall be punishable as a Class 3 misdemeanor, subject to a fine not to exceed \$500.00 as provided in section 14-4 of the General Statutes of North Carolina (G.S. 14-4). Each day any violation of this Code or other ordinance shall continue shall constitute a separate offense. The imposition of a penalty under the provisions of this ordinance shall not prevent the revocation or suspension of any license, franchise or permit issued or granted hereunder. A violation of this ordinance is declared a nuisance to the public and may be summarily abated by the Chief of Police in addition to the imposition of a fine or imprisonment. Any violation of this Code by any officer, agent or other person acting for or employed by any corporation or unincorporated association or organization, while acting within the scope of his office or employment, shall in every case also be deemed to be a violation by such corporation, association or organization. Any officer, agent or other person acting for or employed by any corporation or unincorporated association or organization shall be subject and liable to punishment as well as such corporation or unincorporated association or organization for the violation by it of any provisions of this Code, where such violation was the act or omission, or the result of the act, omission or order, of any such person.

(Section added xx/xx/xx).

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**Sec. 2.** That this Ordinance shall be in full force and effect from and after its passage, approval and publication, as provided by law

This the \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

## Food Trucks

Community	Population	Yes / No	Distance from Restaurant?	Fee?	Location
City of Graham, NC	14,280	Proposed	Proposed 100'	Proposed \$100	Various
City of Burlington, NC	51,510	Yes	75'	\$40	B-3, B-2, I-2, I-3
City of Mebane, NC	12,981	Yes	No	No	General Business
Town of Green Level, NC	2,135	Yes	No	\$100	In Town Parks
Town of Hillsborough, NC	6,381	Yes	No	\$50	Non-Residential
Town of Morrisville, NC	21,932	Yes	100'	\$105	Non-Residential, No Parks
City of Shelby, NC	20,325	Yes	No	No	Commercial District
City of Salisbury, NC	33,604	Yes	No	No	All zones
City of Havelock, NC	20,735	Yes	No	No	All zones
City of Statesville, NC	25,432	Yes	No	No	General Business
City of Roanoke Rapids	15,754	Yes	No	No	Case By Case Basis
City of Eden	15,527	Yes	No	No	All Zones
City of Henderson	15,368	Yes	No	No	All zones
Town of Hope Mills	15,176	Yes	No	No	General Business
City of Reidsville	14,520	No	No	No	No Zones
Town of Stallings	13,831	Yes	No	No	Special Circumstances
City of Mount Holly	13,656				
Town of Leland	13,527	Yes	No	No	marked parking space
City of Hendersonville	13,137	No	No	No	No

**From:** Lisa Mauck  
**To:** [Darcy Sperry](#)  
**Subject:** Request for City of Council June Agenda  
**Date:** Friday, May 25, 2018 2:28:48 PM

---

Hi Darcy-

We would like to be put on the June City Council Agenda.

Maple Street Tavern is hosting a benefit for Little Pink Houses of Hope on Saturday, August 25th. The event will start at 9am and will last until 11pm.

We are requesting use of the city parking lot that backs up to our establishment. We are planning to have vendors, music, food and beer (pending ABC/Graham PD permitting).

Thank you so much,

Daniel & Lisa Alvis



PLANNING ZONING BOARD  
Tuesday, May 15, 2018

The Planning & Zoning Board held their regular meeting on Tuesday, May 15, 2018 in the Council Chambers of the Graham Municipal Building at 7:00 p.m. Board members present were Ricky Hall, Nate Perry, Michael Benesch, Bonnie Blalock, Dean Ward and Eric Crissman. Absent was Justin Moody. Staff members present were Nathan Page, Planning Director, Aaron Holland, Assistant City Manager, Debbie Jolly Zoning/Inspection Technician and Alexa Powell, Planner. Chair Hall called the meeting to order, gave the Overview of the Board, general meeting rules and gave the invocation.

1. Approval of the April 17, 2018 meeting minutes. Mike Benesch made a motion for approval, second by Dean Ward. All voted in favor.
2. Old Business

a. SUP1801- New St Duplex. Application for a new duplex at 708 ½ New Street, GPIN 8884076833. Application by Mr. Bhatti.

Nathan Page was sworn in. Nathan Page stated he had reached out to the applicant but had not heard back from them. Also, Nathan read a statement from Kevin Pugh, building inspector, stating the only record of permits being pulled for the above address is an electrical permit from 4/27/15 for 200-amp service upgrade and this permit is actually for 708 New St, the existing single-family residence on the property. Then Ricky Hall asked for anyone in the audience to speak on this matter.

Ricky Hall made a motion to adopt the Findings of Fact and Conclusions as drafted by staff, with the addition of the building inspector's testimony, and to deny the application as not consistent with The Graham 2035 Comprehensive Plan, Dean Ward seconded. All voted in favor.

Findings of Fact and Conclusions:

1. All applicable regulations of the zoning district in which the use is proposed are complied with.
  - o *The property is zoned R-7, a duplex is permitted only with a special use permit, or a rezoning to R-MF or R-G.*
2. Conditions specific to each use, identified by the Development Ordinance, are complied with.
 

The criteria in Section 10.149 Special Uses Listed for permitting a Duplex Dwelling Unit are as follows:

  - o Minimum of 11,000 square feet for each two dwelling units required. *The property appears to be in excess of 11,000 square feet.*
  - o Minimum of 80 feet road frontage required. On corner lots this frontage shall be measured on the side with the shortest width. *The property appears to have street frontage in excess of 80 feet.*
3. The use will not materially endanger the public health or safety if located where proposed and developed according to the plan as submitted.
  - o *The use of the location as a duplex 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.
  - o *The use of the location as a duplex 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



Chuck Talley	808 Sideview St
Bob Epting	3567 Durham St Ext
James Fletcher	6242 S 87 Hwy

Jan Searls of 526 E. Pine St spoke in favor of changing the ordinance.

The Planning Board discussed the options for the language in the Development Ordinance and a way to change it to help everyone. It was noted that this has went back and forth from Planning Board to City Council and the Planning Board feels City Council should make the final determination. Dean Ward made a motion to approve this with a recommendation to add “temporary vehicular outdoor sales” to the Code of Ordinances. Ricky Hall Seconded. The vote was 4 to 2, with Nate Perry and Eric Crissman dissenting.

c. AM1802 – Fencing in Overlays. Application by the Planning Board to clarify the appearance of fencing within the Overlay Districts. After a brief discussion, Eric made a motion to approve and add fencing to the existing language and remove the first sentence, seconded by Nate Perry. All vote Aye.

d. AM1803 – Entrance Overlays. Discussion by Planning Board with regards to future potential regulations within the City’s gateways. After a lengthy discussion about this and sidewalks. The planning board decided to revisit this next month.

4. Public comments on non-agenda items

Jennifer Talley                      808 Sideview

Asked the Planning Board to make it easier for a seasonal businesses that are just starting. She stated it would be beautiful to see all the flowers at the Garden Valley Farmer’s Market coming off the interstate.

No further business the meeting was adjourned.

Respectfully Submitted,  
Debbie Jolly



# STAFF REPORT

Prepared by Nathan Page, Planning Director

## Text Amendment for: Temporary Outdoor Sales

**Type of Request:** Text Amendment

### Meeting Dates

Planning Board on May 15, 2018

City Council on June 5, 2018

### Contact Information

Chelsea Dickey

200 N Main Street, Graham NC 27253

chelsea@thecooperative.co

### Summary

Chelsea Dickey has requested the City reexamine our existing Temporary Outdoor Sales. This amendment is to remove the restriction from the Development Ordinance, such that the Code of Ordinances would regulate the use. The Temporary Outdoor Sales would still need to abide by the closest zoning use. I.e. a commercial vendor would be permitted on B-2 lot, but not on a R-7 lot.

### Project Name

Temporary Outdoor Sales  
(AM1801)

### Location

city-wide

### Current Zoning

not applicable

### Proposed Zoning

not applicable

### Overlay District

not applicable

### Staff Recommendation

Approval

## The following amendments to the Development Ordinance are proposed:

Existing Language:

### Section 10.135 Table of Permitted Uses

Use Type	R-18	R-15	R-12	R-9	R-7	C-R	R-MF	R-G	O-I	C-O-I	B-3	B-2	B-1	C-B	I-1 (Note 19)	I-2 (Note 19)	C-I	C-MXR	C-MXC	LUC
Roadside Stands & Outdoor Sales, Temporary, at a City approved and permitted event													X							

Proposed Language, removing the restriction from the Development Ordinance:

### Section 10.135 Table of Permitted Uses

Use Type	R-18	R-15	R-12	R-9	R-7	C-R	R-MF	R-G	O-I	C-O-I	B-3	B-2	B-1	C-B	I-1 (Note 19)	I-2 (Note 19)	C-I	C-MXR	C-MXC	LUC
Roadside Stands & Outdoor Sales, Temporary, at a City approved and permitted event	-	-	-	-	-	-	-	-	-	-	-	-	x	-	-	-	-	-	-	-

Regulations regarding the impacts of Temporary Outdoor Sales would be added to the Code of Ordinances by the City Council.

## Conformity to The Graham 2035 Comprehensive Plan and Other Adopted Plans

**Strategy 2.1.5 Reduce Barriers** Work with local businesses and economic development partners to identify and address unnecessary barriers to local business development. *Mobile sales have been a less expensive way to enter into a market, and have successfully expanded into brick and mortar businesses in many municipalities. Additionally, this would make Girl Scout cookie or other similar sales permissible without requiring City Council approval.*

### Planning District

All

### Development Type

All

**Strategy 2.1.1 Business Incubation** Develop a business incubation program to encourage development of new business ventures. *As the cost to start a food truck can be around \$10,000 while a new restaurant is in excess of \$100,000, the ability for an entrepreneur to test a market theory is much more forgiving for food trucks.*

**Policy 2.3.1 Downtown** A vibrant downtown is critical for Graham's economic success. Graham's downtown is a priority when considering incentives, investments, regulations, and marketing. Encourage entertainment options to locate within Graham's Downtown. *With the current popularity of downtown events, the desire for additional dining venues has been growing. Food Truck Rodeos continue to be successful events in surrounding municipalities and draw crowds who typically do not frequent the downtown area.*

### Applicable Planning District Policies and Recommendations

- Not applicable; city-wide.

## Staff Recommendation

Based on *The Graham 2035 Comprehensive Plan*, other jurisdictions and best practices, **staff recommends approval of the text amendment.** The following supports this recommendation:

- The regulation of temporary outdoor sales is better located within the Code of Ordinances, as the Development Ordinances are intended to regulate land use.





## 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 Graham 2035 Comprehensive Plan" and any other officially adopted plan that is applicable. The Planning Board shall provide a written recommendation to the City Council that addresses 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 Graham 2035 Comprehensive Plan" shall not preclude consideration or approval of the proposed amendment by the City Council.

#### Temporary Outdoor Sales (AM1801)

##### Type of Request

Text Amendment

##### Meeting Dates

Planning Board on May 15, 2018

City Council on June 8, 2018

☐ I move to **recommend APPROVAL** of the application as presented.

☒ I move to **recommend APPROVAL** of the alternative language, as proposed by the Planning Board.

☐ I move to **recommend DENIAL**.

*Leave the language in the Development Ordinance, and clarify the requirements for Temporary Vehicular Outdoor Food Sales in the Code of Ordinances.*

☒ The application is **consistent** with The Graham 2035 Comprehensive Plan.

☐ The application is **not fully consistent** with The Graham 2035 Comprehensive Plan.

The action is reasonable and in the public interest for the following reasons:

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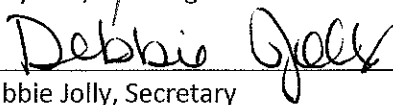


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This report reflects the recommendation of the Planning Board, this the 15<sup>th</sup> day of May, 2018.

Attest:

  
Ricky Hall, Planning Board Chair

  
Debbie Jolly, Secretary



## City Council Decision & 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. When adopting or rejecting any zoning amendment, the City Council shall also approve a statement describing whether its action is consistent with the "The Graham 2035 Comprehensive Plan" and briefly explaining why the City Council considers the action taken to be reasonable and in the public interest. The Planning Board shall provide a written recommendation to the City Council, but a comment by the Planning Board that a proposed amendment is inconsistent with the "The Graham 2035 Comprehensive Plan" shall not preclude consideration or approval of the proposed amendment by the City Council.*

### Temporary Outdoor Sales (AM1801)

#### Type of Request

Text Amendment

#### Meeting Dates

Planning Board on May 15, 2018

City Council on June 5, 2018

*Choose one...*

☐ I move that the text amendment be **APPROVED**.

☐ I move that the text amendment be **DENIED**.

*Choose one...*

☐ The text amendment is **consistent** with *The Graham 2035 Comprehensive Plan*.

☐ The text amendment is **not fully consistent** with *The Graham 2035 Comprehensive Plan*.

*State reasons...*

This action is reasonable and in the public interest for the following reasons:

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This report reflects the decision of the City Council, this the 5<sup>th</sup> day of June, 2018.

Attest:

\_\_\_\_\_  
Gerald R. Peterman, Mayor

\_\_\_\_\_  
Darcy L. Sperry, City Clerk



# STAFF REPORT

Prepared by Nathan Page, Planning Director

## Text Amendment for: Entrance Overlays

**Type of Request:** Text Amendment

### Meeting Dates

Planning Board on May 15, 2018

City Council on June 5, 2018

### Contact Information

Not Applicable

### Summary

The Planning Board has requested a proposal for fencing permitted within the Highway 87 and the Highway 54 Overlays.

### Project Name

Fencing in Overlays (AM1802)

### Location

city-wide

### Current Zoning

not applicable

### Proposed Zoning

not applicable

### Overlay District

not applicable

### Staff Recommendation

Approval

### Existing Language:

#### Section 10.441 (and 10.466) Building Standards

When architecture drawings are submitted to the City, the following design standards and prohibitions shall be required:

- (a) Manufactured and mobile units shall be prohibited, except for temporary use during construction or for storage of materials during construction.
- (b) Building facades visible from South Main Street shall be clad with brick or stone masonry, wood, stucco, or similar material. The facades of buildings located on corner lots that are visible from South Main Street and any other road shall be clad with brick or stone masonry, wood, stucco, or similar material. The use of textured vinyl siding or decorative, split-faced cinder blocks may be used but shall not exceed 25% of the visible side of the building. The use of cinder-block, smooth vinyl, and metal siding shall only be allowed on the side and rear of the building if not visible from South Main Street.
- (c) All façade colors shall be of low reflectance, subtle, neutral, or earth tone colors. The use of high intensity colors, metallic colors, black, or fluorescent colors are prohibited. Building trim and accent areas may feature black and brighter colors, including primary colors. Roof colors shall be low reflectance and non-metallic.
- (d) Roof pitches less than 3/12 will require a parapet wall.
- (e) Street level windows should be untinted. Tinted glass with a minimum visual transmittance factor of 35 is permitted. Mirror or reflective glass is not permitted at any location.
- (f) Accessory structures and signage shall be of consistent design with the primary structure and be constructed of like or architecturally compatible materials.
- (g) The use of decorative materials such as fountains, outdoor seating and benches, and statutes are encouraged in pedestrian and open space areas.

## Proposed Language:

### Section 10.441 (and 10.466) Building Standards

When architecture drawings are submitted to the City, the following design standards and prohibitions shall be required:

- (a) Manufactured and mobile units shall be prohibited, except for temporary use during construction or for storage of materials during construction.
- (b) Building facades visible from South Main Street shall be clad with brick or stone masonry, wood, stucco, or similar material. The facades of buildings located on corner lots that are visible from South Main Street and any other road shall be clad with brick or stone masonry, wood, stucco, or similar material. The use of textured vinyl siding or decorative, split-faced cinder blocks may be used but shall not exceed 25% of the visible side of the building. The use of cinder-block, smooth vinyl, and metal siding shall only be allowed on the side and rear of the building if not visible from South Main Street.
- (c) All façade colors shall be of low reflectance, subtle, neutral, or earth tone colors. The use of high intensity colors, metallic colors, black, or fluorescent colors are prohibited. Building trim and accent areas may feature black and brighter colors, including primary colors. Roof colors shall be low reflectance and non-metallic.
- (d) Roof pitches less than 3/12 will require a parapet wall.
- (e) Street level windows should be untinted. Tinted glass with a minimum visual transmittance factor of 35 is permitted. Mirror or reflective glass is not permitted at any location.
- (f) Accessory structures, fences, and signage shall be of consistent design with the primary structure and be constructed of like or architecturally compatible materials.
- (g) The use of decorative materials such as fountains, outdoor seating and benches, and statutes are encouraged in pedestrian and open space areas.

## Conformity to The Graham 2035 Comprehensive Plan and Other Adopted Plans

**Strategy 1.1.1 Wayfinding and Gateways** Develop and upgraded “wayfinding” and signage system for installation along gateways and corridors. Designate gateways for entrances to the historic downtown area, and further develop plans for public improvements and landscaping in the gateway areas. *A proliferation of chain-link fences would not improve landscaping within the vicinity.*

### Planning District

All

### Development Type

All

**Strategy 1.1.2 Design Guidelines** Develop commercial and residential site design guidelines that enhance community character and appearance, to be used with special use permit and conditional rezoning applications. *The restriction of fencing materials may be continued for Conditional Zoning as well as future Special Use Permits.*

## Applicable Planning District Policies and Recommendations

- Not applicable; city-wide.

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### **Staff Recommendation**

Based on *The Graham 2035 Comprehensive Plan*, other jurisdictions and best practices, **staff recommends approval of the text amendment.** The following supports this recommendation:

- The overlay has begun to enhance community character as development and redevelopment take place within the approach corridors.



## 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 Graham 2035 Comprehensive Plan" and any other officially adopted plan that is applicable. The Planning Board shall provide a written recommendation to the City Council that addresses 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 Graham 2035 Comprehensive Plan" shall not preclude consideration or approval of the proposed amendment by the City Council.

#### Fencing in Overlays (AM1802)

##### Type of Request

Text Amendment

##### Meeting Dates

Planning Board on May 15, 2018

City Council on June 8, 2018

- ☒ I move to **recommend APPROVAL** of the application as presented.
- ☐ I move to **recommend APPROVAL** of the alternative language, as proposed by the Planning Board.
- ☐ I move to **recommend DENIAL**.

- ☒ The application is **consistent** with *The Graham 2035 Comprehensive Plan*.
- ☐ The application is **not fully consistent** with *The Graham 2035 Comprehensive Plan*.

The action is reasonable and in the public interest for the following reasons:

The overlay has begun to enhance community character as development and redevelopment take place within the approach corridors.

This report reflects the recommendation of the Planning Board, this the 15<sup>th</sup> day of May, 2018.

Attest:

  
Ricky Hall, Planning Board Chair

  
Debbie Jolly, Secretary



## City Council Decision & 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. When adopting or rejecting any zoning amendment, the City Council shall also approve a statement describing whether its action is consistent with the "The Graham 2035 Comprehensive Plan" and briefly explaining why the City Council considers the action taken to be reasonable and in the public interest. The Planning Board shall provide a written recommendation to the City Council, but a comment by the Planning Board that a proposed amendment is inconsistent with the "The Graham 2035 Comprehensive Plan" shall not preclude consideration or approval of the proposed amendment by the City Council.*

### Fencing in Overlays (AM1802)

#### Type of Request

Text Amendment

#### Meeting Dates

Planning Board on May 15, 2018

City Council on June 8, 2018

Choose one...

☐ I move that the text amendment be **APPROVED**.

☐ I move that the text amendment be **DENIED**.

Choose one...

☐ The text amendment is **consistent** with *The Graham 2035 Comprehensive Plan*.

☐ The text amendment is **not fully consistent** with *The Graham 2035 Comprehensive Plan*.

State reasons...

This action is reasonable and in the public interest for the following reasons:

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This report reflects the decision of the City Council, this the 8<sup>th</sup> day of June, 2018.

Attest:

\_\_\_\_\_  
Gerald R. Peterman, Mayor

\_\_\_\_\_  
Darcy L. Sperry, City Clerk





# Application for REZONING or CONDITIONAL REZONING

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

This application is for both general district rezonings and conditional rezonings. Applications are due on the 25<sup>th</sup> of each month. Applicants are encouraged to consult with the *City of Graham Development Ordinances* and the City Planner.

## Site

Street Address: 1324 Monroe Holt Road Graham

Tax Map#: 6-2-18 GPIN: 8873328657

Current Zoning District(s):

☐ R-7 ☐ R-9 ☐ R-12 ☐ R-15 ☐ R-18  
☐ R-MF ☐ R-G ☐ C-R ☒ C-MXR  
☐ B-1 ☐ B-2 ☐ B-3 ☐ C-B ☐ C-MXC  
☐ O-I ☐ C-O-I ☐ I-1 ☐ I-2 ☐ C-I

Overlay District, if applicable:

☐ Historic ☐ S Main St/Hwy 87 ☐ E Harden St/Hwy 54

Current Use: Plan Subdivision

Total Site Acres: 58.139

Property Owner: Concept Builders, Inc.

Mailing Address: Po Box 2507

City, State, Zip: Burlington, NC 21716

## Applicant

☒ Property Owner ☐ Other \_\_\_\_\_

*Application for Conditional Rezoning may only be initiated by the owner of a legal interest in all affected property, any person having an interest in the property by reason of written contract with owner, or an agent authorized in writing to act on the owner's behalf. If the applicant for Conditional Rezoning is other than the Property Owner, documentation in compliance with the preceding statement must be provided in order for this application to be complete.*

Name: Concept Builders, Inc.

Mailing Address: Po Box 2507

City, State, Zip: Burlington, NC 27216

Phone # (336) 228-0490

Email: Jcollins@conceptbuilders.net

I have completed this application truthfully and to the best of my ability.

James L. Collins May 2 2018  
Signature of Applicant Date

## Proposed Rezoning or Conditional Rezoning

Proposed Zoning District(s):

☐ R-7 ☐ R-9 ☐ R-12 ☐ R-15 ☐ R-18  
☐ R-MF ☐ R-G ☐ C-R ☒ C-MXR  
☐ B-1 ☐ B-2 ☐ B-3 ☐ C-B ☐ C-MXC  
☐ O-I ☐ C-O-I ☐ I-1 ☐ I-2 ☐ C-I

Describe the purpose of this rezoning request. *For Conditional Rezoning*, also specify the actual use(s) intended for the property (from Sec. 10.135 Table of Permitted Uses) along with other descriptive or pertinent information, such as number of dwelling units, type of multifamily development, square footage and number of buildings:

Due to the removal of the Southern Loop Highway

**For Conditional Rezoning, this application must be accompanied by a Preliminary Site Plan and supporting information** specifying the actual use(s) and any rules, regulations or conditions that, in addition to predetermined ordinance requirements, will govern the development and use of the property.

☒ Site Plan Review Application **must be attached to this application for Conditional Rezoning**

Office Use Only. DEVID#

CR1001



# Application for REZONING or CONDITIONAL REZONING

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

This application is for both general district rezonings and conditional rezonings. Applications are due on the 25<sup>th</sup> of each month. Applicants are encouraged to consult with the *City of Graham Development Ordinances* and the City Planner.

## Site

Street Address: 1348 Monroe Holt Road Graham

Tax Map#: 6-2-42 GPIN: 8873239224

Current Zoning District(s):

☐ R-7 ☐ R-9 ☐ R-12 ☐ R-15 ☐ R-18

☐ R-MF ☐ R-G ☐ C-R ☐ C-MXR

☐ B-1 ☐ B-2 ☐ B-3 ☐ C-B ☐ C-MXC

☐ O-I ☐ C-O-I ☐ I-1 ☐ I-2 ☐ C-I

Overlay District, if applicable:

☐ Historic ☐ S Main St/Hwy 87 ☐ E Harden St/Hwy 54

Current Use: Open Lot

Total Site Acres: 4.5

Property Owner: Kenneth Porterfield

Mailing Address: 5451 Friendship Patterson Mill

City, State, Zip: Burlington, NC 27215

## Applicant

☐ Property Owner Other Per contract

*Application for Conditional Rezoning may only be initiated by the owner of a legal interest in all affected property, any person having an interest in the property by reason of written contract with owner, or an agent authorized in writing to act on the owner's behalf. If the applicant for Conditional Rezoning is other than the Property Owner, documentation in compliance with the preceding statement must be provided in order for this application to be complete.*

Name: Concept Builders, Inc.

Mailing Address: Po Box 2507

City, State, Zip: Burlington, NC 27216

Phone # (336) 228-0490

Email: Jcollins@conceptbuilders.net

I have completed this application truthfully and to the best of my ability.

James L. Collins  
Signature of Applicant

May 2 2018  
Date

## Proposed Rezoning or Conditional Rezoning

Proposed Zoning District(s):

☐ R-7 ☐ R-9 ☐ R-12 ☐ R-15 ☐ R-18

☐ R-MF ☐ R-G ☐ C-R ☒ C-MXR

☐ B-1 ☐ B-2 ☐ B-3 ☐ C-B ☐ C-MXC

☐ O-I ☐ C-O-I ☐ I-1 ☐ I-2 ☐ C-I

Describe the purpose of this rezoning request. *For Conditional Rezoning*s, also specify the actual use(s) intended for the property (from Sec. 10.135 Table of Permitted Uses) along with other descriptive or pertinent information, such as number of dwelling units, type of multifamily development, square footage and number of buildings:

This being apart of Shamrock Valley  
Conditional Rezoning (C-MRX) use single  
family homes

**For Conditional Rezoning**s, this application must be accompanied by a **Preliminary Site Plan** and supporting information specifying the actual use(s) and any rules, regulations or conditions that, in addition to predetermined ordinance requirements, will govern the development and use of the property.

☒ Site Plan Review Application **must be attached** to this application for Conditional Rezoning

Office Use Only. DEVID#

CR1801



# Application for REZONING or CONDITIONAL REZONING

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

This application is for both general district rezonings and conditional rezonings. Applications are due on the 25<sup>th</sup> of each month. Applicants are encouraged to consult with the *City of Graham Development Ordinances* and the City Planner.

## Site

Street Address: Monroe Holt Road Graham  
Tax Map#: 6-2-118 GPIN: 8873239631  
Current Zoning District(s):  
☐ R-7 ☐ R-9 ☐ R-12 ☐ R-15 ☐ R-18  
☐ R-MF ☐ R-G ☐ C-R ☐ C-MXR  
☐ B-1 ☐ B-2 ☐ B-3 ☐ C-B ☐ C-MXC  
☐ O-I ☐ C-O-I ☐ I-1 ☐ I-2 ☐ C-I  
Overlay District, if applicable:  
☐ Historic ☐ S Main St/Hwy 87 ☐ E Harden St/Hwy 54  
Current Use: Open Lot  
Total Site Acres: 1.36  
Property Owner: Kenneth Porterfield  
Mailing Address: 5451 Friendship Patterson Mill  
City, State, Zip: Burlington, NC 27215

## Applicant

☐ Property Owner Other Per contract  
*Application for Conditional Rezoning may only be initiated by the owner of a legal interest in all affected property, any person having an interest in the property by reason of written contract with owner, or an agent authorized in writing to act on the owner's behalf. If the applicant for Conditional Rezoning is other than the Property Owner, documentation in compliance with the preceding statement must be provided in order for this application to be complete.*  
Name: Concept Builders, Inc.  
Mailing Address: Po Box 2507  
City, State, Zip: Burlington, NC 27216  
Phone #: (336) 228-0490  
Email: Jcollins@conceptbuilders.net

I have completed this application truthfully and to the best of my ability.

James L. Collins May 2 2018  
Signature of Applicant Date

## Proposed Rezoning or Conditional Rezoning

Proposed Zoning District(s):

☐ R-7 ☐ R-9 ☐ R-12 ☐ R-15 ☐ R-18  
☐ R-MF ☐ R-G ☐ C-R ☒ C-MXR  
☐ B-1 ☐ B-2 ☐ B-3 ☐ C-B ☐ C-MXC  
☐ O-I ☐ C-O-I ☐ I-1 ☐ I-2 ☐ C-I

Describe the purpose of this rezoning request. *For Conditional Rezoning*, also specify the actual use(s) intended for the property (from Sec. 10.135 Table of Permitted Uses) along with other descriptive or pertinent information, such as number of dwelling units, type of multifamily development, square footage and number of buildings:

This being apart of Shamrock Valley  
Conditional Rezoning (C-MRX) use single  
family homes

**For Conditional Rezoning, this application must be accompanied by a Preliminary Site Plan and supporting information specifying the actual use(s) and any rules, regulations or conditions that, in addition to predetermined ordinance requirements, will govern the development and use of the property.**

☒ Site Plan Review Application **must be attached to this application for Conditional Rezoning**

Office Use Only. DEVID#

CR1801



# STAFF REPORT

Prepared by Nathan Page, Planning Director

## Shamrock Valley, Post-Southern Loop (CR1801)

**Type of Request:** Conditional Rezoning  
Amendment

### Meeting Dates

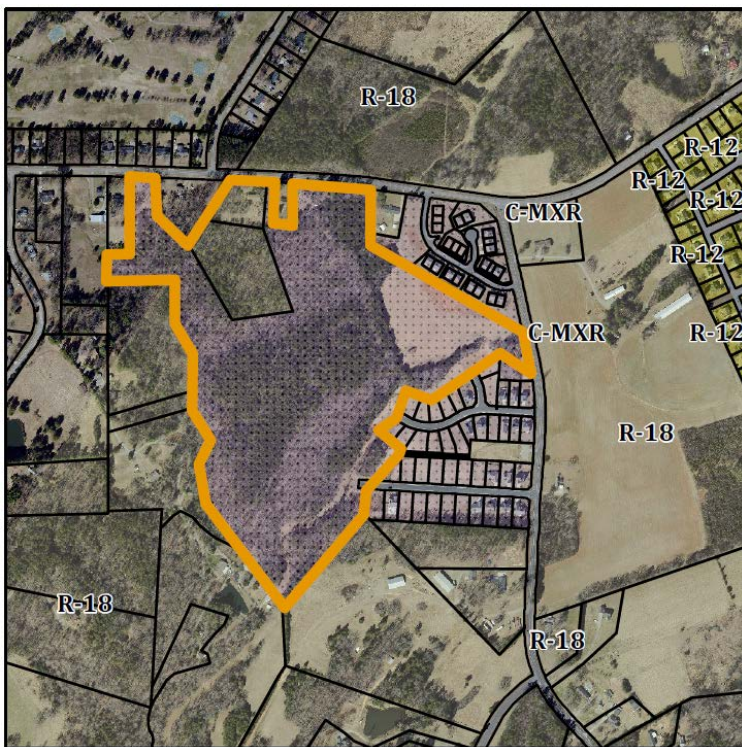
Planning Board on May 15, 2018  
City Council on June 5, 2018

### Contact Information

Jimmy Collins, Concept Builders  
PO Box 2507  
Burlington NC, 27216  
336-228-0490; jcollins@conceptbuilders.net

## Summary

This is a request to replace the existing Conditional Rezoning application for the unfinished section of Shamrock Valley. The amendment will permit additional homes to be constructed on the right-of-way which was originally reserved for the proposed Southern Loop. There are now a total of 232 homes, up from the original of 179. This comes to a density of 3.04 dwellings per acre.



### Location

Monroe Holt and Lacy Holt Rd  
GPIN: 8873328657, 8873239224,  
8873239631

### Current Zoning

Conditional Residential (C-R)

### Proposed Zoning

Conditional Residential (C-R)

### Overlay District

none

### Surrounding Zoning

R-18, C-MXR, Vacant

### Surrounding Land Uses

Single Family Houses

### Size

60.36 acres

### Density

3 DU/acre

### Public Water & Sewer

Yes

### Floodplain

No

### Staff Recommendation

Approval

## Conformity to *The Graham 2035 Comprehensive Plan (GCP)* and Other Adopted Plans

**Development Type:** Suburban Residential

### Applicable Policies and Recommendations

- **3.2.3 Fewer Dead-end Streets** Discourage or prohibit the development of cul-de-sacs and dead-end streets in new projects. *This project proposes one less cul-de-sac than the original proposal.*
- **3.3.2 Limit Street Width** Reduce roadway lane widths in order to slow down vehicular traffic in areas where bicycle and pedestrian traffic is encouraged. *This proposal narrows roadways by 4 feet, to the new Residential Medium (27 feet wide).*
- **5.2.1 Diverse Neighborhoods** Encourage a mix of housing types within Graham, including detached, duplex, multifamily, townhomes, and live-work units. *This proposal includes additional single-family detached, and townhomes.*

### Description of Development Type

Suburban Residential

### Development Toolkit Checklist

Located near a major thoroughfare

Predominantly detached single-family homes

Characteristics include porches, sidewalks, street trees, and garages setback from the front of the home

Density of 3-6 DU/acre

New neighborhoods should consider a variety of lot sizes with consistent setbacks along the same street

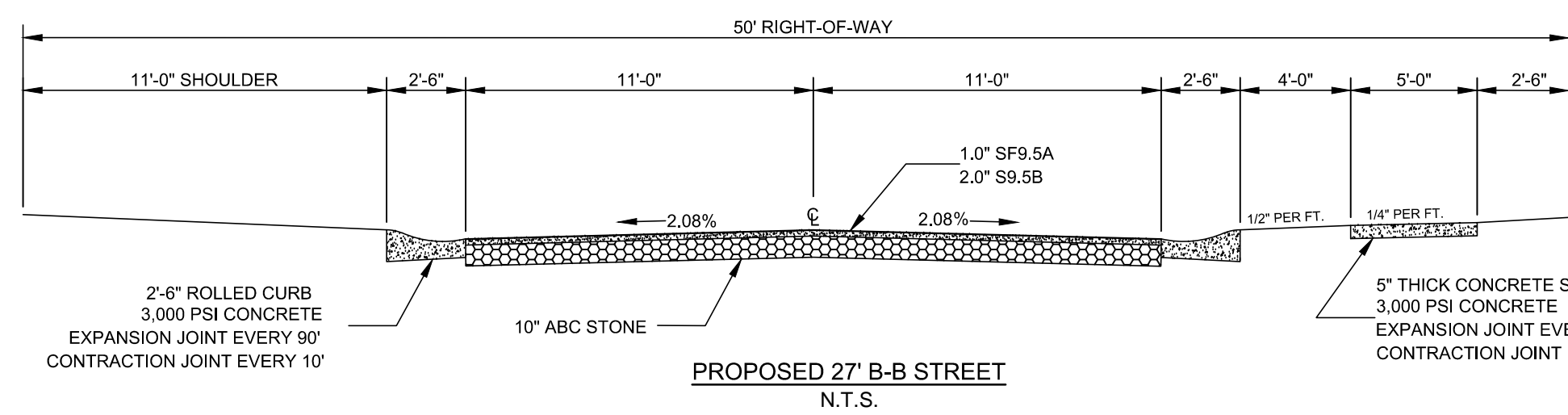
### Staff Recommendation

Based on *The Graham 2035 Comprehensive Plan* and the *City of Graham Development Ordinance*, staff recommends approval of the conditional rezoning:

The following supports this recommendation:

- The absence of the Southern Loop's corridor necessitates a review of proposed developments within the previously projected path.





**SITE DATA:**

TRACT 1  
1324 MONROE HOLT ROAD  
GPN: 887322867  
CONCEPT BUILDERS, INC.  
D.B. 2284 PG. 583  
AREA: 54.50 AC

TRACT 2  
CONCEPT BUILDERS INC  
GPN: 8873239531  
D.B. 3768 PG. 768  
AREA: 1.36 AC

TRACT 3  
CONCEPT BUILDERS INC  
GPN: 8873239524  
D.B. 3768 PG. 768  
AREA: 4.50 AC

TOTAL PROJECT AREA: 60.36 AC

**EXISTING ZONING:**  
TRACT 1 - CMR (CONDITIONAL MIXED USE RESIDENTIAL)  
TRACT 2 - COUNTY  
TRACT 3 - COUNTY

**PROP. ZONING:** CMRX (CONDITIONAL MIXED USE RESIDENTIAL)

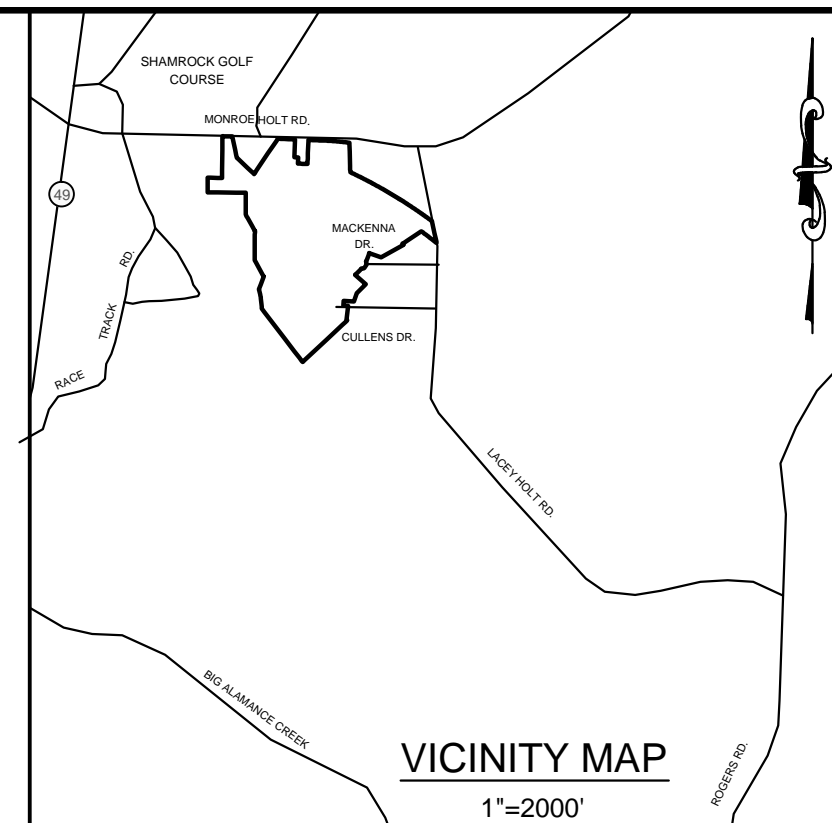
**SINGLE FAMILY LOTS (R-9)**  
PROPOSED NUMBER OF LOTS: 80  
MIN. LOT WIDTH = 60'  
MAX. BLDG. HEIGHT = 35'  
MIN. FRONT YARD DEPTH = 30'  
MIN. SIDE YARD = 5'  
MIN. SIDE YARD ABUTTING A STREET = 15'  
MIN. REAR YARD DEPTH = 20% LOT DEPTH  
MIN. LOT AREA = 8,000 SQ. FT.  
MAX. BUILDING FOOTPRINT PER LOT: 4,000 SF  
NOTE: OPTION OF (1) OR (2) CAR GARAGE.

**SINGLE FAMILY PATIO HOMES**  
PROPOSED NUMBER OF PATIO HOMES: 48  
MAX. BUILDING FOOTPRINT PER LOT: 4,000 SF  
MIN. SEPARATION BETWEEN UNITS = 15'  
MIN. SIDE YARD ABUTTING A STREET = 15'  
MIN. SEPARATION FROM RIGHT-OF-WAY = 20'  
MAX. BLDG. HEIGHT = 35'

**TOWNHOMES**  
PROPOSED NUMBER OF TOWNHOMES: 39 UNITS  
MAX. BUILDING FOOTPRINT PER INDIVIDUAL UNIT: 4,000 SF  
MIN. SIDE YARD ABUTTING A STREET = 15'  
MIN. SEPARATION FROM RIGHT-OF-WAY = 20'  
MAX. BLDG. HEIGHT = 35'

**OPEN SPACE:**  
REQUIRED: 60.36 AC \* 10% = 6.036 AC  
PROVIDED: 13.76 ACRES  
NOTE: PROVIDED OPEN SPACE SUBJECT TO FINAL LAYOUT AND BUILDING PLAN SELECTION.

**SITE NOTES:**  
PROPOSED LINEAR FEET OF STREETS: 9,300 LF  
PROPERTY WILL BE SERVED BY PUBLIC WATER AND SANITARY SEWER.  
AREA COMPUTED BY D.M.D. METHOD  
THIS MAP DOES NOT MEET G.S. 47-30 REQUIREMENTS AND IS NOT FOR RECORDING.  
THIS PROPERTY IS SUBJECT TO ANY AND ALL EASEMENTS, AGREEMENTS AND RIGHTS-OF-WAY OF RECORD BUT NO VISIBLE OR APPARENT AT THE TIME OF INSPECTION.  
THIS MAP WAS PREPARED WITHOUT THE BENEFIT OF A TITLE INVESTIGATION. THEREFORE, THIS MAP IS SUBJECT TO ANY AND ALL FACTS AND ACCURATE TITLE INVESTIGATION MAY DISCLOSE.  
SUBDIVISION TO BE SERVED BY PUBLIC WATER AND SEWER.  
ALL CONSTRUCTION IS TO BE TO THE CITY OF GRAHAM STANDARDS AND SPECIFICATIONS, AND NCEM STANDARDS.



# SHAMROCK VALLEY PRELIMINARY PLAN

**Fleming Engineering, Inc.**  
CONSULTING ENGINEERS & LAND SURVEYORS  
8518 Tradd Drive Colfax, NC 27235  
Phone (336) 852-9797 License No. C-0850  
www.flemingengineering.com

DATE: 04/20/2018  
PROJECT NO.: 0307.035  
REF. NO.: --  
SCALE: 1"=100'

PROJECT LOCATION:  
COUNTY: ALAMANCE  
STATE: NORTH CAROLINA

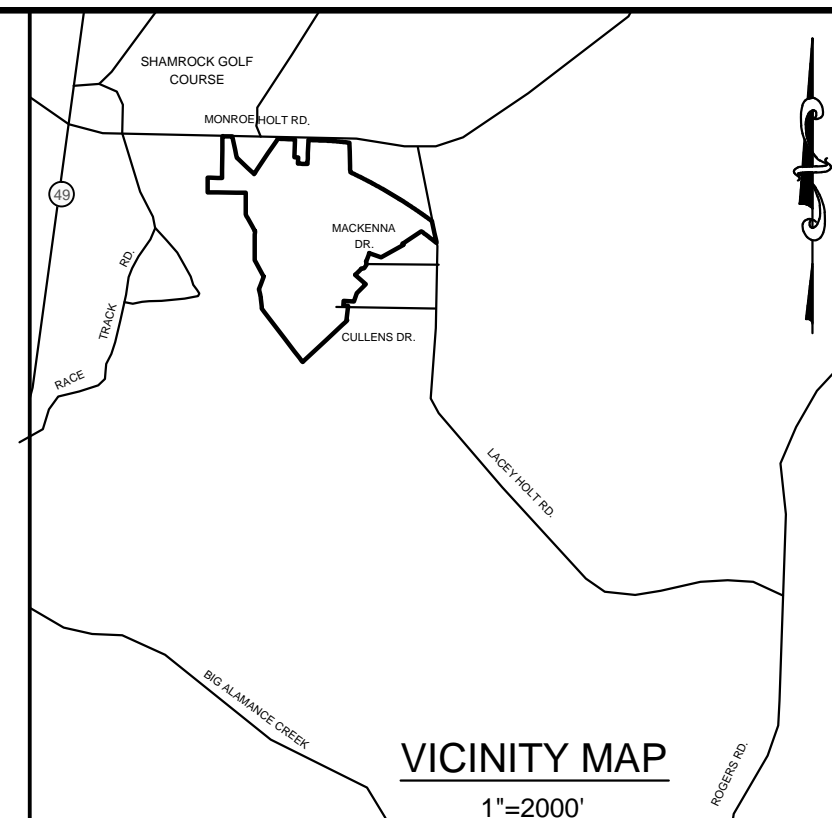
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DRAWN BY: TLM  
CHECKED BY: BC  
DATE: 04/20/2018  
PROJECT NO.: 0307.035  
REF. NO.: --  
SCALE: 1"=100'



**SHEET**  
1 OF 1





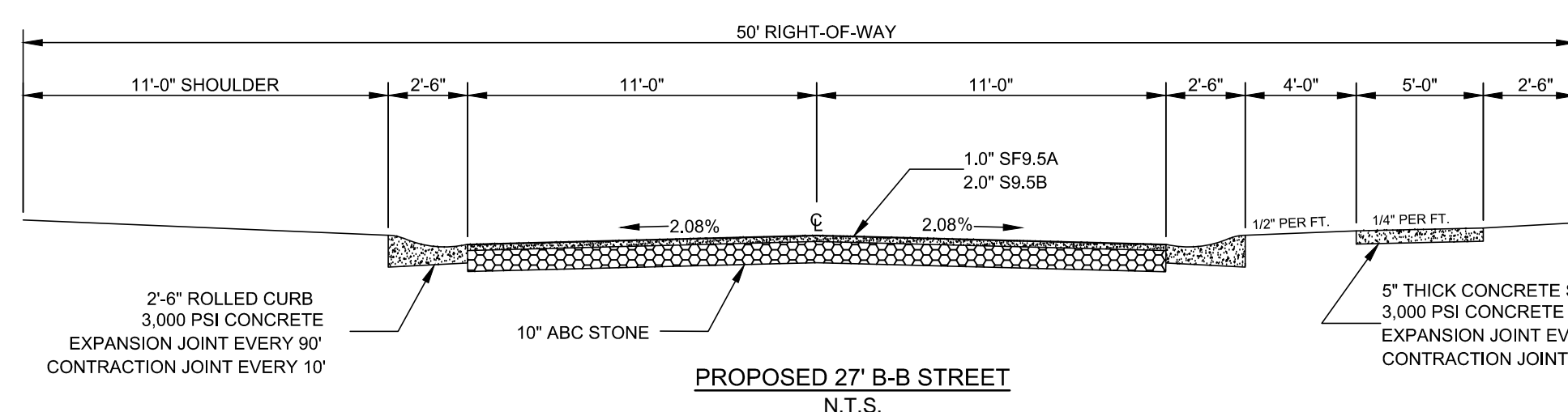
**Fleming Engineering, Inc.**  
CONSULTING ENGINEERS & LAND SURVEYORS  
8518 Tradd Drive Colfax, NC 27235  
Phone (336) 852-9797 License No. C-0850  
www.flemingengineering.com

# SHAMROCK VALLEY PRELIMINARY PLAN

DATE: 04/20/2018  
P.O. BOX 2000  
COUNTY: ALAMANCE  
STATE: NORTH CAROLINA

PROJECT LOCATION:  
COUNTY: ALAMANCE  
STATE: NORTH CAROLINA

**SITE DATA:**  
TRACT 1  
1324 MONROE HOLT ROAD  
GPN: 887322867  
CONCEPT BUILDERS, INC.  
D.B. 2284 PG. 583  
AREA: 54.50 AC  
TRACT 2  
CONCEPT BUILDERS INC  
GPN: 887323931  
D.B. 3768 PG. 768  
AREA: 1.36 AC  
TRACT 3  
CONCEPT BUILDERS INC  
GPN: 887323924  
D.B. 3768 PG. 768  
AREA: 4.50 AC  
TOTAL PROJECT AREA: 60.36 AC  
EXISTING ZONING:  
TRACT 1 - CMXR (CONDITIONAL MIXED USE RESIDENTIAL)  
TRACT 2 - COUNTY  
TRACT 3 - COUNTY  
PROP. ZONING: CMXR (CONDITIONAL MIXED USE RESIDENTIAL)  
**SINGLE FAMILY LOTS (R-9)**  
PROPOSED NUMBER OF LOTS: 80  
MIN. LOT WIDTH = 60'  
MAX. BLDG. HEIGHT = 35'  
MIN. FRONT YARD DEPTH = 30'  
MIN. SIDE YARD = 5'  
MIN. SIDE YARD ABUTTING A STREET = 15'  
MIN. REAR YARD DEPTH = 20% LOT DEPTH  
MIN. LOT AREA = 8,000 SQ. FT.  
MAX. BUILDING FOOTPRINT PER LOT: 4,000 SF  
NOTE: OPTION OF (1) OR (2) CAR GARAGE.  
**SINGLE FAMILY PATIO HOMES**  
PROPOSED NUMBER OF PATIO HOMES: 48  
MAX. BUILDING FOOTPRINT PER LOT: 4,000 SF  
MIN. SEPARATION BETWEEN UNITS = 15'  
MIN. SIDE YARD ABUTTING A STREET = 15'  
MIN. SEPARATION FROM RIGHT-OF-WAY = 20'  
MAX. BLDG. HEIGHT = 35'  
**TOWNHOMES**  
PROPOSED NUMBER OF TOWNHOMES: 39 UNITS  
MAX. BUILDING FOOTPRINT PER INDIVIDUAL UNIT: 4,000 SF  
MIN. SIDE YARD ABUTTING A STREET = 15'  
MIN. SEPARATION FROM RIGHT-OF-WAY = 20'  
MAX. BLDG. HEIGHT = 35'  
TOTAL NUMBER OF UNITS FOR PROJECT: 164  
**OPEN SPACE:**  
REQUIRED: 60.36 AC \* 10% = 6.036 AC  
PROVIDED: 13.76 ACRES  
NOTE: PROVIDED OPEN SPACE SUBJECT TO FINAL LAYOUT AND BUILDING PLAN SELECTION.  
**SITE NOTES:**  
PROPOSED LINEAR FEET OF STREETS: 9,300 LF  
PROPERTY WILL BE SERVED BY PUBLIC WATER AND SANITARY SEWER.  
AREA COMPUTED BY D.M.D. METHOD  
THIS MAP DOES NOT MEET G.S. 47-30 REQUIREMENTS AND IS NOT FOR RECORDING.  
THIS PROPERTY IS SUBJECT TO ANY AND ALL EASEMENTS, AGREEMENTS AND RIGHTS-OF-WAY OF RECORD BUT NO VISIBLE OR APPARENT AT THE TIME OF INSPECTION.  
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SUBDIVISION TO BE SERVED BY PUBLIC WATER AND SEWER.  
ALL CONSTRUCTION IS TO BE TO THE CITY OF GRAHAM STANDARDS AND SPECIFICATIONS, AND NCEES STANDARDS.







## 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 Graham 2035 Comprehensive Plan" and any other officially adopted plan that is applicable. The Planning Board shall provide a written recommendation to the City Council that addresses 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 Graham 2035 Comprehensive Plan" shall not preclude consideration or approval of the proposed amendment by the City Council.

**Shamrock Post-Southern Loop  
(CR1801)**

**Type of Request**  
Conditional Rezoning

**Meeting Dates**  
Planning Board on May 15, 2018  
City Council on June 5, 2018

☐ I move to recommend **APPROVAL** of the application as presented.

☒ I move to recommend **APPROVAL** with the following conditions:

- [Insert additional conditions]

A 20-ft. buffer of existing vegetation for the western portion of the property be left in place.

☐ I move to recommend **DENIAL**.

☒ The application is **consistent** with *The Graham 2035 Comprehensive Plan*.

☐ The application is **not fully consistent** with *The Graham 2035 Comprehensive Plan*.

The action is reasonable and in the public interest for the following reasons:

To increase the tax base and permit a more reasonable layout.

This report reflects the recommendation of the Planning Board, this the 15<sup>th</sup> day of May, 2018.

Attest:

  
Ricky Hall, Planning Board Chairman

  
Debbie Jolly, Secretary



## City Council Decision & 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. When adopting or rejecting any zoning amendment, the City Council shall also approve a statement describing whether its action is consistent with the "The Graham 2035 Comprehensive Plan" and briefly explaining why the City Council considers the action taken to be reasonable and in the public interest. The Planning Board shall provide a written recommendation to the City Council, but a comment by the Planning Board that a proposed amendment is inconsistent with the "The Graham 2035 Comprehensive Plan" shall not preclude consideration or approval of the proposed amendment by the City Council.*

### Shamrock Valley post-Southern Loop (CR1801)

**Type of Request**  
Conditional Rezoning

**Meeting Dates**  
Planning Board on May 15, 2018  
City Council on June 5, 2018

Choose one...

- ☐ I move that the application be **APPROVED**.
- ☐ I move that the application be **APPROVED with the following conditions**.
- A Twenty (20) foot buffer of undisturbed vegetation be left on the western property line
  - [Insert conditions as needed].
- ☐ I move that the application be **DENIED**.

Choose one...

- ☐ The application is **consistent** with *The Graham 2035 Comprehensive Plan*.
- ☐ The application is **not fully consistent** with *The Graham 2035 Comprehensive Plan*.

State reasons...

This action is reasonable and in the public interest for the following reasons:

---



---



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This report reflects the decision of the City Council, this the 5<sup>th</sup> day of June, 2018.

Attest:

---

Gerald R. Peterman, Mayor

---

Darcy L. Sperry, City Clerk

# Memorandum

To: Graham City Council  
cc: Frankie Maness  
From: Darcy Sperry  
Date: 6/5/2018  
Re: Boards and Commissions Appointments/Vacancies



## Current Members with Terms Expiring in 2018

<u>Board</u>	<u>Name</u>	<u>Term</u> <u>Expiration Date</u>	<u>Board</u>	<u>Name</u>	<u>Term</u> <u>Expiration Date</u>
*Alamance County Library Committee	Hiroko Solari	6/30/2018	Historical Museum Advisory Board	Jan Peterman	6/30/2018
Appearance Commission	Barbara Mize	6/30/2018	Historical Museum Advisory Board	Marcus Orr	6/30/2018
Appearance Commission	Jan Peterman	6/30/2018	Historical Museum Advisory Board	Jeanette Beaudry	6/30/2018
Appearance Commission	Jeanette Beaudry	6/30/2018	Housing Authority	Bill Huey	6/30/2018
Appearance Commission	Vanessa Coble	6/30/2018	Planning Board/Board of Adjustment	Nathan Perry	6/30/2018
Canine Review Board	Michelle Morris	6/30/2018	Recreation Commission	Tim Beshel	6/30/2018
Historic Resources Commission	Cary Worthy	6/30/2018	Tree Board	Eric Crissman	6/30/2018
			Tree Board	Tom Loy	6/30/2018

\*Appointed by Alamance County Commissioners

## Applications Received/On File in Clerk's Office as of May 30, 2018

<u>Board</u>	<u>Name</u>	<u>Term</u>
Alamance County Library Committee	Grace Baldwin	2 Year Term
(1 vacancy)	*Hiroko Solari	
Make recommendation to Alamance County Board of Commissioners		
Historic Resources Commission	Jeanette Beaudry	4 Year Term
(1 Vacancy)	Audry Garton	
	*Cary Worthy	

\*Seeking Reappointment

<u>Board</u>	<u>Name</u>	<u>Term</u>
Housing Authority	Grace Baldwin	5 Year Term
(1 Vacancy)	Evelyn Graves-Curtis	
Planning Board/Board of Adjustment	Tony Bailey	3 Year Term
(1 Vacancy)	Jeanette Beaudry	
	Evelyn Curtis-Graves	
	*Nathan Perry	
	William Talley	

\*Seeking Reappointment

## Library Committee

RECEIVED

MAY 11 2017



# Volunteer Application

## City of Graham Boards and Commissions

CITY OF  
GRAHAM

If you are a City of Graham resident or reside in the extra-territorial jurisdiction (ETJ), at least 18 years, and are willing to volunteer your time and expertise to your community, please complete and return to:

\*Applications will be kept on file for 3 years

By mail: City of Graham, Attn: City Clerk, PO Drawer 357, Graham, NC 27253

By email: dsperry@cityofgraham.com

By Fax: (336)570-6703

For questions, call: (336)570-6700

Please check all Boards and Commissions on which you would be willing to serve:

Extra-territorial residents can only serve on the Board of Adjustment or the Planning Board

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Alamance County Library Committee (2 years) | <input checked="" type="checkbox"/> Graham Housing Authority (5 years)      |
| <input type="checkbox"/> Alcohol Beverage Control (3 years)                     | <input type="checkbox"/> Graham Sports Hall of Fame (6 years)               |
| <input type="checkbox"/> Appearance Commission (4 years)                        | <input checked="" type="checkbox"/> Historic Resources Commission (4 years) |
| <input type="checkbox"/> Board of Adjustment (3 years)                          | <input type="checkbox"/> Planning Board (3 years)                           |
| <input type="checkbox"/> Canine Review Board (3 years)                          | <input type="checkbox"/> Recreation Commission (3 years)                    |
| <input type="checkbox"/> Graham Historical Museum (3 years)                     | <input type="checkbox"/> Tree Board (3 years)                               |

If you are currently serving on a Board in the City of Graham, please list:

Appearance Commission

### Personal Information

Name: Grace Baldern

Mailing Address: P.O. Box 1676 Burlington NC 27253

Home Address (if different) 900 East Hanover Rd Apt. C, Graham NC

Home Phone: 336 269 4788 Work Phone: 336 269 4788

Employer: Retired Position:

Email Address: gracemadhistory@aol.com

Civic Involvement (please list the names of civic organizations in which you hold current membership):

AARP Chapter President #3163

Marion Planning Elderly - Nurse Home

Please list any work, volunteer, and/or educational experience that you would like us to consider

Victory New Festival Fellowship International

TV - AARP Chapter President 3163

Why do you wish to serve the City in this capacity?

City of Graham Historical Enhancement

Income, Jobs, Education Present

and Future Growth,

**From:** MJ Wilkerson  
**To:** [Darcy Sperry](#)  
**Subject:** Library Board member recommendation  
**Date:** Friday, May 25, 2018 1:17:22 PM  
**Attachments:** [image001.png](#)


---

Darcy,

Hiroko Solari is currently serving on the Library Board as the representative for Graham. Her term is set to expire June 30, 2018. She is a highly valued member of our board and her input has served us well as we worked on various projects over the past two years. I highly recommend that she be re-appointed to serve another two year term on the Library Board!

Thank you,

*M.J. Wilkerson*

025.1 WIL	
<b>M.J. WILKERSON, MLS</b>	
<b>Library Director</b>	
Alamance County Public Libraries	
DATE	BORROWER'S NAME
ADDRESS	<b>342 S. Spring Street</b>
	<b>Burlington, NC 27215</b>
PHONE	<b>336-513-4753</b>
MOBILE	<b>336-264-9142</b>
	

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



**Darcy Sperry**

**From:** Hiroko Solari <noreply@jotform.com>  
**Sent:** Thursday, August 17, 2017 1:42 PM  
**To:** MJ Wilkerson  
**Subject:** New submission: Application for Committee Membership

**RECEIVED****SEP 13 2017****CITY OF  
GRAHAM**

## Application to Serve on Board

\*Alamance County does not discriminate on the basis of race, color, religion, sex, age, national origin, handicap or disability. Information given on this application is a matter of public record and can be disclosed to third parties.

Date of Application:	<b>August 17th, 2017</b>		
Name of Applicant:	<b>Hiroko Solari</b>		
18 Years or Older?	<b>Yes</b>		
Mailing Address:	<b>1320 Branson Dr.</b>		
Home Address:	<b>1320 Branson Dr.</b>		
City:	<b>Graham</b>		
ZIP Code:	<b>27253</b>		
Home Phone:	<b>3362131671</b>		
Employer:	<b>Children's Museum of Alamance County</b>		
Employer Address:	<b>217 South Main St. Graham NC</b>		
Work Phone:	<b>336.228.7997</b>		
E-mail:	Fax:	Race:	Gender:
<b>hirokoyzs@hotmail.com</b>		<b>Asian</b>	<b>Female</b>
Ever Been Convicted of a Felony:	<b>No</b>		
Please Explain:			
Are you a registered voter?	<b>No</b>		
Educational Background:	<b>B.A in Japanese &amp; Japanese Literature, ABA in Business</b>		
Currently Serving on Other Boards?	<b>Yes</b>		
<u>If Yes, Please List</u>			
<b>Library Committee</b>			
<u>Please List Qualifications</u>			
<p><b>* My teaching background</b>  <b>* My curiosity to learn something new</b>  <b>* My passion to read</b>  <b>* My appreciation to the local libraries</b>  <b>and</b>  <b>* My family and I are regular at the 3 locations(May Memorial, Graham, Mebane)</b></p>			
<u>Volunteer or Civic Activities</u>			

- \* Christmas Cheer(once a year)  
 \* UNC Children's Hospital Volunteer Sewer  
 \* Blessed Sacrament School Middle School Coding class instructor(once a week)  
 \* FLL Robotics Coach

Impact

**I'm a mother of 3 and I'm always looking for something educational and inspirational for them. I'd like to help find the importance of libraries and their programs from a regular visitor's point of view.**

Number of Years as an Alamance County resident:	<b>2003</b>
Residence located in which area of county (Township / City / Area):	<b>Graham</b>
<u>Additional Comments:</u>	
<p><b>* I also have a part-time(substitute teacher) position for Japanese Language School of Raleigh (High school math &amp; Japanese Language Arts)</b></p> <p><b>* I'm NOT a US citizen, but a US permanent resident. (If you need a copy of my green card, please let me know)</b></p>	
<u>Board(s) Applied For</u>	
<b>Library Committee</b>	
Date and Time Form Submitted	
<b>08/17/2017 12:47 PM</b>	

[Download Submission PDF](#)



# City of Graham

## Volunteer Board and Commission Application



The following application is used by the City Council to screen individuals interested in serving on a City advisory board or commission. To ensure that your application will receive full consideration, please answer all questions completely. For more information and details about each board, visit [www.cityofgraham.com/government/boards](http://www.cityofgraham.com/government/boards)

Name Leannette Beaudry Email Address jbeaudry308@yahoo.com  
 Home Address 308 East Harden St. Mailing Address  
 City, State, Zip Graham, NC 27253 City, State, Zip same  
 Home Phone Alternate Phone cell 336-269-2902

Do you live inside the city limits of Graham? ☒ Yes ☐ No

Are you applying for reappointment to a board of commission on which you are currently serving?

☒ Yes ☐ No

If yes, for which board or commission are applying for reappointment:

Museum Board

For new appointments, select the board(s) and/or commission(s) for which you would like to be considered (you may select more than one):

- |  |  |
|--|--|
| <input type="checkbox"/> Alamance County Library Committee (2 years)           | <input type="checkbox"/> Graham Sports Hall of Fame Committee (6 years)          |
| <input type="checkbox"/> Alcohol Beverage Control (3 years)                    | <input checked="" type="checkbox"/> Historic Resources Commission (4 years)      |
| <input type="checkbox"/> Appearance Commission (3 years)                       | <input checked="" type="checkbox"/> Planning Board/Board of Adjustment (3 years) |
| <input type="checkbox"/> Canine Review Board (3 years)                         | <input type="checkbox"/> Recreation Commission (3 years)                         |
| <input checked="" type="checkbox"/> Historical Museum Advisory Board (3 years) | <input type="checkbox"/> Tree Board (3 years)                                    |
| <input type="checkbox"/> Graham Housing Authority (5 years)                    |  |

Why do you wish to serve the City in this capacity? Describe the experience, skills, and abilities that you would contribute:

I believe Planning and Zoning is the "brain" of Graham, or any municipality, since it is this board that determines the future and direction the city takes. I also have a real estate broker license. The Museum Board is poised to become an important asset to the downtown district, and the COG, with the planned welcome center and redo of the museum to tell our story of our history.

## Employment

Employer/Company Name *Town of Chapel Hill*  
 Address *150 East Rosemary St*  
 City, State, Zip *Chapel Hill, NC*  
 Job Title and Description of Responsibilities  
*Parking Ambassador*

## Civic Involvement

Please list the names of civic and volunteer organizations in which you currently hold membership and your position with that organization.

*Amtrak Train Host*  
*Graham Tree Board*  
*Graham Appearance Commission*  
*Historical Museum Advisory Board*  
*Historic Resources Commission*  
*Alamance Arts*  
*Friends of Library*  
*Burlington Women's Club*

Thank you for your interest in the City of Graham's advisory boards and commissions. Submit this application by email to: [dsperry@cityofgraham.com](mailto:dsperry@cityofgraham.com), in person to: City Clerk's Office at 201 South Main Street, or by mail to: Attn: City Clerk P.O. Drawer 357, Graham, NC 27253

Applications will be kept on file for 3 years

**RECEIVED**

**MAY 23 2018**

**CITY OF  
GRAHAM**

# City of Graham

## Volunteer Board and Commission Application



The following application is used by the City Council to screen individuals interested in serving on a City advisory board or commission. To ensure that your application will receive full consideration, please answer all questions completely. For more information and details about each board, visit [www.cityofgraham.com/government/boards](http://www.cityofgraham.com/government/boards)

**Name** Audrey Garton

**Email Address** argarton@gmail.com

**Home Address** 1060 Watercourse Circle Apt 107

**Mailing Address** 1060 Watercourse Circle Apt 107

**City, State, Zip** Graham, NC, 27253

**City, State, Zip** Graham, NC, 27253

**Home Phone** 3362636607

**Alternate Phone** N/A

Do you live inside the city limits of Graham? ☒ Yes ☐ No

Are you applying for reappointment to a board of commission on which you are currently serving?

☐ Yes ☒ No

If yes, for which board or commission are applying for reappointment:

For new appointments, select the board(s) and/or commission(s) for which you would like to be considered (you may select more than one):

- |  |   |
|--|---|
| <input type="checkbox"/> Alamance County Library Committee (2 years) | <input type="checkbox"/> Graham Sports Hall of Fame Committee (6 years)     |
| <input type="checkbox"/> Alcohol Beverage Control (3 years)          | <input checked="" type="checkbox"/> Historic Resources Commission (4 years) |
| <input type="checkbox"/> Appearance Commission (3 years)             | <input type="checkbox"/> Planning Board/Board of Adjustment (3 years)       |
| <input type="checkbox"/> Canine Review Board (3 years)               | <input type="checkbox"/> Recreation Commission (3 years)                    |
| <input type="checkbox"/> Historical Museum Advisory Board (3 years)  | <input type="checkbox"/> Tree Board (3 years)                               |
| <input type="checkbox"/> Graham Housing Authority (5 years)          |   |

Why do you wish to serve the City in this capacity? Describe the experience, skills, and abilities that you would contribute:

## Employment

**Employer/Company Name** Rooms To Go

**Address** 4203 West Wendover Avenue

**City, State, Zip** Greensboro, NC 27407

**Job Title and Description of Responsibilities**

## Civic Involvement

Please list the names of civic and volunteer organizations in which you currently hold membership and your position with that organization.

Thank you for your interest in the City of Graham's advisory boards and commissions. Submit this application by email to: [dsperry@cityofgraham.com](mailto:dsperry@cityofgraham.com), in person to: City Clerk's Office at 201 South Main Street, or by mail to: Attn: City Clerk P.O. Drawer 357, Graham, NC 27253

Applications will be kept on file for 3 years

**RECEIVED**

**APR 27 2018**

**CITY OF  
GRAHAM**



# City of Graham

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Name Cary Worthy Email Address arts@alamancearts.org  
 Home Address 110 Albright Ave Mailing Address  
 City, State, Zip Graham, NC 27253 City, State, Zip  
 Home Phone 336-269-0558 Alternate Phone

Do you live inside the city limits of Graham? ☒ Yes ☐ No

Are you applying for reappointment to a board of commission on which you are currently serving?  
☒ Yes ☐ No

If yes, for which board or commission are applying for reappointment:

For new appointments, select the board(s) and/or commission(s) for which you would like to be considered (you may select more than one):

- |  |   |
|--|---|
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| <input type="checkbox"/> Historical Museum Advisory Board (3 years)  | <input type="checkbox"/> Tree Board (3 years)                               |
| <input type="checkbox"/> Graham Housing Authority (5 years)          |   |

Why do you wish to serve the City in this capacity? Describe the experience, skills, and abilities that you would contribute:

To Continue the work ~~add~~ already started.

RECEIVED

MAY 23 2018

CITY OF  
GRAHAM

## Employment

Employer/Company Name Alamance Arts

Address 213 South Main St.

City, State, Zip Graham, NC 27253

Job Title and Description of Responsibilities Executive Director

Directs and administers all programs, operations and policies and supervises a staff of 4.

## Civic Involvement

Please list the names of civic and volunteer organizations in which you currently hold membership and your position with that organization.

Board Member Burlington Downtown Cop.  
Volunteer Christmas Cheer  
Member Graham Business Association  
Volunteer Alamance Chamber of Commerce

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Applications will be kept on file for 3 years





# **Volunteer Application** **City of Graham Boards and Commissions**

**RECEIVED**

**MAY 11 2017**

**CITY OF  
GRAHAM**

If you are a City of Graham resident or reside in the extra-territorial jurisdiction (ETJ), at least 18 years, and are willing to volunteer your time and expertise to your community, please complete and return to:

**\*Applications will be kept on file for 3 years**

By mail: City of Graham, Attn: City Clerk, PO Drawer 357, Graham, NC 27253

By email: dsperry@cityofgraham.com

By Fax: (336)570-6703

For questions, call: (336)570-6700

**Please check all Boards and Commissions on which you would be willing to serve:**

Extra-territorial residents can only serve on the Board of Adjustment or the Planning Board

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Alamance County Library Committee (2 years) | <input checked="" type="checkbox"/> Graham Housing Authority (5 years)      |
| <input type="checkbox"/> Alcohol Beverage Control (3 years)                     | <input type="checkbox"/> Graham Sports Hall of Fame (6 years)               |
| <input type="checkbox"/> Appearance Commission (4 years)                        | <input checked="" type="checkbox"/> Historic Resources Commission (4 years) |
| <input type="checkbox"/> Board of Adjustment (3 years)                          | <input type="checkbox"/> Planning Board (3 years)                           |
| <input type="checkbox"/> Canine Review Board (3 years)                          | <input type="checkbox"/> Recreation Commission (3 years)                    |
| <input type="checkbox"/> Graham Historical Museum (3 years)                     | <input type="checkbox"/> Tree Board (3 years)                               |

**If you are currently serving on a Board in the City of Graham, please list:**

Appearance Commission

## **Personal Information**

Name:

Grace Baldwin

Mailing Address:

P.O. Box 1676 Burlington NC 27253

Home Address (if different)

900 East Hanover Rd. Apt. C, Graham NC

Home Phone:

3362694788

Work Phone:

3362694788

27253

Employer:

Retired

Position:

Email Address

gracemadehistory@aol.com

**Civic Involvement (please list the names of civic organizations in which you hold current membership):**

AARP Chapter President #3163

Marlene Planning Elderly - Nurse Home

**Please list any work, volunteer, and/or educational experience that you would like us to consider**

Victory New Testament Fellowship International

IV - AARP Chapter President 3163

**Why do you wish to serve the City in this capacity?**

City of Graham Historical Enhancement

Revenue, Jobs, Education Present and Future Growth,



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APR 27 2017



# Volunteer Application City of Graham Boards and Commissions

CITY OF  
GRAHAM

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- |  |  |
|--|--|
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| <input type="checkbox"/> Graham Historical Museum (3 years)          | <input type="checkbox"/> Tree Board (3 years)                          |

If you are currently serving on a Board in the City of Graham, please list:

## Personal Information

Name: Evelyn Graves-Curtis

Mailing Address: 1811 Meadowview Dr. Graham, NC 27253

Home Address (if different) \_\_\_\_\_

Home Phone: (336) 264-9373 Work Phone: \_\_\_\_\_

Employer: ACC Position: HRD Adjunct Professor

Email Address: gravescurtis1@yahoo.com

Civic Involvement (please list the names of civic organizations in which you hold current membership):

Please list any work, volunteer, and/or educational experience that you would like us to consider

Volunteer Foodbank, Empowering Families, ACC Instructor

Why do you wish to serve the City in this capacity?

Served on BHA Board and I am interested in families receiving affordable housing. I have worked at a Section 8 housing (Lakeside Apartments) I recently moved to Graham, NC



## Volunteer Application City of Graham Boards and Commissions

RECEIVED

MAR 30 2017

CITY OF  
GRAHAM

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For questions, call: (336)570-6700

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- |  |  |
|--|--|
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| <input type="checkbox"/> Alcohol Beverage Control (3 years)          | <input type="checkbox"/> Graham Sports Hall of Fame (6 years)    |
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| <input type="checkbox"/> Graham Historical Museum (3 years)          | <input type="checkbox"/> Tree Board (3 years)                    |

If you are currently serving on a Board in the City of Graham, please list:

### Personal Information

Name:

TONY BAILEY

Mailing Address:

1139 Challenge Dr.

Home Address (if different)

SAME AS ABOVE.

Home Phone:

(336) 558-6328

Work Phone:

(919) 380-4047

Employer:

Averitt Express

Position:

Transportation Specialist

Email Address

tbaily58@yahoo.com

① Civic Involvement (please list the names of civic organizations in which you hold current membership):

see back

② Please list any work, volunteer, and/or educational experience that you would like us to consider

see back

③ Why do you wish to serve the City in this capacity?

see back

1. Although I do not maintain current membership, my extensive civic involvement includes:
  - A. Local Charitable golfing & running events.
  - b. Ongoing Contributor to the St Judes Foundation for over 10 years.
  - c. Consistent donor to the American Red Cross for over 20 years.
2. I have been involved with:
  - A. Durham Rescue Mission
  - b. Alamance County Animal Shelter
  - c. The Salvation Army
3. I believe I would be a valuable team member, contributing innovative ideas.

# City of Graham

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Name Leannette Beaudry Email Address jbeaudry308@yahoo.com  
 Home Address 308 East Harden St. Mailing Address same  
 City, State, Zip Graham, NC 27253 City, State, Zip same  
 Home Phone cell Alternate Phone 336-269-2902

Do you live inside the city limits of Graham? ☒ Yes ☐ No

Are you applying for reappointment to a board of commission on which you are currently serving?

☒ Yes ☐ No

If yes, for which board or commission are applying for reappointment:

Museum Board

For new appointments, select the board(s) and/or commission(s) for which you would like to be considered (you may select more than one):

- |  |  |
|--|--|
| <input type="checkbox"/> Alamance County Library Committee (2 years)           | <input type="checkbox"/> Graham Sports Hall of Fame Committee (6 years)          |
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| <input checked="" type="checkbox"/> Historical Museum Advisory Board (3 years) | <input type="checkbox"/> Tree Board (3 years)                                    |
| <input type="checkbox"/> Graham Housing Authority (5 years)                    |  |

Why do you wish to serve the City in this capacity? Describe the experience, skills, and abilities that you would contribute:

I believe Planning and Zoning is the "brain" of Graham, or any municipality, since it is this board that determines the future and direction the city takes. I also have a real estate broker license. The Museum Board is poised to become an important asset to the downtown district, and the COG, with the planned welcome center and redo of the museum to tell our story of our history.



## Employment

Employer/Company Name *Town of Chapel Hill*  
 Address *150 East Rosemary St*  
 City, State, Zip *Chapel Hill, NC*  
 Job Title and Description of Responsibilities  
*Parking Ambassador*

## Civic Involvement

Please list the names of civic and volunteer organizations in which you currently hold membership and your position with that organization.

*Amtrak Train Host*  
*Graham Tree Board*  
*Graham Appearance Commission*  
*Historical Museum Advisory Board*  
*Historic Resources Commission*  
*Alamance Arts*  
*Friends of Library*  
*Burlington Women's Club*

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**RECEIVED**

**MAY 23 2018**

**CITY OF  
GRAHAM**

RECEIVED

APR 27 2017



# Volunteer Application City of Graham Boards and Commissions

CITY OF  
GRAHAM

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By email: dsperry@cityofgraham.com

By Fax: (336)570-6703

For questions, call: (336)570-6700

Please check all Boards and Commissions on which you would be willing to serve:

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- |  |  |
|--|--|
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Home Address (if different) \_\_\_\_\_

Home Phone: (336) 264-9373 Work Phone: \_\_\_\_\_

Employer: ACC Position: HRD Adjunct Professor

Email Address: gravescurtis1@yahoo.com

Civic Involvement (please list the names of civic organizations in which you hold current membership):

Please list any work, volunteer, and/or educational experience that you would like us to consider

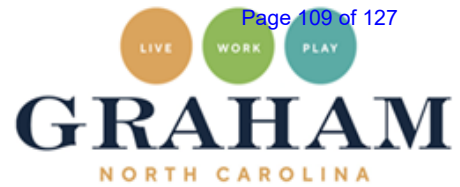
Volunteer Foodbank, Empowering Families, ACC Instructor

Why do you wish to serve the City in this capacity?

Served on BHA Board and I am interested in families receiving affordable housing. I have worked at a Section 8 housing (Lakeside Apartments) I recently moved to Graham, NC

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<b>Name</b>	<b>Email Address</b>
<b>Home Address</b>	<b>Mailing Address</b>
<b>City, State, Zip</b>	<b>City, State, Zip</b>
<b>Home Phone</b>	<b>Alternate Phone</b>

**Do you live inside the city limits of Graham?**      **Yes**      **No**

**Are you applying for reappointment to a board of commission on which you are currently serving?**

**Yes**      **No**

**If yes, for which board or commission are applying for reappointment:**

**For new appointments, select the board(s) and/or commission(s) for which you would like to be considered (you may select more than one):**

- |   |  |
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| Canine Review Board (3 years)               | Recreation Commission (3 years)                |
| Historical Museum Advisory Board (3 years)  | Tree Board (3 years)                           |
| Graham Housing Authority (5 years)          |  |

**Why do you wish to serve the City in this capacity? Describe the experience, skills, and abilities that you would contribute:**



# Employment

**Employer/Company Name**

**Address**

**City, State, Zip**

**Job Title and Description of Responsibilities**

## Civic Involvement

**Please list the names of civic and volunteer organizations in which you currently hold membership and your position with that organization.**

**Thank you for your interest in the City of Graham's advisory boards and commissions. Submit this application by email to: [dsperry@cityofgraham.com](mailto:dsperry@cityofgraham.com), in person to: City Clerk's Office at 201 South Main Street, or by mail to: Attn: City Clerk P.O. Drawer 357, Graham, NC 27253**

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RECEIVED

AUG 09 2017



**Volunteer Application**  
**City of Graham Boards and Commissions**

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By Fax: (336)570-6703

For questions, call: (336)570-6700

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- |  |  |
|--|--|
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| <input type="checkbox"/> Graham Historical Museum (3 years)          | <input type="checkbox"/> Tree Board (3 years)                    |

**If you are currently serving on a Board in the City of Graham, please list:**

None

**Personal Information**

Name: William Talley  
 Mailing Address: PO Box 872, Graham, NC 27253  
 Home Address (if different): 808 Sidenew St. Graham, NC 27253  
 Home Phone: 336-229-4225 Work Phone: 336-229-4225  
 Employer: EP Gates Const. & Realty Position: Owner/Contractor  
 Email Address: grahamcinema@triadbiz.rr.com

**Civic Involvement (please list the names of civic organizations in which you hold current membership):**

Board member Graham Area Business Assoc.

**Please list any work, volunteer, and/or educational experience that you would like us to consider**

Organize/coordinator for Veterans Day Parade, Christmas Parade

**Why do you wish to serve the City in this capacity?**

I believe my knowledge in site development and construction can be valuable and useful on the board. I have over 20 experience and enjoy serving my community.

## STAFF REPORT

SUBJECT:	STEVE'S GARDEN MARKET RESOLUTION TO AUTHORIZE GRANT APPLICATION
PREPARED BY:	FRANKIE MANESS, CITY MANAGER

### REQUESTED ACTION:

Approve the Resolution by the City Council of the City of Graham Authorizing Application to the NCDOC Rural Economic Development Division Building Reuse Grant Program for Expansion of Steve's Garden Market and Butchery.

### BACKGROUND/SUMMARY:

The City of Graham is eligible to solicit grant funding through the Building Reuse Program under the Rural Grants/Programs Section of the North Carolina Department of Commerce to assist in the renovation of vacant buildings that will lead to the creation of new, full-time jobs.

Steve's Garden Market and Butchery plans to expand their operations by tripling the square footage of their store. The expansion will add more retail and warehouse space, but will also be used to establish a restaurant. It is anticipated that the expansion will result in the creation of 16 new jobs.

### FISCAL IMPACT:

Negligible. Some staff time will be necessary to assist in administering the grant. Steve's has agreed to provide the required matching funds for the grant. The anticipated amount of the grant is \$80,000 or \$5,000 per job.

### STAFF RECOMMENDATION:

Approval. Staff believes the City should promote cooperation with and provide assistance to local businesses where there exists the possibility of new job opportunities. The project itself is sought-after building redevelopment in a low to moderate income area that has experienced little, if any, job growth. The nature of the business helps to safeguard against a food desert by providing access to healthy food options.

### SUGGESTED MOTION(S):

I move we approve the Resolution by the City Council of the City of Graham Authorizing Application to the NCDOC Rural Economic Development Division Building Reuse Grant Program for Expansion of Steve's Garden Market and Butchery.

**RESOLUTION BY THE CITY COUNCIL OF THE CITY OF GRAHAM  
AUTHORIZING APPLICATION TO THE NCDOT RURAL ECONOMIC  
DEVELOPMENT DIVISION BUILDING REUSE GRANT PROGRAM FOR  
EXPANSION OF STEVE'S GARDEN MARKET & BUTCHERY**

**WHEREAS**, the North Carolina Rural Infrastructure Authority (RIA) has authorized the awarding of grants from appropriated funds to aid eligible units of government in financing the cost of building activities needed to create jobs; and

**WHEREAS**, the City of Graham desires assistance in financing a building project that may qualify for Rural Grants/Programs funding; and

**WHEREAS**, the City of Graham intends to request grant assistance for the expansion of Steve's Garden Market and Butchery at 329 W. Harden Street from the Building Reuse Grant Program.

**NOW THEREFORE BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF GRAHAM:**

That the City of Graham will provide 5% of the Building Reuse Program Grant toward project construction costs, if approved for a grant;

That Jerry Peterman, Mayor and successors so titled, is hereby authorized to execute and file an application on behalf of the City of Graham with the Rural Grants/Programs Section for a grant to assist in the above-named Building Reuse project.

That Frankie Maness, City Manager, and successors so titled, is hereby authorized and directed to furnish such information as Rural Grants/Programs Section may request in connection with an application or with the project proposed; to make assurances as contained in the application; and to execute such other documents as may be required in connection with the application.

That the City of Graham has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to the grants pertaining thereto.

Adopted this the 5th day of June, 2018 at Graham, North Carolina.

---

Jerry Peterman, Mayor

**ATTEST:**

---

Clerk

(Seal)

The Rural Economic Development Division, as authorized under N.C.G.S. 143B-472.127, provides grants and loans to local government units to support economic development activity that will lead to the creation of new, full-time jobs. The program gives priority to projects located in the 80 most distressed counties in the state; and resident companies as defined in N.C.G.S. 143B-472 (a) 4. The enclosed application materials and program guidelines are for use when applying for the Rural Building Reuse and Infrastructure program categories.

## PROGRAM CATEGORIES

**Rural Building Reuse**—Three categories of funding are available for 1) the renovation of vacant buildings, 2) the renovation or expansion of a building occupied by an existing North Carolina company wishing to expand in their current location and 3) the renovation, expansion or construction of health care facilities that will lead to the direct creation of new, full-time jobs.

**Rural Infrastructure**—Funding is available for publicly-owned infrastructure including water, sewer, electric, broadband, rail, and road improvements that will lead to the direct creation of new, full-time jobs.

## HOW TO APPLY

### Funding Eligibility and Priority Industry Projects

Funding eligibility for each project will be determined during the application process and is based upon the quantity and quality of jobs committed, the overall economic impact of the project, and at the discretion of the Rural Infrastructure Authority.

Projects that meet all the criteria below may be eligible for larger grants:

- Located in a Tier 1 or Tier 2 county,\*
- Meet or exceed the county average annual wage,\*
- Included as one of the State's priority industries (see table below), and
- Offer at least 50% employer-paid health insurance

\*Check County Tier Designations and County Average Private Sector Wages at: <http://www.nccommerce.com/research-publications/incentive-reports/county-tier-designations>

The first step in assisting priority industry projects listed in the table below begins with the developers at the Economic Development Partnership of North Carolina (EDPNC). EDPNC Representatives will guide the local government and business through the initial information gathering phase of the project and provide that information to Commerce. Once the information is reviewed by Commerce, the local government may continue with the application process described below. Applicants may find more information about the EDPNC at [www.edpnc.com](http://www.edpnc.com).

Business Classification	NAICS Code	Business Classification	NAICS Code
Manufacturing – Processing	31-33	Electronic Mail Order	454110
Warehousing	493	Computer Systems Design & Related	54151
Wholesale Trade (Distribution)	42	Software Publishers	511210
Courier Services	492110	Software Reproducing	334611
Central Administrative Office	551114	Data Processing Services	514210

**Conference Call** - The application process for all funding categories requires a pre-application conference call. For projects assisting priority industries, the conference call will be conducted after the steps for priority industry projects are complete.

- To request a pre-application conference call, submit pages 6-10 of this application package along with at least two proposed dates/times for the call to the appropriate program manager.
- The local government, business owner, and property owner (Building Reuse) are required to be on the call. Other project partners may also participate.
- The conference call should be completed prior to submission of the full application package.

### Full Application Submission

Applicants should submit pages 6-10 of this application package including any revisions discussed in the pre-application conference call, along with the documents requested in Tabs 1-5 on pages 4-5 of this application package. Full applications should be received at commerce by 5:00 p.m. on the selected full-application deadline. The full list of application deadlines can be found on the Commerce website at <http://www.nccommerce.com/rd/rural-grants-programs/forms>.

## ELIGIBLE APPLICANTS

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- **Rural Building Reuse**—Eligible applicants are units of local government located in Tier 1 or Tier 2 counties, and rural census tracts in Tier 3 counties. As authorized in N.C.G.S. 143B-472.127(a)(2), a rural census tract<sup>†</sup> is an area having a population density of less than 500 people per square mile in accordance with the most recent decennial federal census.
- **Rural Infrastructure**—Eligible applicants are units of local government with priority given to the Tier 1 and Tier 2 counties.

<sup>†</sup>Check census tracts at: <http://ncommerce.maps.arcgis.com/apps/webappviewer/index.html?id=5863f411469f4c08a40edded88b42167>

## BUILDING REUSE ELIGIBLE PROJECTS AND EXPENSES

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### Vacant Building Category

- renovation of buildings that have been vacant for at least three months prior to application deadline
- initial upfit of a shell building is eligible if the building is at least 5 years old and has never been occupied
- only renovations within the existing footprint are eligible

### Existing Business Building Category

- buildings occupied for at least 12 months by one of the State's priority industry types (see table on page 1)
- jobs are required to meet the county wage standard and provide 50% paid health insurance
- renovation within the existing footprint and connected additions are eligible

### Rural Health Category

- new construction, renovation, or expansion of health care facilities
- NC licensure required for participating health care companies

### Eligible Expenses – Building Reuse, All Categories

- improvements to real property, including, but not limited to: materials and labor to install HVAC, electrical, plumbing, fire alarm/suppression system, roofing, flooring, carpentry, drywall, paint, etc.
- a company owned or operated by any project partner may not be used as a contractor for the renovation project unless the company holds a valid NC General Contractors license. A copy of the company's NC General Contractor's license must be included in Tab 3 of the application materials

### Ineligible Expenses – Building Reuse, All Categories

- the following expenses are prohibited and may not be submitted for reimbursement or to meet the matching funds requirement: building purchase, design costs, engineering costs, permit fees, surveys, legal fees, machinery & equipment, telephone hardware and software, computer hardware and software, furnishings, paving, fencing, kitchen equipment, refrigeration equipment, etc.
- renovations for housing or government uses are not eligible

## INFRASTRUCTURE ELIGIBLE PROJECTS AND EXPENSES

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- construct public infrastructure improvements
- upgrade or repair of public drinking water or wastewater treatment plants
- upgrade, extensions, or repair of public water or sewer lines
- publicly owned natural gas lines (requires an executed Pipeline Construction, Operating and Resale Agreement)
- installation or extension of public broadband infrastructure
- construction of publicly owned access roads not funded or owned by the Department of Transportation
- construction of public rail spur improvements

### Eligible Expenses – Infrastructure

- eligible expenses include planning, materials, labor, and administration to complete public infrastructure improvements

### Ineligible Expenses – Infrastructure

- privately owned infrastructure improvements
- projects that address building construction
- land acquisition costs or fees with the exception those associated with public easements for the project



## **JOB CREATION REQUIREMENTS**

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- Applicants must show that the improvements will result in the creation of new, full-time jobs in the private sector within 18 months of the grant award. Part-time, Full-Time Equivalents (FTE) positions, or contract and consulting jobs are ineligible.
- Each position must be filled with one full-time employee. Full-time employment is defined as one person working at least 35 hours per week, whose wages are subject to withholding, and who is employed in a permanent position.
- Priority will be given to projects that offer higher salaries/wages and provide at least 50% employer-paid health benefits to employees.
- The company must pay North Carolina Unemployment Insurance on each employee for whom a job is committed.
- The company will be expected to maintain all existing full-time jobs in North Carolina reported at the time of application (baseline) plus create the new, full-time jobs committed.
- The baseline will be established using the most recently filed NCUI 101 Form filed with the NC Department of Commerce Division of Employment Security at the time of application submittal.
- To meet the terms of the grant the company must maintain the baseline number plus the new, full-time jobs concurrently for at least six consecutive months.
- All participating companies must agree to provide the local government and the Department of Commerce access to company employment records necessary to verify the creation of new jobs.

## **LOCAL GOVERNMENT REQUIREMENTS & LIABILITIES**

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- The local government will coordinate and oversee all aspects of the project, including the application process, contracting process, reporting requirements, payments, job verification, and loan repayment if required.
- The local government is required to analyze the participating company's financial and organizational strength regarding its ability to successfully meet the terms of the job creation and maintenance requirements, and the ability to meet the potential for repayment of loan funds.
- In the event the company defaults on the job commitment, the local government is required to repay the loan to Commerce irrespective of whether the funds are collected from the property/business owner.
- When the improvements are owned by the local government, state regulations regarding procurement, including N.C.G.S.14-234 are required.
- Local governments are subject to state audit and reporting requirements.

## **MATCH REQUIREMENTS**

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- A cash match equivalent to at least 5% of the grant amount is required for all projects.
- The cash match shall come from local resources and may not be derived from other State or federal grant funds.
- Costs that are ineligible for grant funding may not be considered for the match. The only exception is paid grant administration when paid to an organization separate from the applicant organization.
- In-kind match is not allowable.
- In addition to the 5% match described above, the building reuse program requires a dollar for dollar match up to the total grant amount.

## **REPAYMENT REQUIREMENTS**

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- If job creation goals are not met, a pro-rata share of funds for each job not created must be repaid to the Department of Commerce by the local government.
- For Building Reuse projects, the local government will secure the funds through a Legally Binding Commitment and Promissory Note executed between the local government and the property owner.
- For Infrastructure projects, the local government will secure the funds through a Legally Binding Commitment executed between the local government and the company owner.
- Repayment forgiveness is offered upon the successful verification of the required job creation by the Department of Commerce.



## APPLICATION CHECKLIST

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Submit a complete application package **including the application form and the documents listed within the checklist below.** Provide one tabbed and bound copy along with two tabbed, non-bound copies of the materials.

### Tab 1

- ☐ **Application Form.** The form should be signed by local government chief elected official.
- ☐ **Local Government Resolution.** Submit a signed resolution adopted by the governing board in support of application submission to the Department of Commerce. The resolution must state the purpose of the project, indicate the local government's support for the project, and commitment to provide a cash match of at least 5% of the grant request amount toward the project.

### Tab 2

- ☐ **Job Commitment Letters.** Submit a signed letter of job commitment from each company that will participate in the project. The letter should include **(1)** the number of existing full-time and part-time employees (listed separately) at all company locations in North Carolina, and **(2)** the number of new, full-time jobs to be created by the company and maintained concurrently for six-consecutive months within two years of the grant award date. The letter must be printed on the company's letterhead and signed by the company's Chief Executive Officer, Chief Financial Officer or President.
- ☐ **Employer's Quarterly Tax and Wage Report—NCUI 101 Form(s).** Submit a copy of the of the *Employer's Quarterly Tax and Wage Report* (NCUI 101 form) for each company that will commit jobs to the project. The form must have been filed with the North Carolina Department of Commerce Division of Employment Security for the quarter ending closest to the application deadline. The entire Social Security Number for each person should be redacted (blacked out). The name and wages must remain readable. Any discrepancy in the number of employees listed on the NCUI 101 form(s) for the last month of the quarter and the number reported in the Job Commitment letter must be thoroughly explained in the narrative section of this application.  
*NOTE: If any company has more than one location in North Carolina, a NCUI-101 multi-site report or forms for each company location must be provided.*
- ☐ **Business Financial Documents.** Submit a copy of the most recent three years of certified or CPA prepared financial statements that include Balance Sheet, Income Statement and Statement of Cash Flows for each non-start-up company participating in the project.

### Tab 3 – Building Reuse Projects Only

- ☐ **Line Item Budget.** Submit a line item budget that lists the proposed renovation/construction expenses and the cost for each expense (example expenses include, but are not limited to: HVAC, electrical, plumbing, roofing, flooring, painting, etc.).
- ☐ **Cost Estimates.** Submit cost estimates for each expense identified in the line item budget. The estimates must be prepared by a contractor, sub-contractor or architect and provided on that company's letterhead. A company owned or operated by any project partner may not provide estimates or be used as a contractor for the renovation project unless the company holds a valid NC General Contractors license. A copy of the company's valid NC General Contractor's license must be included in this section of the application materials.
- ☐ **Site Control Documents.** Submit a copy of the property deed. Also, if the job creating company does not own the building, submit a copy of an executed lease agreement. If the property ownership will change, provide a detailed explanation of the real estate transaction that will occur with the legal names of the seller and buyer and date that the sale will close. Once the transaction is complete, a copy of the new deed must be submitted. The project will not be placed under contract until all correct, complete site control documents are received.

**Tab 3 – Infrastructure Projects Only**

- ☐ **Preliminary Engineering Report (PER).** The PER should detail the proposed improvements and the current infrastructure that supports the proposed improvements. The PER should be sealed and dated and include an opinion of cost that is not more than six months old at the time of the application. The PER should include a map that shows the location of the business(es) as well as the location of the current infrastructure serving the project area and the proposed infrastructure improvements that will be supported through the project assistance.
- ☐ **Line Item Budget.** Submit a line item budget that lists the expenses associated with the proposed infrastructure improvements and the cost for each expense.
- ☐ **Proof of Funding Availability.** Submit a signed letter of funding availability from each source of funds committed for the project. The total of all funding commitment letters must meet or exceed the total project cost. If loan or other grant funds are pledged, a loan/grant commitment letter from each source of funds must be included.

**Tab 4**

- ☐ **Photographs.** Submit photographs representative of the proposed project. Include digital copies on a flash drive along with printed copies.

**Tab 5 – Start-Up Businesses Only**

- ☐ **Articles of Incorporation.** For each start-up company submit a copy of the company's "Articles of Incorporation" filed with the NC Department of the Secretary of State, a detailed, current Business Plan, and a 3-year Performa.
- ☐ **Business Plan.** Including three years of financial projections and a Source and Use of Funds statement, with detailed assumptions upon which they were built. The Business Plan must also include a marketing plan that details what the company plans to sell and how they will market the product or service. The Business Plan should also provide a thorough description of the management team and the members' background that support the success of the venture. A description of the company's competitors should be provided, with an explanation of how the company will garner its expected share of the market.
- ☐ **Capital Plan.** Provide details and evidence regarding the capital that has been or will be raised. This must include where the capital is currently on deposit and the total amount that is required to launch the business and sustain it in the early years. A letter from the depository holding the funds in escrow can serve as proof of the available capital.
  - Evidence of initial capitalization (loans, private investor commitments), as well as the ability to meet working capital needs must be provided).
  - A commitment letter from a bank for an operating line of credit needed to fund the "cash cycle" of the business and provide for unforeseen needs. In addition, the source of the funding for any machinery and equipment required for the project.
- ☐ **An understanding with the principal owners that they may be required to sign a personal guarantee of the performance of the grant and provide complete personal financial statements for each guarantor.**
- ☐ **Contracts with potential customers or letters of intent to buy from the company when it begins operations.**
- ☐ **Copies of any certifications by regulatory bodies necessary to operate the business.**
- ☐ **Copies of the bylaws, shareholder agreement or operating agreement of the business.**

**APPLICATION SUBMISSION**

Applicants should submit pages 6-10 of this application package including any revisions discussed in the pre-application conference call, along with the documents requested in Tabs 1-5 on pages 4-5 of this application package. Full applications should be received at Commerce by 5:00 p.m. on the selected full-application deadline. The full list of application deadlines can be found on the Commerce website at <http://www.nccommerce.com/rd/rural-grants-programs/forms>.

**Mail Application Materials:**

**Building Reuse Projects-Hazel Edmond      or      Infrastructure Projects-Melody Adams**  
 North Carolina Department of Commerce  
 Rural Economic Development Division  
 4346 Mail Service Center (US Mail)  
 301 North Wilmington Street (FedEx, UPS)  
 Raleigh, NC 27699-4346

Application # \_\_\_\_\_  
(For internal use only)

Vacant Building ☒

Existing Business Building ☐

Rural Health Care ☐

Rural Infrastructure ☐

### Applicant Information

#### Local Government

Name: City of Graham County: Alamance Tier #: 2

Mailing Address: PO Drawer 357 City: Graham State: NC Zip: 27253

Primary Telephone: 336-570-6700 Federal Tax ID #: 566001234

Website: cityofgraham.com

Chief Elected Official Name: Jerry Peterman Title: Mayor

Telephone: 336-570-6700 Email: jpetterman@cityofgraham.com

Manager/Administrator Name: Frankie Maness Title: City manager

Telephone: 336-570-6700 Email: fmaness@cityofgraham.com

#### Local Government Project Manager (If different than above):

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone(s): \_\_\_\_\_ Email: \_\_\_\_\_

#### Grant Administrator Company Name (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone(s): \_\_\_\_\_ Federal Tax ID #: \_\_\_\_\_

Website: \_\_\_\_\_ Email: \_\_\_\_\_

### Project Information

Project Title: Steev's Garden Market and Butchery Grant Amount Requested (\$): \_\_\_\_\_

Number of Businesses to be Assisted: 1 Number of Jobs to be Created: 16

Project Description (provide a summary of the project below):

Steve's Garden market is expanding from their 4,000 sq ft store into the adjacent space of 12,000sq ft total. There will be 3 components to the expansion. 1) 4,000 sq ft used for additional warehouse cooler and dry storage space. 2) 2,000 sq ft used for additional retail space which will include a full bakery and deli. 3) 2,000 sq ft used for quick service restaurant/catering.

Has any project participant ever benefitted from a grant with the Department of Commerce?

Yes ☐

No ☒

If Yes, please explain ↴

## Project Budget

List all expenses related to the project, the amount of each expense, and the corresponding funding source(s) in the table below. The table should include costs for acquisition, construction, infrastructure improvements, equipment, training, etc. The table should clearly show all planned expenditures and all funding sources for the project.

	Source Name: Celtic Bank	Source Name: Steve's Garden Market	Source Name:	Source Name:
Project Expense	Amount	Amount	Amount	Amount
HVAC	39,000			
Plumbing	69,500			
Electrical	97,000			
Roof repair	2,000			
Floor	10,500			
Ceiling tiles	8,288			
Paint	11,000			
Sheetrock	10,000			
Framing	10,000			
Demo & steel beams	17,500			
Equipment		100,000		
Equipment installation		30,000		
Sub Total (\$)				
			Total Construction Cost:	(\$) 274,788
			Total Project Cost:	(\$) 404,788

## Project Narrative

- 1 Provide a detailed description of the project company and the jobs to be created.

Steve's Garden Market has been a staple in the Graham community for 30 years. It's an independent butchery, grocery and produce wholesaler. It employs 24 full-time employees and is family owned and operated. Full time employment is maintained throughout the year with has secured longevity with it's employees. Most employees have worked at Steve's for over 10 years. and several over 15 years. The owners take great pride in their employees and commit to offering the same fulltime job opportunities for those employeeed by the expansion.
- 2 Provide a listing of all the company's existing locations along with the number of current full-time and part-time jobs and whether any change in employment are planned for each location.

Steve's Garden Market and Butchery - Graham 24 full time employees, 4 part time employees. These numbers are consistent year round. No changes

Steve's Garden Market and Butchery - Hillsborough. This is a new location. Steve's will take ownership on 5/2/2018. Current employees are 5 fulltime and 2 parttime. There are no employment changes planned for this location at this time.
- 3 Provide a detailed description of the construction/renovation project.

An additional 8,000 sq ft if available in the adjacent space. This space has been vacant for months. Steve's will knock down the dividing wall and use the additional 8,000 sq ft as followed: 4,000 used for cooler and dry storage warehouse space for wholesale department, 2,000 used for retail expansion including bakery and deli, 2,000 used for quick service bbq restaurant/catering.
- 4 Provide description of the project property/building and its significance.

The store has been a staple in the Graham community for 30 years. The building was built in the 50's and is in the heart of the city. However, the adjacent space that is being proposed for the grant has had many different tennants and long periods of abandonment. We feel strongly that the addition will bring a more viberant light to the overall property and surrounding community.

## Property Owner Information

Property Owner Legal Name: Ashlong Properties

Property Owner Representative Name (First and Last): Justin Long  
 (Authorized to sign loan documents for Building Reuse)

Property Owner Rep.  
 Mailing Address: 912 Rumar Street City: Graham State: NC Zip: 27253

Property Owner Rep.  
 Phone: 919-606-8668 Email: justin@stevesgardenmarket.com

## Property Information

Property Address  
 for Project: 329 W. Harden Street City: Graham State: NC Zip: 27253

Year Building Was Constructed: 1956 Number of Months Building Vacant: 4 Square Footage of Building: 8,000

Is the property listed on the National Register of Historic Places? ☐ Yes ☒ No

If you are unsure whether the property is listed on the National Register of Historic Places, you can check the address by accessing the following website: <http://gis.ncdcr.gov/hpoweb/>. If the property is listed, the provisions of NCGS 121-12(a) will be required.

## Company Information

**BUSINESS** Name: Kaharp, Inc DBA: Steve's Garden Market and Butchery Federal ID Tax #: 811799769

Business Representative Name: Justin Long NAICS Code: \_\_\_\_\_

Business Mailing Address: 329 W. Harden Street City: Graham State: NC Zip: 27253

Business Representative Phone: 336-226-4078 Business Representative Email: justin@stevesgardenmarket.com

**Check ONE** box below for the Industry Type of the Business:

☐ Data & Call Services ☐ Healthcare ☐ Manufacturing ☐ Processing ☒ Warehouse/Distribution

☐ Professional ☐ Service ☐ Restaurant ☒ Retail ☐ Non-Profit

Is the proposed Business a startup? Yes ☐ No ☒ If no, how many years in business in NC? 1.5

Number of existing part-time employees in NC: 4 Will the business provide health benefits? Yes ☐ No ☒

Number of existing full-time employees in NC: 24 What % of health benefits are employer paid? \_\_\_\_\_ %

Number of new full-time jobs committed: 16 Average annual wage of the new jobs committed? 25000

*If more than one company will participate in the project, please copy this page and complete for each additional company.*



## Average Annual Wage Computation Work Sheet

Number of New Employees	Position Type	Gross Annual Wages
2	Inventory Control	24960
3	warehouse loader	24960
1	delivery driver	24960
1	executive chef	50,000
3	cashier/deli attendant	22,880
6	cook/prep cook/catering delivery	22040

Total	16	(A)
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Divide Total Wages (B) by the Total Number of New Employees (A) for the **Average Annual Wage**

416,960	(B)
26,060	(B/A)
0	%

## Company Certifications

- |   |   |   |                              |  |
|---|---|---|------------------------------|--|
| 1 | <b>Overdue Tax Debts</b>                                      | Does the Company or the Related Member(s) currently have any overdue tax debts with any City, Town or County in, or with the State of North Carolina?   | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| 2 | <b>Occupational Safety and Health Act Violations</b>          | Does the Company, or the Related Member(s) have any citation under the Occupational Safety and Health Act that have become a final order within the past three years for willful serious violations or for failing to abate serious violations?   | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| 3 | <b>Loan Defaults</b>  | Is the Company, or the Related Member(s) currently in default on any loan or grant previously made by the State of North Carolina?  | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| 4 | <b>Incentive History</b>                                      | Has the Company, or Related Member(s) ever defaulted on an economic development grant or incentive or been sued by a grantor with respect to an economic development grant or incentive?  | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| 5 | <b>Creditor Losses, Litigation, Government Investigations</b> | Has any member of management or any principal of the Company, or the Related Member(s) been involved in a financial reorganization, a bankruptcy, or other situation that led to losses by creditors or bond buyers, investor lawsuits, or government investigation alleging fraud or impropriety?  | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| 6 | <b>Pending or Threatened Litigation</b>                       | Is the Company, or Related Member(s) subject to any claim, suit, action, proceeding, or government investigation that is pending or threatened that, individually or in the aggregate, would reasonably be expected to have a material adverse effect on the proposed grantee's finances or operations or the ability to conduct the proposed project, or that would reasonably be expected to impact the Rural Infrastructure Authority's decision to award a grant? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |

**If you answered YES to any of the questions above, please provide a detailed description:**

*If more than one company will participate in the project, please copy this page and complete for each additional company.*

Local Government Certifications

The attached statements and exhibits are hereby made part of this application, and the undersigned representative of the applicant certifies that the information in this application and the attached statements and exhibits are true, correct, and complete to the best of the signatory’s knowledge and belief. The signatory further certifies:

- 1 as Authorized Representative, the signatory has been authorized to file this application by formal action of the governing body;
- 2 that the governing body or agrees that if a grant is awarded, the applicant will provide proper and timely submittal of all documentation requested by the Grantor Agency;
- 3 that the applicant has substantially complied with or will comply with all federal, state, and local laws, rules, regulations, and ordinances as applicable to this project;
- 4 that the applicant has analyzed the participating companies’ financial and organizational strength regarding the ability to successfully meet the terms of the job creation and maintenance requirements, carry out the renovation project, as well as, the ability to meet the potential for repayment of loan funds; and
- 5 that the project is in accordance with the applicant’s economic development plan and that the applicant has investigated any impact that the project may have on existing businesses within the applicant’s jurisdiction.

Signature of Local Government Chief Elected Official

Typed Name

Typed Title

Date

Signature of Property Owner Representative

Justin Long  
Typed Name

President/owner  
Typed Title

Date

Signature of Company CEO/CFO/COO/President

Justin Long  
Typed Name

President/owner  
Typed Title

Date

## STAFF REPORT

SUBJECT:	REQUEST TO AMEND GARBAGE COLLECTION TIME
PREPARED BY:	AARON HOLLAND, ASSISTANT CITY MANAGER

### REQUESTED ACTION:

Amend Code of Ordinances to change time of placement for garbage containers from 8:00 a.m. to 7:00 a.m.

### BACKGROUND/SUMMARY:

Garbage collection is an essential service in every community and this holds true for the residents of Graham. With the increase of activity occurring within the City, growth pressures have been felt by the Sanitation department which has prompted the need to research options to counter the demand. The following amendment request is to move up an hour for garbage collections, from 8:00am to 7:00am, in an effort to provide an efficient way to maintain the high level of service our residents are accustomed to while providing flexibility for the department.



### FISCAL IMPACT:

N/A

### STAFF RECOMMENDATION:

Approval. The Sanitation department is requesting that the amendment be made effective January 1, 2019, which will allow for a 6-month educational period.

### SUGGESTED MOTION(S):

I move to approve the Ordinance amendment to CHAPTER 16– SOLID WASTE to change the time of placement for garbage containers from 8:00 a.m. to 7:00 a.m. with an effective date of 01/01/2019.

I move to schedule a 2<sup>nd</sup> reading of the Ordinance amendment to CHAPTER 16– SOLID WASTE to change the time of placement for garbage containers from 8:00 a.m. to 7:00 a.m. for 7/3/2018.

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GRAHAM, AMENDING CHAPTER 16,  
SEC. 16-5 TO THE CODE OF ORDINANCES OF THE CITY OF GRAHAM, NORTH CAROLINA**

The City Council of the City of Graham, North Carolina, does ORDAIN:

**Sec. 1.** That the Code of Ordinances, City of Graham, North Carolina, is hereby amended to read as follows:

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**CHAPTER 16 – SOLID WASTE**

**Sec. 16-5. - Receptacles generally.**

All residences and some small business establishments will be provided with a large roll-out container for all garbage, waste and refuse for removal by the sanitation department. These containers will be of sufficient size to allow for collection once a week. The following rules and regulations shall be observed:

1. City-provided containers must be used so that automated trucks can be utilized. Bulk items or items too large to fit in the provided container will be serviced on call-in basis only.
2. Nothing except garbage as herein defined shall be placed in provided containers and such garbage shall be drained before being introduced into the garbage container. Ashes shall be cold and contained in plastic bags.
3. Garbage containers must be placed at the curb by ~~8:00~~ 7:00 a.m. on days of collection and shall be removed promptly after being emptied. No garbage receptacles of any kind shall remain upon any public street or any public lane or alley.
4. Garbage containers should be placed according to directions provided on the container. It is the resident's responsibility to ensure that vehicles do not block the container.
5. The following materials shall not be placed in garbage receptacles for residential collection by the city sanitation department: paints, liquids, hazardous waste, gasoline, oil, flammable liquids, caustic substances, solvents, explosives, hot coals or ashes, building materials, demolition materials, dead animals, yard waste, tires or any items banned by the county landfill.
6. It will be the responsibility of the city to maintain the provided containers in a reasonable working condition.
7. The resident or small business owner will be responsible for keeping his container in a clean and sanitary condition.



**Sec. 2.** That this Ordinance shall be in full force and effect on January 1, 2019, and upon publication, as provided by law

This the \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk