

**City of Graham City Council**  
**Regular Meeting Agenda**  
**June 14, 2022**  
**6:00 p.m.**



**CALL TO ORDER:** Mayor Jennifer Talley

**INVOCATION & PLEDGE OF ALLEGIANCE**

**CONSENT AGENDA:**

- a. To approve the following City Council Meeting Minutes:
  - May 10, 2022 – Council Meeting
  - May 10, 2022 – Closed Session
  - May 17, 2022 – Budget Workshop
- b. To adopt a resolution authorizing the intent to exchange City-owned property (wooden mantles), between the City of Graham and Preservation Burlington.
- c. To award a bid in the amount of \$74,653,000, to Crowder Construction Company contingent upon the award of additional CWSRF loans in the amount of \$30,000.000.
- d. To approve a Project Budget Ordinance, in the amount of \$200,000, for the proposed Truby Drive Street Improvements and to set a date of a public hearing for July 12, 2022, to consider an agreement with A. L. Neyer for the street improvement project.
- e. To approve closing the 100 block of East and West Elm Streets from 3:00 p.m. to 10:30 p.m., and closure of North and South Main Streets from 4:00 p.m. to 10:30 p.m. on October 28, 2022, for the Annual Pumpkin Bash.
- f. To approve the following tax releases in the amount of \$15.93.

CITY OF GRAHAM RELEASE ACCOUNTS			
JUNE RELEASES			
ACCT #	YEAR	NAME	REASON FOR RELEASE
660779	2021	R & R PROPERTIES OF ELON LLC	BUSINESS SOLD OCTOBER 2020
			AMOUNT RELEASED
			\$15.93

- g. To approve the following Fiscal Year 2021-2022 Budget Amendment Ordinance:

**CITY OF GRAHAM**

**BUDGET AMENDMENT ORDINANCE**  
**2021-2022**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GRAHAM THAT**  
**THE 2021 - 2022 BUDGET ORDINANCE SHALL BE AND IS HEREBY AMENDED AS FOLLOWS:**



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**Section 1.**

**GENERAL FUND**

DEPARTMENT	APPROVED	AMENDED	INCREASE	(DECREASE)	INCREASE ( DECREASE)
City Council	53,900.00	293,900.00	240,000.00		
Administrative	580,100.00	540,100.00		40,000.00	
Downtown Development	127,200.00	122,200.00		5,000.00	
Information Technologies	269,700.00	273,200.00	3,500.00		
Finance	342,300.00	370,300.00	28,000.00		
Public Building & Ground	123,700.00	116,200.00		7,500.00	
Police Department	4,617,000.00	4,837,000.00	220,000.00		
Fire Department	1,770,100.00	1,827,100.00	57,000.00		
Inspections	581,300.00	599,100.00	17,800.00		
Traffic Engineering	91,000.00	28,000.00		63,000.00	
Garage Warehouse	110,400.00	112,200.00	1,800.00		
Street Department	1,630,200.00	1,513,200.00		117,000.00	
Street Lights	110,000.00	100,000.00		10,000.00	
Sanitation	1,234,400.00	1,278,900.00	44,500.00		
Recreation	904,600.00	816,300.00		88,300.00	
Graham-Mebane Lake	186,600.00	186,600.00			
Athletic Facilities	400,500.00	405,700.00	5,200.00		
Property Maintenance	817,300.00	821,800.00	14,500.00	10,000.00	
Non-Departmental	820,200.00	850,700.00	30,500.00		
	<b>14,770,500.00</b>	<b>15,092,500.00</b>	<b>662,800.00</b>	<b>340,800.00</b>	<b>322,000.00</b>

**Section 2.**

**GENERAL FUND**

REVENUES	APPROVED	AMENDED	INCREASE	(DECREASE)	INCREASE (DECREASE)
Local Sales Tax	4,042,700.00	3,720,700.00		322,000.00	
	<b>4,042,700.00</b>	<b>3,720,700.00</b>	<b>-</b>	<b>322,000.00</b>	<b>(322,000.00)</b>

**Section 3.**

**WATER & WASTEWATER**

EXPENDITURES	APPROVED	AMENDED	INCREASE	(DECREASE)	INCREASE (DECREASE)
Water Billing	613,100.00	620,300.00	7,200.00		
W&S Distribution	2,050,800.00	1,471,200.00		579,600.00	
Maintenance & Lift Stations	292,200.00	267,200.00		25,000.00	
Water Treatment Plant	2,032,500.00	2,368,000.00	335,500.00		
Wastewater Treatment plant	1,622,100.00	1,884,000.00	261,900.00		
Non-Departmental	2,383,000.00	2,383,000.00			
	<b>8,993,700.00</b>	<b>8,993,700.00</b>	<b>604,600.00</b>	<b>604,600.00</b>	<b>-</b>

**Section 5**

**GARAGE FUND**

EXPENDITURES	APPROVED	AMENDED	INCREASE	(DECREASE)	INCREASE (DECREASE)
Garage	911,400.00	1,061,400.00	150,000.00		
	<b>911,400.00</b>	<b>1,061,400.00</b>	<b>150,000.00</b>		<b>150,000.00</b>

**Section 6**

**GARAGE FUND**

REVENUES	APPROVED	AMENDED	INCREASE	(DECREASE)	INCREASE (DECREASE)
Alamance County Fuel	185,300.00	125,300.00		60,000.00	
City of Graham Fuel	224,300.00	134,300.00		90,000.00	
	<b>409,600.00</b>	<b>259,600.00</b>	<b>-</b>	<b>150,000.00</b>	<b>(150,000.00)</b>



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Section 7

CAPITAL PROJECTS AND  
OTHER SPECIAL FUNDS

REVENUES AND EXPENDITURES	APPROVED	AMENDED	INCREASE	(DECREASE)	NET INCREASE (DECREASE)
State Drug Funds	100.00	6,000.00	5,900.00		
Federal Drug Funds	100.00	96,800.00	96,700.00		
Capital Reserve Fund	-	732,500.00	732,500.00		
Old Fields Outfall	2,955,000.00	2,955,000.00			
WWTP Upgrade	3,815,000.00	3,815,000.00			
	<u>6,770,200.00</u>	<u>7,605,300.00</u>	<u>835,100.00</u>	<u>-</u>	<u>835,100.00</u>

**PUBLIC HEARINGS:**

- 1. REZONING – 206 E ELM AND 105 N MARSHALL (CR2201)** - A public hearing has been scheduled to consider an application by Chad Huffine on behalf of Square Miler Holdings, LLC, to rezone approximately 0.65 acres at 206 E Elm Street and 105 N Marshall Street, from B-1, (Central Business) and B-2, (General Business) to C-R, (Conditional Residential) to construct townhomes and C-B (Conditional Business) to construct a live-work building. **(Planning Board recommended approval.)**
- 2. VOLUNTARY CONTIGUOUS ANNEXATION – 3.87 ACRES – JIMMIE KERR ROAD (AN2203):**  
A public hearing has been scheduled to consider a voluntary contiguous annexation to extend the corporate limits of the City of Graham, NC, for a 3.87-acre tract of land located on Jimmie Kerr Road.
- 3. AMENDMENT – DEVELOPMENT ORDINANCE – ARTS AND CRAFT STUDIOS (AM2206)**  
A public hearing has been scheduled to consider a text amendment to the Development Ordinance to include arts and craft studios' standards in the Table of Permitted Uses. **(Planning Board recommended approval.)**
- 4. AMENDMENT - DEVELOPMENT ORDINANCE - ARTICLE X - FLAGS & BANNERS (AM2207):** A public hearing has been scheduled to consider a text amendment to the Development Ordinance to revise the flags and feathered flags and banners standards. **(Planning Board recommended approval.)**
- 5. ADOPTION - WATER AND WASTEWATER SYSTEM DEVELOPMENT FEE ANALYSIS:** A public hearing has been scheduled to consider adopting the City of Graham Water and Wastewater System Development Fee Analysis.
- 6. FY 2022-2023 BUDGET:** City Council will consider the adoption of the FY 2022-2023 Budget Ordinance, FY 2023 Pay Plan, and the 2022-2023 Rates and Fees Schedule.



**NEW BUSINESS:**

**7. BOARDS AND COMMISSIONS:** City Council will consider the following appointments to the City's Boards and Commissions:

**ABC Board – Graham Appointee**

Robert Parrish - Reappointment

**Appearance Commission/Tree Board:**

Two Vacancies

***New Applicant*** – Casey Wagner, Megan Buckner-Hickman, Emily Bell O'Dell (2<sup>nd</sup> choice)

**Graham Historical Museum Board**

Karen Chin - Reappointment

Jennifer Brito - Reappointment

***New Applicants*** – Casey Wagner, Russell Compton, Zipporah Clark-Baldwin (3<sup>rd</sup> Choice)

**Graham Housing Authority**

Thomas Foust – Reappointment

***New Applicants:*** Melissa Clay Barnes (2<sup>nd</sup> choice), Shanelle Harvey (1<sup>st</sup> choice)

**Historic Resources Commission**

Two Vacancies

Zipporah Clark-Baldwin - Reappointment

**Planning Board/Board of Adjustment**

Dean Ward - Reappointment

Tony Bailey - Reappointment

Mike Benesch (Extra-Territorial) appointed by Alamance County

***New Applicants:*** Nathaniel Gainey, Colleen Macklin (2<sup>nd</sup> choice), Zipporah Clark-Baldwin (2<sup>nd</sup> choice), Keith Michaels, Melissa Clay Barnes (1<sup>st</sup> choice), Emily Bell O'Dell (1<sup>st</sup> choice), Shanelle Harvey (2<sup>nd</sup> choice)

**Recreation Commission**

Nicki Smith - Reappointment

Jay Cook, Jr. - Reappointment

***New Applicant*** – Casey Wagner

**Alamance County Library Committee**

Jordan Dawson – Appointed by Alamance County

Colleen Macklin – Appointed by Alamance County

**Economic Development & Marketing Committee**

Seven Vacancies

***New Applicant:*** Griffin McClure



**PUBLIC COMMENT PERIOD:**

**CITY STAFF COMMENTS:**

**CITY COUNCIL COMMENTS:**

**CLOSED SESSION:**

City Council will consider going into a closed session pursuant to G.S. 143-318.11(a)(6).

**ADJOURN**



# City of Graham

## City Council Meeting Minutes

### May 10, 2022



The City Council of the City of Graham held a regularly scheduled meeting at 6:00 p.m. on May 10, 2022, in the Council Chamber, City Hall Municipal Building located at 201 South Main Street, Graham, NC.

#### Council Members Present:

Mayor Jennifer Talley  
Mayor Pro Tem Ricky Hall  
Council Member Bobby Chin  
Council Member Joey Parsons  
Council Member Bonnie Whitaker

#### Staff Present:

Megan Garner, City Manager  
Aaron Holland, Assistant City Manager  
Bryan Coleman, City Attorney  
Bob Ward, City Attorney  
Justin Snyder, Planning Director  
Renee Ward, Interim City Clerk

#### CALL TO ORDER:

Mayor Jennifer Talley called the meeting to order at 6:01 p.m. and presided.

#### INVOCATION & PLEDGE OF ALLEGIANCE

Mayor Talley asked Council Member Chin to give the invocation and all recited the Pledge of Allegiance.

#### CONSENT AGENDA:

- a. To approve the following City Council Meeting Minutes:
  - March 14, 21, 28, and April 4, 2022 – Lunch and Learn Special Meetings
  - April 12, 2022 – Regular City Council Meeting and Continued to April 21, 2022
  - April 25, 2022 – Special Meeting - Water-Sewer Fund Budget Public Hearing
- b. To direct the Clerk to investigate sufficiency and set a date of public hearing for June 14, 2022, to consider extending the corporate limits of the City of Graham for a 3.87-acre tract located on Jimmie Kerr Road.

#### **RESOLUTION DIRECTING THE CLERK TO INVESTIGATE A PETITION RECEIVED UNDER G.S. 160A-31**

#### **FOR PROPERTY ON JIMMIE KERR ROAD (GPIN: 8894531201 AND 8894520912) (AN2203)**

**WHEREAS**, a petition requesting annexation of an area described in said petition was received on May 10, 2022, by the Graham City Council; and

**WHEREAS**, G.S. 160A-31 provides that the sufficiency of the petition shall be investigated by the City Clerk before further annexation proceedings may take place; and



**WHEREAS**, the City Council of the City of Graham deems it advisable to proceed in response to this request for annexation.

**NOW, THEREFORE BE IT RESOLVED**, by the City Council of the City of Graham:

That the City Clerk is hereby directed to investigate the sufficiency of the above-described petition and to certify as soon as possible to the City Council the result of her investigation.

**RESOLUTION FIXING DATE OF JUNE 14, 2022, FOR A PUBLIC HEARING ON QUESTION OF  
CONTIGUOUS ANNEXATION PURSUANT TO G.S. 160A-31 FOR 3.87 +/- ACRES ON JIMMIE  
KERR ROAD (AN2203)**

**WHEREAS**, a petition requesting annexation of the contiguous area described herein has been received;  
and

**WHEREAS**, certification by the City Clerk as to the sufficiency of the petition has been made.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Graham, North Carolina that:

**Section 1.** A public hearing on the question of annexation of the area described herein will be held at the City Hall, 201 S. Main Street, Graham, NC, at 6:00 pm on June 14, 2022.

**Section 2.** The area proposed for annexation is described as follows:

**Legal Description GPIN#: 8894531201 and 8894520912**

Those certain tracts or parcels of land located in Haw River Township, Alamance County, North Carolina, adjoining Jimmie Kerr Road (SR 1928) and being more particularly described as follows:

BEGINNING AT AN EXISTING IRON PIPE, THENCE WITH THE RIGHT OF WAY OF JIMMIE KERR ROAD, A BEARING OF N 35°25'41" E, A DISTANCE OF 82.05' TO AN EXISTING IRON PIPE, THENCE N 35°10'40" E, A DISTANCE OF 156.38' TO A RIGHT OF WAY CAP, THENCE S 54°01'03" E, A DISTANCE OF 30.29' TO A RIGHT OF EAY CAP, THENCE N 35°49'02" E, A DISTANCE OF 61.78' TO AN EXISTING IRON PIPE, THENCE N 35°54'51"E, A DISTANCE OF 321.64' TO AN EXISTING IRON PIPE, THENCE LEAVING SAID RIGHT OF WAY, A BEARING OF S 09°12'56" E, A DISTANCE OF 109.94' TO AN EXISTING IRON PIPE, THENCE S 23°42'17" E, A DISTANCE OF 140.34' TO AN EXISTING PIPE, THENCE S 46°07'51" E, A DISTANCE OF 18.56' TO AN EXISTING IRON PIPE, THENCE S 35°47'43" W, A DISTANCE OF 170.70' TO AN EXISTING IRON PIPE, THENCE S 54°03'57" E, A DISTANCE OF 152.64' TO AN EXISTING IRON PIPE, THANCE S 35°54'49" W, A DISTANCE OF 299.97' TO AN EXISTING IRON PIPE, THENCE N 54°05'15" W, A DISTANCE OF 397.73' TO AN EXISTING IRON PIPE BEING THE POINT AND PLACE OF BEGINNING, CONTAINING 3.87 AC.± (0.00605 SQ. MILES). THE ABOVE DESCRIPTION WAS TAKEN FROM A SURVEY COMPLETED BY CAROLINA CORNERSTONE SURVEYING, DATED 03/25/22, JOB# 220305, TITLED "CORPORATE LIMITS EXTENSION, CITY OF GRAHAM."

**Section 3.** Notice of the public hearing shall be published once in The Alamance News, a newspaper having



general circulation in the City of Graham, at least ten (10) days prior to the date of the public hearing.

Adopted this the 10th day of May 2022.

- c. To approve a Resolution supporting a 20% local grant match for funds from the NCDOT Multimodal Grant program to update the City's 2006 Pedestrian Transportation Plan.

**CITY OF GRAHAM RESOLUTION IN SUPPORT OF APPLICATION AND COMMITMENT TO GRANT MATCH FOR NCDOT MULTIMODAL PLANNING GRANT**

**WHEREAS**, the North Carolina Department of Transportation has established a grant that provides funding to municipalities for updating existing Pedestrian Plans; and

**WHEREAS**, the City of Graham has a desire to provide its citizens with safe, convenient, and more complete bicycle and pedestrian facilities within the community; and

**WHEREAS**, the City of Graham last updated its Pedestrian Plan as adopted in 2006; and

**WHEREAS**, the City's financial and technical resources have limited its ability to prepare an update to the current pedestrian plan; and

**WHEREAS**, the City of Graham desires an up-to-date comprehensive pedestrian plan to achieve the following objectives; and

1. Provide multimodal forms of transportation.
2. Provide guidance for modifying infrastructure to safely accommodate walking and bicycling in appropriate locations.
3. Ensure that North Carolina Department of Transportation (NCDOT) funded projects incorporate Graham's objectives.
4. Move towards an effective network for transportation, recreation, and exercise.
5. Have an approved plan that will support funding from NCDOT for bicycle and pedestrian improvements.
6. Ensure land-use decisions effectively incorporate multimodal objectives.

**WHEREAS**, The North Carolina Department of Transportation Division of Bicycle and Pedestrian Planning announced a competitive Planning Grant Initiative to award funding for comprehensive bicycle and pedestrian plans.

**NOW, THEREFORE, BE IT RESOLVED** by the City of Graham City Council hereby endorses the application for a Multimodal Planning Grant, and if the project is selected the City will provide matching funding up to 20% based on the parameters of the grant program and will provide any staff assistance for the duration of this project.

This the 10<sup>th</sup> day of May 2022.

- d. To approve an Audit Contract, in the amount of \$21,950.00, to Stout, Stuart, McGowen & King, LLP.



- e. To approve “No Parking Anytime” signs to be placed on both sides of Senator Ralph Scott Parkway.
- f. To approve a request from Brian Baker, Director, Alamance Parks to close 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 8:00 a.m. to 12:00 p.m. on Monday, May 30, 2022, for the Annual Memorial Day Ceremony.

Mayor Pro Tem Hall moved to approve the consent agenda as presented, seconded by Council Member Chin. The motion passed unanimously.

### **PUBLIC HEARINGS:**

**ITEM 1: REZONING – 205 W. HARDEN STREET – (RZ2205):** A public hearing had been scheduled to consider an application by Nathan Glines to rezone 0.21 acres of property from I-1, (Light Industrial) to B-2, (General Business) for the purpose of constructing outdoor amenity areas. (Planning Board recommended approval.)

Planning Director Justin Snyder stated this was a request to rezone 0.21 acres of property from I-1 (light industrial) to B-2 (general business) for the purpose of constructing outdoor amenity areas and to bring the existing nonconforming structure and site into compliance with setbacks and buffering requirements. The rest of the block was zoned B-2, and was completely in character both with the FLU plan and with the surrounding zoning and uses.

Mayor Talley opened the public hearing and the following spoke:

Mr. Nathan Glines, 205 West Harden Street, stated that the property was a wedding and event menu and he would like to construct a beautiful back patio with a covered area.

Motion by Mayor Pro Tem Hall to close the public hearing, seconded by Council Member Chin. The motion passed unanimously.

Council Member Parsons moved to approve the rezoning that would further policies 2.2.1-Focused Development and 2.3.2-Innovative Spaces in the Graham 2035 Comprehensive Plan, seconded by Council Member Chin. The motion passed unanimously.

**ITEM 2: VOLUNTARY CONTIGUOUS ANNEXATION – 2.00 ACRES – 165 ANDREWS AVENUE (AN2202):** A public hearing had been scheduled to consider a voluntary contiguous annexation containing 2.00 acres located at 165 Andrews Avenue.

Planning Director Justin Snyder stated that a petition had been received requesting the Council’s approval for an extension of the corporate limits to include the subject property. The area being considered for annexation is located at 165 Andrews Avenue and contains approximately 2.00 acres. He stated water was located within 500 feet of the subject property and sewer lines were located across Andrews Avenue in Stillhouse Farms. He stated the applicant would like to tie onto the City’s sewer infrastructure.



Mr. Snyder stated there was an existing home on this lot, so the only net change in impact would be for serving the lot with City services.

Mayor Talley opened the public hearing and the following person spoke:

Mr. James Straughan, the property owner, stated they were having issues with their septic and the only option they had was to tie into the City's sewer.

Motion by Mayor Talley to close the public hearing, seconded by Mayor Pro Tem Hall. The motion passed unanimously.

Motion by Council Member Chin to approve the annexation extending the corporate limits to 165 Andrews Avenue and being consistent with the Graham 2035 Comprehensive Plan and G.S. 160A-31, seconded by Mayor Pro Tem Hall. The motion passed unanimously.

**ANNEXATION ORDINANCE  
TO EXTEND THE CORPORATE LIMITS OF  
THE CITY OF GRAHAM, NORTH CAROLINA  
FOR A 2.00-ACRE TRACT OF LAND AT 165 ANDREWS AVENUE  
(AN2202)**

**WHEREAS**, the Graham City Council has been petitioned under G.S. 160A-31 to annex the area described below; and

**WHEREAS**, the Graham City Council has by resolution directed the City Clerk to investigate the sufficiency of the petition; and

**WHEREAS**, the City Clerk has certified the sufficiency of the petition, and a public hearing on the question of this annexation was held at City Hall, 201 South Main Street, Graham at 6:00 P.M. on May 10, 2022, after due notice by publication on April 21 and 28, 2022; and

**WHEREAS**, the Graham City Council finds that the petition meets the requirements of G.S. 160A-31.

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

**Section 1.** By virtue of the authority granted by G.S. 160A-31, the following described territory is hereby annexed and made part of the City of Graham as of May 10, 2022:

**Legal Description GPIN#: 8883359616**

A certain tract or parcel of land located in Graham Township, Alamance County, North Carolina, adjoining Andrews Avenue (SR 2110) and being more particularly described as follows:

BEGINNING at a  $\frac{3}{4}$ " existing iron pipe (control corner) located in the southern margin of Andrews Avenue and the northwest corner of Lot 2 PB 76 Pg. 329 (0.34 acre-tract, Parcel ID#172020); thence with the southern margin of Andrews Avenue, South 85 degs. 04' 23" East 50.04 feet to a  $\frac{1}{2}$ " pinch existing iron pipe located in the southern margin of Andrews Avenue; thence continuing with the southern margin of Andrews Avenue, South 85 degs. 04' 23" East 233.29 feet to a  $\frac{3}{4}$ " bent existing iron stake located in the southern margin of Andrews Avenue and the western line of Lot 2A PB 68 PG 117; thence with the western line of Lot 2A, South 8 degs. 20' 48" West 319.48 feet to a  $\frac{3}{4}$ " bent existing iron pipe located in the northern line of Lot 5 PB 68 PG 117; thence with Lots 5 and 4 PB 68 PG 117, North 80 degs. 16' 15" West 182.99 feet to a 1" existing iron pipe located in the northwest corner of Lot



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4 and the northeast corner of Lot 3 PB 68 PG 117; thence with the northern line of Lot 3, North 80 degs. 16' 15" West 50.32 feet to a calculated point in the northern line of lot 3; thence continuing with Lot 3, North 80 degs. 16' 15" West 50 feet to a 1" existing iron pipe (control corner) located in the northwest corner of Lot 3 and the

southeast corner of Lot 10; thence with the eastern line of Lot 10, North 08 degs. 25' 30" East 295.75 feet to THE POINT AND PLACE OF BEGINNING and containing 2.00 acres, more or less, as shown on a plat entitled "Final Plat, Recombination for James Paul Straughan and wife, Abigail Peyton Straughan" recorded in PLAT BOOK 76 at PAGE 329 of the Alamance County Registry, to which plat reference is hereby made for a more particular description.

**Section 2.** Upon and after May 10, 2022, the above-described territory and its citizens and property shall be subject to all debts, laws, ordinances, and regulations in force in the City of Graham and shall be entitled to the same privileges and benefits as other parts of the City of Graham. Said territory shall be subject to municipal taxes according to G.S. 160A-58.10.

**Section 3.** The Mayor of the City of Graham shall cause to be recorded in the office of the Register of Deeds of Alamance County and in the office of the Secretary of State at Raleigh, North Carolina, an accurate map of the annexed territory described in Section 1 above, together with a duly certified copy of this Ordinance. Such a map shall also be delivered to the Alamance County Board of Elections, as required by G.S. 163-288.1.

Adopted this, the 10<sup>th</sup> day of May 2022.

**ITEM 3: TEXT AMENDMENT – DEVELOPMENT ORDINANCE – SPECIAL USE PERMITS  
USES LISTED – SECTIONS 10.135 - 10.149 (AM2103):**

A public hearing had been scheduled to consider an amendment to the permitted uses table that are improperly classified based on type and intensity of use. Based on The Graham 2035 Comprehensive Plan and best practices, staff recommends indefinite tabling of the text amendment for later consideration as part of the Development Ordinance rewrite. (Planning Board recommended approval.)

Planning Director Justin Snyder stated that based on *The Graham 2035 Comprehensive Plan* and best practices, staff recommended indefinite tabling of the text amendment for later consideration as part of a Development Ordinance rewrite. The following supports this recommendation: Special uses are those uses that typically cannot be well categorized into use by right classification due to the size, intensity, or unique characteristics. The proposed amendments better align with this definition.

He stated based on *The Graham 2035 Comprehensive Plan* and best practices, staff recommended indefinite tabling of the text amendment for later consideration as part of a Development Ordinance rewrite.

Mayor Talley opened the public hearing and the following spoke:

Mr. Tom Boney, Alamance News, inquired about a notice that went out to downtown businesses and asked if this was the item the notice was referring to.

Mr. Snyder stated he believed this was the item the notice was referring to.

Mayor Talley also stated that staff had no knowledge of the notice and that she contacted Planning Board Chair Dean Ward, and he had no knowledge of the notice. She stated that whoever interpreted the text amendment did not interpret it correctly. There was never anything that staff was proposing that would eliminate people from being able to have multiple businesses in a building.

Mr. Lee Kimrey, 104 West Elm Street, Graham, inquired about use by right and stated that the amendment



proposed eliminating UBD as a use by right in B1 and O&I zonings. He stated a UBD was defined as a building obtaining multiple businesses on the same parcel of land and asked if that was correct.

Mr. Snyder stated that was correct and the UBD was unnecessary because if you had a permitted use by right then it was already permitted you would not need to put it in a UBD.

Mr. Kimrey asked where was it stated in the Development Ordinance that defines you could have multiple businesses in one commercial building within O-I and B-1.

Mr. Snyder stated that whether it's defined or not, the interpretation was that the permitted uses table was what governs.

Mr. Kimrey stated when that interpretation was very vague and that it could lead businesses owners in the community to believe that the city was going to ban in the future, and when you grandfather someone in that's not very comforting when you consider any changes in the future would not be allowed if the use by right to have multiple businesses in the same building was taken from the community.

Mr. Snyder stated that if your business was permitted on the permitted uses table in the zoning district that you are located in, you would have nothing to worry about.

Mr. Kimrey asked for the record, if in the O-I and B-1 you could have multiple uses within the same building.

Mr. Snyder stated that was correct as long as those uses are permitted in that zoning district.

Motion by Mayor Pro Tem Hall to close the public hearing, seconded by Council Member Chin. The motion passed unanimously.

Motion by Mayor Pro Tem Hall to table the Special Use Permits-Uses Listed indefinitely, seconded by Council Member Whitaker. The motion passed unanimously.

**ITEM 4: TEXT AMENDMENT – DEVELOPMENT ORDINANCE – ADMINISTRATIVE APPROVAL OF MINOR MODIFICATIONS (AM2106):** A public hearing had been scheduled to consider an amendment to the Development Ordinance authorizing administrative approval of minor modifications for approved special use permits. Based on The Graham 2035 Comprehensive Plan and best practices, staff recommends indefinite tabling of the text amendment for later consideration as part of the Development Ordinance rewrite. (Planning Board recommended denial at the present time.)

Planning Director Justin Snyder stated that based on *The Graham 2035 Comprehensive Plan*, other jurisdictions, and best practices, staff recommended tabling indefinitely the text amendment to be considered as part of the Development Ordinance rewrite.

He stated that the Planning Board unanimously recommended denial of this text amendment at this time it would be better handled as part of the comprehensive UDO rewrite.

Mayor Talley opened the public hearing and there were no comments.



Motion by Mayor Pro Tem Hall to close the public hearing, seconded by Council Member Parsons. The motion passed unanimously.

Motion by Mayor Pro Tem Hall to table the text amendment of Administrative Approval of Minor Modifications indefinitely, seconded by Council Member Whitaker. The motion passed unanimously.

**ITEM 5: TEXT AMENDMENT – DEVELOPMENT ORDINANCE – OPEN SPACE PROVISIONS**

**(AM2108):** A public hearing had been scheduled to consider an amendment regarding an open space provision to count open space that does not serve a valid public purpose (e.g. stormwater facilities, leftover small spaces, etc.) Based on The Graham 2035 Comprehensive Plan and best practices, staff recommends indefinite tabling of the text amendment for later consideration as part of the Development Ordinance rewrite.

(Planning Board recommended denial at the present time.)

Planning Director Justin Snyder stated that the Planning Board unanimously recommended denial of this text amendment because this would better be handled within the Recreation and Amenities text amendment and with the UDO rewrite.

Mayor Talley opened the public hearing and there were no comments.

Motion by Mayor Pro Tem Hall to close the public hearing, seconded by Council Member Parsons. The motion passed unanimously.

Motion by Mayor Pro Tem Hall to table the text amendment of Administrative Approval of Minor Modifications indefinitely, seconded by Council Member Chin. The motion passed unanimously.

**ITEM 6: TEXT AMENDMENT – DEVELOPMENT ORDINANCE – DENIED REZONING**

**WAITING PERIOD (AM2105):** A public hearing had been scheduled to consider approval of a text amendment creating a process for denied rezoning. (Planning Board recommended approval.)

Planning Director Justin Snyder stated this was a request on behalf of a citizen to simplify the waiting period for when an applicant may re-apply for a rezoning following a denial by City Council. Staff had proposed language to create a process for a revised rezoning request with the same zoning classification request, but with different property amounts involved. He stated when the total area of property from the original request was reduced by 10 percent or more, or when there were multiple parcels involved and the number of parcels decreased, then the applicant could re-apply without a six-month waiting period. He stated that based on *The Graham 2035 Comprehensive Plan*, other jurisdictions, and best practices, staff recommended approval of the text amendment with the Planning Board's recommended changes. He stated that if Council elected to table this request indefinitely it would be understandable.

Mayor Talley opened the public hearing and there were no comments.

Mayor Talley asked that citizens should submit in writing to Council and staff when requesting changes to text ordinances or requests and be present at the Council meeting when those requests are being considered.

Motion by Mayor Talley to close the public hearing, seconded by Council Member Whitaker. The motion passed unanimously.



Motion by Mayor Pro Tem Hall to deny the text amendment of a Waiting Period for Denied Rezoning because it was not consistent with Graham's 2035 Comprehensive Plan Strategy 2.3.1 to facilitate focused development, seconded by Council Member Whitaker. The motion passed unanimously.

**ITEM 7: TEXT AMENDMENT – DEVELOPMENT ORDINANCE – MULTIFAMILY SIGNAGE – ARTICLE X - SECTION 10.398-10.399 (AM2107):** A public hearing had been scheduled to consider approval of a text amendment to create a provision for entry signage for multifamily, mixed-use developments containing residential units, and major subdivisions. (Planning Board recommended approval.)

Planning Director Justin Snyder stated this was a request to amend Article X, Signage, in the Development Ordinance to create a provision for entry signage for multifamily, mixed-use developments containing residential units, and major subdivisions. He stated currently, if an apartment complex, large neighborhood, or other large development with a residential component needed an entry sign, the code stated that the sign may be no larger than 10 square feet, which is minuscule compared to the size of the development the signs would serve. He stated that staff recommended changing the sign requirement to 36 square feet. He stated that Mebane and Burlington both allow 32 square feet for this type of signage.

Mayor Talley opened the public hearing and the following person spoke:

Mr. Keith Westbrook, 604 Trock Wilder Court, Graham, asked about what the measurements of 32 square feet would look like.

Mr. Snyder stated it would be eight feet by four feet.

Motion by Mayor Pro Tem Hall to close the public hearing, seconded by Council Member Chin. The motion passed unanimously.

Mayor Talley asked that the signage be consistent across the board with surrounding towns at 32 square feet.

Motion by Council Member Chin to approve the text amendment to allow 32 square feet of signage and that it was consistent with Graham's 2035 Plan Strategy 2.3.1 to facilitate focused development, seconded by Mayor Pro Tem Hall. The motion passed unanimously.

#### **Section 10.398                      Residential Districts**

No sign shall be erected or displayed in any residential district except as allowed under Section 10.393  
Exemptions or as provided below:

- (1) Home occupation signs identifying a home occupation, provided such signs are not illuminated and are limited to one wall or one freestanding sign per lot and a maximum display surface area of three square feet.
- (2) Nonresidential signs identifying nonresidential uses permitted as a principal in residential districts, provided such signs are limited to one freestanding or wall sign per zoning lot and eighteen (18) square feet in area per display surface. Where a freestanding sign is used, there must be a setback of at least twenty (20) feet from the right-of-way and shall be no taller than eight (8) feet.
- (3) A single freestanding monument sign may be allowed at each main entrance drive to a major subdivision, multifamily or mixed-use development containing residential units provided the driveways are separated by 300



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feet or more. Sign face area shall be no larger than 32 square feet per side (2 sides maximum), and the total height including any supports or decorative features shall not exceed eight (8) feet above adjacent grade. Signs shall be only externally illuminated and no plastic shall be used in any part of the sign. Finally, the signs shall be

ground-lit or externally backlit with the light shining only on the face of the sign. No internal illumination, illuminated tubing, flashing lights, or moving installations shall be permitted on any part of the sign.

- (4) Signage approved as part of a special use permit or conditional zoning approval shall follow the standards approved by the City Council. When a standard is not proposed and approved as part of the conditional rezoning or special use permit, the standards in this Ordinance shall govern.

**Section 10.399 O-I, B-1, B-2, B-3, I-1 and I-2 districts**

- (a) Generally. No sign shall be erected or displayed in the Office and Institutional District, the Neighborhood, General or Central Business District, the Light Industrial District or the Heavy Industrial District except as allowed under Section 10.393 Exemptions or as provided below for the type of sign and the zoning district in which it is located.
- (b) Multiple uses. Where a zoning lot contains more than one principal use or establishment, the provisions below shall apply to the zoning lot as a whole, and the owners of the zoning lot shall be responsible for allocating permitted signs and display surface areas among the individual uses or establishments. The sign plan submitted for such zoning lot shall show all signs located or proposed thereon and shall be designed so that all signs are in harmony and consistent with each other.
- (1) Freestanding signs. On-premises freestanding signs may be erected and displayed on a zoning lot in compliance with the maximum area per display surface and the maximum height limitations contained in Section 10.400 Area and Height of Signs provided:
- a. The zoning lot on which a freestanding sign is located shall be accessible by automobile and contain off-street parking for the principal uses(s).
  - b. No sign shall obstruct the vision of motorists at the intersection of right-of-way lines of streets, or streets and railroad, or of streets and driveways. The zoning enforcement officers shall investigate each site before the placement of any sign to ensure proper vision. No sign shall be erected on or protrude onto any public right-of-way.
  - c. Freestanding signs shall be limited to two (2) signs per zoning lot with street frontage of one hundred (100) feet or more, and shall not be located closer than fifty (50) feet to any other freestanding sign on the same premises. On zoning lots adjacent to an Interstate highway, only one (1) freestanding sign up to 300 square feet shall be allowed and must be directed toward the Interstate. (*Amended 4/2/2002*)
  - d. No freestanding sign shall be permitted on the same street frontage along which there is a projecting sign.
  - e. Freestanding signs shall clear driveway and parking areas by a height of at least fourteen (14) feet and shall clear sidewalks and pedestrian paths by a height of at least nine (9) feet.
  - f. The message of freestanding signs shall be limited to the name(s) of the establishment(s) located on the zoning lot and/or the name of a multi-use development located thereon, except that freestanding signs identifying theaters or service stations may also identify the current presentations or fuel prices, as appropriate.
- (2) Projecting signs. Projecting signs may be erected and displayed on a zoning lot in compliance with the maximum area per display surface limitations contained in Section 10.400 Area and Height of Signs, provided:
- a. The building to which a projecting sign is attached shall be twenty (20) feet or more in width.



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- b. Projecting signs shall be limited to one sign per street frontage, and shall not be located closer than fifty (50) feet to any other projecting sign.
  - c. No projecting sign shall be permitted on the same street frontage along which there is a freestanding sign.
  - d. Projecting signs shall clear sidewalks and pedestrian paths by a height of at least ten (10) feet, shall project no more than five (5) feet from the building to which they are attached and shall not extend beyond the inner edge of the curb line.
  - e. No projecting sign shall extend above the soffit, parapet or eave line, as appropriate, of the building to which it is attached.
  - f. [Reserved].
  - g. The message of projecting signs shall be limited to the name(s) of the establishment(s) located on the zoning lot and/or the name of a multi-use development located thereon.
- (3) Wall signs. Wall signs may be erected and displayed on a zoning lot in compliance with the maximum percentage of facade coverage limitations contained in Section 10.400 Area and Height of Signs, provided:
- a. Posters and paper signs displayed on or through windows are exempt.
  - b. Wall signs placed in the space between windows on different stories of a building shall not exceed in height two-thirds of the distance between the top of a window and the sill of the window above.
  - c. No wall sign shall protrude more than twelve (12) inches from the wall to which it is attached.
  - d. No wall sign shall extend above the soffit, parapet or eave line, as appropriate, of the building to which it is attached. If the building consists of more than two (2) stories, wall signs shall not extend above the third story.
  - e. Wall signs, or portions thereof, placed between window spandrels shall not exceed in height two-thirds of the height of the spandrel.
  - f. Wall signs shall not cover or interrupt major architectural features.
  - g. In industrial zones, wall signs on the side of buildings adjacent to lots zoned residential are permitted only when the building is at least fifty (50) feet from the side lot line of the residential lot.
  - h. Wall signs on the side of buildings in the O-I Zone are not permitted.

**ITEM 8: TEXT AMENDMENT – DEVELOPMENT ORDINANCE – WALL SIGNS (AM2208):** A public hearing has been scheduled to consider an amendment regarding the placement of wall signs on buildings. (Planning Board recommended approval.)

Planning Director Justin Snyder stated this was a request from Alamance Community College requesting to amend the Development Code regarding the placement of wall signs on a building. He stated that currently, the Code prohibits wall signs from extending above the soffit, parapet, or eave line, as appropriate, of the building to which it is attached. If the building consists of more than two (2) stories, wall signs shall not extend above the second story. He stated that in this case, the building had been designed with large expanses of windows, and given its prominent location and its large size, it's being requested this text amendment allow signs to be able to extend up to a third story, but not above. He stated staff believed this was a reasonable request that would not detract from other signage in the City and recommended approval of the request.

Mayor Talley opened the public hearing and the following persons spoke:



Mr. Johnny Butler, Alamance Community College, Office of the President, stated they requested this amendment with regard to the topography of the land and the signage for the Biotechnology Center of Excellence building that would be highly visible from the interstate and would become a landmark for

Graham. He asked for an amendment in order to incorporate signage where it would be more easily viewed from the interstate.

Mr. Rob Harkey, Architect with Clark Nexsen, stated he was a member of the design team and was happy to answer any questions.

Motion by Mayor Pro Tem Hall to close the public hearing, seconded by Council Member Parsons. The motion passed unanimously.

Motion by Mayor Talley to approve the text amendment and that it was consistent with Graham's 2035 Plan, Strategy 2.3.1 to facilitate focused development, seconded by Council Member Whitaker. The motion passed unanimously.

**Section 10.399                    O-I, B-1, B-2, B-3, I-1 and I-2 Districts**

- (c) Generally. No sign shall be erected or displayed in the Office and Institutional District, the Neighborhood, General or Central Business District, the Light Industrial District or the Heavy Industrial District except as allowed under Section 10.393 Exemptions or as provided below for the type of sign and the zoning district in which it is located.
- (d) Multiple uses. Where a zoning lot contains more than one principal use or establishment, the provisions below shall apply to the zoning lot as a whole, and the owners of the zoning lot shall be responsible for allocating permitted signs and display surface areas among the individual uses or establishments. The sign plan submitted for such zoning lot shall show all signs located or proposed thereon and shall be designed so that all signs are in harmony and consistent with each other.
- (1) Freestanding signs. On-premises freestanding signs may be erected and displayed on a zoning lot in compliance with the maximum area per display surface and the maximum height limitations contained in Section 10.400 Area and Height of Signs provided:
  - a. The zoning lot on which a freestanding sign is located shall be accessible by automobile and contain off-street parking for the principal uses(s).
  - b. No sign shall obstruct the vision of motorists at the intersection of right-of-way lines of streets, or streets and railroad, or of streets and driveways. The zoning enforcement officers shall investigate each site before the placement of any sign to ensure proper vision. No sign shall be erected on or protrude onto any public right-of-way.
  - c. Freestanding signs shall be limited to two (2) signs per zoning lot with street frontage of one hundred (100) feet or more, and shall not be located closer than fifty (50) feet to any other freestanding sign on the same premises. On zoning lots adjacent to an Interstate highway, only one (1) freestanding sign up to 300 square feet shall be allowed and must be directed toward the Interstate. *(Amended 4/2/2002)*
  - d. No freestanding sign shall be permitted on the same street frontage along which there is a projecting sign.
  - e. Freestanding signs shall clear driveway and parking areas by a height of at least fourteen (14) feet and shall clear sidewalks and pedestrian paths by a height of at least nine (9) feet.
  - f. The message of freestanding signs shall be limited to the name(s) of the establishment(s) located on



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the zoning lot and/or the name of a multi-use development located thereon, except that freestanding signs identifying theaters or service stations may also identify the current presentations or fuel prices, as appropriate.

- (2) Projecting signs. Projecting signs may be erected and displayed on a zoning lot in compliance with the maximum area per display surface limitations contained in Section 10.400 Area and Height of Signs, provided:
- a. The building to which a projecting sign is attached shall be twenty (20) feet or more in width.
  - b. Projecting signs shall be limited to one sign per street frontage, and shall not be located closer than fifty (50) feet to any other projecting sign.
  - c. No projecting sign shall be permitted on the same street frontage along which there is a freestanding sign.
  - d. Projecting signs shall clear sidewalks and pedestrian paths by a height of at least ten (10) feet, shall project no more than five (5) feet from the building to which they are attached and shall not extend beyond the inner edge of the curb line.
  - e. No projecting sign shall extend above the soffit, parapet or eave line, as appropriate, of the building to which it is attached.
  - f. [Reserved].
  - g. The message of projecting signs shall be limited to the name(s) of the establishment(s) located on the zoning lot and/or the name of a multi-use development located thereon.
- (3) Wall signs. Wall signs may be erected and displayed on a zoning lot in compliance with the maximum percentage of facade coverage limitations contained in Section 10.400 Area and Height of Signs, provided:
- a. Posters and paper signs displayed on or through windows are exempt.
  - b. Wall signs placed in the space between windows on different stories of a building shall not exceed in height two-thirds of the distance between the top of a window and the sill of the window above.
  - c. No wall sign shall protrude more than twelve (12) inches from the wall to which it is attached.
  - d. No wall sign shall extend above the soffit, parapet or eave line, as appropriate, of the building to which it is attached. If the building consists of more than two (2) stories, wall signs shall not extend above the **third** story.
  - e. Wall signs, or portions thereof, placed between window spandrels shall not exceed in height two-thirds of the height of the spandrel.
  - f. Wall signs shall not cover or interrupt major architectural features.
  - g. In industrial zones, wall signs on the side of buildings adjacent to lots zoned residential are permitted only when the building is at least fifty (50) feet from the side lot line of the residential lot.
  - h. Wall signs on the side of buildings in the 0-I Zone are not permitted.

**NEW BUSINESS:**

**ITEM 9: RECYCLING CONTRACT:** The City's current five-year recycling contract expired on June 30, 2022. City Council will consider options for a new recycling contract.

Public Works Director Burke Robertson stated that the City's recycling contract was set to expire on June 30, 2022. He stated that present tonight were Mr. Seth Heath and Ed Larsey with GFL and Mr. Chris Wilson with Republic who were available to answer questions.



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City Manager Garner stated that in the proposed budget was a request for an increase in garbage and recycling but not the full amount of the increase. She stated that while there was a proposed increase in sanitation fees, there was also a proposed increase in the City's subsidy so the full burden would not be on the residents of Graham.

Mayor Talley asked what the difference would be.

City Manager Garner stated it would be a \$2.00 per month increase for the citizens and an increase to the City's subsidy for the service.

Council discussed the cost comparison between GFL and Republic and after a lengthy discussion, it was determined that going with the low bidder, Republic Waste, would save the City approximately \$200,000 over the course of the five-year contract.

Mr. Seth Heath, General Manager, GFL, stated that costs had significantly increased over the past year. He stated their business had been a good community member, sponsoring local high schools' sports clubs and numerous community events, he asked for the opportunity, even though they were a few cents higher to once again serve the City of Graham. He stated that GFL had given a fair rate and he stood by that rate of \$5.89.

Mr. Chris Wilson, Republic Services, stated that there may have been a misunderstanding that Republic's bid had a fixed 3% CPI for years two and three. The offer they proposed was a \$5.55 rate with the second year being a fixed 3% increase and also for years three, four, and five. He stated this was a significant saving to the town over the competitor's bid.

Mayor Talley asked if the City became dissatisfied with Republic's service, would the City be able to get out of the contract.

Mr. Wilson stated that the contract would be presented to us from the City of Graham and we would look at language for performance guarantee and then include a breach of contract provision.

Motion by Mayor Pro Tem Hall to award the recycling contract to GFL, seconded by Council Member Chin. The motion failed by a vote of 3-2. Mayor Talley, Council Member Whitaker and Parsons voted no.

Motion by Council Member Whitaker to approve a five-year recycling contract with Republic Waste, Option 3, with 3% annual increase for three years with the option to extend the contract for two additional years for a total of five years with a 3% increase, seconded by Council Member Parsons. The motion passed 4-1, Mayor Pro Tem Hall voted no.

<u>Republic Waste</u>	\$361,000
Option 3: \$5.55 per mo. with 3% annual increase	\$371,830 - 2 <sup>nd</sup> year
	\$382,984 - 3 <sup>rd</sup> year
Cost estimates are based on the current cart count and 2021 recycling tonnage with no more than 25% contamination.	\$394,473 - 4 <sup>th</sup> year
	\$406,307 - 5 <sup>th</sup> year
No fuel surcharge	



**ITEM 10: CODE OF ORDINANCE CHANGE – FARMER’S MARKETS:** City Council considered amending the Code of Ordinances, Chapter 8–Businesses, adding language allowing farmer’s markets without permanent fixtures to be held on private property.

Planning Director Justin Snyder stated this was a request from staff, with support from First United Methodist Church, to create a text amendment to allow farmer’s markets on private property without

permanent fixtures, regardless of zoning status, within certain parameters. He stated that the Planning staff had drafted language in coordination with the Assistant City Manager and the City Attorney. This amendment would allow farmer’s markets under the Temporary Outdoor Sales provision of the Code of Ordinances upon issuance of a permit. He stated if markets necessitated street closures, those would require City Council approval.

Mayor Pro Tem Hall asked the Assistant City Manager if there could be a City Farmer’s Market.

Assistant City Manager Aaron Holland stated that the City could partner and they would need to get the City Attorney’s opinion on how far the City could get involved if a farmer’s market was on private property.

Mayor Pro Tem Hall stated that during his conversation with members of the First United Methodist Church they were hoping the City could take over once it got started.

Planning Director Snyder stated that there was interest and conversation with Healthy Alamance and possibly establishing a more permanent farmer’s market installation at some point.

Mayor Talley questioned if churches were exempt from certain permitting requirements.

Ms. Fran Bryant, 1904 Meadowview, Graham and Ms. Margaret Skolnik, 1615 Olsen Drive, Elon, both from First United Methodist Church in Graham, asked for the ability to hold a farmer’s market on the church property. She stated that the permits Mayor Talley was referring to were for vendors selling beef, and ham that the Health Department would require permitting and it would be up to the vendor to get the required permits. She said that was the practice through Healthy Alamance and they were following their guidelines. Ms. Skolnik stated they were looking to have a Farmer’s Market in the parking lot on Wednesdays from 3:00 – 6:00 p.m. beginning on June 1, 2022, through September 2022. She stated that had two goals, one to bring fresh food to downtown Graham and secondly to give small farmer’s the opportunity to sell their produce. She stated that this was a pilot program and first-year opportunity and hoped they could get a number of farmers to participate.

Mr. Snyder stated the ordinance would need to change to allow once-a-week sales in lieu of twice per month.

Motion by Mayor Talley to approve the amended Code of Ordinance Chapter 8 Business, to allow Farmers Markets without permanent fixtures to be held on private property and to amend language from twice per month to once a week and Section 1 (3) from twice in any 30-day period to once per week, seconded by Council Member Whitaker. The motion passed unanimously.



**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GRAHAM, AMENDING  
CHAPTER 8, Article VIII, Sec. 8-345 to 8-347 OF 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 amending sections numbered 8-345 to 8-347, which said section(s) shall read as follows:

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**ARTICLE VIII. - TEMPORARY OUTDOOR SALES**

**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 article 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 7:00 a.m. Vendors must complete all operations before 11:00 p.m.
- (4) *Duration.* The property owner shall only allow the use of their property for not more than three days within a seven-day period. A vendor shall be limited to no more than one day within that seven-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 (see Section 8-346 for special rules applicable to farmer's markets on private property). 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) *Location.* Vendors shall not be located within 50 feet from structure of a similar establishment. This restriction shall not apply to the property owner.



(7) *Sound*. Generator(s) must not run within 200' of a dwelling unit after 9:00 p.m., nor before 8:00 a.m., except as part of a city-sanctioned event. No vendor-supplied music or amplified advertising shall be permitted at any time.

(8) *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.

(9) *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 three square feet per side is permitted.

( [Ord. of 8-7-2018](#), § 1)

### **Sec. 8-346. – Farmer’s Markets on Private Property.**

Farmer’s markets which do not have any permanent structures, and which occur no more frequently than once per week on the same lot or property shall not be considered as an accessory use as defined in the Development Ordinance and shall not be subject to zoning limitations set forth therein. Rather, these uses are temporary uses subject to the rules and regulations of Sections 8-345 and 8-347 of the City Code of Ordinances. As such, farmer’s markets as defined in this Section shall also be subject to the following restrictions:

- 1) Farmer’s markets shall not be located within any public or private rights-of-way, nor shall they impede sight distance at any intersection.
- 2) They shall be permitted to have vendors on site selling handmade or grown crafts, foods, plants, flowers, and other agricultural products; however, they shall not sell or resell household items, narcotics, alcohol, live domesticated animals (dogs, cats, reptiles, etc.) or retail goods sold at a brick and mortar store.
- 3) Markets shall not occur on the same private property more than once per week.
- 4) Tents, shelters, tables, table coverings, tarps, and all items for sale shall be firmly anchored to prevent damage to property or vehicles as a result of weather.
- 5) No permanent structures shall be constructed for private farmer’s markets; however, existing buildings may be utilized for sales.
- 6) Restrooms open to the public during operating hours shall be provided on-site.
- 7) Each booth or table may have one sign to advertise good for sale, and the property on which the market is located may have up to 2 temporary signs up to 24 sq. ft each provided all signage is located outside of the right of way and is securely anchored to the ground or building. All signage shall be removed upon completion of the event, and in no case shall any signage remain in place more than 24 hours following the completion of the event.
- 8) All local permits and inspections required by law shall be obtained and conspicuously displayed throughout the event, and permits shall be produced by a vendor or the event organizer if requested by City, County, or State employees.



- 9) Any requested public street closures shall be subject to City Council approval upon recommendation by the City of Graham Special Events Committee.
- 10) Parking for vendors and patrons shall be on paved surfaces only. No parking of vehicles or trailers shall be permitted on grassed areas. Patrons and vendors may use City parking lots or on-street parking as permitted by local Ordinances.

**Sec. 8-347. - Violation.**

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 Article shall not prevent the revocation or suspension of any license, franchise or permit issued or granted hereunder. A violation of this article 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.

( [Ord. of 8-7-2018](#), § 1; [Ord. of 12-14-2021](#) )

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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

Adopted this the 10<sup>th</sup> day of May 2022.

Motion by Mayor Pro Tem Hall to request a ten-minute recess, seconded by Council Member Whitaker. The motion passed unanimously. (8:11 p.m.)

Mayor Talley called the meeting back to order. (8:22 p.m.)

**FY 2022-2023 BUDGET PRESENTATION:**

City Manager Garner stated that before Council tonight was the Manager's recommended budget for fiscal year beginning July 1, 2022, and ending June 30, 2023. Ms. Garner stated that she would go over some of the highlights as indicated in the budget books provided to Council. She stated if Council had any questions between now and next week's scheduled special meeting to discuss the budget, she would be glad to answer those as well as after the budget workshop.



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Ms. Garner stated that the budget was balanced by each fund and that Council had already adopted the Utility Fund (31) on April 25, 2022. She stated before Council tonight was the General Fund (10) balanced at \$16,732,925 and the Garage Fund (40) balanced at \$1,064,500.

Once Council had finalized the budget document, the budget ordinance for the Utility Fund (31) as adopted by Council, would be amended to include the aforementioned funds.

Within this document are sections that detail revenue, department budget history, the employee pay plan, fee schedule, and capital improvement requests. The goal was to convey to Council and the public the City's responsibility to provide important services to the citizens of Graham in the most efficient manner possible.

While this was labeled as the Manager's recommended budget, this document was the culmination of diligent work by our department heads. They each submitted fiscally sound and responsible budget requests. She extended sincere appreciation for their hard work and dedication to the City.

The recommended budget was an effort to meet the Governing Body's idea of what they would like to see City government achieve in the following fiscal year. This budget exemplifies a tremendous amount of consideration and review in allowing us to meet our obligations while remaining fiscally strong. The proposed budget included increases to the overall appropriation and provides the same level of service to our citizens. As has been the practice within the City, the proposed budget once again illustrates how we are able to do more with less.

Below are some of the foundations on which this budget has been built.

Both revenues and expenditures have been conservatively estimated with a realistic expectation of what we intend to collect.

- The Federal Government approved the American Rescue Plan Act (ARPA), which provided direct funding to local governments. The total allocation to Graham, delivered in two tranches, was slightly under \$5 million. To date, none of the funds has been expended and staff would present Council with a list of suggested projects for consideration.
- Because the City Council recognizes the need to avoid any undue burden on the taxpayers of Graham, the property tax rate remained unchanged at \$0.455 per \$100 valuation.
- Proposing a \$2.00 increase for garbage and recycling. The combined rate was \$8.50 per month per unit and that was proposed to go to \$10.50. Ms. Garner said while this was an increase for citizens it was also an increase in the City's subsidy of the program.

### ***Changes for FY2022-2023***

#### ***Employee Benefits & Department Changes:***



This month, employees began open enrollment to begin the transition to the North Carolina Health Insurance Pool (NCHIP). This allowed the City to become self-insured without having to build a large reserve prior to implementation. Effective July 1, 2022, our current coverage with MedCost through the NC League of

Municipalities will be replaced with NCHIP. Through this process, the City was able to make changes to the plan. Employees would see both the deductible and maximum out-of-pocket reduced by \$1,000 and \$2,000 respectively. Diagnostic imaging services were added as a co-pay of \$150 rather than being counted towards the deductible, and three free physician visits were added. The goal was to be able to reinvest any potential claims savings into the plan in the years to come. One significant advantage to this plan was that the annual increase was capped at 5%. In reviewing our increases for the last three fiscal years, the City averaged a 13.7% increase annually.

Although the consumer price index as of January 2022, was 7.5% due to the extreme inflation the economy had experienced within the last year, the proposed cost of living adjustment (COLA) is 4% and would begin in the first full pay period of the new fiscal year.

Additionally, the North Carolina Local Government Retirement System contribution would have a mandatory increase of 12.10% from 11.4% in the upcoming fiscal year for both Local Firefighter's Class and Local General Class employees. The rate for law enforcement officers increased to 13.10%.

The proposed budget included a restructuring of the Fire Department. The current captain position would be reassigned from a 40-hour employee to a working shift captain and would be joined by two additional shift captains. This restructuring would allow for a dedicated supervisor on each shift and the restructuring would not occur until January 2023.

The current budget proposal does not include any reduction of services to the citizens of Graham. All departmental functions would continue to operate as they exist currently. We would continuously review programs and services to ensure the appropriate level of service and the most efficient use of taxpayer dollars.

There were no interfund transfers included in this request and there were no appropriations requested for the cemeteries' perpetual care funds. There were proposed changes to the Fee Schedule which are highlighted in red.

Expenditures for public safety, which was largely Police and Fire, are expected to exceed all of the ad valorem property tax levies, whereas, in recent years, ad valorem property tax typically funded public safety in its entirety for the upcoming year. Therefore, there would be a larger subsidy from other funding sources.

Funding for street resurfacing was proposed to increase for the ninth consecutive year by \$35,000.

The budget book would be available in its entirety for any members of the public located on the website and in the office of the City Clerk.



The budget public hearing was scheduled for June 14, 2022, at 6:00 p.m., and a budget workshop was scheduled for May 17, 2022, at 10:00 a.m.

Mayor Talley asked that before the budget workshop if the Manager could present a revenue analysis as to how much the new property tax assessment would increase revenue. She suggested contacting Jeremy Atkins with Alamance County. Mr. Tom Boney, Alamance News shared that the re-evaluation was scheduled for next Spring of 2023 and the tax rates for the County would be effective in July of the next fiscal year.

City Manager Garner stated that if that was the appropriate timeline, then next fiscal year the City would be required in the budget message to publish what the revenue-neutral rate would be. This may be a little early for Mr. Atkins to have any solid guess at what the value may be.

Mayor Talley stated that her greatest concern was the bid opening at \$74 million to re-build a new wastewater treatment plant. She stated that last year that cost was \$30 million and now it is over \$70 million.

Mayor Pro Tem Hall asked if there were monies allotted to upgrade the computer system.

Mr. Garner stated that within Finance's capital budget, there was funding for the inventory module that was still on a DOS-based system. She stated that within the Governing bodies' budget, \$5,000 had been earmarked for a farmers' market.

#### **PUBLIC COMMENT PERIOD:**

Curtis Gatewood, 2512 Nottaway Terrace, Burlington, spoke in reference to an incident, at the Pines Apartments involving a Graham Police Department employee.

Kristopher Loy, 514 E Harden Street, Graham, spoke in reference to an incident, at the Pines Apartments involving a Graham Police Department employee.

Janet Nesbitt, 225 W. Harden Street, Graham, spoke in reference to an incident, at the Pines Apartments involving a Graham Police Department employee.

Avery Haney, 314 Rend Street, Graham, spoke in reference to an incident, at the Pines Apartments involving a Graham Police Department employee.

Jason Hicks, 703 Rockspring Road, High Point, spoke in reference to an incident, at the Pines Apartments involving a Graham Police Department employee.

Amanda Perry, W. Gilbreath Street, Graham, spoke in reference to an incident, at the Pines Apartments involving a Graham Police Department employee.



City of Graham City Council  
May 10, 2022, Regular Meeting Agenda  
Sharrie McCain, 329 Henry Steel Drive, Gibsonville, spoke in reference to an incident, at the Pines Apartments involving a Graham Police Department employee.

### **CITY STAFF COMMENTS:**

Assistant City Manager Holland stated that he needed a consensus from Council to amend the Canvassing Ordinance. Council consensus was to allow the amendment and bring back to Council for consideration at its next meeting.

### **CITY COUNCIL COMMENTS:**

Council Member Chin asked to discuss the City's Downtown Master Plan and the possibility of a re-write it. He stated there were several aspects of the plan that he disagreed with because of how it affected downtown.

Mayor Talley stated she agreed and asked to possibly meet before a Council meeting to discuss and go through items Council would like to change.

Mayor Talley asked if there had been any response in regards to volunteer firemen working paid shifts.

City Attorney Ward stated that he contacted the Department of Labor and they advised they would try to respond but he had not heard back.

Mayor Talley shared the following events:

- Youth Fishing Event
- Family Day at the Lake
- Slice of Summer
- Movies in the Park
- Concert series for both Musical Chairs and Maverick Radio
- Thursday's at Seven – Beach music and R&B series
- Law Enforcement Memorial Service – May 19<sup>th</sup> – 6:00 p.m.

### **CLOSED SESSION:**

Mayor Pro Tem Hall motioned to go into closed session pursuant to G.S. 143-318.11(a)(6), seconded by Council Member Chin. Motion passed unanimously. (9:15 p.m.)

Mayor Talley motioned to come back into open session, seconded by Council Member Whitaker. Motion passed unanimously. (11:32 p.m.)

Mayor Talley stated that pursuant to G.S. 143-318.11(a)(6) Council went into a closed session to discuss the City Manager. She stated that a performance review was given and would become a part of her personnel file. She stated that they further discussed the Manager's contract and agreed that she had successfully completed her probationary period.



City of Graham City Council  
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Mayor Pro Tem Hall motioned that City Manager Garner had successfully completed her probationary period in accordance with her contract, seconded by Council Member Chin. The motion passed unanimously.

Mayor Talley stated that Council had a lot of confidence in City Manager Garner and they had discussed with her Council's expectations and further stated she had done a great job. She stated that Ms. Garner had come to the City facing a new Council, new employees, and challenges she has had to manage.

**ADJOURN**

Mayor Pro Tem Hall motioned to adjourn, seconded by Council Member Chin. Motion passed unanimously. (11:38pm)

Renee M. Ward  
Interim City Clerk



**CITY OF GRAHAM  
CLOSED SESSION MINUTES  
May 10, 2022**

The City Council of the City of Graham met in a closed session pursuant to G.S. 143-318.11(a)(6) on May 10, 2022, in the Municipal Building located at 201 South Main Street.

**Council Members Present:**

Mayor Jennifer Talley  
Mayor Pro Tem Ricky Hall  
Council Member Bobby Chin  
Council Member Joey Parsons  
Council Member Bonnie Whitaker

**Staff Present:**

Megan Garner, City Manager

Mayor Pro Tem Hall motioned to go into closed session pursuant to G.S. 143-318.11(a)(6), seconded by Council Member Chin. Motion passed unanimously.

Mayor Talley and the City Council discussed the job performance of City Manager Megan Garner's six-month probationary period. It was discussed with Ms. Garner Council's expectations and that she had successfully completed her probationary period with good reviews.

Mayor Talley motioned to end the closed session and go back into open session, seconded by Council Member Whitaker. Motion passed unanimously.

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Renee M. Ward, CMC  
Interim City Clerk



# City of Graham City Council Special Meeting Budget Workshop Meeting Summary May 17, 2022



The City Council of the City of Graham held a Budget Workshop at 10:00 a.m. on May 17, 2022, in the Council Chamber, City Hall Municipal Building located at 201 South Main Street, Graham, NC.

## Council Members Present:

Mayor Jennifer Talley  
Mayor Pro Tem Ricky Hall  
Council Member Bobby Chin  
Council Member Joey Parsons  
Council Member Bonnie Whitaker

## Staff Present:

Megan Garner, City Manager  
Aaron Holland, Assistant City Manager  
Renee Ward, Interim City Clerk

## CALL TO ORDER:

Mayor Jennifer Talley called the meeting to order at 10:05 a.m. and presided.

## FY 2022-2023 PROPOSED BUDGET DISCUSSION

City Manager Garner shared that the job titles and assignments had not changed in the proposed pay plan. The plan only reflected the pay increase passed by Council on February 23, 2022, as well as the proposed cost of living adjustment. Ms. Garner said a pay study of all departments was in the process and the Personnel Policy Manual rewrite was also in the works. Ms. Garner said that a new position for a Water Quality Tech, at a pay grade of 16, would be added to the pay plan and that this position's salary and benefits would be shared 50/50 between the City of Graham and the City of Mebane.

## 2022-2023 RATES AND FEE PROPOSED SCHEDULE:

Josh Johnson, Alley, Williams, Carmen and King, Inc., Engineering Consultant, reviewed changes to the proposed fee schedule. He shared that the development fees were revised to remove engineering and review fees to a new section titled, Engineering, Construction Plan Review, and Inspection Fees. The new fees would cover engineering costs that were previously not reimbursed by the developer or were partially covered in the planning fees. The proposed engineering fees are associated with the size of the project, type of work, and actual review and inspections provided. These proposed fees are less than other communities in Alamance County.

Council reviewed the proposed **Development Fees** and it was Council consensus to make the following changes:

Conditional Rezoning Request – changed from \$400 to \$300  
Special Use Permit – changed from \$400 to \$300  
Variance Request – changed from \$500 to \$300



Council consensus was to remove the following proposed fees:

Zoning Permit Review - \$10  
Certificate of Appropriateness (major or minor) - \$10  
Sign Permit Review - \$25  
Zoning Verification Letter - \$50  
Appeals to Board of Adjustment - \$500  
Citizen-initiated FLU Map Change or Text Amendment - \$500

All other fees remained.

Council then reviewed the new proposed **Engineering, Construction Plan Review, and Inspection Fees** section and suggested removing the following statement; *“When the City deems that plan reviews and construction oversight are beyond what it considers to be routine, the City has at its discretion to charge additional fees to cover expenses and are to be paid these additional expenses prior to acceptance of new construction or occupancy being permitted.”* Council also asked to revise the following statement: *“Non-routine or excessive inspections will be charged **\$100/hour per person after the second inspection, re-inspection, holidays or weekends**, with inspections that require multiple people present to be charged at multiples of this rate.”*

Council continued reviewing the proposed fee schedule and made the following changes:

#### **Miscellaneous Fees:**

Print Copy (11X17) - \$1.50 per page  
Print Copy (18X24) - \$5.00 per page  
Print Copy (34X44) - \$10.00 per page  
Faulty Burglar Alarms (Sec. 2222(c) - \$50.00 after 2 faulty alarms during 2 calendar months  
Faulty Fire Alarms (Sec. 2-246(d) - \$50.00 after 2 faulty alarms during 2 consecutive months

#### **Sewer Rates:**

Unmetered Sewer Charge (per month) - \$46.56  
Outside User Sewer Surcharge (per month) - \$19.80

Finance Officer Julianne Cordon will review and make suggested revisions as these two figures were not revised when the water and sewer budget and rates were adopted in April.

All other fees remained.

#### **EXPENDITURES:**

The Council commenced reviewing Expenditures by the departments to get clarification and justification of each department's increase in expenses.



### **Sanitation:**

Council questioned the two fee bites when a citizen called the City to have brush and other items picked up. Mayor Talley suggested one free bite and a charge for additional bites (scoops).

Council recessed for lunch at 12:30 p.m.

Council resumed the Budget Workshop at 1:00 p.m.

### **Inspections/Planning:**

Council asked about the items included that justified the large increase for these departments. City Manager Garner shared that the large items were salaries, new software, vehicle replacement, and the cost of the UDO update which would cost approximately \$250,000-\$260,00. Council Member Chin asked if we needed two planners. Council consensus was there was not a need for two planners.

### **Transportation:**

Mayor Talley asked to include the parking lot behind Family Dollar, Marshall and Elm, for resurfacing and what that cost would be. She suggested using American Rescue Plan Act (ARPA) monies for the software that would track fuel usage.

### **Fire Department:**

Council discussed at length staffing requests for the fire department. Chief Tommy Cole reviewed the need for supervision on each A, B, and C Shift. He expressed the need for adequate personnel at all times in order to meet the needs of all service calls, which they currently did not have. He expressed difficulty in getting each shift staffed adequately with either part-time or volunteers. He shared that the Fire Department had applied for a SAFER Grant requesting six firefighters and would hear back at the end of May or the first of June if awarded. Council discussed using volunteers to fill and supervise shifts if allowed by the Fair Labor Standards Act.

Council confirmed that staff intended to put the Satellite Fire Station on hold until construction costs begin to decline.

Council took a 10-minute recess.

### **Downtown:**

Council inquired about what was included in the \$143,200 total budget. City Manager Garner shared that included in that cost were salary, telephone/travel, supplies, dues and subscriptions, downtown programming, etc. Council Member Chin said that we have a downtown that was thriving and questioned whether there was a need for that position. Council discussed the need to continue the façade and beautification grants and asked if the Historic Resources Commission (HRC) would market for businesses to apply. Council mentioned the Main Street Program and possibly not funding it. Mayor Talley asked for a line item to be earmarked for the cost of plaques to be placed on historic buildings in accordance with Council action on March 8, 2022.



### **Engineer Cost:**

Mayor Talley said that engineering costs to the City each year averaged a million dollars. She asked was there something that the City could do to reduce that cost, such as hiring its own engineer, possibly on a part-time basis, for site plan reviews and inspections. She said that the City would continue using Alley, Williams, Carmen, and King for all other engineering services.

Council said that eliminating the Downtown Corporation Coordinator and a Planning position would allow the City to hire an in-house engineer.

Council asked if they needed to vote on the elimination of those two positions. City Manager Garner said for the sake of transparency, a vote should not be taken, but for all Council Members to come to a consensus and direct staff so that appropriate revisions could be made.

Council consensus was to not fund a planning position and the Downtown Corporation Coordinator.

### **City Manager:**

City Manager Garner shared that revenues had been strong and had exceeded projections. She shared that included in the proposed budget was a 4% cost of living adjustment (COLA).

Mayor Talley asked the Manager if there were any other needs the Council needed to consider. Ms. Garner shared that Sanitation could benefit from a superintendent position and noted that this division had been underfunded for years. She shared that in regards to an Engineer position, she would need to determine what a job description would look like, what services would the in-house engineer would be responsible for, and the process of putting out a request for qualifications (RFQ).

### **Council Additional Requests:**

Mayor Talley asked for the following items to be considered:

- Downtown Wi-Fi – Mayor Talley will speak with Alamance County for shared funding.
- \$10,000 to be earmarked for the Arts Around the Square event.
- Create a discretionary fund for employees who need assistance with health insurance deductibles.
- Fund repairs to the lake ramp.

Mayor Pro Tem Hall inquired about the City starting its own farmer's market.

### **Adjournment:**

The meeting adjourned at 6:10 p.m.

Renee M. Ward



DRAFT



**NOTICE IS HEREBY GIVEN OF THE CITY COUNCIL’S INTENT TO AUTHORIZE THE  
EXCHANGE OF PERSONAL PROPERTY BETWEEN THE CITY OF GRAHAM AND  
PRESERVATION BURLINGTON**

**WHEREAS**, pursuant to North Carolina General Statute NCGS 160A-271, the Graham City Council states its intention to consider authorizing the exchange of certain City-owned property for certain property currently owned by Preservation Burlington; and

**WHEREAS**, North Carolina General Statute NCGS 160A-271 grants the Graham City Council the authority to exchange any real or personal property belonging to the city for other real or personal property by private negotiation if the city receives a full and fair consideration in exchange for its property. Property shall be exchanged only pursuant to a resolution authorizing the exchange adopted at the next regular meeting of the City Council upon 10 days public notice; and

**WHEREAS**, the City of Graham owns one wooden mantle used in the Graham Historical Museum as a display, purchased for \$150 in 2018; and

**WHEREAS**, Preservation Burlington owns a mantle attributed to the Frances Ann Holt Williamson and John Lea Williamson House that once stood at the current site of Graham City Hall with a current retail value of \$1,500; and

**WHEREAS**, Preservation Burlington and the City of Graham have expressed a desire to exchange and state that said exchange is for full and fair consideration.

**NOW, THEREFORE, IT IS HEREBY RESOLVED** that the City of Graham City Council directs that 10 days public notice be given stating its intent to authorize by resolution the exchange of one wooden mantle used in the Historical Museum as a display for a mantle from the Frances Ann Holt Williamson and John Lea Williamson House owned by Preservation Burlington.

Authorized on this the 14<sup>th</sup> day of June 2022.

\_\_\_\_\_  
City of Graham  
Mayor Jennifer Talley

ATTEST:

\_\_\_\_\_  
Renee M. Ward, Interim City Clerk





## STAFF REPORT

SUBJECT:	AWARD WWTP EXPANSION PROJECT
PREPARED BY:	AARON HOLLAND, ASSISTANT CITY MANAGER

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### REQUESTED ACTION:

Award WWTP Expansion Project to Crowder Construction Company.

### BACKGROUND/SUMMARY:

The City of Graham recently solicited bids for the permanent generator to be constructed for the Boyd Creek Lift Station project. As described in the attached letter from Hazen and Sawyer, a total of two responsive bids were received on May 4, 2022, in the amounts of \$74,653,000 and \$79,877,000.

Based on factors including experience and approach which were reviewed by Hazen and Sawyer, it has been recommended that Crowder Construction Company be awarded the project as indicated in the supporting letter. Hazen and Sawyer have worked successfully with Crowder Construction Company previously and Hazen believes they can complete the project to the satisfaction of the City of Graham.

### FISCAL IMPACT:

The project currently has \$45,445,000 in NC DEQ Clean Water State Revolving Fund (CWSRF) loans and the City has recently applied for an additional \$30,000,000 of CWSRF loans.

### STAFF RECOMMENDATION:

Approval.

### SUGGESTED MOTION(S):

I move we award the project to the low bidder, Crowder Construction Company, in the amount of \$74,653,000 contingent upon the award of additional CWSRF loans in the amount of \$30,000,000.





Hazen and Sawyer  
4011 WestChase Blvd, Suite 500  
Raleigh, NC 27607 • 919.833.7152

May 10, 2022

Tonya Mann  
Public Utilities Director  
City of Graham  
PO Drawer 357  
Graham, NC 27253  
336-570-6721

**Re: Bid Recommendation – City of Graham WWTP Expansion**

Dear Tonya Mann,

We have evaluated bids received for the City of Graham WWTP project. This project first advertised on March 02, 2022. At the first bid opening on April 20, 2022, only two bids were received, and at the first bid opening North Carolina general statutes require three bids to open. The project was re-advertised on April 23, 2022, and at the second bid opening on May 04, 2022, two general contractors submitted bids and the certified bid tabulation is attached. Crowder Construction Company was the apparent the low bidder with a total single prime base bid price of \$74,653,000.

Upon detailed review, Crowder Construction Company's bid was determined to be in order and in accordance with the requirements of the Contract Documents. Hazen and Sawyer has worked successfully with Crowder Construction Company previously and Hazen believes they can complete the work required on this project to the satisfaction of the City of Graham.

Hazen and Sawyer understands the City of Graham's need to fund this project entirely through low interest NC DEQ Clean Water State Revolving Fund (CWSRF) loans. To date, the City of Graham has been awarded \$45,445,000 in CWSRF loans that includes \$1,000,000 of principle forgiveness. On May 02, 2022, the City of Graham applied for an additional \$30,000,000 of CWSRF loans. Hazen and Sawyer recommends that the City of Graham award the project to the low bidder, Crowder Construction Company in the amount of \$74,653,000 contingent upon the award of additional CWSRF loans in the amount of \$30,000,000. Please do not hesitate to call if you have any questions.

Very truly yours,  
**Hazen and Sawyer, D.P.C.**

*Colin W. W. Beck*

Colin W. W. Beck, P.E.  
Senior Associate

32160-008





RE-BID OPENING TABULATION

City of Graham WWTP Expansion  
City of Graham, NC  
SRF No. CS370563-04  
Hazen No. 32160-008



Wednesday May 04, 2022 @ 2:00 PM  
201 S. Main St., Graham NC 27253

Contractor	License Number	Addenda 1 thru 7 Confirmed?	Bid Security	Total Single Prime Base Bid Price
Crowder Construction Co.	2104	Yes	5%	\$74,653,000
Wharton-Smith Inc.	38755	Yes	5%	\$79,877,000

CERTIFICATION

The bids tabulated herein were opened and read aloud at 2:00 p.m. on the 4th day of May, 2022 in Graham City Hall located at 201 S. Main St., Graham NC 27253. The tabulation is correct in that it lists the information as presented in the original proposals from each bidder.



Colin W. W. Beck, PE  
Senior Associate  
4011 WestChase Blvd. Suite 500  
Raleigh, NC 27607



## STAFF REPORT

SUBJECT:	APPROVE PROJECT BUDGET FOR TRUBY DRIVE REPAIR AND SET A PUBLIC HEARING DATE
PREPARED BY:	AARON HOLLAND, ASSISTANT CITY MANAGER

### REQUESTED ACTION:

Approve a project budget ordinance to appropriate funds for the proposed Truby Drive repair and set a public hearing date for July 12<sup>th</sup> to consider entering into an agreement with A.L. Neyer, Inc. to participate in the improvement project.

### BACKGROUND/SUMMARY:

Truby Drive is a concrete, City-maintained road that currently serves as the only entrance to the Flying-J truck stop. The road currently has an average traffic volume of approximately 80 trucks per hour which has exacerbated the deterioration of the 20+ year old road. The City has identified the repairs in the Capital Improvement Plan for the past several years and has begun engineering and design for repairs in this current budget year.

The City has been reviewing a proposed project over recent months that has provided an opportunity to participate with a developer to make the necessary repairs. A.L. Neyer, Inc. is proposing to construct a 575k square foot building on vacant property off Truby Drive. Staff will present an agreement at next month's meeting for City Council to consider once the attorneys for both the City and the developer have concluded review. The City is proposing to contribute \$200k from Powell Bill funds to participate with this improvement.



### FISCAL IMPACT:

The City's Public Works Department currently has the funding in this budget year's Powell Bill funds to appropriate for the needed amount.

### STAFF RECOMMENDATION:

Approval. Truby Drive is a high-volume road and the City is currently responsible for any repairs. The expected cost to properly repair this road is well over \$1,000,000.

### SUGGESTED MOTION(S):



I move we approve the project budget ordinance for the proposed Truby Drive repair and set July 12<sup>th</sup> as the public hearing date to consider entering into an agreement with A.L. Neyer to participate in the improvement project.

# CAPITAL PROJECT ORDINANCE

## TRUBY DRIVE STREET REPAIR

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GRAHAM, NORTH CAROLINA,**  
that pursuant to Section 13.2, Chapter 159 of the General Statutes of North Carolina, the following Capital  
Project Ordinance is hereby adopted:

**Section 1.** The Project authorized is Truby Drive Repair.

**Section 2.** The officials of the City of Graham are hereby directed to proceed with this project within the terms of the project. Staff is authorized to execute change orders within the budget ordinance.

**Section 3.** The following revenues are anticipated to be available to the City to complete the project:

Proceeds from Retained Earnings	\$200,000
<b>TOTAL</b>	<b>\$200,000</b>

**Section 4.** The following amounts are appropriated for this project:

Construction	\$200,000
<b>TOTAL</b>	<u>\$200,000</u>

**Section 5.** The Finance Director shall report on the financial status of this project as directed by the City Council and will inform the Council of any unusual occurrences.

**Section 6.** Copies of this project ordinance shall be made available to the City Manager and the Finance Director for direction in carrying out this project.

**Section 7.** This ordinance shall take effect upon passage.

This the 14<sup>th</sup> day of June 2022.

Jennifer Talley - Mayor

ATTEST:

Renee Ward, Interim City Clerk





## STAFF REPORT

SUBJECT:	STREET CLOSURE REQUEST
PREPARED BY:	EMMA GRIFFIN, RECREATION PROGRAM SUPERVISOR

### REQUESTED ACTION:

#### Approve the following street closures

*Graham Recreation & Parks requests the following street closures:*

#### **Pumpkin Bash | Friday, October 28, 2022**

Closure of the 100 blocks of \*East and West Elm Streets from 3:00 p.m. -10:30 p.m.\* and North and South Main Streets from 4:00 p.m. - 10:30 p.m.

\*Change for East and West Elm Streets from the original request of 2:00 p.m. to the new request of 3:00 p.m. I was able to work with the vendor to allow an extra hour of regular traffic patterns with them finishing set up on those roads with time for Trunk or Treat vendors to enter Court Square to set up.

### BACKGROUND/SUMMARY:

This Halloween Festival is a joint effort put on by the Graham Recreation and Parks, Graham Police Department, and Graham Fire Department. Join us for an evening of games, rides, and fun in beautiful Downtown Graham.

### FISCAL IMPACT:

N/A

### STAFF RECOMMENDATION:

Approval.

### SUGGESTED MOTION(S):

Approval of the street closures for the Pumpkin Bash on October 28, 2022.



CITY OF GRAHAM  
RELEASE ACCOUNTS

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**JUNE RELEASES**

<u>ACCT #</u>	<u>YEAR</u>	<u>NAME</u>	<u>REASON FOR RELEASE</u>	<u>AMOUNT RELEASED</u>
660779	2021	R & R PROPERTIES OF ELON LLC	BUSINESS SOLD OCTOBER 2020	\$15.93

***TOTAL RELEASES***      ***\$15.93***



**CITY OF GRAHAM**  
**BUDGET AMENDMENT ORDINANCE**  
**2021-2022**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GRAHAM THAT**  
**THE 2021 - 2022 BUDGET ORDINANCE SHALL BE AND IS HEREBY AMENDED AS FOLLOWS:**

**Section 1.**

<b>GENERAL FUND</b>					
<b>DEPARTMENT</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>INCREASE</b>	<b>(DECREASE)</b>	<b>INCREASE ( DECREASE)</b>
City Council	53,900.00	293,900.00	240,000.00		
Administrative	580,100.00	540,100.00		40,000.00	
Downtown Development	127,200.00	122,200.00		5,000.00	
Information Technologies	269,700.00	273,200.00	3,500.00		
Finance	342,300.00	370,300.00	28,000.00		
Public Building & Ground	123,700.00	116,200.00		7,500.00	
Police Department	4,617,000.00	4,837,000.00	220,000.00		
Fire Department	1,770,100.00	1,827,100.00	57,000.00		
Inspections	581,300.00	599,100.00	17,800.00		
Traffic Engineering	91,000.00	28,000.00		63,000.00	
Garage Warehouse	110,400.00	112,200.00	1,800.00		
Street Department	1,630,200.00	1,513,200.00		117,000.00	
Street Lights	110,000.00	100,000.00		10,000.00	
Sanitation	1,234,400.00	1,278,900.00	44,500.00		
Recreation	904,600.00	816,300.00		88,300.00	
Graham-Mebane Lake	186,600.00	186,600.00			
Athletic Facilities	400,500.00	405,700.00	5,200.00		
Property Maintenance	817,300.00	821,800.00	14,500.00	10,000.00	
Non-Departmental	820,200.00	850,700.00	30,500.00		
	<b>14,770,500.00</b>	<b>15,092,500.00</b>	<b>662,800.00</b>	<b>340,800.00</b>	<b>322,000.00</b>

**Section 2.**

<b>GENERAL FUND</b>					
<b>REVENUES</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>INCREASE</b>	<b>(DECREASE)</b>	<b>INCREASE (DECREASE)</b>
Local Sales Tax	4,042,700.00	3,720,700.00		322,000.00	
	<b>4,042,700.00</b>	<b>3,720,700.00</b>	<b>-</b>	<b>322,000.00</b>	<b>(322,000.00)</b>



**Section 3.****WATER & WASTEWATER**

<b>EXPENDITURES</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>INCREASE</b>	<b>(DECREASE)</b>	<b>INCREASE (DECREASE)</b>
Water Billing	613,100.00	620,300.00	7,200.00		
W&S Distribution	2,050,800.00	1,471,200.00		579,600.00	
Maintenance & Lift Stations	292,200.00	267,200.00		25,000.00	
Water Treatment Plant	2,032,500.00	2,368,000.00	335,500.00		
Wastewater Treatment plant	1,622,100.00	1,884,000.00	261,900.00		
Non-Departmental	2,383,000.00	2,383,000.00			
	<b>8,993,700.00</b>	<b>8,993,700.00</b>	<b>604,600.00</b>	<b>604,600.00</b>	<b>-</b>

**Section 5****GARAGE FUND**

<b>EXPENDITURES</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>INCREASE</b>	<b>(DECREASE)</b>	<b>INCREASE (DECREASE)</b>
Garage	911,400.00	1,061,400.00	150,000.00		
	<b>911,400.00</b>	<b>1,061,400.00</b>	<b>150,000.00</b>		<b>150,000.00</b>

**Section 6****GARAGE FUND**

<b>REVENUES</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>INCREASE</b>	<b>(DECREASE)</b>	<b>INCREASE (DECREASE)</b>
Alamance County Fuel	185,300.00	125,300.00		60,000.00	
City of Graham Fuel	224,300.00	134,300.00		90,000.00	
	<b>409,600.00</b>	<b>259,600.00</b>	<b>-</b>	<b>150,000.00</b>	<b>(150,000.00)</b>

**Section 7****CAPITAL PROJECTS AND****OTHER SPECIAL FUNDS**

<b>REVENUES AND EXPENDITURES</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>INCREASE</b>	<b>(DECREASE)</b>	<b>NET INCREASE (DECREASE)</b>
State Drug Funds	100.00	6,000.00	5,900.00		
Federal Drug Funds	100.00	96,800.00	96,700.00		
Capital Reserve Fund	-	732,500.00	732,500.00		
Old Fields Outfall	2,955,000.00	2,955,000.00			
WWTP Upgrade	3,815,000.00	3,815,000.00			
	<b>6,770,200.00</b>	<b>7,605,300.00</b>	<b>835,100.00</b>	<b>-</b>	<b>835,100.00</b>

Adopted this 14th day of June 2022.

Attest:

\_\_\_\_\_  
Mayor Jennifer Talley

\_\_\_\_\_  
Renee M. Ward, Interim City Clerk





# STAFF REPORT

Prepared by Justin Snyder, AICP, CZO, Planning Director

## Walker Place (CR2201)

**Type of Request:** Conditional Rezoning

### Meeting Dates

Planning Board on May 17, 2022

City Council on June 14, 2022

### Contact Information

Chad Huffine, The LEADS Group

505 E Davis Street

Burlington, NC 27215

336-227-8724; [chuffine08@gmail.com](mailto:chuffine08@gmail.com)

## Summary

This is a request by Chad Huffine on behalf of Square Miler Holdings, LLC, to rezone approximately 0.65 acres at 206 E Elm Street (GPIN: 8884243495) and 105 N Marshall Street (GPIN:8884243516) from B-1 (Central Business) and B-2 (General Business) to C-R (Conditional Residential) to construct townhomes and C-B (Conditional Business) to construct a live-work building (CR2201). They are seeking to construct three townhome buildings and a fourth mixed-use building with upper-story residential and first floor commercial of 2000 square feet.

Staff feels that this zoning request would be in character with the downtown and surrounding residential and business uses as a transitional infill use. Additionally, townhomes as a principal use would be akin to a duplex in intensity of use. Finally, provided the proposed commercial uses would not generate excessive traffic, the live-work units proposed would be an acceptable accessory use per the Future Land Use Plan. The uses proposed for the business portion of the mixed-use building reflect only those allowed in the C-B on the table of Permitted Uses that would also be permitted in the B-2, General Business, district, with exception of adult-oriented uses.

There is some proposed on-site parking to serve some of the residential uses; however, the business uses if marketed to consumer traffic or heavy trucks for deliveries, would likely need to rely on off-site City parking in the City-owned lot next door. The City-owned lot should not be used for any overnight parking of vehicles. The plan provides 24 on-site spaces for 26 total bedrooms in 13 residential units. The Ordinance, if this was built at a straight residential, would require 20 spaces for the residences at 1.5 spaces per dwelling unit. This leaves approximately 4 spaces dedicated to overnight guest parking.

The site proposes private sanitation and recycling, and the entire site would have gated access with a brick wall 6-8 feet in height around the perimeter to provide a buffer against the residential uses to the north and the office use to the east. Finally, buildings would be constructed of materials such as fiber cement, brick, and stone masonry with metal roofing to blend with the downtown in character. Building heights range from 25-35' above grade.

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

### Future Land Use: Downtown Residential

#### Location

206 E Elm and 105 N Marshall Streets

#### GPIN:

8884243495 and 8884243516

#### Current Zoning

B-1 (Central Business) and B-2 (General Business)

#### Proposed Zoning

C-R (Conditional Residential) and C-B (Conditional Business)

#### Overlay District

N/A

#### Surrounding Zoning

B-1, B-2, R-7

#### Surrounding Land Uses

Single Family, Parking Lot, Offices

#### Size

0.65 acres

#### Public Water & Sewer

Yes

#### Floodplain

No

#### Staff Recommendation

Approval



Principal Uses: Predominantly detached single-family homes; new neighborhoods may include duplexes.

Supporting Uses: Places of worship, daycares, park facilities, schools, civic spaces; designated neighborhood centers may include neighborhood-oriented commercial, small professional offices, live-work units, and home occupations provided they do not generate excessive traffic and parking.

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## Staff Recommendation

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

## Planning Board Recommendation:

The Planning Board recommended approval.

### Applicable Policies:

- **Policy 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. *This amendment would allow for efficient land use and connection to existing services.*
- **Policy 5.1.2: Variety of ownership opportunities.** Encourage a variety of homeownership opportunities and choices by supporting the development of condominiums, cooperatives, and land trusts. *This amendment will offer flexibility in home ownership by presenting options for rental and/or owned residential units.*
- **Policy 5.2.1: Diverse Neighborhood.** Encourage a mix of housing types within Graham, including detached, duplex, multifamily, townhomes, and live-work units. *This amendment will diversify the City's residential housing stock and support the downtown landscape with commercial uses.*

### Planning Type

Neighborhoods

### Development Type

Downtown Residential

The term neighborhood refers to the idea of a compact, walkable, diverse, and connected community. As the building blocks of City urban fabric, neighborhoods should be organized around small-scale activity centers that provide civic and commercial functions within a five to ten-minute walk for residents to meet their daily needs.

Neighborhoods should be well connected internally and externally for bicyclists, pedestrians, and commuters. Small blocks and high connectivity ratios should be established and maintained both within and between neighborhoods.

### Appropriate Density

3-6 dwelling units per acre



# CR2201 Zoning Map



City of Graham

## Legend

Downtown Historic District

### Zoning Districts

- 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
- I-2
- C-I
- C-MXR
- C-MXC

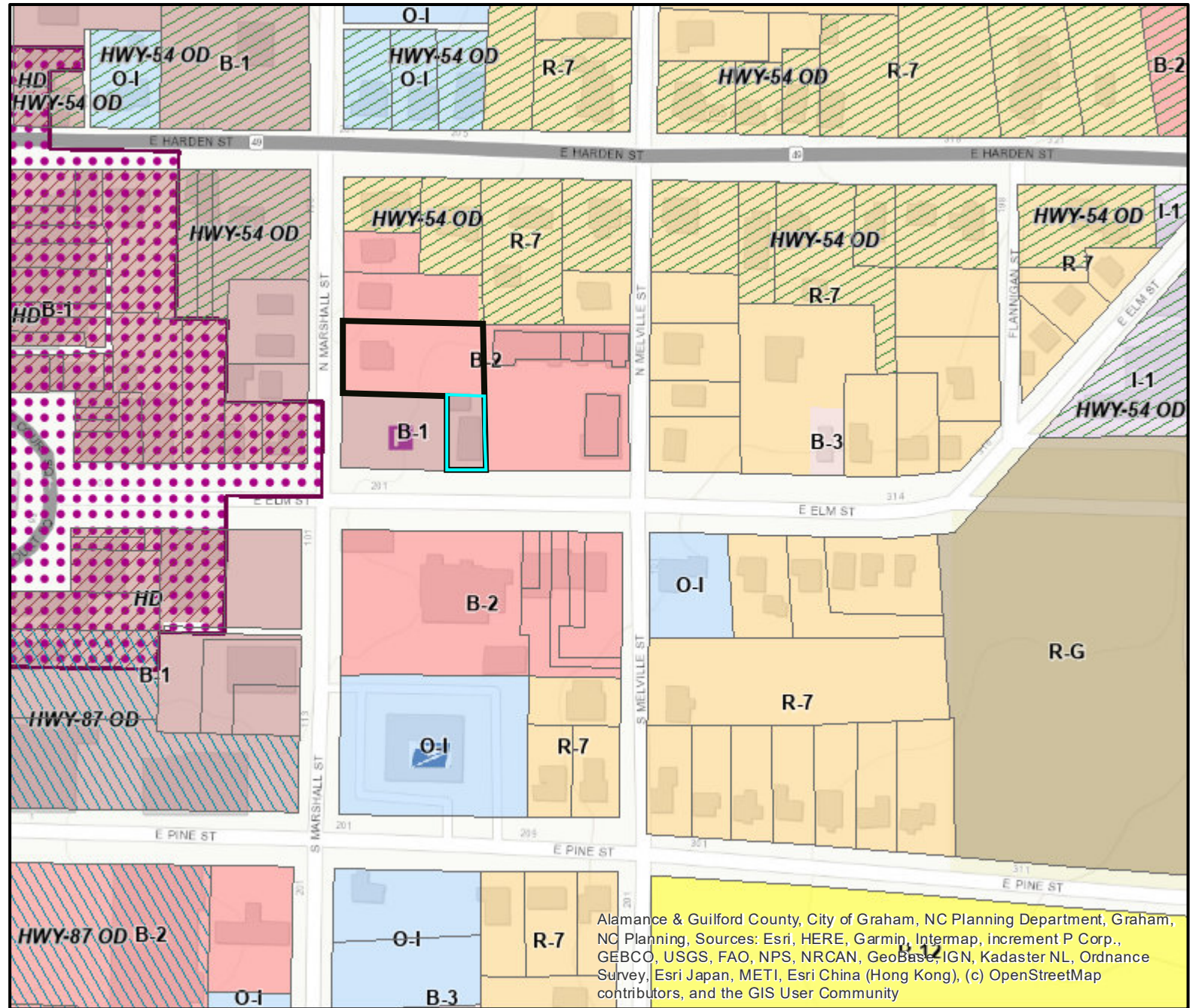
### Zoning Overlay Districts

- HD
- PUD
- HWY-87 OD
- HWY-54 OD



1 inch = 264 feet

Print Date: 4/19/2022



Alamance & Guilford County, City of Graham, NC Planning Department, Graham, NC Planning, Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community

#### Disclaimer:

This map was compiled from the GIS resources of the Burlington Regional GIS Partnership for public planning and agency support purposes. These resources include public information sources of different scale, time, origin, definition and accuracy, which aspects produce inconsistencies among features represented together on this map. Neither the City of Graham nor the Partnership shall be held liable for any errors in this map or supporting data. Primary public information sources from which this map was compiled, in conjunction with field surveys where required, must be consulted for the verification of the information contained within this map.



## Walker Place Dimensional Constraints and Uses Required and Proposed

### Current Zoning

B-1	Zoning	differences	Proposed C-B
Use		<b>B-2 Uses excluding Sexually Oriented business</b>	
Setback Dimensions	F	<u>required</u> 0'	<u>provided</u> 0'
	S	0'	0'
	R	0'	>10'
Yardspace Dimensions	S		0 0
	S-R		0 N/A
	S-B		0 Wall LUC
	R		0 N/A 1 to 1
Lot Minimum Area		N/A	>5,000sf.

### Current Zoning

B-2	Zoning	differences	Proposed C-R
Use		MF Townhomes	
Setback Dimensions	F	<u>required</u> 30' *10.246-9	<u>provided</u> 4'
	S	20'	20'
	R	20'	>10'
Yardspace Dimensions	S	8'	4'
	S-R		0 12' to Wall
	S-B		0 Wall LUC
	R		0 Wall 1 to 2
Lot Minimum Area		7,000sf.	>5,000sf. 1 to 1
See also relief from 10.247	10.272-3		

### Parking

1.5 per 2 bedrooms	17.33333
General Business	
1/200 sf. Gross floor area	10
Total required parking	27 spaces
Total provided spaces	24 spaces



## **WALKER PLACE**

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Walker Place sits in the north east corner of the intersection of Marshall Street and East Elm Street in Graham. The site is approximately one acre in size and can be identified as two parcels in the Alamance County registry PIDs 146236 and 146237. The property is currently zoned General and Central Business (B1 and B2) inside the City of Graham's corporate limits. Conditional Residential and Conditional Business are being requested.

The site is currently developed with one single family home with area topography generally level and falling from West to Southeast. Surrounding areas are a combination of businesses, public properties and residential areas.

Walker place has been assembled to combine desirable home sites with a proximity to central activities in downtown Graham. The combination of townhomes and live-work space bring much-needed efficiently-planned infill development options for citizens wanting to be in close proximity to the thriving downtown Graham community.

Proposed building materials considered for structures at Walker Place will include wood frame and masonry construction on slab elements, stone and rock accents, masonry walls consisting of brick in colors reflective of other downtown Graham construction, with iron rails, Hardie board materials throughout, metal roofing over porches, extensive landscaping, surrounding asphalt and concrete pavements and sidewalks with brick paver accents. These materials and features combine to provide an exciting new opportunity for Graham, accentuating interesting architectural and community features while accommodating vehicular needs off-street. Generous pedestrian facilities are provided to encourage walkability in the central Graham area.

Building number one consists of four 16'x40' residential units, building number two consists of five 16'x36' residential units, building three provides space for two 20'x50' residential units and incorporates a single car garage for both units in this building. Building number four proposes two 1,000 sf. residential units above a 40'x50' first floor business space. Proposed uses for the business space include those listed in the table of permitted uses for B-2 zoning excluding adult oriented uses.

In buildings one, two and three, each dwelling unit will have two bedrooms, two stories, and interesting interior features, with vehicle and pedestrian access. Building number three will also include a single car garage accessible from the interior of the site at the ground level. Building number four fronts East Elm Street and will have street level access and a store-frontage type presentation at the East Elm Street sidewalk level.

Twenty four on-premises parking spaces are provided for the 13 dwelling units and 2,000 sf. business space. Traffic enters Walker Place from Marshall Street and exits on to East Elm Street. The community is gated at both the point of access and of egress, provides an onsite waste and recyclables enclosure available to all four buildings, proposes open green areas, with generous



pedestrian connections along the western, southern and south eastern boundaries. A four to six foot tall masonry / privacy wall is provided and supplemented with landscaping inside the property boundaries. The masonry wall provides both visual and acoustic function in the close proximity of the surrounding business and residential uses to the east and north.

The neighborhood signage will consist of a single monument type sign located at Marshall Street designating the entrance to the community. Gated access complete with Knox box provisions are proposed. Building setbacks and buffers are designated on the submitted conditional zoning site plans for illustration. Marshall Street building setbacks and yard space provide for the preservation of the Marshall streetscape. The site typically has a building to building separation of not less than 10 feet. Building four is located just outside of the 99' wide public right and the adjacent public parking area and will match parking and sidewalk grades at Elm Street to present a store-front type access.

Walker Place proposes to construct provisions in accordance with City of Graham Standards for public water services to each unit, private sewer services from each unit and accommodate the City of Graham stormwater requirements for stormwater detention in downtown areas following precedent and policy for previous projects along Marshall Street and in the central downtown area. In addition to stormwater detention, collection provisions and underground conveyance of runoff to the curb inlet at the south east property corner in Elm Street are proposed.

No NCDOT driveway permitting is required and the site disturbance will be less than one acre. A public water supply extension permit will be required along with a private sanitary sewer extension permit all requiring City technical approval prior to application.

The following illustrations represent the proposed building elevation concepts requested as part of the conditional zoning application. A mixture of the previously mentioned materials in various forms and shapes will combine to provide building masses in the 25' to 35' height range. Building widths along visible public frontages will be on the order of 40' to 80' and building depths are proposed from 36' to 50'.





#### BUILDING FOUR



#### BUILDINGS 1, 2 and 3 OPTION A





**BUILDINGS 1, 2 and 3 OPTION B (same dimension and address as above in A)**





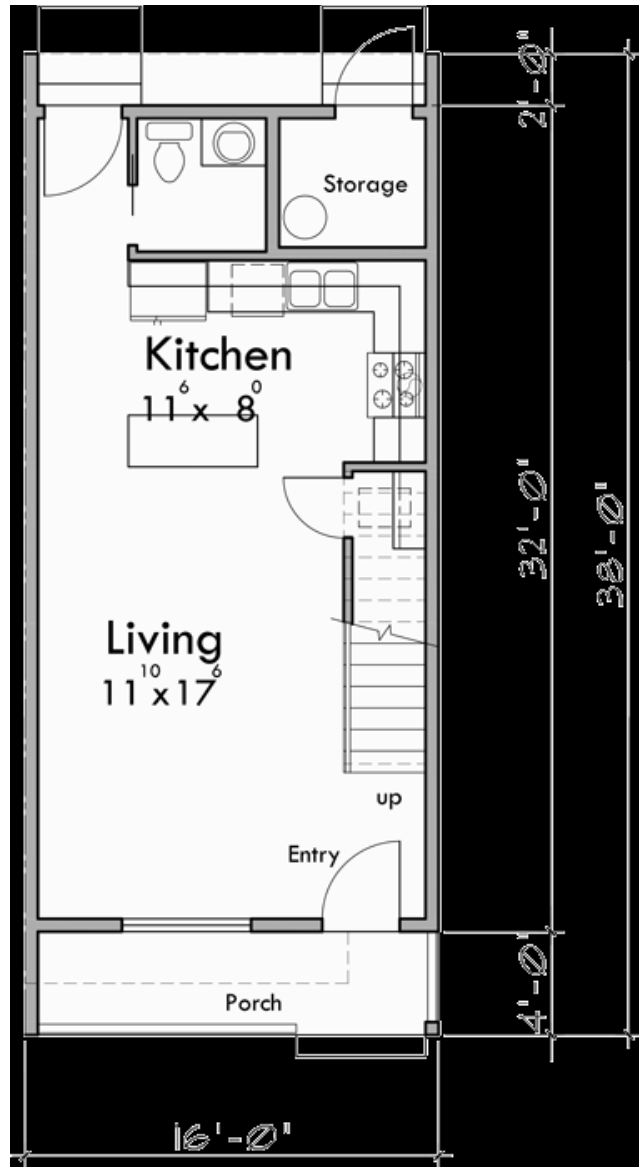
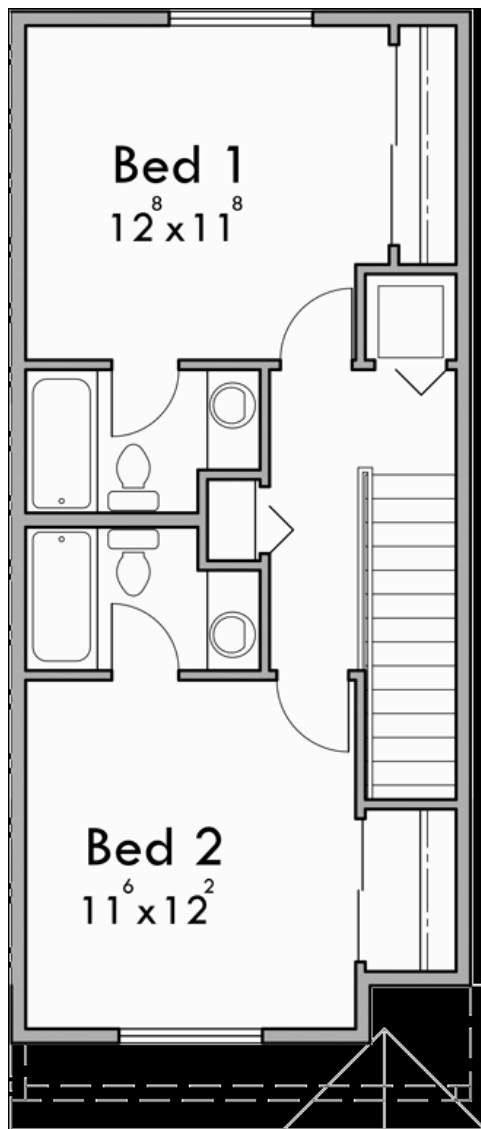
**BUILDINGS 1, 2 and 3 OPTION C (same dimension and address as above in A)**





**BUILDINGS 1, 2 and 3 OPTION B and C same sides and rears (with dimension / address as above in A)**





**Illustrative (only) Floor Plan of upper and lower floors in Townhome units for buildings 1, 2 and 3.**  
**Widths: 16' proposed in repeating 2, 4 and 5 unit groupings 40'-80' total. depths: 36'- 50' proposed.**



CURRENT ZONING MINIMUM BUILDING SETBACKS AND YARDS

Per City of Graham Development Ordinance Section 10.245  
Current City of Graham Zoning: B-2 - General Business  
Front setback - 40'  
Side setback - 20' adjacent to a lot zoned residential  
Side setback abutting street - 20'  
Rear setback - 20' adjacent to a lot zoned residential  
Current City of Graham Zoning: B-1 - Central Business  
Front setback - 1' for each 2' of building height over 50'  
Side setback - 10' adjacent to a lot zoned residential  
Side setback abutting street - None  
Rear setback - 10' adjacent to a lot zoned residential

Notes:

- For buildings over fifty 50 feet in height, one foot of additional front yard depth is required for each two feet of height over 50 feet.
- The first five feet may be developed only for sidewalk, grass and plants; it may not be used for off-street parking.

PARCEL DATA

Alamance County Tax Information (Per Alamance County GIS)

Parcels Included in this Project: 2

Parcel 1:

GPIN: 8884243516  
Parcel ID: 146237  
Property Address: 105 N Marshall Street, Graham, NC  
Township: Graham Township  
Deed Reference: DB 4313, Pg 293  
Owner: Square Miler Holdings, LLC  
City of Graham Zoning: B-2 - General Business  
Zoning Overlay District: None  
River Basin: Cape Fear

Parcel 2:

GPIN: 8884243495  
Parcel ID: 146236  
Property Address: 206 E Elm Street, Graham, NC  
Township: Graham Township  
Deed Reference: DB 3836, Pg 547  
Owner: Square Miler Holdings, LLC  
City of Graham Zoning: B-1 - Central Business  
Zoning Overlay District: None  
River Basin: Cape Fear

Note: Project proposes relocation of a property line as shown hereon

Parcel (1) (Proposed) to become 0.51 Ac. Proposed Zoning C-R.

Parcel (2) (Proposed) to become 0.13 Ac. Proposed Zoning C-B.

A CROSS ACCESS AGREEMENT IS PROPOSED FOR THIS DEVELOPMENT.

DISTURBED AREA IS LESS THAN ONE ACRE FOR THIS COMMON PLAN OF DEVELOPMENT

THIS PROJECT WILL PROVIDE STORMWATER DETENTION OF THE 10 YEAR POST DEVELOPMENT CONDITIONS TO PREDEVELOPMENT CONDITIONS

PROPOSED USES:

Building 1: 4 - units 16' x 40' two story Residential 1,280sf./unit 5,120sf./building  
Building 2: 5 - units 16' x 36' two story Residential 1,152sf./unit 5,760sf./building  
Building 3: 2 - units 20' x 50' two story Residential with single car garage 2@ 1,650sf. COND. / 350sf.GAR.  
Building 4: 2 - units 20' x 50' Live above / 1 Unit 40x50' Work below.

Total Residential Units: 13

Total Business Units: 1

Total Off-Street Parking Provided: 24 spaces

(20 spaces on Proposed Parcel 1 and 4 spaces on Proposed Parcel 2)

Building 1: TWO STORY Residential 4 Units 2 Bedrooms each

Building 2: TWO STORY Residential 5 Units 2 Bedrooms each

Building 3: TWO STORY Residential 2 Units 2 Bedrooms each

Building 4: TWO STORY Live above Work Below

First Floor Work 2,000sf

Second Floor Live: 2 Units @ 1,000sf. with 1 Bedroom each

Sewer Demand 4@240gpd

Sewer Demand 5@240gpd

Sewer Demand 2@240gpd

Sewer Demand 350gpd (150gpd/, 1000sf.)

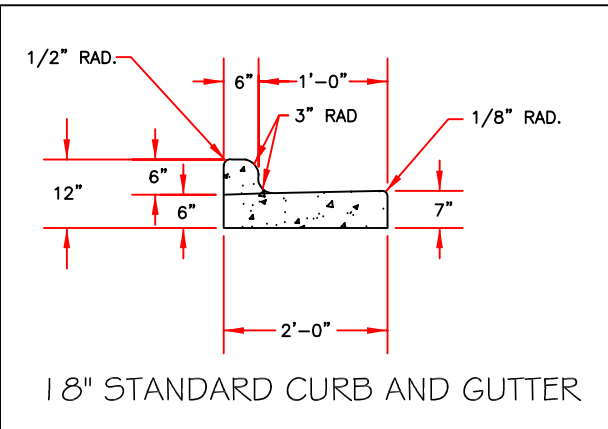
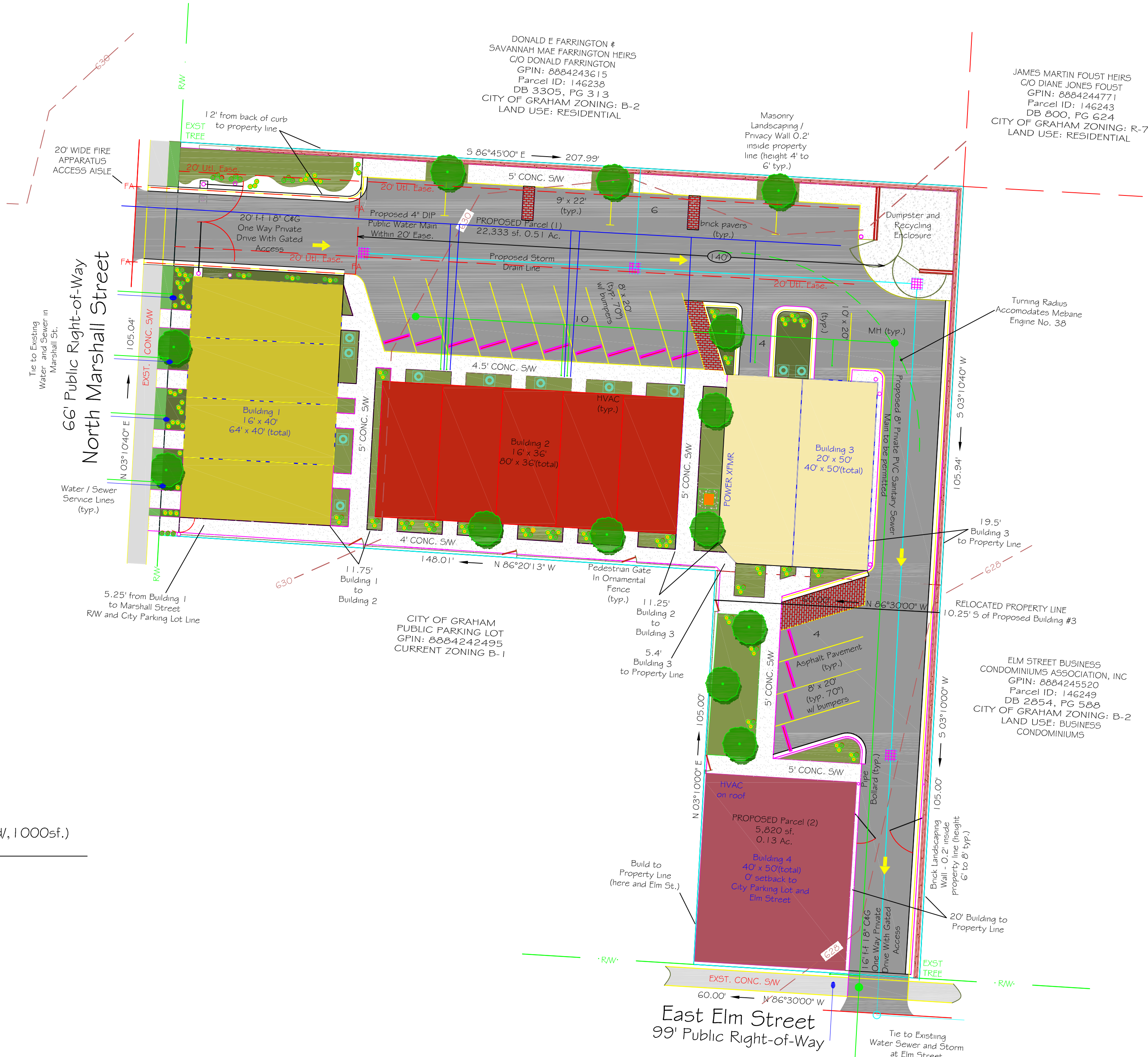
Sewer Demand 2@120gpd

Total: 3,230gpd

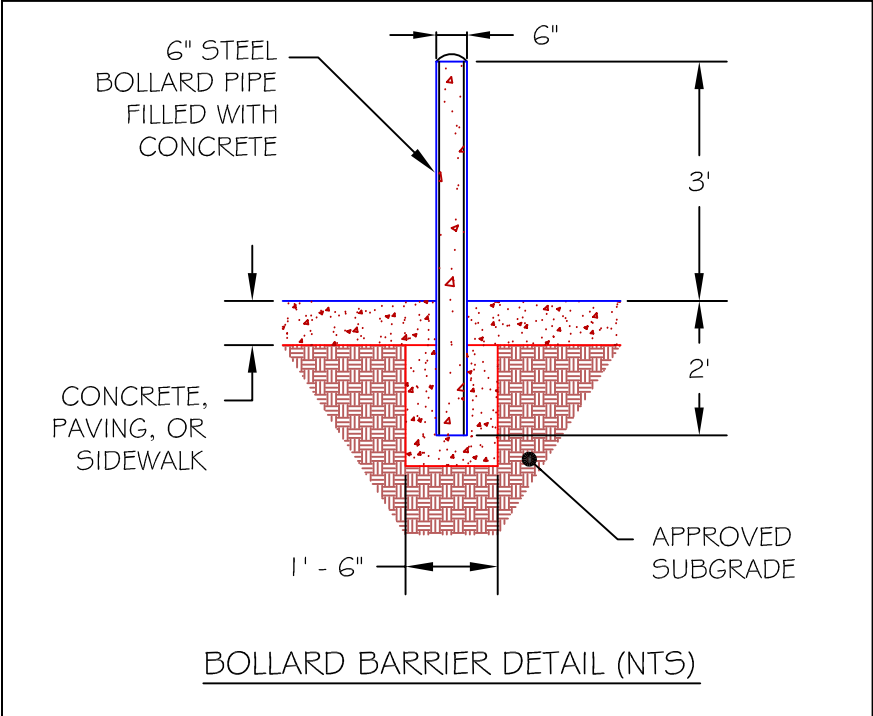
PROPOSED ZONING MINIMUM BUILDING SETBACKS AND YARDS

Proposed Building Setbacks Landscape Provisions:

Marshall Street: 5' 5'  
North Property Line: 5' 0.2' Landscape Opaque Wall Height 4' to 6'  
East Property Line: 5' 0.2' Landscape Opaque Wall Height 4' to 6'  
Elm Street: 0' 0' Building Store Front Wall  
Parking Lot West Line: 0' 0' Building Store Front Wall  
Parking Lot South Line: 5' 1' Sideline Fence with gated access



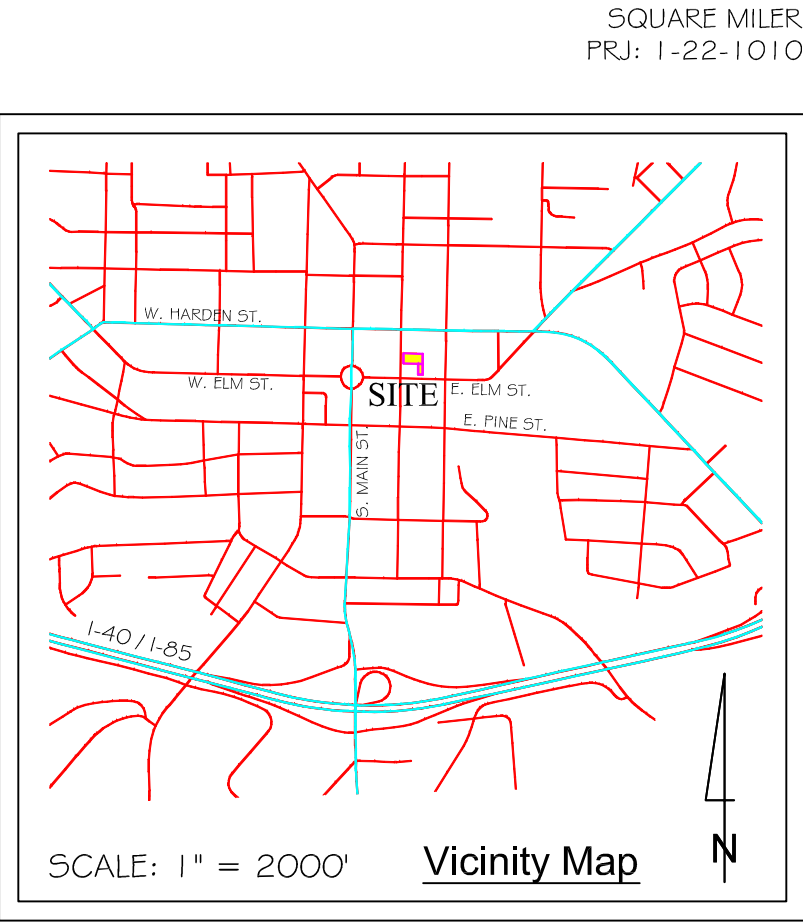
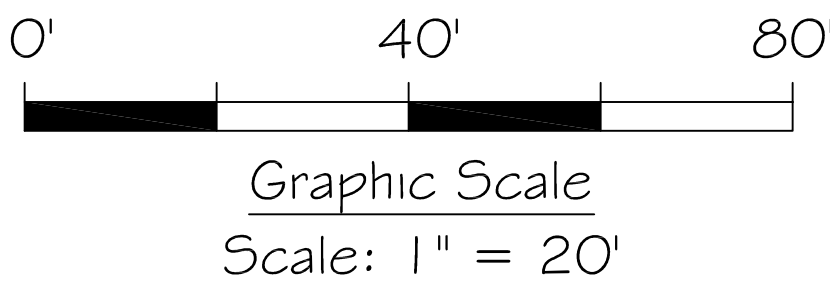
Sidewalk Note:  
Min. sidewalk thickness = 6"  
Max. sidewalk longitudinal slope = 5%  
Max. sidewalk cross slope = 2%  
Sidewalk widths as shown on plan



PRELIMINARY PURPOSES ONLY, NOT APPROVED FOR CONSTRUCTION

CALL BEFORE YOU DIG! ITS THE LAW  
ULOCO North Carolina One Call Center  
1-800-632-4949

READ THE PERMIT - READ THE PLANS



SHEET

2 / 3

3-14-2022

DATE

1" = 20'

SCALE

BSB/CDH

DRAWN IN THE USA

REVISIONS

5-2-2022

PER REVIEW

TRC COMMENTS

1-22-1010

PROJECT NUMBER

PERSONAL NUMBER

SITE & UTILITY PLAN

5-3-2022

PROFESSIONAL SEAL

CHARLES D. HOFFINE

24924

REGISTERED ENGINEER

C-1939

Alamance County, North Carolina

PROJECT

WALKER PLACE

City of Graham

THE L.E.A.D.S. GROUP, P.A.

505 EAST DAVENPORT STREET

RALEIGH, NC 27601

phone: (336) 227-2924

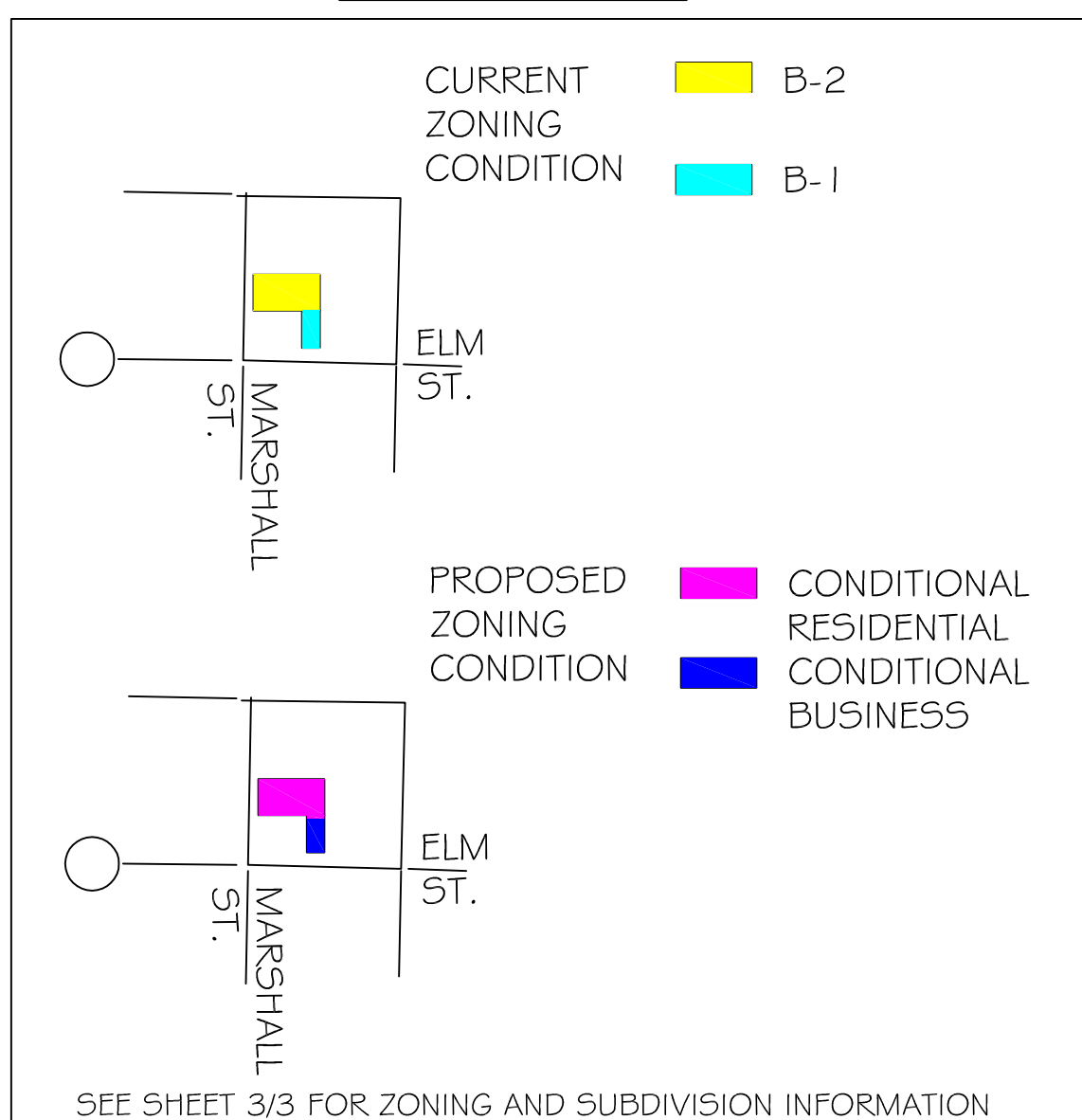
fax: (336) 227-2924

land: (336) 227-2924

Land Engineering And Development Services



PARCEL AND ZONING

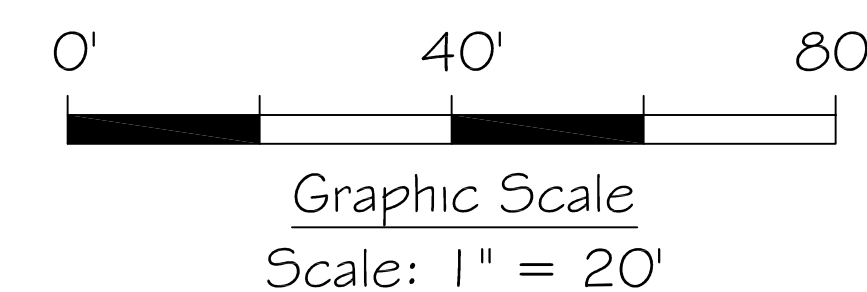
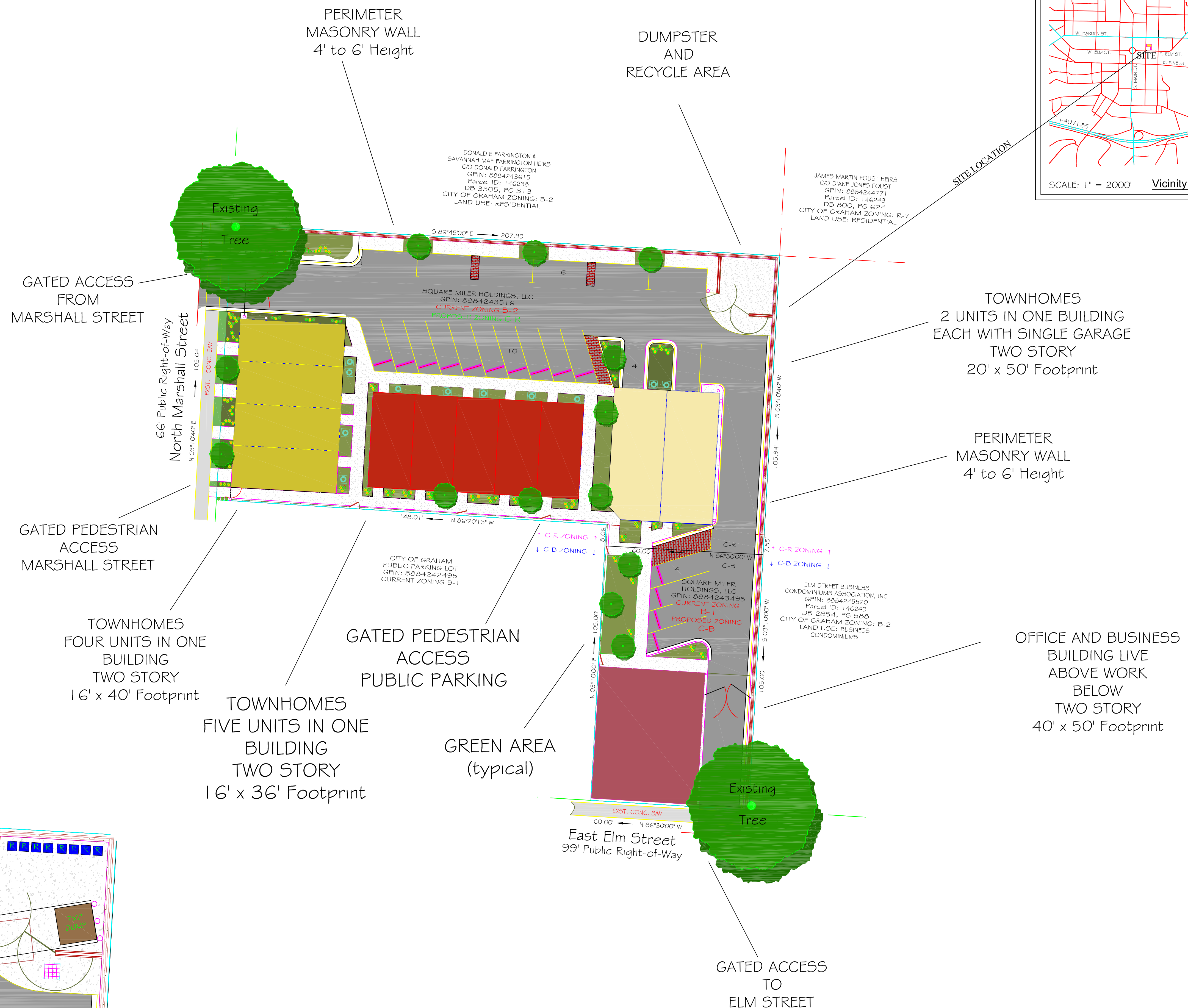
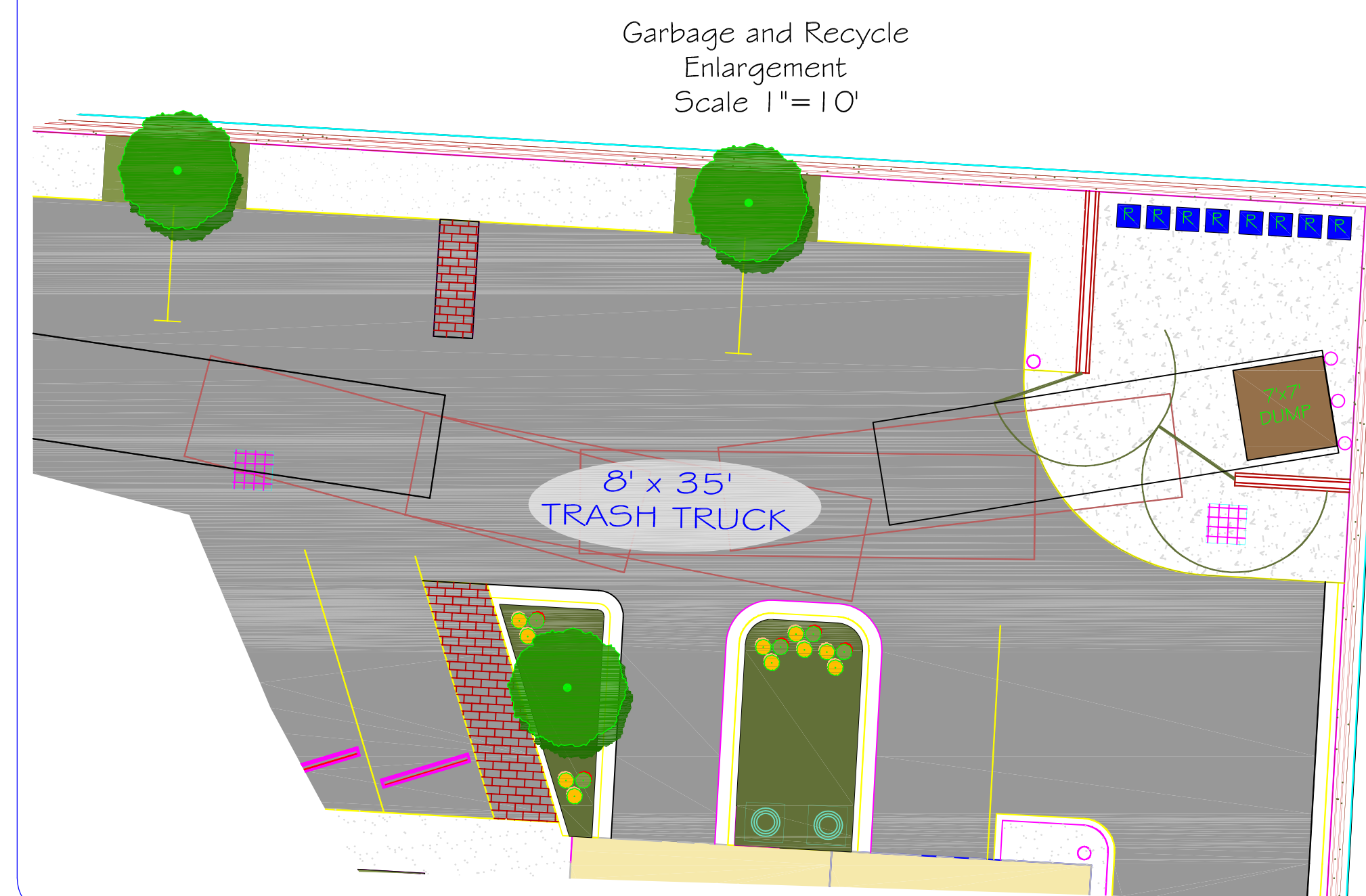


**PARCEL AND CURRENT ZONING DATA**  
 Alamance County Tax Information (Per Alamance County GIS)  
 Parcels Included in this Project: 2

**Parcel 1:**  
 GPIN: 8884243516  
 Parcel ID: 146237  
 Property Address: 105 N Marshall Street, Graham, NC  
 Township: Graham Township  
 Deed Reference: DB 4313, Pg 293  
 Owner: Square Miler Holdings, LLC  
 City of Graham Zoning: B-2 - General Business  
 Zoning Overlay District: None  
 River Basin: Cape Fear

**Parcel 2:**  
 GPIN: 8884243495  
 Parcel ID: 146236  
 Property Address: 206 E Elm Street, Graham, NC  
 Township: Graham Township  
 Deed Reference: DB 3836, Pg 547  
 Owner: Square Miler Holdings, LLC  
 City of Graham Zoning: B-1 - Central Business  
 Zoning Overlay District: None  
 River Basin: Cape Fear

Note: Project proposes relocation of property line and rezoning of the above parcels



PRELIMINARY PURPOSES - PLANNING AND ZONING

SHEET  
 2 3

3-14-2022  
 DATE  
 1" = 20'  
 SCALE  
 BSB/CDH  
 DRAWN IN THE USA BY

REVISIONS  
 5-2-2022  
 PREPARED  
 THE COMMENTS

1-22-1010  
 PROJECT NUMBER  
 PERSONAL NUMBER

CONCEPT  
 PLAN

5-3-2022  
 NORTH CAROLINA  
 PROFESSIONAL SEAL  
 24924  
 ENGINEER  
 CHARLES D. HUFFINE  
 C-1939

WALKER PLACE

THE L.E.A.D.S. GROUP, P.A.  
 505 EAST DAVENPORT STREET  
 SUITE 200  
 PHONE: (336) 227-2724  
 FAX: (336) 227-2724  
 LAND ENGINEERING AND DEVELOPMENT SERVICES

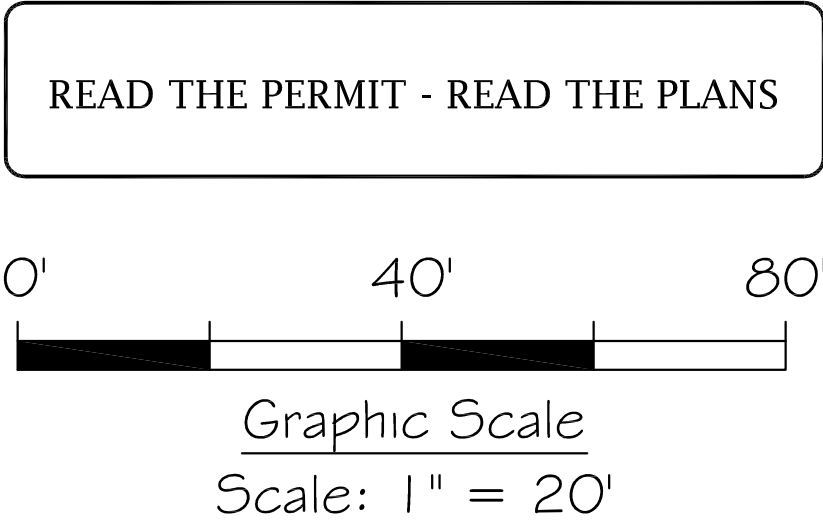
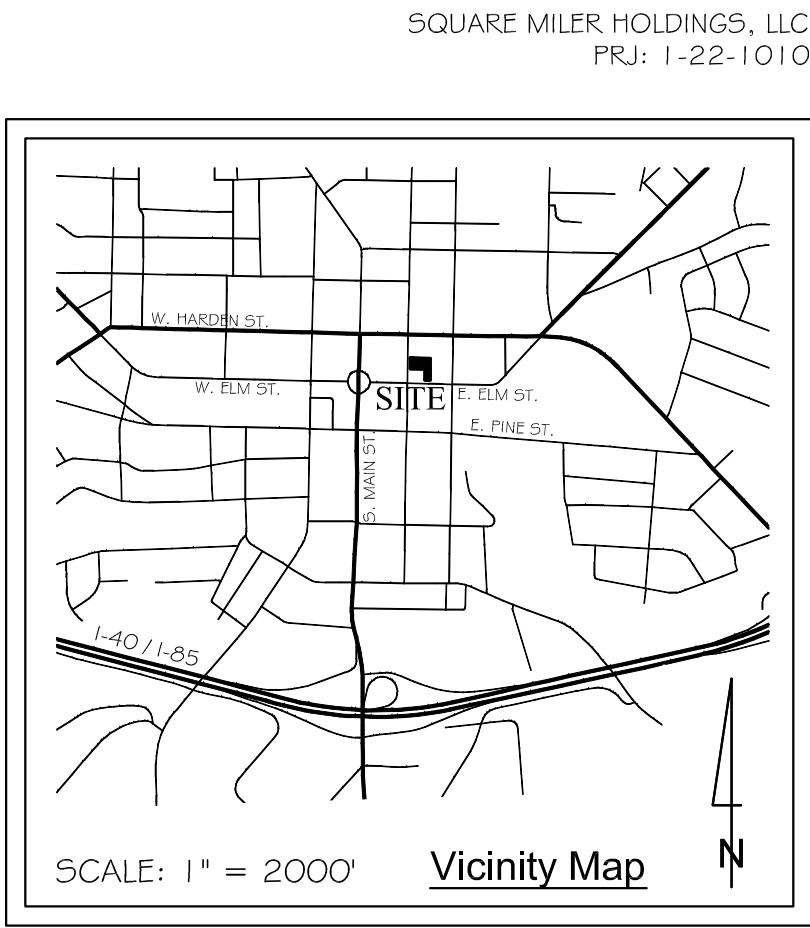
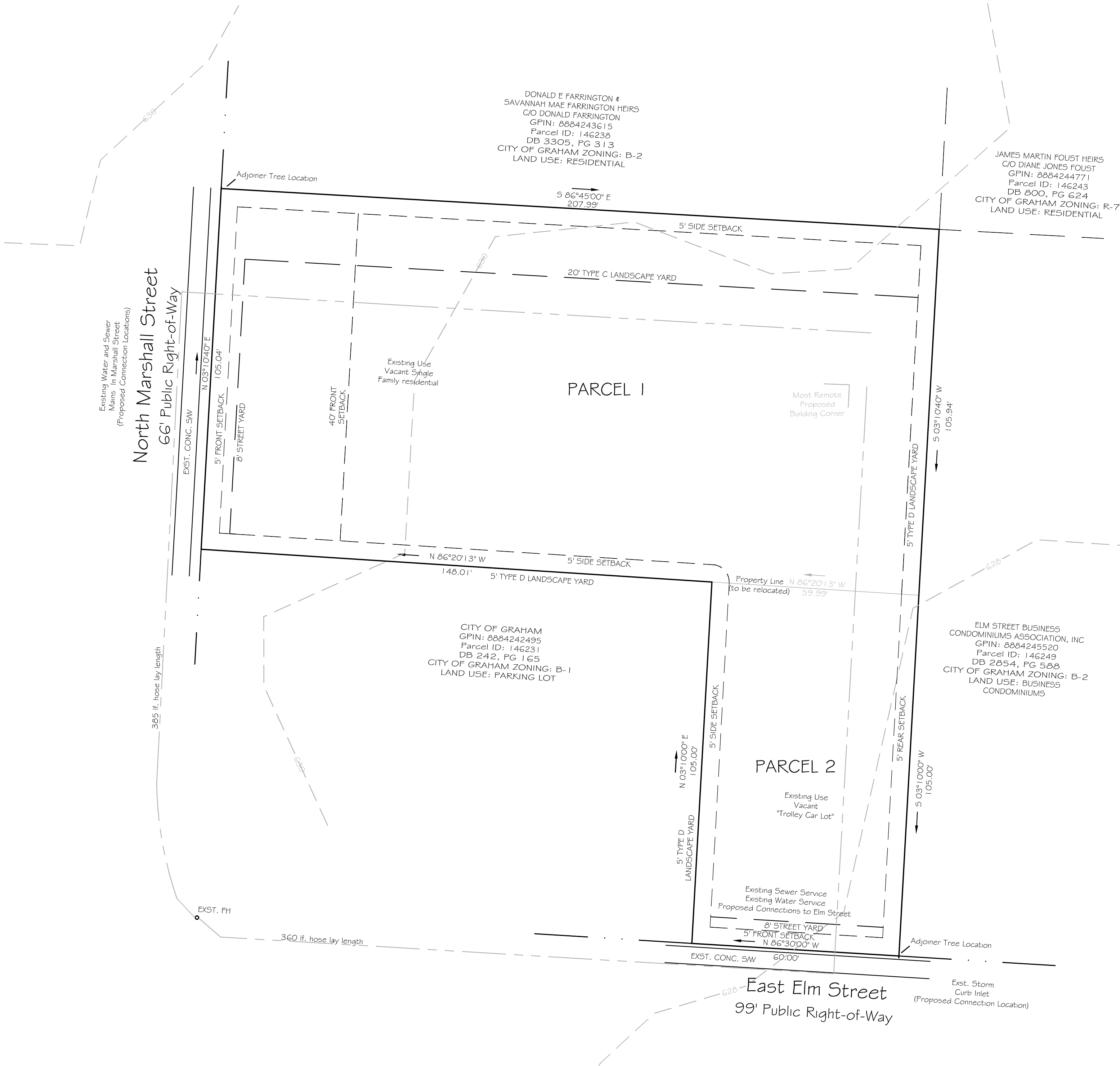


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City of Graham Zoning: B-1 - Central Business  
Zoning Overlay District: None  
River Basin: Cape Fear

Total Property Area: 28,158 sf. (0.65 Acres)  
Existing Dimensional Conditions:

Per City of Graham Development Ordinance Section 10.245  
Current City of Graham Zoning: B-2 - General Business  
Front setback - 40'  
Side setback - 20' adjacent to a lot zoned residential  
Side setback abutting street - 20'  
Rear setback - 20' adjacent to a lot zoned residential  
Current City of Graham Zoning: B-1 - Central Business  
Front setback - 1' for each 2' of building height over 50'  
Side setback - 10' adjacent to a lot zoned residential  
Side setback abutting street - None  
Rear setback - 10' adjacent to a lot zoned residential

Notes:  
- For buildings over fifty 50 feet in height, one foot of additional front yard depth is required for each two feet of height over 50 feet.  
- The first five feet may be developed only for sidewalk, grass and plants; it may not be used for off- street parking.



CALL BEFORE YOU DIG! ITS THE LAW  
ULOCO North Carolina One Call Center  
1-800-632-4949

PRELIMINARY PURPOSES ONLY, NOT APPROVED FOR CONSTRUCTION

SHEET  
1 / 3

3-14-2022  
DATE  
1" = 20'  
SCALE  
BSB/CDH  
DRAWN IN THE USA

REVISIONS  
5-2-2022  
PER ISSUING TRC  
COMMENTS

1-22-1010  
PROJECT NUMBER  
SHEET NUMBER

EXISTING  
CONDITIONS  
PLAN

5-3-2022  
NORTH CAROLINA  
PROFESSIONAL  
SEAL  
24924  
CHARLES D. HUFFINE  
REGISTERED PROFESSIONAL ENGINEER  
C-1939

WALKER PLACE  
PROJECT  
City of Graham

THE L.E.A.D.S. GROUP, P.A.  
505 EASE DAVIS STREET  
SUITE 200  
phone: (336) 257-2524  
fax: (336) 257-2524  
Land Engineering And Development Services



# CR2201 FLU Map



City of Graham

## Legend

### Lines

— Override 1

### Graham Future Land Use

- Downtown District
- Mixed Use Commercial
- Education District
- Employment District
- Industrial / Warehousing
- Mixed Use Residential
- Downtown Residential
- Suburban Residential
- Commercial Corridor
- Rural Residential

### Graham City Limits

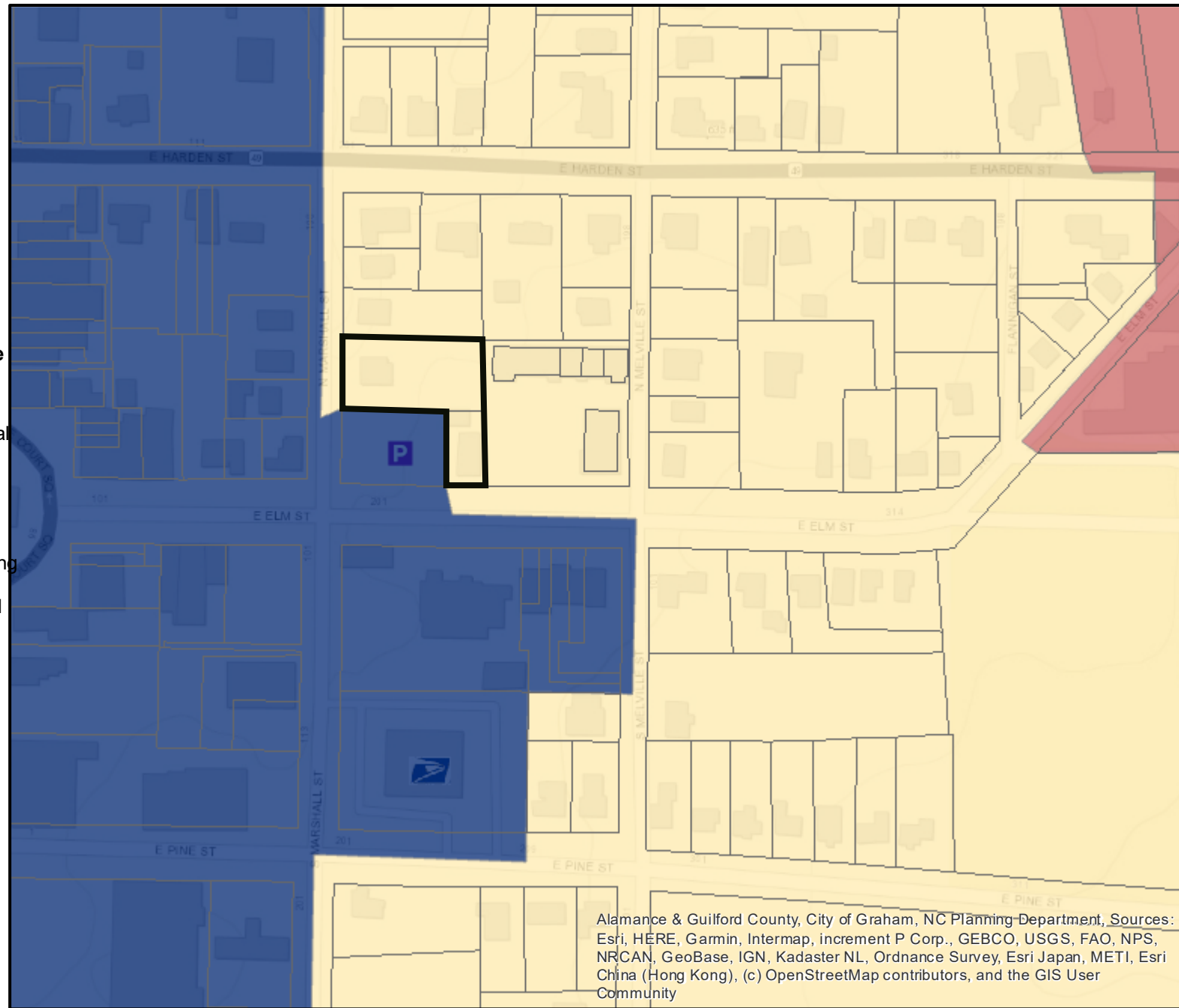
Graham City Limit

### Graham ENU



1 inch = 264 feet

Print Date: 4/19/2022



Alamance & Guilford County, City of Graham, NC Planning Department, Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community

#### Disclaimer:

This map was compiled from the GIS resources of the Burlington Regional GIS Partnership for public planning and agency support purposes. These resources include public information sources of different scale, time, origin, definition and accuracy, which aspects produce inconsistencies among features represented together on this map. Neither the City of Graham nor the Partnership shall be held liable for any errors in this map or supporting data. Primary public information sources from which this map was compiled, in conjunction with field surveys where required, must be consulted for the verification of the information contained within this map.









## City Council Decision & Statement of Consistency

*Per NCGS 160D-701, 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.*

### Walker Place Mixed Use (CR2201)

#### Type of Request

Conditional Rezoning

#### Meeting Dates

Planning Board on May 17, 2022

City Council on June 14, 2022

*Choose one...*

☐ I move that the application be **APPROVED**.

☐ 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:**

**The action does/does not support policies 4.3.1, 5.1.2, and 5.2.1 of the Graham 2035 Plan to allow for efficient connection to City services, flexibility in home ownership, and diverse housing stock.**

**This report reflects the decision of the City Council, this the 14<sup>th</sup> day of June 2022.**

Attest:

\_\_\_\_\_  
Jennifer Talley, Mayor

\_\_\_\_\_  
Renee Ward, Interim City Clerk







3.87 acres total. Water and sewer are located adjacent to this property within the Jimmie Kerr Road right of way, and the applicants wish to tie onto the City's infrastructure.

The annexation process has multiple steps. Following a public hearing, approval of an Annexation Ordinance is the final step for Council in the annexation process.

**FISCAL IMPACT:**

Commercial property generally creates positive tax revenue to the City, and because the public services are already available to the site and trash is handled commercially, the cost to the City is minimal.

**STAFF RECOMMENDATION:**

Approval.

**SUGGESTED MOTION(S):**

1. I move we approve the Annexation Ordinance to Extend the Corporate limits of the City of Graham, North Carolina, for 3.87 (+/-) acres on Jimmie Kerr Road.



# ANNEXATION ORDINANCE

## TO EXTEND THE CORPORATE LIMITS OF THE

### CITY OF GRAHAM, NORTH CAROLINA

#### FOR A 3.87-ACRE TRACT OF LAND ON JIMMIE KERR ROAD (AN2203)

**WHEREAS**, the Graham City Council has been petitioned under G.S. 160A-31 to annex the area described below; and

**WHEREAS**, the Graham City Council has by resolution directed the City Clerk to investigate the sufficiency of the petition; and

**WHEREAS**, the City Clerk has certified the sufficiency of the petition and a public hearing on the question of this annexation was held at City Hall, 201 South Main Street, Graham at 6:00 P.M. on June 14, 2022, after due notice by publication on May 26 and June 2, 2022; and

**WHEREAS**, the Graham City Council finds that the petition meets the requirements of G.S. 160A-31;

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

**Section 1.** By virtue of the authority granted by G.S. 160A-31, the following described territory is hereby annexed and made part of the City of Graham as of June 14, 2022:

Legal Description GPIN#: 8894531201 and 8894520912

#### **Legal Description:**

Those certain tracts or parcels of land located in Haw River Township, Alamance County, North Carolina, adjoining Jimmie Kerr Road (SR 1928) and being more particularly described as follows:

BEGINNING AT AN EXISTING IRON PIPE, THENCE WITH THE RIGHT OF WAY OF JIMMIE KERR ROAD, A BEARING OF N 35°25'41" E, A DISTANCE OF 82.05' TO AN EXISTING IRON PIPE, THENCE N 35°10'40" E, A DISTANCE OF 156.38' TO A RIGHT OF WAY CAP, THENCE S 54°01'03" E, A DISTANCE OF 30.29' TO A RIGHT OF WAY CAP, THENCE N 35°49'02" E, A DISTANCE OF 61.78' TO AN EXISTING IRON PIPE, THENCE N 35°54'51" E, A DISTANCE OF 321.64' TO AN EXISTING IRON PIPE, THENCE LEAVING SAID RIGHT OF WAY, A BEARING OF S 09°12'56" E, A DISTANCE OF 109.94' TO AN EXISTING IRON PIPE, THENCE S 23°42'17" E, A DISTANCE OF 140.34' TO AN EXISTING PIPE, THENCE S 46°07'51" E, A DISTANCE OF 18.56' TO AN EXISTING IRON PIPE, THENCE S 35°47'43" W, A DISTANCE OF 170.70' TO AN EXISTING IRON PIPE, THENCE S 54°03'57" E, A DISTANCE OF 152.64' TO AN EXISTING IRON PIPE, THENCE S 35°54'49" W, A DISTANCE OF 299.97' TO AN EXISTING IRON PIPE, THENCE N 54°05'15" W, A DISTANCE OF 397.73' TO AN EXISTING IRON PIPE BEING THE POINT AND PLACE OF BEGINNING, CONTAINING 3.87 AC.± ( 0.00605 SQ. MILES). THE ABOVE DESCRIPTION WAS TAKEN FROM A SURVEY COMPLETED BY CAROLINA CORNERSTONE SURVEYING, DATED 03/25/22, JOB# 220305, TITLED "CORPORATE LIMITS EXTENSION, CITY OF GRAHAM."

**Section 2.** Upon and after June 14, 2022, the above-described territory and its citizens and property shall be subject to all debts, laws, ordinances and regulations in force in the City of Graham and shall be entitled to the same privileges and benefits as other parts of the City of Graham. Said territory shall be subject to municipal taxes according to G.S. 160A-58.10.

**Section 3.** The Mayor of the City of Graham shall cause to be recorded in the office of the Register of Deeds of Alamance County, and in the office of the Secretary of State at Raleigh, North Carolina, an accurate map of the annexed territory described in Section 1 above, together with a duly certified copy of this Ordinance. Such a map shall also be delivered to the Alamance County Board of Elections, as required by G.S. 163-288.1.



**Adopted this, the 14<sup>th</sup> day of June 2022.**

---

Jennifer Talley, Mayor

ATTEST:

APPROVED AS TO FORM:

---

Renee M. Ward, Interim City Clerk

---

Bryan Coleman, City Attorney



Zoning Enforcement Officer Certificate  
No approval required under Article VIII of the  
Development Ordinance of the City of Graham.

Zoning Enforcement Officer/Planner \_\_\_\_\_ Date \_\_\_\_\_

Review Officer Certification  
State of North Carolina  
County of Alamance

I, \_\_\_\_\_ Review Officer  
of Alamance County, certify that the map or plat to which this  
certification is affixed meets all statutory requirements for recording.

Review Officer \_\_\_\_\_ Date \_\_\_\_\_

Certificate of Accuracy

I hereby certify that under my direction and supervision  
this plat, shown and described hereon, was drawn from an  
actual survey, deed reference recorded in Book \* \_\_\_\_\_ Page  
\* \_\_\_\_\_; that the error of closure as calculated by latitudes  
and departures is 1:10,000; and that this plat was  
prepared in accordance with G.S. 47-30, as amended.  
Witness my hand and seal this 25 \_\_\_\_\_ day of MAR., 2022.

*James H. Lowe*

JAMES H. LOWE

L-4217

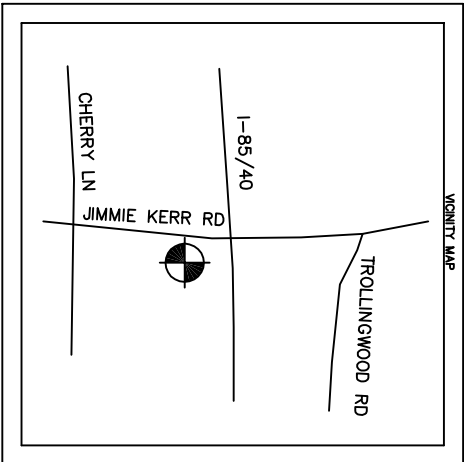
Certificate of Purpose of Plat  
I, James H. Lowe, professional land surveyor No. L-4217, certify to  
one or more of the following as indicated thus: ☒ : \_\_\_\_\_

- ☐ a. That the survey creates a subdivision of land within  
the area of a county or municipality that has an  
ordinance that requires a plat to be recorded in a portion of a  
county or municipality that is unregulated as to an  
ordinance that regulates parcels of land;
- ☐ b. That the survey is of an existing parcel or parcels of  
land and does not create a new street or change an  
existing street;
- ☐ c. That the survey is of an existing building or other  
structure, or natural feature, such as a water course;
- ☐ d. That the survey is of another category, such as the  
survey of a building or other structure, or natural feature, or  
another exception to the definition of subdivision;
- ☐ e. That the information available to the surveyor is such that  
the surveyor is unable to make a determination to the best  
of his or her ability as to provisions  
contained in (a) through (d) above.

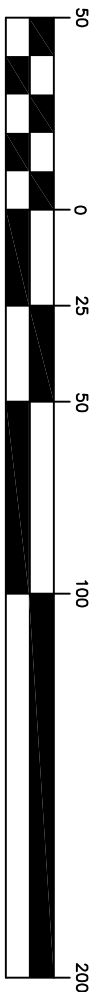
*James H. Lowe*

James H. Lowe Professional Land Surveyor L-4217

\*-DB 810 PG 746  
DB 4270 PG 816  
PB 43 PG 167  
PB 45 PG 65



- LEGEND
- Existing Iron Pipe
  - New Iron Pipe
  - Mathematical Point
  - R/W CAP



FINAL PLAT  
CORPORATE LIMITS  
EXTENSION  
CITY OF GRAHAM  
HAW RIVER TOWNSHIP  
ALAMANCE COUNTY, NORTH CAROLINA  
GRAPHIC SCALE

CAROLINA CORNERSTONE SURVEYING, INC. 3028-D ROCK HILL ROAD BURLINGTON, NORTH CAROLINA (336) 222-1856 (336) 215-2539 BUSINESS LLC: C-4602 WWW.CAROLINACORNERSTONE.COM			
SCALE: 1" = 60'		DATE: 03/25/22	
SURVEY BY: DEK	DWG BY: JHL	APP'D BY: JHL	
FILE: 220305			



**ANNEXATION ORDINANCE  
TO EXTEND THE CORPORATE  
LIMITS OF THE  
CITY OF GRAHAM, NORTH CAROLINA  
FOR A 3.87-ACRE TRACT OF LAND ON JIMMIE KERR  
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**WHEREAS**, the City Clerk has certified the sufficiency of the petition and a public hearing on the question of this annexation was held at City Hall, 201 South Main Street, Graham at 6:00 P.M. on June 14, 2022, after due notice by publication on May 26 and June 2, 2022; and

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**Adopted this, the 14<sup>th</sup> day of June 2022.**

---

Jennifer Talley, Mayor, City of Graham

ATTEST:

APPROVED AS TO FORM:

---

Renee M. Ward, Interim City Clerk

---

Bryan Coleman, City Attorney







### Legend

## Zoning Districts

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

1-1

1-2

 C-I

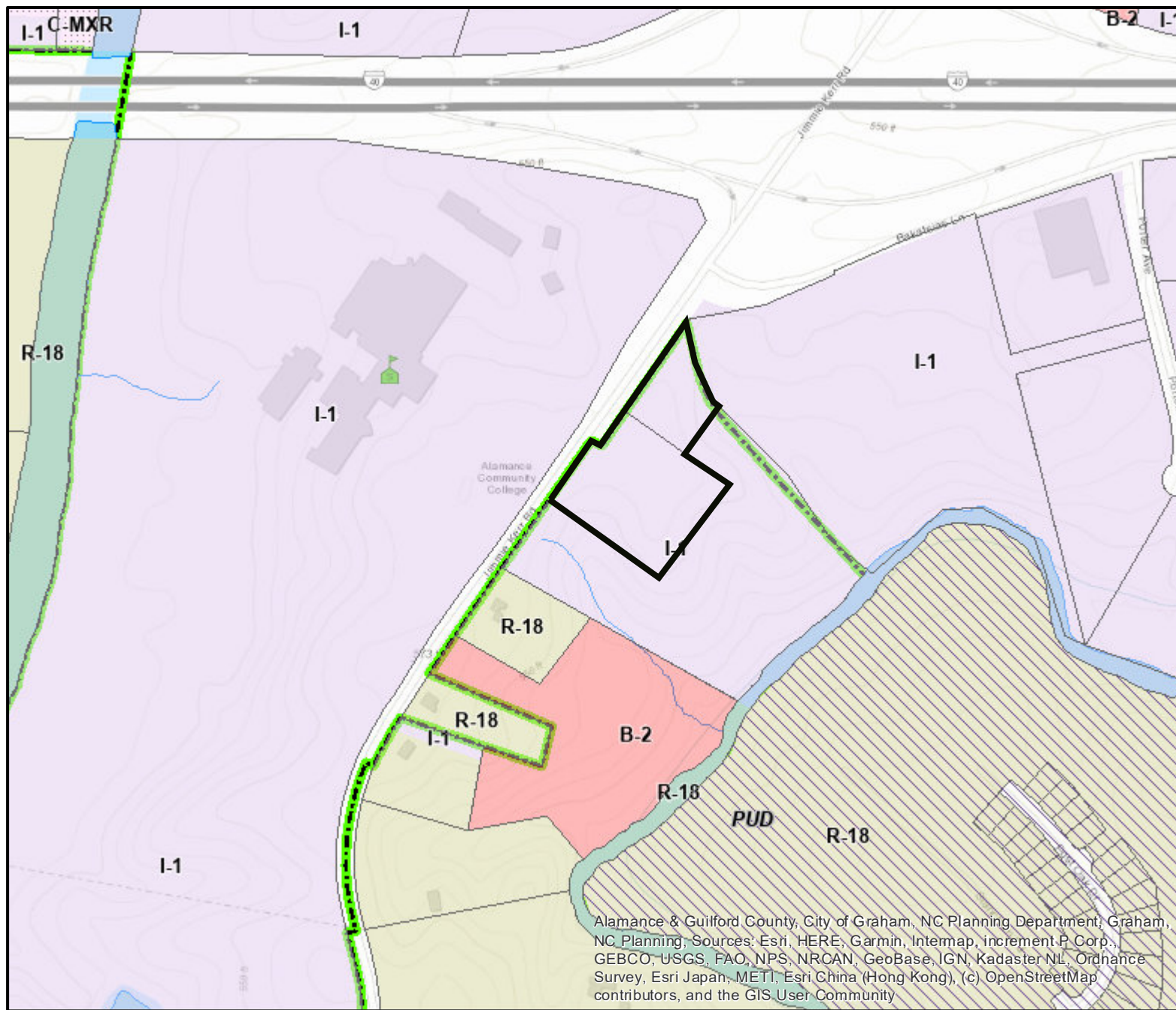
 C-MX

 C-MX

## Zoning Overlay Districts



Print Date: 4/28/2022



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# STAFF REPORT

Prepared by Justin Snyder, Planning Director

## Text Amendment for: Arts and Crafts Studio Type of

**Request:** Text Amendment

### Meeting Dates

Planning Board on March 15, 2022, May 17, 2022

City Council on April 12, 2022, June 14, 2022

### Contact Information

N/A

## Summary

A member of the City Council has proposed the language below to create standards for arts and crafts studios with a new definition and revisions to the Permitted Uses Table. Staff has worked with the City attorney to remove and revise the text to avoid potential inconsistencies in the uses listed, and staff has added a note to the Permitted Uses Table to prevent some of the more intensive artisanal uses involving smoke, fumes, and heat from creating issues in the downtown district. This item was tabled for 60 days by the Planning Board at its March meeting to allow the City attorney additional time to review some of the concerns brought up at the meeting as far as procedure. Staff and the City Attorney have gone through these amendments and have attempted to distinguish them from similar uses in manufacturing so that they may be more akin to business than industry.

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

### Applicable Planning District Policies and Recommendations

The action is reasonable because it allows the expansion of new types of business Downtown and it furthers Graham 2035 Plan strategy 2.2.1: Job Development to support business recruitment efforts.

### Planning District

All

### Development Type

All

## Staff Recommendation

Based on the *Graham 2035 Comprehensive Plan* and the *City of Graham Development Ordinance*, staff recommends **approval** of the request.

## Planning Board Recommendation:

The Planning Board recommended **approval** by a 5-0 vote with the following changes:

Define “significant” and add the word “significant” after the word “no” in section 10.136.25 a, b, c, and h.



# ARTICLE II. DEFINITIONS

## Section 10.16

## Definitions

For the purpose of this chapter certain terms and words are defined as follows:

Words used in the present tense include the future tense. Words used in the singular number include the plural, and words used in the plural number include the singular, unless the context of the particular usage clearly indicates otherwise. The word "person" includes a firm, association, organization, partnership, corporation, trust, and company as well as an individual. The word "lot" includes the word "plot" or "parcel." The word "building" includes the word "structure." The word "shall" is always mandatory and not directory. The word "may" is permissive. The words "used" or "occupied" as applied to any land or building shall be construed to include the words "intended," "arranged," or "designated to be used" or "occupied." The words "residential property" shall apply to land zoned for residential use and to other land occupied by residential structures. The words "map," "zoning map," or "Graham zoning map" shall mean the zoning map of the City of Graham, North Carolina. The words "article," "zoning ordinance," or "Graham zoning ordinance" shall mean the zoning ordinance of the City of Graham, North Carolina. The words "Graham planning area" or "planning area" shall mean the area within which the City of Graham exercises zoning authority. All other words not defined below shall have their customary dictionary definitions.

Accessory building - A subordinate building, the use of which is purely incidental to that of the main building, located on the same parcel or lot with such principal use or building.

Adult Establishment – See Sexually Oriented Business

Alley - A public or private thoroughfare which affords only a secondary means of access to abutting property.

Arts and Crafts Studio - The workplace of an artist, artisan, or craftsman, including, but not limited to, carver, painter, sculptor, weaver, or studio craftsman, such as pottery, metal work, weaving, wood turning, paper and other forms of wood working, glass blowing, and glass art. This definition is not intended to allow industrial-scale production or manufacturing of these items.

Banquet Hall – An establishment which is rented by individuals or groups to accommodate private functions including, but not limited to, banquets, weddings, anniversaries and other similar celebrations. Such a use may or may not include: 1) kitchen facilities for the preparation or catering of food; 2) the sale of alcoholic beverages for on-premises consumption, only during scheduled events and not open to the general public; and 3) outdoor gardens or reception facilities.

Bar - An establishment primarily engaged in the retail sale of beer or wine for consumption on the premises. Such establishment must obtain an ABC license for on-premise beer or wine consumption only. The establishment may also be engaged in the retail sale of prepared food for on-premise consumption.

Bed and Breakfast - A private home offering bed and breakfast accommodations to eight or less persons per night for a period of less than a week.

Boutique Shop– Retail establishments with fewer than 3,500 square feet of gross floor area that specialize in one type or line of merchandise not otherwise listed in the Table of Permitted Uses. Such stores include, but are not limited to retail sales of clothing, shoes and accessories, music, art supplies including framing, bicycles, small electronics, books, stationary, collectables, consumer goods, art or craft objects, gifts, and musical instruments. Boutique Shops may also sell a specialized type or category





- 4) Class C: Any portable manufactured housing unit built before July 1, 1976 that does not meet the definitional criteria of a Class A or Class B manufactured dwellings above. Pursuant to 160D-910, manufactured homes may not be excluded on the basis of age.

Manufactured Home Park - A group development site with required improvements and utilities for the long-term location of two or more manufactured dwellings for rental purposes, which development may include services and facilities for the residents.

Manufactured Home Space- A designated area of land within a manufactured dwelling park designed for the accommodation of a single manufactured dwelling in accordance with the requirements of this Ordinance.

Metal fabrication - The industrial process of manufacturing sheet metal and other flat metals to make them conform to specific shapes through cutting, stamping, shaping, folding and welding.

Nonconforming Buildings – A nonconforming building is a building that was lawfully erected (or for which a vested right had been established) but that, as a result of adoption of or amendments to this ordinance or of the property coming under the jurisdiction of this ordinance or by governmental action in the acquisition of public rights-of-way, does not conform to the minimum setbacks, maximum height or other requirements specific to buildings (such as materials or colors) of the zoning district in which it is located.

Nonconforming Lots – A nonconforming lot is a lot that was lawfully created (or for which a vested right had been established) but that, as a result of adoption of or amendments to this ordinance or of the lot coming under the jurisdiction of this ordinance or by governmental action in the acquisition of public rights-of-way, does not conform to the minimum lot area or minimum lot width of the zoning district in which it is located.

Nonconforming Site Elements – A nonconforming site element is a physical feature of a site, such as parking, landscaping or signage, that was lawfully established (or for which a vested right had been established) on a property but that, as a result of adoption of or amendments to this ordinance or of the property coming under the jurisdiction of this ordinance or by governmental action in the acquisition of public rights-of-way, does not conform to the requirements for that site element.

Nonconforming Uses – A nonconforming use is a use of land or buildings that was lawfully established (or for which a vested right had been established) prior to the effective date of current use regulations or prior to coming under the jurisdiction of this ordinance, but does not conform to the permitted uses for the zoning district in which it is located.

Nursing Home – An establishment which provides full-time convalescent or chronic care, or both, who are not related by blood or marriage to the operator or who, by reason of advanced age, chronic illness or infirmity, are unable to care for themselves.

Opaque screen – Evergreen planting, or a durable wall or fence at least six feet in height but not greater than eight feet in height, except where a greater height is required by this chapter, which forms a solid visual barrier. Evergreen plantings shall be planted at an initial height of at least three feet and shall be of such variety that an average height of six feet can be expected by normal growth no later than two years after the time of planting. Such plantings shall be permanently maintained in a condition which meets the requirements of this definition.





## 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
ABC Store (liquor)												X	X	C					C	3
Accessory Uses, See Note 1	X	X	X	X	X	C	X	X	X	C	X	X	X	C	X	X	C	C	C	3
Office Space, Less than 5 employees									X	C	X	X	X	C	X			C	C	3
Office Space, More than 5 employees									X	C		X	X	C				C	C	3
Alteration, Clothing Repair											X	X	X	C				C	C	3
Ambulance, Fire, Police, Rescue Station	S	S	S	S	S	C	X	X	X	C	X	X	X	C	X	X	C	C	C	3
Amusement/Water Parks/Fairs/Carnivals												S			S	S	C			4
Animal Hospital/Commercial, with outdoor kennels or runs, provided all runs and pens are at least 50 ft. from any property line												S		C	X	X	C		C	3
<u>Arts and Crafts Studio, See Note 25</u>											X	X	X	C	X			C	C	3
Boutique Shops, No Outdoor Storage									S	C	X	X	X	C	X			C	C	3
Large Items Store (appliances, hardware, furniture)												X	X	C	X		C		C	3
Athletic Fields, See Note 2	S	S	S	S	S	C	S	S	X	C	X	X		C	X	X	C	C	C	1
Auditoriums, Stadiums, and similar facilities where admission is charged or organized athletic events are held, See Note 2							S	S	S			S	S	C	S		C		C	4
Vehicle Accessory and Supply Sales												X		C	X		C	C	C	3
Vehicle assembling, painting, upholstering, rebuilding, reconditioning; body and fender work															X	X	C			4
Vehicle body and fender repair conducted within completely enclosed building												X		C	X	X	C		C	3
Vehicle Dealers/Rentals (new and used)												X		C	X	X	C		C	3
Vehicle repair shops, not including body or fender repair												X		C	X	X	C		C	4





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
Vehicle Towing Services, See Note 3												X		C	X	X	C			4
Bank, Savings and Loan, Credit Union, similar financial institutions									X	C	X	X	X	C	X	X	C	C	C	2
Banquet Hall						C			X	C		X	X	C	X		C	C	C	3
Bars (as principal use), See Note 4												X	X	C			C	C	C	3
Barber Shop, Beauty Shop, Nail Salon											X	X	X	C	X		C	C	C	3
Batting Cages, Outdoor, See Note 5															X	X	C			4
Bed and Breakfast (tourist home)	S	S	S	X	X	C	X	X	X	C	X	X	X	C				C	C	2
Billiard Halls, Bingo Games, Bowling Alleys, other public amusement establishments												X	X	C	X		C		C	3
Shops or Bulk Sales (with storage yard), See Note 6															X	X	C			4
Distribution Center															X	X	C			3
Bus station												S		C						3
Cabinet, woodworking, and upholstery shops												X		C	X	X	C		C	3
Campgrounds, commercial												S			S	S	C			4
Car Wash, including Self Service, See Note 7											S	X	X	C	X	X	C		C	4
Cellular or Digital Communication Tower															S	S	C			5
Cemetery or Mausoleum. See Note 8	S							S				S		C	S	S	C			2
Religious Services	X	X	X	X	X	C	X	X	X	C	X	X	X	C	X		C	C	C	2
Communication or Broadcasting Facility, without Tower											X	X	X	C	X	X	C		C	3
Community Centers, not including gymnasiums or stadiums	S	S	S	S	S	C	S	S	S	C	S	S	S	C	S	S	C	C	C	3
Contractors Offices, no outdoor storage									X		X	X	X	C	X	X	C		C	3
Convenience Store (with gasoline pumps >15' from property line)											X	X		C	X	X	C	C	C	3
Convenience Store (without gasoline pumps)									X		X	X	X	C	X	X	C	C	C	3





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
Day Care Center, Adult (less than 6)							X	X	X	C	X	X		C	X		C	C	C	2
Day Care Center, Adult (6 or more)									X	C	X	X		C	X		C		C	2
Day Care Center, Child meeting licensing and safety standards							X	X	X	C	X	X		C	X		C	C	C	2
Day Care Center, Child, operated as home occupation (5 or less), See note 20	X	X	X	X	X	C	X	X	X	C	X	X		C	X			C	C	2
Dwelling, Duplex					X		X	X												1
Dwelling, condominium			S	S	S	C	X	X		C				C				C	C	2
Dwelling(s), located in the second or higher story of a commercial structure									X	C	X	X	X	C				C	C	1
Dwelling, Multifamily, site plan required see Note 18						C	X	X		C				C				C	C	3
Dwelling quarters for operators, caretakers, etc. in or adjacent to buildings primarily for nonresidential use									X	C	X	X	X	C	X	X	C	C	C	3
Dwelling, Single-family Detached	X	X	X	X	X	C	X	X	X	C	X	X		C				C	C	1
Dwelling, Townhouse			S	S	S	C	X	X										C	C	2
Dry cleaning\Laundry (not self-service)												X		C	X	X	C	C	C	3
Electronic, Internet or Sweepstakes Gaming												S			S					5
Equipment Rental, Leasing or Repair (no outside storage)												X		C	X	X	C		C	3
Equipment Rental, Leasing or Repair (with outside storage), See Note 6															X	X	C			5
Explosives storage, long-term or temporary, in accordance with latest edition of National Fire Code																S				3
Family Care Facility (Family Care Home), See Note 21	X	X	X	X	X	C	X	X												1
Farms	X																			1
Farmer's Market (as accessory use, See Note 22)											X	X	X							





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
Food processing wholesale quantities, excluding slaughtering															X	X	C			4
Flea Market, provide no permanent outdoor display and all sale items and temporary signs are placed inside the permanent building on premises after 6:00 p.m.												S			S	S				3
Floor Covering, Drapery or Upholstery Sales											S	X	X	C	X		C		C	3
Florist											X	X	X	C				C	C	3
Funeral Home or Crematorium									X	C	X	X	X	C	X		C	C	C	2
Game Room, Video Game Room, Coin Operated Amusements												X	X	C					C	3
Garden Center or Retail Nursery							S	S				X		C	X	X	C		C	3
Golf Course, Miniature												X		C	X		C			3
Golf, swimming or tennis lodge or clubs	S	S	S	S	S	C	S	S	S			S		C	S	S	C	C	C	1
Government Office									X	C	X	X	X	C	X	X	C	C	C	2
Group Care Facility, See Note 23						C	S	S	S	C	S	S		C				C	C	3
Group Home, See Note 23	S	S	S	S	S	C	S	S	S	C	S	S		C				C	C	1
Hazardous Waste Facilities																				5
Home Occupation	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	1
Hospital	S	S	S	S	S	C	S	S	S	C	S	X		C	S	X	C	C	C	4
Hotel, Motel or Executive Suites												X	X	C	X		C		C	4
Jails									S			S			S	S				4
Junkyards, Salvage Yards																S				5
Laboratories for testing and research												X		C	X	X	C		C	3
Landfill, for Household and Commercial Waste, State Permitted – No Hazardous Waste (Reserved)																				5
Retail/Service with Outside Plant/Equipment Storage												X		C	X	X	C		C	3





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
Laundromat, Coin-Operated											X	X	X	C	X	X	C	C	C	3
Library, Art Gallery or Museum									X	C	X	X	X	C				C	C	2
Life Counseling						C			X	C		X	X	C			C	C	C	2
Manufactured Dwelling Park								S												3
Manufactured Dwelling (Class AA) on Individual Lot								X												1
Manufactured Home Sales												S			S	S				3
Manufacturing and Industry (assembling, manufacturing, compounding, repair or treatment of articles or merchandise)																				
Ammunition, Small Arms																X				4
Animal Feeds																S				5
Apparel and Finished Fabric Products															X	X	C			4
Bakery Products															X	X	C			4
Batteries																X				4
Bottling Plant															X	X	C			4
Cement, concrete, lime, plaster, brick																X				4
Chemicals, Paints and Allied Products																X				4
Dairy Product Processing															X	X	C			4
Electrical Equipment															X	X	C			4
Fabricated Metal Products															X	X				4
Glass Products from Purchased Glass															X	X	C			4
Heating Equipment and Plumbing Fixtures															X	X	C			4
Household Appliances															X	X	C			4
Industrial and Commercial Machinery															S	X	C			4
Leather Products (no tanning)															X	X	C			4
Lighting and Wiring Equipment															X	X	C			4





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
Manufactured Housing and Wood Buildings															X	X	C			4
Medical, Dental and Surgical Equipment															X	X	C			4
Millwork, Plywood and Veneer															X	X	C			4
Optical Goods												X		C	X	X	C			4
Paperboard Containers and Boxes																X				4
Pharmaceutical Products															X	X	C			4
Photographic Equipment and Supplies															X	X	C			4
Plastic Products															X	X	C			4
Pottery and Related Products															X	X	C			4
Rubber Products																X				4
Sawmill																S				
Sign manufacture, fabricating												X		C	X	X	C			4
Soaps and Cosmetics																X				4
Textile Products (no dyeing and finishing)															X	X	C			4
Textile Products (with dyeing and finishing)																X				4
Massage Therapy, practitioner licensed by the State of NC									X	C	X	X	X	C	X		C	C	C	2
Medical, Dental or Related Office									X	C	X	X	X	C	X		C	C	C	2
Medical or Dental Laboratory									X	C		X	X	C	X		C	C	C	3
Motion Picture Production												X		C	X		C			4
Municipal Facilities	S	S	S	S	S	C	S	S	X	C	X	X	X	C	S	S	C	C	C	3
Museum or Art Gallery									X	C	X	X	X	C				C	C	2
Night clubs, dance halls (see note 4)												X	X	C			C		C	3
Nursing Home, Rest Home, Convalescent Home	S	S	S	S	S	C	X	X	S	C	S	X		C				C	C	3
Park, Public	X	X	X	X	X	C	X	X	X	C	X	X	X	C	X	X	C	C	C	3





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
Parking lots serving uses permitted in the district where located, See Note 11	X	X	X	X	X	C	X	X	X	C	X	X	X	C	X	X	C	C	C	3
Parking lots or access driveways serving uses not permitted in district where lot is located			S	S	S	C		S	S	C	S	S	S	C	S	S	C	C	C	4
Pet Store/Grooming No Outside Animal Storage/Care												X	X	C	X		C		C	3
Petroleum and Petroleum Products Storage/Sales, <100,000 gallons												S		C	X	X	C			4
Petroleum and Petroleum Products Storage/Sales, >100,000 gallons																X				5
Photography Studio											X	X	X	C	X		C	C	C	3
Physical Fitness Center, Health Club, Gym									X	C		X	X	C	X		C	C	C	3
Planned Unit Development (PUD)	O	O	O	O	O		O	O	O		O	O	O		O	O				3
Post Office											X	X	X	C	X		C	C	C	4
Printing and Publishing Operation/Photocopying												X	X	C	X	X	C		C	3
Public utility warehouses, storage yards, repair areas															X	X	C			4
Racetracks for automobiles, motorcycles															S	S				5
Radio, Television Stations without Towers											X	X	X	C	X	X	C		C	3
Recycling Facility, Commercial															S	S				4
Restaurant (with drive-thru)												X		C	X	X	C		C	3
Restaurant (without drive-thru)												X	X	C	X		C		C	3
Retail Sales No Outside Storage or Sales											S	X	X	C	X		C	C	C	3
Roadside stands, temporary, for sale of agricultural products produced on premises; not in right-of-way								X	X	C	X	X	X	C	X	X	C	C	C	1
Sewage Treatment Plant,																X				5
School, Elementary or Secondary	S	S	S	S	S	C	S	S	S	C	S	X		C				C	C	1





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
School, commercial, vocational									S	C	S	X	X	C	X	X	C	C	C	1
School, music, art, martial arts, or dancing											X	X	X	C	X		C	C	C	1
Septic Tank Installation and Servicing Businesses															X	X	C			3
Sexually Oriented Business												S			S					5
Shooting Range, Indoor															X	X	C			3
Shooting Range, Outdoor																S				4
Solar Farm (See Note 24)						C				C				C	X	X	C	C	C	2
Stable, including riding facilities	S														S	S	C			1
Storage Yard, See Note 13															X	X	C			5
Tanning Salon									X	C		X	X	C				C	C	3
Tattoo Business												X			X	X				3
Taxidermist												X		C	X		C		C	3
Temporary Construction or Real Estate Office, Storage Facilities – use to be terminated upon completion of construction	X	X	X	X	X	C	X	X	X	C	X	X	X	C	X	X	C	C	C	n/a
Theater (indoor)												X	X	C	X		C	C	C	3
Tire Recapping and Retreading (principal use)															X	X	C			3
Tire Sales												X		C	X		C		C	3
Towers, Radio, Television, Cellular and Digital Communication															S	S	C			5
Truck and Utility Trailer Rental and Leasing												X		C	X	X	C			4
Trucking or Freight Terminal, Storage, Repair, Wash, or Stop															S	S	C			4
Unattended facilities for public utilities, See Note 16	X	X	X	X	X	C	X	X	X	C	X	X	X	C	X	X	C	C	C	2
Utility building sales, sales of storage sheds and trailers												X			X	X	C			
Unified Business Development, Heavy									S	C		S	S	C	S		C	C	C	3





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
Unified Business Development, Light									X	C		X	X	C	X		C	C	C	3
Utility Substation, See Note 17	X	X	X	X	X	C	X	X	X	C	X	X	X	C	X	X	C	C	C	2
Veterinary Service, Large Animal	X																			2
Warehouse (general storage, enclosed, non-hazardous)															X	X	C			4
Warehouse, Mini (self-storage)												S		C	X	X	C			3
Waste Incinerators (including medical)																				5
Water Treatment Plant															X	X	C			5
Wholesale Distribution and Trade Not Otherwise Listed												X		C	X	X	C			3





1. **Accessory Uses in Residential Districts** - Accessory uses in residential districts such as garages, utility buildings are restricted to rear yards or side yards unless the required setback can be maintained. For a noncommercial greenhouse that is an accessory use, the heating plant for the greenhouse must be located within 60 feet of the front property line or within 10 feet of any other property line. In addition, in the R-18 district, one private stable on a lot at least 20,000 square feet in area is permitted, provided the stable is located at least 60 feet from the front property line and not less than 10 feet from any other property line.

On lots occupied by multifamily dwellings, the following accessory buildings shall be permitted, provided their exteriors harmonize with the multifamily structures.

- a. Garages, located as required in section *Table of Area, Height, and Yard Regulations*.
  - b. Coin laundries, offices, and recreational buildings to serve residents of the multifamily development, provided they do not intrude into any minimum required yard.
  - c. Equipment storage buildings located as required in section *Table of Area, Height, and Yard Regulations*.
2. **Athletic Fields, Auditoriums, Stadiums** - All athletic fields shall have access to a collector or higher capacity street.
3. **Automotive Towing Service** - The auto towing area must be screened with a six-foot high opaque fence in addition to the required planting yard. No outdoor storage or salvaging is permitted.
4. **Bars, Night Clubs, Dance Halls (as a principle use)** – All locations must meet the requirements of NCSS 18B-901, Issuance of [ABC] permits. Where the property on which a bar is located abuts residential property, screening including a minimum six-foot high opaque fence along the entire length of the property of the abutting residence(s). The main entrance of the building shall be toward a street zoned predominantly for nonresidential uses. Parking areas related to the establishment shall be located no closer than 30 feet to the property line of abutting residences. *(Amended by City council on 10/7/03, 5/5/2016)*
5. **Batting Cages (outdoor); Golf Driving Ranges** - Fencing, netting, or other control measures shall be provided around the perimeter of the batting or driving area to prevent balls from leaving the area.
6. **Building Supply Sales, Equipment Rental and Leasing (with storage yard)** - Outside storage shall be completely screened from view with opaque fencing.
7. **Car Wash** - Building(s) shall be at least 75 feet from any property line which adjoins residential or office-institutional zoned property. A minimum six-foot high opaque fence shall be provided adjacent to all residentially zoned property. Hours of operation shall be between 8:00 a.m. and 8:00 p.m. when adjoining developed residentially zoned property. Adequate provision shall be made for safe and efficient disposal of waste and runoff.





8. **Cemetery/Mausoleum** – A cemetery or mausoleum as a principal use shall comply with state law requirements for minimum contiguous acres. Principal access must be from a collector street or higher capacity street.
9. [Reserved]
10. **Machine Shop** - In I-1, no punch presses over 20 tons rated capacity, drop hammers or automatic screw machines are permitted.
11. **Parking Lots Serving Uses Permitted in the District Where Located** - A special use permit is required for a parking lot in a residential district when it serves a non-residential establishment.
12. **Satellite Dish (Freestanding Accessory Use)** - All supporting cables and anchors shall be contained on the property where the satellite dish or tower is located. In residential districts, structures larger than 24 inches in diameter can only be placed in a rear yard or side yard behind the building lot line. Structures less than 24 inches in diameter are not subject to these restrictions.
13. **Storage Yard** - Outside storage is permitted as a principal or accessory use if completely enclosed by opaque fencing at least six feet high.
14. **Swimming Pools (community nonprofit)** - Minimum fence height six feet, made of chain link with wood slats, chain link with a planted border at least five feet in height, or other opaque materials. All N.C. Division of Health regulations to be followed.
15. **Swimming Pools (as accessory uses)** - Pools and appurtenances shall be located in the rear or side yard and may not be located within five feet of interior rear or side lot lines. Pools which are not an integral part of the principal building shall be located a minimum of ten feet from the principal building. *(Section 10.136(15) amended by City council on 5/1/2012)*
16. **Unattended facilities for public utilities** - Unattended facilities for public utilities shall be added to all use districts under the following conditions:
  - a. The structure shall be used only for housing electronic equipment (no storage). These structures shall have no water and sewer facilities. The maximum size shall be 12 feet by 20 feet by 8 feet high.
  - b. Dimensional requirements: minimum setback 20 feet; side and rear yards 15 feet; minimum lot area 3,000 square feet; minimum lot width 50 feet.
  - c. All utilities shall be placed underground.
  - d. The site shall be landscaped in character with the surrounding neighborhood. The structure shall be screened with suitable evergreens. Natural ground cover should be left on the site where possible.
  - e. Two off-street parking spaces and ample turnaround area shall be provided.
  - f. Detailed site and landscape plans shall be submitted to the City.





17. **Utility Substations Including Transformer Stations, Pump and Lift Stations, etc.** - The entire facility shall have a security fence at least six feet high unless it is secured and is built of brick or concrete. If the installation abuts a residence, it must be at least 50 feet from the residence and screened from the residence with a thick buffer of evergreen shrubbery or trees, which will grow at least six feet tall. Equipment producing noise in excess of 70 decibels shall be located no closer than 100 feet from the nearest residence.

**18. Development Standards for Multifamily Developments in R-MF and R-G, Site Plans Required**

- (1) Lot Coverage - The total ground area covered by the buildings and all accessory buildings including any roofed area, shall not exceed 40 percent of the total lot area.
- (2) Open Space
  - (i) Usable open space. A minimum of 10 percent of the total land area of any lot containing three or more dwelling units shall be usable open space, as defined in Article II - Definitions. On lots where the required usable open space is less than 20,000 square feet, such space should be approximately square but in no case shall the length of such required space be more than twice its average width. On lots where the required usable open space is 20,000 square feet or more, the minimum dimension of such space shall be at least 100 feet, and the minimum size space allowable as meeting a part of the required usable open space shall be 20,000 square feet.
  - (ii) Private usable open space. The total usable open space as required in subparagraph (a) immediately above may be reduced by 50 percent if a minimum of 500 square feet of private usable open space is provided for each dwelling unit. Such space shall be directly accessible and adjacent to the dwelling unit it serves, and shall be so arranged and screened to prevent public traffic through such space and provide reasonable privacy from public view. Such space shall be suitable for recreational activity and shall be unobstructed except for plants, lawn furniture, and play equipment. Private terraces and walkways may be included in such open space. Parking areas, vehicle drives, and storage areas shall not be included in such open space. The minimum dimension of any such private open space shall be at least 15 feet.
- (3) Separate Zoning Lot - A multifamily dwelling shall not be placed behind and on the same zoning lot as a single-family detached dwelling.
- (4) Access to Fire protection - To permit adequate fire protection, all portions of every building shall be located within 500 feet of a public street that furnishes direct access to the property unless the fire chief determines that fire hydrants and service drives will offer adequate protection.
- (5) Traffic Circulation - All common driveways shall have approved traffic circulation and shall be kept available for emergency and service use by any public vehicle.
- (6) Parking Access - Off-street parking spaces shall be located within 200 feet of each building in an amount proportional to the number of dwelling units in each building. No parking area with five or more spaces shall be located closer than 10 feet to a dwelling wall with windows or doors.





- (7) Screening of utility areas. Utility areas such as clothes drying yards and outdoor storage areas in multifamily developments shall be provided with an opaque screen along any side of such areas which would be visible from a public street or adjoining residentially, zoned properties. No such utility areas shall be located in the area between a building and a street bordering the development. Screens are not to be brightly colored multicolored, or otherwise obtrusive; colors and textures harmonious with nature and nearby residential structures are recommended.
- (8) Required site plan. 10 site plans shall be submitted with the following information:
- i. Vicinity map showing the location of the property in relation to existing and proposed streets, streams, railroads and other major physical features.
  - ii. Location, size and type of all buildings, existing and proposed, on or near the property.
  - iii. Grading plan.
  - iv. Proposed points of vehicle ingress and egress, together with the proposed pattern of internal circulation.
  - v. Proposed parking and loading areas.
  - vi. Landscape plan prepared according to the Graham Landscape Ordinance.
  - vii. Proposed provision of utilities.
  - viii. Location, size, height, orientation and lighting information on all signs.
  - ix. Layout and orientation of all buildings.

#### 19. Performance Standards for All Uses in the I-1 and I-2 Zoning Districts

In order to retain a character consistent with the description of the I-1 and I-2 zoning districts, the following performance standards will be applied for all uses in the districts:

- a. *Dust, dirt, fly ash or other air pollutants.* There shall be no emission of dust, dirt, fly ash, gases, fumes, vapors or other air pollutants into the atmosphere that could cause damage to the public health, or to animals, vegetation, or other forms of property.
- b. *Electrical interference.* There shall be no electrical disturbances affecting the operation of any equipment other than that of the creator of such disturbances.
- c. *Heat and glare.* There shall be no heat or glare perceptible to human senses at the property line of any use creating heat or glare.
- d. *Landscaping.* See landscaping requirements on File in the office of the City clerk and inspection department.
- e. *Enclosure.* All processing shall be within a building.





- f. *Liquid or solid waste.* There shall be no discharge of any liquid or solid waste into any stream except as authorized by the State of North Carolina.
- g. *Noise.* The sound-pressure level of sound radiated from an establishment, measured at the lot line, shall not exceed the values in any octave band of frequency that are specified in the table below. The sound-pressure level shall be measured with a sound level meter and an associated octave band analyzer conforming to standards prescribed by the American Standards Association.

<i>Frequency Band (cycles per second)</i>	<i>Decibels</i>
20- 75	69
75- 150	57
150- 300	52
300- 600	46
600- 1200	42
1200- 2400	37
2400- 4800	33
4800- 10,000	30

- h. *Odor* There shall be no objectionable odors perceptible to the human senses at or beyond the property line of any use that may create odors.
- i. *Radioactivity.* There shall be no radioactive emission that would be dangerous to health.
- j. *Smoke.* There shall be no emission into the atmosphere of smoke from any operation of a shade darker than Number one on the Ringelmann Smoke Chart as published by the United States Bureau of Mines, except that smoke of a shade not darker than No. 3 on said chart may be emitted for not more than 2 minutes in any thirty-minute period.
- k. *Traffic* There shall be no industrial vehicular traffic on any minor residential street.
1. *Vibration.* There shall be no vibration perceptible to human senses at the property line of any use that may create vibration.
20. **Day Care Center, Child, operated as home occupation (5 or less)** – Centers shall meet the standards established by the North Carolina Department of Health and Human Services. At least 200 square feet per child of completely enclosed fenced outside play area, not including drives, parking areas or land otherwise unsuitable, shall be provided. *(Section 10.136(20) amended 9/2/2003)*
21. **Family Care Facility** – A Family Care Facility (Family Care Home) shall not be located within a one-half mile radius of an existing Family Care Facility (Family Care Home). An “Existing Family Care Facility (Family Care Home)” for the purposes of this section shall mean one that has obtained a 180-day zoning compliance letter. *(Section 10.136(21) amended 6/3/2008)*
22. **Farmer’s Markets, as accessory uses** – Farmer’s Markets as accessory uses in the B-2, B-3 districts and churches are subject to parking requirements in Section 10.242. Vendors are responsible for obtaining all licenses and permits required for sale of their product. *(Section 10.136(22) amended 9/1/2009)*





**23. Group Care Facilities and Group Homes, Development Standards** – Off-street parking, as required by Section 10.240, shall be located to the side and/or rear of the building. Group Care Facilities and Group Homes should be located in areas where employment, goods and services can readily be reached by a variety of means of transportation. Access to transit, a sidewalk network and/or close proximity to employment, goods, and services are encouraged for approval of a special use permit unless the applicant can satisfactorily demonstrate that the intended residents of the group home or facility do not require this service. For halfway houses, there shall be on-site supervision at all times by persons employed by or volunteers trained by the agency operating the halfway house. Rules of conduct shall be established and enforced by the agency operating a halfway house. These rules shall prohibit the use or possession of drugs, alcohol or weapons, as well as disorderly conduct. (Section 10.136(23) added 1/8/2013)

**24. Solar Farms** – Power inverters and other sound producing equipment shall be no less than 150' from any property line. All solar farms shall be enclosed with a minimum of six feet high security fencing. Solar farms shall be constructed with at least a Type C planting yard, and shall abide by higher requirements when applicable. The height of no panel can exceed fifteen feet. A setback of 100 feet is required for any installation adjacent to a residential use or a residentially zoned parcel. Prior to final approval of the electrical permit, a Decommissioning Plan (see definitions) shall be submitted to the City. (added 2/2/2016)

**25. Arts and Crafts Studio** – The following performances standards and definition shall apply in order to retain a character consistent with the character of the downtown:

“Significant” in terms of this Section shall be defined as “having or likely to have influence or effect.”

- a. Dust, dirt, fly ash or other air pollutants. There shall be no significant emission of dust, dirt, fly ash, gases, fumes, vapors or other air pollutants into the atmosphere that could cause damage to the public health, or to animals, vegetation, or other forms of property.
- b. Electrical interference. There shall be no significant electrical disturbances affecting the operation of any equipment other than that of the creator of such disturbances.
- c. Heat and glare. There shall be no significant heat or glare perceptible to human senses at the property line of any use creating heat or glare.
- d. Landscaping. See landscaping requirements on File in the office of the City clerk and inspection department.
- e. Enclosure. All processing, assembly, and fabrication shall be located within an enclosed building, and shall be subject to fire and building codes.





- f. Liquid or solid waste. There shall be no discharge of any liquid or solid waste into any stream except as authorized by the State of North Carolina.
- g. Noise. The sound-pressure level of sound radiated from an establishment, measured at the lot line, shall not exceed the values in any octave band of frequency that are specified in the table below. The sound-pressure level shall be measured with a sound level meter and an associated octave band analyzer conforming to standards prescribed by the American Standards Association.

<u>Frequency Band</u> <u>(cycles per second)</u>		<u>Decibels</u>
<u>20-</u>	<u>75</u>	<u>69</u>
<u>75-</u>	<u>150</u>	<u>57</u>
<u>150-</u>	<u>300</u>	<u>52</u>
<u>300-</u>	<u>600</u>	<u>46</u>
<u>600-</u>	<u>1200</u>	<u>42</u>
<u>1200-</u>	<u>2400</u>	<u>37</u>
<u>2400-</u>	<u>4800</u>	<u>33</u>
<u>4800-</u>	<u>10,000</u>	<u>30</u>

- h. Odor There shall be no significant objectionable odors perceptible to the human senses at or beyond the property line of any use that may create odors.
- i. Radioactivity. There shall be no radioactive emission that would be dangerous to health.
- j. Smoke. There shall be no emission into the atmosphere of smoke from any operation of a shade darker than Number one on the Ringelmann Smoke Chart as published by the United States Bureau of Mines, except that smoke of a shade not darker than No. 3 on said chart may be emitted for not more than 2 minutes in any thirty-minute period.
- k. Traffic. There shall be no industrial vehicular traffic on any minor residential street.
- l. Vibration. There shall be no vibration perceptible to human senses at the property line of any use that may create vibration.

## DIVISION 7. SPECIAL USES

### Section 10.137 Purpose of special use regulations

Permitting special uses adds flexibility to the Zoning Ordinance. Subject to high standards of planning and design, certain property uses are allowed in districts where these uses would not otherwise be acceptable. By means of controls exercised through the Special Use Permit procedure, property uses that would otherwise be undesirable in certain districts can be developed to minimize any undesirable effects they may have on surrounding properties.

### Section 10.138 Special uses shown in Table of Permitted Uses







## City Council Decision & Statement of Consistency

*Per NCGS 160D-701, 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.*

### Arts and Crafts Studio (AM2206)

#### Type of Request

Text Amendment

#### Meeting Dates

Planning Board on March 15, 2022, May 17, 2022

City Council on April 12, 2022, June 14, 2022

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:**

**The action is/is not reasonable because it allows the expansion of new types of business Downtown and it does/does not further Graham 2035 Plan strategy 2.2.1: Job Development to Support Business Recruitment Efforts.**

This report reflects the decision of the City Council, this the 14<sup>th</sup> day of June 2022.

Attest:

\_\_\_\_\_  
Jennifer Talley, Mayor

\_\_\_\_\_  
Renee Ward, Interim City Clerk





# STAFF REPORT

Prepared by Justin Snyder, Planning Director

## Text Amendment for: Flags and Banners

**Type of Request:** Text Amendment

### Meeting Dates

Planning Board on March 15, 2022, May 17, 2022

City Council on April 12, 2022, June 14, 2022

### Contact Information

N/A

## Summary

A member of City Council has proposed language to create revised standards for flags (public and private), feathered advertising flags, and banners. Staff and the City attorney have worked the proposed language into each applicable section. These amendments will allow, under certain circumstances, feathered advertising flags and banners to assist our business community, while offering standards for maintenance and upkeep to prevent excessive cluttering, dangerous, or unsightly situations. This item was tabled by the Planning Board at its March meeting to allow staff to work with the City attorney to review and resolve potential constitutional conflicts in the proposed language and to review submittal procedures.

### Project Name

Text Amendment (AM2207)

### Location

city-wide

### Current Zoning

not applicable

### Proposed Zoning

not applicable

### Overlay District

not applicable

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

### Applicable Planning District Policies and Recommendations

- The action is reasonable because it allows new types of advertising and it furthers Graham 2035 Plan Strategy 2.2.1: *Job Development* to support business recruitment efforts.

### Planning District

All

### Development Type

All



# ARTICLE X. SIGNS

## Section 10.390

## Definitions

For the purposes of this article, the following definitions shall apply:

*Feather banner:* A lightweight portable temporary advertising medium, mounted on a pole that resembles a feather shape.

*Feather flag:* A lightweight portable temporary advertising medium, mounted on a pole that resembles a sail.

*Flag (private):* Any fabric or other flexible material that is attached or designed to be attached to a pole or similar device, which represents or symbolizes a business, organization or group.

*Flag (public):* A flag displaying the name, insignia, emblem, or logo of any official nation, state or municipality recognized by the federal government of the United States of America.

*Sign:* Any words, lettering, parts of letters, pictures, figures, numerals, phrases, sentences, emblems, devices, designs, trade names or trademarks by which anything is made known, such as the designation of an individual, a firm, an association, a profession, a business, a commodity or a product, which are visible from any public way and used to attract attention.

*Sign, dilapidated:* An existing sign shall be considered dilapidated when it shows signs of being in disrepair, broken down, shabby or neglected, when it fails to be in the same form as originally constructed, or when it fails to perform its intended function of conveying a message. Conditions of dilapidation shall include, but not be limited to:

- (1) Structural pole or support failure.
- (2) Signs not being held vertically or as originally constructed.
- (3) Borders falling off or already removed.
- (4) Panels missing or falling off.
- (5) Message falling off or in disrepair such that it cannot be interpreted by the motoring public.
- (6) Signs which are overgrown by trees or other vegetation.

*Signs, freestanding, adjacent to interstate highway:* As used in this section, shall be defined as a sign located on the property that is located within five hundred (500) feet of the right-of-way of an interstate highway and contiguous with an interstate highway or a state-numbered highway which interchanges with an interstate highway. *Amended by City council 4/2/2002.*

*Signs, freestanding on-premises:* As used in this section, shall be defined as a sign advertising a service, product, or offering which utilizes the property for the business and purpose advertised.





*Sign, wall:* A sign attached to or painted on a wall of a building, with the exposed display surface of the sign in a plane parallel to the plane of the wall to which it is attached or painted, and including signs affixed to or otherwise displayed on or through a facade window.

*(Section 10.390 amended 1/6/2009)*

#### **Section 10.391            Intent**

It is the intent of this section to authorize the use of signs whose types, sizes and arrangements are compatible with their surroundings, appropriate to the type and intensity of activity to which they pertain, expressive of the identity of individual properties or occupants or products or of the community as a whole, legible in the circumstances in which they are seen and appropriate to traffic safety.

#### **Section 10.392            Scope generally**

Unless specifically exempted, no sign visible from a public right-of-way, whether exterior to or interior to a structure, shall be erected, displayed or substantially altered except in accordance with the provisions of this article and until a permit has been issued by the building inspector.

#### **Section 10.393            Exemptions**

The following signs are exempt from regulation and permit requirements under this article, provided such signs comply with the provisions of Section 10.397 General Limitations and Section 10.399:

- (1) Signs bearing only property identification numbers and names, post office box numbers of occupants of the premises or other identification of premises not of a commercial nature, provided such signs are not illuminated and do not exceed two (2) signs per zoning lot or two (2) square feet in area per display surface.
- (2) Flags and insignia of a government, when not displayed in connection with a commercial promotion.
- (3) Legal notices; bankruptcy, estate and legal sale signs and traffic directional or regulatory signs erected by or on behalf of a governmental body
- (4) Memorial signs or tablets and names and construction dates of buildings when cut into any masonry surface.
- (5) Signs directing and guiding traffic and parking on private property, provided such signs are non-illuminated or indirectly illuminated, bear no advertising matter and do not exceed four (4) square feet in area per display surface.
- (6) Real estate signs advertising the sale, rental or lease of the premises on which said signs are located, provided such signs do not exceed one sign per street frontage or one sign per four hundred (400) feet of street frontage, or six (6) square feet in area per display surface, and are removed immediately after sale, rental or lease of the premises.
- (7) Construction site identification signs whose message is limited to identification of architects, engineers, contractors and other individuals or firms involved with the construction, the name of the building, the intended purpose of the building and the expected completion date, provided such signs do not exceed one sign per construction site or thirty-two (32) square feet in area per display





surface, are not erected prior to issuance of a building permit and are removed within seven (7) days of issuance of a certificate of occupancy. Construction signs in residential zones shall not be illuminated or reflectorized.

- (8) Temporary political yard signs advertising candidates or issues, provided such signs do not exceed one sign per candidate per zoning lot or sixteen (16) square feet in area per display surface, are not erected prior to forty-five (45) days before the actual election day and are removed within seven (7) days after the election.
- (9) Yard or garage sale signs announcing yard or garage sales, provided such signs do not exceed one sign per site of such sale or four (4) square feet in area per display surface, and are removed within seven (7) days of erection.
- (10) Public event announcements by public or nonprofit organizations of special events or activities of interest to the general public, provided such signs do not exceed one sign per site of such events or activities and twelve (12) square feet in area per display surface, and are removed within fourteen (14) days of erection.
- (11) Temporary signs announcing grand openings of new businesses only, provided such signs do not exceed thirty-two (32) square feet of display area per business site, and are removed within thirty (30) days after they are erected. Such signs shall not be electrified.
- (12) Signs erected by the City or other governmental agencies, such as street signs, public service signs and historical markers, which contain no commercial advertising matter.
- (13) Churches shall be permitted two (2) freestanding signs per zoning lot. Each sign shall not exceed thirty-two (32) square feet in area and six (6) feet in height. All other regulations of this article shall apply.
- (14) Temporary signs identifying businesses or business events provided such signs are:
  - (a) Located on the business lot.
  - (b) Not to exceed sixteen (16) square feet in area per display surface.
  - (c) Not to exceed more than one (1) sign per street frontage or one (1) per one-hundred (100) feet of road frontage not to exceed (2) signs per street frontage.
  - (d) Not located less than one-hundred (100) feet from another temporary sign on same frontage.
  - (e) To be located outside of the right-of-way of any public street.
  - (f) Not located on residentially zoned lots.
  - (g) Erected not to exceed thirty (30) days in a ninety (90) day period per business.
- (15) Signs that are not visible from a public way.
- (16) Holiday decorations in season.





*(Section 10.393 amended 5/6/2008, 1/6/2009)*

**Section 10.394                Reserved**

*(Section 10.394 deleted 11/5/2013)*

**Section 10.395                Permit generally**

- a. Applications for permits under this article shall be submitted on forms in the building inspector's office. Each application shall be accompanied by plans, which shall:
  - (1) Indicate the proposed site by identifying the property by ownership, location and use.
  - (2) Show the location of the sign on the lot in relation to property lines and buildings, zoning district boundaries, right-of-way lines and existing signs.
  - (3) Show (drawing to scale) size, character, complete structural specifications and methods of anchoring and support.
- b. If conditions warrant, the building inspector may present the plans to the planning board for their approval. He may also require such additional information as will enable a determination that such sign can or cannot be erected in conformance with this article.
- c. A fee shall be charged to erect a sign. The amount of the fee shall be fixed from time to time by the City council and shall be kept on file in the office of City clerk.

**Section 10.396                Traffic safety precautions**

Notwithstanding any other provision in this chapter, the following restrictions shall apply to signs in order to preserve the safety of pedestrian, bicycle and vehicular movements:

- (1) No sign shall make use of the words "stop," "slow," "caution," "danger" or any other word, phrase, symbol or character in such manner as is reasonably likely to be confused with traffic directional and regulatory signs.
- (2) No sign shall be erected so that by its location, color, nature or message it is likely to be confused with or obstruct the view of traffic signals or signs, or is likely to be confused with the warning lights of an emergency or public safety vehicle.
- (3) Except as used to display time and temperature, no sign shall contain flashing lights.
- (4) In all districts except the B-1 Business District, no fence, wall, shrubbery or other obstructions to vision between the heights of three (3) feet and sixteen (16) feet shall be permitted within twenty (20) feet of the intersections of the right-of-way lines of streets or of streets and railroads.

**Section 10.397                General limitations**

- a. Except where specifically exempted by this chapter, all signs, including the supports, frames and embellishments thereto, shall not be located within any public right-of-way, nor shall any sign be





attached, affixed or painted on any utility pole, light standard, telephone or telegraph pole, any tree, rock or other natural object.

- b. No sign shall obstruct any window, door, fire escape, stairway, ladder or opening intended to provide light, air, ingress or egress for any building, structure or lot.
- c. No sign shall have more than two (2) display surfaces.
- d. Illuminated signs may have either an exterior or interior source of illumination. Exterior illumination, where the source of illumination is provided by such devices as spotlights or floodlights, shall be placed so that it is not directly visible from any residential district, or from adjacent properties. Internal illumination means that the source of illumination is from within the sign itself. Neon tube illumination shall be prohibited except as internal illumination. All wiring, grounding, etc., for illuminated signs shall meet the requirements of the National Electrical Code.
- e. Animated, rotating, flashing or other moving or apparently moving signs must display a static message for a minimum of twenty (20) seconds.
- f. Devices consisting of banners, streamers, pennants, windblown propellers, strung light bulbs and similar installations shall be prohibited, except with the written permission of the City manager.
- g. Mobile or portable signs (including A and T-shaped signs) shall be prohibited except for the uses specified in paragraphs (10), (11) and (14) of Section 10.393 Exemptions.
- h. All signs shall be maintained in a state of good repair. No sign shall be continued which becomes structurally unsafe or endangers the safety of the public or property. When evidence of an unsafe sign is brought to the attention of the inspector, he shall order that such sign be made safe or be removed. A period of forty-eight (48) hours following receipt of the notice by the person owning or using the sign shall be used for compliance.
- i. No sign shall be erected on the roof of any building.
- j. No dilapidated sign may be ordered to be moved unless the condition continues to exist after thirty (30) days from the date the building inspector gives notice to the sign owner. Notice shall be complete upon the posting of such determination affixed to the affected sign. In addition, the building inspector shall, on the same date, mail a copy of such determination by certified mail, return receipt requested, to the person, firm, or corporation, if any, who listed the sign for ad valorem taxes. This requirement shall be satisfied upon mailing. If the sign has not been listed for ad valorem taxes for the preceding or current year of such determination, no notice shall be required to be mailed.

*(Section 10.397 amended 1/6/2009, 6/1/2010)*

#### **Section 10.398                      Residential districts**

No sign shall be erected or displayed in any residential district except as allowed under Section 10.393 Exemptions or as provided below:

- (1) Development identification signs containing the name only of a subdivision, multifamily development or planned development, provided such signs are limited to two freestanding signs at





public points of access to the development, ten (10) square feet in area per display surface and a maximum height of six (6) feet.

- (2) Home occupation signs identifying a home occupation, provided such signs are not illuminated and are limited to one wall or one freestanding sign per lot and a maximum display surface area of three (3) square feet.
- (3) Nonresidential signs identifying nonresidential uses permitted as a principal or special use in residential districts, provided such signs are limited to one freestanding or wall sign per zoning lot and eighteen (18) square feet in area per display surface. Where a freestanding sign is used, there must be a setback of at least twenty (20) feet from the right-of-way.

**Section 10.399                      O-I, B-1, B-2, B-3, I-1 and I-2 districts**

- (a) Generally. No sign shall be erected or displayed in the Office and Institutional District, the Neighborhood, General or Central Business District, the Light Industrial District or the Heavy Industrial District except as allowed under Section 10.393 Exemptions or as provided below for the type of sign and the zoning district in which it is located.
  - (b) Multiple uses. Where a zoning lot contains more than one principal use or establishment, the provisions below shall apply to the zoning lot as a whole, and the owners of the zoning lot shall be responsible for allocating permitted signs and display surface areas among the individual uses or establishments. The sign plan submitted for such zoning lot shall show all signs located or proposed thereon and shall be designed so that all signs are in harmony and consistent with each other.
- (1) Freestanding signs. On-premises freestanding signs may be erected and displayed on a zoning lot in compliance with the maximum area per display surface and the maximum height limitations contained in Section 10.400 Area and Height of Signs provided:
    - a. The zoning lot on which a freestanding sign is located shall be accessible by automobile and contain off-street parking for the principal uses(s).
    - b. No sign shall obstruct the vision of motorists at the intersection of right-of-way lines of streets, or streets and railroad, or of streets and driveways. The zoning enforcement officer shall investigate each site before the placement of any sign to ensure proper vision. No sign shall be erected on or protrude onto any public right-of-way.
    - c. Freestanding signs shall be limited to two (2) signs per zoning lot with street frontage of one hundred (100) feet or more, and shall not be located closer than fifty (50) feet to any other freestanding sign on the same premises. On zoning lots adjacent to an Interstate highway, only one (1) freestanding sign up to 300 square feet shall be allowed and must be directed toward the Interstate. *(Amended 4/2/2002)*
    - d. No freestanding sign shall be permitted on the same street frontage along which there is a projecting sign.
    - e. Freestanding signs shall clear driveway and parking areas by a height of at least fourteen (14) feet and shall clear sidewalks and pedestrian paths by a height of at least nine (9) feet.





- f. The message of freestanding signs shall be limited to the name(s) of the establishment(s) located on the zoning lot and/or the name of a multi-use development located thereon, except that freestanding signs identifying theaters or service stations may also identify the current presentations or fuel prices, as appropriate.
- (2) Projecting signs. Projecting signs may be erected and displayed on a zoning lot in compliance with the maximum area per display surface limitations contained in Section 10.400 Area and Height of Signs, provided:
- a. The building to which a projecting sign is attached shall be twenty (20) feet or more in width.
  - b. Projecting signs shall be limited to one sign per street frontage, and shall not be located closer than fifty (50) feet to any other projecting sign.
  - c. No projecting sign shall be permitted on the same street frontage along which there is a freestanding sign.
  - d. Projecting signs shall clear sidewalks and pedestrian paths by a height of at least ten (10) feet, shall project no more than five (5) feet from the building to which they are attached and shall not extend beyond the inner edge of the curb line.
  - e. No projecting sign shall extend above the soffit, parapet or eave line, as appropriate, of the building to which it is attached.
  - f. [Reserved].
  - g. The message of projecting signs shall be limited to the name(s) of the establishment(s) located on the zoning lot and/or the name of a multi-use development located thereon.
- (3) Wall signs. Wall signs may be erected and displayed on a zoning lot in compliance with the maximum percentage of facade coverage limitations contained in Section 10.400 Area and Height of Signs, provided:
- a. Posters and paper signs displayed on or through windows are exempt.
  - b. Wall signs placed in the space between windows on different stories of a building shall not exceed in height two-thirds of the distance between the top of a window and the sill of the window above.
  - c. No wall sign shall protrude more than twelve (12) inches from the wall to which it is attached.
  - d. No wall sign shall extend above the soffit, parapet or eave line, as appropriate, of the building to which it is attached. If the building consists of more than two (2) stories, wall signs shall not extend above the second story.
  - e. Wall signs, or portions thereof, placed between window spandrels shall not exceed in height two-thirds of the height of the spandrel.





- f. Wall signs shall not cover or interrupt major architectural features.
- g. In industrial zones, wall signs on the side of buildings adjacent to lots zoned residential are permitted only when the building is at least fifty (50) feet from the side lot line of the residential lot.
- h. Wall signs on the side of buildings in the Q0-I Zone are not permitted.

(4) Marquee or awning signs.

- a. Signs hung below a marquee or awning shall conform in size and appearance to existing signs under the same marquee or awning. Where there are no such existing signs under a marquee or awning, signs being hung under them shall meet the height and area requirements contained in Section 10.400 Area and Height of Signs.
- b. Marquee and awning signs shall not be illuminated.
- c. Signs below a marquee or awning shall not be less than nine (9) feet above the ground or sidewalk.

(5) Outdoor advertising signs.

- a. Outdoor advertising signs are permitted only in the Light and Heavy Industrial Districts. In the General Business District, outdoor advertising signs are permitted only on property adjacent to Interstate 85, and such signs shall be directed toward traffic on Interstate 85.
- b. No outdoor advertising sign shall be permitted closer than one hundred (100) feet to a lot zoned for residential purposes.
- c. No sign shall be placed or constructed within one thousand (1,000) linear feet of another sign on the same side of the road.
- d. Only one outdoor advertising sign shall be allowed for each two hundred (200) feet of lot frontage in single ownership.
- e. Outdoor advertising signs attached to a building structure shall not be higher than the wall to which they are attached. Outdoor advertising signs shall not be mounted on the rooftop of any building.
- f. Outdoor advertising signs may be illuminated, provided such illumination is placed and shielded so as to prevent the direct rays of illumination from being cast upon neighboring lots and/or vehicles approaching on a public way from any direction.
- g. Outdoor advertising signs shall not be permitted within a five hundred (500) foot radius of the intersecting centerline within an interchange on a limited access highway.
- h. In the industrial districts a fifty-foot setback from street rights-of-way is required, with the exception of property along Interstate 85.





- i. Any sign with a changeable or movable face, electronic or otherwise, shall display a static message for a minimum of twenty (20) seconds, and shall have a dimmer system installed so as to automatically adjust the brightness based upon ambient light conditions.
- k. Any nonconforming sign that is damaged or destroyed by a sudden act of God may be replaced to its original condition pursuant to the Code and may not be enlarged. The reconstruction or repairs must be completed within sixty (60) days of the sudden natural occurrence, which caused the damage or destruction.
- l. Sign company must acquire notarized signature of land owner or land owner must sign permit.

(6) Private flags, public flags, feather flags, and banners.

a. Location.

- 1. Feather flags or banners shall be located only on non-residentially zoned properties. They are allowed anywhere on a parcel, but they shall not be located within a public right of way, nor shall they be located in any fashion that would obstruct pedestrian access, vehicular access, safety, or visibility. Any flags or banners determined to be in violation of this subsection shall be removed by the property owner within seven days of receipt of a Notice of Violation. If not removed within seven days, the City shall remove the flags and store them at City Hall for a period not to exceed 30 days. After this time, they shall be disposed of if not claimed by the owners. Any person aggrieved by a decision of the Zoning Enforcement Officer shall be entitled to appeal said decision to the Board of Adjustment within 30 days of receipt of a written Notice of Violation.
- 2. Flags of any type located on a non-residential building shall be located so that the minimum clearance distance is nine feet from the bottom of the flag to the sidewalk or roadway. Flags of any type shall not be installed flat or flush against a wall or on any roof of a structure.

b. Size.

- 1. Feather flags shall be no greater than 12 feet in height and no greater than four feet in width.
- 2. Feather banners shall be no greater than 12 feet in height and no greater than 2.5 feet in width.
- 3. Private flags shall be no greater than 15 square feet in area and shall be no taller than 20 feet total in height when mounted to a flagpole.
- 4. Public flags shall be no larger than 50 square feet in area and shall be no taller than 30 feet in total height when mounted to a flagpole.

c. Number allowed.





(d) Prohibited Signs: In addition to signage prohibited in Article X of the *City of Graham Development Ordinances*, the following signs shall be prohibited in the Overlay District:

- (1) Animated sign, nor moving or flashing signs, including changeable copy signs, except for ones that display exclusively time, date, and/or temperature.
- (2) Portable signs, unless exempt by Section 10.393 Exemptions.
- (3) Projecting or suspended signs from building or structure.
- (4) Inflatable signs or tethered balloons.
- (5) Backlit monument signage is not permitted except in knockout backlit signs.
- (6) Beacons.
- (7) Roof signs.
- (8) Flags used as promotional devices of any type, including but not limited to the promotion of goods, services, business establishments, events, etc., except that feather banners, private flags, and feather flags may be displayed subject to the requirements of Section 10.399 during the operating hours of the business establishment and shall be removed and stored indoors before close of business each day.

~~(8)~~ \_\_\_\_\_

(9) Posters.

(10) Outdoor advertising signs shall be permitted only on properties in the Overlay District adjacent to Interstate 85-40. Such signs shall be directed toward traffic on Interstate 85-40.

*(Section 10.442 amended 1/6/2009)*

#### **Section 10.443                Trees**

All issues involving trees in the South Main Street Overlay District shall conform to Article VII of the *City of Graham Development Ordinances*.

#### **Section 10.444                Access Management and Parking Areas**

(a) Standards

- (1) Joint driveways are permitted and recommended. Property owners who wish to share driveways should record a driveway maintenance agreement between them.





- (b) Walls Signs: The maximum total area of all allowable wall signs shall be equal to no more than ten percent (10%) of the area of the wall of which such sign is a part or to which each such sign is attached.
- (c) Signs shall be located such that there is at every street intersection a clear line of sight, and all signs shall be located outside of the right-of-way of any public street.
- (d) Prohibited Signs: In addition to signage prohibited in Article X of the *City of Graham Development Ordinances*, the following signs shall be prohibited in the Overlay District:
  - (1) Animated sign, nor moving or flashing signs, including changeable copy signs, except for ones that display exclusively time, date, and/or temperature.
  - (2) Portable signs, unless exempt by Section 10.393 Exemptions.
  - (3) Projecting or suspended signs from building or structure.
  - (4) Inflatable signs or tethered balloons.
  - (5) Backlit monument signage is not permitted except in knockout backlit signs.
  - (6) Beacons.
  - (7) Roof signs.
  - (8) Flags used as promotional devices of any type, including but not limited to the promotion of goods, services, business establishments, events, etc., except that feather banners, private flags, and feather flags may be displayed subject to the requirements of Section 10.399 during the operating hours of the business establishment and shall be removed and stored indoors before close of business each day.

~~(9)~~(8) Posters.

~~(10)~~(9) Outdoor Advertising Signs shall be permitted only on properties in the Overlay District adjacent to Interstate 85-40. Such signs shall be directed toward traffic on Interstate 85-40.

(Section 10.467 amended 1/6/2009)

#### **Section 10.468                Trees**

All issues involving trees in the East Harden Street Overlay District shall conform to Article VII of the *City of Graham Development Ordinances*.

#### **Section 10.469                Access Management and Parking Areas**

(a) Standards

- (1) Joint driveways are permitted and recommended. Property owners who wish to share driveways should record a driveway maintenance agreement between them.





# ARTICLE X. SIGNS

## Section 10.390

## Definitions

For the purposes of this article, the following definitions shall apply:

*Feather banner:* A lightweight portable temporary advertising medium, mounted on a pole that resembles a feather shape.

*Feather flag:* A lightweight portable temporary advertising medium, mounted on a pole that resembles a sail.

*Flag (private):* Any fabric or other flexible material that is attached or designed to be attached to a pole or similar device, which represents or symbolizes a business, organization or group.

*Flag (public):* A flag displaying the name, insignia, emblem, or logo of any official nation, state or municipality recognized by the federal government of the United States of America.

*Sign:* Any words, lettering, parts of letters, pictures, figures, numerals, phrases, sentences, emblems, devices, designs, trade names or trademarks by which anything is made known, such as the designation of an individual, a firm, an association, a profession, a business, a commodity or a product, which are visible from any public way and used to attract attention.

*Sign, dilapidated:* An existing sign shall be considered dilapidated when it shows signs of being in disrepair, broken down, shabby or neglected, when it fails to be in the same form as originally constructed, or when it fails to perform its intended function of conveying a message. Conditions of dilapidation shall include, but not be limited to:

- (1) Structural pole or support failure.
- (2) Signs not being held vertically or as originally constructed.
- (3) Borders falling off or already removed.
- (4) Panels missing or falling off.
- (5) Message falling off or in disrepair such that it cannot be interpreted by the motoring public.
- (6) Signs which are overgrown by trees or other vegetation.

*Signs, freestanding, adjacent to interstate highway:* As used in this section, shall be defined as a sign located on the property that is located within five hundred (500) feet of the right-of-way of an interstate highway and contiguous with an interstate highway or a state-numbered highway which interchanges with an interstate highway. *Amended by City council 4/2/2002.*

*Signs, freestanding on-premises:* As used in this section, shall be defined as a sign advertising a service, product, or offering which utilizes the property for the business and purpose advertised.





*Sign, wall:* A sign attached to or painted on a wall of a building, with the exposed display surface of the sign in a plane parallel to the plane of the wall to which it is attached or painted, and including signs affixed to or otherwise displayed on or through a facade window.

*(Section 10.390 amended 1/6/2009)*

#### **Section 10.391            Intent**

It is the intent of this section to authorize the use of signs whose types, sizes and arrangements are compatible with their surroundings, appropriate to the type and intensity of activity to which they pertain, expressive of the identity of individual properties or occupants or products or of the community as a whole, legible in the circumstances in which they are seen and appropriate to traffic safety.

#### **Section 10.392            Scope generally**

Unless specifically exempted, no sign visible from a public right-of-way, whether exterior to or interior to a structure, shall be erected, displayed or substantially altered except in accordance with the provisions of this article and until a permit has been issued by the building inspector.

#### **Section 10.393            Exemptions**

The following signs are exempt from regulation and permit requirements under this article, provided such signs comply with the provisions of Section 10.397 General Limitations and Section 10.399:

- (1) Signs bearing only property identification numbers and names, post office box numbers of occupants of the premises or other identification of premises not of a commercial nature, provided such signs are not illuminated and do not exceed two (2) signs per zoning lot or two (2) square feet in area per display surface.
- (2) Flags and insignia of a government, when not displayed in connection with a commercial promotion.
- (3) Legal notices; bankruptcy, estate and legal sale signs and traffic directional or regulatory signs erected by or on behalf of a governmental body
- (4) Memorial signs or tablets and names and construction dates of buildings when cut into any masonry surface.
- (5) Signs directing and guiding traffic and parking on private property, provided such signs are non-illuminated or indirectly illuminated, bear no advertising matter and do not exceed four (4) square feet in area per display surface.
- (6) Real estate signs advertising the sale, rental or lease of the premises on which said signs are located, provided such signs do not exceed one sign per street frontage or one sign per four hundred (400) feet of street frontage, or six (6) square feet in area per display surface, and are removed immediately after sale, rental or lease of the premises.
- (7) Construction site identification signs whose message is limited to identification of architects, engineers, contractors and other individuals or firms involved with the construction, the name of the building, the intended purpose of the building and the expected completion date, provided such signs do not exceed one sign per construction site or thirty-two (32) square feet in area per display





surface, are not erected prior to issuance of a building permit and are removed within seven (7) days of issuance of a certificate of occupancy. Construction signs in residential zones shall not be illuminated or reflectorized.

- (8) Temporary political yard signs advertising candidates or issues, provided such signs do not exceed one sign per candidate per zoning lot or sixteen (16) square feet in area per display surface, are not erected prior to forty-five (45) days before the actual election day and are removed within seven (7) days after the election.
- (9) Yard or garage sale signs announcing yard or garage sales, provided such signs do not exceed one sign per site of such sale or four (4) square feet in area per display surface, and are removed within seven (7) days of erection.
- (10) Public event announcements by public or nonprofit organizations of special events or activities of interest to the general public, provided such signs do not exceed one sign per site of such events or activities and twelve (12) square feet in area per display surface, and are removed within fourteen (14) days of erection.
- (11) Temporary signs announcing grand openings of new businesses only, provided such signs do not exceed thirty-two (32) square feet of display area per business site, and are removed within thirty (30) days after they are erected. Such signs shall not be electrified.
- (12) Signs erected by the City or other governmental agencies, such as street signs, public service signs and historical markers, which contain no commercial advertising matter.
- (13) Churches shall be permitted two (2) freestanding signs per zoning lot. Each sign shall not exceed thirty-two (32) square feet in area and six (6) feet in height. All other regulations of this article shall apply.
- (14) Temporary signs identifying businesses or business events provided such signs are:
  - (a) Located on the business lot.
  - (b) Not to exceed sixteen (16) square feet in area per display surface.
  - (c) Not to exceed more than one (1) sign per street frontage or one (1) per one-hundred (100) feet of road frontage not to exceed (2) signs per street frontage.
  - (d) Not located less than one-hundred (100) feet from another temporary sign on same frontage.
  - (e) To be located outside of the right-of-way of any public street.
  - (f) Not located on residentially zoned lots.
  - (g) Erected not to exceed thirty (30) days in a ninety (90) day period per business.
- (15) Signs that are not visible from a public way.
- (16) Holiday decorations in season.





*(Section 10.393 amended 5/6/2008, 1/6/2009)*

**Section 10.394                      Reserved**

*(Section 10.394 deleted 11/5/2013)*

**Section 10.395                      Permit generally**

- a. Applications for permits under this article shall be submitted on forms in the building inspector's office. Each application shall be accompanied by plans, which shall:
  - (1) Indicate the proposed site by identifying the property by ownership, location and use.
  - (2) Show the location of the sign on the lot in relation to property lines and buildings, zoning district boundaries, right-of-way lines and existing signs.
  - (3) Show (drawing to scale) size, character, complete structural specifications and methods of anchoring and support.
- b. If conditions warrant, the building inspector may present the plans to the planning board for their approval. He may also require such additional information as will enable a determination that such sign can or cannot be erected in conformance with this article.
- c. A fee shall be charged to erect a sign. The amount of the fee shall be fixed from time to time by the City council and shall be kept on file in the office of City clerk.

**Section 10.396                      Traffic safety precautions**

Notwithstanding any other provision in this chapter, the following restrictions shall apply to signs in order to preserve the safety of pedestrian, bicycle and vehicular movements:

- (1) No sign shall make use of the words "stop," "slow," "caution," "danger" or any other word, phrase, symbol or character in such manner as is reasonably likely to be confused with traffic directional and regulatory signs.
- (2) No sign shall be erected so that by its location, color, nature or message it is likely to be confused with or obstruct the view of traffic signals or signs, or is likely to be confused with the warning lights of an emergency or public safety vehicle.
- (3) Except as used to display time and temperature, no sign shall contain flashing lights.
- (4) In all districts except the B-1 Business District, no fence, wall, shrubbery or other obstructions to vision between the heights of three (3) feet and sixteen (16) feet shall be permitted within twenty (20) feet of the intersections of the right-of-way lines of streets or of streets and railroads.

**Section 10.397                      General limitations**

- a. Except where specifically exempted by this chapter, all signs, including the supports, frames and embellishments thereto, shall not be located within any public right-of-way, nor shall any sign be





attached, affixed or painted on any utility pole, light standard, telephone or telegraph pole, any tree, rock or other natural object.

- b. No sign shall obstruct any window, door, fire escape, stairway, ladder or opening intended to provide light, air, ingress or egress for any building, structure or lot.
- c. No sign shall have more than two (2) display surfaces.
- d. Illuminated signs may have either an exterior or interior source of illumination. Exterior illumination, where the source of illumination is provided by such devices as spotlights or floodlights, shall be placed so that it is not directly visible from any residential district, or from adjacent properties. Internal illumination means that the source of illumination is from within the sign itself. Neon tube illumination shall be prohibited except as internal illumination. All wiring, grounding, etc., for illuminated signs shall meet the requirements of the National Electrical Code.
- e. Animated, rotating, flashing or other moving or apparently moving signs must display a static message for a minimum of twenty (20) seconds.
- f. Devices consisting of banners, streamers, pennants, windblown propellers, strung light bulbs and similar installations shall be prohibited, except with the written permission of the City manager.
- g. Mobile or portable signs (including A and T-shaped signs) shall be prohibited except for the uses specified in paragraphs (10), (11) and (14) of Section 10.393 Exemptions.
- h. All signs shall be maintained in a state of good repair. No sign shall be continued which becomes structurally unsafe or endangers the safety of the public or property. When evidence of an unsafe sign is brought to the attention of the inspector, he shall order that such sign be made safe or be removed. A period of forty-eight (48) hours following receipt of the notice by the person owning or using the sign shall be used for compliance.
- i. No sign shall be erected on the roof of any building.
- j. No dilapidated sign may be ordered to be moved unless the condition continues to exist after thirty (30) days from the date the building inspector gives notice to the sign owner. Notice shall be complete upon the posting of such determination affixed to the affected sign. In addition, the building inspector shall, on the same date, mail a copy of such determination by certified mail, return receipt requested, to the person, firm, or corporation, if any, who listed the sign for ad valorem taxes. This requirement shall be satisfied upon mailing. If the sign has not been listed for ad valorem taxes for the preceding or current year of such determination, no notice shall be required to be mailed.

*(Section 10.397 amended 1/6/2009, 6/1/2010)*

#### **Section 10.398                      Residential districts**

No sign shall be erected or displayed in any residential district except as allowed under Section 10.393 Exemptions or as provided below:

- (1) Development identification signs containing the name only of a subdivision, multifamily development or planned development, provided such signs are limited to two freestanding signs at





public points of access to the development, ten (10) square feet in area per display surface and a maximum height of six (6) feet.

- (2) Home occupation signs identifying a home occupation, provided such signs are not illuminated and are limited to one wall or one freestanding sign per lot and a maximum display surface area of three (3) square feet.
- (3) Nonresidential signs identifying nonresidential uses permitted as a principal or special use in residential districts, provided such signs are limited to one freestanding or wall sign per zoning lot and eighteen (18) square feet in area per display surface. Where a freestanding sign is used, there must be a setback of at least twenty (20) feet from the right-of-way.

**Section 10.399                    O-I, B-1, B-2, B-3, I-1 and I-2 districts**

- (a) Generally. No sign shall be erected or displayed in the Office and Institutional District, the Neighborhood, General or Central Business District, the Light Industrial District or the Heavy Industrial District except as allowed under Section 10.393 Exemptions or as provided below for the type of sign and the zoning district in which it is located.

- (b) Multiple uses. Where a zoning lot contains more than one principal use or establishment, the provisions below shall apply to the zoning lot as a whole, and the owners of the zoning lot shall be responsible for allocating permitted signs and display surface areas among the individual uses or establishments. The sign plan submitted for such zoning lot shall show all signs located or proposed thereon and shall be designed so that all signs are in harmony and consistent with each other.

- (1) Freestanding signs. On-premises freestanding signs may be erected and displayed on a zoning lot in compliance with the maximum area per display surface and the maximum height limitations contained in Section 10.400 Area and Height of Signs provided:

- a. The zoning lot on which a freestanding sign is located shall be accessible by automobile and contain off-street parking for the principal uses(s).
- b. No sign shall obstruct the vision of motorists at the intersection of right-of-way lines of streets, or streets and railroad, or of streets and driveways. The zoning enforcement officer shall investigate each site before the placement of any sign to ensure proper vision. No sign shall be erected on or protrude onto any public right-of-way.
- c. Freestanding signs shall be limited to two (2) signs per zoning lot with street frontage of one hundred (100) feet or more, and shall not be located closer than fifty (50) feet to any other freestanding sign on the same premises. On zoning lots adjacent to an Interstate highway, only one (1) freestanding sign up to 300 square feet shall be allowed and must be directed toward the Interstate. *(Amended 4/2/2002)*
- d. No freestanding sign shall be permitted on the same street frontage along which there is a projecting sign.
- e. Freestanding signs shall clear driveway and parking areas by a height of at least fourteen (14) feet and shall clear sidewalks and pedestrian paths by a height of at least nine (9) feet.





- f. The message of freestanding signs shall be limited to the name(s) of the establishment(s) located on the zoning lot and/or the name of a multi-use development located thereon, except that freestanding signs identifying theaters or service stations may also identify the current presentations or fuel prices, as appropriate.
- (2) Projecting signs. Projecting signs may be erected and displayed on a zoning lot in compliance with the maximum area per display surface limitations contained in Section 10.400 Area and Height of Signs, provided:
- a. The building to which a projecting sign is attached shall be twenty (20) feet or more in width.
  - b. Projecting signs shall be limited to one sign per street frontage, and shall not be located closer than fifty (50) feet to any other projecting sign.
  - c. No projecting sign shall be permitted on the same street frontage along which there is a freestanding sign.
  - d. Projecting signs shall clear sidewalks and pedestrian paths by a height of at least ten (10) feet, shall project no more than five (5) feet from the building to which they are attached and shall not extend beyond the inner edge of the curb line.
  - e. No projecting sign shall extend above the soffit, parapet or eave line, as appropriate, of the building to which it is attached.
  - f. [Reserved].
  - g. The message of projecting signs shall be limited to the name(s) of the establishment(s) located on the zoning lot and/or the name of a multi-use development located thereon.
- (3) Wall signs. Wall signs may be erected and displayed on a zoning lot in compliance with the maximum percentage of facade coverage limitations contained in Section 10.400 Area and Height of Signs, provided:
- a. Posters and paper signs displayed on or through windows are exempt.
  - b. Wall signs placed in the space between windows on different stories of a building shall not exceed in height two-thirds of the distance between the top of a window and the sill of the window above.
  - c. No wall sign shall protrude more than twelve (12) inches from the wall to which it is attached.
  - d. No wall sign shall extend above the soffit, parapet or eave line, as appropriate, of the building to which it is attached. If the building consists of more than two (2) stories, wall signs shall not extend above the second story.
  - e. Wall signs, or portions thereof, placed between window spandrels shall not exceed in height two-thirds of the height of the spandrel.





- f. Wall signs shall not cover or interrupt major architectural features.
- g. In industrial zones, wall signs on the side of buildings adjacent to lots zoned residential are permitted only when the building is at least fifty (50) feet from the side lot line of the residential lot.
- h. Wall signs on the side of buildings in the Qθ-I Zone are not permitted.

(4) Marquee or awning signs.

- a. Signs hung below a marquee or awning shall conform in size and appearance to existing signs under the same marquee or awning. Where there are no such existing signs under a marquee or awning, signs being hung under them shall meet the height and area requirements contained in Section 10.400 Area and Height of Signs.
- b. Marquee and awning signs shall not be illuminated.
- c. Signs below a marquee or awning shall not be less than nine (9) feet above the ground or sidewalk.

(5) Outdoor advertising signs.

- a. Outdoor advertising signs are permitted only in the Light and Heavy Industrial Districts. In the General Business District, outdoor advertising signs are permitted only on property adjacent to Interstate 85, and such signs shall be directed toward traffic on Interstate 85.
- b. No outdoor advertising sign shall be permitted closer than one hundred (100) feet to a lot zoned for residential purposes.
- c. No sign shall be placed or constructed within one thousand (1,000) linear feet of another sign on the same side of the road.
- d. Only one outdoor advertising sign shall be allowed for each two hundred (200) feet of lot frontage in single ownership.
- e. Outdoor advertising signs attached to a building structure shall not be higher than the wall to which they are attached. Outdoor advertising signs shall not be mounted on the rooftop of any building.
- f. Outdoor advertising signs may be illuminated, provided such illumination is placed and shielded so as to prevent the direct rays of illumination from being cast upon neighboring lots and/or vehicles approaching on a public way from any direction.
- g. Outdoor advertising signs shall not be permitted within a five hundred (500) foot radius of the intersecting centerline within an interchange on a limited access highway.
- h. In the industrial districts a fifty-foot setback from street rights-of-way is required, with the exception of property along Interstate 85.





- i. Any sign with a changeable or movable face, electronic or otherwise, shall display a static message for a minimum of twenty (20) seconds, and shall have a dimmer system installed so as to automatically adjust the brightness based upon ambient light conditions.
- k. Any nonconforming sign that is damaged or destroyed by a sudden act of God may be replaced to its original condition pursuant to the Code and may not be enlarged. The reconstruction or repairs must be completed within sixty (60) days of the sudden natural occurrence, which caused the damage or destruction.
- l. Sign company must acquire notarized signature of land owner or land owner must sign permit.

(6) Private flags, public flags, feather flags, and banners.

a. Location.

- 1. Feather flags or banners shall be located only on non-residentially zoned properties. They are allowed anywhere on a parcel, but they shall not be located within a public right of way, nor shall they be located in any fashion that would obstruct pedestrian access, vehicular access, safety, or visibility. Any flags or banners determined to be in violation of this subsection shall be removed by the property owner within seven days of receipt of a Notice of Violation. If not removed within seven days, the City shall remove the flags and store them at City Hall for a period not to exceed 30 days. After this time, they shall be disposed of if not claimed by the owners. Any person aggrieved by a decision of the Zoning Enforcement Officer shall be entitled to appeal said decision to the Board of Adjustment within 30 days of receipt of a written Notice of Violation.
- 2. Flags of any type located on a non-residential building shall be located so that the minimum clearance distance is nine feet from the bottom of the flag to the sidewalk or roadway. Flags of any type shall not be installed flat or flush against a wall or on any roof of a structure.

b. Size.

- 1. Feather flags shall be no greater than 12 feet in height and no greater than four feet in width.
- 2. Feather banners shall be no greater than 12 feet in height and no greater than 2.5 feet in width.
- 3. Private flags shall be no greater than 15 square feet in area and shall be no taller than 20 feet total in height when mounted to a flagpole.
- 4. Public flags shall be no larger than 50 square feet in area and shall be no taller than 30 feet in total height when mounted to a flagpole.

c. Number allowed.





1. Businesses and other private organizations may be allowed one feather flag or banner, or two private flags per parcel. If more than one business or organization is located on a single parcel of land, the total number of feather flags or banners or private flags permitted shall not exceed two per parcel. No more than four public flags shall be permitted on any individual parcel unless otherwise approved by the City Council.

d. Illumination.

1. Feather flags or banners and private flags shall not be illuminated. This shall not apply to public flags, which may be either uplit or downlit, provided the light shines directly on the public flags and does not create nuisance glare to pedestrians or motorists.

2. No electric, battery-powered, or motor-powered device shall be allowed for any advertising device.

e. Advertising message.

1. Feather flags or banners and private flags may have an advertising message or logo of the business for which the sign is intended.

2. ~~No offensive content shall be allowed (included but not limited to obscenities, profanities, hate speech, lewd material, adult content, etc.).~~ No political content shall be allowed on any flag, as this is governed by the political sign regulations in 10.393.

f. Materials.

1. Feather flags or banners and flags shall be of nylon, fabric, canvas, or plastic material.

g. Installation.

1. Feather flags or banners and flags shall be installed to ensure safety measures. Business owners will be responsible for ensuring that flags will not create an unsafe environment during high winds. Should flags appear to be dangerous or should they dislodge by wind, they shall be immediately taken indoors or they will be disposed of by the City.

2. Flags of any type shall be tied down or mounted securely.

h. Time-limited Signs

1. Grand opening signs shall be removed after 30 days

2. Feather flags shall be removed and stored indoors before close of business each day.





3. Feather flags or banners shall not be permanent fixtures on any property and shall be taken down after a 30-day period. They may be replaced after being absent on the property for 30 consecutive days.

i. Maintenance and Replacement.

1. Flags, feather flags or banners, and other similar items intended for temporary use shall be maintained so as to prevent deterioration. Should any portion of the flag or feathered flag or banner become faded, frayed, torn, or otherwise deteriorated, it shall immediately be removed.

2. Damaged or destroyed flags or feather flags or banners may be replaced only in compliance with the provisions of this Ordinance.

j. Exemption.

1. The standards in this Ordinance shall not apply to the flag of the United States of America.

~~m.~~

~~(Section 10.399 amended 8/2/2005)~~





(d) Prohibited Signs: In addition to signage prohibited in Article X of the *City of Graham Development Ordinances*, the following signs shall be prohibited in the Overlay District:

- (1) Animated sign, nor moving or flashing signs, including changeable copy signs, except for ones that display exclusively time, date, and/or temperature.
- (2) Portable signs, unless exempt by Section 10.393 Exemptions.
- (3) Projecting or suspended signs from building or structure.
- (4) Inflatable signs or tethered balloons.
- (5) Backlit monument signage is not permitted except in knockout backlit signs.
- (6) Beacons.
- (7) Roof signs.

(8) Flags used as promotional devices of any type, including but not limited to the promotion of goods, services, business establishments, events, etc., except that feather banners, private flags, and feathered flags may be displayed subject to the requirements of Section 10.399 during the operating hours of the business establishment and shall be removed and stored indoors before close of business each day.

~~(8)~~ \_\_\_\_\_

(9) Posters.

(10) Outdoor advertising signs shall be permitted only on properties in the Overlay District adjacent to Interstate 85-40. Such signs shall be directed toward traffic on Interstate 85-40.

(Section 10.442 amended 1/6/2009)

#### **Section 10.443            Trees**

All issues involving trees in the South Main Street Overlay District shall conform to Article VII of the *City of Graham Development Ordinances*.

#### **Section 10.444            Access Management and Parking Areas**

(a) Standards

- (1) Joint driveways are permitted and recommended. Property owners who wish to share driveways should record a driveway maintenance agreement between them.





- (b) Walls Signs: The maximum total area of all allowable wall signs shall be equal to no more than ten percent (10%) of the area of the wall of which such sign is a part or to which each such sign is attached.
- (c) Signs shall be located such that there is at every street intersection a clear line of sight, and all signs shall be located outside of the right-of-way of any public street.
- (d) Prohibited Signs: In addition to signage prohibited in Article X of the *City of Graham Development Ordinances*, the following signs shall be prohibited in the Overlay District:
  - (1) Animated sign, nor moving or flashing signs, including changeable copy signs, except for ones that display exclusively time, date, and/or temperature.
  - (2) Portable signs, unless exempt by Section 10.393 Exemptions.
  - (3) Projecting or suspended signs from building or structure.
  - (4) Inflatable signs or tethered balloons.
  - (5) Backlit monument signage is not permitted except in knockout backlit signs.
  - (6) Beacons.
  - (7) Roof signs.
  - ~~(8)~~ Flags used as promotional devices of any type, including but not limited to the promotion of goods, services, business establishments, events, etc., except that feather banners, private flags, and feathered flags may be displayed subject to the requirements of Section 10.399 during the operating hours of the business establishment and shall be removed and stored indoors before close of business each day.
  - ~~(9)~~(8) Posters.
  - ~~(10)~~(9) Outdoor Advertising Signs shall be permitted only on properties in the Overlay District adjacent to Interstate 85-40. Such signs shall be directed toward traffic on Interstate 85-40.

(Section 10.467 amended 1/6/2009)

#### **Section 10.468            Trees**

All issues involving trees in the East Harden Street Overlay District shall conform to Article VII of the *City of Graham Development Ordinances*.

#### **Section 10.469            Access Management and Parking Areas**

##### **(a) Standards**

- (1) Joint driveways are permitted and recommended. Property owners who wish to share driveways should record a driveway maintenance agreement between them.







## City Council Decision & Statement of Consistency

*Per NCGS 160D-701, 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.*

### Flags and Banners (AM2207)

#### Type of Request

Text Amendment

#### Meeting Dates

Planning Board on March 15, 2022, May 17, 2022

City Council on April 12, 2022, June 14, 2022

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:

The action is/is not (circle one) reasonable because it allows expansion of new types of business Downtown and it does / does not (circle one) further Graham 2035 Plan strategy 2.2.1: Job Development to support business recruitment efforts.

This report reflects the decision of the City Council, this the 14<sup>th</sup> day of June, 2022.

Attest:

\_\_\_\_\_  
Jennifer Talley, Mayor

\_\_\_\_\_  
Renee Ward, Interim City Clerk





## STAFF REPORT

SUBJECT:	WRITTEN SYSTEM DEVELOPMENT FEE ANALYSIS
PREPARED BY:	AARON HOLLAND, ASSISTANT CITY MANAGER

### REQUESTED ACTION:

Adopt the City of Graham Water and Wastewater System Development Fee Analysis.

### 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.

As indicated in the attached letter, AWCK prepared the written analysis which was made available for public review and comment at City Hall and on the City's website. The City has met the mandatory 45-day review period and no additional comment or feedback has been received at this time.

### 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 2022-2023 Budget Ordinance adopted following a study, public comment period, and public hearing.

### STAFF RECOMMENDATION:

Approval.

### SUGGESTED MOTION(S):

I move we adopt the City of Graham Water and Wastewater System Development Fee Analysis.





June 1, 2022

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"). 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 will end on June 11, 2022, and at this time no additional comment or feedback has been received. As such, the only revision to the Analysis is to revise a math error in Table 1 and Table 9.

Currently the City levies a System Development Fee (SDF) of \$483 for each new single family residential ¾" connection to the water system and \$1,185 for each new single family residential 4" connection to the wastewater system for a total of \$1,668. Other types of development are assessed a SDF based upon required water meter size and wastewater tap size. This fee was previously calculated in 2018 and used meter size as the unit of measurement with a ¾" water meter as the standard service unit or Equivalent Residential Unit (ERU). The 2022 study changes the ERU to a standard 2-bedroom home using 120 gallons/day/bedroom for new development per the NC DEQ's 2T Rules. This change to per bedroom from a stock water meter size is more closely aligned with the impacts of new homes to the City's water and wastewater systems. For a single-family residential connection with 2 bedrooms which requires a ¾" water meter, the maximum permissible SDF totals \$4,519 (\$2,771 for water service and \$1,748 for wastewater service). Single-family homes with additional bedrooms and other types of new development which require a different size water meter may be charged based upon an equivalent level of service per bedroom and per water meter size 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 July 1, 2022. The fee schedule can set the System Development Fee up to the values in the revised Table 1 chart (attached) but cannot exceed the values. In order to increase the fees above the existing level of \$1,668 the ERU multiplier needs to be maintained.

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 these funds



are to be placed in a dedicated Capital Reserve Fund. The Capital Reserve Fund can only be used on Capital Growth projects as defined in legislation and as designated by the City.

We recommend formal adoption of the City of Graham Water and Wastewater System Development Fee Analysis at the June 2022 council meeting. We will be present at your regularly scheduled June meeting to offer further discussions and to field questions. If there are additional comments received through public comment, I will mention these at the meeting. 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 me.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Josh Johnson', with a stylized flourish at the end.

Josh Johnson, PE  
Alley, Williams, Carmen & King, Inc.

Enc: Final Draft System Development Fee Analysis

cc: Ms. Megan Garner – City of Graham, City Manager  
Mr. Aaron Holland – City of Graham, Assistant City Manager



# City of Graham

## Water and Wastewater System

### Development Fee Analysis



**June 1, 2022**

**Prepared by:**  
**Alley, Williams, Carmen, and King, Inc.**  
**740 Chapel Hill Road**  
**P.O. Box 1179**  
**Burlington, NC 27216**

**Josh Johnson, P.E.**  
[jsjohnson@awck.com](mailto:jsjohnson@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 service area. 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. This analysis follows a previous review in 2018 which provided for the adoption of the current System Development Fees.

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.

At present the City’s water and wastewater systems have capacity to serve new customers. Significant system-wide improvements will be necessary to facilitate future growth to meet projected capacity needs. As such, a combined cost approach was utilized in this analysis.

In addition to calculating an existing system “Buy-In” fee, water and wastewater system improvements necessary to serve the 10-year planning horizon were evaluated. City initiated projects will focus primarily on water transmission main improvements in order to provide water from the Graham-Mebane Water Plant to the City’s distribution system, making improvements to reclaim wastewater capacity, and providing new elevated water storage capacity, and upgrading of the Cooper Road Pump Station. These projects are anticipated to commence and be completed within the 10-year planning window. An upgrade of the Wastewater Treatment Plant that includes an expansion is also projected during this planning window but is primarily being funded as a treatment upgrade and not as a capacity expansion.

In order to calculate a system development fee, it is required to evaluate the value of the existing water and sewer systems. Pursuant to HB-436 and methodology prescribed by the American Water Works Association, the following analysis identifies Net Asset Valuations of \$22,131,976 and \$20,060,262 for the water and wastewater systems respectively and identifies approximately \$82,010,00 of needed system-wide capital improvements. Of these capital improvements, approximately \$11,750,000 is identified as potentially recoverable through System Development Fees.

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 serving a 2-bedroom home at 120 gallons/day/bedroom. This ERU is based upon the minimum residential meter provided in the City of Graham and the minimum sewer permitting for a single-family home per North Carolina’s 2T Rules. For any non-residential 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**. **Table 1** also provides equivalency factors for residential connections based upon houses with more than 2-bedrooms.



Given 10-year growth projections, an estimated **2,537** additional ERU's will require water and wastewater service by the year 2032. Based on projected additional ERU's, current system valuations, and referenced capital planning documents, the City may assess a maximum System Development Fee of \$4,519 per ERU.

**Table 1: Maximum Assessable System Development Fee for Commonly Used Water Meters and Bedrooms**  
(REV – 6-1-22)

Water & Sewer System Development Fees <sup>†</sup>				
Customer Type	Equivalent Residential Unit <sup>‡</sup>	Water Fee	Sewer Fee	Total Fee
Residential Dwelling Unit (3/4" Meter - 2 BR)	1	\$2,771	\$1,748	\$4,519
Residential Dwelling Unit (3/4" Meter - 3 BR)	1.5	\$4,157	\$2,622	\$6,779
Residential Dwelling Unit (3/4" Meter - 4 BR)	2	\$5,542	\$3,496	\$9,038
Residential Dwelling Unit (3/4" Meter - 5 BR)	2.5	\$6,928	\$4,370	\$11,298
All Other Zoning Categories/Uses - 3/4" Meter	1	\$2,771	\$1,748	\$4,519
All Other Zoning Categories/Uses - 1" Meter	1.67	\$4,628	\$2,919	\$7,547
All Zoning Categories/Uses - 1.5" Meter	3.33	\$9,227	\$5,821	\$15,048
All Zoning Categories/Uses - 2" Meter	5.33	\$14,769	\$9,317	\$24,086
All Zoning Categories/Uses - 3" Meter	11.67	\$32,338	\$20,399	\$52,737
All Zoning Categories/Uses - 4" Meter	21	\$58,191	\$36,708	\$94,899
All Zoning Categories/Uses - 6" Meter	43.33	\$120,067	\$75,741	\$195,808
†Applicable System Development Fee(s) for development requiring smaller or larger water meters will be calculated on a project specific basis using rates and methodology identified in the City's System Development Fee Analysis.				
‡Equivalent Residential Unit is approximate multiplier adapted from AWWA Manual of Water Supply Practices-M1, <i>Principles of Water Rates, Fees, and Charges</i> .				
*120 gallons per day per bedroom (min. 2-BR)				



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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 planning area. The initial analysis was completed in 2018 and is currently being reviewed per the recommended 2-5 year period for possible changes in the fee being assessed.

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 capacity to serve new customers. However, current growth rates highlight the need for significant system-wide improvements which will facilitate future growth and meet projected capacity needs. As such, a combined cost approach which seeks to blend the value of both the existing and future expanded systems is utilized in this analysis.

This report relies on existing City planning 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 1.67 MGD (27.8% of remaining 6.0 MGD allocation). Projected water demand for the year 2032 is approximately 2.89 MGD (48.2% of remaining 6.0 MGD allocation). The City has adequate water production capacity to meet forecasted demand for the next 10 years.
- 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. The City does expect to need another 1.0 Million Gallon water tank at the end of the 10 year planning period to comply with the needs of the City’s system and regulatory requirements.
- The City owns and maintains approximately 112 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's existing transmission lines from the Graham Mebane Water Plant to the distribution system represent a constriction on the City's distribution system.

- 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 1.81 MGD (65.8% 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 0.192 MGD and 0.020 MGD respectively. Cumulative projected wastewater demand for the year 2032 is approximately 2.78 MGD (82.4% of total remaining 3.375 MGD capacity/allocation). The City has limited capacity to meet future projected demand at the Graham Wastewater Treatment Plant. A treatment upgrade which includes an expansion of the WWTP is projected to begin in late 2022. This project is included within the planning window but is not included as a growth project due to its primary goal of compliance with regulatory impacts. As a result, the capacity of the WWTP during the proposed period is 3.375 MGD.
- The City owns and maintains a wastewater collection and conveyance system comprised of six (6) pump stations, approximately four (4) miles of force main, and approximately 106 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

The City of Graham has seen significant growth in the last 5 years and this growth is anticipated to continue well beyond the next 10 years. The City is projecting a 2.5% growth rate over the 10 year period. This projected growth rate is included within the City's planning for water and sewer infrastructure projects. **Table 2** shows future population projections and resulting increases in demand.

**Table 2: Min. 10-year Planning Window Additional ERU's  
Water System**

Demand	2021		2027		2032		Increase	
	ADF	ERU	ADF	ERU	ADF	ERU	ADF	ERU
Residential	634,000	5,891	1,639,621	6,832	1,855,081	7,730	1,221,081	1,839
Commercial	384,000	1,600	445,322	1,856	503,841	2,099	119,841	499
Industrial	242,000	1,008	280,646	1,169	317,525	1,323	75,525	315
Institutional	81,000	338	93,935	391	106,279	443	25,279	105
<b>Total</b>	<b>1,341,000</b>	<b>8,837</b>	<b>2,459,524</b>	<b>10,248</b>	<b>2,782,726</b>	<b>11,595</b>	<b>1,441,726</b>	<b>2,758</b>

**Wastewater System**

Demand	2021		2027		2032		Increase	
	ADF	ERU	ADF	ERU	ADF	ERU	ADF	ERU
Residential	1,206,621	5,891	1,639,621	6,832	1,855,081	7,730	648,459	1,839
Commercial	327,719	1,600	445,322	1,856	503,841	2,099	176,122	499
Industrial	206,531	1,008	280,646	1,169	317,525	1,323	110,994	315
Institutional	69,128	338	93,935	391	106,279	443	37,151	105
<b>Total</b>	<b>1,810,000</b>	<b>8,837</b>	<b>2,459,524</b>	<b>10,248</b>	<b>2,782,726</b>	<b>11,595</b>	<b>972,726</b>	<b>2,758</b>



## PROPOSED INFRASTRUCTURE IMPROVEMENTS

The City of Graham maintains an ongoing capital improvement plan (CIP) that primarily addresses existing infrastructure. In 2021, the City of Graham completed investigation on growth projects for the water and wastewater systems as well as for both plants. These growth plans outlined a series of projects that were needed to support growth within the City. These projects include projects that are within the 10 year planning window and beyond. The projects within the 10 year planning window that are wholly or partially recoverable from a system development fee include the following:

- 10" Water Main Replacement (10% recoverable for upsizing).
- W. Elm Street Waterline Replacement (15% recoverable for upsizing).
- Downtown Water and Sewer Replacements (15% recoverable for upsizing).
- Trollingwood 16" Waterline Connection (75%).
- Harden Street 16" Waterline Connection (75%).
- Woody Drive 16" Waterline Connection (75%).
- Elevated Water Storage Tank (40%).
- Cheeks Lane Waterline Extension (75%).
- Southern Water Interconnection (50%).
- Cooper Road Pump Station and Force Main Upgrade (75%).
- Kimrey Road Outfall Extension (100%).

## 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."

The minimum sized water meter for a new single family home is  $\frac{3}{4}$ " while the minimum sewer permitting allocation for a single family home is 240 gallons per day (gpd). The 240 gallons per day is due to NC DEQ's 2T rules which require all new single family homes to be permitted at 120 gpd. 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 and being permitted at 80 gallons per day/bedroom for a 2-bedroom home. Existing system demand is based upon the City's 2021 Local Water Supply Plan and the number of future ERU's the City may serve is based on an assumed demand of 240 gpd/ERU for a 2-bedroom home.

## 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 Audit report as well as information regarding the City's water and wastewater systems were utilized to establish values of existing system capacity as shown below.



Water System		Wastewater System	
Non-depreciable Capital Assets	\$640,773	Non-depreciable Capital Assets	\$0
Depreciable Capital Assets	\$29,020,415	Depreciable Capital Assets	\$32,441,547
Accumulated Depreciation	(\$7,529,212)	Accumulated Depreciation	(\$12,381,285)
Debt Credits, Grants, Etc.	\$ (2,181,892.60)	Debt Credits, Grants, Etc.	\$ (4,245,771.60)
Grant Depreciation	\$0	Grant Depreciation	\$0
<b>Net Asset Value</b>	<b>\$19,950,084</b>	<b>Net Asset Value</b>	<b>\$15,814,491</b>
Existing Capacity (GPD)	6,000,000	Existing Capacity (GPD)	3,375,000

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 \$8.01 per gallon of average daily flow (ADF). Assuming an average daily flow (ADF) of 240 gpd, this equates to \$798.00 for water service and \$1,124.59 for wastewater service, totaling \$1,922.59 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**

Buy-In Fee Calc.	\$/Gal ADF	\$/ESFC
<b>Water</b> (1 ESFC = 240 gpd)	\$3.33	\$798.00
<b>Sewer</b> (1 ESFC = 240 gpd)	\$4.69	\$1,124.59
<b>Total</b>	<b>\$8.01</b>	<b>\$1,922.59</b>

## INCREMENTAL COST ASSESSMENT

The incremental cost method considers future system expansions which are required, either all or in part, to serve new development. The projected capital cost associated with these expansions are then assessed equitably to new customers in relation to their projected usage of the new facilities and the investment required to construct them. For the purposes of this analysis, eleven (11) capital projects which were previously identified through growth planning and deemed to offer a system-wide benefit are considered eligible for recoverable cost through System Development Fee assessments over the 10-year planning window. **Tables 4 and 5** show future capital projects and costs deemed as recoverable for the water and wastewater systems respectively.



**Table 4: Water System Capital Projects Eligible for Cost Recovery**

Water System Capital Projects	Total Capital Cost	Recoverable Percentage	Recoverable Cost
10" Water Main Replacement	\$13,050,000	10%	\$1,305,000
W. Elm Street Waterline Replacement	\$1,200,000	15%	\$180,000
Downtown Water and Sewer Improvements	\$600,000	15%	\$90,000
Trollingwood 16" Waterline Connection	\$2,000,000	75%	\$1,500,000
Harden Street 16" Waterline Replacement	\$400,000	75%	\$300,000
Woody Drive 16" Waterline Replacement	\$1,600,000	75%	\$1,200,000
Elevated Water Storage Tank	\$3,500,000	40%	\$1,400,000
Cheeks Lane Waterline Extension	\$1,000,000	75%	\$750,000
Southern Water Interconnection	\$1,000,000	50%	\$500,000
SYSTEM DEVELOPMENT FEE STUDY (1/2)	\$30,000	100%	\$30,000
<b>Total</b>	<b>\$24,380,000</b>	<b>-</b>	<b>\$7,255,000</b>

\*Professional fees incurred by the LGU for preparation of a System Development Fee analysis are recoverable costs under HB-436.

**Table 5: Wastewater System Capital Projects Eligible for Cost Recovery**

Wastewater System Capital Projects	Total Capital Cost	Recoverable Percentage	Recoverable Cost
Cooper Road Pump Station and Force Main Upgrade	\$3,500,000	75%	\$2,625,000
Kimrey Road Outfall Extension	\$1,000,000	100%	\$1,000,000
Downtown Water and Sewer Improvements	\$600,000	15%	\$90,000
Waste Water Plant Upgrade	\$50,000,000	0%	\$0
SYSTEM DEVELOPMENT FEE STUDY (1/2)	\$30,000	100%	\$30,000
<b>Total</b>	<b>\$57,630,000</b>	<b>-</b>	<b>\$3,745,000</b>

\*Professional fees incurred by the LGU for preparation of a System Development Fee analysis are recoverable costs under HB-436.

In the case of future capital projects HB-436 requires a credit back to new users for the future water and wastewater revenue they will generate, a portion of which will theoretically be allocated for funding future capital improvements. This Revenue Credit prevents the City from effectively double charging new users for future capital improvements, once via System Development Fees and again via water and wastewater rates. In accordance with HB-436 this Revenue Credit is based upon the present value of projected rate revenue to be generated by new users within the 10-year planning window and may not total less than 25% of the aggregate project costs. **Table 6** shows Revenue Credits based upon assumed 2,537 new ERU's and current water and wastewater rates.

**Table 6: Revenue Credits and Maximum Recoverable Costs**

<b>Water System Development Fee Recoverable Capital Cost =</b>	<b>\$ 7,255,000</b>
<b>Water System Development Fee Revenue Credit =</b>	<b>\$ (1,813,750)</b>
<b>Wastewater System Development Fee Recoverable Capital Cost =</b>	<b>\$ 3,745,000</b>
<b>Wastewater System Development Fee Revenue Credit =</b>	<b>\$ (1,061,605)</b>
<b>Total System Development Fee Recoverable Capital Cost =</b>	<b>\$ 8,124,645</b>

In keeping with methodology prescribed in the AWWA Manual **Table 7** shows the City may assess a maximum buy-in System Development Fee of \$12.27 per gallon of average daily flow (ADF). Assuming average daily flow of 240 gpd, this equates to \$1,973.00 for water service and \$973.00 for wastewater



service, totaling \$2,946.00 per ERU.

*Table 7: Maximum Permissible Incremental Cost Based System Development Fee*

			After Revenue Credit	
Incremental Fee Calc.	\$/Gal ADD	\$/ERU	\$/Gal ADD	\$/ERU
<b>Water</b> (1 ESFC = 240 gpd)	\$10.96	\$2,630.67	\$8.22	\$1,973.00
<b>Sewer</b> (1 ESFC = 240 gpd)	\$5.66	\$1,357.94	\$4.05	\$973.00
<b>Total</b>	\$16.62	\$3,988.60	\$12.27	\$2,946.00

## 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. In the case of rapidly developing areas such as the City, more frequent revisions may be warranted.

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.

The City of Graham adopted a System Development Fee in 2018 using the above prescriptive guide and has followed the same with this 2022 analysis.

## CONCLUSIONS

Based upon the City's 10-year growth projections, an estimated additional 2,577 ERU's will require water and wastewater service by the year 2032 with an estimated population of 22,511. 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 ¾" water meter and being permitted (wastewater) as a 2-bedroom unit using 120 gallons/day/bedroom.

The City's water and wastewater systems have available capacity to serve new customers. However,



significant system-wide improvements will be necessary to facilitate future growth. As such a combined cost approach based upon reasonable engineering assumptions and American Water Works Association methodology was utilized in this analysis to establish both a buy-in fee and an incremental cost fee. The system buy-in fee is based upon current system valuations, and the incremental fee is based upon planned future system-wide capital improvements. Given projected increases in ERU's, current system valuations, and recoverable capital improvements project costs, the City may assess a total maximum System Development Fee of **\$4,519** 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 ¾" 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.

NCDEQ permits wastewater at 120 gallons per day per bedroom or 240 gallons per day for a typical 2-bedroom unit flowing the Graham WWTP. This affects permitting capacity and using a multiplier of the ERU for residential development should be considered as follows:

*Table 8 Residential Wastewater Permitted to the Graham WWTP*

<b>Residential Wastewater Permitted to the Graham WWTP</b>	
2-bedroom – 1.00 for 240 gpd	\$4,519.00
3-bedroom – 1.50 for 360 gpd	\$6,778.50
4-bedroom – 2.00 for 480 gpd	\$9,038.00
5-bedroom – 2.50 for 600 gpd	\$11,297.50

Note: Future study may provide for a NCDEQ reduction in the 120 gallons per day (min. 2-bedroom) to 80 gallons per day (min. 2-bedroom) for wastewater flowing to the Graham WWTP. At that time the assessed fee may be reduced.

This would result in a minor restructuring of the fee that would yield a fee schedule that should match the following format:



Table 9 Maximum SDF Fee Schedule Format (REV – 6-1-22)

Water & Sewer System Development Fees <sup>†</sup>				
Customer Type	Equivalent Residential Unit <sup>‡</sup>	Water Fee	Sewer Fee	Total Fee
Residential Dwelling Unit (3/4" Meter - 2 BR)	1	\$2,771	\$1,748	\$4,519
Residential Dwelling Unit (3/4" Meter - 3 BR)	1.5	\$4,157	\$2,622	\$6,779
Residential Dwelling Unit (3/4" Meter - 4 BR)	2	\$5,542	\$3,496	\$9,038
Residential Dwelling Unit (3/4" Meter - 5 BR)	2.5	\$6,928	\$4,370	\$11,298
All Other Zoning Categories/Uses - 3/4" Meter	1	\$2,771	\$1,748	\$4,519
All Other Zoning Categories/Uses - 1" Meter	1.67	\$4,628	\$2,919	\$7,547
All Zoning Categories/Uses - 1.5" Meter	3.33	\$9,227	\$5,821	\$15,048
All Zoning Categories/Uses - 2" Meter	5.33	\$14,769	\$9,317	\$24,086
All Zoning Categories/Uses - 3" Meter	11.67	\$32,338	\$20,399	\$52,737
All Zoning Categories/Uses - 4" Meter	21	\$58,191	\$36,708	\$94,899
All Zoning Categories/Uses - 6" Meter	43.33	\$120,067	\$75,741	\$195,808
<sup>†</sup> Applicable System Development Fee(s) for development requiring smaller or larger water meters will be calculated on a project specific basis using rates and methodology identified in the City's System Development Fee Analysis.				
<sup>‡</sup> Equivalent Residential Unit is approximate multiplier adapted from AWWA Manual of Water Supply Practices-M1, <i>Principles of Water Rates, Fees, and Charges</i> .				
<sup>*</sup> 120 gallons per day per bedroom (min. 2-BR)				

## 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> *Graham Audit Information*. (Year ended June 2021) City of Graham.

<sup>4</sup> *Hazen and Sawyer Transmission Line Modeling*. City of Graham.

<sup>5</sup> *Capital Growth Projects*. City of Graham.



## **RESOLUTION ADOPTING SYSTEM DEVELOPMENT FEES FOR WATER AND WASTEWATER IMPROVEMENTS**

**A resolution of the City Council of the City of Graham, North Carolina, System Development Fees for Water and Wastewater Improvements that are attributable to new development within the City's jurisdictional limits; Providing for System Development Fee Collection and Accounting for Fee Revenue; Providing for the appropriation of System Development Fee Revenue; Providing for Recurring Review and Update of System Development Fee; Providing for System Development Fee Waivers; Providing for Severability; and Declaring an Effective Date.**

**WHEREAS**, North Carolina Session Law 2017-138 (the "Public Water and Sewer System Development Fee Act") states that to impose water and sewer System Development Fees the City Council may, after commissioning preparation of written analysis, receive public comment on said analysis for a period of not less than 45 calendar days, and holding one (1) public hearing regarding said analysis, adopt a System Development Fee schedule and incorporate it into the City's fee schedule; and

**WHEREAS**, Alley, Williams, Carmen & King, Inc. prepared for the City a professional engineering report (the "Water and Wastewater System Development Fee Analysis") on the implementation of System Development Fees attributable to new development within the City's jurisdictional limits; and

**WHEREAS**, the City Council finds and determines the City has complied with the requirements of the Public Water and Sewer System Development Fee Act for publishing the written System Development Fee Analysis prior to holding any public hearing; and

**WHEREAS**, pursuant to the Public Water and Sewer System Development Fee Act the City Clerk of the City of Graham timely published on June 2, 2022, the notice of public hearing (attached as Exhibit "A") in a newspaper of general circulation concerning a public hearing to consider approval of the written System Development Fee Analysis and adoption of a System Development Fee schedule.

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

**SECTION 1.** The facts and recitations found in the preamble of this Resolution are true and correct and incorporated herein for all purposes.

**SECTION 2. Approval of System Development Fees.** The System Development Fees identified in the final Water and Wastewater System Development Fee Analysis dated June 13, 2022, (a copy of which is attached as Exhibit "B" and incorporated into this Resolution for all purposes) are approved, levied, and imposed as to the City's jurisdictional limits.

**SECTION 3. Collection of System Development Fees.** The City may collect the System Development Fees herein imposed or as may be later amended beginning upon the effective date of this Resolution. The System Development Fees herein imposed or as may be later amended shall be collected as directed by and in accordance with the Public Water and Sewer System Development Fee Act.

**SECTION 4. Accounting for System Development Fee Revenue.** The City shall deposit all funds collected for the System Development Fees herein imposed or as may be later amended as directed by and in accordance with the Public Water and Sewer System Development Fee Act.



**SECTION 5. Appropriation of System Development Fee Revenue.** The City shall appropriate all funds collected for the System Development Fees herein imposed or as may be later amended as directed by and in accordance with the Public Water and Sewer System Development Fee Act.

**SECTION 6. Recurring Review and Update of System Development Fees.** The City shall update the Water and Wastewater System Development Fee Analysis and the System Development Fees herein imposed or as may be later amended as directed by and in accordance with the Public Water and Sewer System Development Fee Act.

**SECTION 7. Waiver of System Development Fees.** The City may at any time elect to waive the collection of the System Development Fees herein imposed or as may be later amended.

**SECTION 8. Severability.** In the event any clause, phrase, provision, sentence, or part of this Resolution or the application of the same to any person or circumstances shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Resolution as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Graham, North Carolina declares that it would have passed each and every part of the same notwithstanding the omission of any part thus declared to be invalid or unconstitutional, or whether there be one or more parts.

**SECTION 8. Effective Date.** This Resolution shall be in full force and effect on July 1, 2022.

**PASSED, APPROVED, AND ADOPTED** on this the 14<sup>th</sup> day of June 2022. The motion to adopt this Resolution was made by \_\_\_\_\_, seconded by \_\_\_\_\_, and passed by a vote of \_\_\_\_\_ to \_\_\_\_\_.

---

Jennifer Talley, Mayor

ATTEST: \_\_\_\_\_  
Renee M. Ward, Interim City Clerk

(SEAL)





## STAFF REPORT

SUBJECT:	BUDGET ORDINANCE
PREPARED BY:	MEGAN GARNER, CITY MANAGER & JULIANNE CORDON, FINANCE DIRECTOR

### REQUESTED ACTION:

Adopt Budget Ordinance for Fiscal Year 2022-2023.

### BACKGROUND/SUMMARY:

The annual budget ordinance is the official document adopted by the City to levy taxes and appropriate revenues for the 2022-2023 fiscal year. The attached budget is balanced and meets all the applicable requirements of the North Carolina Local Government Budget and Fiscal Control Act. The budget ordinance accounts for all anticipated revenues and expenditures for all operating funds for the upcoming fiscal year, including capital expenditures and other special funds.

### FISCAL IMPACT:

The total of all funds is \$35,999,200.

### STAFF RECOMMENDATION:

Approval.

### SUGGESTED MOTION(S):

I move we adopt the Budget Ordinance for Fiscal Year 2022-2023.

I move we adopt the Pay Plan for Fiscal Year 2022-2023.

I move we adopt the overall Fee Schedule with option \_\_ (A, B, or C) for the water and sewer tap and system development fees for Fiscal Year 2022-2023.





## Budget Ordinance FY 2022-2023

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 City Government; its activities and capital improvements for the Fiscal Year beginning July 1, 2022, and ending June 30, 2023, in accordance with the Chart of Accounts heretofore established for the City:

Department	FY 2022-2023
City Council	63,000
Administration	653,900
Downtown	0
Information Technology	320,100
Finance	403,400
Public Buildings	176,000
Police	5,661,200
Fire	1,637,700
Inspections	566,900
Traffic Engineering	28,300
Garage and Warehouse	105,700
Streets & Highways	1,616,100
Street Lights	125,000
Sanitation	1,406,800
Recreation	1,030,100
Lake	240,600
Athletic Facilities	429,000
Property Maintenance	769,700
Non-Departmental	1,123,100
	<b>16,356,600</b>

**Section 2.** It is estimated that the following revenues will be available in the General Fund for the Fiscal Year beginning July 1, 2022, and ending June 30, 2023.

Ad Valorem Taxes	6,149,100
Investment Earnings	45,000
Miscellaneous	731,600
Other Taxes/Licenses	700
Permits/Fees	475,000
Restricted Intergovernmental	714,000
Sales/Services	986,300
Unrestricted Intergovernmental	6,057,000
Fund Balance	1,197,900
<b>Grand Total</b>	<b>16,356,600</b>



**Section 3.** The following amounts are hereby amended from April 25, 2022, adoption for appropriations in the Water & Sewer Fund for its operations, activities, and capital improvements for the Fiscal Year beginning July 1, 2022, and ending June 30, 2023, in accordance with the Chart of Accounts heretofore established for the City:

Water and Sewer Billing	\$678,600
Water and Sewer Distribution	\$3,109,900
Maintenance & Lift Station	\$229,000
Water Treatment Plant	\$2,375,000
Wastewater Treatment Plant	\$1,884,000
Non Departmental Admin	\$3,531,400
<b>FUND TOTAL</b>	<b>\$11,807,900</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, 2022, and ending June 30, 2023, as amended from April 25, 2022, adoption.

Non-Operating	\$181,600
Operating	\$429,600
Other Financing Sources	\$2,018,500
Services	\$9,178,200
<b>FUND TOTAL</b>	<b>\$11,807,900</b>

**Section 5.** The following amounts are hereby appropriated in the Garage Fund for operations and activities for the Fiscal Year beginning July 1, 2022, and ending June 30, 2023, in accordance with the Chart of Accounts heretofore established for the City:

Garage Fund	1,064,500
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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, 2021, and ending June 30, 2022, based on a labor rate of \$77 per hour.

Ala Co Fuel	220,900
City Of Graham Parts	285,100
City Of Graham Labor	215,800
City Of Graham Fuel	288,100
Graham Housing Parts	5,500
Graham Housing Labor	3,400
Graham Housing Fuel	11,600
Green Level Parts	9,400
Green Level Labor	5,300
Green Level Fuel	14,200
ABC Parts	0
ABC Fuel	5,200
Interest On Investments	0
<b>Total</b>	<b>1,064,500</b>



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

	Revenues	Expenditures
FEDERAL DRUG MONIES	\$100	\$100
STATE DRUG MONIES	\$100	\$100
GRAHAM MEMORIAL PARK	\$0	\$0
BOYD CREEK PUMP STATION	\$3,962,000	\$3,962,000
OLD FIELDS OUTFALL	\$2,955,000	\$2,955,000
WWTP UPGRADE	\$3,815,000	\$3,815,000
<b>TOTALS:</b>	<b>\$6,770,200</b>	<b>\$6,770,200</b>

**Section 8.** There is hereby levied a tax at the rate of \$.455 per one hundred dollars (\$100.00) of valuation of property as listed for taxes as of January 1, 2022, for the purpose of raising the Revenue listed as "Ad Valorem Taxes" in Section 2. Such rates are based on an estimated total valuation of property for the purposes of taxation of \$1,381,100,000 (100% valuation) with an anticipated collection rate of 97%.

**Section 9.** The City of Graham Capital Improvement Plan 2022 -2032 for Water & Sewer Fund and 2022 - 2027 for all other funds is hereby approved and amended per the appropriations for improvements contained herein. For the purpose of tracking capital items, there shall be a threshold of \$5,000.

**Section 10.** 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 14<sup>th</sup> day of June 2022.

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Mayor Jennifer Talley

Attest:

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Renee M. Ward, Interim City Clerk



## FY 2023 Proposed Pay Plan

Job Title	Grade	Min	Mid	Max
Sanitation Collector	10	\$32,264.40	\$35,130.50	\$45,669.65
General Maintenance Worker I	11	\$33,669.62	\$36,887.03	\$47,953.14
General Maintenance Worker II Plant Maintenance Mechanic I Police Traffic Enforcement Utility Maintenance Worker I	12	\$35,145.10	\$38,731.38	\$50,350.79
Equipment Operator I Fields Technician Property Evidence Technician Plant Maintenance Mechanic II	13	\$36,694.36	\$40,667.95	\$52,868.33
Athletic Facilities Technician Equipment Operator II Fleet Service Technician General Maintenance Worker III Parks Maintenance Technician Utility Equipment Operator I	14	\$38,321.08	\$42,701.35	\$55,511.75
Customer Service Representative Equipment Operator III Landscape Specialist Maintenance and Relief Treatment Plant Operator Office Assistant Police Records Clerk Sanitation Collector/Equipment Operator Sanitation Equipment Operator Treatment Plant Operator I Utility Billing Technician Utility Equipment Operator II	15	\$40,029.13	\$44,836.41	\$58,287.34
Crew Leader Laboratory Technician I Treatment Plant Operator II <b>Water Quality Technician (New/Mebane 1/2 Salary)</b>	16	\$41,822.59	\$47,078.23	\$61,201.70
Accounting Technician Athletics Field Supervisor Lake Warden Public Works Assistant	17	\$43,705.72	\$49,432.15	\$64,261.79



Fleet Technician Laboratory Technician II Police Administrative Assistant Property Maintenance Supervisor Senior Customer Service Treatment Plant Operator III Water Billing Supervisor Zoning & Inspection Technician <b>Sanitation Supervisor (New)</b>	18	\$45,683.00	\$51,903.75	\$67,474.88
Fire Equipment Operator Parks & Athletic Facilities Maintenance Supervisor Planner I Police Officer I Recreation Center Supervisor Street Maintenance Supervisor Tax Collector Zoning Enforcement Officer	19	\$47,759.15	\$54,498.94	\$70,848.62
Athletic Supervisor Recreation Marketing Supervisor Laboratory Technician III Plant Operations Supervisor Police Officer II	20	\$49,939.11	\$57,223.89	\$74,391.05
Code Enforcement Officer Recreation Program Supervisor	21	\$52,228.07	\$60,085.08	\$78,110.61
Distribution & Collection Supervisor Fire Inspector Fleet Superintendent Laboratory Supervisor Plant Maintenance Supervisor Pretreatment Coordinator Systems Support Technician	22	\$54,631.47	\$63,089.34	\$82,016.14
City Clerk Downtown Development Coordinator Planning Director Police Sergeant Property Maintenance Superintendent	23	\$57,155.04	\$66,243.80	\$86,116.94
Fire Captain Street Superintendent	24	\$59,804.79	\$69,555.99	\$90,422.79



Field Operations Superintendent Environmental & Lab Services Superintendent Police Captain Wastewater Plant Superintendent Water Plant Superintendent	25	\$62,587.03	\$73,033.79	\$94,943.93
	26	\$65,508.39	\$76,685.48	\$99,691.13
Inspections Director IT Director Field Operations Manager	27	\$68,575.81	\$80,519.76	\$104,675.68
Director of Human Resources/Risk Management Assistant Police Chief Utilities Compliance Manager	28	\$71,796.60	\$84,545.74	\$109,909.47
Finance Officer Recreation & Parks Director	29	\$75,178.43	\$88,773.03	\$115,404.94
	30	\$78,729.35	\$93,211.68	\$121,175.19
Fire Chief	31	\$82,457.81	\$97,872.27	\$127,233.95
Police Chief Public Works Director Utilities Director	32	\$86,372.70	\$102,765.88	\$133,595.65
	33	\$90,483.34	\$107,904.18	\$140,275.43
	34	\$94,799.51	\$113,299.38	\$147,289.20
	35	\$99,331.48	\$118,964.35	\$154,653.66
Assistant City Manager	36	\$104,090.06	\$124,912.57	\$162,386.34
	37	\$109,086.56	\$131,158.20	\$170,505.66
	38	\$114,332.89	\$137,716.11	\$179,030.94
	39	\$119,841.53	\$144,601.91	\$187,982.49
	40	\$125,625.61	\$151,832.01	\$197,381.61



# City of Graham

## 2022-2023

### Rates and Fee Schedule



*Proposed July 1, 2022*



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# Assessments

Curb and Gutter	Set by City Council based on individual project cost
Paving	Set by City Council based on individual project cost
Water and Sewer	Set by City Council based on individual project
	City will assume 50% of total construction and engineering



# Cemetery Fees

Grave Prices	Resident	Non-resident
Conventional Grave – 4'x8'	\$800/grave	\$2,500/grave
Cremation Grave – 4'x4'	\$400/grave	\$1,250/grave
Infant Grave – 4'x4'	\$400/grave	\$1,000/grave
Cremation Grave – 4'x8' (When Available)	\$600/grave	\$2,000/grave
2 <sup>nd</sup> Right to Interment (When Available)	\$200/grave	\$500/grave
Cremation-Subdividing of Graves	\$200	\$400
Deed Transfers		
Transfer from Resident to Resident	\$5 administrative fee	
Transfer from Resident to Non-resident	\$1,700 per grave + administration fee	
Interment Costs		
Monday – Friday (prior to 2:00pm) <sup>2**</sup>	\$500	
Monday – Friday (2:00 pm and after) <sup>2**</sup>	\$650	
Saturdays <sup>1,2</sup>	\$1,000	
Sundays <sup>2</sup> and Holidays <sup>2,3</sup>	\$1,250	
Cremation, Infant and 2 <sup>nd</sup> Right Interment Costs		
Monday – Friday (prior to 2:00pm) <sup>2**</sup>	\$250	
Monday – Friday (2:00 pm and after) <sup>2**</sup>	\$400	
Saturdays <sup>1,2</sup>	\$750	
Sundays <sup>2</sup> and Holidays <sup>2,3</sup>	\$1,000	
Markers		
Permit Fee – Single or Double*	\$100	
Installation – Single Memorial	\$150	
Installation – Double Memorial	\$175	
Installation Fee is \$50 for reputable companies approved by the City of Graham		
*Installation Fee is waived for Veterans with an approved government-supplied marker.		
** Based upon arrival time at the cemetery		
<sup>1</sup> Saturday rate begins at 4:00pm on Friday and ends at 7:00am on Sunday.		
<sup>2</sup> \$50.00 per half hour surcharge after one hour of arrival time or any time after 3:30pm.		
<sup>3</sup> The holiday rate applies to any holiday observed by the City.		



## Laboratory Testing Fees

BOD	\$25
Suspended solids	\$15
Phosphate (total)	\$20
Ammonia	\$20
Turbidity	\$10
Temperature and pH	\$10
Alkalinity	\$10
Fecal Coliform	\$30
Coliform Bacteria	\$30
Heterotrophic Plate Count	\$35
TSS Surcharge Fees	\$0.32/lb > 250 mg/l
BOD Surcharge Fees	\$0.32/lb > 300mg/l
Application for New Significant Industrial User (SIU) Permit	\$200
Application for New Non-SIU (Local) Sewer Use Permit	\$100
Renewal of any existing permit	\$100
Fats, Oils, and Grease Annual Inspection	\$30

Analysis performed by outside commercial laboratory will be cost of analysis plus 20%.

Sampling Fee (setup/use/pick-up of sampler) - \$140 per event.



## Development Fees

Development Ordinance Book (printed or flash drive)	\$20 flat fee
Major Subdivision Preliminary Plat Review Fee (5 or more lots)	\$10 per lot (\$200 min).
Planned Unit Development Rezoning Request	\$5 per acre (\$200 min, \$500 max)
General Rezoning Request	\$200 flat fee
Conditional Rezoning Request	\$300 flat fee
Special Use Permit	\$300 flat fee
Final Plat Major Subdivision (more than 5 lots)	\$50 flat fee
Final Plat Minor or Exempt Subdivision (up to 5 lots)	\$25 flat fee
Variance Request	\$300 flat fee
<b>Non-Residential Site Plan TRC Review Fee (excluding subdivision)</b>	\$250 (1 <sup>st</sup> and 2 <sup>nd</sup> included), \$100 per review after 2 <sup>nd</sup> review.
<b>Annexations</b>	\$250 per request
<b>Administrative Amendment to Council Approved Plans</b>	\$100 flat fee
<b>Wireless Telecommunications Facility</b>	\$500 legal review fee in addition to other applicable fees



# Engineering, Construction Plan Review, and Inspection Fees

Street Plan Review and Inspection Fee	For all streets, the fee includes construction plan review and permitting, and record drawings and mapping review. In addition, the plan includes limited inspection of sub-grade, base courses, asphalt, and curb and gutter: \$2.00 per linear foot of public street and \$1.00 per linear foot of private streets.
Waterline Plan Review and Inspection Fee	For all water lines, the fee includes construction plan review, permitting and record drawings review and mapping. In addition, the fee includes limited inspection of backfill and trench compaction and coordinating pressure testing and line disinfection: \$1.50 per linear foot of water line.
Sanitary Sewer Line Plan Review and Inspection Fee	For all sanitary sewer lines, the fee includes construction plan review and permitting and record drawings review and mapping. In addition, the fee includes limited inspection of backfill and trench compaction and coordinating sewer line and manhole testing and line video review inspections: \$1.50 per linear foot of sanitary sewer line.
Storm Sewer Line Plan Review and Inspection Fee	For all storm sewer lines, the fee includes construction plan review and permitting and record drawings review and mapping. In addition, the fee includes limited inspection of backfill and trench compaction and line video review inspection: \$1.00 per linear foot of storm sewer line.
Water and Sewer Services	For all water and sewer services, from the mainline tap to the property line, including limited inspection of backfill and trench compaction: \$100.00 per lot or \$50.00 for each service residential service or \$200 for each water service larger than 1 inch or sewer service larger than 4 inch.
Backflow Prevention Device Plan Review and Inspection Fee	For all water services other than a standard residential water tap a \$200 plan review and inspection fee will be charged for services requiring a backflow prevention device (domestic, fire, and lawn irrigation).



High-Density Stormwater Management Review and Inspection Fee	For all High-Density Stormwater Management plans and devices, including construction plan review and permitting. In addition, the fee includes limited inspection of constructed stormwater devices: \$1,000 per device with one-half payable at the time of plan submittal.
Low-Density Stormwater Management Review and Inspection Fee	For all Low-Density Stormwater Management plans and devices, including construction plan review and permitting. \$150 flat fee.
Sewer Pump Stations Requiring Permit Fee	For all sewer pump stations requiring a permit. The fee includes plan review, permitting, record drawings review, and limited construction inspection: \$5,000.
Buffer Authorization Permit Fee	Exempt Buffer Disturbance - \$25. Non-Exempt Buffer Disturbance - \$250.
Floodplain Development Permit Fee	\$50 permit flat fee. Impacts to floodway required FEMA permitting – additional \$250.
Water System Hydraulic Modeling	Water modeling for extensive offsite waterlines (over 1,000 linear feet of offsite extension) is to be completed by the City's chosen outside contractor. The cost of modeling is to be the City's cost.

Non-routine or excessive inspections will include holidays, weekend inspections, and after-hours work. Non-routine or excessive inspection may include repeat inspections due to contractor failure or lack of coordination by the contractor. Non-routine or excessive inspections will be charged a rate of \$100/hour per person after the second inspection, re-inspections, holidays, and weekends with inspections that require multiple people present to be charged at multiples of this rate.



# Inspection Fees

## Building Permit

Minimum Permit Fee	\$50
Residential (total structural square feet)	\$0.25 per sf
Commercial	\$5 per \$1,000 of value
Re-inspection Fee <sup>1</sup>	\$50
Building Plan Review, Commercial	\$200 buildings up to 10,000 sf \$200 + \$0.01 per sf for buildings >10,000 sf
Building Plan Review, Commercial Upfit	\$100
Building Plan Review, Residential	\$50
Sprinkler System (review and permit)	\$100
Swimming Pool	\$75
Sign	\$50

## Electrical Permit

Minimum Permit Fee	\$50
Extra Trip	\$25 each trip
Re-Inspection Fee <sup>1</sup>	\$50
Mobile Home Park Spaces (1-5)	\$50
Mobile Home Park Spaces (above 5)	\$6 per space
Billboards	based on service size
Saw Service	\$50
Temporary Service for Construction Site	\$50
Temporary Power for Sec. 10.8 N.C.E.C	\$50
Residential and Commercial Service	\$0.10 per sf
Low Voltage Wiring	\$50
Security System	\$50
Wiring Swimming Pool	\$110

## Heating and Air Conditioning Permit

Minimum Permit Fee	\$50 plus \$5 per additional thousand
Re-Inspection Fee <sup>1</sup>	\$50
Ansul Test on Hoods	\$100
Duct Test (smoke)	\$50
New Gas Line	\$50



### Insulation Permit

Single Family Dwellings	\$50
Multi-Family Dwellings	\$20 per unit
Re-Inspection Fee <sup>1</sup>	\$50

### Plumbing Permit

First Fixture <sup>3</sup>	\$50
Each Additional Fixture <sup>3</sup>	\$8
Water Tap Non-Sewer Use	\$50
Re-Inspection Fee <sup>1</sup>	\$50

### Mobile Homes

On-Site Inspection for HUD Labeled	\$100 all-inclusive
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### Miscellaneous Building

ABC Inspection	\$100
Demolition of Building	\$60 plus \$1,000 cash bond
Driveway Permit <sup>2</sup>	\$50
Moving of Building	\$60 plus \$1,000 cash bond
New Business Building & Fire Inspection	\$50
Fire Re-Inspection Fee <sup>1</sup> (routine inspections)	\$50-3 <sup>rd</sup> , \$100-4 <sup>th</sup> , \$150-5 <sup>th</sup> , etc.
On-Site Consultations (all trades)	\$50
Tanks (50-10,000 gallons)	\$50
Tanks (over 10,000 gallons)	\$2 per additional thousand gallon

### Inspection Fee Notes

1. A re-inspection fee may be assessed when the permitted work is not ready at the time of the requested inspection or when recurring deficiencies exist.
2. Before any person shall cut or construct a driveway, such person shall apply to and secure from the City Building Inspector a permit to do so, and pay the applicable fee.
3. For multi-family developments, each unit shall be calculated individually for plumbing permits.



## Labor and Equipment Fees

Superintendent	\$ actual
Equipment Operator or Labor Supervisor	\$ actual
All Other Labor	\$ actual
Motor Grader	\$45
Track Loader	\$125
Rubber Tired Loader	\$40
Tandem Dump Truck	\$67
Dump Truck	\$53
Dumpster	\$400
Roller	\$30
Tractor	\$22
Tack Distributor	\$18
Backhoe	\$44
Air Compressor	\$12
Snowplow	\$23
Pickup Truck	\$12
Sweeper	\$100
Flusher	\$33
Low Boy Trailer	\$20
Chipper	\$32
Chainsaw, Concrete Saw and Tamp	\$5
Grinder and Line Remover	\$15
Paint Gun	\$10
Bush Hog	\$10
Sewer Roder	\$15
CL12 Taping Machine	\$12
Pumps, Other Taping and Other Small Equipment	\$5
Bucket Truck	\$45



Paver	\$67
Cement Mixer	\$8
Straw Blower	\$8
Utility Trailer	\$10
Sewer Jet Machine	\$15
Welding/Generator Trailer	\$15
TV Inspection Camera	\$15
Skid Steer Loader	\$25
Hydraulic Breaker	\$15
Message Board	\$5
Dozer	\$55
UTV	\$14
Excavator	\$82
Mini Excavator	\$21
Leaf Picker	\$75
Tracked Skid Steer	\$36
Boom Mower	\$30
Crew Cab Service Truck	\$20

### Labor and Equipment Notes

- ❖ All rates are per hour.
- ❖ Any Labor performed after hours, on weekends, or on holidays will be billed at time plus ½ hour.
- ❖ Any other equipment is based on current contractual rental rates.

## Miscellaneous Fees

Auto Mileage Reimbursement	Current USGA rate for POV mileage reimbursement ( <a href="http://www.gsa.gov">www.gsa.gov</a> )
Bad Check Penalty	\$25
Print Copy (11x17)	\$1.50 per page
Print Copy (18x24)	\$5.00 per page
Print Copy (34x44)	\$10.00 per page



Cement Catch Basin Cover	\$400
Copy Fee	\$0.25 per page
Faulty Burglar Alarm (Sec. 2-222(c))	\$50 after 2 faulty alarms during 2 calendar months
Faulty Fire Alarms (Sec. 2-246(d))	\$50 after 2 faulty alarms during 2 consecutive months
Fingerprinting for Public	\$3 for identification only; no charge for children 12 years old and younger
Lot Mowing Administrative Fee	\$50 per mowing
Notice of Attachment and Garnishment	\$5 per GS-105-368
<b>Sign Damage Fees</b>	
City Limit Sign	\$75 plus pole, plus labor
Stop Sign, 30x30	\$40 plus pole, plus labor
Stop Sign, 36x36	\$60 plus pole, plus labor
Stop Sign, 48x48	\$120 plus two poles, plus labor
City-Wide Speed Limit Sign, 42x30	\$85 plus two poles, plus labor
City-Wide Speed Limit Sign, 60x36	\$150 plus two poles, plus labor
Warning Signs (e.g. curve, dead end)	\$55 plus pole, plus labor
Regulatory Signs (e.g. speed limit, weight limit, do not enter, yield)	\$45 plus pole, plus labor
One-Way Arrows	\$30 plus pole, plus labor
Street Name Sign	\$150 plus labor
All Parking Regulation Signs	\$20 plus pole, plus labor
School/Pedestrian Crossing Sign	\$110 plus pole, plus labor
Downtown Residential Parking Permit	\$20 per year
Pole	\$35
Labor	\$19.80 per maintenance worker, per hour, there is a minimum charge of two maintenance workers
Solicitors/Canvassers Permit	\$25 per Sec. 6-70
Solicitation Fee	\$50



Street Signs (City Style for Private Streets)	\$150 complete set with 2 blades, poles, bracket, cap and installation
Street Signs (City Style for Private Streets)	\$85 sign set only, no pole or installation
Street Cuts (up to 4'x5' or 20 sf)	\$40 minimum
Street Cuts (over 4'x5' or 20 sf)	\$40 minimum plus \$2 per additional
Taxi Driver Permit	\$1 per Sec. 6-162
Temporary Encroachment Permit	\$40 plus labor
Temporary Parking Permit	\$5 per day \$25 per month \$150/year Sec. 20-161
Topographic Diskette with One Sheet	\$25 per map
Topographic Map Blueprint	\$10 per map
Topographic Maps Disk (of Graham & Burlington)	\$150 plus labor
Trimming City Owned Trees Bond	\$50,000 Property Damage
Trimming City Owned Trees Bond	\$50 Personal Injury
Trimming City Owned Trees	\$15 per Sec. 10-63
Cement Catch Basin Cover	\$400

## Miscellaneous Compensation

Mayor	\$771.86 per month
City Council Member	\$473.84 per month
Cell Phone Allowance	\$35 per month
Firemen's Compensation	\$10 per call/meeting/training Plus \$1 to Graham FD Supplemental Retirement



# Recreation and Parks Department Fees

## Athletics/Camps

	Resident	General Public	Commercial
Athletics <sup>1</sup>	\$25	\$40	N/A
<sup>1</sup> A multiple child discount will be available to Graham residents for children in the same household; the first child will be charged the full fee, the second child will be charged 75% of full fee and three or more children will each be charged 50% of full fee			
Athletic Camps  Including Soccer, Basketball, Baseball, Softball, Flag Football, Lacrosse	Fees for each camp will be set by the GRPD Director and the Athletic Supervisor, based on facility, staffing, and equipment needs		N/A
Summer Day Camp			
10 Weeks	\$575/1 <sup>st</sup> child	\$745/1 <sup>st</sup> child	
6 weeks	\$350/1 <sup>st</sup> child	\$450/1 <sup>st</sup> child	
Weekly <sup>2</sup>	\$70/child	\$86/child	
Daily <sup>2</sup>	\$21/child	\$26/child	
Multiple Child Discount <sup>3</sup>	\$30/child	\$30/child	
<sup>2</sup> Limited based on availability			
<sup>3</sup> Discounts will not be given on weekly or daily rates			

## Special Events and Programs

The GRPD Director may set fees for special events and programs based on facility, staffing, and equipment needs



## Graham Recreation Center

	Resident	General Public	Commercial
Open Gym Basketball			N/A
Ages 16-54	\$1/visit	\$1/visit	
Ages 15 & U; 55+	FREE	FREE	
Weight Room			
Ages 16-54	\$1/visit	\$1/visit	
Ages 16-54	\$40/six-month pass	\$55/six-month pass	
Ages 16-54	\$25/three-month pass	\$40/three-month pass	
Ages 55+	Free	Free	

## Graham-Mebane Lake

	Fees for All Customers	Commercial
Boat Launching <sup>2</sup>	\$9/vessel	N/A
Boat Launching-Seniors <sup>2,4</sup>	\$4/vessel	
Non-motorized Vessel Launching <sup>3</sup>	\$6/vessel or \$45/year	
Non-motorized Vessel Launching-Seniors <sup>3,4</sup>	\$3/vessel or \$30/year	
Bank Fishing	\$3/person or \$35/year	
Bank Fishing-Seniors <sup>4</sup> & Persons w/100% Disability	\$1/person or \$15/year	
Annual User Fee Permit <sup>5</sup>	\$70/year	
Annual User Fee Permit-Seniors <sup>4,5</sup>	\$50/year	
Annual User Fee Permit-Group	\$125/year	
Boat Launching-Maintenance & Demonstrations <sup>6</sup>	\$4/vessel	\$4/vessel or \$300/annual



	Fees for All Customers	Commercial
Jon Boats	\$10/4 hrs. \$16/8hrs	N/A
Canoe Rental	\$15/4hrs \$20/8hrs	
Solo Kayak Rental	\$12/4 hrs. \$18/8 hrs.	
Tandem Kayak Rental	\$18/4 hrs. \$24/8 hrs.	
Event Rental	\$175/5 hrs.	\$275/5 hrs.
<sup>2</sup> All motorized boats including jet skis <sup>3</sup> All non-motorized vessels including kayaks, canoes & paddleboards <sup>4</sup> Senior fee begins at age 65 <sup>5</sup> Includes boat launching and daily fees for a single individual and covers a maximum of two boats <sup>6</sup> No Recreational activities (fishing, skiing etc.) allowed; for boat and/or trailer maintenance/repair checks, swapping of boats and trailers, and all demonstrations for potential sales; fee is for a one-hour limit, activity over one hour will be charged the full boat launch fee; no charge for the general public if the boat remains on trailer		

## Facility Rental Fees

### Bill Cooke Park

Field/Room/Equipment	Resident/Non-Profit <sup>1*</sup>	General Public	Commercial*
Passive Areas Open Space, Perimeter Trail, Etc.	\$150 (5 hrs. max)	\$200 (5 hrs. max)	\$275 (5 hrs. max)
Single Field Field #1, Field #2 or Field #3	\$150/day (10 hrs.) \$20/hr.	\$200/day (10 hrs.) \$25/hr.	\$275/day (10 hrs.) \$35/hr.



	Resident/Non-Profit <sup>1*</sup>	General Public	Commercial*
Field Prep	\$20 ea.	\$20 ea.	\$20/ea.
Field Lining	\$10 ea.	\$10 ea.	\$10 ea.
Lights (single field)	\$25/hr.	\$25/hr.	\$25/hr.
Scoreboard (single field)	\$20/hr.	\$20/hr.	\$20/hr.
Staff Supervision <sup>2</sup>	\$20/hr.	\$20/hr.	\$20/hr.
<sup>1</sup> Must be a 501(c)(3), tax exempt or charitable organization in good standing and must be approved by the City of Graham <sup>2</sup> Supervision Fee may be waived for City of Graham employees upon approval of the GRPD Director or Athletic Supervisor *All rentals to Non-Profit and Commercial entities must be approved by the GRPD Director			

### Graham Recreation Center

	Resident/Non-Profit <sup>1*</sup>	General Public	Commercial*
Full Center Gym #1, Gym #2, Room #1 & Kitchen	\$60/hr. + staff fee	\$120/hr. + staff fee	\$240/hr. + staff fee
Room #1 Multi-purpose Room, Includes Kitchen	\$20/hr. + staff fee	\$40/hr. + staff fee	\$80/hr. + staff fee
Gym #1-Full Gym, Includes Kitchen	\$30/hr. + staff fee	\$60/hr. + staff fee	\$120/hr. + staff fee
Gym #2-Half Gym, Includes Kitchen	\$25/hr. + staff fee	\$50/hr. + staff fee	\$100/hr. + staff fee
Tables <sup>3</sup> (For Use Outside Center)	\$3/table per day	\$3/table per day	\$3/table per day
Chairs (For Use Outside Center)	\$0.25/chair per day	\$0.25/chair per day	\$0.25/chair per day
Staff Supervision <sup>2</sup>	\$20/hr.	\$20/hr.	\$20/hr.
Cleaning Deposit <sup>5</sup>	\$50	\$50	\$50



<sup>1</sup>Must be a 501(c)(3), tax exempt or charitable organization in good standing and must be approved by the City of Graham

<sup>2</sup>Supervision Fee may be waived for City of Graham employees upon approval of the GRPD Director or Athletic Supervisor

<sup>3</sup>Each rental will be charged a \$50 refundable security deposit

<sup>5</sup>Refundable and included in all rentals

\*All rentals to Non-Profit and Commercial entities must be approved by the GRPD Director

### Graham Civic Center

	Resident/Non-Profit <sup>1*</sup>	General Public	Commercial*
Full Center, Includes Kitchen	\$20/hr. + staff fee  \$75/5 hrs. + staff fee  \$132/10 hrs. + staff fee	\$40/hr. + staff fee  \$150/5 hrs. + staff fee  \$265/10 hrs. + staff fee	\$80/hr. + staff fee  \$300/5 hrs. + staff fee  \$530/10 hrs. + staff fee
Sand Volleyball Court	\$15/hr.	\$20/hr.	\$30/hr.
Staff Supervision <sup>2</sup>	\$20/hr.	\$20/hr.	\$20/hr.
Cleaning Deposit <sup>5</sup>	\$50	\$50	\$50

<sup>1</sup>Must be a 501(c)(3), tax exempt or charitable organization in good standing and must be approved by the City of Graham

<sup>2</sup>Supervision Fee may be waived for City of Graham employees upon approval of the GRPD Director or Athletic Supervisor

<sup>5</sup>Refundable and included in all rentals

\*All rentals to Non-Profit and Commercial entities must be approved by the GRPD Director

### South Graham Park

	Resident/Non-Profit <sup>1*</sup>	General Public	Commercial*
Sand Volleyball Court	\$15/hr.	\$20/hr.	\$30/hr.

<sup>1</sup>Must be a 501(c)(3), tax exempt or charitable organization in good standing and must be approved by the City of Graham

\*All rentals to Non-Profit and Commercial entities must be approved by the GRPD Director



## Maple St. Center

	Resident/Non-Profit <sup>1*</sup>	General Public	Commercial*
Full Center, Does Not Include Kitchen	\$15/hr. + staff fee	\$30/hr. + staff fee	\$60/hr. + staff fee
Supervisory Staff Fee <sup>4</sup>	\$20/hr.	\$20/hr.	\$20/hr.
Cleaning Deposit <sup>5</sup>	\$50	\$50	\$50

<sup>1</sup>Must be a 501(c)(3), tax exempt or charitable organization in good standing and must be approved by the City of Graham

<sup>4</sup>Supervisory fees must be paid for all centers. An additional hour will be added to all rentals for facility preparations. Supervisory fees may be waived for the Graham Recreation Center during regular business hours and for all centers for City of Graham employees upon approval of the GRPD Director or Center Supervisor

<sup>5</sup>Refundable and included in all rentals

\*All rentals to Non-Profit and Commercial entities must be approved by the GRPD Director

## Shelters

	Resident	General Public	School Systems	
Bill Cooke Park, Shelter #1 & Shelter #2	\$25/reservation period	\$50/reservation period	Alamance Co. Schools	Non-Alamance Co. Schools
S. Graham Park, Shelter A & Shelter B			-FREE	-
Graham Regional Park				-\$20
Graham-Mebane Lake				



# User Fees

## Refuse Fees

*Recycling	\$6 per unit, per month
*Garbage Land Fill Tipping Fee	\$4.50 per unit, per month
New Home Garbage & Recycling Container	\$65 per container
***Bulk Waste (in excess of 2 clamshell bites)	\$18 per clamshell bite in excess of 2
***Tree Trimmings (in excess of 2 clamshell bites)	\$12 per clamshell bite in excess of 2
*All water customers inside the City Limits without containerized disposal systems (dumpsters) per customer or dwelling unit	
***One (1) clamshell bite is approximately 1.5 cubic yards	

## Stormwater Fee

Stormwater Charge	\$2 per month per utility account
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## Water Rates

<b>Water Base Rate (per month)</b>	<b>\$5.03</b>
<b>Water Rates per 1,000 gallons (inside city limits)</b>	
<b>0-2,500</b>	\$3.47
<b>2,500-10,000</b>	\$3.85
<b>10,001-100,000</b>	\$3.91
<b>100,001-1,000,000</b>	\$3.96
<b>1,000,001-2,000,000</b>	\$4.02
<b>2,000,000+</b>	\$4.07
Water Rate (Outside City Limits)	Double inside rates
<b>Water Base Rate (Outside City Limits)</b>	<b>\$10.06</b>
Municipal Customers (per 1,000 gallons)	Inside rates
Delinquent Fee	2% (Minimum of \$5)



Non-payment Fee	\$40
*Water Deposit (Inside Residential)	\$80
*Water Deposit (Outside Residential)	\$160
*Water Deposit (Inside Non-residential)	\$100
*Water Deposit (Outside Residential)	\$200
Meter Tampering Fee	\$100
**Meter Testing Fee (Inside)	\$10
**Meter Testing Fee (Outside)	\$20
Service Initiation Fee	\$10
Backflow Annual Testing (For Irrigation Accounts)	\$10.42 per month
<p>*No deposit required for property owners. Deposits required for rental or leased property and refundable when final bills are paid.</p> <p>**During testing, if meter checks out of limits estimated by AWWA, money shall be refunded and adjustment made to water bill. If meter tests are within AWWA Standards, the fee shall remain with the City.</p>	

## Sewer Rates

Sewer Base Rate (per month)	\$5.03
Sewer Rates per 1,000 gallons:	
0-2,500	\$5.99
2,500-10,000	\$11.60
10,001-100,000	\$11.67
100,001-1,000,000	\$11.75
1,000,001-2,000,000	\$11.82
2,000,000+	\$11.91
Unmetered Sewer Charge (per month)	\$46.56
Outside User Sewer Surcharge (per month)	\$19.80



# Water and Sewer Tap and System Development Fees

Water & Sewer Tap & Meter Fees					
	Water Meter Fee	Water Tap Fee (Inside City limits)	Water Tap Fee (Outside City limits)	Sewer Tap Fee (Inside City limits)	Sewer Tap Fee (Inside City limits)
Residential Dwelling Unit (3/4" Meter - 2 BR)*	\$300	\$1,000	\$2,000	\$1,000	\$2,000
Residential Dwelling Unit (3/4" Meter - 3 BR)*	\$300	\$1,000	\$2,000	\$1,000	\$2,000
Residential Dwelling Unit (3/4" Meter - 4 BR)*	\$300	\$1,000	\$2,000	\$1,000	\$2,000
Residential Dwelling Unit (3/4" Meter - 5 BR)*	\$300	\$1,000	\$2,000	\$1,000	\$2,000
All Other Zoning Categories/Uses - 3/4" Meter	\$300	Owner or Developer is responsible for providing taps for all other types, sizes and zoning classifications except for fire suppression taps in the #1 fire district where taps will be provided by the City.			
All Other Zoning Categories/Uses - 1" Meter					
All Zoning Categories/Uses - 1.5" Meter					
All Zoning Categories/Uses - 2" Meter					
All Zoning Categories/Uses - 3" Meter					
All Zoning Categories/Uses - 4" Meter					
All Zoning Categories/Uses - 6" Meter					

## OPTION A

Water & Sewer System Development Fees <sup>†</sup>				
Customer Type	Equivalent Residential Unit <sup>‡</sup>	Water Fee	Sewer Fee	Total Fee
Residential Dwelling Unit (3/4" Meter - 2 BR)	1	\$2,771	\$1,748	\$4,519
Residential Dwelling Unit (3/4" Meter - 3 BR)	1.5	\$4,157	\$2,622	\$6,779
Residential Dwelling Unit (3/4" Meter - 4 BR)	2	\$5,542	\$3,496	\$9,038
Residential Dwelling Unit (3/4" Meter - 5 BR)	2.5	\$6,928	\$4,370	\$11,298
All Other Zoning Categories/Uses - 3/4" Meter	1	\$2,771	\$1,748	\$4,519
All Other Zoning Categories/Uses - 1" Meter	1.67	\$4,628	\$2,919	\$7,547
All Zoning Categories/Uses - 1.5" Meter	3.33	\$9,227	\$5,821	\$15,048
All Zoning Categories/Uses - 2" Meter	5.33	\$14,769	\$9,317	\$24,086
All Zoning Categories/Uses - 3" Meter	11.67	\$32,338	\$20,399	\$52,737
All Zoning Categories/Uses - 4" Meter	21	\$58,191	\$36,708	\$94,899
All Zoning Categories/Uses - 6" Meter	43.33	\$120,067	\$75,741	\$195,808

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

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

\*120 gallons per day per bedroom (min. 2-BR)



### OPTION B – 25% Less than Allowable

Water & Sewer System Development Fees				
Customer Type	Equivalent Residential Unit <sup>‡</sup>	Water Fee	Sewer Fee	Total Fee
Residential Dwelling Unit (3/4" Meter - 2 BR)	1	\$2,078	\$1,311	\$3,389
Residential Dwelling Unit (3/4" Meter - 3 BR)	1.5	\$3,117	\$1,967	\$5,084
Residential Dwelling Unit (3/4" Meter - 4 BR)	2	\$4,157	\$2,622	\$6,779
Residential Dwelling Unit (3/4" Meter - 5 BR)	2.5	\$5,196	\$3,278	\$8,473
All Other Zoning Categories/Uses - 3/4" Meter	1	\$2,078	\$1,311	\$3,389
All Other Zoning Categories/Uses - 1" Meter	1.67	\$3,471	\$2,189	\$5,660
All Zoning Categories/Uses - 1.5" Meter	3.33	\$6,921	\$4,366	\$11,286
All Zoning Categories/Uses - 2" Meter	5.33	\$11,077	\$6,988	\$18,065
All Zoning Categories/Uses - 3" Meter	11.67	\$24,253	\$15,299	\$39,553
All Zoning Categories/Uses - 4" Meter	21	\$43,643	\$27,531	\$71,174
All Zoning Categories/Uses - 6" Meter	43.33	\$90,051	\$56,806	\$146,856

### OPTION C – 50% Less than Allowable

Water & Sewer System Development Fees				
Customer Type	Equivalent Residential Unit <sup>‡</sup>	Water Fee	Sewer Fee	Total Fee
Residential Dwelling Unit (3/4" Meter - 2 BR)	1	\$1,386	\$874	\$2,260
Residential Dwelling Unit (3/4" Meter - 3 BR)	1.5	\$2,078	\$1,311	\$3,389
Residential Dwelling Unit (3/4" Meter - 4 BR)	2	\$2,771	\$1,748	\$4,519
Residential Dwelling Unit (3/4" Meter - 5 BR)	2.5	\$3,464	\$2,185	\$5,649
All Other Zoning Categories/Uses - 3/4" Meter	1	\$1,386	\$874	\$2,260
All Other Zoning Categories/Uses - 1" Meter	1.67	\$2,314	\$1,460	\$3,773
All Zoning Categories/Uses - 1.5" Meter	3.33	\$4,614	\$2,910	\$7,524
All Zoning Categories/Uses - 2" Meter	5.33	\$7,385	\$4,658	\$12,043
All Zoning Categories/Uses - 3" Meter	11.67	\$16,169	\$10,200	\$26,368
All Zoning Categories/Uses - 4" Meter	21	\$29,096	\$18,354	\$47,450
All Zoning Categories/Uses - 6" Meter	43.33	\$60,034	\$37,870	\$97,904



**Notes:**

- (1) Any item not included in the above schedule shall be referred to the City Manager for a specific price determination.
- (2) Except for development involving the subdivision of land, the above fees are payable at the time of application for connection. For development involving the subdivision of land, System Development Fees shall be paid at the time of plat recordation or when water or sewer service is committed by the City, whichever comes first.
- (3) Projects that have active building permits but have not paid System Development fees have 30 days from July 1, 2022, to pay rates under the former water and sewer connection fee schedule.
- (4) Owner or Developer is responsible for providing taps for all non-standard types, sizes and zoning classifications except for fire suppression taps in the #1 fire district where taps will be provided by the City and for standard residential taps as noted above.
- (5) Owner or Developer is responsible for providing meters meeting City of Graham Standards and Specifications for all other types, sizes and zoning classifications for all meters above  $\frac{3}{4}$ " in size.
- (6) Owner or Developer of a residential subdivision, as defined *Section 10.336* of the City of Graham Development Ordinance, is responsible for furnishing water and sewer taps in which tap fees will not be charged.



## 2022-2023 Boards and Commissions Terms Expiring 2022 and Current Vacancies

### **ABC Board - Graham Appointee**

Robert Parrish

Request Reappointment

### **Appearance Commission/Tree Board**

John Byrd

Vacancy

**New Applicants:** Casey Wagner, Megan Buckner-Hickman, Emily Bell O'Dell (2<sup>nd</sup> choice)

### **Canine Review Board**

Stephanie Brinn

Vacancy

### **Graham Historical Museum Board**

Karen Chin

Request Reappointment

Jennifer Brito

Request Reappointment

**New Applicants:** Casey Wagner, Russell Compton, Zipporah Clark-Baldwin (3<sup>rd</sup> choice)

### **Graham Housing Authority**

Thomas Foust

Request Reappointment

**New Applicants:** Melissa Clay Barnes (2<sup>nd</sup> choice), Shanelle Harvey (1<sup>st</sup> choice)

### **Historic Resources Commission**

Cary Worthy

Zipporah Clark-Baldwin

Request Reappointment

Vacancy

### **Planning Board/Board of Adjustment**

Dean Ward

Request Reappointment

Tony Bailey

Request Reappointment

Mike Benesch (Extra-Territorial)

Appointed by the County

**New Applicants:** Nathaniel Gainey, Colleen Macklin (2<sup>nd</sup> choice), Zipporah Clark-Baldwin (2<sup>nd</sup> choice), Keith Michaels, Melissa Clay Barnes (1<sup>st</sup> choice), Emily Bell O'Dell (1<sup>st</sup> choice), Shanelle Harvey (2<sup>nd</sup> choice)

### **Recreation Commission**

Nicki Smith

Request Reappointment

Jay Cook, Jr.

Request Reappointment

**New Applicant:** Casey Wagner

### **Alamance County Library Committee (Appointed by Ala. Commissioners)**

Jordan Dawson

Colleen Macklin

### **Economic Development & Marketing Committee**

7 Vacancies

**Applicant:** Griffin McClure

Revised 6/3/22



# VOLUNTEER BOARD & COMMISSION APPLICATION

The following application is used by the Graham City Council to identify individuals interested in serving on a City 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, please visit [cityofgraham.com/boards-commissions](http://cityofgraham.com/boards-commissions)

Name: Tony Bailey Email Address: Hbailey58@yahoo.com  
 Home Address: 1139 Challenge Dr. Mailing Address: 1139 Challenge Dr.  
 City, State, Zip: GRAHAM City, State, Zip: N.C. 27253  
 Home Phone: NONE Alternate Phone: (336) 558-6328

Please list the board(s) and/or commissions on which you are currently serving:

Planning Board

Please select up to, two (2) boards and/or commissions from the list below for which you would like to be considered and indicate your preference for each selection (1 = first choice and 2 = second choice):

- |  |  |
|--|--|
| <input type="checkbox"/> Alcohol Beverage Control Board      | <input type="checkbox"/> Historical Museum Advisory Board                |
| <input type="checkbox"/> Appearance/Tree Commission          | <input type="checkbox"/> Historic Resources Commission                   |
| <input type="checkbox"/> Canine Review Board                 | <input checked="" type="checkbox"/> 1 Planning Board/Board of Adjustment |
| <input type="checkbox"/> Graham Housing Authority            | <input checked="" type="checkbox"/> 2 Recreation Commission              |
| <input type="checkbox"/> Library Committee (Alamance County) | <input type="checkbox"/> Economic Development & Marketing Committee      |

Note: If you wish to change your selections for desired board(s) and/or commission(s) you will need to file a new application with the City Clerk. Only the most recent application on file will be presented to City Council.

## RELEVANT EXPERIENCE

Current employer/retired: Averitt Express  
 Employer address: 10314 Chapel Hill Rd City, State, Zip: Morrisville, N.C. 27560  
 Job title and description of responsibilities:

Transportation Specialist  
• Logistics and Transportation.  
• Sales and Operations.



Which of the following relevant knowledge, skills, abilities, interest, and/or experiences would you bring to the board(s) or commission(s) to which you are applying (select all that apply):

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> History                   | <input type="checkbox"/> Legal                           | <input checked="" type="checkbox"/> Critical Thinking       |
| <input type="checkbox"/> Architecture              | <input type="checkbox"/> Graphic Design                  | <input type="checkbox"/> Data Analysis                      |
| <input type="checkbox"/> Research                  | <input checked="" type="checkbox"/> Creativity           | <input checked="" type="checkbox"/> Active-Listening        |
| <input type="checkbox"/> Program Development       | <input type="checkbox"/> Marketing/Social Media          | <input checked="" type="checkbox"/> Effective Communication |
| <input type="checkbox"/> Historical Preservation   | <input type="checkbox"/> Economic Development            | <input type="checkbox"/> Education & Outreach               |
| <input checked="" type="checkbox"/> Event Planning | <input type="checkbox"/> Community Organizing            | <input type="checkbox"/> Conflict Resolution                |
| <input type="checkbox"/> Landscape Design          | <input checked="" type="checkbox"/> Athletics/Sports     | <input checked="" type="checkbox"/> Time Management         |
| <input type="checkbox"/> Gardener/Arborist         | <input type="checkbox"/> Problem Solving                 | <input type="checkbox"/> Other: _____                       |
| <input checked="" type="checkbox"/> Adaptability   | <input checked="" type="checkbox"/> Interpersonal Skills |   |

Why do you believe you would be an asset to the board(s) and/or commission(s) to which you are applying?

I Am currently serving on the Planning Board  
And have A depth of Knowledge and understanding  
in this Area.

Have you attended a meeting of the board(s) and/or commission(s) for which you are applying?

☒ Yes ☐ No

Have you met with the chairperson or Staff Liaison of the board(s) and/or commission(s) for which you are applying?

☒ Yes ☐ No

Additional relevant information:

With regard to the recreation Commission  
I have Always had an interest in the

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MAY 23 2022

CITY OF GRAHAM

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

Variety of recreation activities and/or events here  
in Graham. I believe I could greatly contribute  
and support the members of this Commission



# VOLUNTEER BOARD & COMMISSION APPLICATION



The following application is used by the Graham City Council to identify individuals interested in serving on a City 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, please visit [cityofgraham.com/boards-commissions](http://cityofgraham.com/boards-commissions)

Name: Melissa "Clay" Barnes Email Address: mcbarnes@camsys.com  
 Home Address: 602 Providence Road Mailing Address: 602 Providence Road  
 City, State, Zip: Graham, NC 27253 City, State, Zip: Graham, NC 27253  
 Home Phone: 773-612-1495 Alternate Phone: \_\_\_\_\_

Please list the board(s) and/or commissions on which you are currently serving:

None

Please select up to, two (2) boards and/or commissions from the list below for which you would like to be considered and indicate your preference for each selection (1 = first choice and 2 = second choice):

- |  |  |
|--|--|
| <input type="checkbox"/> Alcohol Beverage Control Board        | <input type="checkbox"/> Historic Resources Commission                   |
| <input type="checkbox"/> Appearance Commission                 | <input checked="" type="checkbox"/> 1 Planning Board/Board of Adjustment |
| <input type="checkbox"/> Canine Review Board                   | <input type="checkbox"/> Recreation Commission                           |
| <input checked="" type="checkbox"/> 2 Graham Housing Authority | <input type="checkbox"/> Tree Board                                      |
| <input type="checkbox"/> Historical Museum Advisory Board      |  |

Note: If you wish to change your selections for desired board(s) and/or commission(s) you will need to file a new application with the City Clerk. Only the most recent application on file will be presented to City Council. If not selected, applicants must reapply after the July City Council meeting to be considered for future appointments.

## RELEVANT EXPERIENCE

Current employer/retired: Cambridge Systematics

Employer address: \_\_\_\_\_ City, State, Zip: Medford, Massachusetts

Job title and description of responsibilities:

Senior Planning Analyst. In charge of project management and data analysis for transportation planning.



Which of the following relevant knowledge, skills, abilities, interest, and/or experiences would you bring to the board(s) or commission(s) to which you are applying (select all that apply):

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> History                        | <input type="checkbox"/> Legal                             | <input type="checkbox"/> Critical Thinking                  |
| <input type="checkbox"/> Architecture                   | <input checked="" type="checkbox"/> Graphic Design         | <input checked="" type="checkbox"/> Data Analysis           |
| <input checked="" type="checkbox"/> Research            | <input type="checkbox"/> Creativity                        | <input type="checkbox"/> Active-Listening                   |
| <input checked="" type="checkbox"/> Program Development | <input checked="" type="checkbox"/> Marketing/Social Media | <input checked="" type="checkbox"/> Effective Communication |
| <input type="checkbox"/> Historical Preservation        | <input checked="" type="checkbox"/> Economic Development   | <input checked="" type="checkbox"/> Education & Outreach    |
| <input type="checkbox"/> Event Planning                 | <input type="checkbox"/> Community Organizing              | <input type="checkbox"/> Conflict Resolution                |
| <input type="checkbox"/> Landscape Design               | <input type="checkbox"/> Athletics/Sports                  | <input checked="" type="checkbox"/> Time Management         |
| <input type="checkbox"/> Gardener/Arborist              | <input type="checkbox"/> Problem Solving                   | <input type="checkbox"/> Other: _____                       |
| <input type="checkbox"/> Adaptability                   | <input checked="" type="checkbox"/> Interpersonal Skills   |   |

Why do you believe you would be an asset to the board(s) and/or commission(s) to which you are applying?

Have you attended a meeting of the board(s) and/or commission(s) for which you are applying?

☐ Yes ☒ No

Have you met with the chairperson or Staff Liaison of the board(s) and/or commission(s) for which you are applying?

☒ Yes ☐ No

Additional relevant information:

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JAN 09 2021

CITY OF GRAHAM

Thank you for your interest in the City of Graham's 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: City Clerk P.O. Drawer 357, Graham, NC 27253



CITY OF GRAHAM

## VOLUNTEER BOARD & COMMISSION APPLICATION



The following application is used by the Graham City Council to identify individuals interested in serving on a City 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, please visit [cityofgraham.com/boards-commissions](http://cityofgraham.com/boards-commissions)

Name: Megan Buckner Hickman Email Address: Megan.bucknerhickman201@gmail.com  
Home Address: 364 Eastway Ln. Mailing Address: 364 Eastway Ln.  
City, State, Zip: Graham, NC 27253 City, State, Zip: Graham, NC 27253  
Home Phone: 515-473-0506 Alternate Phone: 336-280-9663

Please list the board(s) and/or commissions on which you are currently serving:

N/A

Please select up to, two (2) boards and/or commissions from the list below for which you would like to be considered and indicate your preference for each selection (1 = first choice and 2 = second choice):

- |   |   |
|---|---|
| <input type="checkbox"/> Alcohol Beverage Control Board   | <input type="checkbox"/> Historic Resources Commission      |
| <input type="checkbox"/> Appearance Commission            | <input type="checkbox"/> Planning Board/Board of Adjustment |
| <input type="checkbox"/> Canine Review Board              | <input type="checkbox"/> Recreation Commission              |
| <input type="checkbox"/> Graham Housing Authority         | <input checked="" type="checkbox"/> Tree Board              |
| <input type="checkbox"/> Historical Museum Advisory Board |   |

Note: If you wish to change your selections for desired board(s) and/or commission(s) you will need to file a new application with the City Clerk. Only the most recent application on file will be presented to City Council. If not selected, applicants must reapply after the July City Council meeting to be considered for future appointments.

## RELEVANT EXPERIENCE

Current employer/retired: Twist Financial  
Employer address: Berchleaf Ct City, State, Zip: Raleigh NC 27612  
Job title and description of responsibilities:

Senior cybersecurity analyst



Which of the following relevant knowledge, skills, abilities, interest, and/or experiences would you bring to the board(s) or commission(s) to which you are applying (select all that apply):

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> History                 | <input type="checkbox"/> Legal                           | <input checked="" type="checkbox"/> Critical Thinking |
| <input type="checkbox"/> Architecture            | <input type="checkbox"/> Graphic Design                  | <input type="checkbox"/> Data Analysis                |
| <input type="checkbox"/> Research                | <input type="checkbox"/> Creativity                      | <input type="checkbox"/> Active-Listening             |
| <input type="checkbox"/> Program Development     | <input type="checkbox"/> Marketing/Social Media          | <input type="checkbox"/> Effective Communication      |
| <input type="checkbox"/> Historical Preservation | <input type="checkbox"/> Economic Development            | <input type="checkbox"/> Education & Outreach         |
| <input type="checkbox"/> Event Planning          | <input type="checkbox"/> Community Organizing            | <input type="checkbox"/> Conflict Resolution          |
| <input type="checkbox"/> Landscape Design        | <input type="checkbox"/> Athletics/Sports                | <input type="checkbox"/> Time Management              |
| <input type="checkbox"/> Gardener/Arborist       | <input checked="" type="checkbox"/> Problem Solving      | <input type="checkbox"/> Other: _____                 |
| <input checked="" type="checkbox"/> Adaptability | <input checked="" type="checkbox"/> Interpersonal Skills |   |

Why do you believe you would be an asset to the board(s) and/or commission(s) to which you are applying?

I moved to NC from Iowa in 2015 to attend college and fell in love w/ the beauty of nature in this part of the country. I would like to do my part to conserve it starting in my own community.

Have you attended a meeting of the board(s) and/or commission(s) for which you are applying?

☐ Yes ☒ No

Have you met with the chairperson or Staff Liaison of the board(s) and/or commission(s) for which you are applying?

☐ Yes ☒ No

Additional relevant information:

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Thank you for your interest in the City of Graham's 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: City Clerk P.O. Drawer 357, Graham, NC 27253.

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CITY OF GRAHAM



# VOLUNTEER BOARD & COMMISSION APPLICATION



The following application is used by the Graham City Council to identify individuals interested in serving on a City 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, please visit [cityofgraham.com/boards-commissions](http://cityofgraham.com/boards-commissions)

Name: Zipporah W. Clark-Baldwin Email Address: queenroez61@yahoo.com  
 Home Address: 219 W. Harden Street #211 Mailing Address: 219 W. Harden St. #211  
 City, State, Zip: Graham, NC 27253 City, State, Zip: Graham, NC 27253  
 Home Phone: 336-567-1658 Alternate Phone: 336-260-1577

Please list the board(s) and/or commissions on which you are currently serving:

HRC, Appearance Committee

Please select up to, two (2) boards and/or commissions from the list below for which you would like to be considered and indicate your preference for each selection (1 = first choice and 2 = second choice):

- |   |   |
|---|---|
| <input type="checkbox"/> Alcohol Beverage Control Board                           | <input checked="" type="checkbox"/> Historic Resources Commission (renewal) |
| <input type="checkbox"/> Appearance Commission                                    | <input type="checkbox"/> Planning Board/Board of Adjustment                 |
| <input type="checkbox"/> Canine Review Board                                      | <input checked="" type="checkbox"/> Recreation Commission (2nd choice)      |
| <input type="checkbox"/> Graham Housing Authority                                 | <input type="checkbox"/> Tree Board   |
| <input checked="" type="checkbox"/> Historical Museum Advisory Board (3rd choice) |   |

Note: If you wish to change your selections for desired board(s) and/or commission(s) you will need to file a new application with the City Clerk. Only the most recent application on file will be presented to City Council. If not selected, applicants must reapply after the July City Council meeting to be considered for future appointments.

## RELEVANT EXPERIENCE

Current employer/retired: Retired

Employer address: N/A City, State, Zip: \_\_\_\_\_

Job title and description of responsibilities:



Which of the following relevant knowledge, skills, abilities, interest, and/or experiences would you bring to the board(s) or commission(s) to which you are applying (select all that apply):

- |   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> History                 | <input type="checkbox"/> Legal                             | <input checked="" type="checkbox"/> Critical Thinking       |
| <input checked="" type="checkbox"/> Architecture            | <input type="checkbox"/> Graphic Design                    | <input type="checkbox"/> Data Analysis                      |
| <input checked="" type="checkbox"/> Research                | <input checked="" type="checkbox"/> Creativity             | <input type="checkbox"/> Active-Listening                   |
| <input checked="" type="checkbox"/> Program Development     | <input checked="" type="checkbox"/> Marketing/Social Media | <input checked="" type="checkbox"/> Effective Communication |
| <input checked="" type="checkbox"/> Historical Preservation | <input checked="" type="checkbox"/> Economic Development   | <input checked="" type="checkbox"/> Education & Outreach    |
| <input checked="" type="checkbox"/> Event Planning          | <input checked="" type="checkbox"/> Community Organizing   | <input checked="" type="checkbox"/> Conflict Resolution     |
| <input checked="" type="checkbox"/> Landscape Design        | <input checked="" type="checkbox"/> Athletics/Sports       | <input checked="" type="checkbox"/> Time Management         |
| <input type="checkbox"/> Gardener/Arborist                  | <input checked="" type="checkbox"/> Problem Solving        | <input type="checkbox"/> Other: _____                       |
| <input checked="" type="checkbox"/> Adaptability            | <input checked="" type="checkbox"/> Interpersonal Skills   |   |

Why do you believe you would be an asset to the board(s) and/or commission(s) to which you are applying?

This is a renewal, I have served in the role for one term (HRC) I have dedication and I have come to understand the designed standard/guidelines. Know Roberts Rules & Order. Knowledge of Quasi Judicial Proceedings and capability of appliance.

Have you attended a meeting of the board(s) and/or commission(s) for which you are applying? YES #1 currently serving #2 + #3 (will attend) ☐ Yes ☒ No

Have you met with the chairperson or Staff Liaison of the board(s) and/or commission(s) for which you are applying? Up for renewal ☒ Yes ☐ No

Additional relevant information:

Thank you for your consideration and I am excited to come back for another term and look forward to serving the Graham Community.

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FEB 01 2022

CITY OF GRAHAM

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



# VOLUNTEER BOARD & COMMISSION APPLICATION



The following application is used by the Graham City Council to identify individuals interested in serving on a City 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, please visit [cityofgraham.com/boards-commissions](http://cityofgraham.com/boards-commissions)

Name: Sherea Burnett Email Address: sherea.burnett@gmail.com  
 Home Address: 318 Doggett Drive Mailing Address: 318 Doggett Drive  
 City, State, Zip: Graham, NC 27253 City, State, Zip: Graham, NC 27253  
 Home Phone: (336) 260-8726 Alternate Phone: N/A

Please list the board(s) and/or commissions on which you are currently serving:

None - N/A.

Please select up to, two (2) boards and/or commissions from the list below for which you would like to be considered and indicate your preference for each selection (1 = first choice and 2 = second choice):

- |   |   |
|---|---|
| <input type="checkbox"/> Alcohol Beverage Control Board                 | <input type="checkbox"/> Historical Museum Advisory Board           |
| <input type="checkbox"/> Appearance/Tree Commission                     | <input type="checkbox"/> Historic Resources Commission              |
| <input type="checkbox"/> Canine Review Board                            | <input type="checkbox"/> Planning Board/Board of Adjustment         |
| <input type="checkbox"/> Graham Housing Authority                       | <input type="checkbox"/> Recreation Commission                      |
| <input checked="" type="checkbox"/> Library Committee (Alamance County) | <input type="checkbox"/> Economic Development & Marketing Committee |

Note: If you wish to change your selections for desired board(s) and/or commission(s) you will need to file a new application with the City Clerk. Only the most recent application on file will be presented to City Council.

## RELEVANT EXPERIENCE

Current employer/retired: Family Abuse Services

Employer address: 1950 Martin Street

City, State, Zip: Burlington, NC 27217

Job title and description of responsibilities:

Director of Housing Services - Developed & coordinated programs specific to Rapid Re-Housing, Short-Term Emergency Housing/Emergency Shelter, & Homelessness Prevention. Trains & supervises staff members in the areas of housing search, housing placement, landlord recruitment, landlord engagement, & case management while maintaining data about the clients assisted & any gaps in services that exist within North Carolina Balance of State Continuum of Care Region 6 (Person County, Rockingham County, Alamance County, Caswell County, Chatham County). Manages grant funding & budgets from various funding sources for Rapid Re-Housing, Homelessness Prevention, & Short-Term Emergency Housing/domestic violence shelter services. Establishes & maintains relationships with various community agencies & community partners in North Carolina Balance of State Continuum of Care Region 6 (Person County, Rockingham County, Alamance County, Caswell County, Chatham County) & throughout the state of North Carolina.



Which of the following relevant knowledge, skills, abilities, interest, and/or experiences would you bring to the board(s) or commission(s) to which you are applying (select all that apply):

- |   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> History             | <input checked="" type="checkbox"/> Legal                  | <input checked="" type="checkbox"/> Critical Thinking       |
| <input type="checkbox"/> Architecture                   | <input type="checkbox"/> Graphic Design                    | <input type="checkbox"/> Data Analysis                      |
| <input checked="" type="checkbox"/> Research            | <input checked="" type="checkbox"/> Creativity             | <input checked="" type="checkbox"/> Active-Listening        |
| <input checked="" type="checkbox"/> Program Development | <input checked="" type="checkbox"/> Marketing/Social Media | <input checked="" type="checkbox"/> Effective Communication |
| <input type="checkbox"/> Historical Preservation        | <input type="checkbox"/> Economic Development              | <input checked="" type="checkbox"/> Education & Outreach    |
| <input checked="" type="checkbox"/> Event Planning      | <input checked="" type="checkbox"/> Community Organizing   | <input checked="" type="checkbox"/> Conflict Resolution     |
| <input type="checkbox"/> Landscape Design               | <input type="checkbox"/> Athletics/Sports                  | <input type="checkbox"/> Time Management                    |
| <input type="checkbox"/> Gardener/Arborist              | <input checked="" type="checkbox"/> Problem Solving        | <input type="checkbox"/> Other: _____                       |
| <input type="checkbox"/> Adaptability                   | <input type="checkbox"/> Interpersonal Skills              |   |

Why do you believe you would be an asset to the board(s) and/or commission(s) to which you are applying?

I believe that I would be an asset to the Library Committee/Board because of the work that I have done and continue to do in Alamance County pertaining to improving literacy rates for adults and youth. This work has included: coordinating and hosting countless programs about literacy, assisting with school donations/reading activities for local youth, facilitating a twenty-five week Virtual Reading Series featuring some local authors, coordinating a Virtual Book Fair during the COVID pandemic, and organizing several community resource fairs for Alamance County residents. This work has provided me with the opportunity to learn more about the literacy/resource needs of many of the diverse communities in our county. I am also working alongside the Alamance County Public Libraries and several other agencies to implement a Discover Your Local Library Series in hopes of increasing interest around the work of, resources available at, and activities coordinated by our local libraries.

I first began learning about literacy and reading comprehension issues in our county while working closely with children and families in prior positions with Alamance County Child Protective Services. These concerns have also been noticeable in my current work with Family Abuse Services and in my prior volunteer work with the Alamance County Guardian ad Litem Program.

Have you attended a meeting of the board(s) and/or commission(s) for which you are applying?

☒ Yes ☐ No

Have you met with the chairperson or Staff Liaison of the board(s) and/or commission(s) for which you are applying?

☒ Yes ☐ No

Additional relevant information:

I am a 35+ year resident of Alamance County, a graduate of Graham High School, and a citizen of the Occaneechi Band of the Saponi Nation.

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CITY OF GRAHAM

Thank you for your interest in the City of Graham's boards and commissions. Submit this application by email to: [dterrell@cityofgraham.com](mailto:dterrell@cityofgraham.com), in person to: City Clerk's Office at 201 South Main Street, or by mail to: City Clerk P.O. Drawer 357, Graham, NC 27243.



# 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/city-hall/boards-and-commissions/](http://www.cityofgraham.com/city-hall/boards-and-commissions/)



**Name** Karen Chin

**Email Address** karenc930@gmail.com

**Home Address** 386 Carolina Circle

**Mailing Address** 386 Carolina Circle

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

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

**Home Phone** 571-235-8071

**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:

Have enjoyed assisting with the GRAHAM HISTORICAL MUSEUM's progress. Would like to continue to support where I can and serve as a docent volunteer on the Fridays and Saturdays when the museum is open to the public.



## **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.**

Am retired and have intentionally not renewed membership in several Artist organizations in Virginia and North Carolina.

**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  
on  
February 28, 2022**



# VOLUNTEER BOARD & COMMISSION APPLICATION



The following application is used by the Graham City Council to identify individuals interested in serving on a City 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, please visit [cityofgraham.com/boards-commissions](http://cityofgraham.com/boards-commissions)

Name: Russell Compton Email Address: russcom313@gmail.com  
 Home Address: 313 Holt Ave Mailing Address: same  
 City, State, Zip: Graham, NC 27253 City, State, Zip: \_\_\_\_\_  
 Home Phone: 336-212-0616 Alternate Phone: \_\_\_\_\_

Please list the board(s) and/or commissions on which you are currently serving:

**Graham Historical Advisory Board**

Please select up to, two (2) boards and/or commissions from the list below for which you would like to be considered and indicate your preference for each selection (1 = first choice and 2 = second choice):

- |  |  |
|--|--|
| <input type="checkbox"/> Alcohol Beverage Control Board      | <input checked="" type="checkbox"/> 1 Historical Museum Advisory Board |
| <input type="checkbox"/> Appearance/Tree Commission          | <input type="checkbox"/> Historic Resources Commission                 |
| <input type="checkbox"/> Canine Review Board                 | <input type="checkbox"/> Planning Board/Board of Adjustment            |
| <input type="checkbox"/> Graham Housing Authority            | <input type="checkbox"/> Recreation Commission                         |
| <input type="checkbox"/> Library Committee (Alamance County) | <input type="checkbox"/> Economic Development & Marketing Committee    |

Note: If you wish to change your selections for desired board(s) and/or commission(s) you will need to file a new application with the City Clerk. Only the most recent application on file will be presented to City Council.

## RELEVANT EXPERIENCE

Current employer/retired: Retired

Employer address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Job title and description of responsibilities:



Which of the following relevant knowledge, skills, abilities, interest, and/or experiences would you bring to the board(s) or commission(s) to which you are applying (select all that apply):

- |   |   |  |
|---|---|--|
| <input checked="" type="checkbox"/> History             | <input type="checkbox"/> Legal                  | <input type="checkbox"/> Critical Thinking       |
| <input checked="" type="checkbox"/> Architecture        | <input type="checkbox"/> Graphic Design         | <input type="checkbox"/> Data Analysis           |
| <input checked="" type="checkbox"/> Research            | <input type="checkbox"/> Creativity             | <input type="checkbox"/> Active-Listening        |
| <input checked="" type="checkbox"/> Program Development | <input type="checkbox"/> Marketing/Social Media | <input type="checkbox"/> Effective Communication |
| <input type="checkbox"/> Historical Preservation        | <input type="checkbox"/> Economic Development   | <input type="checkbox"/> Education & Outreach    |
| <input type="checkbox"/> Event Planning                 | <input type="checkbox"/> Community Organizing   | <input type="checkbox"/> Conflict Resolution     |
| <input type="checkbox"/> Landscape Design               | <input type="checkbox"/> Athletics/Sports       | <input type="checkbox"/> Time Management         |
| <input type="checkbox"/> Gardener/Arborist              | <input type="checkbox"/> Problem Solving        | <input type="checkbox"/> Other: _____            |
| <input type="checkbox"/> Adaptability                   | <input type="checkbox"/> Interpersonal Skills   |  |

Why do you believe you would be an asset to the board(s) and/or commission(s) to which you are applying?

I have a deep interest in preserving, documenting, and educating the public regarding the history of the City of Graham.

Have you attended a meeting of the board(s) and/or commission(s) for which you are applying?

☒ Yes ☐ No

Have you met with the chairperson or Staff Liaison of the board(s) and/or commission(s) for which you are applying?

☒ Yes ☐ No

Additional relevant information:

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CITY OF GRAHAM

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



## VOLUNTEER BOARD & COMMISSION APPLICATION



The following application is used by the Graham City Council to identify individuals interested in serving on a City 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, please visit [cityofgraham.com/boards-commissions](http://cityofgraham.com/boards-commissions)

Name: Walter J (Jay) Cook Email Address: wjcook@stokescook.com  
Home Address: 926 Hanford Road Mailing Address: \_\_\_\_\_  
City, State, Zip: Graham, NC 27253 City, State, Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Alternate Phone: 336-260-7280

Please list the board(s) and/or commissions on which you are currently serving:

**Recreation Commission**

Please select up to, two (2) boards and/or commissions from the list below for which you would like to be considered and indicate your preference for each selection (1 = first choice and 2 = second choice):

- |  |   |
|--|---|
| <input type="checkbox"/> Alcohol Beverage Control Board      | <input type="checkbox"/> Historical Museum Advisory Board           |
| <input type="checkbox"/> Appearance/Tree Commission          | <input type="checkbox"/> Historic Resources Commission              |
| <input type="checkbox"/> Canine Review Board                 | <input type="checkbox"/> Planning Board/Board of Adjustment         |
| <input type="checkbox"/> Graham Housing Authority            | <input checked="" type="checkbox"/> Recreation Commission           |
| <input type="checkbox"/> Library Committee (Alamance County) | <input type="checkbox"/> Economic Development & Marketing Committee |

Note: If you wish to change your selections for desired board(s) and/or commission(s) you will need to file a new application with the City Clerk. Only the most recent application on file will be presented to City Council.

## RELEVANT EXPERIENCE

Current employer/retired: StokesCook Wealth Management

Employer address: 208 S. Marshall Street

City, State, Zip: Graham, NC

Job title and description of responsibilities:

**Retired as Chief Credit Officer at Carolina Farm Credit and now serve as a Financial Advisor inside Stokes-Cook Wealth Management on a part-time basis.**



Which of the following relevant knowledge, skills, abilities, interest, and/or experiences would you bring to the board(s) or commission(s) to which you are applying (select all that apply):

- |  |  |   |
|--|--|---|
| <input checked="" type="checkbox"/> History      | <input type="checkbox"/> Legal                           | <input checked="" type="checkbox"/> Critical Thinking       |
| <input type="checkbox"/> Architecture            | <input type="checkbox"/> Graphic Design                  | <input type="checkbox"/> Data Analysis                      |
| <input type="checkbox"/> Research                | <input type="checkbox"/> Creativity                      | <input type="checkbox"/> Active-Listening                   |
| <input type="checkbox"/> Program Development     | <input type="checkbox"/> Marketing/Social Media          | <input checked="" type="checkbox"/> Effective Communication |
| <input type="checkbox"/> Historical Preservation | <input type="checkbox"/> Economic Development            | <input type="checkbox"/> Education & Outreach               |
| <input type="checkbox"/> Event Planning          | <input type="checkbox"/> Community Organizing            | <input type="checkbox"/> Conflict Resolution                |
| <input type="checkbox"/> Landscape Design        | <input checked="" type="checkbox"/> Athletics/Sports     | <input type="checkbox"/> Time Management                    |
| <input type="checkbox"/> Gardener/Arborist       | <input checked="" type="checkbox"/> Problem Solving      | <input type="checkbox"/> Other: _____                       |
| <input type="checkbox"/> Adaptability            | <input checked="" type="checkbox"/> Interpersonal Skills |   |

Why do you believe you would be an asset to the board(s) and/or commission(s) to which you are applying?

I have served for many years on this commission and bring a long history of institutional knowledge as well as a passion for athletics and the programs of the GRPD.

Have you attended a meeting of the board(s) and/or commission(s) for which you are applying?

☒ Yes ☐ No

Have you met with the chairperson or Staff Liaison of the board(s) and/or commission(s) for which you are applying?

☐ Yes ☐ No

Additional relevant information:

None

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CITY OF GRAHAM

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



# VOLUNTEER BOARD & COMMISSION APPLICATION



The following application is used by the Graham City Council to identify individuals interested in serving on a City 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, please visit [cityofgraham.com/boards-commissions](http://cityofgraham.com/boards-commissions)

Name: THOMAS FOUST Email Address: tomifoust@icloud.com  
 Home Address: 906 HANFORD RD Mailing Address: \_\_\_\_\_  
 City, State, Zip: Graham N.C. 27253 City, State, Zip: \_\_\_\_\_  
 Home Phone: 336-227-8043 Alternate Phone: 336-213-0808

Please list the board(s) and/or commissions on which you are currently serving:

Graham Housing Authority

Please select up to, two (2) boards and/or commissions from the list below for which you would like to be considered and indicate your preference for each selection (1 = first choice and 2 = second choice):

- |  |   |
|--|---|
| <input type="checkbox"/> Alcohol Beverage Control Board      | <input type="checkbox"/> Historic Resources Commission      |
| <input type="checkbox"/> Appearance Commission               | <input type="checkbox"/> Planning Board/Board of Adjustment |
| <input type="checkbox"/> Canine Review Board                 | <input type="checkbox"/> Recreation Commission              |
| <input checked="" type="checkbox"/> Graham Housing Authority | <input type="checkbox"/> Tree Board                         |
| <input type="checkbox"/> Historical Museum Advisory Board    |   |

Note: If you wish to change your selections for desired board(s) and/or commission(s) you will need to file a new application with the City Clerk. Only the most recent application on file will be presented to City Council. If not selected, applicants must reapply after the July City Council meeting to be considered for future appointments.

## RELEVANT EXPERIENCE

Current employer/retired: Retired

Employer address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Job title and description of responsibilities:



Which of the following relevant knowledge, skills, abilities, interest, and/or experiences would you bring to the board(s) or commission(s) to which you are applying (select all that apply):

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> History                        | <input type="checkbox"/> Legal                             | <input type="checkbox"/> Critical Thinking        |
| <input type="checkbox"/> Architecture                   | <input type="checkbox"/> Graphic Design                    | <input checked="" type="checkbox"/> Data Analysis |
| <input type="checkbox"/> Research                       | <input type="checkbox"/> Creativity                        | <input type="checkbox"/> Active-Listening         |
| <input checked="" type="checkbox"/> Program Development | <input checked="" type="checkbox"/> Marketing/Social Media | <input type="checkbox"/> Effective Communication  |
| <input type="checkbox"/> Historical Preservation        | <input type="checkbox"/> Economic Development              | <input type="checkbox"/> Education & Outreach     |
| <input type="checkbox"/> Event Planning                 | <input type="checkbox"/> Community Organizing              | <input type="checkbox"/> Conflict Resolution      |
| <input type="checkbox"/> Landscape Design               | <input type="checkbox"/> Athletics/Sports                  | <input type="checkbox"/> Time Management          |
| <input type="checkbox"/> Gardener/Arborist              | <input type="checkbox"/> Problem Solving                   | <input type="checkbox"/> Other: _____             |
| <input type="checkbox"/> Adaptability                   | <input type="checkbox"/> Interpersonal Skills              |   |

Why do you believe you would be an asset to the board(s) and/or commission(s) to which you are applying?

Learned a lot from serving 1 Year. ~~Start~~  
 have positive attitude. Living in Graham for  
 50 years appreciate the appearance and would like  
 to help improve. 1 Year Experience.

Have you attended a meeting of the board(s) and/or commission(s) for which you are applying?

☒ Yes ☐ No

Have you met with the chairperson or Staff Liaison of the board(s) and/or commission(s) for which you are applying?

☒ Yes ☐ No

Additional relevant information:

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Approved Last Year to serve  
 on Commission remaining 1 year  
 term of commissioner that retired due to Health Reasons

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# VOLUNTEER BOARD & COMMISSION APPLICATION

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MAR 23 2022



The following application is used by the Graham City Council to identify individuals interested in serving on a City 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, please visit [cityofgraham.com/boards-commissions](http://cityofgraham.com/boards-commissions)

Name: Nathaniel GAINey Email Address: natenminn@bellsouth.net  
 Home Address: 413 OLD Farm Rd Mailing Address: 413 OLD Farm Rd  
 City, State, Zip: Graham, NC 27253 City, State, Zip: Graham, NC 27253  
 Home Phone: (336) 229-1848 Alternate Phone: (336) 653-1149

Please list the board(s) and/or commissions on which you are currently serving:

Habitat For Humanity Burlington, NC

Please select up to, two (2) boards and/or commissions from the list below for which you would like to be considered and indicate your preference for each selection (1 = first choice and 2 = second choice):

- |   |  |
|---|--|
| <input type="checkbox"/> Alcohol Beverage Control Board   | <input type="checkbox"/> Historic Resources Commission                 |
| <input type="checkbox"/> Appearance Commission            | <input checked="" type="checkbox"/> Planning Board/Board of Adjustment |
| <input type="checkbox"/> Canine Review Board              | <input type="checkbox"/> Recreation Commission                         |
| <input type="checkbox"/> Graham Housing Authority         | <input type="checkbox"/> Tree Board                                    |
| <input type="checkbox"/> Historical Museum Advisory Board |  |

Note: If you wish to change your selections for desired board(s) and/or commission(s) you will need to file a new application with the City Clerk. Only the most recent application on file will be presented to City Council. If not selected, applicants must reapply after the July City Council meeting to be considered for future appointments.

## RELEVANT EXPERIENCE

Current employer/retired: Auto Zone/Retired US Postal Service

Employer address: 510 N Church St. City, State, Zip: Burlington, NC 27217

Job title and description of responsibilities:

Commerical Driver, Delivery of Parts



Which of the following relevant knowledge, skills, abilities, interest, and/or experiences would you bring to the board(s) or commission(s) to which you are applying (select all that apply):

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> History                 | <input type="checkbox"/> Legal                             | <input type="checkbox"/> Critical Thinking                  |
| <input type="checkbox"/> Architecture            | <input type="checkbox"/> Graphic Design                    | <input type="checkbox"/> Data Analysis                      |
| <input type="checkbox"/> Research                | <input type="checkbox"/> Creativity                        | <input type="checkbox"/> Active-Listening                   |
| <input type="checkbox"/> Program Development     | <input checked="" type="checkbox"/> Marketing/Social Media | <input checked="" type="checkbox"/> Effective Communication |
| <input type="checkbox"/> Historical Preservation | <input type="checkbox"/> Economic Development              | <input checked="" type="checkbox"/> Education & Outreach    |
| <input type="checkbox"/> Event Planning          | <input type="checkbox"/> Community Organizing              | <input type="checkbox"/> Conflict Resolution                |
| <input type="checkbox"/> Landscape Design        | <input type="checkbox"/> Athletics/Sports                  | <input type="checkbox"/> Time Management                    |
| <input type="checkbox"/> Gardener/Arborist       | <input checked="" type="checkbox"/> Problem Solving        | <input type="checkbox"/> Other: <u>Photography</u>          |
| <input type="checkbox"/> Adaptability            | <input type="checkbox"/> Interpersonal Skills              |   |

Why do you believe you would be an asset to the board(s) and/or commission(s) to which you are applying?

Good Communication Skills, Hold a BA Degree/Business Chair Family Selection Committee/Habitat for Humanity

Have you attended a meeting of the board(s) and/or commission(s) for which you are applying? I attended a zoning meeting, new housing development in my area ☒ Yes ☐ No

Have you met with the chairperson or Staff Liaison of the board(s) and/or commission(s) for which you are applying?

☐ Yes ☒ No

Additional relevant information:

US Army Honorable Discharge, National Defense Medal, Military Service Medal  
NC Notary

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Thank you for your interest in the City of Graham's boards and commissions. Submit this application by email to: dterrell@cityofgraham.com, in person to: City Clerk's Office at 201 South Main Street, or by mail to: City Clerk P.O. Drawer 357, Graham, NC 27243.



# VOLUNTEER BOARD & COMMISSION APPLICATION



The following application is used by the Graham City Council to identify individuals interested in serving on a City 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, please visit [cityofgraham.com/boards-commissions](http://cityofgraham.com/boards-commissions)

Name: Shanelle Harvey Email Address: shanelleh1997@gmail.com  
 Home Address: 1085 Ivey Rd, Apt H Mailing Address: Same  
 City, State, Zip: Graham City, State, Zip: 27253  
 Home Phone: 3362638769 Alternate Phone: N/A

Please list the board(s) and/or commissions on which you are currently serving:

None

Please select up to, two (2) boards and/or commissions from the list below for which you would like to be considered and indicate your preference for each selection (1 = first choice and 2 = second choice):

- |  |  |
|--|--|
| <input type="checkbox"/> Alcohol Beverage Control Board        | <input type="checkbox"/> Historic Resources Commission                   |
| <input type="checkbox"/> Appearance Commission                 | <input checked="" type="checkbox"/> 2 Planning Board/Board of Adjustment |
| <input type="checkbox"/> Canine Review Board                   | <input type="checkbox"/> Recreation Commission                           |
| <input checked="" type="checkbox"/> 1 Graham Housing Authority | <input type="checkbox"/> Tree Board                                      |
| <input type="checkbox"/> Historical Museum Advisory Board      |  |

Note: If you wish to change your selections for desired board(s) and/or commission(s) you will need to file a new application with the City Clerk. Only the most recent application on file will be presented to City Council. If not selected, applicants must reapply after the July City Council meeting to be considered for future appointments.

## RELEVANT EXPERIENCE

Current employer/retired: Allen Tate Realtors

Employer address: 3315 Garden Rd City, State, Zip: Burlington, NC 27215

Job title and description of responsibilities:

I am a Real Estate Agent/Broker/Realtor. I help clients in the Triad and surrounding areas by preparing them to get their homes ready for the market and through the sale process. I also assist buyer clients in the purchase of homes, which includes helping them through the negotiation, contract, inspections and closing process.



Which of the following relevant knowledge, skills, abilities, interest, and/or experiences would you bring to the board(s) or commission(s) to which you are applying (select all that apply):

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> History                        | <input type="checkbox"/> Legal                             | <input checked="" type="checkbox"/> Critical Thinking       |
| <input type="checkbox"/> Architecture                   | <input type="checkbox"/> Graphic Design                    | <input checked="" type="checkbox"/> Data Analysis           |
| <input checked="" type="checkbox"/> Research            | <input checked="" type="checkbox"/> Creativity             | <input checked="" type="checkbox"/> Active-Listening        |
| <input checked="" type="checkbox"/> Program Development | <input checked="" type="checkbox"/> Marketing/Social Media | <input checked="" type="checkbox"/> Effective Communication |
| <input type="checkbox"/> Historical Preservation        | <input checked="" type="checkbox"/> Economic Development   | <input checked="" type="checkbox"/> Education & Outreach    |
| <input type="checkbox"/> Event Planning                 | <input checked="" type="checkbox"/> Community Organizing   | <input checked="" type="checkbox"/> Conflict Resolution     |
| <input type="checkbox"/> Landscape Design               | <input type="checkbox"/> Athletics/Sports                  | <input checked="" type="checkbox"/> Time Management         |
| <input type="checkbox"/> Gardener/Arborist              | <input checked="" type="checkbox"/> Problem Solving        | <input type="checkbox"/> Other: _____                       |
| <input checked="" type="checkbox"/> Adaptability        | <input checked="" type="checkbox"/> Interpersonal Skills   |   |

Why do you believe you would be an asset to the board(s) and/or commission(s) to which you are applying?

I am a former employee of Graham Housing Authority. I resigned from the position of Section 8 Coordinator on good terms to pursue my new career in Real Estate in January 2019. I understand the processes and procedures within the Housing Authority and have a passion for helping my community on a variety of levels. I believe my experience of working in the private and public sector has provided me with the expertise and skills necessary to further give support to my community in many areas.

Have you attended a meeting of the board(s) and/or commission(s) for which you are applying?

☐ Yes ☒ No

Have you met with the chairperson or Staff Liaison of the board(s) and/or commission(s) for which you are applying?

☐ Yes ☒ No

Additional relevant information:

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CITY OF GRAHAM

Thank you for your interest in the City of Graham's 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: City Clerk P.O. Drawer 357, Graham, NC 27253.



# VOLUNTEER BOARD & COMMISSION APPLICATION



The following application is used by the Graham City Council to identify individuals interested in serving on a City 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, please visit [cityofgraham.com/boards-commissions](http://cityofgraham.com/boards-commissions)

Name: Colleen Macklin Email Address: cmcmacklin@gmail.com  
 Home Address: 113 Haley Court Mailing Address: \_\_\_\_\_  
 City, State, Zip: Graham, NC 27253 City, State, Zip: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Alternate Phone: 336-266-7128

Please list the board(s) and/or commissions on which you are currently serving:

**Library Committee**

Please select up to, two (2) boards and/or commissions from the list below for which you would like to be considered and indicate your preference for each selection (1 = first choice and 2 = second choice):

- |   |  |
|---|--|
| <input type="checkbox"/> Alcohol Beverage Control Board                 | <input type="checkbox"/> Historical Museum Advisory Board              |
| <input type="checkbox"/> Appearance/Tree Commission                     | <input type="checkbox"/> Historic Resources Commission                 |
| <input type="checkbox"/> Canine Review Board                            | <input checked="" type="checkbox"/> Planning Board/Board of Adjustment |
| <input type="checkbox"/> Graham Housing Authority                       | <input type="checkbox"/> Recreation Commission                         |
| <input checked="" type="checkbox"/> Library Committee (Alamance County) | <input type="checkbox"/> Economic Development & Marketing Committee    |

Note: If you wish to change your selections for desired board(s) and/or commission(s) you will need to file a new application with the City Clerk. Only the most recent application on file will be presented to City Council.

## RELEVANT EXPERIENCE

Current employer/retired: Alamance Community College

Employer address: 1247 Jimmie Kerr Road

City, State, Zip: Graham, NC 27253

Job title and description of responsibilities:

**Librarian: assist students, aid in collection development, teach research skills, other general/clerical tasks.**



Which of the following relevant knowledge, skills, abilities, interest, and/or experiences would you bring to the board(s) or commission(s) to which you are applying (select all that apply):

- |   |  |  |
|---|--|--|
| <input checked="" type="checkbox"/> History             | <input type="checkbox"/> Legal                           | <input checked="" type="checkbox"/> Critical Thinking    |
| <input type="checkbox"/> Architecture                   | <input type="checkbox"/> Graphic Design                  | <input type="checkbox"/> Data Analysis                   |
| <input checked="" type="checkbox"/> Research            | <input checked="" type="checkbox"/> Creativity           | <input checked="" type="checkbox"/> Active-Listening     |
| <input checked="" type="checkbox"/> Program Development | <input type="checkbox"/> Marketing/Social Media          | <input type="checkbox"/> Effective Communication         |
| <input type="checkbox"/> Historical Preservation        | <input type="checkbox"/> Economic Development            | <input checked="" type="checkbox"/> Education & Outreach |
| <input type="checkbox"/> Event Planning                 | <input checked="" type="checkbox"/> Community Organizing | <input type="checkbox"/> Conflict Resolution             |
| <input type="checkbox"/> Landscape Design               | <input type="checkbox"/> Athletics/Sports                | <input checked="" type="checkbox"/> Time Management      |
| <input type="checkbox"/> Gardener/Arborist              | <input type="checkbox"/> Problem Solving                 | <input type="checkbox"/> Other: _____                    |
| <input type="checkbox"/> Adaptability                   | <input type="checkbox"/> Interpersonal Skills            |  |

Why do you believe you would be an asset to the board(s) and/or commission(s) to which you are applying?

As a librarian/teacher for the past 50 years, I bring an wealth of knowledge and experience to any of the Alamance/Burlington boards, but especially to the Library Committee.

Have you attended a meeting of the board(s) and/or commission(s) for which you are applying?

☒ Yes ☐ No

Have you met with the chairperson or Staff Liaison of the board(s) and/or commission(s) for which you are applying?

☒ Yes ☐ No

Additional relevant information:

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CITY OF GRAHAM

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



## VOLUNTEER BOARD & COMMISSION APPLICATION



The following application is used by the Graham City Council to identify individuals interested in serving on a City 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, please visit [cityofgraham.com/boards-commissions](http://cityofgraham.com/boards-commissions)

Name: Griffin McClure Email Address: griffinmcclure@gmail.com  
Home Address: 622 Johnson Avenue Mailing Address: P.O. Box 817  
City, State, Zip: Graham, NC 27253 City, State, Zip: Graham, NC 27253  
Home Phone: 336-266-2802 Alternate Phone: 336-226-2481

Please list the board(s) and/or commissions on which you are currently serving:

Economic Development & Marketing Committee

Please select up to, two (2) boards and/or commissions from the list below for which you would like to be considered and indicate your preference for each selection (1 = first choice and 2 = second choice):

- |  |  |
|--|--|
| <input type="checkbox"/> Alcohol Beverage Control Board      | <input type="checkbox"/> Historical Museum Advisory Board                        |
| <input type="checkbox"/> Appearance/Tree Commission          | <input type="checkbox"/> Historic Resources Commission                           |
| <input type="checkbox"/> Canine Review Board                 | <input type="checkbox"/> Planning Board/Board of Adjustment                      |
| <input type="checkbox"/> Graham Housing Authority            | <input type="checkbox"/> Recreation Commission                                   |
| <input type="checkbox"/> Library Committee (Alamance County) | <input checked="" type="checkbox"/> 1 Economic Development & Marketing Committee |

Note: If you wish to change your selections for desired board(s) and/or commission(s) you will need to file a new application with the City Clerk. Only the most recent application on file will be presented to City Council.

### RELEVANT EXPERIENCE

Current employer/retired: Green & McClure Furniture  
Employer address: 118 N. Main Street City, State, Zip: Graham, NC 27253  
Job title and description of responsibilities:

Owner of G&M Furniture, America's Mattress of Alamance County, and other real estate holding companies



Which of the following relevant knowledge, skills, abilities, interest, and/or experiences would you bring to the board(s) or commission(s) to which you are applying (select all that apply):

- |   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> History                 | <input type="checkbox"/> Legal                             | <input checked="" type="checkbox"/> Critical Thinking       |
| <input checked="" type="checkbox"/> Architecture            | <input type="checkbox"/> Graphic Design                    | <input type="checkbox"/> Data Analysis                      |
| <input checked="" type="checkbox"/> Research                | <input checked="" type="checkbox"/> Creativity             | <input checked="" type="checkbox"/> Active-Listening        |
| <input checked="" type="checkbox"/> Program Development     | <input checked="" type="checkbox"/> Marketing/Social Media | <input checked="" type="checkbox"/> Effective Communication |
| <input checked="" type="checkbox"/> Historical Preservation | <input checked="" type="checkbox"/> Economic Development   | <input checked="" type="checkbox"/> Education & Outreach    |
| <input checked="" type="checkbox"/> Event Planning          | <input checked="" type="checkbox"/> Community Organizing   | <input checked="" type="checkbox"/> Conflict Resolution     |
| <input type="checkbox"/> Landscape Design                   | <input type="checkbox"/> Athletics/Sports                  | <input checked="" type="checkbox"/> Time Management         |
| <input type="checkbox"/> Gardener/Arborist                  | <input checked="" type="checkbox"/> Problem Solving        | <input type="checkbox"/> Other: _____                       |
| <input checked="" type="checkbox"/> Adaptability            | <input type="checkbox"/> Interpersonal Skills              |   |

Why do you believe you would be an asset to the board(s) and/or commission(s) to which you are applying?

I currently serve as the Vice Chair of Economic Development for the Alamance Chamber. I have served as the Board Chair of the Alamance Regional Charitable Foundation, Board Chair of United Way of Alamance County, President of GABA and I sit on the Impact Alamance Board. My family owns the oldest family owned business in Graham and has been downtown for 115 years.

Have you attended a meeting of the board(s) and/or commission(s) for which you are applying?

☐ Yes ☒ No

Have you met with the chairperson or Staff Liaison of the board(s) and/or commission(s) for which you are applying?

☒ Yes ☐ No

Additional relevant information:

I have met Councilperson Chin, but not in this capacity.

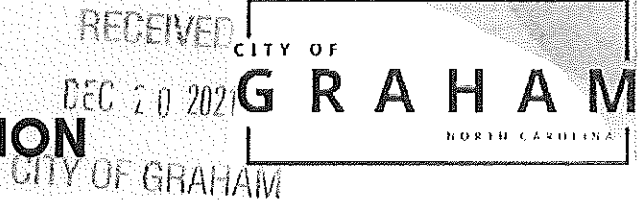
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CITY OF GRAHAM

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



# VOLUNTEER BOARD & COMMISSION APPLICATION



The following application is used by the Graham City Council to identify individuals interested in serving on a City 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, please visit [cityofgraham.com/boards-commissions](http://cityofgraham.com/boards-commissions)

Name: Keith Michaels Email Address: kmeith1022@hotmail.com  
Home Address: 205 Ivey Rd Mailing Address: 205 Ivey Rd  
City, State, Zip: Graham, NC 27253 City, State, Zip: Graham, NC 27253  
Home Phone: 919-475-6500 Alternate Phone: 630-363-9516

Please list the board(s) and/or commissions on which you are currently serving:

None

Please select up to, two (2) boards and/or commissions from the list below for which you would like to be considered and indicate your preference for each selection (1 = first choice and 2 = second choice):

- |   |  |
|---|--|
| <input type="checkbox"/> Alcohol Beverage Control Board   | <input type="checkbox"/> Historic Resources Commission                 |
| <input type="checkbox"/> Appearance Commission            | <input checked="" type="checkbox"/> Planning Board/Board of Adjustment |
| <input type="checkbox"/> Canine Review Board              | <input type="checkbox"/> Recreation Commission                         |
| <input type="checkbox"/> Graham Housing Authority         | <input type="checkbox"/> Tree Board                                    |
| <input type="checkbox"/> Historical Museum Advisory Board |  |

Note: If you wish to change your selections for desired board(s) and/or commission(s) you will need to file a new application with the City Clerk. Only the most recent application on file will be presented to City Council. If not selected, applicants must reapply after the July City Council meeting to be considered for future appointments.

## RELEVANT EXPERIENCE

Current employer/retired: City Of Durham  
Employer address: 101 City Hall Plaza City, State, Zip: Durham, NC 27701

Job title and description of responsibilities:

Senior Fleet Maintenance Specialist  
Diagnosing, repairing, and maintaining construction and automotive equipment, light- and heavy-duty trucks, police and fire apparatus, water and sewer equipment, and other miscellaneous equipment; performing mechanical, diesel, and hydraulic repairs; and performing preventative maintenance on vehicles and equipment.



Which of the following relevant knowledge, skills, abilities, interest, and/or experiences would you bring to the board(s) or commission(s) to which you are applying (select all that apply):

- |   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> History                 | <input type="checkbox"/> Legal                       | <input checked="" type="checkbox"/> Critical Thinking |
| <input type="checkbox"/> Architecture                       | <input type="checkbox"/> Graphic Design              | <input type="checkbox"/> Data Analysis                |
| <input type="checkbox"/> Research                           | <input type="checkbox"/> Creativity                  | <input type="checkbox"/> Active-Listening             |
| <input type="checkbox"/> Program Development                | <input type="checkbox"/> Marketing/Social Media      | <input type="checkbox"/> Effective Communication      |
| <input checked="" type="checkbox"/> Historical Preservation | <input type="checkbox"/> Economic Development        | <input type="checkbox"/> Education & Outreach         |
| <input type="checkbox"/> Event Planning                     | <input type="checkbox"/> Community Organizing        | <input type="checkbox"/> Conflict Resolution          |
| <input type="checkbox"/> Landscape Design                   | <input checked="" type="checkbox"/> Athletics/Sports | <input type="checkbox"/> Time Management              |
| <input type="checkbox"/> Gardener/Arborist                  | <input checked="" type="checkbox"/> Problem Solving  | <input type="checkbox"/> Other: _____                 |
| <input checked="" type="checkbox"/> Adaptability            | <input type="checkbox"/> Interpersonal Skills        |   |

Why do you believe you would be an asset to the board(s) and/or commission(s) to which you are applying?

I believe that Graham is an amazing small town which has the potential to be a model for other small town to strive for. As Graham's demographic changes it is important to open to change without abandoning our core values. Graham became my home 9 years ago when our family move away from a suburb of Chicago and we have fallen in love with the Graham way of life. I have a desire to keep Graham a family community while growing and thriving.

Have you attended a meeting of the board(s) and/or commission(s) for which you are applying?

☒ Yes ☐ No

Have you met with the chairperson or Staff Liaison of the board(s) and/or commission(s) for which you are applying?

☐ Yes ☒ No

Additional relevant information:

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DEC 20 2021  
CITY OF GRAHAM

Thank you for your interest in the City of Graham's boards and commissions. Submit this application by email to: [cterrell@cityofgraham.com](mailto:cterrell@cityofgraham.com), in person to: City Clerk's Office at 201 South Main Street, or by mail to: City Clerk P.O. Drawer 357, Graham, NC 27259.



# VOLUNTEER BOARD & COMMISSION APPLICATION



The following application is used by the Graham City Council to identify individuals interested in serving on a City 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, please visit [cityofgraham.com/boards-commissions](http://cityofgraham.com/boards-commissions)

Name: Emily Bell O'Dell Email Address: emilyodell25@gmail.com  
Home Address: 207 Banks Street Mailing Address: 207 Banks Street  
City, State, Zip: Graham, NC 27253 City, State, Zip: Graham, NC 27253  
Home Phone: (919) 906-4861 Alternate Phone: (919) 906-4861

Please list the board(s) and/or commissions on which you are currently serving:

N/A

Please select up to, two (2) boards and/or commissions from the list below for which you would like to be considered and indicate your preference for each selection (1 = first choice and 2 = second choice):

- |   |  |
|---|--|
| <input type="checkbox"/> Alcohol Beverage Control Board   | <input type="checkbox"/> Historic Resources Commission                 |
| <input checked="" type="checkbox"/> Appearance Commission | <input checked="" type="checkbox"/> Planning Board/Board of Adjustment |
| <input type="checkbox"/> Canine Review Board              | <input type="checkbox"/> Recreation Commission                         |
| <input type="checkbox"/> Graham Housing Authority         | <input type="checkbox"/> Tree Board                                    |
| <input type="checkbox"/> Historical Museum Advisory Board |  |

Note: If you wish to change your selections for desired board(s) and/or commission(s) you will need to file a new application with the City Clerk. Only the most recent application on file will be presented to City Council. If not selected, applicants must reapply after the July City Council meeting to be considered for future appointments.

## RELEVANT EXPERIENCE

Current employer/retired: Burlington Finishing Plant  
Employer address: 906 N. Anthony Street City, State, Zip: Burlington, NC 27217

Job title and description of responsibilities:

I'm a Human Resources Manager with 10 years of HR experience. I manage and direct policies and procedures at the Burlington Finishing Plant (Elevate Textiles) for 180 employees across 3 shifts. I also administer benefits, and apply human resources knowledge and experience to make the workplace a fair, safe and great place to work. I manage a team and am constantly finding ways to further my knowledge and commitment to this county and the great city of Graham.



Which of the following relevant knowledge, skills, abilities, interest, and/or experiences would you bring to the board(s) or commission(s) to which you are applying (select all that apply):

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> History                   | <input type="checkbox"/> Legal                             | <input type="checkbox"/> Critical Thinking                  |
| <input type="checkbox"/> Architecture              | <input type="checkbox"/> Graphic Design                    | <input checked="" type="checkbox"/> Data Analysis           |
| <input type="checkbox"/> Research                  | <input checked="" type="checkbox"/> Creativity             | <input type="checkbox"/> Active-Listening                   |
| <input type="checkbox"/> Program Development       | <input checked="" type="checkbox"/> Marketing/Social Media | <input checked="" type="checkbox"/> Effective Communication |
| <input type="checkbox"/> Historical Preservation   | <input type="checkbox"/> Economic Development              | <input type="checkbox"/> Education & Outreach               |
| <input checked="" type="checkbox"/> Event Planning | <input type="checkbox"/> Community Organizing              | <input checked="" type="checkbox"/> Conflict Resolution     |
| <input type="checkbox"/> Landscape Design          | <input type="checkbox"/> Athletics/Sports                  | <input type="checkbox"/> Time Management                    |
| <input type="checkbox"/> Gardener/Arborist         | <input checked="" type="checkbox"/> Problem Solving        | <input type="checkbox"/> Other: _____                       |
| <input checked="" type="checkbox"/> Adaptability   | <input checked="" type="checkbox"/> Interpersonal Skills   |   |

Why do you believe you would be an asset to the board(s) and/or commission(s) to which you are applying?

I am a very proud Graham resident. I love living within walking distance of all the exciting downtown activities Graham holds. I know how to effectively communicate with all generations and am easily relatable to many different walks of life. I can bring my HR background to the table to get tasks accomplished timely, build a solid team, and ultimately make a difference in the lives of many.

Have you attended a meeting of the board(s) and/or commission(s) for which you are applying?

☐ Yes ☒ No

Have you met with the chairperson or Staff Liaison of the board(s) and/or commission(s) for which you are applying?

☒ Yes ☐ No

Additional relevant information:

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Member of the 2022 Leadership Alamance class, hold an MBA, and balance life daily between a career-driven mentality and being a dedicated mom!

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# VOLUNTEER BOARD & COMMISSION APPLICATION



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Name: Nicki Smith Email Address: nectariagrafos@gmail.com  
Home Address: 402 South Maple Street Mailing Address: 402 South Maple Street  
City, State, Zip: Graham, NC 27253 City, State, Zip: Graham, NC 27253  
Home Phone: (919) 428-0425 Alternate Phone: \_\_\_\_\_

Please list the board(s) and/or commissions on which you are currently serving:

Graham Museum Advisory Board Recreation Commission

Please select up to, two (2) boards and/or commissions from the list below for which you would like to be considered and indicate your preference for each selection (1 = first choice and 2 = second choice):

- |  |  |
|--|--|
| <input type="checkbox"/> Alcohol Beverage Control Board      | <input type="checkbox"/> Historical Museum Advisory Board                |
| <input type="checkbox"/> Appearance/Tree Commission          | <input type="checkbox"/> Historic Resources Commission                   |
| <input type="checkbox"/> Canine Review Board                 | <input type="checkbox"/> Planning Board/Board of Adjustment              |
| <input type="checkbox"/> Graham Housing Authority            | <input checked="" type="checkbox"/> Recreation Commission Re-appointment |
| <input type="checkbox"/> Library Committee (Alamance County) | <input type="checkbox"/> Economic Development & Marketing Committee      |

Note: If you wish to change your selections for desired board(s) and/or commission(s) you will need to file a new application with the City Clerk. Only the most recent application on file will be presented to City Council.

## RELEVANT EXPERIENCE

Current employer/retired: Souther Village Club LLC (previously employed by the YMCA)  
Employer address: 601 Brookgreen Drive City, State, Zip: Chapel Hill, NC  
Job title and description of responsibilities: \_\_\_\_\_

Engage new and existing members, drive all office, program, safety processes including but not limited to budget, HR, program development and delivery for tennis and aquatics. Privately owned club in a Chapel Hill Subdivision



Which of the following relevant knowledge, skills, abilities, interest, and/or experiences would you bring to the board(s) or commission(s) to which you are applying (select all that apply):

- |   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> History                 | <input type="checkbox"/> Legal                           | <input checked="" type="checkbox"/> Critical Thinking |
| <input type="checkbox"/> Architecture                       | <input type="checkbox"/> Graphic Design                  | <input checked="" type="checkbox"/> Data Analysis     |
| <input checked="" type="checkbox"/> Research                | <input type="checkbox"/> Creativity                      | <input checked="" type="checkbox"/> Active-Listening  |
| <input checked="" type="checkbox"/> Program Development     | <input type="checkbox"/> Marketing/Social Media          | <input type="checkbox"/> Effective Communication      |
| <input checked="" type="checkbox"/> Historical Preservation | <input type="checkbox"/> Economic Development            | <input type="checkbox"/> Education & Outreach         |
| <input checked="" type="checkbox"/> Event Planning          | <input type="checkbox"/> Community Organizing            | <input type="checkbox"/> Conflict Resolution          |
| <input type="checkbox"/> Landscape Design                   | <input checked="" type="checkbox"/> Athletics/Sports     | <input type="checkbox"/> Time Management              |
| <input type="checkbox"/> Gardener/Arborist                  | <input checked="" type="checkbox"/> Problem Solving      | <input type="checkbox"/> Other: _____                 |
| <input type="checkbox"/> Adaptability                       | <input checked="" type="checkbox"/> Interpersonal Skills |   |

Why do you believe you would be an asset to the board(s) and/or commission(s) to which you are applying?

Extensive knowledge in recreational programming; budget development and human resource management. Effective communicator connecting like-minded organizations with collaborative enterprises and/or partnerships programs to enhance quality of life or civic engagement while adhering to written goals and benchmarks.

Have you attended a meeting of the board(s) and/or commission(s) for which you are applying?

☒ Yes ☐ No

Have you met with the chairperson or Staff Liaison of the board(s) and/or commission(s) for which you are applying?

☒ Yes ☐ No

Additional relevant information:

Seeking Reappointment to the  
Rec Commission

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Date Received: **RECEIVED**

**APR 27 2022**

**CITY OF GRAHAM**

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# VOLUNTEER BOARD & COMMISSION APPLICATION



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Name: Casey Wagner Email Address: caseywagner2021@gmail.com  
 Home Address: 221 Graham Rd Mailing Address: 221 Graham Rd  
 City, State, Zip: Graham, NC 27253 City, State, Zip: Graham, NC 27253  
 Home Phone: 336.301.2863 Alternate Phone: \_\_\_\_\_

Please list the board(s) and/or commissions on which you are currently serving:

**Non city related: Alamance Community School PTO President**

Please select up to, two (2) boards and/or commissions from the list below for which you would like to be considered and indicate your preference for each selection (1 = first choice and 2 = second choice):

- |  |  |
|--|--|
| <input type="checkbox"/> Alcohol Beverage Control Board        | <input checked="" type="checkbox"/> Historical Museum Advisory Board |
| <input checked="" type="checkbox"/> Appearance/Tree Commission | <input type="checkbox"/> Historic Resources Commission               |
| <input type="checkbox"/> Canine Review Board                   | <input type="checkbox"/> Planning Board/Board of Adjustment          |
| <input type="checkbox"/> Graham Housing Authority              | <input checked="" type="checkbox"/> Recreation Commission            |
| <input type="checkbox"/> Library Committee (Alamance County)   | <input type="checkbox"/> Economic Development & Marketing Committee  |

Note: If you wish to change your selections for desired board(s) and/or commission(s) you will need to file a new application with the City Clerk. Only the most recent application on file will be presented to City Council.

## RELEVANT EXPERIENCE

Current employer/retired: Linical Amercias

Employer address: 789 SW Federal Highway Ste 212

City, State, Zip: Stuart, FL 34994

Job title and description of responsibilities:

Clinical Research Associate and Project Manager. A CRA is a health-care professional who performs many activities related to medical research, particularly clinical trials. As a PM I have created, designed, and implemented a successful Training Academy to assist physicians start and conduct clinical research within their practices.



Which of the following relevant knowledge, skills, abilities, interest, and/or experiences would you bring to the board(s) or commission(s) to which you are applying (select all that apply):

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> History                        | <input type="checkbox"/> Legal                             | <input checked="" type="checkbox"/> Critical Thinking       |
| <input type="checkbox"/> Architecture                   | <input checked="" type="checkbox"/> Graphic Design         | <input checked="" type="checkbox"/> Data Analysis           |
| <input checked="" type="checkbox"/> Research            | <input checked="" type="checkbox"/> Creativity             | <input checked="" type="checkbox"/> Active-Listening        |
| <input checked="" type="checkbox"/> Program Development | <input checked="" type="checkbox"/> Marketing/Social Media | <input checked="" type="checkbox"/> Effective Communication |
| <input type="checkbox"/> Historical Preservation        | <input type="checkbox"/> Economic Development              | <input checked="" type="checkbox"/> Education & Outreach    |
| <input checked="" type="checkbox"/> Event Planning      | <input checked="" type="checkbox"/> Community Organizing   | <input checked="" type="checkbox"/> Conflict Resolution     |
| <input type="checkbox"/> Landscape Design               | <input type="checkbox"/> Athletics/Sports                  | <input checked="" type="checkbox"/> Time Management         |
| <input type="checkbox"/> Gardener/Arborist              | <input checked="" type="checkbox"/> Problem Solving        | <input type="checkbox"/> Other: _____                       |
| <input type="checkbox"/> Adaptability                   | <input checked="" type="checkbox"/> Interpersonal Skills   |   |

Why do you believe you would be an asset to the board(s) and/or commission(s) to which you are applying?

I believe that I would bring a fresh perspective to any board or commission. I am somewhat new to Graham, just living here for 1 year and 5 months but have been excited to get to know others and help our community. I am very goal oriented and have a strong work ethic. I enjoy learning, creating, and bringing people together. My hope is to bring value to any area I work in.

Have you attended a meeting of the board(s) and/or commission(s) for which you are applying?

☐ Yes ☒ No

Have you met with the chairperson or Staff Liaison of the board(s) and/or commission(s) for which you are applying?

☐ Yes ☒ No

Additional relevant information:

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Date Received:

APR 12 2022

CITY OF GRAHAM

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Name: Dean Ward Email Address: jadconc@gmail.com  
 Home Address: 483 W. Moore St Mailing Address: PO Box 5007  
 City, State, Zip: Graham, NC 27253 City, State, Zip: Burlington, NC 27216  
 Home Phone: \_\_\_\_\_ Alternate Phone: 336-516-5000

Please list the board(s) and/or commissions on which you are currently serving:

**Planning Board & BOA**

Please select up to, two (2) boards and/or commissions from the list below for which you would like to be considered and indicate your preference for each selection (1 = first choice and 2 = second choice):

- |  |  |
|--|--|
| <input type="checkbox"/> Alcohol Beverage Control Board      | <input type="checkbox"/> Historical Museum Advisory Board              |
| <input type="checkbox"/> Appearance/Tree Commission          | <input type="checkbox"/> Historic Resources Commission                 |
| <input type="checkbox"/> Canine Review Board                 | <input checked="" type="checkbox"/> Planning Board/Board of Adjustment |
| <input type="checkbox"/> Graham Housing Authority            | <input type="checkbox"/> Recreation Commission                         |
| <input type="checkbox"/> Library Committee (Alamance County) | <input type="checkbox"/> Economic Development & Marketing Committee    |

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## RELEVANT EXPERIENCE

Current employer/retired: Triad Turf Management Inc

Employer address: PO Box 5007

City, State, Zip: Burlington, NC 27216

Job title and description of responsibilities:

**President**



Which of the following relevant knowledge, skills, abilities, interest, and/or experiences would you bring to the board(s) or commission(s) to which you are applying (select all that apply):

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> History                 | <input checked="" type="checkbox"/> Legal                  | <input checked="" type="checkbox"/> Critical Thinking   |
| <input type="checkbox"/> Architecture            | <input type="checkbox"/> Graphic Design                    | <input checked="" type="checkbox"/> Data Analysis       |
| <input type="checkbox"/> Research                | <input type="checkbox"/> Creativity                        | <input type="checkbox"/> Active-Listening               |
| <input type="checkbox"/> Program Development     | <input checked="" type="checkbox"/> Marketing/Social Media | <input type="checkbox"/> Effective Communication        |
| <input type="checkbox"/> Historical Preservation | <input type="checkbox"/> Economic Development              | <input type="checkbox"/> Education & Outreach           |
| <input type="checkbox"/> Event Planning          | <input type="checkbox"/> Community Organizing              | <input checked="" type="checkbox"/> Conflict Resolution |
| <input type="checkbox"/> Landscape Design        | <input type="checkbox"/> Athletics/Sports                  | <input checked="" type="checkbox"/> Time Management     |
| <input type="checkbox"/> Gardener/Arborist       | <input checked="" type="checkbox"/> Problem Solving        | <input type="checkbox"/> Other: _____                   |
| <input checked="" type="checkbox"/> Adaptability | <input type="checkbox"/> Interpersonal Skills              |   |

Why do you believe you would be an asset to the board(s) and/or commission(s) to which you are applying?

My past experience setting on both the Planning Board and BOA.

Have you attended a meeting of the board(s) and/or commission(s) for which you are applying?

☒ Yes ☐ No

Have you met with the chairperson or Staff Liaison of the board(s) and/or commission(s) for which you are applying?

☐ Yes ☒ No

Additional relevant information:

For City Clerk Use Only

Date Received:

RECEIVED

APR 28 2022

CITY OF GRAHAM

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