City of Graham City Council Meeting Agenda June 10, 2025



6:00 p.m. | City Hall | 201 South Main Street | Graham, NC

CALL TO ORDER: Mayor Jennifer Talley

INVOCATION & PLEDGE OF ALLEGIANCE

RECOGNITION: Parks and Recreation Staff – Arts Around the Square

FY2024 AUDIT PRESENTATION: Patricia Rhodes, Stout Stewart McGowen & King, LLP, will present to the City Council the results of the FY2024 audit.

CONSENT AGENDA:

- **A.** To approve the May 13, 2025, City Council Meeting and Closed Session minutes and May 20, 2025, Budget Work Session minutes.
- **B.** To approve a resolution adopting the Eno-Haw Regional Hazard Mitigation Plan to be eligible for FEMA funds in the event of disasters.
- C. To approve the following revisions to the City of Graham's Personnel Policy:
 - Section 6-7. Supplemental Retirement Income for Non-Sworn Employees
 - Section 6-8. Supplemental Retirement Income Plan for Sworn Law Enforcement Officers
 - Section 7-6. Vacation Accrual Rate Chart
 - Section 7-15. Acceptance of Immediate Prior NC Governmental Employer Sick Leave Balance and Years of Service for Vacation Accrual Rates
- **D.** To approve the following street closures for downtown programs in 2026:
 - Arts Around the Square: closure of the 100 blocks of East and West Elm Streets, 100 blocks of North and South Main Streets, the public parking lot at the intersection of East Elm Street and Marshall Street, and the public parking lot on the 100 block of West Elm Street on Saturday, May 16, 2026 from 5:00 am to 6:00 pm. No rain dates.
 - Thursdays at Seven Concert Series: closure of the 100 block of West Elm Street on May 28, June 25, July 23, August 27, September 10, & September 24 for the 2026 Thursdays at Seven Concert Series. All closures will begin at 5:00 pm and re-open by 11:30 pm. In the event a concert must be postponed, we also request the same closure as above on the following dates: June 4, 11, 18; July 2, 9, 16, 30; August 6, 13, 20; September 3, 17; October 1, 8, 15.
 - Slice of Summer: block designated parking spaces (roughly 20 spaces) on West Elm Street to install water hoses from fire hydrants to the attractions from 8:00 am to 1:30 pm, and closure of the 100 and 200 Blocks of West Elm Street, and 100 Blocks of North and South Maple Streets from 1:30 pm to 8:00 pm on Saturday, June 27, 2026. No rain dates.

- 9/11 Commemorative 5K Event: closure of the northbound lane of Maple Street from Pine Street to McAden Street, McAden Street from South Main Street to Maple Street, the southbound lane of South Main Street from Pine Street to McAden Street, Pine Street from South Main Street to Maple Street from 6:00 am to 11:00 am on Saturday, September 12, 2026. No rain dates.
- **Pumpkin Bash**: closure of the 100 blocks of East and West Elm Streets on Friday, October 30, 2026, from 3:00 pm to 10:30 pm and North and South Main Streets from 4:00 pm to 10:30 pm. No rain dates.
- **E.** To approve a budget amendment to allocate \$40,000 in fund balance appropriation to Non-Departmental (Professional Services).
- **F.** To approve a Capital Project Ordinance in the amount of \$490,000 for the Harden Street Waterline Replacement Project.
- **G.** To approve tax refunds in the amount of \$7,520.26 and tax releases in the amount of \$126.17.

PUBLIC HEARINGS:

1. REZONING – 6.27 ACRES – OFF IVEY ROAD AND EAST GILBREATH STREET

A public hearing has been continued to consider rezoning 6.27 acres of property from R-18, Low-Density Residential, to C-R, Conditional Residential, to construct 29 townhomes located off Ivey Road and East Gilbreath Street. (Planning Board Recommended Approval 5-0 with conditions) (Continued from the January 14, February 11, April 8, 2025, and May 13, 2025, Council meetings) (Petitioner has requested to table to the July 8, 2025, Council meeting)

2. REZONING - 0.51 ACRE LOT - 200 S MARSHALL STREET

A public hearing has been continued to consider rezoning a 0.51-acre lot, located on 2090 S. Marshall Street, from O-I (Office and Industrial) to B-2 (General Business). (Planning Board recommended denial 6-0) (Continued from the April 8 and May 13, 2025, Council meeting.) (Petitioner has requested to table to the July 8, 2025, Council meeting)

3. JOINT ANNEXATION ORDINANCE-BURLINGTON-GRAHAM - RACE TRACK ROAD

A public hearing has been continued to consider approving an Ordinance and a Memorandum of Understanding for a joint annexation agreement between the Cities of Graham and Burlington for the area of Race Track Road. (Continued from the May 13, 2025, Council meeting.)

4. REZONING – 24.18 ACRES – JIM MINOR ROAD

A public hearing has been scheduled to consider rezoning 24.18 acres of property from Un-zoned to C-R (Conditional Residential) to construct a maximum of 143 town homes located on Jim Minor Road.

5. ANNEXATION – 24.18 ACRES – JIM MINOR ROAD

City Council will consider approving an Annexation Ordinance to extend the corporate limits of the City of Graham for a tract of land totaling 24.18 acres located off Jim Minor Road.2

6. SPECIAL USE PERMIT – 1205 E HARDEN STREET

City Council will consider a Special Use Permit for a Unified Business Development (UBD) for property located at 1205 E Harden Street for the use of a multi-tenant building.

7. FY2025-2026 BUDGET

City Council will consider adopting the Fiscal Year 2025-2026 Budget.

NEW BUSINESS:

8. MUNICIPAL ENGINEERING SERVICES

City Council will consider approving the retention of Alley Williams Carmen and King for municipal engineering services.

PUBLIC COMMENT PERIOD

CITY STAFF COMMENTS

CITY COUNCIL COMMENTS

ADJOURN



SUBJECT:	AUDIT PRESENTATION
PREPARED BY:	MEGAN GARNER, CITY MANAGER, AND AARON HOLLAND, ASSISTANT CITY MANAGER

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Receive audit report.

BACKGROUND/SUMMARY:

Patricia Rhodes with Stout Stewart McGowen & King, LLP will present to the City Council the results of the FY2024 audit.

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Receive audit report.

SUGGESTED MOTION(S):

Receive audit report.

City of Graham City Council Meeting Agenda May 13, 2025



The City Council of the City of Graham held a regularly scheduled meeting on May 13, 2025, at 6:00 p.m. in the Council Chamber, City Hall Municipal Building, 201 South Main Street, Graham, NC.

Council Members Present:

Mayor Jennifer Talley
Mayor Pro Tem Ricky Hall – arrived at 6:25pm
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 Renee Ward, City Clerk

CALL TO ORDER: Mayor Jennifer Talley

INVOCATION & PLEDGE OF ALLEGIANCE

Mayor Talley gave the invocation, and all stood for the Pledge of Allegiance.

RECOGNITION:

City Council recognized Mr. Clint Morrow for his 100th celebration of life.



City Council recognized Ms. Angie Solomon and the Queens in Pearls for their community service work.



CONSENT AGENDA:

- A. To approve the April 8, 2025, City Council Meeting and Closed Session minutes.
- **B.** To approve a resolution awarding a police badge and service sidearm to Retired Police Officer Marcus Pollock.

RESOLUTION AWARDING POLICE BADGE AND SERVICE SIDE ARM TO POLICE OFFICER I MARCUS FERZELL POLLOCK

WHEREAS, Marcus F. Pollock was an employee of the City of Graham as a member of the Graham Police Department for eight years and 7 months (with over 25 years of law enforcement); and

WHEREAS, G.S. 20-187.2 permits the awarding of badges and service side arms to deceased or retiring members of State, City, and County Law Enforcement agencies.

NOW, THEREFORE, BE IT BE RESOLVED BY THE GOVERNING BODY OF THE CITY OF GRAHAM, NORTH CAROLINA THAT: The City of Graham does hereby award the service side arm (Glock Model 21 Serial # BLEZ048) and police badge to Marcus F. Pollock for his years of service to the City of Graham upon securing the necessary permit(s) according to G.S. 14-402 and receipt of one dollar (\$1.00).

Adopted this the 13th day of May 2025.

- C. To approve a request from adjoining property owners to abandon an existing sewer easement between Cherry Lane and Jimmie Kerr Road that is no longer needed and to authorize the City Manager and City Attorney to effectuate a quit claim deed with all parties for lots 37, 104, 105 Cherry Creek Phase 2, and 2038 Jimmie Kerr Road.
- **D.** To approve a resolution setting a date of public hearing for June 10, 2025, to consider a contiguous annexation for a tract of land totaling 24.22 acres, located off Jim Minor Road, pursuant to General Statute 160A-31.

RESOLUTION DIRECTING THE CLERK TO INVESTIGATE A PETITION RECEIVED <u>UNDER G.S. 160A-31 LOCATED OFF JIM MINOR ROAD</u> <u>GPIN: 8893569560 (AN2501)</u>

WHEREAS, a petition requesting annexation of an area described in said petition was received on May 13, 2025, 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 10, 2025, FOR A PUBLIC HEARING ON QUESTION OF A CONTIGUOUS ANNEXATION OF TWO LOTS PURSUANT TO G.S. 160A-31 FOR 24.22+/- ACRES LOCATED OFF JIM MINOR ROAD (AN2501)

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 10, 2025.

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

Legal Description GPIN#: 8893569560

Beginning at a computed point; thence S 81°58'19" W a distance of 55.00' to a computed point; thence N 2°40'54" W a distance of 32.50' to an eip; thence N 32°40'54" W a distance of 180.07' to an eip; thence N 32°40'54" W a distance of 230.45' to an eip; thence N 32°40'54" W a distance of 267.13' to an eip; thence N 32°40'54" W a distance of 13.62' to a computed point; thence N 61°49'05" E a distance of 13.50' to a computed point; thence N 53°00'30" E a distance of 36.64' to a computed point; thence N 53°00'00" E a distance of 60.25' to a computed point; thence N 67°14'46" E a distance of 106.80' to a computed point; thence N 43°55'34" E a distance of 61.58' to a computed point; thence N 49°36'31" E a distance of 53.73' to a computed point; thence S 84°17'38" E a distance of 44.79' to a computed point; thence N 44°20'27" E a distance of 48.12' to a computed point; thence N 59°50'22" E a distance of 66.08' to a computed point; thence N 32°09'29" E a distance of 37.30' to a computed point; thence N 58°36'41" E a distance of 53.64' to a computed point; thence N 74°16'13" E a distance of 99.46' to a computed point; thence N 24°25'41" E a distance of 57.81' to a computed point; thence N 38°48'45" E a distance of 55.60' to a computed point; thence N 32°25'15" E a distance of 97.78' to a computed point; thence S 85°02'04" E a distance of 79.48' to an eip; thence S 82°11'04" E a distance of 154.52' to an eip; thence S 63°52'13" E a distance of 69.91' to an eip; thence S 85°30'26" E a distance of 88.93' to an eip; thence S 56°42'38" E a distance of 59.39' to an eip; thence S 36°29'41" E a distance of 195.47' to an eip; thence S 44°27'06" E a distance of 82.95' to an eip; thence S 45°02'31" E a distance of 83.90' to an eip; thence S 45°02'31" E a distance of 85.00' to an eip; thence S 11°57'30" W a distance of 150.03' to an eip; thence S 11°57'30" W a distance of 76.25' to an eip; thence S 11°57'30" W a distance of 78.16' to an eip; thence S 20°34'34" W a distance of 100.07' to an eip; thence S 11°57'49" W a distance of 161.11' to an eip; thence S 11°57'49" W a distance of 30.26' to a computed point; thence N 86°55'35" W distance of 21.38' to a computed point; thence S 85°41'25" W a distance of 150.00' to a computed point; thence S 81°58'19" W a distance of 658.83' to a computed point; which is the point of beginning, having an area of 24.22 acres.

Adopted this the 13th of May 2025.

- **E.** To approve an agreement to share costs in the operation of the Animal Services Center to continue providing professional, humane animal sheltering and placement services for pets in their respective jurisdictions.
- **F.** To approve the following street closure for the Arts Around the Square event to be held on Saturday, May 17, 2025, adding one extra hour for set up:
 - 100 blocks of North and South Main Street and the 100 blocks of East and West Elm Street from 5:00 a.m. to 6:00 p.m.
- G. To approve an amendment to the Municipal Materials Management Agreement between the City of Graham and Republic Services of North Carolina, LLC, dba Republic Waste Services of Greensboro, extending the term of the Agreement for one year, expiring June 30, 2026.

H. To approve a Resolution opposing changes to Local Planning and Zoning as stated in House Bill 765 and related bills by the North Carolina General Assembly.

CITY OF GRAHAM RESOLUTION OPPOSING CHANGES TO LOCAL PLANNING AND ZONING IN HOUSE BILL 765 AND RELATED BILLS BY THE NORTH CAROLINA GENERAL ASSEMBLY

WHEREAS, House Bill 765 has been introduced in the 2025 session of the North Carolina General Assembly that changes many aspects of local planning and zoning and dramatically affects the ability of local governments to reflect the will of their citizenry; and

WHEREAS, local governments have historically been the final guardian of the rights of the people, and local government zoning has made in-person attendance and comment easier for proponents and opponents of zoning decisions, thereby allowing citizens to participate in matters that affect them through the Public Hearing Process; and

WHEREAS, House Bill 765, now pending in the General Assembly, will effectively mandate many planning and zoning decisions that are now made by local governments through the public participation process and will drastically change the process and destroy the local community's authority to uphold public health, safety, and welfare; and

WHEREAS, Chapter 160D of the North Carolina General Statutes mandates comprehensive planning and zoning, and this Chapter of the Statutes would be severely eroded by passage of House Bill 765 by diminishing the input and trust of the citizens, including those who voluntarily serve on the Town's advisory boards; and

WHEREAS, House Bill 765 creates an unnecessary paperwork burden that will increase the cost of providing Planning and Zoning services with no real benefit to the citizens who pay the taxes to support government services; and

WHEREAS, proposed changes in the local planning and zoning approval process will severely restrict or destroy the ability for residents to participate in the planning and zoning process; and

WHEREAS, the City of Graham strongly feels that local governments are best suited to represent their citizens on local matters.

NOW THEREFORE BE IT RESOLVED, that the City of Graham Mayor and Council Members urges the North Carolina General Assembly to reconsider SB495, SB497, SB499, SB688, and HB765 and to consult with local municipalities to develop meaningful and appropriate solutions that do not seize local authority and to respect the interest of the residents they represent.

BE IT FURTHER RESOLVED that the City of Graham calls upon local elected officials and residents across the state to voice their concerns to the North Carolina General Assembly and advocate for the preservation of local planning and zoning authority that aligns with local community values and sound long-term development goals.

Adopted this the 13th day of May 2025.

I. To approve a budget amendment in the amount of \$24,000, to cover unforeseen maintenance issues with Engine 10 (2014 Sutphen Engine).

	CITY OF G	RAHAM								
BUDGET AMENDMENT ORDINANCE 2024-2025 BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GRAHAM THAT THE 2024 - 2025 BUDGET ORDINANCE SHALL BE AND IS HEREBY AMENDED AS FOLLOWS:										
DEPARTMENT/ACCOUNT	APPROVED	AMENDED	INCREASE	(DECREASE)	(DECREASE)					
FD - Maintenance & Repair/Vehicles	35,000.00	59,000.00	24,000.00		24,000.00					
	35,000.00	59,000.00	24,000.00	-	24,000.00					
Section 2. REVENUES	APPROVED	AMENDED	INCREASE	(DECREASE)	INCREASE (DECREASE					
					-					
Fund Balance Appropriation	\$2,174,687.00	\$2,198,687.00	24,000.00		24,000.00					
	2,174,687.00	2,198,687.00	24,000.00	_	24,000.00					

J. To approve a budget amendment recognizing \$57,000 in realized tap fee revenue and increasing the meter valve and hydrant expense (Water & Sewer Distribution) by the same amount.

	CITY OF GR	AHAM								
BUDGET AMENDMENT ORDINANCE 2024-2025										
	INED BY THE CITY COUNCI DGET ORDINANCE SHALL I									
Section 1. EXPENDITURES DEPARTMENT/ACCOUNT	APPROVED	AMENDED	INCREASE	(DECREASE)	INCREASE (DECREASE)					
Meter Valves & Hydrants	450,000.00	507,000.00	57,000.00 57.000.00		57,000.00 57,000.00					
Section 2. REVENUES	APPROVED	AMENDED	INCREASE	(DECREASE)	INCREASE (DECREASE)					
Water & Sewer Taps	60,000.00	117,000.00 117,000.00	57,000.00 57,000.00		57,000.00 57,000.0 0					
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Adopted this 13th day of May 2025.										

K. To approve tax releases in the amount of \$269.77.

	CITY OF GRAHAM RELEASE ACCOUNTS								
MAY									
ACCT #	YEAR	NAME	REASON FOR RELEASE	AMOUNT RELEASED					
11001 11	1 Li III	<u> </u>	TEST SOLVE ON TEST SEE	TELEDITISED.					
14400	2024	WHITE, WILLIAM TODD	SOLD BOAT	\$89.71					
14400	2024	WHITE, WILLIAM TODD	SOLD BOAT MOTOR	\$30.46					
11227	2023	WHITE, WILLIAM TODD	SOLD BOAT	\$89.71					
11228	2023	WHITE, WILLIAM TODD	SOLD BOAT MOTOR	\$30.46					
16584	2024	GOODMAN, CRYSTAL MORRIS	MH NEVER LOCATED IN CITY OF GRAHAM	\$14.47					
13073	2023	GOODMAN, CRYSTAL MORRIS	MH NEVER LOCATED IN CITY OF GRAHAM	\$14.96					

Mr. Tom Boney, Alamance News, inquired about item H regarding opposing HB 765.

Mayor Talley stated that House Bill 765 was written to take away the rights of local municipalities to deny large housing projects that the state wanted to put forward and does not allow the local municipality any input on what goes into the community.

Mayor Talley congratulated Officer Pollock on his recent retirement and thanked him for his service.

City Manager Garner relayed that item G's expiration date should be June 30, 2026, not June 20th.

Mayor Pro Tem Hall entered the meeting at 6:25 p.m.

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

PUBLIC HEARINGS:

ITEM 1: REZONING – 6.27 ACRES – OFF IVEY ROAD AND EAST GILBREATH STREET

A public hearing has been continued to consider rezoning 6.27 acres of property from R-18, Low-Density Residential, to C-R, Conditional Residential, to construct 29 townhomes located off Ivey Road and East Gilbreath Street. (Planning Board Recommended Approval 5-0 with conditions) (Continued from the January 14, February 11, and April 8, 2025, Council meetings) (The petitioner has requested to table this item to the June 10, 2025, Council meeting.)

Motion by Council Member Whitaker to table the rezoning to the June 10, 2025, Council meeting, seconded by Council Member Chin. The motion passed unanimously.

ITEM 2: REZONING - 0.51 ACRE LOT - 200 S MARSHALL STREET

A public hearing has been continued to consider rezoning a 0.51-acre lot, located on 2090 S. Marshall Street, from O-I (Office and Industrial) to B-2 (General Business). (Continued from the April 8, 2025, Council meeting.) (Planning Board recommended denial 6-0) (The Petitioner has requested to table this item to the June 10, 2025, Council meeting.)

Motion by Mayor Pro Tem Hall to table the rezoning to the June 10, 2025, Council meeting, seconded by Council Member Chin. The motion passed unanimously.

ITEM 3: REZONING – 113 W. GILBREATH STREET

A public hearing has been set to consider rezoning 0.83 acres located at 113 W Gilbreath Street from R-7 (High Density Residential) to C-B (Conditional Business) to allow for a single-chair hair salon. (Planning and Zoning recommended approval 7-0)

Assistant City Manager Aaron Holland stated this was a request to rezone 0.83 acres located at 113 W Gilbreath Street from R-7 (High Density Residential) to C-B (Conditional Business) to allow for a single-chair hair salon. He stated the current Development Ordinance did not allow permits for these types of uses to be utilized as home occupations. That was why the applicant was requesting the rezoning

classification. He shared the Planning Board recommended approval with the condition that the uses are limited to single-family in the primary dwelling and the beauty salon is separate from the primary residence.

Ms. Nadia Euliss Pickens, 113 W. Gilbreath Street, stated she intended to use a portion of the residence located at 113 W. Gilbreath Street as her salon. She shared she would have a single chair and her hours of operation would be part-time and by appointment only so that she could care for her mom. She stated there would be a modest free-standing, 20" x 12" sign at the front door, ample parking for one to two vehicles with no parking on the street, and the property would be handicap accessible both inside and outside.

The public hearing was opened, and there were no comments.

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

Motion by Council Member Whitaker to approve the rezoning of 0.83 acres located at 113 W Gilbreath Street from R-7 (High Density Residential) to C-B (Conditional Business) to allow for a single-chair hair salon and that it would be consistent with the downtown residential land use areas and consistent with policies 2.1.1, 2.1.6, and 2.3.2, as put forth by the Graham 2035 Comprehensive Plan, with the condition that the uses are limited to a single-family primary dwelling, a beauty salon, and an accessory dwelling unit in the attached accessory dwelling. The uses of the accessory dwelling shall not be operated in tandem. Must be one or the other, seconded by Mayor Pro Tem Hall. The motion passed unanimously.

ITEM 4: JOINT ANNEXATION ORDINANCE- BURLINGTON-GRAHAM - RACE TRACK ROAD

City Council considered approving an Ordinance and a Memorandum of Understanding for a joint annexation agreement between the Cities of Graham and Burlington for Race Track Road.

City Attorney Ward stated for the record that he did not participate in any votes or deliberations as a member of the Burlington City Council and did not participate at the staff level in reviewing any of the documents being considered.

Assistant City Manager Holland stated a private developer, Carla Sevilla of Glenwood Homes, has sought annexation into the City of Burlington for property owned off Racetrack Road, which is closer to the City of Graham's jurisdiction, but can be best served by the City of Burlington utilities. Part of the property is in Burlington and Graham's ETJ, and the remainder is in the County. For Burlington to satellite annex the property, an annexation agreement must be approved between both jurisdictions to move forward. This agreement was drafted by City staff at the developer's request to accommodate the development. Both Burlington and Graham have consulted to develop a limited line of agreement that defines annexation responsibility for parcels bounded by Monroe Holt Road to the north and Great Alamance Creek to the south. This line does not address annexation responsibility for parcels north of Monroe Holt Road nor south of Great Alamance Creek.

Mayor Talley stated she wanted an independent attorney to review this agreement regarding the expansion of the City's lines. She noted a developer wanted to develop this area, and the city of Graham could not provide utilities. Burlington was closer and could provide utilities, but this area was technically in Graham, which could be designated for expansion.

Assistant City Manager Holland shared the property was closer to Graham's jurisdiction, but a portion of the ETJ was in both Graham's and Burlington's jurisdictions. He noted that Burlington had utilities in the area where Graham did not.

Mayor Talley stated that this had nothing to do with City Attorney Coleman, but he was still in the same law firm as City Attorney Ward. She would feel more confident in deciding by having another attorney review the agreement. She asked who negotiated the agreement.

Assistant City Manager Holland stated it was a committee consisting of Graham City Attorney Coleman, Burlington City Attorney David Huffman, Burlington City Manager Craig Honeycutt, Graham City Manager Megan Garner, and himself.

Mayor Talley asked what they were proposing.

City Manager Garner stated that the proposal was initially presented to the City Council a number of months ago, and staff ultimately withdrew the request on the night of the meeting. She shared it addressed more of the area than what was being considered tonight with a more limited approach. She was considering the track being requested for annexation to provide the developer with what they needed, and then come back to both City Councils with a more comprehensive annexation area beyond just the small piece.

Council Member Whitaker agreed to have another attorney review the agreement.

Mayor Talley stated she did not want to set a precedent that every contiguous piece of property that would technically go into Graham's jurisdiction, and just because Graham could not provide utilities at that time, would automatically go to Burlington. She said if we say yes to this developer and say no to another and they sue Graham, we would set ourselves up to say yes to every piece going forward. She stated she did not feel comfortable with this agreement.

Motion by Mayor Talley to table this item to the next meeting and direct the City Manager to have an attorney specializing in real estate and annexation review the agreement and ordinance, and table to the June 10, 2025, Council meeting, seconded by Council Member Whitaker. The motion passed unanimously.

NEW BUSINESS:

ITEM 5: DEVELOPMENT ORDINANCE AMENDMENT – MULTI-TENANT INDUSTRIAL BUILDINGS

City Council considered amending the Development Ordinance by adding language to define and create a use type for Multi-Tenant Industrial Buildings. (Planning and Zoning Board recommended approval)

Assistant City Manager Holland stated City Staff had received a request for a text amendment to define and create a use classification for multi-tenant industrial facilities. Currently, the development ordinance does not have a specified use for this proposed type of development. We have an approved use for single industrial buildings and unified business developments. The unified business developments are particular to shopping centers and commercial developments. They do not permit any I-1 uses in these developments,

even though they are allowed in the I-1 zoning. Currently, there is no way for staff to approve these types of developments, as the closest related zoning use available was the unified business development. We have received multiple new requests for these developments and have suggested that a text amendment be proposed to define them in the City's ordinance. Planning Board reviewed the amendment at its April 29th meeting and recommended approval with a vote of 7-0, excluding the words "on sites" in the proposed definition.

Mayor Talley asked if Mebane or Burlington had a text amendment that read 'multi-occupancy distribution and warehouse'.

Mayor Pro Tem Hall stated there was a building in Mebane in the industrial park.

Assistant City Manager Holland stated other jurisdictions have this in the ordinance. He shared if a UDO were completed now, there would be something in place to speak to multi-tenant industrial buildings. He stated in the past, it was not a concern because you were not dealing with large-scale buildings.

Mr. Lawson Brown, of the Vernon Law Firm, introduced Taylor Squires, an associate working on this request. He also introduced Randy Warren, representing Welcome Industrial. He shared that they had met with Mayor Talley, and there were plans currently before the City staff that had been approved. Construction plans for 750,000 square feet of industrial space were also underway. He shared that a traffic study was conducted by Kimley-Horn, which NCDOT and its staff reviewed. He was now three years into the project in terms of planning when the issue arose that staff interpreted the closet use as a unified business development, requiring a special use permit for multiple tenants. He stated the ordinance was designed for retail space in a shopping center with numerous high-traffic areas. He noted the traffic count would be based on the square footage of the industrial facility, rather than the number of businesses. He said the staff saw it as a roadblock and could have presented it to the Council with a special use permit request. Still, after reviewing the request, the staff thought a text amendment would be more appropriate to allow for the maximum use of these industrial buildings and avoid being tripped up by the multiple tenant restrictions. He stated Mebane did allow this by right without a special use permit.

Assistant City Manager Holland read Burlington's ordinance pertaining to multi-tenant industrial and shared that it stated flex space was permitted in industrial zones, and was close to what Graham was proposing to have the ability to accommodate multiple businesses.

Motion by Mayor Talley to approve an Ordinance amendment to Article 2, Section 10.16, Article 4, and Section 10.135 to add language to the Development Ordinance to define and create a use type for Multi-Tenant Industrial Buildings with the word "on-site" removed as requested by the Planning Board, seconded by Council Member Whitaker. The motion passed unanimously.

ITEMS 6: POTENTIAL SIGNS AND BANNERS – OCCUPANCY TAX FUNDS

City Council considered reviewing potential sign options for City Hall and banners for Downtown Graham using Occupancy Tax funds.

Assistant City Manager Holland stated that funds were available from occupancy tax funding that could be used for the placement of a new monument-style sign with a digital display, which aligns with one of the Council's strategic actions. He noted a quote had been retained for an approximate cost, and also heard from the Council regarding the replacement of banners. He stated that staff were seeking approval to move forward with erecting a sign out front and purchasing new banners.

Council Member Whitaker asked about the quote for a City Hall digital sign.

Assistant City Manager Holland stated that there was no quote for banners yet, but the sign was estimated to be approximately \$63,000 to \$65,000.

Mayor Talley stated she had a quote for the banners.

City Manager Garner stated that the occupancy tax was a new revenue source for the fiscal year we are in, and we had \$79,000 budgeted. We had received the first two quarters and were on track to receive the estimated revenue of \$79,000. There are limitations on what those funds can be spent on, and this would be an eligible use of them.

Mayor Talley requested that the front of the building be cleaned up.

City Manager Garner shared the days of it being white may be over, but staff have explored several options, which we can talk about at a later time.

Tom Boney of Alamance News asked for an example of municipalities that have digital signs.

Mayor Talley said she knows we are trying to reduce the price of the sign and that the banners need to be replaced; she would like to move forward with this.

Motion by Mayor Talley to approve allocating TDA funds to be used for the purchase of a new monument sign for City Hall and replacement banners for downtown, seconded by Mayor Pro Tem Hall. The motion passed unanimously.

ITEM 7: SESQUICENTENNIAL PARK PROJECT OPTIONS

City Council reviewed and considered options for the Sesquicentennial Park.

Assistant City Manager Holland stated bids were received for the Sesquicentennial Park project which included a base bid with five alternate bid options. The deadline for bid submittal was April 25, 2025, with the bid opening on April 28, 2025. City staff have reviewed the bids from the two vendors that submitted (Pinam Construction and H.F. Mitchell Construction) and provide the following tabulation for Council consideration:

- Budget estimate for HF Mitchell to rebuild the park where it is currently located, including anticipated additional undercut (\$98 per yd), ECS testing, clock, refinish pergola, and 10% contingency: \$470,701.00.
- Budget estimate for Pinam to rebuild the park where it is currently located, including anticipated additional undercut (\$160 per yd), ECS testing, clock, refinish pergola, and 10% contingency: \$379,425.00.
- Options to not rebuild the park would require the base bid amount plus a combination of Alternate Bids 1-5.

CONTRACTOR	N.C. LICENSE NO.	TOTAL BASE BID AMOUNT	ALT 1	ALT 2	ALT 3	ALT 4	ALT 5
H. F. Mitchell Const. Co.	1007	\$ 76,500.00	\$ 17,640.00	\$ N/A	\$ 232,320.00	\$ 21,750.00	\$ 233,310.00
Pinam Construction Inc.	78381	\$ 81,432.00	\$ 32,000.00	\$ 63,500.00	\$ 63,500.00	\$ 28,000.00	\$ 86,432.00

He shared that Burke Robertson, Public Works Director, worked very closely with the individuals who submitted the requests and was present to answer questions.

Mayor Talley stated she had estimated half a million dollars, and these were estimates before any change orders. She asked when estimates are received, was it the normal course to budget a little more than that for change orders.

Assistant City Manager Holland stated a contingency would be built into the estimate, but a project going precisely as planned would be rare, so there is a chance you would have change orders, even with your best projects.

Council Member Parsons stated you don't know 100% what is in the ground.

Assistant City Manager Holland stated that was correct, and the two quotes would be a perfect world situation with the 10% contingency built into the quotes. The chances that it will remain a perfect world once you begin digging and realize what you have beyond a certain point could increase the price.

Mayor Talley asked the City Manager whom she had heard from regarding the park property.

City Manager Garner stated the only individual she had heard from recently was Griffin McClure, who emailed her today saying his stance was the same as he had previously indicated to the City Council.

Mayor Talley said she thought there was some interest in the park.

City Manager Garner stated that she had heard someone was interested in purchasing the parcel if it were to come up for sale.

Mayor Talley asked about their plans for the property.

City Manager Garner was not aware of the specifics.

Mayor Talley inquired about the quotes.

Assistant City Manager Holland shared if the Council wanted to build the park back where it was, the cost would be \$379,425, which was the lowest bid. He stated that the bids before the Council did not necessarily require a choice between the two; only if the Council wishes to rebuild the park, then these are the quotes from the vendors. He further shared that if the Council elected not to do these options, it would be the burden of whoever purchases the property. He said the only cost the City would be responsible for would be our staff taking up the bricks, pavers, benches, pergola, etc., and then storing them or placing them elsewhere.

Council Member Whitaker asked what type of burden that would be on staff to pull everything up, disassemble, and move it.

Burke Robertson, Public Works Director, stated it would depend on whether staff would be dismantling everything or just the brick pavers, benches, clock, and pergola. He said it could be taken down in a day.

Mayor Talley asked to figure out a way to make the bricks more prominent, like placing them in a sidewalk. She also shared that when events are taking place within the park, it's really loud due to the traffic.

Council Member Chin shared that a better location would be at the Civic Center.

Mayor Talley stated the pergola in that area would be nice for weddings or gatherings. She shared that Russell Compton had tried numerous tours, but it is just too loud, even with a microphone.

Council Member Whitaker asked how much say the Council would have over what would be built on the property if it were sold.

Assistant City Manager Holland stated that, legally, you could establish certain parameters within the request for individuals interested in purchasing the property and would run it through the City Attorney to ensure the Council does not overstep its bounds in what can be stated.

Mayor Talley suggested other areas for green space where the noise would be less noticeable.

Assistant City Manager Holland Aaron stated it would need to be property the City controlled. Downtown was primarily comprised of parking lots, so the city would need to consider any strategically placed spaces that could serve as green spaces or shelter options.

Mayor Talley shared that in West Jefferson, on one side of a parking lot, there was a storage shelter to store tables and chairs. The shelter's sides come down to form a structure that holds a farmers' market on weekends, and the parking lot is open the rest of the time.

City Manager Garner stated nothing in the proposed budget would include a new green space.

Mayor Talley suggested taking this up with the Downtown Master Plan, and needed to listen to the comments that have come in and present those to the one doing the downtown master plan.

City Manager Garner stated she did not know how long the bids would hold and would not be held until a Downtown Master Plan rewrite was completed. She shared if this was the direction the Council wanted to go, we would likely have to rebid this process at some point because most hold bids are good for 60 to 90 days.

Mayor Talley shared that she did not think citizens wanted to spend half a million dollars to fix the park, and in her opinion, did not see many people using it. She said it was not being a good steward of taxpayers' money.

Council Member Chin shared he was recently on the WBAG radio show, a citizen said they would love to have the park downtown, but did not want tax dollars paying for it. He further stated if folks wanted to have the park there, then it should be privately funded and not by the taxpayers.

Mayor Talley stated private donors initially funded the park because the taxpayers did not want to fund it. She said that's why we are in this position, because they did it the cheapest way they could with the amount of money they had. Unfortunately, it was filled with a variety of items in a basement that is now sinking and contaminated.

Council Member Whitaker stated that by doing right by the taxpayers, she suggested having Mr. Robertson's staff remove it, sell it, and let the buyer have the burden of repair. She also suggested imposing some limitations, such as what can be put there, to maintain the historic look of downtown. She stated that either the bricks should be given back to the people or placed somewhere else.

Council Member Parsons stated he had a hard time spending half a million when citizens are drinking rusty water. He stated if you want the park to stay, then fund it. In his opinion, the park was not more important than drinking water. He suggested placing it in the Downtown Master Plan, and if there was an individual group, allow them the opportunity to raise money.

Council Member Whitaker asked that the clock be used somewhere downtown.

Mayor Talley stated no matter what was decided, the park had to be removed for it to be repaired.

Mayor Pro Tem Hall stated, as he had voted previously, the park was placed there to remind everyone who comes to Graham and serve as a place to eat ice cream or lunch, and the City should repair it. He also stated the park should be re-envisioned, with the pergola removed and replaced by nice seating with a covering over it.

Mayor Talley stated it would be a lot of money. She asked the City Manager what was needed from the Council.

City Manager Garner stated her ask was to get some consideration or consensus from the Council so staff would know how to move forward. She stated she was hearing three no's for funding the repair and asked if they wanted staff to do anything to the park or leave it as is at this time.

Mayor Pro Tem Hall made a motion to leave it as is.

Council Member Parsons stated that he was okay with leaving it as is until a better alternative is found.

Council Member Chin stated the longer it is left as is, the more problems it will become.

Mayor Talley asked how deep the brick pavers had fallen.

Mr. Robertson stated in some areas it had settled a foot to a foot and a half.

Council Member Chin stated the City closed it because it was a hazard, and all it would take was for someone to climb the small wall and get hurt.

Mayor Talley stated she had heard equally from people who do not want to spend a lot of money, and their main concern was that the bricks not go away. She stated that the City's goal was to repurpose the bricks dedicated to the sesquicentennial with a plaque, marking the 150th birthday. She stated something had to be done, and it could not continue to fall into the hole.

Council Member Chin asked what it would take to pick up the bricks, dissemble the pergola, and store it.

Mr. Robertson stated that due to its width, a crane would be needed to lift it, but it could not be taken through the streets. He noted the pergola would need to be cut in half, transported, and reassembled.

Mayor Talley suggested placing the pergola at the Civic Center, which could be used in many different ways. She stated she was good with moving forward and having the public participate in the Downtown Master Plan rewrite.

Council Member Chin said he thought the Council should proceed with making a motion to remove the pergola, cut it, store it, remove the bricks, relocate it, and consider reassembling the pergola at the Civic Center, and then make a decision regarding the brick.

Mayor Talley asked how long it would take to move the pergola directly from the park to the Civic Center so it would not have to be moved twice.

Mr. Robertson said he would need to check on it. If a crane were needed, they would need a dedicated and ready-to-use area so the crane would make only one trip.

Council Member Chin said if it were cut and disassembled, it would be a matter of transporting it. He asked Mr. Robertson for the cost of cutting it and moving it in pieces, compared to using a crane.

Mayor Talley asked if staff could ensure that there were no trip hazards.

Mr. Robertson suggested hauling everything out, filling in with dirt, and planting grass over it.

City Manager Garner shared that Mayor Pro Tem Hall had a motion to leave it as is, and there was no second, so the motion died for lack of a second, unless you wanted to call for a second.

Mayor Talley said she did not hear anyone second the motion, so it died for lack of a second.

Council Member Chin made a motion to disassemble the pergola, pick up the memorial bricks, and do what is necessary as defined by Public Works to make that piece of property safe, and then consider declaring the land surplus and putting it up for sale, seconded by Council Member Whitaker. The motion passed 3-2. Mayor Pro Tem Hall and Council Member Parsons voted no.

Council Member Whitaker asked Council Member Parsons what he objected to.

Council Member Parsons stated he objected to proposing putting it up for sale. He said that if Public Works can get it back to a safe condition, the first part of the motion was fine, but he was not ready to put it up for sale.

Mayor Talley stated that was not what Council Member Chin was saying in the motion.

Council Member Chin stated staff was not going to dig up the basement and remediate the area.

Council Member Parsons said the second part of the motion was to consider it surplus.

City Manager Graner stated that, to ensure clarity, it would need to come back before the Council for

action before it can be declared as surplus property.

Council Member Parsons changed his vote to yes.

Mayor Talley stated the vote was 4-1 to move forward with removing it and making it safe, and then hear from the public how to repurpose that space without the cost of repair, which would be close to half a million dollars. The City did not have the money to do that at this time, but something needed to be done now to make it safe. She stated all the memorial bricks would be saved and repurposed, as well as the clock, pergola, and benches.

Tom Boney, Alamance News, asked how this Council could make a decision without holding a public hearing to hear citizen comments and acting without public notice. He reminded the Council that they had received a \$600,000 grant from the State, spent the money, and could have allocated it to this purpose, but had decided not to and instead spent it on other purposes.

Mayor Talley stated that the grant was specifically for crosswalks.

Mr. Boney stated he had asked Senator Galey, and that was not what she said. She was the one who got the money for the grant.

Mayor Talley stated that was exactly what was requested.

Mr. Boney relayed displeasure that the Council did not hold a public hearing to give the citizens a chance to speak.

Mayor Talley said that the citizens were given a chance to speak, and they did. She asked that he not print in his paper anything other than the Council was making the space safe. She stated that the items sitting on the base had to be removed to make repairs and make it safe. She also told Mr. Boney that the door was not shut for citizens to give input on the park's future.

Council Member Chin relayed to Mr. Boney that the Council would not use taxpayers' dollars to rebuild the park where it currently stands. He stated that if there were people in our community who wanted to raise the funds as they did for its construction, then we would rebuild it there.

Motion by Mayor Pro Tem Hall to take a 10-minute recess, seconded by Council Member Whitaker.

The Council took a 10-minute recess.

Motion by Mayor Talley to return to open session, seconded by Mayor Pro Tem Hall. The motion passed unanimously.

ITEM 8: OVERCHARGE CLAIM – TRASH PICKUP

City Council received an update, at Council Member Parsons's request, regarding an overcharge claim by Graham Furniture Mart for trash pickup.

Assistant City Manager Holland stated this was brought up at the end of last month's meeting. He shared over the span of July 2019 through August 2020, various charges for garbage pickup were charged to Paul Crotts in accordance with Chapter 16 of the Graham Code of Ordinances. These charges were related to

content that was too large to fit in the provided containers, which the Sanitation Department services. As seen in the attached document, the charges totaled \$1,517.33, which were reduced to \$853.11 after Mr. Crotts met with former City Manager Frankie Maness and later reduced again to an amount paid of \$719.16.

Mayor Talley stated the charges were way too much, and Mr. Crotts felt like he was singled out and started getting all these fees from the City.

Motion by Council Member Parsons to refund \$719.16, seconded by Mayor Pro Tem Hall. The motion passed unanimously.

ITEM 9: DOWNTOWN MASTER PLAN REWRITE

City Council discussed the rewriting of the Downtown Master Plan.

Assistant City Manager Holland stated at the conclusion of last month's Council meeting, staff was directed to bring forth a formal motion to repeal the existing Downtown Master Plan in anticipation of working towards a new plan in the upcoming fiscal year. City Council would need to consider and approve, including the cost for this project, in the upcoming fiscal year, and staff would need to obtain a consultant once approved. He stated the Council could repeal the plan tonight, and when they decide to move forward with a new downtown plan, staff would work to get the bids.

Council Member Whitaker asked how long it would take to write a new plan and what the ramifications of repealing it before we have a new one.

Assistant City Manager Holland stated, as it stood, having a plan does have benefits you can leverage for grants. He shared that not having a plan in place would cause us to score lower in certain instances. The time frame for the redo depends on the consultant. The last plan took six to nine months to get started, and you would be looking at a year.

Council Member Whitaker asked what the positives were to repeal the plan now.

Assistant City Manager Holland stated the Mayor had mentioned other plans referencing areas within the Downtown Master Plan in a positive way.

Mayor Talley voiced concerns about the roundabouts installed by NCDOT and was in favor of repealing the plan tonight with the idea that it was being rewritten.

Assistant City Manager Holland stated that if the Council wanted to repeal it, then they should keep in mind that it would be replaced.

Motion by Mayor Talley to repeal the Downtown Master Plan and move forward with the process of rewriting a new Downtown Master Plan, seconded by Mayor Pro Tem Hall. The motion passed unanimously.

ITEM 10: FY2025-2026 BUDGET PRESENTATION

City Manager Garner presented to the Council the FY 25-26 Budget books and gave the following overview:

City Manager Garner stated that the budget process began with the City Council in December 2024 at its planning session with City Council at the Civic Center. In January 2025, there was a department kickoff, and in March 2025, there was part two of the budget planning session, along with multiple individual departmental reviews.

During those budget sessions, the Council came up with the following Strategic Priorities:



Explore Digital Signage at City Hall – Considered on tonight's agenda



Address the Sesquicentennial Park Repair - Considered on tonight's agenda



Restructure Sanitation – Routine adjustments are made with more proposed if the sanitation collector position is approved



Implement Edmunds software and Personnel Policy – Payroll scheduled to go live May 2025; Personnel Policy already in effect



High Quality Infrastructure -\$1,300,000 is proposed in FY26 to continue the neighborhood waterline enhancement project



Complete Comprehensive Plan - Anticipated for City Council consideration in summer 2025



Hire a City Engineer – Action item at a future City Council meeting



Update Unified Development Ordinance – Action item at a future City Council meeting



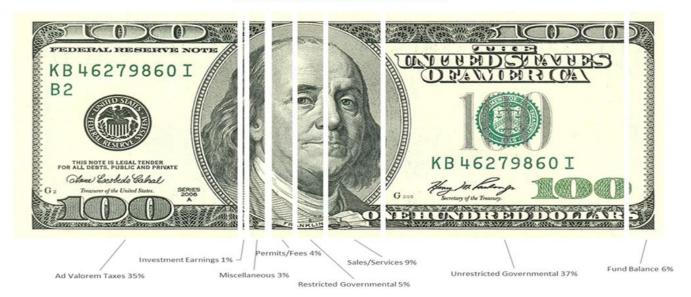
Market Graham better along the interstate – Potential use of occupancy tax funding to be spearheaded by the Public Relations Specialist, if funded

General Fund (10)

- One penny on the tax rate is estimated to generate \$270,215 based on a 97% collection rate
- ☐ Balanced at \$22,750,562 with a \$0.02 increase to the tax rate
- No interfund transfers
- ■Street resurfacing proposed to increase for 12th consecutive year

General Fund Revenues: "Where the Money Comes From"

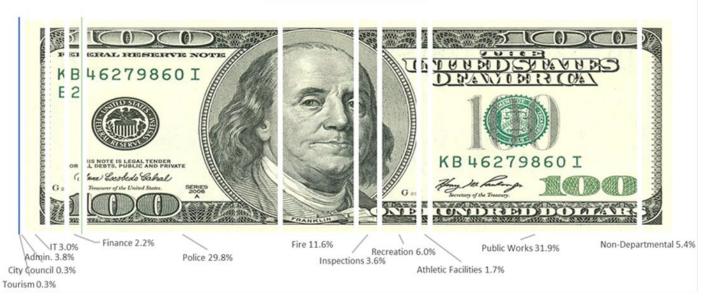
WHERE THE MONEY COMES FROM



General Fund Expenditures:

- ☐ Deferred maintenance/capital items equate to over \$1,500,000
- Mandatory employer retirement contribution increase
- Health insurance increase of 4%
- Expenditures for public safety (\$9,426,110) are expected to exceed all of the ad valorem tax levy (\$7,964,500) by over \$1,461,610
- New full-time positions funded:
 - ☐ Public Relations Specialist (funded through occupancy tax)
 - ☐ Sanitation Collector (existing title)
 - ☐ Building Maintenance Technician (funded using dollars previously allocated to individual departments)
 - ☐ One entry-level firefighter position per shift (not intended to be career ladders

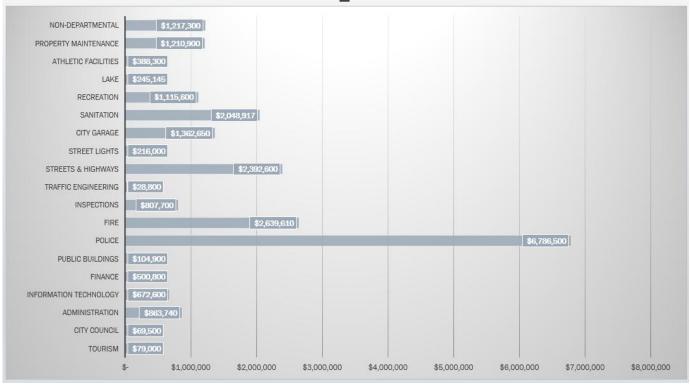
WHERE THE MONEY GOES



Proposed Fee Increases (General Fund)

□ Inspections Department - Re-inspection Fees
 □ Current \$60
 □ Proposed \$100
 □ Garbage and recycling (3% CPI increase with Republic)
 □ Current \$13.50
 □ Proposed \$14.50
 □ Police - Parking fees
 □ Current \$10
 □ Proposed \$20
 □ Late fee \$10 for every 30 days delinquent up to 90
 □ Lake - Boat rentals
 □ Current \$4/hour and \$8/hour
 □ Proposed \$15 flat fee

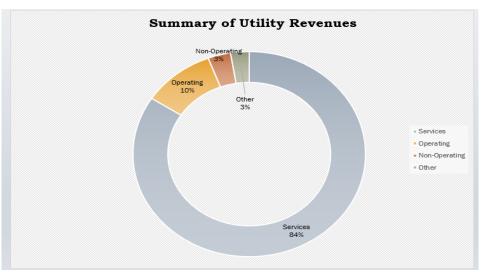
General Fund Departments



Water and Sewer (Fund 31)

☐ Balanced at \$13,093,600	1,000 gallons		5,000 gallons	
☐ Proposed rate increase of 4%				
☐ Increase for 1,000 gallons ~\$0.92 water☐ Increase for 5,000 gallons ~ \$3.39/month	Current water	\$9.95	Current water	\$27.33
☐ No new positions or reclassification funded	Proposed water	\$10.35	Proposed water	\$28.42
	Current sewer	\$12.91	Current sewer	\$57.42
	Proposed sewer	\$13.43	Proposed sewer	\$59.72





Upcoming Dates:

- ☐ May 20, 2025 Council work session
- ☐ June 10, 2025 Public Hearing

Budget Availability:

- Available in the office of the City Clerk
- □ Available on our website (<u>www.cityofgraham.com</u>) Wednesday, May 14th

City Manager Garner shared that Council would find a lot of information in the budget books, which contained quick facts and highlights, the Budget Message, breakdown of revenue and expenditures that go into detail on each department, a proposed pay plan, a proposed rate and fee schedule, and all Capital Improvement items that were submitted. She relayed the items highlighted were approved for funding, and the other items listed were not recommended for funding. She reminded the Council of the Budget Works Session scheduled for May 20, 2025, at 10:00 a.m. to review the budget, allowing for a week of review and return with questions. The Budget public hearing will be on June 10, 2025, at 6:00 p.m. as part of the regular Council meeting. The budget will be available online and in the City Clerk's office.

Mayor Talley stated that the property tax was reduced from 0.4799 to 0.2899, and although it is going up 2 cents, we are still down by half from where we were.

Mayor Talley strongly suggested that the Council send a resolution or request to the Alamance Tax Office regarding the recent evaluation of large commercial buildings. She stated that there was no way it was calculated correctly, and it was making residential customers pay more than their fair share compared to commercial owners.

The Council's consensus was to draft a resolution requesting that the County Commissioners conduct a reevaluation due to inaccuracies.

Mayor Talley inquired about a new fire station.

City Manager Garner relayed there was \$50,000 for design work built into the budget.

Mayor Talley asked to look at surrounding cities that had done a design-build and possibly save money by piggybacking to have a better idea of how to budget.

Council Member Parsons stated the fire study recommended the need for two stations.

City Manager Garner stated that the Fire Location Analysis did recommend two additional stations, one in the area of Rogers Road and one in the Graham Regional Park area.

Mayor Talley asked how much revenue the 2-cent tax increase would bring in.

City Manager Garner stated that the amount would be slightly over \$540,000.

PUBLIC COMMENT PERIOD

There were no public comments.

CITY STAFF COMMENTS

There were no City Staff comments.

CITY COUNCIL COMMENTS

Council Member Parsons shared that his house was currently on the market and he was looking to purchase property outside the City of Graham, and at some point, would be unable to serve on the City Council.

Mayor Talley reminded everyone about the Arts Around the Square event on Saturday, May 17, 2025.

Council Member Chin read the following statement for the record regarding the hiring of a new police chief.

- 1. Announcement of the Chief of Police position vacancy:
 - a. Has the announcement been written? What are the qualifications for the position? Please provide a copy to the Council to review before it is released.
 - b. When will the announcement for the Chief of Police position be released?
 - c. How will the announcement be publicized, such as through news media outlets and government websites, etc.?
 - d. How long will the announcement be open for applicants?
- 2. Selection Board:
 - a. Will there be a selection board to review all potential applicants?
 - b. Who will be on the selection board?
 - c. What will be the process to screen potential candidates?
- 3. Chief of Police Job Description Please provide a copy of the job description of the Chief of Police.
- 4. Hiring Philosophy Upon my election to the Council, I was informed that the priority in the hiring policy was to "Hire and promote within the organization" before going outside the organization to recruit.

Council Member Chin further stated he hoped we were true to that philosophy, and we needed to select the right person to be our Chief of Police. He said he would like to think that we have qualified candidates in our police force to be the Chief of Police, where we should not even consider outside applicants. He stated that if we hire someone from outside the police force, we would be sending a message to our police officers that none of them will ever be a Police Chief. He asked to go on the record and emphasized the importance of selecting the right person to be the Chief.

Council Member Parsons agreed.

Mayor Talley stated if he would leave it open to anyone who was not currently working for Graham but had worked for Graham.

Council Member Chin stated in his mind that would still be going outside.

Mayor Pro Tem Hall stated the problem with what you are saying is that the Council was only allowed to hire one person, and that is the City Manager. If we do anything other than that, then we would be directly involved.

Council Member Chin stated he was not saying the Council would hire; he was saying that the City Manager would consider those things. She has to hire, but this is an important position.

Mayor Talley stated that she thought the Manager wanted to know the Council's wishes. She noted that every Mayor in the past supported and elaborated at length about hiring from within. They did not always follow that decision, but they certainly always advocated for training people and acknowledged that the Manager had made huge strides in this area by reworking the job titles to allow employees a way to progress.

City Manager Garner stated that staff were constantly evaluating what made the most sense for the department as a whole, such as incorporating a Police Officer II, which provides a step between a Police Officer I and a corporal.

Council Member Whitaker shared one of her concerns was when a notice goes out saying you have a certain degree such as a masters and advocated to say a Master's degree or equivalent applicable training for those who do not have a master's degree but had a lot of training and worked their way up the ladder. She stated she had known people with master's degrees and would not necessarily want them to be a police chief. She did not want to exclude someone who does not have a degree.

Mayor Talley said one of our best City Managers started as a meter reader.

Council Member Whitaker stated she thought they would be excluding some people if they did not say equivalent or applicable training, and did not want to see that happen. She noted it was something she would like to see as a Council Member. She knew the decision would be made by the City Manager, but wanted to let her know what she would like to see to give more people a chance who have been around and done the jobs, and did not want to exclude anyone based on a master's degree.

Mayor Talley stated that having an education, such as a doctor, and operating on someone, then you might need to attend medical school, but if you are doing construction, a college degree does not necessarily help you. She stated it depended on the position and felt that law enforcement required boots-on-the-ground training, but also thought the person needed to be able to perform administrative work. She stated you could consider someone with a college degree who may not necessarily be the right person to hold that position, even though they have all the education in the world, and lack experience interacting with people. She stated it was essential to have someone good with employees, as well as with the community. She shared that they got pushback when they hired the Manager, but she had become a part of the community.

Council Member Chin and Whitaker did not grow up in this community, but they became part of it and made a commitment to it. She stated having a police chief who would visit businesses and participate in local community events would go a long way toward being accepted by the local community.

Mayor Talley shared that there would be an antique car show at 4:00 p.m., following the Arts Around the Square event, and then Jordan Picket would play at 7:00 p.m.

CLOSED SESSION:

City Council considered going into closed session pursuant to the terms of N.C.G.S. 143-318.11(a)(3) and N.C.G.S. 143-318.11(a)(6) to consult with an attorney employed or retained by the public body to preserve the attorney-client privilege between the attorney and the public body. The closed session is for two separate legal matters: a personnel issue and consulting with the attorney.

Motion by Mayor Talley to go into closed session for two separate issues; pursuant to N.C.G.S. 143-318.11(a)(3) to consult with an attorney employed or retained by the public body to preserve the attorney-client privilege between the attorney and the public body and pursuant to N.C.G.S. 143-318.11(a)(6) for a personnel issue, seconded by Mayor Pro Tem Hall. The motion passed unanimously.

OPEN SESSION:

Motion by Council Member Whitaker to return to open session, seconded by Mayor Pro Tem Hall. The motion passed unanimously.

ADJOURN

Motion by Mayor Pro Tem Hall to adjourn, seconded by Council Member Chin. The motion passed unanimously. The meeting adjourned at 10:51 p.m.

Renee M. Ward, CMC
City Clerk

City of Graham City Council Special Meeting Minutes (Budget Workshop) May 20, 2025



The City Council of the City of Graham held a Special Meeting on May 20, 2025, at 10:00 am in the Council Chamber, City Hall Municipal Building, 201 South Main Street, Graham, NC.

Councilmembers Present:

Mayor Jennifer Talley - *joined the meeting at 10:44 am* 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 M. Ward, City Clerk

CALL TO ORDER:

Mayor Pro Tem Hall called the meeting to order at 10:07 am and presided.

Mayor Pro Tem Hall recognized City Manager Garner to review the recommended budget given to the Council at the May 13, 2025, Council meeting. Since then, the Council has had an opportunity to review the proposed budget, and each would have a chance to discuss and/or ask questions.

REVIEW - FY 2025-2026 Proposed Budget

General Fund (Fund 10)

City Manager Garner stated the current year, 2024/25 General Fund, as initially adopted, was \$20,651,350, and the 2025/26 General Fund budget was proposed at \$22,750,562, an increase of \$2,099,212.

	General Fund									
Department	FY 2025-2026 (Adopted)		Manager's Recommendation		Difference					
Tourism	\$	79,000	\$	79,000	\$	-				
City Council	\$	56,350	\$	69,500	\$	13,150				
Administration	\$	798,270	\$	863,740	\$	65,470				
Information Technology	\$	560,178	\$	672,600	\$	112,422				
Finance	\$	450,642	\$	500,800	\$	50,158				
Public Buildings	\$	172,400	\$	104,900	\$	(67,500)				
Police	\$	6,596,342	\$	6,786,500	\$	190,158				
Fire	\$	2,074,465	\$	2,639,610	\$	565,145				
Inspections	\$	875,126	\$	807,700	\$	(67,426)				
Traffic Engineering	\$	28,800	\$	28,800	\$	-				
Streets & Highways	\$	1,859,226	\$	2,392,600	\$	533,374				

Street Lights	\$ 206,000	\$ 216,000	\$ 10,000
City Garage	\$ 1,320,506	\$ 1,362,650	\$ 42,144
Sanitation	\$ 1,653,912	\$ 2,048,917	\$ 395,005
Recreation	\$ 1,094,784	\$ 1,115,600	\$ 20,816
Lake	\$ 394,136	\$ 245,145	\$ (148,991)
Athletic Facilities	\$ 404,271	\$ 388,300	\$ (15,971)
Property Maintenance	\$ 935,367	\$ 1,210,900	\$ 275,533
Non-Departmental	\$ 1,091,575	\$ 1,217,300	\$ 125,725
	\$ 20,651,350	\$ 22,750,562	\$ 2,099,212

City Manager Garner directed the Council to the Expenditures tab (Fund 10) in the budget books and reviewed proposed items that made up the increase.

- **Tourism (Occupancy Tax Revenue)**—The second-year estimated revenue is \$79,000. The proposal for the upcoming fiscal year is to hire a Public Relations Specialist to promote Graham, encourage tourism, and the use of City facilities.
- City Council A slight increase to cover the municipal election.
- Administration No capital items and no new positions.
- IT Salary and benefits have been split between the General Fund and the Utility Fund for several years. In the upcoming budget year, the General Fund will cover the full cost of IT personnel-related expenses, which account for the majority of the increase. Capital items include the Citizen Alert Notification System (\$6,100), Backup NAS (\$17,800), Datacove Archiving (\$8,000), WWTP Security Upgrade (\$40,000), and Civic Center Internet (\$7,500). No new positions.
- Finance No new personnel; payroll software will be implemented this upcoming fiscal year.
- **Public Buildings** Transitioning to a building maintenance person, housed within Property Maintenance under Public Works. This department will manage building maintenance repairs throughout the various City Departments housed within the general fund.
- **Police** The Police Department is the largest department, both in terms of budget and personnel. A career ladder was established within the police department, with the positions of POII and Corporal to be split into two separate roles. The Police Officer II position would serve as a career advancement opportunity for officers. Two replacement vehicles in the capital and no new positions.
- **Fire** Funding is proposed to initiate the design of a fire station located at Graham Regional Park. Proposing three additional entry-level firefighter positions per shift, at Pay Grade 16, with no career ladder, and a vacancy would be necessary to advance. Fire Station design (\$50,000), annual hose replacement (\$27,000), Fire Inspector vehicle (\$45,000), and debt service payment for the ladder truck (\$243,465) are also proposed.
- **Inspections** Busy year, no capital or personnel requests.

- Transportation Consists of the Street Department and two smaller departments (Traffic Engineering and Street Lighting). This department manages 65 miles of road, with an additional five miles nearing completion, requiring the City to begin maintenance. Proposed capital Tandem dump truck with plow, spreader, and brine sprayer (\$275,000), Linelazer paint sprayer (\$10,000), snow plow for pickup truck (\$9,500), stormwater enhancements (\$190,000), and Public Works parking lot repairs (\$20,000).
- Garage—This is the department's third year in the General Fund. We are doing more in-house maintenance on police cars, except for warranty work. Major expenditures include Fuel Inventories (\$575,000), parts inventories (\$300,000), band saw replacement (\$6,600), and no new positions.
- Sanitation The workload continues to increase each year due to the construction of new houses. Refuse fees are being proposed to increase from \$13.50 to \$14.50 per month. Our existing contract with Republic Services for recycling will have a 3% CPI increase, and fiscal year 2025-2026 will be the third year of our three-year agreement. Capital Knuckle Boom Truck (\$295,000), debt service for sanitation truck (\$95,000), one new sanitation collector position proposed.
- **Recreation** No new positions. Capital aluminum tables for the Recreation Center (\$7,000).
- Graham-Mebane Lake ADA improvements to pontoon boat (\$8,000), no personnel changes.
- Athletic Facilities Previously housed within Recreation, but is to be moved to Property Maintenance under the realm of Public Works: Property Maintenance. Capital Interior signage at Bill Cooke Park (\$5,000).
- **Property Maintenance** One new position proposed, which accounts for the majority of the increase within this department. Capital two stand-on mowers (\$10,000) and AC unit replacement (\$25,000).
- **Non-Departmental Appropriations** Consists of expenses common to all General Fund departments and interlocal contracts, including other post-employment benefits (OPEB), the General Fund portion of risk management policies, Animal Services, and Economic Development initiatives.

Water and Sewer (Fund 31)

In FY 2020-2021, the City began to appropriate funds to cover the debt service for recent water line projects. Continuing this practice is recommended for FY2025-2026. The most notable capital project on the immediate horizon is the upgrade of our wastewater treatment plant, construction of which is well underway and is estimated to be completed in February 2026. This project's \$2,700,000 debt service is expected to begin in November 2026. The proposal includes \$500,000 for the utility portion of the NCDOT roundabout project and \$1,300,000 for the replacement of the water line in the Gilbreath Street area.

Proposed Water and Sewer increase by 4%.

Department		FY 2025-2026 (Adopted)		Manager's commendation	Difference		
Water and Sewer Billing	\$	675,700	\$	415,080	\$	(260,620)	
Water and Sewer Distribution	\$	2,819,837	\$	3,035,480	\$	215,643	
Maintenance and Lift Stations	\$	314,734	\$	302,380	\$	(12,354)	
Water Treatment Plant	\$	3,494,354	\$	3,640,130	\$	145,776	
Wastewater Treatment Plant	\$	2,265,103	\$	2,103,307	\$	(161,796)	
Non-Departmental	\$	2,680,172	\$	3,597,223	\$	917,051	
	\$	12,249,900	\$	13,093,600	\$	843,700	

City Manager Garner highlighted some of the main expenditures:

\$25,000 Vehicle replacements, \$20,000 Contracted Services, \$35,000 Elevated tank, \$35,000 Root control, \$50,000 Manhole rehab, \$200,000 CIPP, \$8,000 Tank mixer, \$7,000 Cloud, \$90,000 Boyd Creek, \$5,000 MC 811, \$15,000 Water modeling, and \$500,000 for continuing the meter replacement.

Non-Departmental Fund 10 and 30: The City has contracted with Davenport & Associates to help structure long-term capital and debt maintenance, obtain a bond rating, and better plan for capital and deferred maintenance needs at lower interest rates.

Council Member Chin inquired about long-range plans to upgrade water lines.

City Manager Garner responded we had a 10-year Capital Improvement Plan but no long-term debt system. That is the reason for contracting with Davenport. The City's north side has been the priority, but we needed a more specific plan to tackle those projects and secure funding.

Assistant City Manager Aaron added that what's hurting is the replacement cost compared to what it was several years ago. There are cost savings if we have a two-year plan with funding in place, allowing replacements to be made continuously from one area to another.

Council Member Chin said we needed to begin thinking about bond referendums because maintenance and upgrade costs continue to increase, and this would save on mobilization fees. He also shared that Dr. Ingle with Alamance Community College was interested in a partnership with the fire department.

Other Funds:

- Cemeteries Perpetual Care Fund Established in 2015, the fund ensures the perpetual care and beautification of the City's cemeteries. No appropriations requested.
- Water & Sewer Capital Reserve Fund This serves as a sub-fund of the Water and Sewer Fund, rather than an independent fund. The capital reserve fund accounts for receipts from the System Development Fee level.
- Asset Forfeiture Funds: The City operates both a State and Federal asset Forfeiture fund that accounts for assets seized from certain law enforcement activities. Revenues are highly unpredictable, as is the timing of their receipt. Expenditures are regulated by the terms of the agreement with the associated agencies/programs and generally cannot be used to subsidize operating budgets.

Council Member Chin shared that Dr. Ingle with Alamance Community College was interested in a partnership with the Fire Department.

City Manager Garner stated that the City had a good relationship with ACC and a solid foundation in public safety.

Council Member Parsons asked if there were any monies budgeted to purchase property.

City Manager Garner said not in this budget, but the majority of land at Graham Regional was bought with Parks and Recreation Trust Fund (PARTF) dollars.

Mayor Talley entered the meeting at 10:44 am.

Mayor Talley asked the Manager to reach out to the County Manager to possibly help reduce the cost of a Fire substation by partnering with EMS.

Pay Plan:

City Manager Garner reviewed new positions and title changes for career movement:

- Sanitation Worker pay grade 11 one new position
- Firefighter –pay grade 16 three new positions,
- Building Maintenance pay grades 17, 18, and 20 career ladder, one new position
- Public Relations Specialist will be paid with occupancy tax monies, one new position
- Police Officer I and II career ladder promotion to corporal will occur when there is a vacancy no new positions. Does not increase the number of full-time employees.
- Zoning Enforcement Officer I and II career ladder, no new position.

Revenue (Fund 10):

The City's General Fund revenues are most susceptible to economic fluctuations. The sales and use tax, the City's second-largest revenue source, is particularly volatile as the economy and consumer consumption impact it.

Ad Valorem Taxes: Ad valorem is the tax applied to each \$100 of property value as determined by the Alamance County Tax Office. Graham's proposed ad valorem tax rate per \$100 of value would be \$0.3099, a \$0.02 increase from the current year.

Mayor Talley asked for the reason behind the 2-cent tax increase.

City Manager Garner relayed that the City Council discussed the topic at the March 24, 2025, Budget Planning Session, and the Council's consensus was for a 2-cent increase to help offset capital needs.

Mayor Talley asked what the 2-cent tax was being used for.

City Manager Garner shared the increase was dispersed throughout the budget, and the increase would only take care of a little less than half of the capital needs. She added that one knuckle boom truck was \$295,000, and a dump truck was \$275,000, both with a tax rate of one penny. The fire station design would be \$50,000.

Mayor Pro Tem Hall shared he liked how the Manager was consolidating departments to save on costs.

Investment Earnings – City Manager Garner shared that the City's investments were held in various banks, including American National, First Bank, First Horizon, North Carolina Capital Management, Atlantic Union Bank, and Wells Fargo.

Occupancy Tax – The City had received three-quarters of the Occupancy Tax revenue and is on target to receive the budgeted amount of \$79,000.

Permits and Fees – Staff spent a significant amount of time reviewing current fees and have budgeted for what we are confident of receiving during the budget year.

Restricted Government – These revenues include Powell Bill, School Resource Officers, ABC law enforcement funds, and miscellaneous grants. Powell Bill monies must be used on resurfacing City streets. The City receives two Powell Bill payments annually.

Refuse Fees - \$1.00 increase from \$13.50 per unit to \$14.50 per unit, with a \$2 tipping fee per ton increase proposed by the County.

Mayor Talley asked what could be done to decrease waste, and what other municipalities are doing?

Council Member Chin shared Greensboro has high fines for improper trash in recycling.

Mayor Talley suggested providing more education on what can and cannot be placed in the trash or recycling cans. She also suggested placing stickers on all cans with a list of items that could not be placed in the trash cans.

Fund Balance – North Carolina Local Government Commission recommends that local government maintains an undesignated fund balance in the General Fund of at least 8% of the adopted General Fund budget. Graham had approximately 60% as of the last audited year.

Debt Set Off – **S**taff submits debt routinely to the State, and the City is paid before a state income tax refund or lottery earnings are sent to the citizen.

Revenues (Fund 31)

This fund is operated to account for the activities of the Water and Sewer System. Water and sewer charges account for the largest source of revenue for the fund, at \$11,019,000, or 84% of the total revenues.

Mayor Talley suggested compiling a narrative that includes pictures of water lines being replaced, highlighting the condition of the lines, and a map showing the lines and the age of the pipes.

Council asked for the Cemetery Board to be activated and to advertise for volunteers.

The Council discussed that the County may no longer fund the libraries, except for the May Memorial Library in Burlington.

Mayor Talley asked if the County no longer funded the library, what would that cost be for Graham.

City Manager Garner said it would be more than 2 cents on the tax rate. She shared the City paid for utilities and maintenance, and charges \$1.00 for an annual lease.

Mayor Pro Tem Hall suggested writing a letter to the County Commissioners. He asked if the City could use that building if the County elected not to fund the library. He also stated that no one wants to see the library close.

Lunch Break – 12:11pm

Motion by Mayor Pro Tem Hall to recess for lunch, seconded by Council Member Chin. The motion passed unanimously.

Motion by Council Member Chin to return to open session, seconded by Mayor Pro Tem Hall. The motion passed unanimously. 1:03 pm

City Manager Garner shared the City had just received an email from Ray Hook, Alamance Burlington School System (ABSS), regarding the reduction of School Resource Officer (SRO) funding, and that ABSS was unsure whether it would meet the contractual obligation for SROs, which is \$375,000 annually. Two fiscal years ago, the City added two SROs to be stationed in both elementary schools per ABSS's request.

Mayor Talley shared that if the County did not fund the SROs, the City Council might not be able to fund them, and stated that having them in the elementary schools was unnecessary.

Mayor Talley asked the City Manager to determine how much of the funding would be cut, whether a portion or all of it.

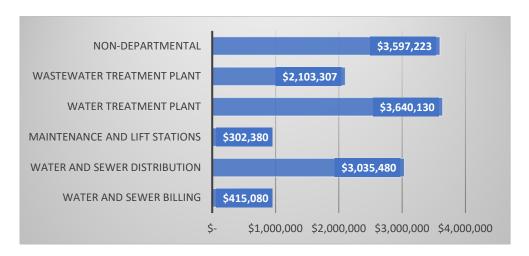
City Manager Garner said she would obtain clarification on the funding, and if the County were to cease funding the five SROs, they would be reassigned to the regular force as vacancies occur.

Expenditures (Fund 31)

This enterprise operation is capital-intensive, requiring constant maintenance, replacement, and upgrading. The enterprise is also subject to significant regulatory oversight, which often entails substantial costs to maintain compliance.

In FY 2020-2021, the City began to appropriate funds to cover the debt service for recent projects and look ahead towards major projects that have a significant financial impact. Continuing this practice is recommended for FY 2025-2026. The most notable capital project on the immediate horizon is the upgrade of our wastewater treatment plant, construction of which is well underway and is estimated to be complete in February 2026. This project's \$2,700,000 debt service is expected to begin in November 2026. The budget proposal includes \$500,000 for the utility portion of the NCDOT roundabout project and \$1,300,000 for the replacement of the water line in the Gilbreath Street area.

Water & Sewer Departmental Appropriations Illustration



Rates and Fee Schedule:

City Manager Garner reviewed the following fee changes:

- Re-inspection fees would increase from \$60 to \$100.
- Parking fines would increase from \$10.00 to \$20.00, late payment would be added for each 30 days up to 90 days, and parking over the allowed time would be \$10.00 additional in 2-hour increments.
- Boat Rental fees would be a flat rate of \$15.00 for all boats.
- Sanitation fees would increase from \$6.50 per unit to \$7.50 per unit, per month.
- Water rates would increase by 4%.
- Meter Box To raise or adjust a water meter box inside a resident \$125, outside a resident \$250. To re-read a meter with no City error, \$10 per re-read.
- Sewer rates increase by 4%.
- Water Meter Fee would increase to \$525.

Council consensus was to add verbiage to the water meter reread stating Meter re-read with no City error or no leak present at \$10.00.

Mayor Talley said she wanted the Police Department to utilize drug funds for as many purposes as possible, such as vehicles, equipment, and training.

Discussions:

Mayor Talley requested research on whether the Graham Police Department was conducting interdiction on the interstate using license plate readers. She shared the instrument knows how much a vehicle should weigh. She said it could be a significant revenue for the City because 80% of the money confiscated goes to the City and 20% to the Federal government.

City Manager Garner stated she would discuss this with the Police Chief at a later time.

City Manager Garner said most of the CIP items were detailed as she reviewed the individual department budget and unfunded requests.

Mayor Talley suggested increasing the rent for Touch by Angels.

City Manager Garner shared they are paying \$1,750 per month and have been good tenants.

Council Member Whitaker suggested charging rent for the Alamance Arts Council building, which currently pays \$1.00 per year.

Mayor Talley voiced concerns about the budgeted cameras. She said the cameras need to be able to alert someone when they detect a person, and that you should be able to pull video easily when required by the Police Department. Assistant City Manager Holland will find out the capabilities of the cameras.

Council Member Whittaker thanked the City Manager for her work on the budget.

Motion by Mayor Pro Tem Hall to adjourn, seconded by Mayor Talley. The motion passed unanimously.

The meeting was adjourned at 2:38 pm.

Renee M. Ward. CMC
City Clerk



STAFF REPORT

SUBJECT:	RESOLUTION ADOPTING ENO-HAW REGIONAL HAZARD MITIGATION PLAN
PREPARED BY:	CAMERON WEST, PLANNER

REQUESTED ACTION:

Approve a resolution adopting the Eno-Haw Regional Hazard Mitigation Plan.

BACKGROUND/SUMMARY:

Federal and State law require that local governments adopt a mitigation plan to be eligible for FEMA funds in the event of disasters. These plans must be updated every five (5) years. As the staff on hand lacked expertise in this area, the planning was undertaken with Alamance County and other partnering jurisdictions and consultants.

The State has completed its review of the Hazard Mitigation Plan and has found that it meets the minimum criteria established in Section 322 of the Disaster Mitigation Act of 2000. For the Plan to be considered compliant, the City Council must approve a resolution adopting the same.

The Eno-Haw Hazard Mitigation Plan can be viewed from the Planning link at: <u>Eno-Haw Regional Hazard</u> Mitigation Plan Draft 050125.pdf

FISCAL IMPACT:

None.

STAFF RECOMMENDATION:

Approval

SUGGESTED MOTION(S):

I move that we approve the resolution adopting the Eno-Haw Regional Hazard Mitigation Plan.

RESOLUTION ADOPTING ENO-HAW REGIONAL HAZARD MITIGATION PLAN

WHEREAS, the citizens and property within the City of Graham are subject to the effects of natural hazards that pose threats to lives and cause damage to property, and with the knowledge and experience those certain areas of the region are particularly vulnerable to drought, excessive heat, hurricane and coastal hazards, thunderstorm, tornado, winter weather, flooding, wildfire, hazardous substances, cyber threat, terrorism, and infrastructure failure; and

WHEREAS, the City of Graham desires to seek ways to mitigate the impact of identified hazard risks; and

WHEREAS, the Legislature of the State of North Carolina has in Article 5, Section 160D-501 of Chapter 160D of the North Carolina General Statutes, delegated to local governmental units the responsibility to adopt regulations designed to promote the public health, safety, and general welfare of its citizenry; and

WHEREAS, the Legislature of the State of North Carolina has enacted General Statute Section 166A-19.41 (*State emergency assistance funds*) which provides that for a state of emergency declared pursuant to G.S. 166A-19.20(a) after the deadline established by the Federal Emergency Management Agency pursuant to the Disaster Mitigation Act of 2002, P.L. 106-390, the eligible entity shall have a hazard mitigation plan approved pursuant to the Stafford Act; and.

WHEREAS, Section 322 of the Federal Disaster Mitigation Act of 2000 states that local governments must develop an All-Hazards Mitigation Plan to be eligible to receive future Hazard Mitigation Grant Program Funds and other disaster-related assistance funding, and that said Plan must be updated and adopted within a five-year cycle; and

WHEREAS, the City of Graham has performed a comprehensive review and evaluation of each section of the previously approved Hazard Mitigation Plan and has updated the said plan as required under regulations at 44 CFR Part 201 and according to guidance issued by the Federal Emergency Management Agency and the North Carolina Division of Emergency Management.

WHEREAS, it is the intent of the Graham City Council to fulfill this obligation so that the City of Graham will be eligible for federal and state assistance in the event that a state of disaster is declared for a hazard event affecting the County.

NOW, THEREFORE, be it resolved that the Graham City Council hereby:

- 1. Adopts the Eno-Haw Regional Hazard Mitigation Plan.
- 2. Vests the City of Graham with the responsibility, authority, and the means to:
 - (a) Inform all concerned parties of this action.
 - (b) Cooperate with Federal, State, and local agencies and private firms which undertake to study, survey, map, and identify floodplain areas, and cooperate with neighboring communities with respect to the management of adjoining floodplain areas in order to prevent exacerbation of existing hazard impacts.

- 3. Appoints the City of Graham Emergency Management to assure that the Hazard Mitigation Plan is reviewed annually and every five years as specified in the Plan to ensure that the Plan is in compliance with all State and Federal regulations and that any needed revisions or amendments to the Plan are developed and presented to the City of Graham City Council for consideration.
- 4. Agrees to take such other official action as may be reasonably necessary to carry out the objectives of the Hazard Mitigation Plan.

Adopted this the 10th day of June, 2025.

	Jennifer Talley, Mayor	
	Graham City Council	
Attest:		
Renee Ward, City Clerk	_	
City of Graham		
Certified by:	(SEAL)	
Date:		



SUBJECT:	ADOPTION OF REVISED PERSONNEL POLICY
PREPARED BY:	MEGAN GARNER, CITY MANAGER/AARON HOLLAND, ASSISTANT
	CITY MANAGER

REQUESTED ACTION:

Approve revisions to the City of Graham's Personnel Policy.

BACKGROUND/SUMMARY:

In accordance with North Carolina General Statutes, the City Council may adopt policies and procedures governing City employment. As such, the City Council approved a revised Personnel Policy at the April 8, 2025 with an effective date of May 1, 2025 for most provisions in the Policy. Since implementation, we have identified several areas where language could be modified to provide more clarity, which are detailed below.

Section 6-7. Supplemental Retirement Income Plans for Non-Sworn Employees.

Current: Subject to funding availability, the City will contribute a match up to 5% of the eligible non-sworn employee's gross pay into the NC 401(k) Plan.

Proposed: Subject to funding availability, the City will only provide a matching contribution of up to 5% of the employee's gross pay to the pre-tax NC 401(k) Plan. Matching contributions are not available for the NC 457 Plan.

Section 6-8. Supplemental Retirement Income Plan for Sworn Law Enforcement Officers.

Current: As prescribed by North Carolina state law, the City of Graham contributes 5% of each full-time officer's gross pay to the plan.

Proposed: As prescribed by North Carolina state law, the City of Graham contributes 5% of each full-time officer's gross pay to the pre-tax NC 401(k) Plan.

Section 7-6. Vacation - Accrual rate.

Add the following accrual chart:

1,950			
	Days/Year	Hours/Month	
< 2 years	10	6.25	
2-4 years	12	7.50	
5-9 years	14	8.75	
10-14 years	16	10.00	
15-19 years	18	11.25	
20+ years	20	12.50	

Section 7-15. Acceptance of Immediate Prior NC Governmental Employer Sick Leave Balance and Years

of Service for Vacation Accrual Rates

Current: All full-time employees or eligible part-time employees will be permitted to transfer their accumulated sick leave balances from their direct previous North Carolina governmental (excludes educational and health institutions) employer into their City of Graham sick leave balances.

Proposed: All full-time employees and eligible part-time employees will be permitted to transfer their accumulated sick leave balances from their previous North Carolina governmental (excludes educational and health institutions) employer into their City of Graham sick leave balances.

Section 7-15. Acceptance of Immediate Prior NC Governmental Employer Sick Leave Balance and Years
of Service for Vacation Accrual Rates

Current: A full-time employee will accrue vacation leave, based on the verified aggregate years of service with their direct previous North Carolina governmental (excludes educational and health institutions) employer, providing the last day of employment with the previous NC governmental entity has been within the last six months and in accordance with the City's vacation leave policy.

Proposed: Full-time employees will accrue vacation leave, based on the verified aggregate years of service with previous North Carolina governmental employers (excluding educational and health institutions), provided that no individual break in service exceeded six consecutive months and in accordance with the City's vacation leave policy. Military service that was "bought back" (e.g., for retirement credit purposes)

but not performed as actual employment with a qualifying NC governmental employer does not count toward qualifying service for vacation accrual. The employee must provide official documentation verifying each period of qualifying service.

FISCAL IMPACT:

No additional financial impact from these revisions.

STAFF RECOMMENDATION:

Approval.

SUGGESTED MOTION(S):

I move we approve revisions to the City of Graham's Personnel Policy.



SUBJECT:	ROAD CLOSURES FOR GRPD PROGRAMS IN DOWNTOWN GRAHAM
	PROGRAM & RAIN DATES FOR: ARTS AROUND THE SQUARE – THURSDAYS AT SEVEN CONCERT SERIES – SLICE OF SUMMER – 9/11 COMMEMORATIVE 5K EVENT – PUMPKIN BASH
PREPARED BY:	BRIAN FAUCETTE, DIRECTOR OF RECREATION AND PARKS

REQUESTED ACTION:

The Recreation and Parks Department requests the following street closures for downtown programs in 2026:

- Arts Around the Square: closure of the 100 blocks of East and West Elm Streets, 100 blocks of North and South Main Streets, the public parking lot at the intersection of East Elm Street and Marshall Street, and the public parking lot on the 100 block of West Elm Street on Saturday, May 16, 2026 from 5:00 am to 6:00 pm. No rain date.
- Thursdays at Seven Concert Series: closure of the 100 block of West Elm Street on May 28, June 25, July 23, August 27, September 10, & September 24 for the 2026 Thursdays at Seven Concert Series. All closures will begin at 5:00 pm and reopen by 11:30 pm. In the event a concert must be postponed, we also request the same closure as above on the following dates: June 4, 11, 18; July 2, 9, 16, 30; August 6, 13, 20; September 3, 17; October 1, 8, 15.
- Slice of Summer: block designated parking spaces (roughly 20 spaces) on West Elm Street to install water hoses from fire hydrants to the attractions from 8:00 am to 1:30 pm, and closure of the 100 and 200 Blocks of West Elm Street, and 100 Blocks of North and South Maple Streets from 1:30 pm to 8:00 pm on Saturday, June 27, 2026. No rain date.
- 9/11 Commemorative 5K Event: closure of the northbound lane of Maple Street from Pine Street to McAden Street,
 McAden Street from South Main Street to Maple Street, the southbound lane of South Main Street from Pine Street to
 McAden Street, Pine Street from South Main Street to Maple Street from 6:00 am to 11:00 am on Saturday, September 12,
 2026. No rain date.
- Pumpkin Bash: closure of the 100 blocks of East and West Elm Streets on Friday, October 30, 2026, from 3:00 pm to 10:30 pm and North and South Main Streets from 4:00 pm to 10:30 pm. No rain date.

BACKGROUND/SUMMARY:

City Council has approved similar requested closures in past years.

GRPD staff and Graham Police Officers will continue to execute the closures and provide appropriate monitoring and security.

As in past years, alternative dates will give staff and vendors/bands the option to reschedule on days with possible inclement weather or when other issues arise.

FISCAL IMPACT:

No fiscal impact to the City of Graham aside from the regularly budgeted program expenses.

STAFF RECOMMENDATION:

Staff recommends the following:

- 1. Approve the closure of the 100 blocks of East and West Elm Streets, 100 blocks of North and South Main Streets, the public parking lot at the intersection of East Elm Street and Marshall Street, and the public parking lot on the 100 block of West Elm Street on Saturday, May 16, 2026 from 5:00 am to 6:00 pm for Arts Around Square;
- 2. Approve the closure of the 100 block of West Elm Street on May 28, June 25, July 23, August 27, September 10, & September 24 for the 2026 Thursdays at Seven Concert Series. All closures will begin at 5:00 pm and re-open by 11:30 pm. In the event a concert must be postponed, we also request the same closure as above on the following dates: June 4, 11, 18; July 2, 9, 16, 30; August 6, 13, 20; September 3, 17; October 1, 8, 15;
- 3. Approve blocking designated parking spaces (roughly 20 spaces) on West Elm Street to install water hoses from fire hydrants to the attractions from 8:00 am to 1:30 pm, and the closure of the 100 and 200 Blocks of West Elm Street, and 100 Blocks of North and South Maple Streets from 1:30 pm to 8:00 pm on Saturday, June 27, 2026 for the Slice of Summer Festival;
- 4. Approve the closure of the northbound lane of Maple Street from Pine Street to McAden Street, McAden Street from South Main Street to Maple Street, the southbound lane of South Main Street from Pine Street to McAden Street, Pine Street from South Main Street to Maple Street from 6:00 am to 11:00 am on Saturday, September 12, 2026 for the 9/11 Commemorative 5K Event;
- 5. Approve the closure of the 100 blocks of East and West Elm Streets on Friday, October 30, 2026, from 3:00 pm to 10:30 pm and North and South Main Streets from 4:00 pm to 10:30 pm for Pumpkin Bash.

SUGGESTED MOTION(S):

I MAKE A MOTION TO APPROVE THE STAFF RECOMMENDED STREET CLOSURES FOR ARTS AROUND THE SQUARE, THURSDAYS AT SEVEN CONCERT SERIES, SLICE OF SUMMER, THE 9/11 COMMEMORATIVE 5K EVENT, AND PUMPKIN BASH.



SUBJECT:	FUND BALANCE BUDGET AMENDMENT
PREPARED BY:	MEGAN GARNER, CITY MANAGER, AARON HOLLAND, ASSISTANT CITY MANAGER

REQUESTED ACTION:

Approve a budget amendment to allocate \$40,000 in fund balance appropriation to the following departments: \$40,000 to Non-Departmental (Professional Services).

BACKGROUND/SUMMARY:

Non-Departmental expenses are common to all General Fund departments and interlocal contracts. For the purpose of this particular request, increased development activity prompted reviews in excess of the projected budget. Therefore, a budget amendment is needed to adequately fund this account prior to the end of the fiscal year.

FISCAL IMPACT:

The budget amendment recognizes a general fund balance appropriation of \$40,000 and increase general fund expenditure by the same.

STAFF RECOMMENDATION:

Approval

SUGGESTED MOTION(S):

Make a motion to Approve a budget amendment to allocate \$40,000 in fund balance appropriation to the following departments:

\$40,000 to Non-Departmental (Professional Services)

CITY OF GRAHAM

BUDGET AMENDMENT ORDINANCE 2024-2025

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GRAHAM THAT THE 2024 - 2025 BUDGET ORDINANCE SHALL BE AND IS HEREBY AMENDED AS FOLLOWS:

Section 1. EXPENDITURES DEPARTMENT/ACCOUNT	APPROVED	AMENDED	INCREASE	(DECREASE)	INCREASE (DECREASE)
Non-Departmental - Professsional Services	130,000.00	170,000.00	40,000.00		40,000.00
	130,000.00	170,000.00	40,000.00	-	40,000.00
Section 2. REVENUES	APPROVED	AMENDED	INCREASE	(DECREASE)	INCREASE (DECREASE)
Fund Balance Appropriation	\$2,198,687.00 2,198,687.00	\$2,238,687.00 2,238,687.00	40,000.00 40,000.00	-	40,000.00 40,000.0 0
Adopted this 10th day of June 2025.					
Attest:	Mayor Jennifer T	alley			
Renee M. Ward, City Clerk					



STAFF REPORT

SUBJECT:	APPROVE PROJECT BUDGET FOR HARDEN STREET WATERLINE REPLACEMENT PROJECT
PREPARED BY:	AARON HOLLAND, ASSISTANT CITY MANAGER

REQUESTED ACTION:

Approve project budget for Harden Street Waterline Replacement Project.

BACKGROUND/SUMMARY:

This waterline project will replace an aging 2" waterline in the Flanigan Street/Melville Street vicinity and will address several issues with State fire flow regulations. This project was originally funded in the Water and Sewer Distribution Department as a Capital Outlay Other Improvement. The project has been initiated, but it will not be completed within the current fiscal year. The remaining project funds need to be converted into a capital project to preserve the necessary funding for completion.

FISCAL IMPACT:

The original project was budgeted at \$900,000. \$490,000 will be allocated for the project ordinance.

STAFF RECOMMENDATION:

Approval.

SUGGESTED MOTION(S):

I move we approve the project budget for the Harden Street Waterline Replacement Project.

CAPITAL PROJECT ORDINANCE HARDEN STREET WATERLINE REPLACEMENT PROJECT

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 Harden Street Waterline Replacement Project.		
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 – \$ 490,000 Water/Sewer TOTAL \$ 490,000		
	Ψ σ, σ σ σ σ σ σ σ σ σ σ σ σ σ σ σ σ		
Section 4.	The following amounts are appropriated for this project:		
	Professional & Contracted Services \$\ \text{TOTAL}\$ \\\ \\$\ \\$\ \\$\ \\$\ \\$\ \\$\ \\$\ \\$\ \		
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.		
Adopted this	the 10 th day of June 2025.		
	Jennifer Talley - Mayor		
ATTEST:			
Kenee M. Wa	ard – City Clerk		

CITY OF GRAHAM REFUNDS

JUNE

ACCT#	<u>YEAR</u>	NAME	REASON FOR REFUND	REFUND <u>AMOUNT</u>
5633	2022	SEJPAL, VASANT D & PRABHA	RELEASE VALUE - MOTEL BURNED	\$2,520.70
5633	2023	SEJPAL, VASANT D & PRABHA	RELEASE VALUE - MOTEL BURNED	\$2,499.78
5633	2024	SEJPAL, VASANT D & PRABHA	RELEASE VALUE - MOTEL BURNED	\$2,499.78
		EMBERS MOTOR LODGE		

TOTAL REFUNDS 7,520.26

CITY OF GRAHAM RELEASE ACCOUNTS

JUNE				
				AMOUNT
ACCT#	YEAR	<u>NAME</u>	REASON FOR RELEASE	RELEASED
13599	2023	ALMA GONZALEZ	MOBILE HOME DOUBLE BILLED	\$64.36
17096	2024	ALMA GONZALEZ	MOBILE HOME DOUBLE BILLED	\$61.81



Ivey Road Townhomes (CR2401)

Type of Request: Conditional Rezoning

Meeting Dates

Planning Board on December 17, 2024 City Council on January 14, 2025, February 11, 2025, April 8, 2025, May 13th, 2025, and June 10th, 2025.

Summary

This is a request to rezone 6.27 acres of property from R-18 (Low Density Residential) to C-R (Conditional Residential) for the purpose of construct 29 town homes. The site plans to have private roadways and connect to water and sewer through the existing utilities surrounding the property. The property is fully inside of the Suburban Residential future land use zone. The future land use plan mentions the principle uses in this zone are predominantly detached single family homes and that new neighborhoods may include a range of duplexes, town homes, and small scale multi-family dwellings of twelve units or less. The development falls in around 4.62 dwelling units per acre which meets the appropriate density in the suburban residential land use zone of 3-6 dwelling units per acre. The site plans to have one entrance into the development on Ivey Road as comments from NCDOT during the TRC review suggested that there be no driveway connection on the East Gilbreath side due to distance requirements and potential traffic impacts. The applicant has requested some conditions with the development that can be found on the site plan and on the owners conditions sheet provided in the packet. Outside of these conditions, all aspects of the R-MF zoning district are being met. Since the development is over 5 acres in size the applicant was required to provide open space within the development and all areas can be found on the site plan. Planning Board Recommended approval of the project at a vote of 5-0. Along with the recommendation, the Planning Board recommended multiple conditions as well. Those are: To accept the updated owners conditions presented during the meeting, Require an 8 foot tall, at time of planting, evergreen tree buffer to supplement the Type C buffer required on the South Eastern portion of the property. Plantings shall be spaced to 90% opacity to decrease visibility into the development, In the same South Eastern portion, a berm is to be installed to divert water away from the neighboring property, work with Gas Company and NCDOT to relocate driveway further east to provide more space between Strout driveway, Open space grilling area along the Strout property line to be changed to undisturbed open space, include berm on Ivey Road Street planting, acceptance of alternative turnaround approved by Fire Marshall, SCM to meet pre/post calculations required by ordinance, and require streets to be public.

Contact Information:

Jawkaw Properties LLC 144 42nd Ave Ct NW Hickory, NC 28601 (336) 609-5137 amanda@isaacsonsheridan.com

Location

Off of Ivey Road and E Gilbreath Street

GPINs:

8883689826, 8883687363

Current Zoning

R-18 (Low Density Residential)

Proposed Zoning

C-R (Conditional Residential)

Overlay District N/A

Surrounding Zoning

R-18, I-1, R-MF, & C-MXR

Surrounding Land Uses

Single Family, Industrial, Multi-Family

Size

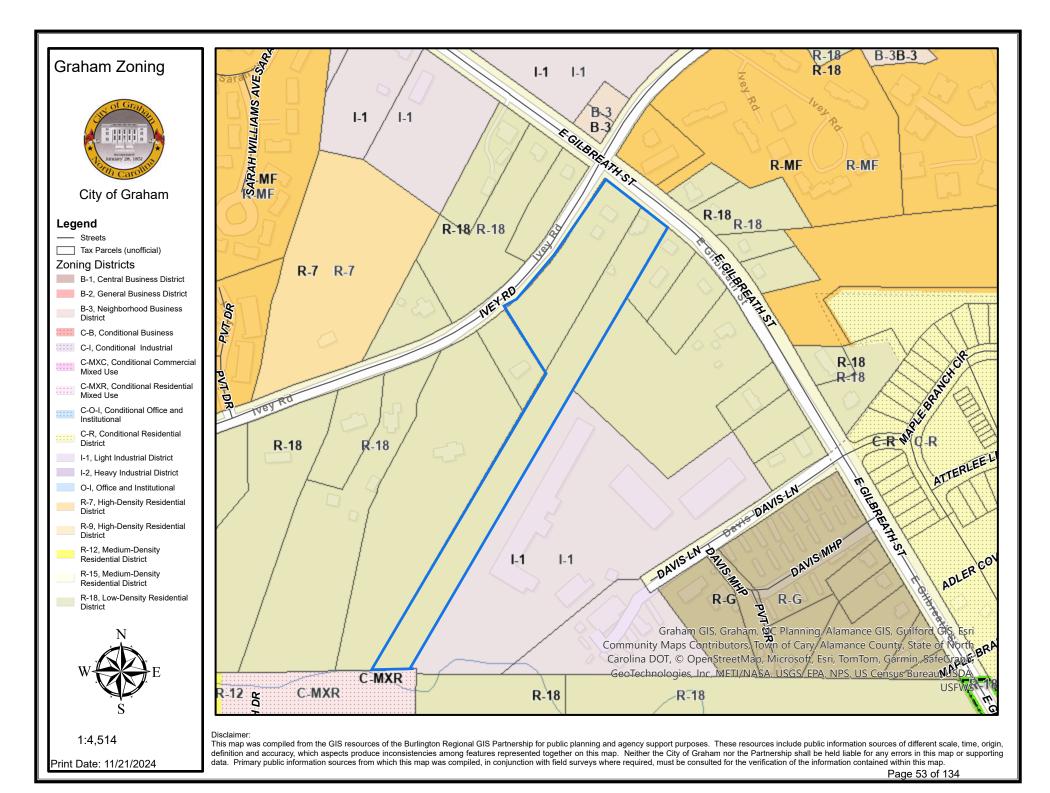
6.27 Acres

Public Water & Sewer

Yes

Floodplain

No



Graham Zoning City of Graham Legend World Imagery Low Resolution 15m Imagery High Resolution 60cm Imagery High Resolution 30cm Imagery Citations 2.4m Resolution Metadata Streets Tax Parcels (unofficial) **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 Future LandUse Annotation Graham ETJ

Graham City Limit Alamance Lakes, Ponds, etc. Surface Streams

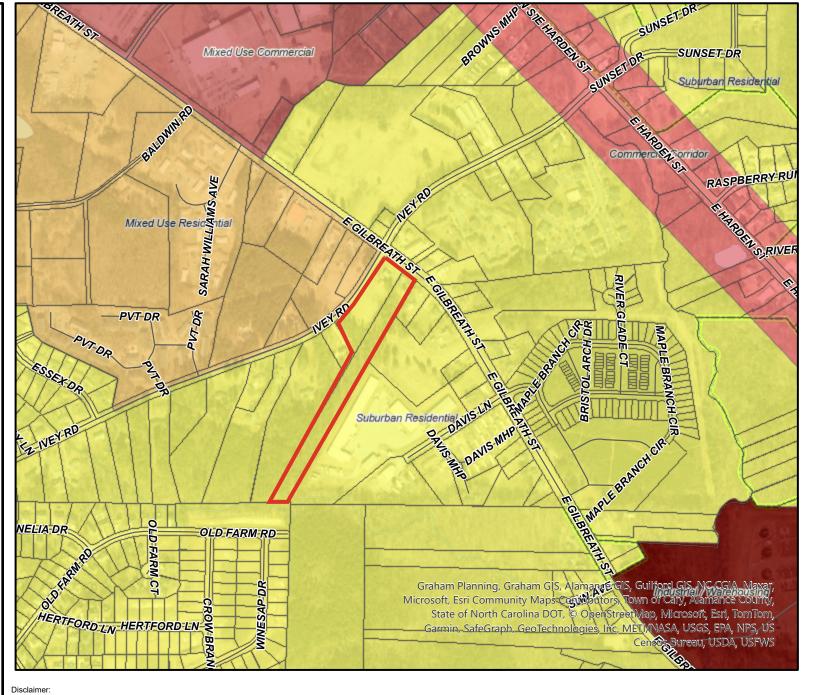
ALAM INTEREST POINT

--- Railroads



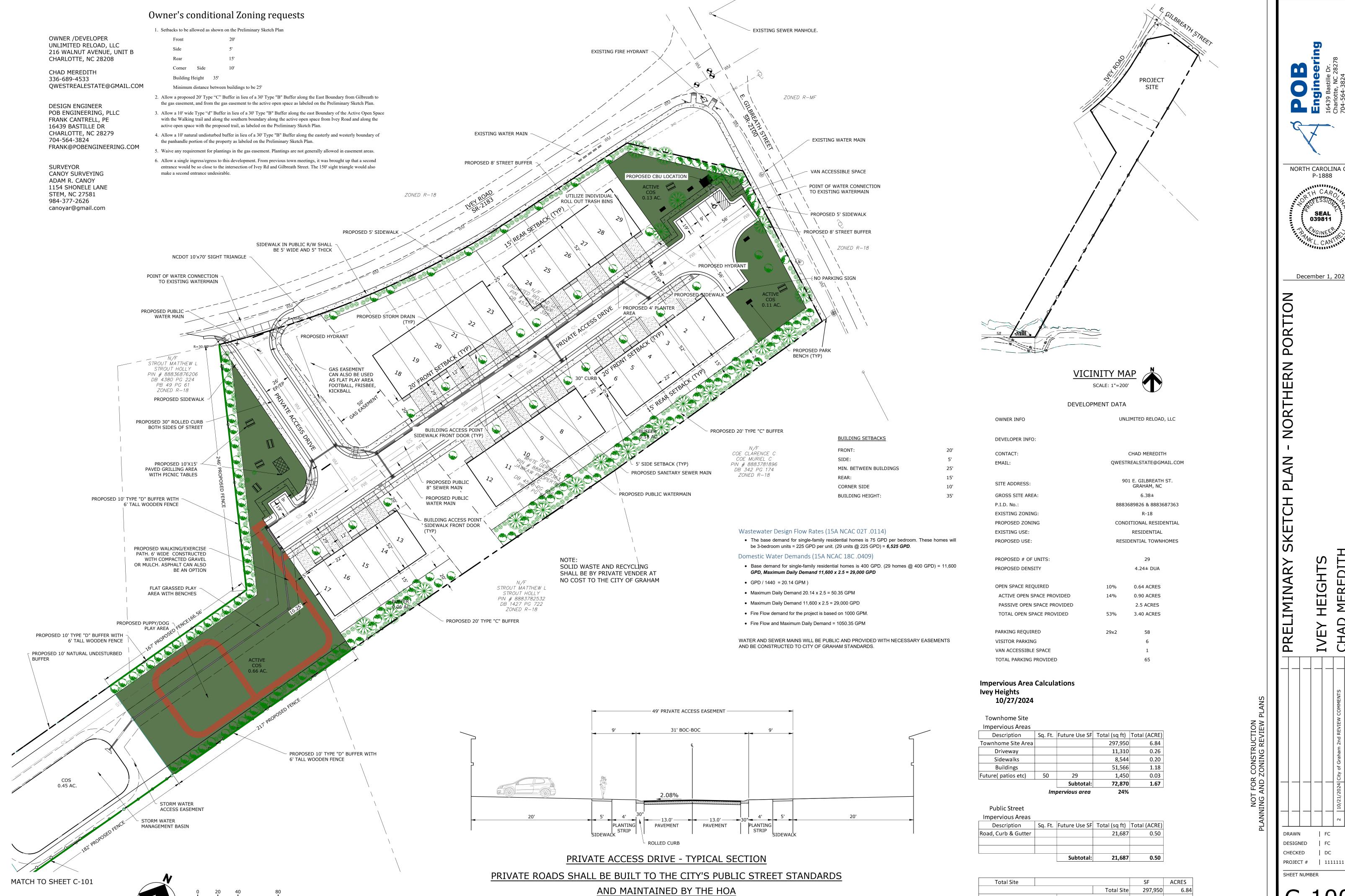
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Print Date: 12/10/2024



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.

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NTS

Total Site Impervious

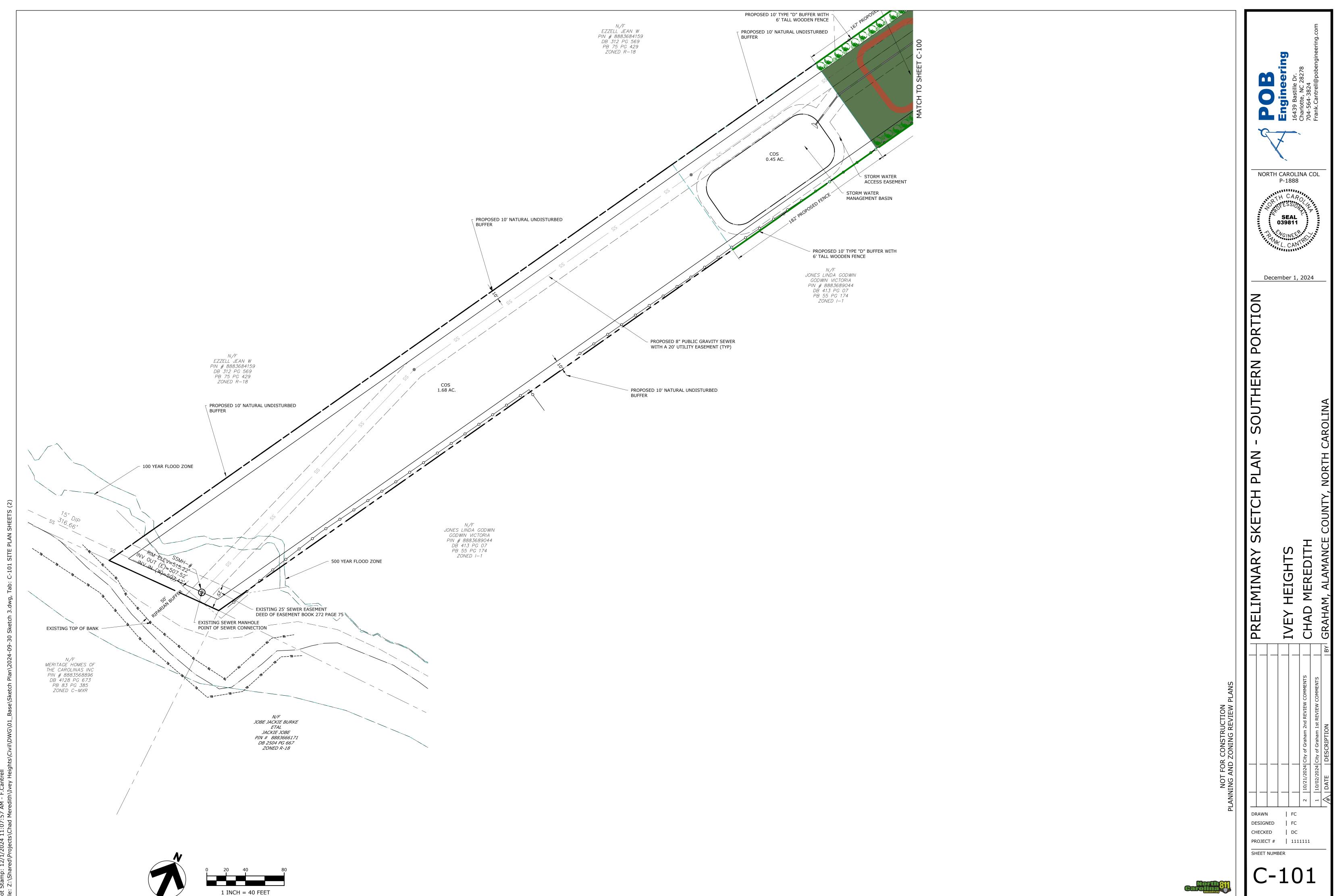
Total Site Impervious percentage

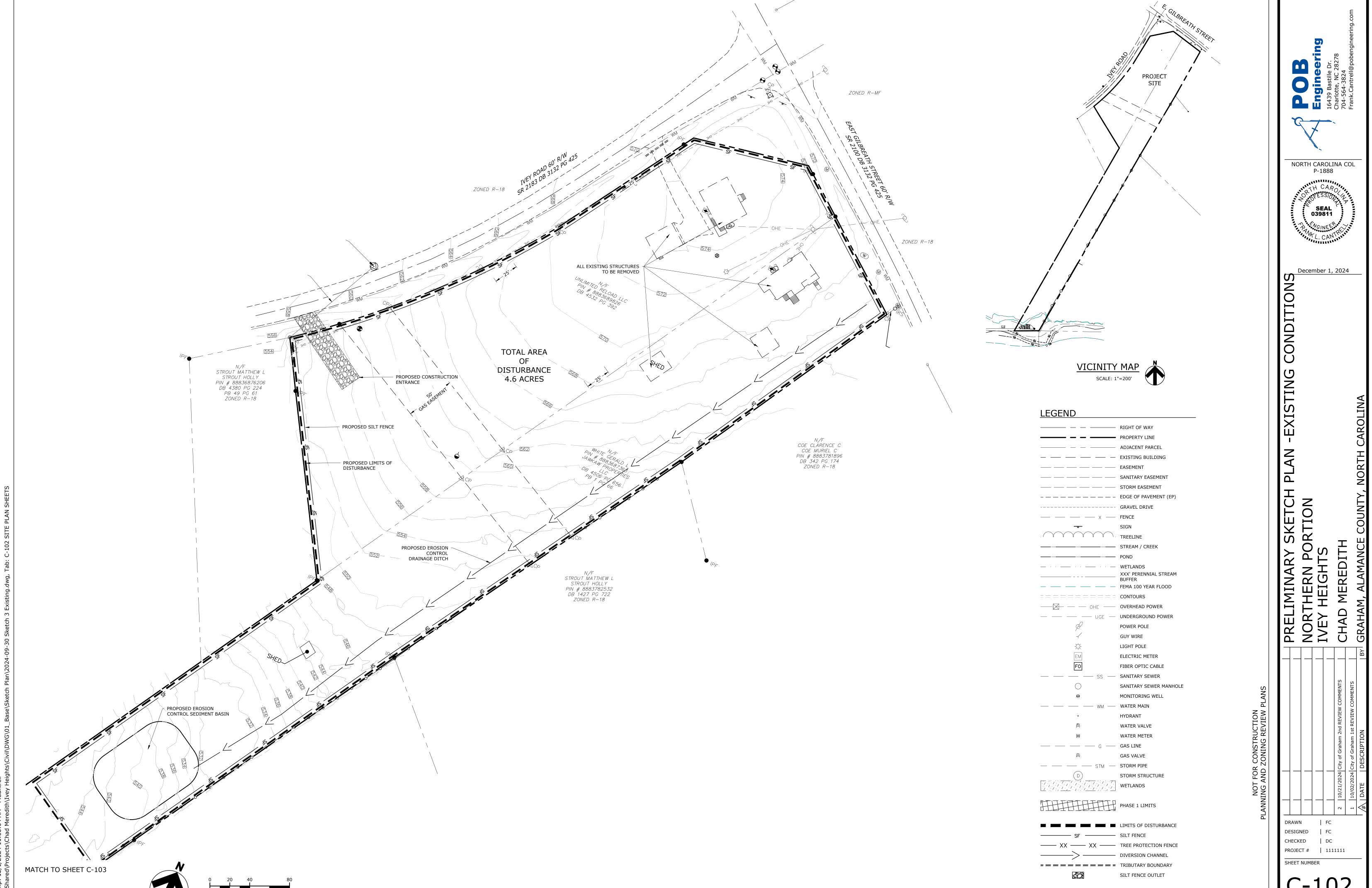
94,557

NORTH CAROLINA COL

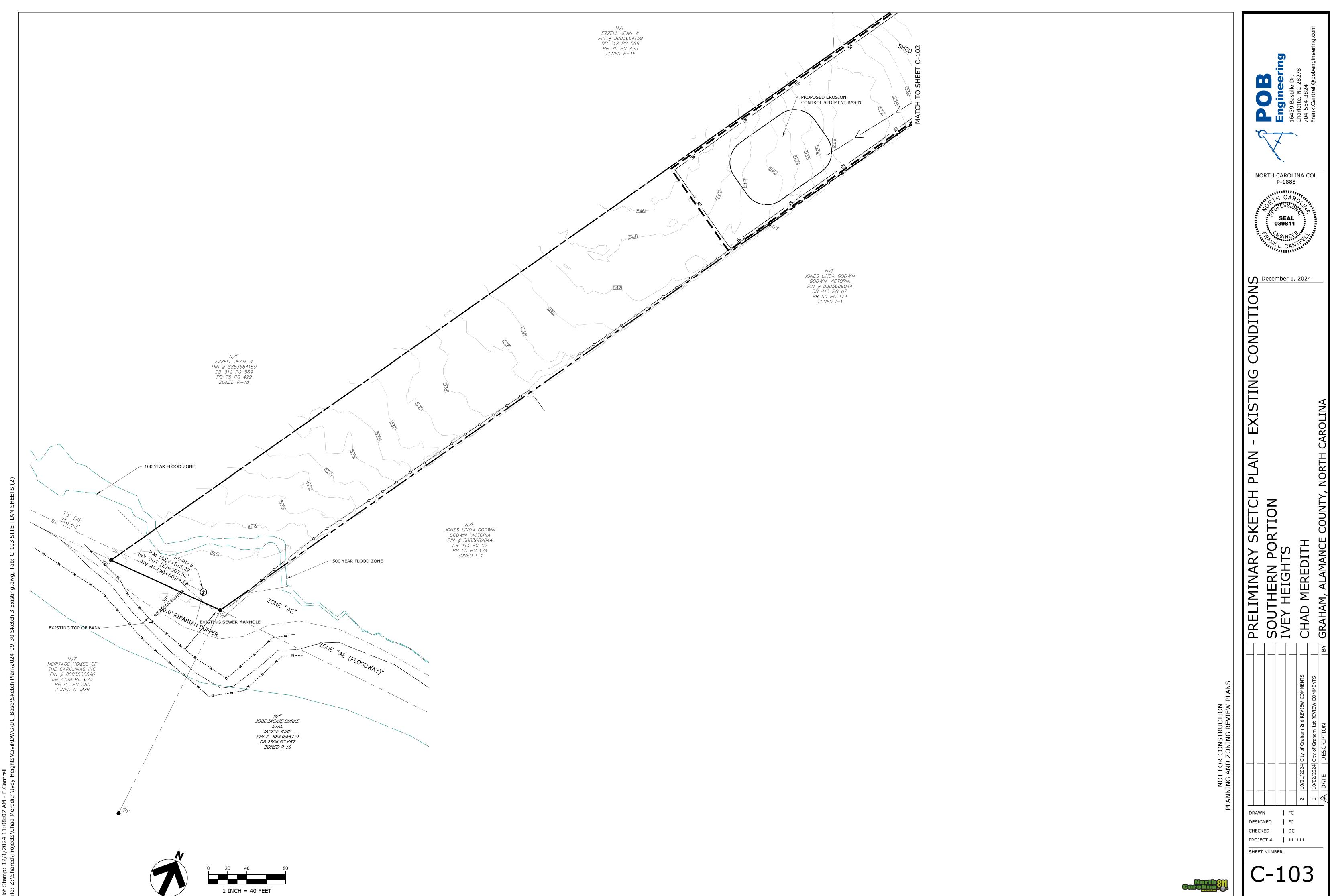
P-1888

December 1, 2024





North 811 Carolina www.acstron C-1



NORTH CAROLINA COL

Owner's conditional Zoning requests

1. Internal Setbacks to be allowed as shown on the Preliminary Sketch Plan Front 20'

Side 5' (Does not Occur)

Rear 15'

Corner Side 10' (Does not Occur)

Building Height 35' (per the Ordinance)

Minimum distance between buildings to be 25' (per the Ordinance)

- 2. Allow a proposed 20' Type "C" Buffer in lieu of a 30' Type "B" Buffer along the East Boundary from Gilbreath to the gas easement, and from the gas easement to the active open space as labeled on the Preliminary Sketch Plan. No Buffer required here along the streetscape. 8 Foot Planted Streetyard provided per the Ordinance.
- 3. Allow a 10' wide Type "D" Buffer with 6 foot tall opaque fence in lieu of a 20 30' Type "CB" Buffer along the east Boundary of the Active Open Space with the Walking trail and along the southern boundary along the active open space from Ivey Road and along the active open space with the proposed trail, as labeled on the Preliminary Sketch Plan.
- 4. Allow a 10' natural undisturbed buffer in lieu of a 30' Type "B" Buffer along the easterly and westerly boundary of the panhandle portion of the property as labeled on the Preliminary Sketch Plan. No development proposed on the panhandle, so no buffer requirement, however if it were, the required buffers would be Type C on the East (20 ft. average) and Type D on the West (5 ft. average).
- 5. Waive any requirement for plantings in the gas easement. Plantings are not generally allowed in easement areas.
- 6. Allow a single ingress/egress to this development. From previous town meetings, it was brought up that a second entrance would be so close to the intersection of Ivey Rd and Gilbreath Street. The 150' sight triangle would also make a second entrance undesirable. 29 Townhomes does not trigger a 2nd entrance requirement.

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

Future Land Use Suburban Residential Principal Uses: Suburban residential neighborhoods are primarily settings for existing and future single family detached housing, but may also contain additional housing typologies and low-impact supporting uses in neighborhood activity centers. Affordable detached homes within attractive walkable neighborhoods will continue to make Graham an attractive place to live for people who work in Graham and surrounding communities.

Applicable Policies:

- Policy 5.1.1 Housing Variety. Encourage a mix of housing types within Graham to increase choice. These can include single family dwellings units, multifamily dwelling units, small units, pre-fabricated homes, co-housing and clustered housing. This project would construct additional high-density housing.
- Policy 2.2.1: Focused development. In order to maintain Graham's affordability and promote growth, the City will facilitate smart growth development by promoting infill development and focused, walkable, and mixed use, built environments.
- Strategy 4.3.1 Land Use Patterns. Promote development of efficient land use patterns to allow continued quality and efficiency of water systems. Discourage the extension of water service into areas that are not most suitable for development. The site would connect to existing city infrastructure, with redundant access and water and sewer connections and could be extended through future roadway connections if developed.

Staff Recommendation

Based on the *Graham 2035 Comprehensive Plan* and the *City of Graham Development Ordinance*, staff provides the following statement below:

 Rezoning the property would be in consistence with the Suburban Residential Land Use type and policies 5.1.1,
 2.2.1, and strategy 4.3.1, as put forth by the Graham 2035 Comprehensive Plan

Planning Board Recommendation:

Planning Board Recommended approval of the project at a vote of 5-0. Along with the recommendation, the Planning Board recommended multiple conditions as well. Those are: To accept the updated owners conditions presented during the meeting, Require an 8 foot tall, at time of planting, evergreen tree buffer to supplement the Type C buffer required on the South Eastern portion of the property. Plantings shall be spaced to 90% opacity to decrease visibility into the development, In the same South Eastern portion, a berm is to be installed to divert water away from the neighboring property, work with Gas Company and NCDOT to relocate driveway further east to provide more space between Strout driveway, Open space grilling area along the Strout property line to be changed to undisturbed open space, include berm on Ivey Road Street planting, acceptance of alternative turnaround approved by Fire Marshall, SCM to meet pre/post calculations required by ordinance, and require streets to be public.

Planning Type Neighborhoods

Development TypeSuburban 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 to 6 Dwelling Units Per Acre



S Marshal B-2 (RZ2501)

Type of Request: Rezoning

Meeting Dates

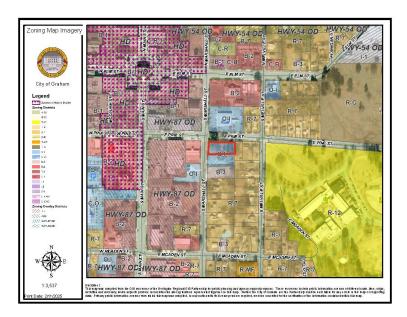
Planning Board: February 18th, 2025 & March 18th

2025

City Council on April 8th, 2025, May 13th 2025 and June 10th, 2025.

Summary

This is a request to rezone a .51-acre lot, 200 S Marshall Street from O-I (Office and Industrial) to B-2 (General Business). The lot is currently vacant and is surrounded by a car wash across Marshall Street, the Post Office across Pine Street, abuts a dentist office on the southern property line and abuts a single family home on the eastern property line. This property is listed on the Future Land Use Map as Downtown Residential. This land use area describes principle uses as detached single-family homes with supporting uses of places of worship, daycares, park facilities, schools, civic spaces, neighborhood-oriented commercial, small professional offices, live-work units, and home occupations provided they do not generate excessive traffic and parking. The B-2 zoning district has an array of potential commercial uses that could be viewed as non neighborhood oriented. Without certainty of the intended use and the additional uses the district would allow, it is difficult to determine whether or not the proposed zoning change would be consistent with the Future Land Use Plan. Planning Board recommended Denial of the project with a vote of 6-0.



Contact Information

Jason Cox 200 N Main St 3rd Floor, Graham, 27253 336-263-1180

jason@themonroecompanies.com

Location

200 S Marshall St

GPIN:

8884233706

Current Zoning

O-I (Office and Industrial)

Proposed Zoning

B-2 (General Business)

Overlay District

N/A

Surrounding Zoning

R-7, O-I, and B-2

Surrounding Land Uses

Single Family, Dentist Office, Car Wash, Post Office

Size

.51 acres

Public Water & Sewer

Yes

Floodplain

No

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

Applicable Policies:

- The Future Land Use Map provides direction for land use changes in Graham over time. Future land use designations provide information on where and how to grow in an efficient, sustainable, and orderly manner. Physical form is a critical component of future growth and this section addresses development patterns in Graham. The Future Land Use Map follows several growth principles, and will guide the City's land use decisions.
- Desired Pattern Many of Graham's downtown residential neighborhoods include sidewalks, tree coverage, small and medium-sized lots, a variety of housing choices, human-scale
 - buildings oriented toward the public realm, attractive architectural features, and porches and stoops that facilitate social interaction and provide eyes on the street. This pattern should be maintained and continued with policies that promote home rehabilitation and context-sensitive infill development.
- 2.2.1: **Focused development**. In order to maintain Graham's affordability and promote growth, the City will facilitate smart growth development by promoting infill development and focused, walkable, and mixed use, built environments.
- 2.3.2: Innovative spaces, spaces of innovation. Graham promotes the development of flex space, live-work units, and adaptive structures for office, retail, and light industry.

Staff Recommendation

Based on the *Graham 2035 Comprehensive Plan* and the *City of Graham Development Ordinance*, staff provides the following statement:

 The requested zoning district holds uses that could be viewed as inconsistent with the Downtown Residential land use classification in the form of appropriate neighborhood oriented commercial uses.

Planning Board Recommendation:

Planning Board recommended Denial of the project with a vote of 6-0.

Planning Type

Neighborhood

Development Type

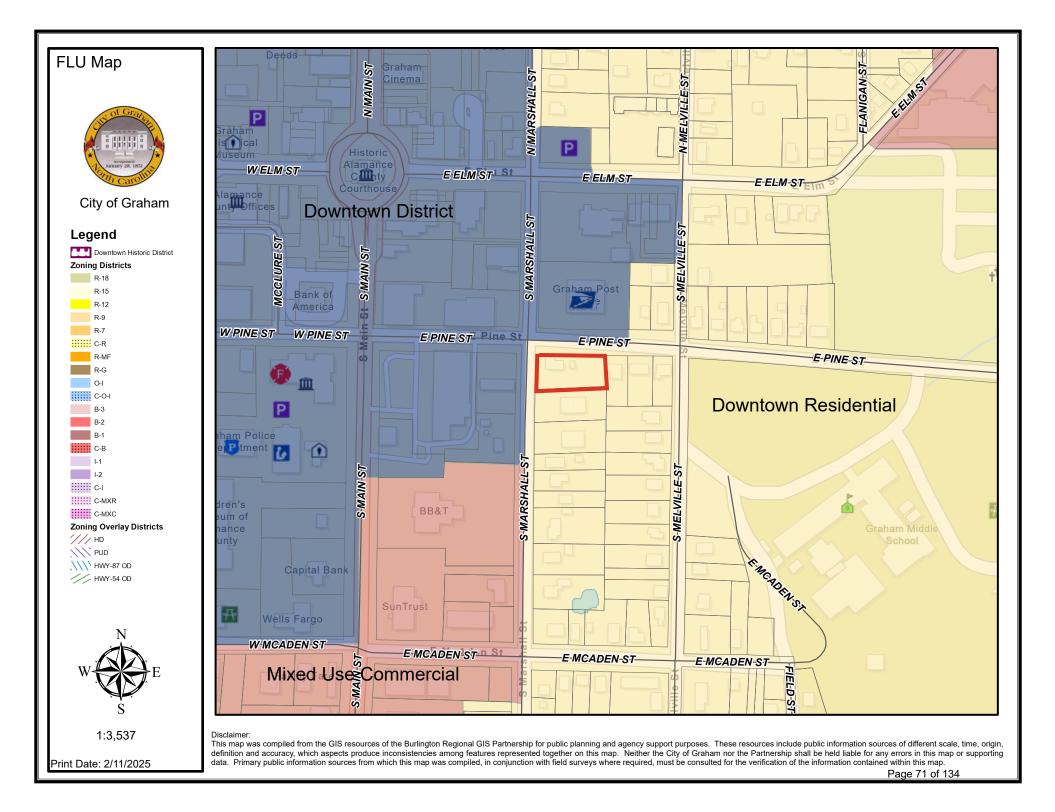
Downtown Residential

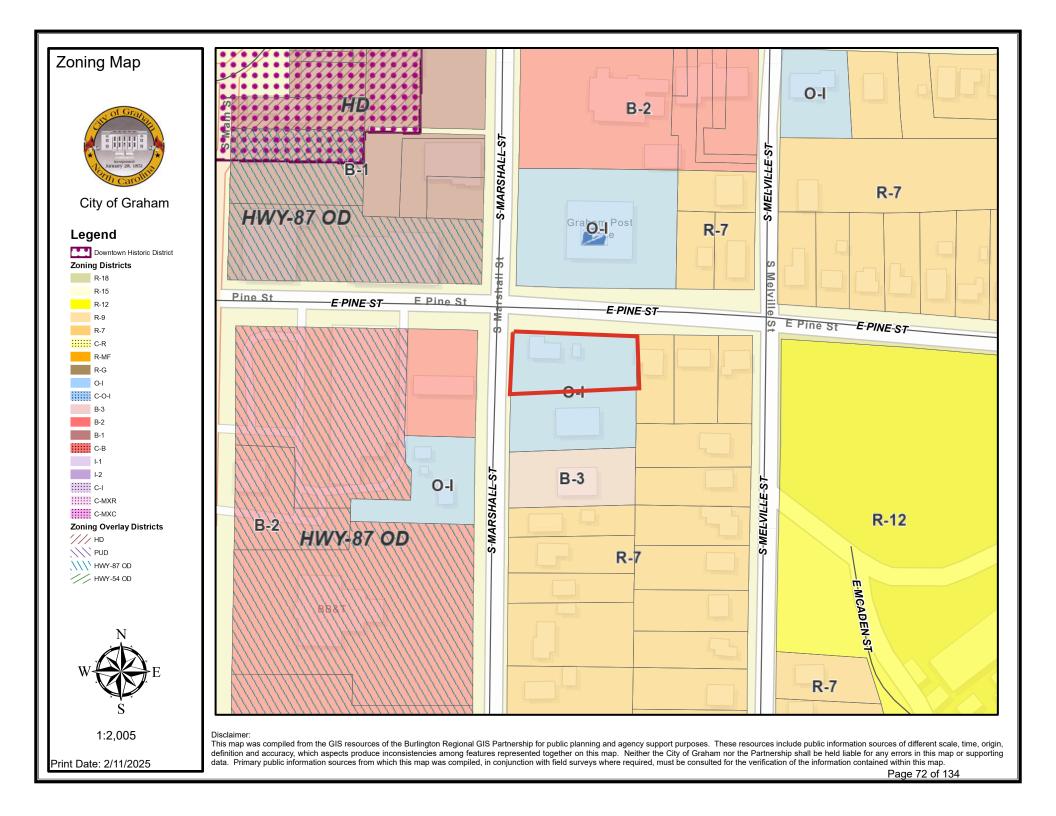
These neighborhoods are compact, connected, and diverse.

Appropriate Density

3-6 Dwelling Units per acre

Staff Report, 200 S Marshall Street (RZ2501) Planning Board: 3/18/25 City Council: 4/8/25







SUBJECT:	BURLINGTON-GRAHAM JOINT ANNEXATION AGREEMENT AND MOU
PREPARED BY:	AARON HOLLAND, ASSISTANT CITY MANAGER

REQUESTED ACTION:

Approve ordinance for joint annexation agreement and Memorandum of Understanding (MOU) between the City of Burlington and the City of Graham.

BACKGROUND/SUMMARY:

A private developer, Carla Sevilla of Glenwood Homes, has sought annexation into the City of Burlington for property owned off Racetrack Road, which is closer to the City of Graham's jurisdiction, but can be best served by the City of Burlington utilities. Part of the property is in both Burlington and Graham's ETJ, and the remainder is in the County. In order for Burlington to satellite annex the property, an annexation agreement would need to be approved between both jurisdictions to move forward. This agreement was drafted by City staff at the developer's request to accommodate the development. Both Burlington and Graham have consulted to develop a limited line of agreement that defines annexation responsibility for parcels bounded by Monroe Holt Road to the north and Great Alamance Creek to the south. This line does not address annexation responsibility for parcels north of Monroe Holt Road nor south of Great Annexation Creek.

FISCAL IMPACT:

N/A

STAFF RECOMMENDATION:

Approval.

SUGGESTED MOTION(S):

I move to approve the ordinance for the Burlington-Graham Joint Annexation Agreement and MOU as presented.

BURLINGTON-GRAHAM JOINT ANNEXATION AGREEMENT

THIS ANNEXATION AGREEMENT, made and entered into this the	day of	, 2025
by and between the City of Burlington, (hereinafter, "Burlington"), and the Cit	y of Graham	(hereinafter
"Graham"), of the State of North Carolina:		

WITNESSETH

WHEREAS, N.C.G.S. Chapter 160A, Article 4A, Part 6 authorizes municipalities to enter into binding agreements in order to enhance orderly planning by such municipalities as well as residents and property owners in areas subject to such municipalities; and,

WHEREAS, the City of Burlington and the City of Graham, both being duly incorporated municipalities under the laws of the State of North Carolina, desire to eliminate uncertainty concerning future annexation among residents and property owners in unincorporated areas adjacent to the two municipalities and also to improve planning by public and private interests in such areas; and,

WHEREAS, N.C.G.S. §160A-58.23 authorizes two or more municipalities to enter into an annexation agreement to designate one or more areas not subject to annexation by one or more of the participating municipalities; and,

NOW, THEREFORE, THE CITY OF BURLINGTON AND THE CITY OF GRAHAM agree as follows:

- 1. This Agreement is executed pursuant to N.C.G.S. Chapter 160A, Article 4A, Part 6, that being N.C.G.S. §160A-58.21 et seq.
 - 2. Pursuant to N.C.G.S. §160A-58.24(a)(1) this Annexation Agreement shall terminate twenty (20) years after its effective date.
 - 3. Pursuant to N.C.G.S. §160A-58.24(a)(2) and (3), and (b), this Agreement is applicable to these parcels of real property south of Monroe-Holt Road and north of the Great Alamance Creek. The City of Graham shall not annex any areas west of, and the City of Burlington shall not annex any areas east of the Annexation Line of Agreement, there being a legible map, attached hereto and incorporated herein as "Exhibit A" and "Exhibit B," the Final Plat, Burlington-Graham Annexation Line of Agreement-Race Track Road Area, Project #4657-214, dated January 22, 2024.

- 4. Pursuant to N.C.G.S. §160A-58.24(c), this Annexation Agreement will not be effective unless each participating municipality has held a public hearing on this Agreement prior to adopting the ordinance approving this Annexation Agreement. Until such time as the required public hearings are held and the respective approving ordinances are adopted, this Agreement shall be considered a proposed agreement. Pursuant to N.C.G.S. §160A-58.24(a)(4), this Annexation Agreement shall be effective upon the latter of the two municipalities' public hearings, that being the City of Graham public hearing or the City of Burlington public hearing and the governing board's adoption of an ordinance approving this Agreement.
- Pursuant to N.C.G.S. §160A-58.24(a)(5), at least sixty (60) days before the adoption of any annexation ordinance in the areas subject to this Agreement, the participating municipality which is proposing any annexation shall give written notice to the other participating municipality of the proposed annexation. Such notice shall describe the area to be annexed by a legible map, clearly and accurately showing the boundaries of the area to be annexed in relation to this Annexation Agreement; roads, streams and any other prominent geographical features shall be included on the map. Such notice shall not be effective for more than 180 days.
- This Annexation Agreement may be modified or terminated by a subsequent agreement entered into by the participating municipalities. Any subsequent agreement shall be approved by ordinance after public hearings as provided in N.C.G.S. §160A-58.24(c). Notice of the participating municipalities' respective public hearings shall be given as provided in N.C.G.S. §160A-31(c).
- 7. Pursuant to N.C.G.S. §160A-58.24(d), this Annexation Agreement may not be amended except upon the written agreement of both municipalities, approved by resolution of the governing boards and executed by the mayors of the municipalities, and spread upon their respective minutes.
- 8. This Annexation Agreement shall not be binding beyond three miles of the primary corporate limits of a participating municipality, unless approved by the Alamance County Board of County Commissioners with jurisdiction over the area. Provided, however, that an area where this Agreement is not binding because of failure of said Board of County Commissioners to approve it, shall become subject to this agreement if subsequent annexation brings it within three miles. The approval of the Alamance County Board of County Commissioners shall be evidenced by a resolution adopted after a public hearing as provided in N.C.G.S. §160A-58.24(c) and (e) and §160A-31(c).
- 9. Pursuant to N.C.G.S. §160-A-58.24(f), this Annexation Agreement may be terminated unilaterally by either municipality or either municipality may withdraw from this Agreement by repealing the ordinance that approved this Agreement. The municipality

- terminating this Agreement must provide five years written notice of termination to the other municipality. Upon expiration of the five-year period, this Agreement shall terminate.
- 10. Pursuant to N.C.G.S. §160A-58.25, from and after the effective date of this Annexation Agreement, no participating municipality may adopt an annexation ordinance as to all or any portion of an area in violation of this Agreement.
- 11. Pursuant to N.C.G.S. §160A-58.26, nothing in the Act or this Annexation Agreement shall be construed to authorize the annexation of any area that is not otherwise subject to annexation under applicable law.
- 12. Pursuant to N.C.G.S. §160A-58.27, any participating municipality which shall believe that a violation of the Act or this Annexation Agreement has occurred shall have available to it all remedies and relief authorized by the Act in addition to such remedies or relief as are authorized by other applicable law.
- Pursuant to N.C.G.S. §160A-58.24(c), the Burlington City Council held a public hearing on April 15, 2025, prior to adopting this ordinance approving the Annexation Agreement. Pursuant to N.C.G.S. §160A-58.24(c), the Graham City Council held a public hearing in May, 2025, prior to adopting this ordinance approving the Annexation Agreement.
- 14. Pursuant to a Memorandum of Understanding between the City of Burlington and City of Graham, the two municipalities' managements and staffs shall, over the course of the next twelve (12) months, collaborate to study the unincorporated areas between the two municipalities' existing corporate limits (Extraterritorial Jurisdictions), south of this Racetrack Road development, with the goal of formulating a proposed Annexation Agreement pursuant to N.C.G.S. § 58.21 et seq. for consideration by the two municipalities' respective governing boards.

IN WITNESS WHEREOF, the mayors of the participating municipalities execute this Annexation Agreement, in duplicate, to become effective as provided in paragraph (4) above.

This the _____ day of ______, 2025.

CITY OF BURLINGTON

JAMES BUTLER, MAYOR

BEVERLY D\SMITH, CITY CLERK

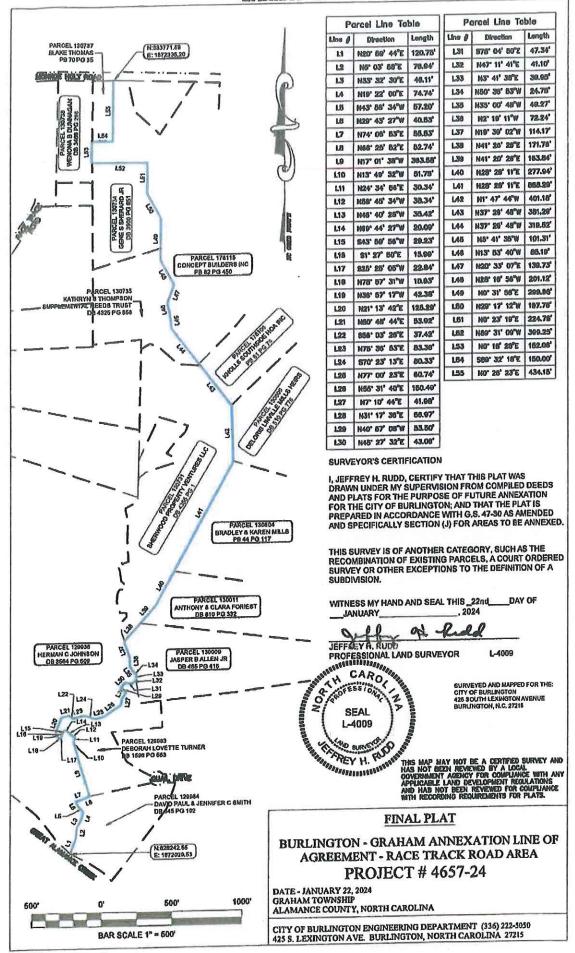
APPROVED AS TO FORM:	
CITY ATTORNEY	
	CITY OF GRAHAM
ATTEST:	
CITY CLERK	JENNIFER TALLEY, MAYOR
APPROVED AS TO FORM:	
CITY ATTORNEY	

EXHIBIT "A" ANNEXATION LINE OF AGREEMENT

From the POINT OF BEGINNING, a point along the Great Alamance Creek having NC Grid Coordinates of N: 828,242.55 and E: 1,872,029.53; thence N 20° 59' 44" E for a distance of 120.75' to a point, thence N 05° 03' 58" E for a distance of 76.94' to a point, thence N 33° 32' 30" E for a distance of 46.11' to a point, thence N 19° 22' 00" E for a distance of 74.74' to a point, thence N 43° 56' 34" W for a distance of 57.20' to a point, thence N 29° 43' 27" W for a distance of 40.53' to a point, thence N 74° 06' 53" E for a distance of 55.53' to a point, thence N 66° 25' 52" E for a distance of 52.74' to a point, thence N 17° 01' 38" W for a distance of 363.58' to a point, thence N 13° 49' 32" W for a distance of 51.75' to a point, thence N 24° 34' 56" E for a distance of 30.34' to a point, thence N 58° 45' 34" W for a distance of 38.34' to a point, thence N 46° 40' 25" W for a distance of 35.42' to a point, thence N 69° 44' 27" W for a distance of 20.09' to a point, thence S 43° 59' 56" W for a distance of 29.23' to a point, thence S 01° 27' 50" E for a distance of 15.99' to a point, thence S 25° 25' 05" W for a distance of 22.84' to a point, thence N 78° 57' 31" W for a distance of 10.93' to a point, thence N 36° 57' 17" W for a distance of 42.38' to a point, thence N 21° 13' 42" E for a distance of 125.29' to a point, thence N 80° 48' 44" E for a distance of 53.92' to a point, thence S 56° 03' 26" E for a distance of 37.42' to a point, thence N 75° 36' 53" E for a distance of 83.36' to a point, thence S 70° 23' 13" E for a distance of 80.33' to a point, thence N 77° 00' 23" E for a distance of 60.74' to a point, thence N 55° 31' 40" E for a distance of 150.49' to a point, thence N 07° 10' 44" E for a distance of 41.98' to a point, thence N 31° 17' 36" E for a distance of 56.97' to a point, thence N 40° 57' 08" W for a distance of 53.50' to a point, thence N 45° 27' 32" E for a distance of 43.06' to a point, thence S 78° 04' 50" E for a distance of 47.34' to a point, thence N 47° 11' 41" Ê for a distance of 41.10' to a point, thence N 03° 41' 38" E for a distance of 39.95' to a point, thence N 50° 36' 53" W for a distance of 24.75' to a point, thence N 35° 00' 48" W for a distance of 49.27' to a point, thence N 02° 19' 11" W for a distance of 72.24' to a point, thence N 19° 39' 02" W for a distance of 114.17' to a point, thence N 41° 26' 26" E for a distance of 171.75' to a point, thence N 41° 20' 26" E for a distance of 163.84' to a point, thence N 28° 26' 11" E for a distance of 277.94' to a point, thence N 28° 26' 11" E for a distance of 888.29' to a point, thence N 01° 47' 44" W for a distance of 401.18' to a point, thence N 37° 29' 48" W for a distance of 381.29' to a point, thence N 37° 29' 48" W for a distance of 319.52' to a point, thence N 05° 41' 35" W for a distance of 101.31' to a point, thence N 13° 53' 40" W for a distance of 85.19' to a point, thence N 20° 33' 07" E for a distance of 139.73' to a point, thence N 28° 16' 56" W for a distance of 201.12' to a point, thence N 00° 31' 56" E for a distance of 299.98' to a point, thence N 29° 17' 12" W for a distance of 197.76' to a point, thence N 00° 23' 19" E for a distance of 224.78' to a point, thence N 89° 31' 09" W for a distance of 399.25' to a point, thence N 00° 18' 28" E for a distance of 152.06' to a point, thence S 89° 32' 18" E for a distance of 150.00' to a point, thence N 00° 26' 23" E for a distance of 434.15'

to a point in the south side of Monroe Holt Road Right-of-Way having NC Grid Coordinates of N: 833,771.59 and E: 1,872,336.20; and being shown on Drawing 4657 – "BURLINGTON – GRAHAM ANNEXATION LINE OF AGREEMENT – RACE TRACK ROAD AREA" as prepared by the City of Burlington Engineering Department.

The line of agreement is compiled from various recorded plats and deeds on file at the Alamance County Register of Deeds and is intended to assign future annexation of the parcels as defined between the Great Alamance Creek and Monroe Holt Road. Parcels to the west of the line and along the line are Alamance County PID 129936, PID 130731, PID 130735, PID 130734, PID 130736, and PID 130737 are to be annexed under this agreement at such time under applicable annexation laws by the City of Burlington. Parcels to the east and along the line are Alamance County PID 129984, PID 129983, PID 130009, PID 130011, PID 130804, PID 130809, PID 176106, and PID 176115 are to be annexed under this agreement at such time under applicable annexation laws by the City of Graham.



NORTH CAROLINA ALAMANCE COUNTY

MEMORANDUM OF UNDERSTANDIING

This Memorandum of Understanding (hereafter, "MOU") is entered into this 13th day of May 2025, between the City of Burlington (hereafter, "Burlington") and the City of Graham (hereafter, "Graham"), referred to collectively herein as "the Parties."

WITNESSETH:

WHEREAS, the City of Burlington is a North Carolina legislatively chartered municipal corporation situated in Alamance County and Guilford County; and,

WHEREAS, the City of Graham is a North Carolina legislatively chartered municipal corporation situated in Alamance County; and,

WHEREAS, N.C.G.S. Chapter 160A, Article 4A, Part 6, N.C.G.S. §160A-58.21 et seq., authorizes municipalities to enter into binding agreements in order to enhance orderly planning by such municipalities as well as residents and property owners in areas subject to such municipalities; and,

WHEREAS, the City of Burlington and the City of Graham desire to eliminate uncertainty concerning future annexation among residents and property owners in unincorporated areas adjacent to the two municipalities and south of Interstate 85/40, and also to improve planning by public and private interests in such areas; and,

WHEREAS, N.C.G.S. §160A-58.23 authorizes two or more municipalities to enter into an annexation agreement to designate one or more areas not subject to annexation by one or more of the participating municipalities; and,

WHEREAS, both Burlington and Graham are situated south of Interstate 85/40, bordering east of State Highway 49 with their respective unincorporated extraterritorial jurisdictions; and,

WHEREAS, both municipalities desire to utilize N.C.G.S. §160A-58.21 et seq. Annexation Agreements to work toward creating an annexation line that serves to accommodate future economic development in Alamance County; and,

WHEREAS, both municipalities acknowledge the importance of moving forward with those cooperative efforts as it is foreseeable that additional private entities will desire to develop in the near future those properties in the subject area; and,

WHEREAS, over the past two years, a private developer, Carla Sevilla of Glenwood Homes of Raleigh, has sought annexation into the City of Burlington of its Racetrack Road property in order to most economically develop its residential project with public utilities; and,

WHEREAS, north Interstate 85 /40, the Parties' corporate limits already abut one another; and,

WHEREAS, Graham is a North Carolina municipality of approximately 17,153 population (2020 census) which owns and operates a water treatment facility and a sewer treatment facility in a joint enterprise with the Town of Mebane, North Carolina; and,

WHEREAS, Graham owns and maintains its separate water distribution and wastewater collection system within its corporate limits and extraterritorial jurisdiction; and,

WHEREAS, Burlington is a North Carolina municipality of approximately 57,303 population (2020 census) which owns and operates two water treatment plants and two sewer treatment plants; and,

WHEREAS, Burlington owns and maintains its separate water distribution and wastewater collection system within its corporate limits and extraterritorial jurisdiction and provides water and wastewater treatment services to other municipalities, including Haw River, Green Level, Gibsonville, Elon, Whitsett, Village of Alamance, Altamahaw-Ossippee, and Greensboro; and,

WHEREAS, pursuant to an existing water utility agreement, in emergency situations, each party has the ability to draw water from the other party's water lines; and,

WHEREAS, pursuant to an existing sewer utility agreement, Burlington currently treats sewage at its South Wastewater Treatment Facility located near Swepsonville, collected from residential customers of Graham, not to exceed 1,500 residential units; and,

WHEREAS, there is currently a developer, Carla Seville of Glenwood Homes of Raleigh, in need of utility service for her residential development project located on Racetrack Road. She desires the City of Burlington to provide water and sewer utility services for the project. Burlington has water and lines nearest to the project, resulting in the most economical provision of utility services to the developer. In turn, she wishes to annex her residential development into Burlington's corporate limits to enable her home purchasers to have its municipal services; and,

WHEREAS, it is foreseeable and anticipated that additional private sector developers will be viewing this unincorporated area adjacent to the two municipalities south of Interstate 85/40, for future residential, commercial, and industrial development projects, requiring municipal utility services; and,

WHEREAS, the parties desire to develop an annexation agreement in order to enhance orderly planning by the parties in the unincorporated area adjacent to the two municipalities' corporate limits and south of said Racetrack Road project for the benefit of residents, property owners, and potential future economic development; and,

ACCORDINGLY, the City of Burlington and the City of Graham agree:

1. To have their respective management and staff, including Planning, Engineering, and Water Resources (water and sewer resources) departments, collaborate to study the unincorporated areas adjacent to the two municipalities, north of Monroe-Holt and south of the Racetrack project, with the goal of formulating a proposed annexation agreement, pursuant to N.C.G.S. §160A-58.23, to present to their respective governing boards for consideration.

2.	Said joint study shall be undertaken over the following twelve (12) months, with the goa having a recommended Annexation Agreement before the parties' respective govern boards in May 2026.	
Tl	his 13 th day of May 2025.	
_		
	raig Honeycutt, City Manager, ity of Burlington	
_		
	legan Garner, City Manager, ity of Graham	



Jim Minor Townhomes (CR2403)

Type of Request: Conditional Rezoning

Meeting Dates

Planning Board on May 20, 2025 City Council on June 10, 2025

Contact Information

Shawn Cummings 1141 Jay Lane Graham, NC 27253 743-205-3912 scummings@vennterra.com

Summary

This is a request to rezone 24.18 acres of property from Un-Zoned to C-R (Conditional Residential) for the purpose of constructing a maximum of 143 town homes. The site plans to have public roadways and connect to water and sewer through the existing utilities surrounding the property. The property is fully inside of the Employment District future land use zone. The future land use plan mentions the employment district should be studied and planned in order to accommodate a range of employers and provide office space, industrial space, commercial space, institutional space, and residential housing. This should be planned to limit environmental impacts, preserve open space and open corridors, and develop high quality and adaptable buildings for a variety of companies. The development falls in around 5.9 dwelling units per acre which meets the appropriate density in the suburban residential land use zone of 3-6 dwelling units per acre. The applicant has requested a condition to reduce the width between buildings from 25 feet to 20 feet. Outside of that condition all aspects of the R-MF zoning district are being met. Since the development is over 5 acres in size the applicant was required to provide open space within the development and all areas can be found on the site plan. Planning Board Recommended approval with a vote of 4-1 with the following conditions: Lots 1-10 shall only be 2 story. Amenities are to include only a pickle ball court, dog park, and child play area with equipment. 3 foot tall berm and 8 foot tall evergreen plantings along entire frontage of Jim Minor, as well as other planting requirements. 3 foot tall berm and evergreen plantings along left side of the property until it meets the sewer easement as well as other planting requirements.

Location

Jim Minor Road

GPIN

8893569560

Current Zoning

Un-Zoned

Proposed Zoning

Conditional Residential (CR)

Overlay District

none

Surrounding Zoning

Un-Zoned, C-R

Surrounding Land Uses

Single Family

Size

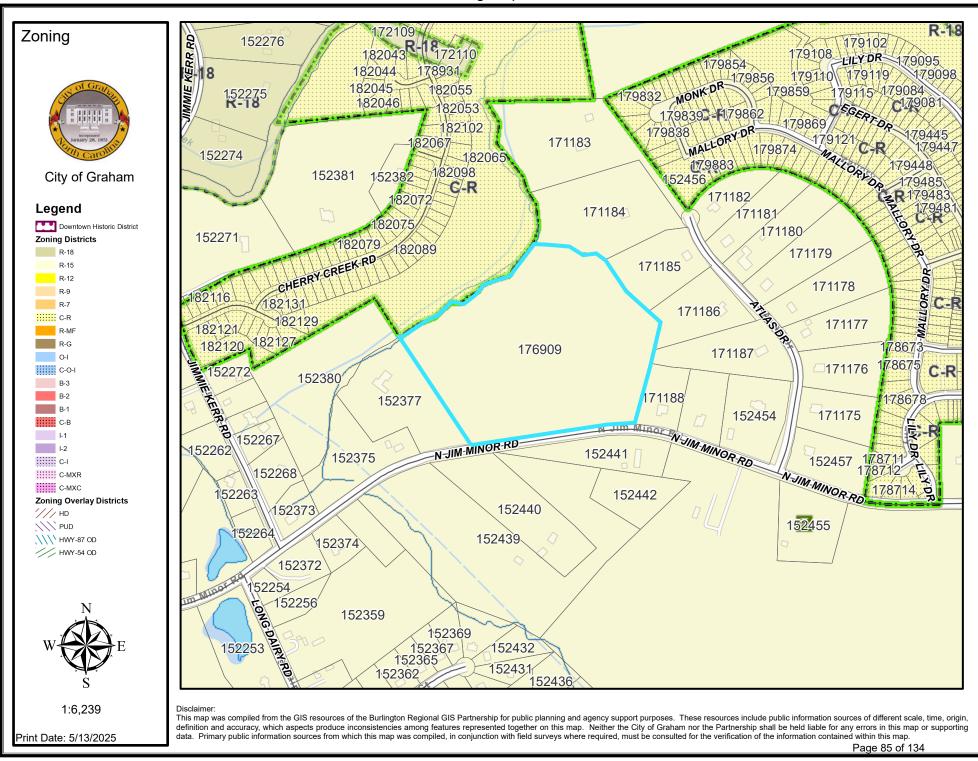
24.18 Acres

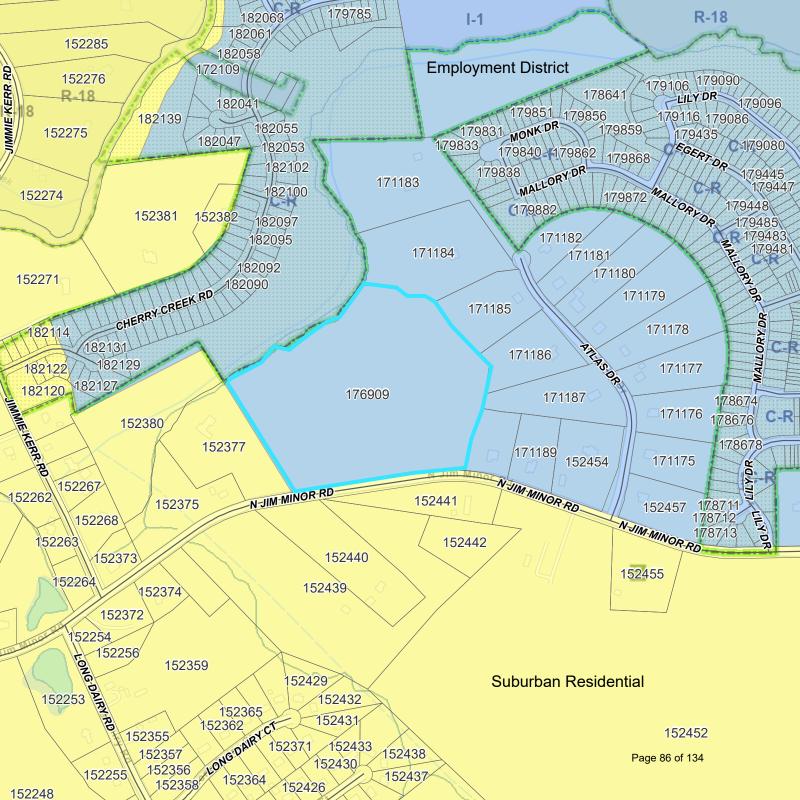
Public Water & Sewer

To Be Extended by Developer

Floodplain

Yes





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

Applicable Policies;

- 3.3.2 Focused Development. In order to maintain Graham's affordability and promote growth, the city will facilitate smart growth development by promoting infill development and focused, walkable, and mixed use built environments. The Graham 2035 Comprehensive Plan expects employment opportunities in the north east portion of this lot, which may impact potential neighborhood.
- 5.1.1 Housing Variety. Encourage a mix of housing types
 within Graham to increase choice. These can include single
 family dwellings units, multifamily dwelling units, small units,
 pre-fabricated homes, co-housing and clustered housing. This
 project would construct additional single-family-detached
 housing.
- **5.2.1 Diverse Neighborhoods.** Encourage a mix of housing types within Graham, including detached, duplex, multifamily, townhomes, and live-work units. *The proposed zoning would allow for single-family-detached*.

Applicable Strategies;

- 1.1.2 Design Guidelines. Develop commercial and residential site design guidelines that enhance community character and appearance, to be used with special use permits and conditional rezoning applications. While the City doesn't have design guidelines, they could be required as a condition of approval.
- 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 a

water systems. Discourage the extension of water service into areas that are not most suitable for development. *The site would connect to existing city sewer, and water with an extension.*

<u>Development Type: North</u> Employment District

The employment district should be studied and planned in order to accommodate a range of employers and provide office space, industrial space, commercial space, institutional space, and residential housing. This should be planned to limit environmental impacts, preserve open space and open corridors, and develop high-quality and adaptable buildings for a variety of companies.

Appropriate Density: 6 dwelling units per acre

Development Type: South

Suburban Residential

Located near a major thoroughfare

Density of 3 to 6 DU/acre

Infrastructure includes water, sewer, street connectivity and underground utilities

Staff Recommendation

Based on *The Graham 2035 Comprehensive Plan* and the *City of Graham Development Ordinance*, staff provides the following statement:

• Rezoning the property would be in consistence with Policy 3.3.2, 5.1.1, and 5.2.1 and Strategy 1.1.2 and 4.3.1 of *The Graham 2035 Comprehensive Plan*.

PROJECT DATA:

SITE ADDRESS: OWNER: PIN: GPIN: OLD TAX MAP ID: TOTAL ACREAGE: FEMA:

EXISTING USE:

FUTURE LAND USE AREA:

PROPOSED ZONING: PROPOSED USE: PROPOSED UNITS: PROPOSED DENSITY

REQUIRED PARKING:

HISTORIC STRUCTURES:

GRADING:

ESTIMATED SEWER CAPACITY REQUEST:

TOWNHOME DESIGN STANDARDS

2,000 SF MIN. LOT SIZE: MIN. LOT WIDTH AT BUILDING LINE: MIN. LOT FRONTAGE: MIN. LOT DEPTH: MIN. FRONT SETBACK: MIN. SIDE SETBACK: MIN. SIDE CORNER SETBACK: MIN. REAR SETBACK: MAX. BUILDING HEIGHT

PROPERTY BUFFERS:

STREET YARD BUFFER (SOUTHERN PROP. LINE): TYPE 'C' BUFFER (NORTH, EAST, AND WEST PROP.LINES):

35' MODIFIED STREET YARD BUFFER 20' TYPICAL

1430 N JIM MINOR ROAD, HAW RIVER, NC

VENN JIM MINOR LLC / GILLIAM CINDY G

PANEL 8893, VERSION NUMBER 2.3.3.2, MAP NUMBER 3710889300K, REV. NOV. 17, 2017

(1 GARAGE SPACE AND 2 DRIVEWAY SPACES) ADDITIONAL 19 GUEST PARKING PROVIDED

8893569560

10-27-113

24.220 AC

VACANT

143 UNITS

NONE

5.90 UNITS / ACRE

2 PER TOWNHOME

MASS GRADING

32,175 GPD

EMPLOYMENT DISTRICT

TOWNHOMES (3 BEDROOM)

3 PROVIDED ON EACH LOT

2 ADA VAN PARKING PROVIDED

1430 N JIM MINOR TOWNHOMES

CONDITIONAL ZONING PRELIMINARY SITE PLAN

1430 N JIM MINOR ROAD CITY OF GRAHAM, ALAMANCE COUNTY, NORTH CAROLINA AUGUST 23, 2024 PREPARED FOR: VENN JIM MINOR LLC. 3041 S CHURCH ST. BURLINGTON, NC 27215



AERIAL MAP SCALE NTS



LOCATION MAP

3'-0" 5'-0" MIN 13'-0"

★ GRASS STRIP BETWEEN BACK OF CURB AND EDGE OF SIDEWALK TO BE A 4' WIDE STRIP UNLESS OTHERWISE NOTED AND/OR AS SHOWN ON DRAWINGS.

CONTRACTOR MUST PRESENT INSPECTOR WITH ASPHALT TICKETS.

REFER TO THE CITY OF GRAHAM DEVELOPMENT ORDINANCE FOR APPROPRIATE
DIMENSIONS. ALTERNATIVE STREET WIDTHS AND PAVEMENT SECTIONS MAY BE APPROVED
PER THE UDO AND CITY OF GRAHAM TRC.

ALL ASPHALT CEMENT PLANT MIX AND METHOD OF PLACEMENT SHALL COMPLY WITH N.C. DOT STANDARD SPECIFICATIONS.
ALL WORK SHALL COMPLY WITH N.C. DOT STANDARD SPECIFICATIONS. TOP COURSE TO BE PLACED WITHIN 12 MONTHS OF ASPHALT BINDER COURSE.
ALL ROADWAYS SHALL BE PROOFROLLED PRIOR TO PLACEMENT OF ABC STONE, BINDER COURSE AND TOP COURSE. ALL DEFECTS IN SUBGRADE AND/OR PAVEMENT SHALL BE

PREPARED BY:

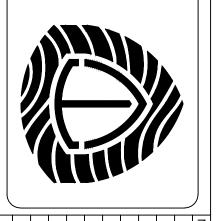


SHEET LIST:

SHEET NO. SHEET TITLE

SK1.00 **COVER SHEET** SK1.01 **EXISTING CONDITIONS PLAN** SK1.02 SIT PLAN SK1.03 GRADING AND DRAINAGE PLAN

SK1.04 PROFILE PLAN SK1.05 PROFILE PLAN SK1.06 UTILITY PLAN SK1.07 LANDSCAPE PLAN SIGHT DISTANCE PLAN SK1.08



					SAK	SAK	DRAWN
					REVISION PER TOWN AND NCDOT COMMENTS	REVISION PER TOWN AND NCDOT COMMENTS	DESCRIPTION
					04/23/2025	04/02/2025	DATE
					2	1	REV.
)

SAK

FILE NAME:

CIVIL ENGINEER:

DEVELOPER/OWNER: VENN JIM MINOR LLC.

3041 S CHURCH ST.

BURLINGTON, NC 27215

PHONE: (743) 205-3912

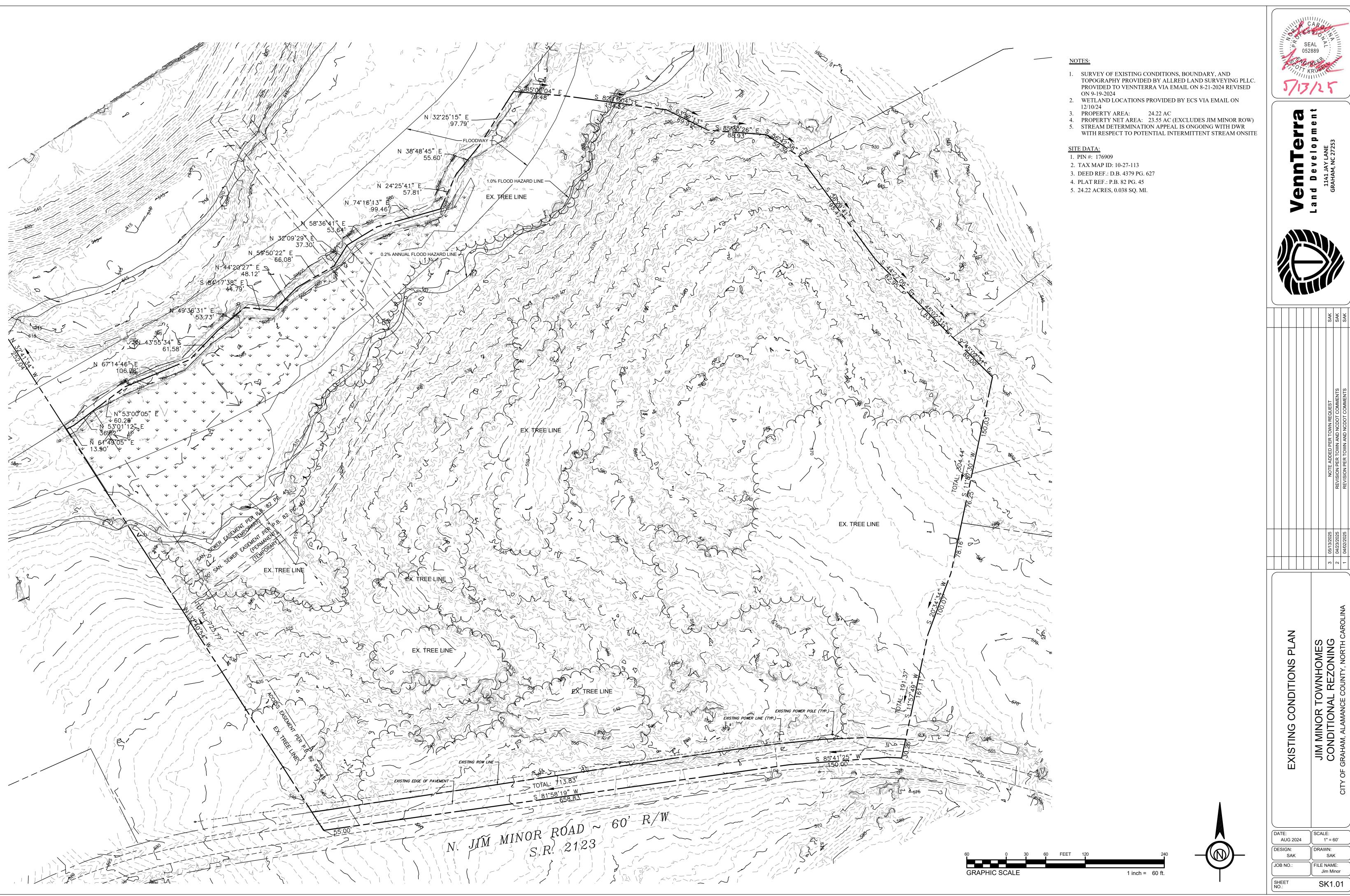
ATTN: SHAWN CUMMINGS

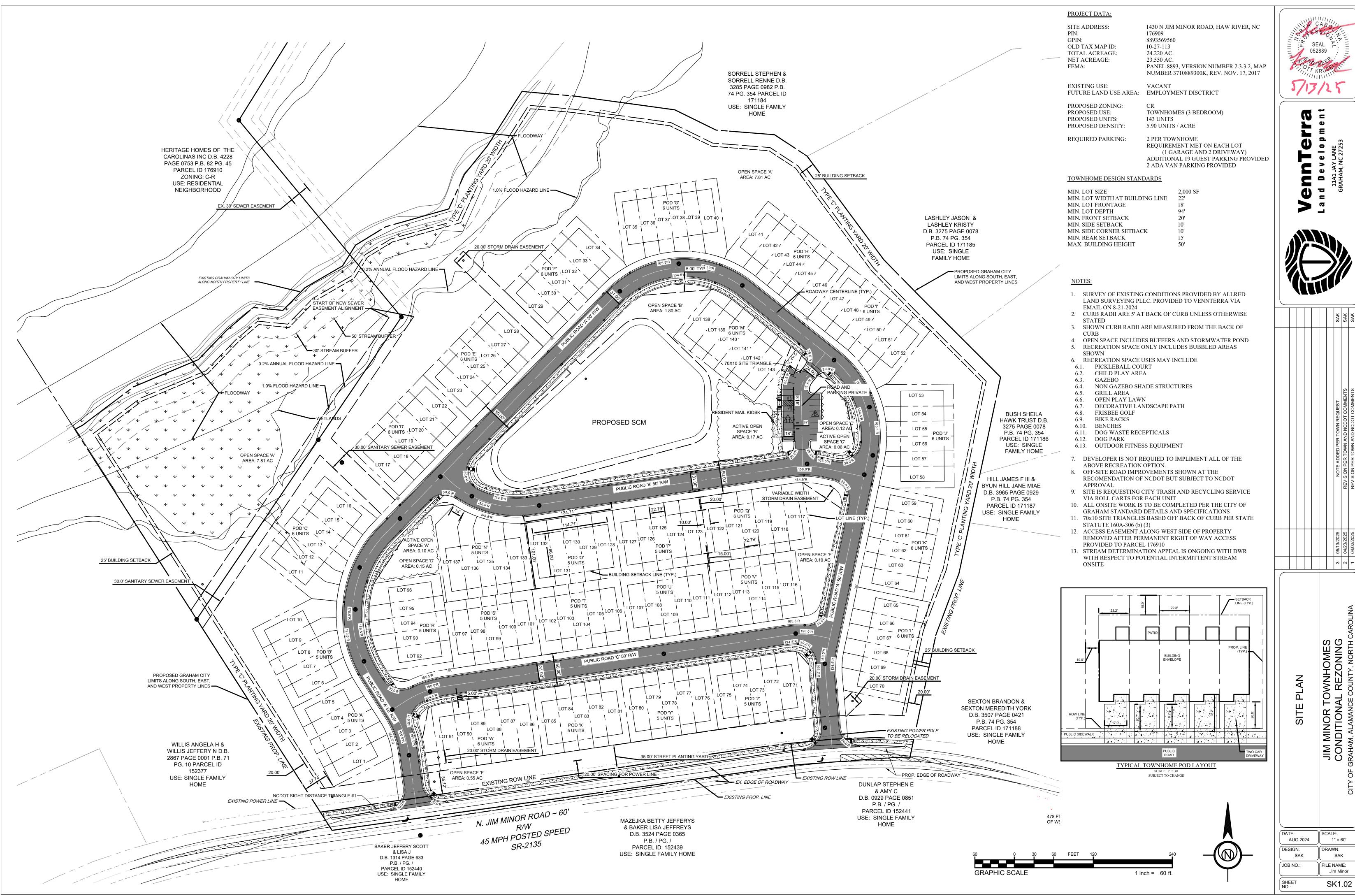
scummings@vennterra.com

CONTACTS

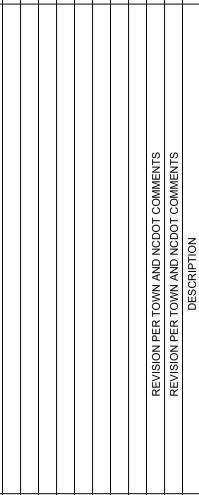
VENNTERRA LAND DEVELOPMENT LLC. 1141 Jay Lane Graham, NC 27253 PHONE: (704) 497-0983

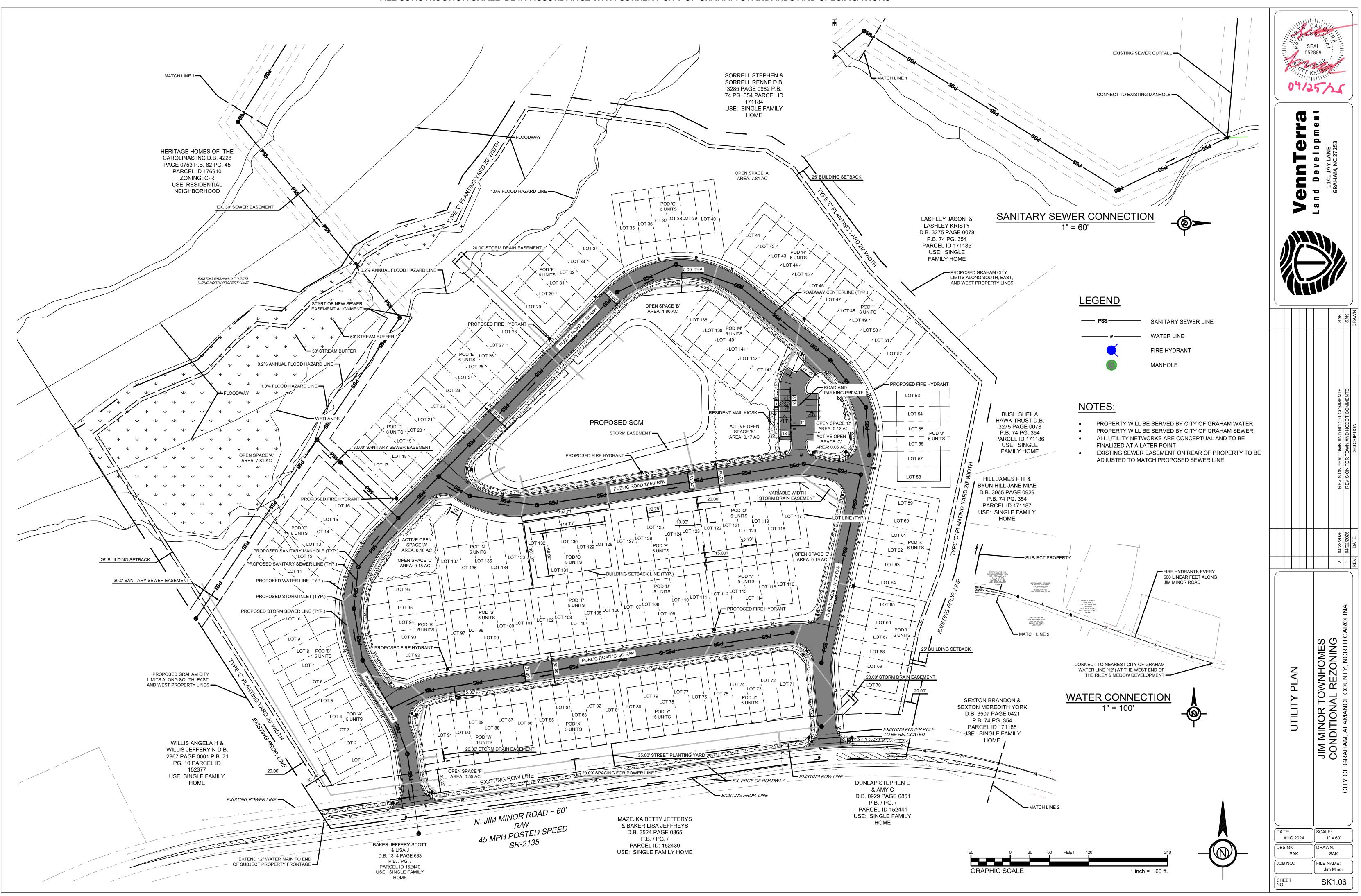
DESIGN:

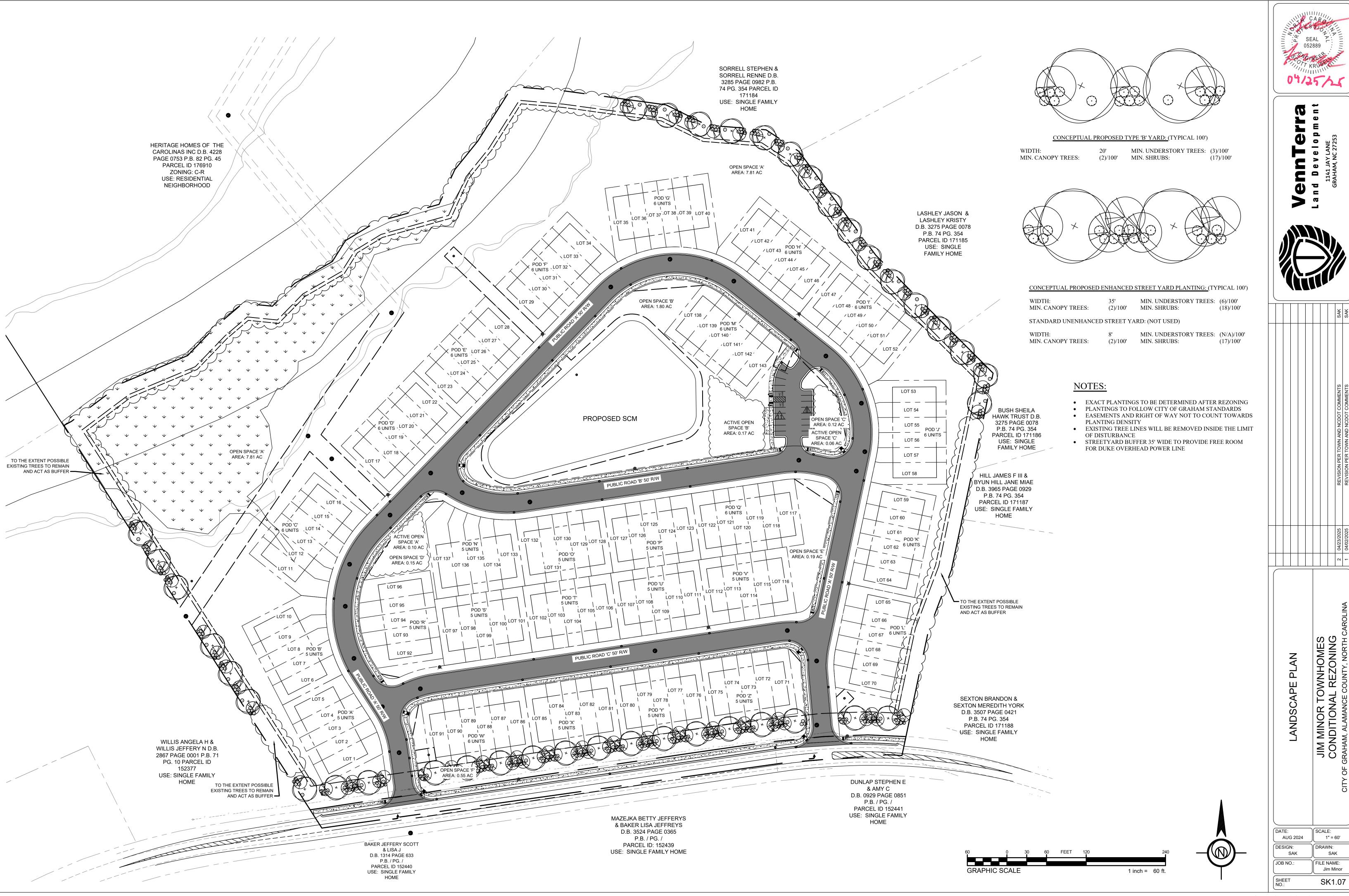


















Jim Minor Townhomes Development

Conditional Use Document

Project Data:

Site Address: 1430 N Jim Minor Road, Haw River, NC

Pin: 176909 Gpin: 8893569560 Old Tax Map Id: 10-27-113 Total Acreage: 24.220 Ac.

Development Conditions:

Zoning/Use/Density:

Existing Zoning: No Zoning; Located in Unincorporated Alamance County;

Not in Graham ETJ

Future LU Designation: Located in Employment District of Future Land Use Area

Existing Use: Vacant

Proposed Zoning: C-R (Conditional Residential)
Proposed Use: Townhomes (3 Bedroom)

Proposed Max Units: 143 Units

Proposed Max Density: 5.90 Units/Acre

Parking:

Required Parking: 2 Spaces Per Townhome (3 bedroom multifamily)
Proposed Parking: >3 Spaces Per Townhome (Exceeds Requirements)

1 Space via Single-Car Garage2 Spaces via 17' Driveway Width

Additional Spaces via the 19-Space Parking Lot Provided

Townhome Design Modifications/Dimensional Standards:

Min. Lot Size 2,000 Sf Min. Lot Width at Building Line: 22' Min. Lot Frontage at Right of Way: 18' Min. Lot Depth: 94' Min. Front Setback: 20' Min. Side Setback: 10'* Min. Side Corner Setback: 10' 15' Min. Rear Setback: Max. Building Height: 50'

*This will result in 20' spacing between townhome buildings so we are requesting a reduction from Section 10.247 (requires 25' between townhome buildings)



Open Space:

Minimum Open Space Required: 10% (105,502 Sf) (2.42 Ac.)
Minimum Open Space Proposed: 30% (316,506 Sf) (7.27 Ac.)

Minimum Recreation Space* Required: 0.0 % (0 Sf) (0 Ac.)

Minimum Recreation Space* Proposed: 1.0% (10,550 Sf) (0.24 Ac.)

Landscaping:

Proposed "Side and Rear Planting Yards" is a Type C buffer which matches the UDO requirements for the Perimeter Buffers Adjacent to Residential Areas.

Proposed Enhanced "Street Planting Yard": Along Frontage of Property with Jim Minor Road

<u>Item</u> <u>Proposed Enhanced</u> <u>Standard</u> (shown for comparison)

Min. Width: 35' 8'

Min. Canopy Trees: (2)/100' (2)/100' Min. Understory Trees: (6)/100' NA Min. Shrubs: (18)/100' (17/100')

Supplemental Landscaping to Be Provided on the Site Including Yard Trees and Landscaped Beds

Utilities:

Developer will extend the sewer line (includes manhole at the property line) in a dedicated easement to the adjacent parcel to the west for future access/growth.

Developer will extend a sewer line (includes manhole at the property line) across Jim Minor Road to provide access to the adjacent parcel to the south for future access/growth.

Developer will extend the existing public water line (including fire hydrants) located to the east along Jim Minor Road to the site which will provide access/growth to other parcels, including the Graham Regional Park site.

Transportation:

Developer will widen Jim Minor Road at both entrances to provide exclusive left-turn lanes into the site

Developer will install sidewalks on one side for all development streets.

^{*}Recreation Space is defined as active areas within the proposed open space that the below uses may take up including the sidewalks and open/grassed areas in between and around the uses. Recreation Space Uses May Include: pickleball court, child play area, gazebo, non-gazebo shade structures, grill area, open play lawn, decorative landscape path, frisbee golf, bike racks, benches, dog waste receptacles, dog park, or outdoor fitness equipment.



Developer will install sidewalks with curb and gutter on the development side along its frontage on Jim Minor Road.

Architectural:

Developer makes the following architectural commitments.

- Covered front porches; min 5' deep
- Projecting eaves
- Front façade will be a mix of cementitious board (i.e. Hardie Plank), masonry, stone, shake, and board and batten
- Siding materials limited to wood, brick, stone, and cementitious board
- Garage doors to include decorative paneling/windows/hardware
- Architectural shingles
- Min roof pitch of 5:12
- Color and/or material deviation between contiguous units



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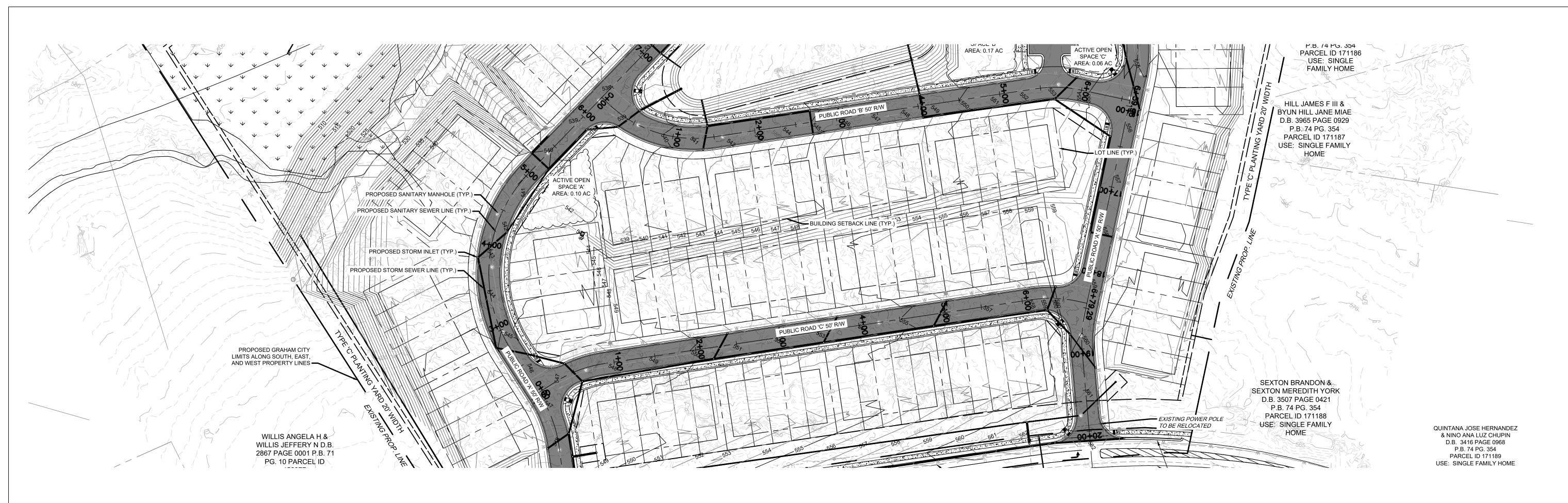
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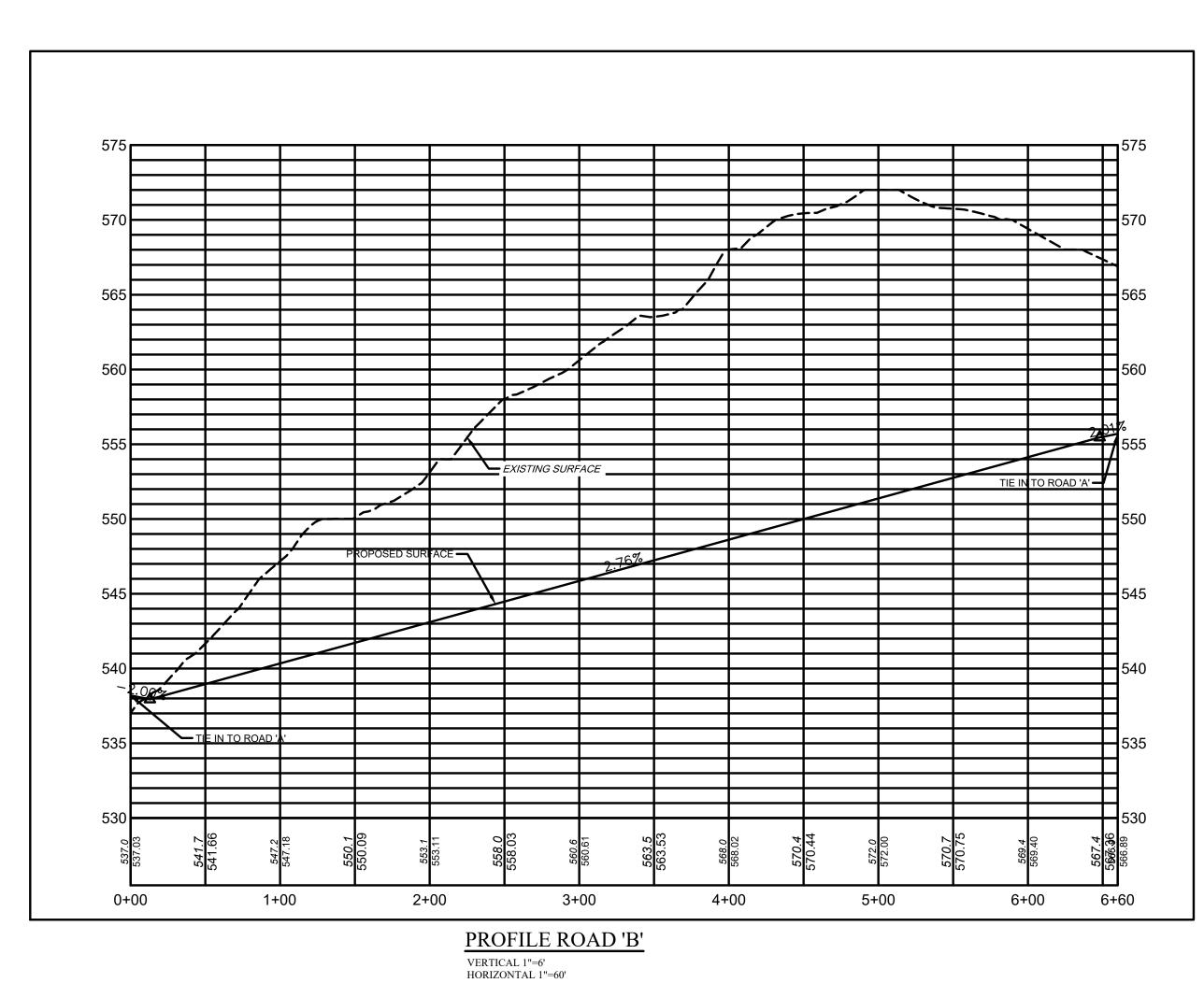
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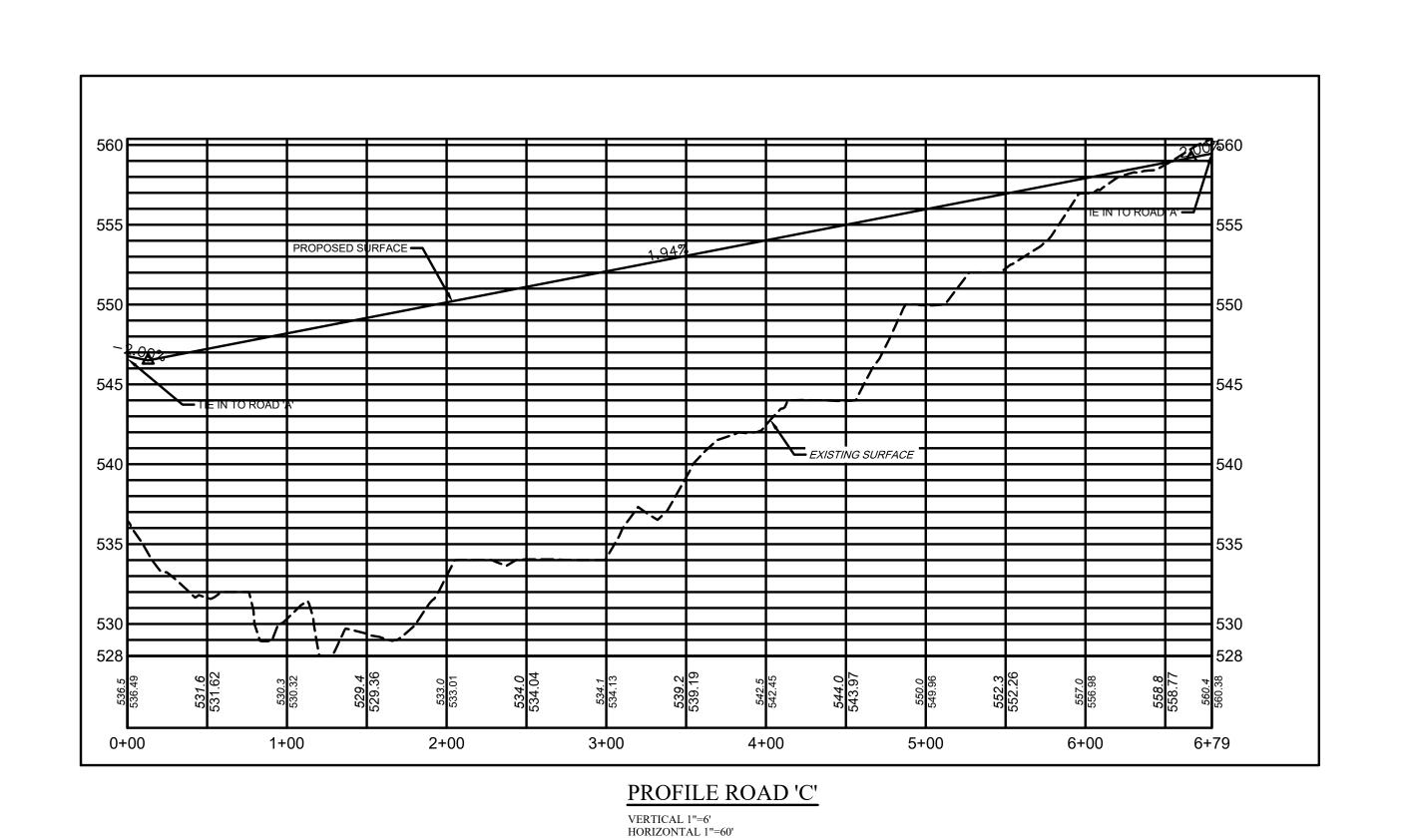
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- Projecting eaves
- Front façade will be a mix of cementitious board (i.e. Hardie Plank), masonry, stone, shake, and board and batten
- Siding materials limited to wood, brick, stone, and cementitious board
- Garage doors to include decorative paneling/windows/hardware
- Architectural shingles
- Min roof pitch of 5:12
- Color and/or material deviation between contiguous units

ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH CURRENT CITY OF GRAHAM STANDARDS AND SPECIFICATIONS



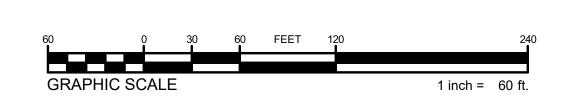


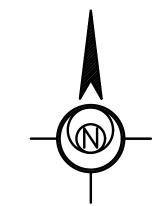


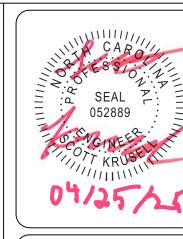


NOTES:

• EXACT LOCATION AND GRADE OF ROADWAYS SUBJECT TO CHANGE



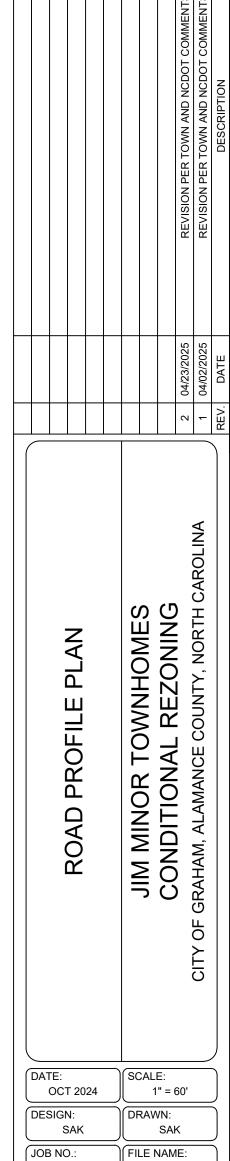




nd Development

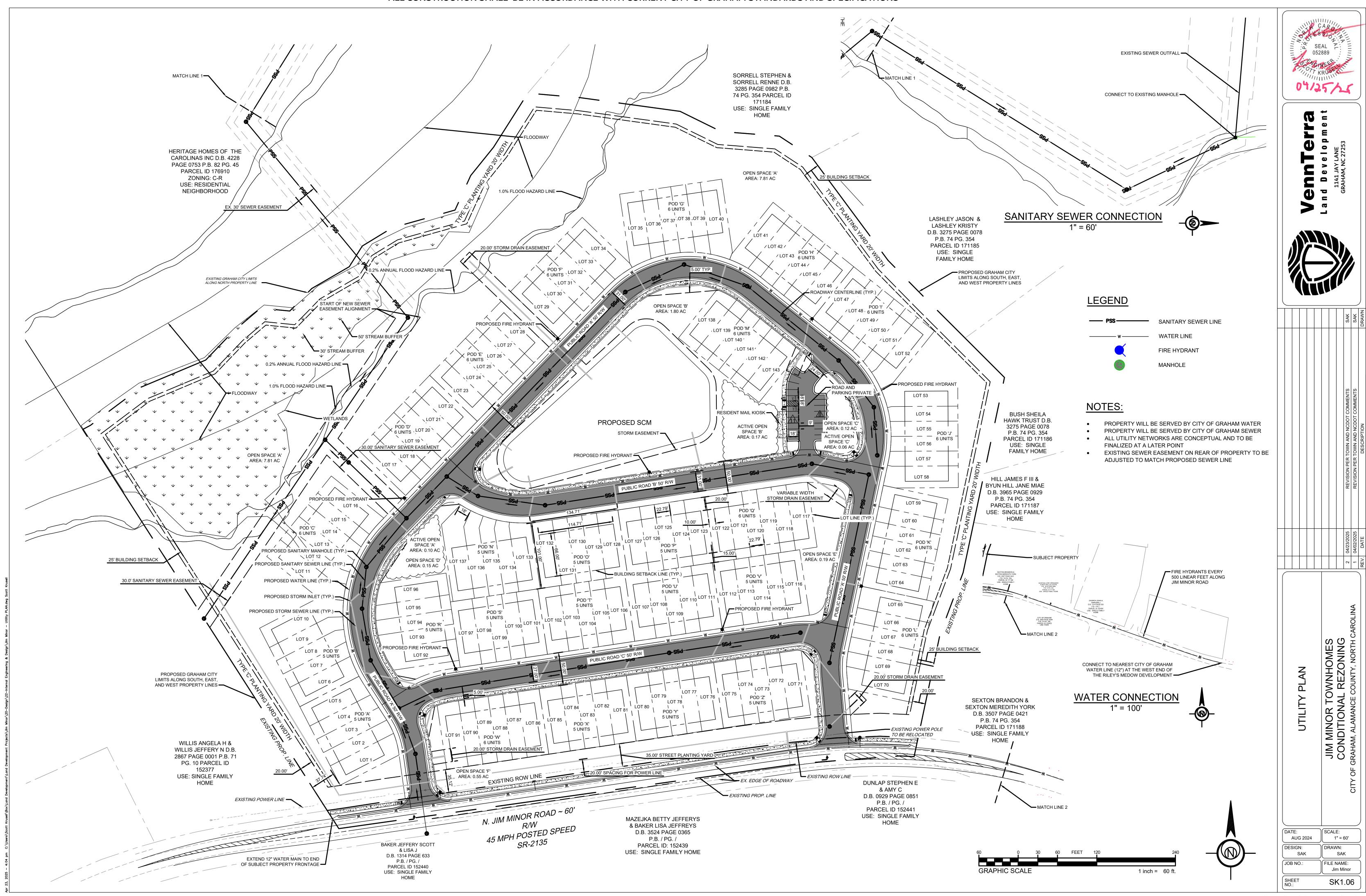
1141 JAY LANE
GRAHAM, NC 27253

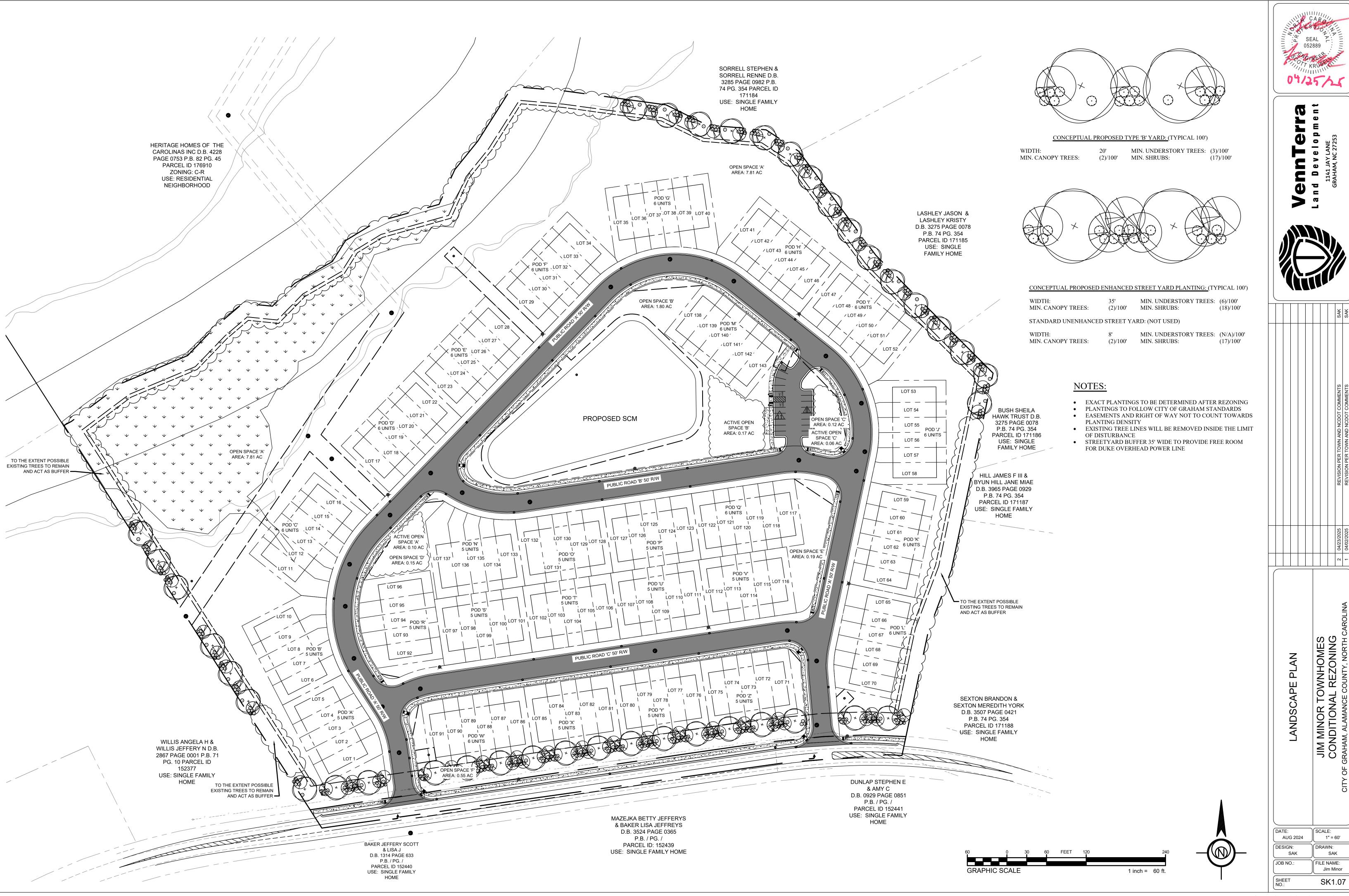




Jim Minor

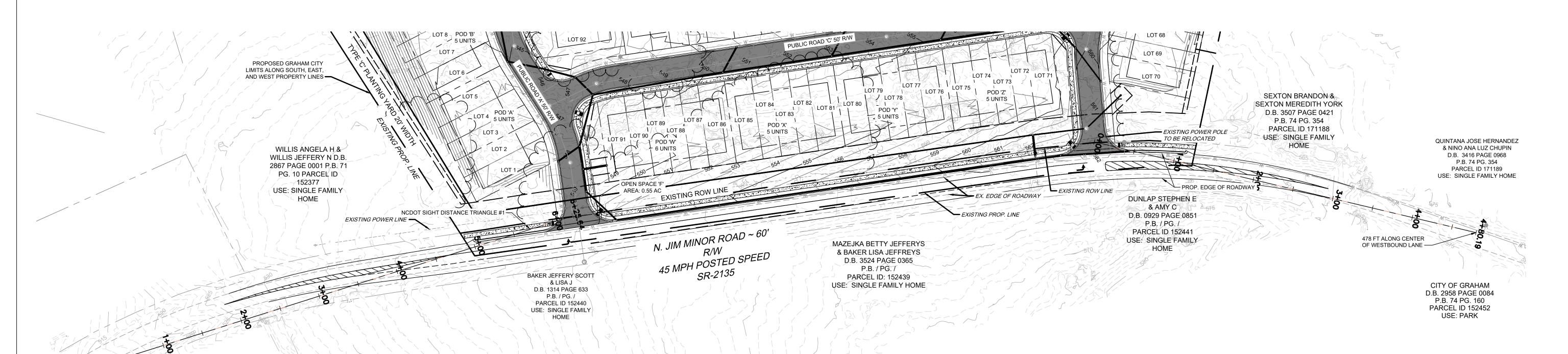
SK1.05











EXISTING SURFACE -0+50 0+00 1+00 2+00 3+00 4+00 5+00 6+00 6+50

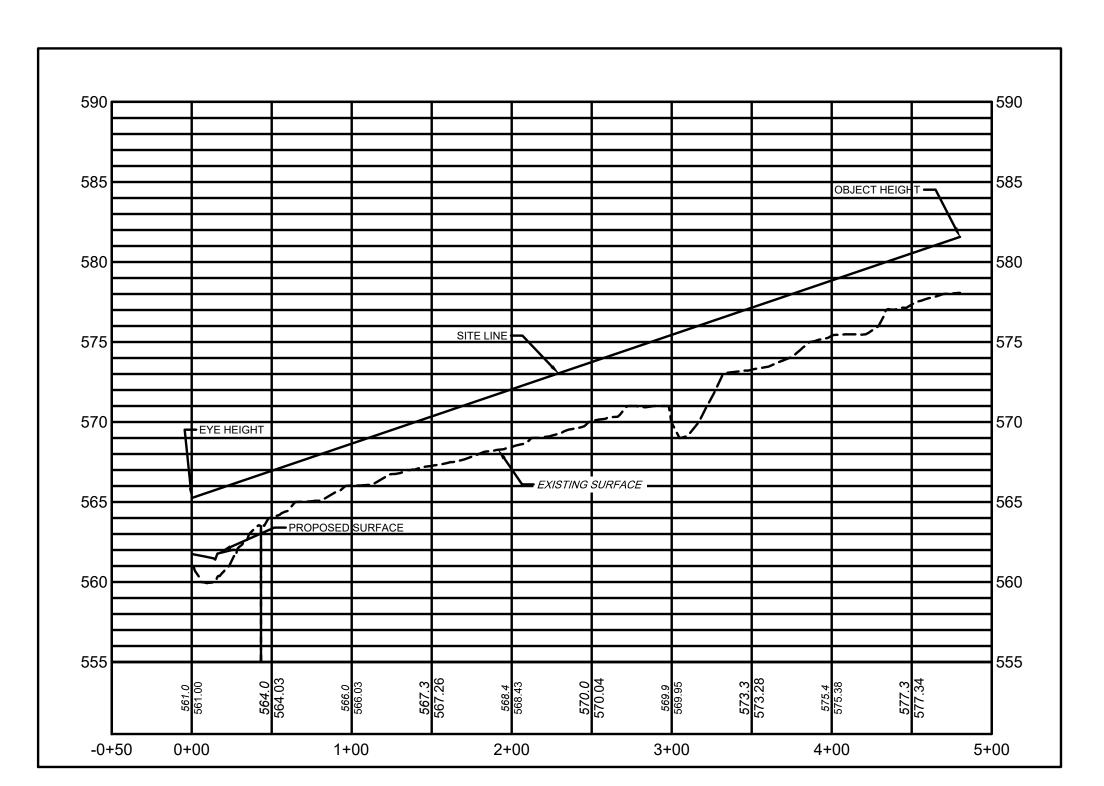
NCDOT SIGHT TRIANGLE #1 PROFILE

VERTICAL 1"=6' HORIZONTAL 1"=60'

588 FT ALONG CENTER OF EASTBOUND LANE

SIGHT DISTANCE TRIANGLE DIMENSIONS:

ISD: 1.47 X Vmajor x tg ISD 1: 1.47 x 50 x 8.0 = 588 FT ISD 2: $1.47 \times 50 \times 6.5 = 478 \text{ FT}$



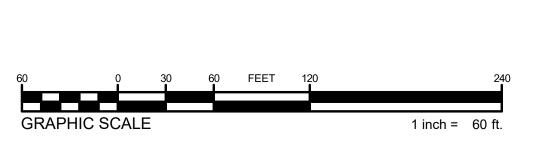
NCDOT SIGHT TRIANGLE #2 PROFILE

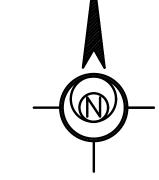
VERTICAL 1"=6' HORIZONTAL 1"=60'

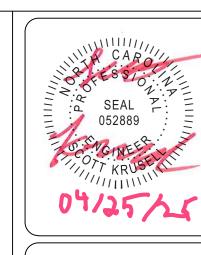
NOTES:

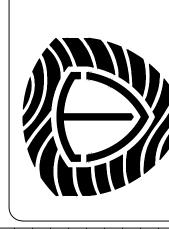
- EXACT LOCATION AND GRADE OF DRIVEWAYS SUBJECT TO

•	DRIVEWAYS WILL COMPLY WITH NCDOT SITE DISTANCE
	STANDARDS

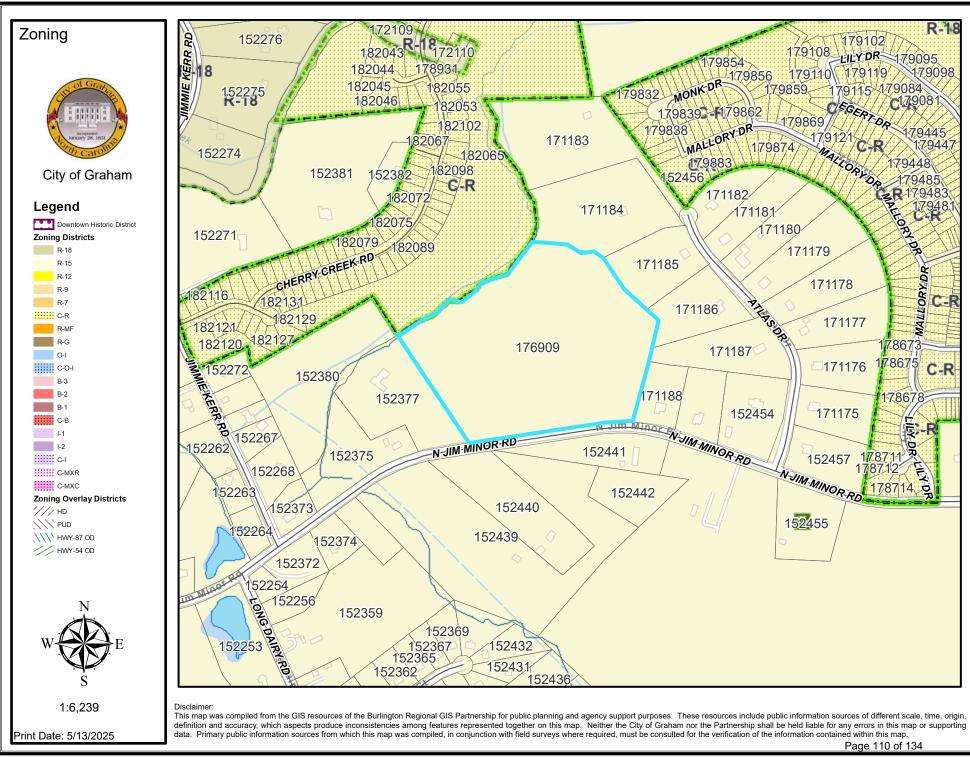








04/23/2025 REVISION PER TOWN AND NCDOT COMMENTS 04/02/2025 REVISION PER TOWN AND NCDOT COMMENTS DATE DATE	\rightarrow			1	I		_	_
2 04/23/2025 1 04/02/2025 REV. DATE						SAK	SAK	DRAWN
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						04/23/2025	04/02/2025	DATE
NCDOT SIGHTTDISTANCE PLAN JIM MINOR TOWNHOMES CONDITIONAL REZONING CITY OF GRAHAM, ALAMANCE COUNTY, NORTH CAROLINA						2 (-	REV.
1 1		NCDOT SIGHTTDISTANCE PLAN			CONDITIONAL REZONING		CITY OF GRAHAM, ALAMANCE COUNTY, NORTH CAROLINA	
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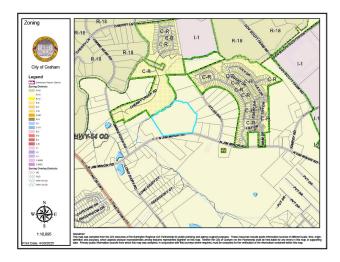




SUBJECT:	ANNEXATION OF 24.18 +/- ACRES
PREPARED BY:	CAMERON WEST, PLANNER

REQUESTED ACTION:

Approve the Annexation Ordinance to Extend the Corporate Limits of the City of Graham, North Carolina for a tract of land totaling 24.18 +/- acres located off of Jim Minor Road



BACKGROUND/SUMMARY:

The attached petition is a request for the Council's approval for an extension of the corporate limits to include the subject properties. The area being considered for annexation is located off of Jim Minor Road and contains approximately 24.18 +- acres total. The applicants wish to extend utilities and tie onto the City's infrastructure.

FISCAL IMPACT:

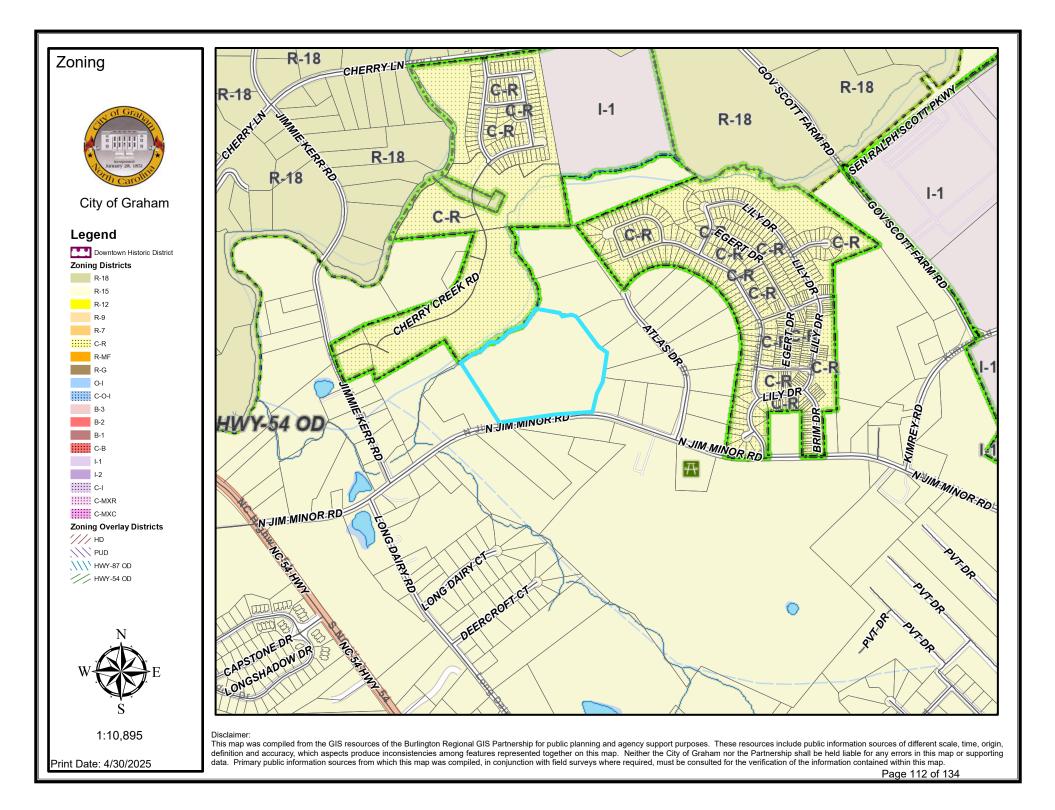
New residential property generally creates positive tax revenue for the City, and because the public services are being connected at this site, the cost to the City is minimal.

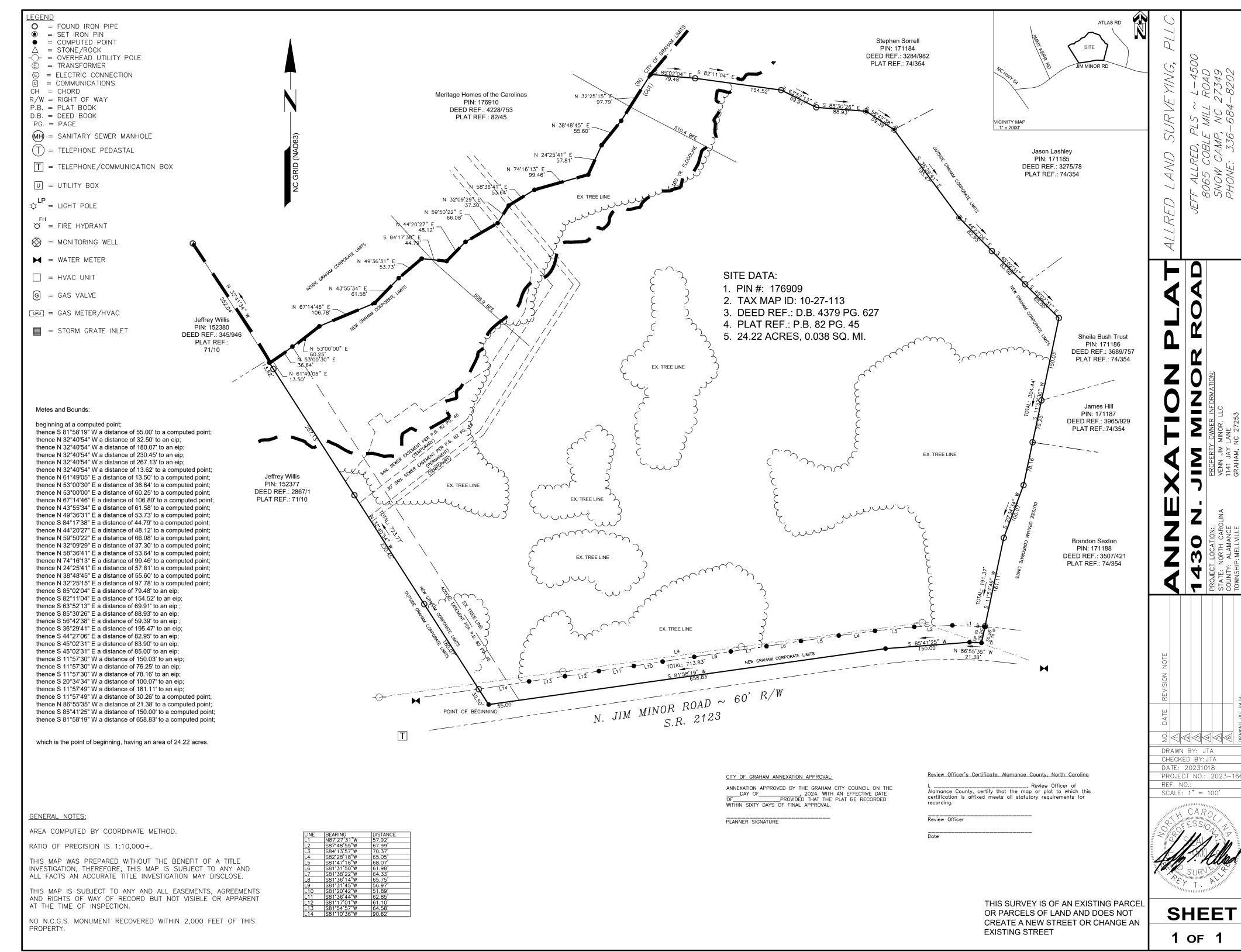
STAFF RECOMMENDATION:

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 24.18 (+/-)acres off of Jim Minor Road.





ANNEXATION ORDINANCE

TO EXTEND THE CORPORATE LIMITS OF THE CITY OF GRAHAM, NORTH CAROLINA FOR 24.18 ACRES OF LAND OFF OF JIM MINOR ROAD (AN2501)

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 public hearing on the questions of this annexation was held at City Hall, 201 S Main Street, Graham at 6:00 P.M. on June 10th, 2025, after due notice by publication on May 29th, 2025; and

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

NOW, THEREFORE, BE IT ORDINATED 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 10th, 2025:

Legal Description GPIN#: 8893569560

Legal Description:

Beginning at a computed point; thence S 81°58'19" W a distance of 55.00' to a computed point; thence N 32°40'54" W a distance of 32.50' to an eip; thence N 32°40'54" W a distance of 180.07' to an eip; thence N 32°40'54" W a distance of 230.45' to an eip; thence N 32°40'54" W a distance of 267.13' to an eip; thence N 32°40'54" W a distance of 13.62' to a computed point; thence N 61°49'05" E a distance of 13.50' to a computed point; thence N 53°00'30" E a distance of 36.64' to a

computed point; thence N 53°00'00" E a distance of 60.25' to a computed point; thence N 67°14'46" E a distance of 106.80' to a computed point; thence N 43°55'34" E a distance of 61.58' to a computed point; thence N 49°36'31" E a distance of 53.73' to a computed point; thence S 84°17'38" E a distance of 44.79' to a computed point; thence N 44°20'27" E a distance of 48.12' to a computed point; thence N 59°50'22" E a distance of 66.08' to a computed point; thence N 32°09'29" E a distance of 37.30' to a computed point; thence N 58°36'41" E a distance of 53.64' to a computed point; thence N 74°16'13" E a distance of 99.46' to a computed point; thence N 24°25'41" E a distance of 57.81' to a computed point; thence N 38°48'45" E a distance of 55.60' to a computed point; thence N 32°25'15" E a distance of 97.78' to a computed point; thence S 85°02'04" E a distance of 79.48' to an eip; thence S 82°11'04" E a distance of 154.52' to an eip; thence S 63°52'13" E a distance of 69.91' to an eip; thence S 85°30'26" E a distance of 88.93' to an eip; thence S 56°42'38" E a distance of 59.39' to an eip; thence S 36°29'41" E a distance of 195.47' to an eip; thence S 44°27'06" E a distance of 82.95' to an eip; thence S 45°02'31" E a distance of 83.90' to an eip; thence S 45°02'31" E a distance of 85.00' to an eip; thence S 11°57'30" W a distance of 150.03' to an eip; thence S 11°57'30" W a distance of 76.25' to an eip; thence S 11°57'30" W a distance of 78.16' to an eip; thence S 20°34'34" W a distance of 100.07' to an eip; thence S 11°57'49" W a distance of 161.11' to an eip; thence S 11°57'49" W a distance of 30.26' to a computed point; thence N 86°55'35" W distance of 21.38' to a computed point; thence S 85°41'25" W a distance of 150.00' to a computed point; thence S 81°58'19" W a distance of 658.83' to a computed point; which is the point of beginning, having an area of 24.22 acres.

Adopted this, the 10 th day of June, 2023	
	Jennifer Talley, Mayor, City of Graham
ATTEST:	APPROVED AS TO FORM:
Renee M. Ward, City Clerk	Bryan Coleman, City Attorney



E Harden Street UBD (SUP2501)

Type of Request: Special Use Permit

Meeting Dates

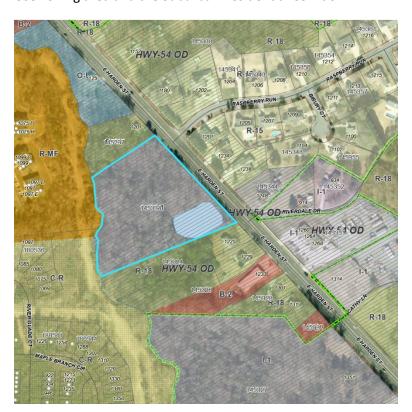
Planning Board on May 20, 2025 City Council on June 10, 2025

Contact Information

The LEADS Group 505 E Davis Street Burlington, NC 27215 336-227-8724 chuffine08@gmail.com

Summary

This is a request for a Special Use Permit for a Unified Business Development Heavy (UBD) for property located at 1205 E Harden Street. The applicant has a set of approved plans for a proposed single use building currently. The applicant has requested to turn that building into a multi-tenant use type which requires the application for special use permit under the Unified Business Development Use. The parcel falls in the Corridor Future Land Use Zoning area and the Suburban Residential Corridor.



Location

1205 E Harden Street

GPIN: 8883990211

Proposed Special Use

Unified Business Development

Current Zoning

Light Industrial (I-1)

Overlay District

HWY 54 Overlay

Surrounding Zoning

R-18, R-MF, C-R, & I-1

Surrounding Land Uses

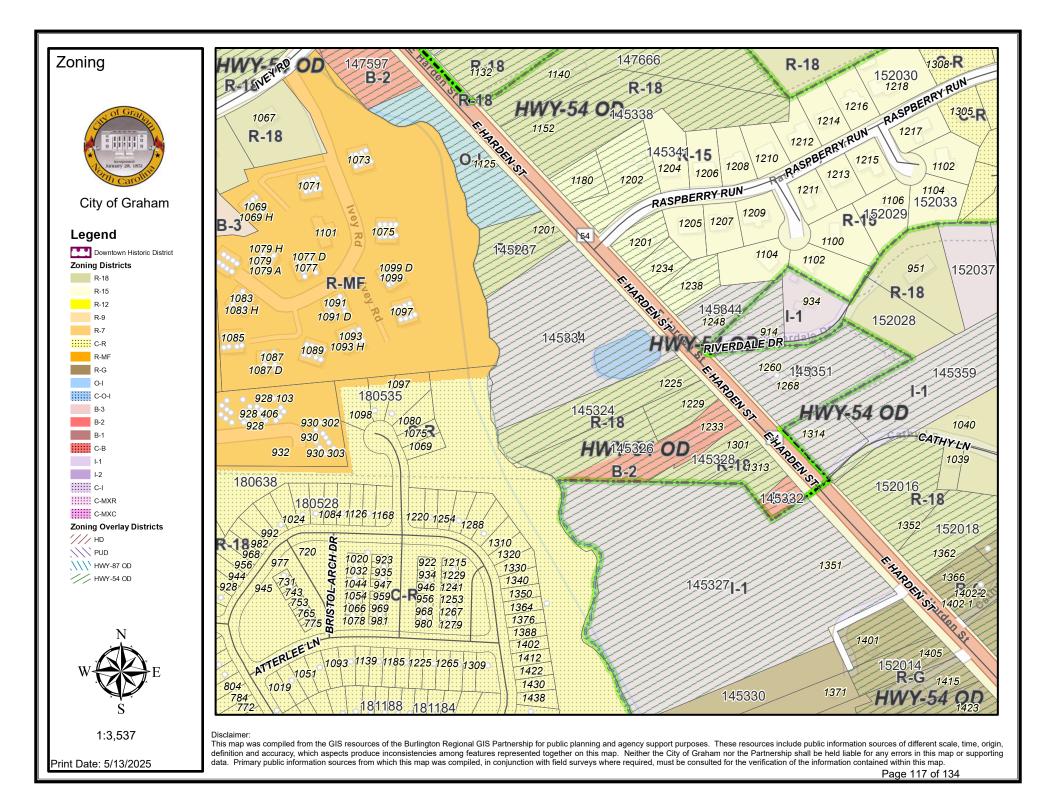
Single Family Houses and Multi-Family

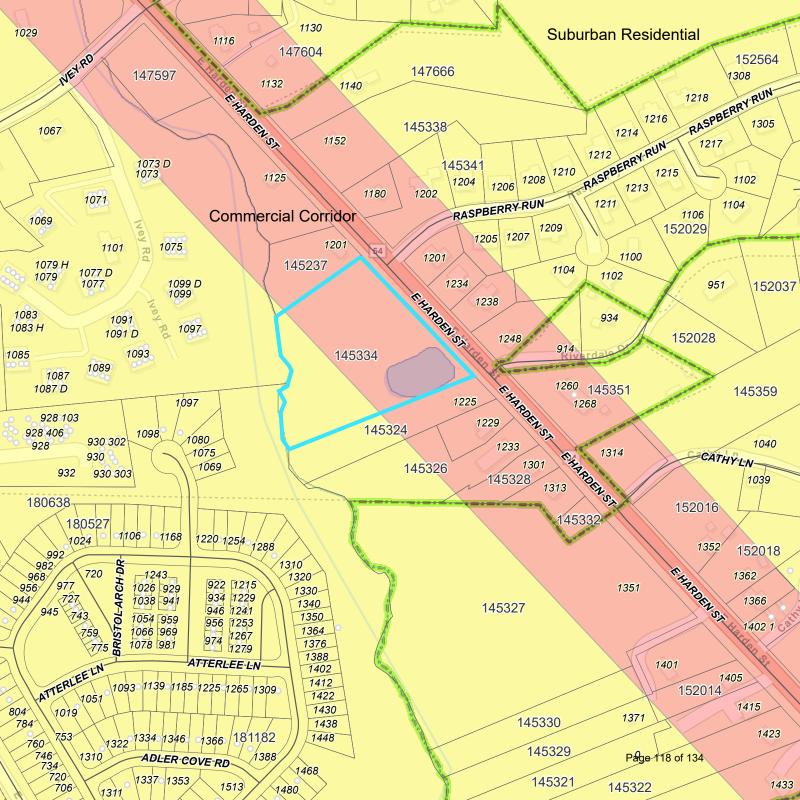
Public Water & Sewer

Yes

Floodplain

Yes





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

Planning Type: Corridors

Development Type: Commercial Corridors

Applicable Policies;

- Policy 2.2.1: Focused development In order to maintain Graham's affordability and promote growth, the City will facilitate smart growth development by promoting infill development and focused, walkable, and mixed use built environments.
- Policy 2.3.2: Innovative spaces, spaces of innovation Graham promotes the development of flex space, live-work units, and adaptive structures for office, retail, and light industry.

does not promote a cohesive urban fabric.

areas that are not most suitable for development.

- Policy 2.3.3: Retail centers Because of market limitations on the amount retail space the City can viably support, Graham promotes retail within focused centers of activity that will host a large variety of small retail spaces while generally discouraging sprawling isolated retail that
- 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

Planning Type Corridors

Development Type

Commercial Corridor

Ideally, most future development will be focused in strategically located clusters identified within this plan. Where commercial growth occurs along the identified NC 54 and NC 87 corridors, pedestrian, bicycle, and vehicular safety should be promoted through high quality planned development.

Density of 0.5 FAR

DRAFT Findings of Fact and Conclusions

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

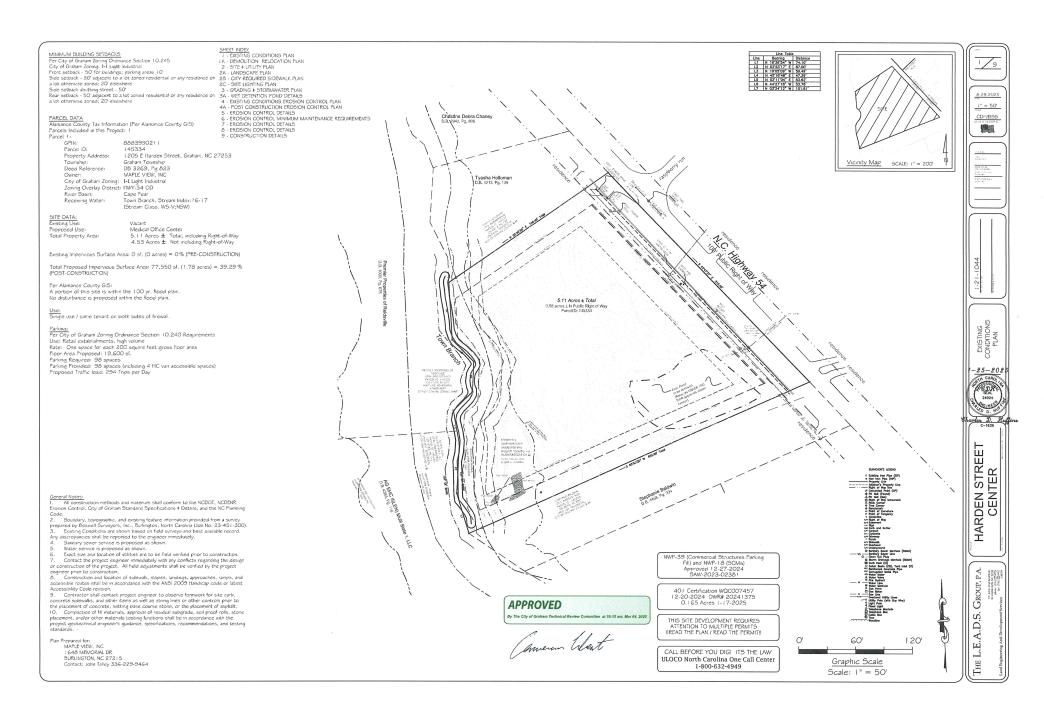
- 1. All applicable regulations of the zoning district in which the use is proposed are complied with.
 - The property is zoned I-1. "Unified Business Development" is permitted in the I-1 zoning district.
 The property will allow all uses allowed in a B-2 district, with the exceptions as noted our ordinance, under section 10.149 Special Uses and 10.465 Prohibited Uses in E Harden/ HWY 54 Overlay.
 - The applicant has received site plan approval from the Technical Review Committee for the proposed building.
 - All proposed uses will have to be in accordance with the Development Ordinance and receive zoning permits.
- 2. Conditions specific to each use, identified by the Development Ordinance, are complied with.
 - The plan is in accordance to development within the I-1 zoning districts and HWY 54 Overlay requirements. The special use type of a UBD Heavy does not require any additional conditions for development.
 - An opaque screen shall be provided wherever, in the city council's judgment, such screening is necessary to shield adjacent residential districts. There is a residential zone to the North and South of the building, zoned R-18, and currently classified as single family residential..
 - All uses shall be completely enclosed in buildings except for plant sales, sidewalk cafes, and permitted drive-in uses. The proposed uses are completely enclosed, with the exception of the proposed drive-thru window. Drive-in establishments offering goods or services directly to customers in parked cars shall be permitted only when the locations of the builds and access drives have been approved by the city council.
- 3. The use will not materially endanger the public health or safety if located where proposed and developed according to the plan as submitted.
 - The reuse of the location as a shopping center will not materially endanger the public health or safety.
- 4. The use will not substantially injure the value of adjoining property or that the use is a public necessity.
 - o The proposed UBD will not substantially injure the value of adjoining property.
- 5. The location and character of the use if developed according to the plan as submitted will be in harmony with the area in which it is to be located and in general conformity with the plan of development for the Graham planning area.

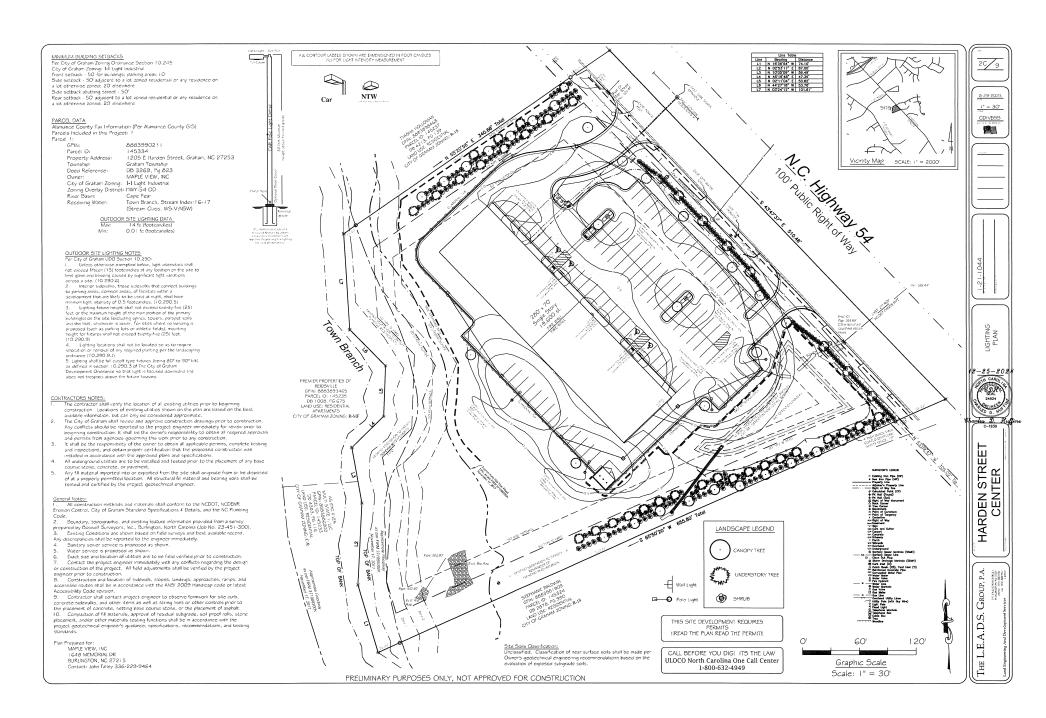
- The Unified Business District will be located along a major road in a commercial corridor land use area and is in general conformity with the Graham 2035 Comprehensive Plan
- 6. Satisfactory provision has been made for the following, when applicable: vehicle circulation, parking and loading, service entrances and areas, screening, utilities, signs and lighting, and open space.
 - Public water and sewer, parking and loading, service entrances and areas, utilities, signs, and lighting are satisfactorily provided.

Staff Recommendation

Based on the Graham 2035 Comprehensive Plan and the *City of Graham Development Ordinance*, staff provides the following statements:

- The development furthers goals of the Graham 2035 Comprehensive Plan and is in conformance with the Commercial Corridor Land Use type.
- The development appears to meet all six conditions required by Section 10.144 of the *Development Ordinance*.





MAPLE VIEW, INC. - UNIFIED BUSINESS DEVELOPMENT

Project Location: 1205 East Harden Street Graham, North Carolina 27253 PID: 145334 5.11 Acres +/-

Special Use Permit UNIFIED BUSINESS DEVELOPMENT IN (I-1) LIGHT INDUSTRIAL



Six Findings of Fact

Prepared For: Maple View, Inc. 1648 Memorial Drive Burlington, NC 27215

By: The L.E.A.D.S. Group, Pa (Engineer) 505 East Davis Street, Burlington, NC 27215

FINDINGS IN ACCORDANCE WITH CITY OF GRAHAM UDO - 10.144

(1) That all applicable regulations of the zoning district in which the use is proposed are complied with.

The applicable regulations of the zoning district (I-1) Light Industrial within which the subject site and proposed use resides are being complied with in this proposal. The City Ordinance requires that a special use permit application is required where more than one tenant may occupy a building, group of building or occupy areas where shared supporting facilities occur by more than one tenant. This type of use for the proposed building is defined in the City Development Ordinance as the "Unified Business Development".

This use has been determined by the City to require a special use permit as designated in Division 7 – Special Uses that the special use permit is required for multi-tenant occupancy in the (I-1) Light Industrial District.

By making this application for the deemed required special use permit submittal, and by conforming to all other dimensional, technical and other ordinance requirements set forth within this zoning district as depicted on the plan submitted with this application, and by completing the technical review of the accompanying plan as submitted, the zoning regulations have been met.

(2) That conditions specific to each use, identified by this Ordinance are complied with.

This proposed use has been determined by the City to require a special use permit as designated by the letter "s" within the I-1 zoning district table of permitted uses, page 72 as a shopping center, retail center, office park, and business park. There are no additional footnotes or associated development conditions designated in this portion of the table of permitted uses. As such, by complying with the requirements of the I-1 zoning district, the special use permit application process, and the by technical review of the proposed plan ongoing, The conditions known and expressed to this proposed use are met.

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

The findings that are necessary to support this special use permit request consider issues related to promoting the public's health safety and general welfare. The proposed improvements to this site and specific additions will be designed in accordance with the City of Graham requirements as defined in the UDO, designed in accordance with all applicable permitting requirements, and will be constructed by all applicable driveway location and connection standards as set forth by the NCDOT and the City of Graham. Specific driveway items and connections are proposed to create two accessible driveway connections to the existing frontage street (HARDEN STREET) in compliance with technical criteria set forth by these regulatory agencies.

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

The project as proposed will be designed and constructed in accordance with the City of Graham required perimeter landscaping considerations included. In addition to those requirements, the project will provide adequate lighting, and maintain a neat appearing area. Specific to this location within the City of Graham, any improvement to the property made over its current vacant condition will be subsequently considered an improvement elevating the value of the site. Adequate separation between adjacent uses and buffers are provided in accordance with applicable ordinance dictated buffer areas and building setback requirements.

Based on our experiences with similar projects, it is not anticipated that property values will be affected by the development this project as proposed.

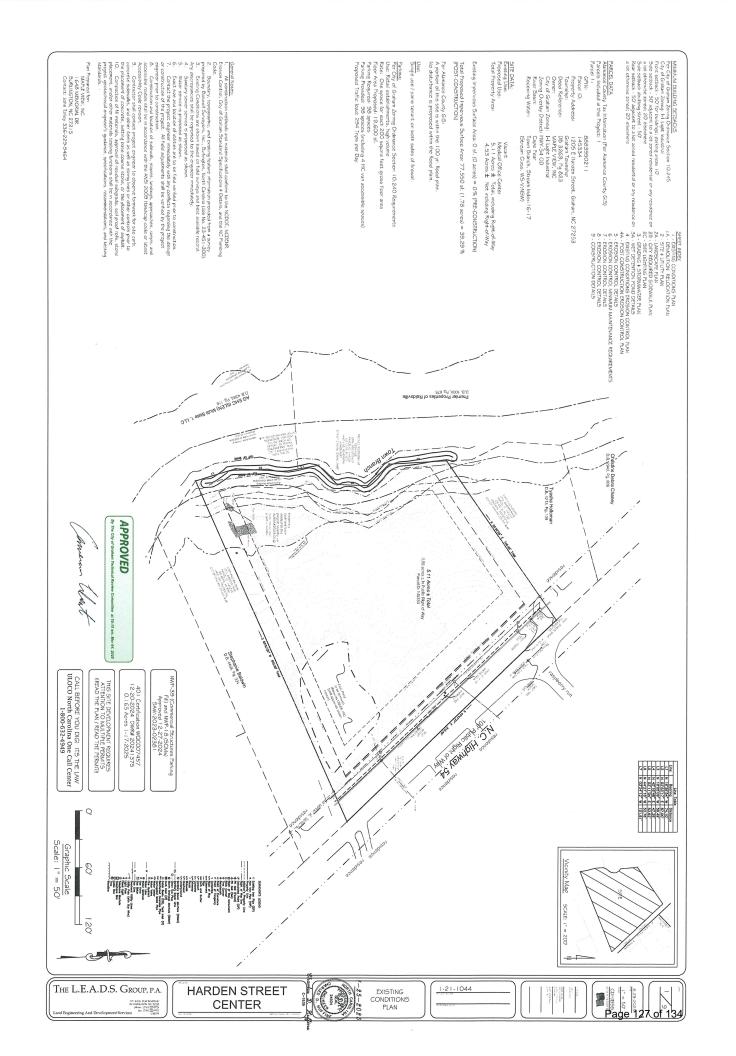
(5) That the location and character of the use if developed according to the plan as submitted will be in harmony with the area in which it is to be located and in general conformity with the plan of development for the Graham planning area.

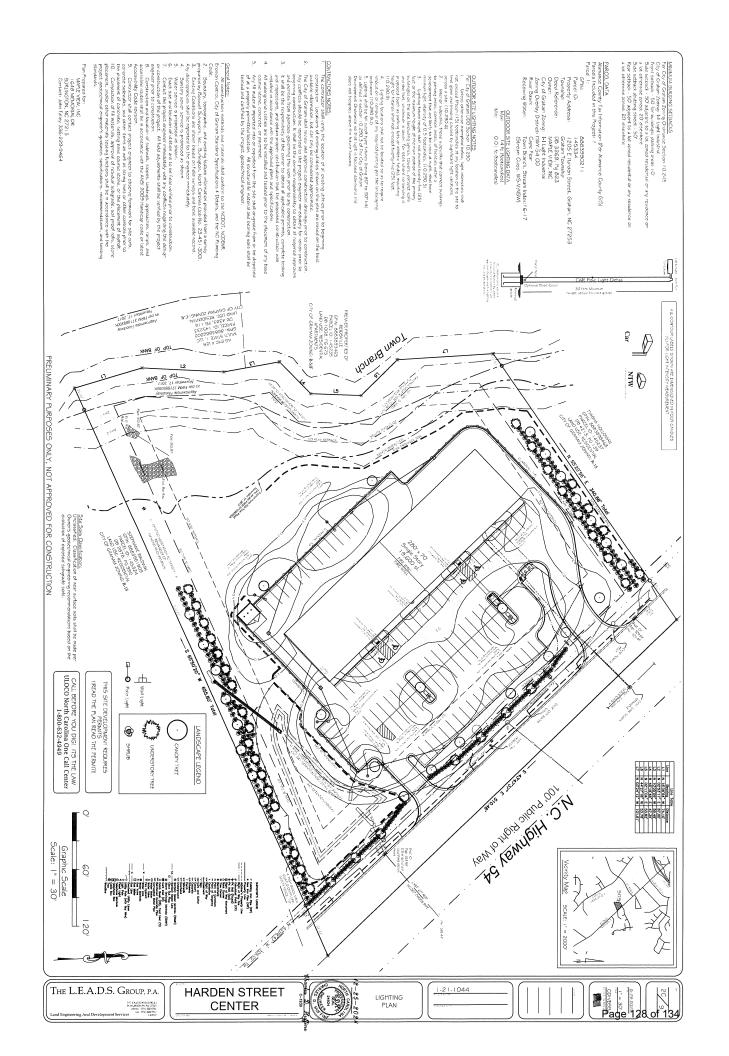
The project as proposed will be in harmony with the surrounding uses and vicinity. The property is not being considered for rezoning and is proposing no change to the approved plan, building or surrounding site features. The special use is required where more than one tenant will occupy the building. For this reason only, a special use permit is being applied for here. The development of this property within this vicinity works to complete the in-fill of vacant land at this general area. The proposed development is consistent with the City of Graham long range plan for this area and is consistent with the existing uses and intentions of current landowners in the vicinity. Current property uses in the vicinity of this site include residential, retail, industrial, institutional, agricultural, and heavy municipal uses. This use will be consistent with those uses and brings no significantly different uses to the general area.

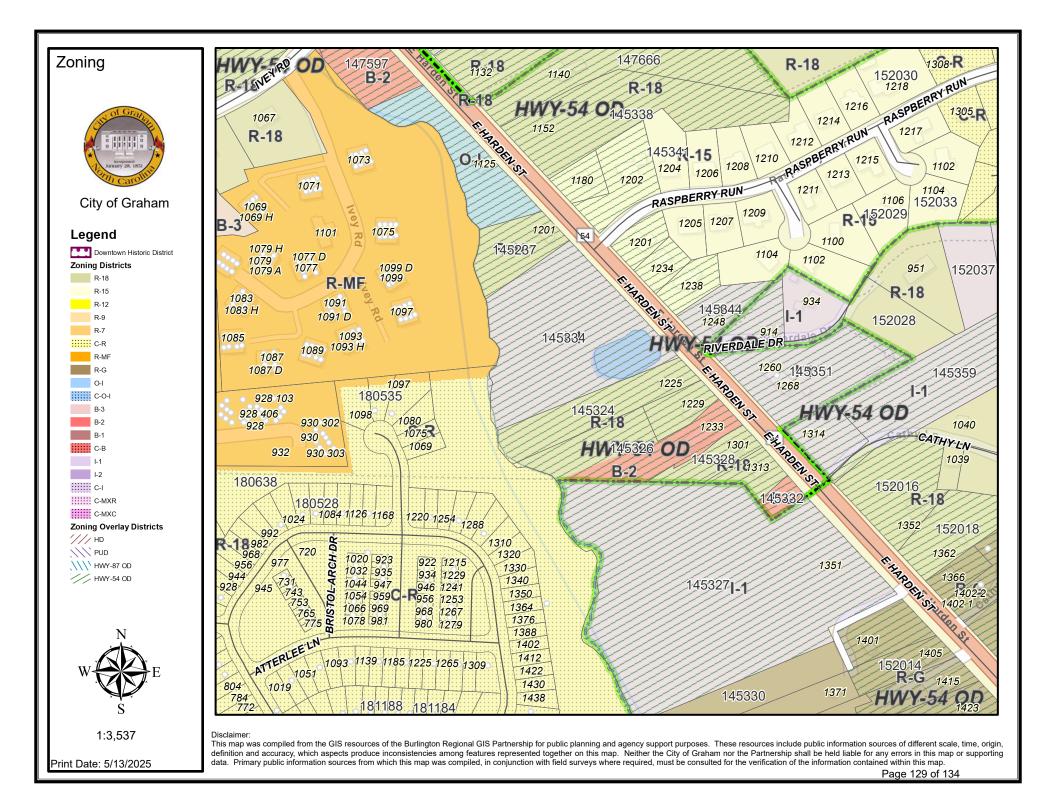
Based on a collective review by our firm and the City staff, the proposed use will be in conformity with the long-range plan for this area.

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

Satisfactory accommodations for vehicle movements specific to this use and site conditions have been made. Vehicle movements into and out of the site have been studied, proposed and reviewed by the City and NCDOT with the resulting two driveway connections to improve access conditions and geometry tailored for this use. The internal movements, buffering, stormwater controls, and other specific technical provisions have been provided and accounted for in accordance with good design and proposed adherence to all applicable City Development Ordinance requirements and with respect for adjoining properties to this proposed use and site.









SUBJECT:	BUDGET PUBLIC HEARING AND POSSIBLE ADOPTION
PREPARED BY:	MEGAN GARNER, CITY MANAGER

REQUESTED ACTION:

Hold a public hearing to receive public input on the proposed 2025-2026 budget.

Approve the budget ordinance, pay plan, and fee schedule for fiscal year 2025-2026.

BACKGROUND/SUMMARY:

The annual budget ordinance is the official document adopted by City Council to levy taxes and appropriate revenues for the 2025-2026 fiscal year. The attached budget ordinance 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 general fund is balanced at \$22,750,562; water/sewer at \$13,093,600; and special project funds at \$118,188,658.

STAFF RECOMMENDATION:

Approval.

SUGGESTED MOTION(S):

Make a motion to approve the budget ordinance, pay plan, and fee schedule for fiscal year 2025-2026.



Budget Ordinance FY 2025-2026

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

Section I. 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, 2025, and ending June 30, 2026, by the Chart of Accounts heretofore established for the City:

Department	Budget
Tourism	\$ 79,000
City Council	\$ 69,500
Administration	\$ 863,740
Information Technology	\$ 672,600
Finance	\$ 500,800
Public Buildings	\$ 104,900
Police	\$ 6,786,500
Fire	\$ 2,639,610
Inspections	\$ 807,700
Traffic Engineering	\$ 28,800
Streets & Highways	\$ 2,392,600
Street Lights	\$ 216,000
City Garage	\$ 1,362,650
Sanitation	\$ 2,048,917
Recreation	\$ 1,115,600
Lake	\$ 245,145
Athletic Facilities	\$ 388,300
Property Maintenance	\$ 1,210,900
Non-Departmental	\$ 1,217,300
	\$ 22,750,562



Section 2. It is estimated that the following revenues will be available in the General Fund for the Fiscal Year beginning July 1, 2025, and ending June 30, 2026.

Ad Valorem Taxes	\$ 7,964,500
Investment Earnings	\$ 230,000
Miscellaneous	\$ 705,100
Other Taxes/License	\$ 500
Occupancy Tax	\$ 79,000
Permits/Fees	\$ 878,000
Restricted Governmental	\$ 1,062,000
Sales/Services	\$ 1,991,400
Unrestricted Governmental	\$ 8,432,000
Fund Balance	\$ 1,408,062
Grand Total	\$ 22,750,562

Section 3. The following amounts are hereby appropriated in the Water and Sewer Fund for its operations, activities, and capital improvements for the Fiscal Year beginning July 1, 2025, and ending June 30, 2026, in accordance with the Chart of Accounts heretofore established for the City:

Department	Budget
Water and Sewer Billing	\$ 415,080
Water and Sewer Distribution	\$ 3,035,480
Maintenance and Lift Stations	\$ 302,380
Water Treatment Plant	\$ 3,640,130
Wastewater Treatment Plant	\$ 2,103,307
Non-Departmental	\$ 3,597,223
	\$ 13,093,600

Section 4. It is estimated that the following revenues will be available in the Water and Sewer Fund for the Fiscal Year beginning July 1, 2025, and ending June 30, 2026.

Services	\$ 11,019,000
Operating	\$ 1,324,100
Non-Operating	\$ 413,500
Other	\$ 337,000
Fund Total	\$ 13,093,600



Section 5. 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
ARPA Enabled Projects	4,908,621	4,908,621
Truby Drive Repair Project	200,000	200,000
10" Water Main Replacement	17,250,000	17,250,000
Boyd Creek Pump Station	3,962,000	3,962,000
Old Field Outfall	2,955,000	2,955,000
WWTP Upgrade	84,649,290	84,649,290
Water Line Inventory & Assessment	400,000	400,000
Boyd Creek Watershed Point Repair	500,000	500,000
Long and Albright Improvements Project	904,860	904,860
Banks and McBride Improvements	925,000	925,000
Downtown Enhancements	600,000	600,000
Accessible Parks Grant	145,687	145,687
Emerging Contaminants	500,000	500,000
Home, Banks & McBride Improvements	288,000	288,000
TOTALS:	118,188,658	118,188,658

Section 6. There is hereby levied a tax at the rate of \$.3099 per one hundred dollars (\$100.00) of valuation of property as listed for taxes as of January 1, 2025, 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 \$2,554,471,453 (100% valuation) with an anticipated collection rate of 95%.

Section 7. The City of Graham Capital Improvement Plan 2026-2035 for Water and Sewer Fund and 2026-2030 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 8. 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 10 th day of June 2025.	
Attest:	Mayor Jennifer Talley
Renee M. Ward, City Clerk	



STAFF REPORT

SUBJECT:	MUNICIPAL ENGINEERING SERVICES	
PREPARED BY:	AARON HOLLAND, ASSISTANT CITY MANAGER	

REQUESTED ACTION:

Approve retention of AWCK for municipal engineering services.

BACKGROUND/SUMMARY:

After several conversations between the City Council and staff, the City Council directed staff to move forward with an RFQ for municipal engineering services. The RFQ was posted and circulated on April 11, 2025, with a submission deadline of April 25, 2025. The City received three (3) submittals from Urban Design Partners, Bowman, and AWCK. Meetings were scheduled with the prospective firms in the following weeks to discuss the current engineering services and expectations moving forward. Bowman withdrew from consideration following internal discussions with their staff due to concerns that they would not be able to meet demands. Based on staff review of the remaining two firms, the staff recommends retaining the services of AWCK.

FISCAL IMPACT:

As part of discussions with AWCK, staff have discussed options to reduce annual costs moving forward.

STAFF RECOMMENDATION:

Due to the level of services needed for operations, staff recommends continuing with AWCK for engineering services.

SUGGESTED MOTION(S):

I move that we approve retaining AWCK for municipal engineering services.